

## **INTRODUCTION:**

**The commitment of the National College of Business Administration and Economics (NCBA & E) to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on merit and be free from invidious discrimination in all its forms.**

**The University reserves the right to withhold the privilege of registration or any other University privilege from any person with an unpaid debt to the University.**

**The University will not engage in discrimination or harassment against any person because of race, color, cast, religion, sex, national origin, ancestry, age, marital status and disability, and will comply with all laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in University programs and activities.**

**University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate office.**

**a. University means National College of Business Administration and Economics (NCBA & E)**

**b. University facility means that place where a University campus function occurs.**

**c. University function means any charter or statutory operation or activity of the University, including instruction, research, study, administration, social life, and other functions directly related thereto. Specifically included are both functions of fixed-time duration (e.g., classes,**

**examinations, lectures) and functions of continuing duration (e.g., the operation of libraries, research laboratories, computers, computer labs, and business offices). Also included are functions ancillary to directly educational purposes such as meetings, disciplinary proceedings, and athletic and social events sponsored by any University-approved organization.**

**d. Head of Department (H.O.D) means persons appointed by the MD / Director Campus, and approved by the HR Committee (if necessary), either as H.O.D, Acting H.O.D, or Director of one of the department or discipline.**

**e. Students mean any persons registered in any department of the University, whether for courses or research, and whether or not they are candidates for a degree or certificate. It also includes persons who are on leave or suspended or continuing for any degree or certificate. It includes persons registered during any preceding terms and who have not since that time earned the degree or certificate or withdrawn from the University.**

**f. Faculty means officers of instruction or research appointed to any department of the University, including officers on leave.**

**g. Staff means members of the administration, administrative staff, research staff, library staff, labs staff or supporting staff.**

**h. Violation means the commission of an act prescribed by these Rules. However, inadvertent or accidental behavior shall not be considered to be the substance of a violation.**

**i. Sanctions comprise the following penalties for violation of**

these Rules:

**Disciplinary Warning.** A disciplinary warning states that future violation will be treated more seriously.

**Suspension.** Individuals who have been suspended are not permitted to continue their association with the University during the period of suspension, nor may they receive a leave of absence of any kind.

**Dismissal.** Unlike suspension, when an individual is dismissed, no time period is specified, nor is reinstatement anticipated, but in no case shall reinstatement occur less than one semester.

o. **Hearing Officer** means a Hearing Officer appointed under special orders of Director Campus.

The Rules of University Conduct shall apply to all members of the University community: administrators, administrative staff, research staff, library staff, supporting staff, faculty, and students. Also visitors, contractors and invitees on a University facility shall be subject to the Rules of University Conduct. Violations by such persons may result in the revocation of their invitation or contract to be on a University facility and their subsequent ejection.

## **RULES & REGULATIONS for Library**

All the students and staff members are expected to observe the following library rules while using the library facilities:

### **Membership for Students**

NCBA students are eligible to become members of the library after getting admission.

### **Membership for Staff**

NCBA faculty and staff can avail the library facility. They can become members of the library after getting their appointment letters.

## **Library Discipline**

- 1. Members should leave their personal belongings (bags, briefcases, handbags etc.) at the library entrance.**
- 2. Members should take care of their belongings as the library would not be responsible for any loss or damage.**
- 3. Members must submit library material for inspection if requested.**
- 4. Members are supposed to leave the library materials on tables after consulting/reading.**
- 5. Damages done to the library material (folding, underlining, tearing of pages, etc.) would be assessed by the Librarian and his/her decision will be considered final.**
- 6. Talking, sleeping, eating, drinking, smoking, and moving the library furniture are strictly prohibited.**
- 7. Personal books and material are not allowed in the library.**
- 8. The users should collect their return slips and keep them safe. In case of any ambiguity, the return slips are the only proof.**
- 9. Mobile phones should be either switched off or put on silent when entering the library.**
- 10. Library membership would be suspended or cancelled and penalty imposed in the following cases:**
  - 🕒 Nonpayment of library fine**
  - 🕒 Misbehaving with the library staff**
  - 🕒 Theft of library material**
  - 🕒 Any kind of disturbance in the library**
  - 🕒 Nonpayment of damage fine**
  - 🕒 Failure to return the issued material within due time**
  - 🕒 Breach of established library rules**

## **Borrowing Rules**

**All registered members with valid NCBA & E Gujrat Campus IDs are entitled to borrow library materials.**

- 1. Valid NCBA & E identification card is necessary to borrow**

library materials.

2. Books borrowed by any patron can be reserved.
3. Reserved books may be collected within three days from the circulation desk.
4. Book borrowed by any patron can be renewed for a period of 14 days as long as the same is not reserved by another patron.
5. Non-circulating materials such as reference books, current journals, journals and newspaper archives, audio/video materials, text books, and research projects cannot be borrowed.
6. Non-circulating materials can only be used within the library premises.
7. Any of the borrowed library materials is subject to recall as and when needed by the library.
8. If the patrons misplace any library material and are unable to find them, it is recommended that they report to the circulation desk immediately to avoid fine.
9. Any of the library materials not returned within 30 days after the due date will be considered lost.

### **Library Fine**

Certain fines are charged for overdue library materials. This is an effort to provide patrons an equal opportunity to make use of library materials and to maximize sharing of library collections.

- 🕒 Loss of any library material would be charged at three times the current price or replacement of that material and Rs.100 as processing charges.
- 🕒 A fine of Rs.5000 and current price would be charged in case of stealing library material.
- 🕒 Overdue fine is charged from the first overdue date/day.
- 🕒 Overdue fine on general books would be Rs.10 per book per day.
- 🕒 Overdue fine on temporarily issued materials would be Rs.50 per hour.

🕒 In case of any disciplinary violations Rs.200 would be charged on the first violation and Rs.500 on second violation. In case of continuation of violations, the issue may be referred to the Library/Disciplinary Committee.

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**Semester System Rules**

**Home Semester System Rules**

There shall be two semesters (Fall & Spring) in an academic year. Each semester shall be of 18 to 19 working weeks –16 weeks for teaching, one for preparation before end of semester examination and one to two weeks for examination. University may offer summer semester of 8 weeks during summer break. Each department may offer maximum of 12 credit hour courses of its choice to the students who have failed or withdrawn from a course or who want to improve their CGPA. The credit hours shall be doubled during the summer semester as compared to a regular semester. There shall be two weeks semester break after each semester.

**Course Credit**

Minimum 132 credits are required for BS 4 years program. These credits shall normally be earned in eight semesters. Minimum 66 credits are required for M.A/MSc 2-years program. These credits shall normally be earned in four semesters. Minimum 30 credits (24 for coursework and 6 for thesis) are required for M.Phil.2 years program. These credits shall normally be earned in four semesters.

A course consists of three credit hours. Three credit hour stands for at least 3 one hour classes per week per semester. For practical/laboratory work two hours shall be considered equivalent to one credit hour. The credit hours are denoted by two digits within brackets with a hyphen in between e.g. 4 (3-1). The first digit, inside the bracket, represents the theory

part while the second (right side) digit represents the practical.

### **Change of Courses/ Drops/Withdrawals**

A student, with the consent of the concerned HOD, may be allowed to change a course within one week of the commencement of a semester and may drop a course within 2 weeks of the commencement of semester. Withdrawal from a course may be allowed by the end of 13th week by the approval of the HOD and shall be represented by 'W' in the transcript. The above stated changes/ drops/withdrawals can be made only if they do not affect the conditions of required workload.

### **Repeating Courses**

Whenever a student gets an 'F' grade, he/she has to repeat the course whenever offered. The student shall register for that course in the Summer semester or if that course is not offered in Summer semester he/she may get registered before the commencement of regular semester, with the permission of the concerned teacher. The student, who has been dropped from a particular course due to short attendance, shall have to repeat the course and take classes when it shall be offered next time. Whereas a student who has failed because of short of marks shall only reappear in the midterm and final examination and submit all new sessional work. The student may be allowed to repeat the course in which he/ she has obtained grades 'D' or 'C' (not C+). In case a student repeats the course, the higher grade obtained be considered as final grade but in case a student takes a new course in lieu of the course in which he /she failed, both the grades shall reflect on his/her transcript, i.e.

old course grade and new course grade.

### **Incomplete Grades on Medical Grounds**

In case a student is unable to appear in the end of semester examination of a semester due to some unavoidable circumstances, he/she may be allowed to repeat the course when that course is offered next time following the rules as under:

The student must have fulfilled the required number of lectures. He/ She must have completed the midterm exam and sessional work during the semester. Such student shall be given Incomplete Grade ('I' Grade) on the recommendation of the committee. The student shall only have to appear in the end of semester examination whenever the course is offered again.

### **Class Attendance**

Students are expected to attend all classes, laboratories, tutorials, or other class meetings officially designed for a particular course. They are expected, also, to complete all assignments. Each three credit hour course shall have 48 contact hours (3 hours/week x 16 teaching weeks = 48) in a semester. A minimum of 70 % attendance is required by the students to be eligible to sit in the final examination. A student with less than 70 % of the attendance shall be dropped from the course and have to repeat the course whenever the course is offered again. In exceptional / hardship cases Director Campus on the recommendation of HOD concerned of the faculty may exempt 5 to 10 (3), of the attendance. In case a student remains absent from the class for seven consecutive lectures, his/her name shall be dropped from the course.



## **Migration/Transfer of Credits**

Migration of a student may be allowed subject to the fulfillment of Migration Regulations of NCBA. The credits earned in the previous institution may be transferred subject to the condition of similarity and equivalence with the university courses. No credit hour of a course shall be transferred if the marks obtained are less than B grade. Migration shall not be allowed during the first semester of the program. Migration shall not be allowed 'if the CGPA of the student is less than 2.00. Migration shall be permissible if the student fulfills requirements of merit and availability of seats.

## **Examination/Evaluation System (Midterm and Sessional) (Not for MS/ MPhil)**

The final standing of each student, in each course is assessed on the midterms, sessional work (presentations, assignments, quizzes and practical) and at the end of semester examinations. Each course shall be evaluated on the basis of the weightage as under:

<b>Sr. No.</b>	<b>Category</b>	<b>Marks</b>
1	Mid-terms Examination	30
2	Sessional (Presentations, Assignments, Quizzes and Practicals)	20
3	End of Semester Examination	50
<b>Total:</b>		<b>100</b>

The teacher shall be responsible for the midterm exam and sessional work of the students. The date and time of the midterm examination shall be announced by the Controller

**Exams Office. For sessional work, the teacher shall give minimum 2 assignments/ practical and 2 quizzes per course per semester and average of the obtained marks in both/all assignments/ quizzes would be considered as the final marks in assignments/ quizzes. All the assessed scripts and award lists of assignments/ practical, quizzes and class presentations shall be submitted to SSC after showing and discussing it with the students. The teacher shall himself/herself enter the midterm and sessional marks in the database of NCBA. The signed in database generated hardcopies of the midterm and sessional marks shall be submitted to the Controller Exams Office. Midterm results shall be submitted within 10 days after the termination of midterm exams and sessional results shall be submitted at least a week before the commencement of end of semester examination. The teacher shall give a re-test within 10 days after the midterms only to the students who, after seeking prior, permission of the Director concerned, were unable to appear in Midterm Examination.**

### **End of Semester Examination for Undergraduate Programs**

**The Examination Office under the supervision of Controller of Examination, responsible for conducting the end of semester examination of each semester. Duration of end of semester examination shall be 2-3 hours during examination week(s). The final examination shall cover the entire course. The teachers shall develop 2 question papers for each course. Each question paper shall consist of two sections Objective and Subjective. Objective section shall contain 15 to 20 marks and subjective section shall contain 30 to 35 marks. The question papers shall be submitted to Controller Examination three weeks before the commencement of end of semester examination. To pass a course, student must**

obtain 50% marks in aggregate of Midterm, Sessional and End of Semester Examination. The final result shall be announced by the Controller of Examination.

## Grading System

Equivalence between Letter Grading and Numerical Grading shall be as follows:

Grade	Points	Equivalence
A	4.00	80%-100%
B	3.00	70%-79%
C	2.00	60%-69%
D	1.00	50%-59%
F	0.00	Below 50%

### Abbreviations

Ex/EXMT	Exempted
W	Withdrawn
I	Incomplete
GPA	Grade Point Average
CGPA	Cumulative Grade Point Average

Maximum possible Grade Point Average is 4.00. Minimum CGPA (Cumulative Grade Point Average ) for obtaining the 4 years undergraduate and 2 years M.A/M. Sc (after 14 years education) degree is 3.00. While the minimum CGPA for obtaining M.Phil. (after 16 years education) degree is 3.00.

### Calculation of Grade Point Average (GPA) for a Semester

GPA is a performance indicator of a student in the semester concerned and is calculated as:  $GPA = \frac{\text{Total weighted points of all courses taken in the semester concerned}}{\text{Total number of credits enrolled for in the semester concerned}}$  Weighted

**points = Grade points multiplied by the number of credits of the course concerned.**

### **Calculation of Cumulative Grade Point Average (CG PA) for Semesters**

**CGPA is a performance indicator of a student in all the semesters passed so far and is calculated as:  $CGPA = \frac{\text{Total weighted points of all courses taken in all semesters}}{\text{Total number of credits enrolled for in all semesters}}$ .**

### **Semester Freeze**

**In case of a valid reason, a student may freeze his/her studies maximum for one year (two semesters) with the permission of the Director/Principal concerned on the recommendation of the HOD/Coordinator. The case, after permission, shall be forwarded to the Director, Student Services Centre for compliance. However, freezing in 1st semester is not allowed. During the “freezing period” the applicant shall lose his studentship status and shall not be entitled to avail any facility like hostel/medical/transport, which university extends to its regular students. The student shall rejoin the same semester next year with the next session after paying semester fee.**

### **Unfair Means/Cheating Cases**

**Students are expected to be sincere and dedicated to their cause, in achieving skillfulness and moral uprightness. NCBA provides a favorable atmosphere for learning, where chances are equal in determining the goals and objectives. A strict code of conduct in examination is put into practice, to give a credible Examination System which is the key to**

**excellence in academic pursuits. Following actions shall be regarded as Unfair Means and are liable to strict penalties by the Unfair Means Committee, after proper proceedings and giving the candidates fair chance of showing causes.**

### **Possession of Helping Material**

**Any candidate who, after announcement made by the Superintendents, fails to part with or is found to have in his/her possession or access, books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders, concealing notes on clothing/hands/ shoes/pockets/wallets or any other material or equipment in his/her possession relating to the subject of Examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other Unfair Means in connection with the Examination.**

### **Copying**

**Any candidate found guilty of copying from any paper, book or notes, mobile phones, any other helping material, allowing any other candidate to copy his/her Answer Book or exchanging Answer Book/Extra Sheet/Question Paper with other candidates and making gestures which may help in solving the paper.**

### **Impersonation**

**Any person who impersonates a valid candidate by forgery of documents i.e. roll number slip or the registration record or disguises him/herself or any other means.**

**Physical Assault and Intimidation or Misbehaving**

**Any candidate found guilty of resorting to physical assault or intimidation or misbehaving with the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates.**

### **Possession of Weapons**

**Any candidate found guilty of possessing firearms, daggers, knives and other weapons, which may cause injury.**

### **Instigation for a Walkout! Pen-Down strike**

**Any candidate found guilty of instigating others to stage a walkout or resort to a pen down strike.**

### **False statement/Forgery**

**Any candidate found guilty of forging another person's signatures on his/her Attendance Sheet.**

### **Identity/Appeal**

**Disclosing his/her identity or making an appeal in his/her Answer Book to the Assessor.**

### **Influencing**

**Any candidate found guilty of influencing or attempting to influence the Assessor, Examiners, Supervisory Staff or University Employees directly or through his/ her relatives or guardians or friends with the objective of gaining benefit in the Examination/Paper Assessing.**

### **Disobedience/Disturbance**

**Any candidate who refuses to obey the Centre Superintendent or changes his/her seat with another candidate, or changes his/her roll number or create disturbance in smooth functioning of Examination Centre.**

### **Substituting the Answer Book**

**Any candidate substituting the whole or part of an Answer Book or a Continuation Sheet in the Examination Centre which is not duly issued to him/her for the Examination.**

### **Taking out/Tearing off Answer Sheet**

**Any candidate taking out from the Examination Centre the whole or a part of an Answer Book or Tear off an Answer Book or Pages or Continuation Sheet.**

### **Unfair Means May Lead To One or More Following Penalties**

**Grade “F” in the relevant paper; and/or Cancellation of relevant paper; Maximum fine up to Rs.10,000 per paper; Suspension from the Program; Expulsion from the University.**

### **Punishment awarded by The Campus Director**

**In case of emergency, The Campus Director may provisionally award suitable punishment without reference to the committee, in accordance with the gravity of offence, to any candidate or to any student on the rolls of an affiliated/constituent college of Semester System examination. However, the case shall be referred to the UMC Committee for proceedings.**

### **Appellate Committee**

**A candidate to whom the decision of the Unfair Means Committee is communicated and has valid reason to appeal against such decision; he/ she may do so in writing to the Campus Director within Ten (10) days of the receipt of the decision along with the prescribed fee (Rs.1000). The appeal shall be referred to the Appellate Committee. Applicant shall be given an opportunity to be heard in person by the committee if, he/she so desires. The Campus Director shall appoint by nomination the Appellate Committee comprising two (02) or more members. These persons shall be other than those who have been on the Unfair Means Committee who dealt with the case earlier. The Campus Director or his nominee shall be the Convener of the committee.**

### **Cancellation of Admission**

**If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled.**

### **CGPA Required for Degree Completion**

**The minimum qualifying CGPAs for undergraduate and M.A/M. Sc (16 years education) MPhil (18 years education) are 2.50, 3.00 and 3.00 respectively.**

### **Course File**

**Maintenance of the course file is compulsory for teacher. It shall have a complete record of everything that happened during the semester. The course file shall contain:  
Description of course/ Course contents Course coding**



**Weekly teaching schedule covering the time period (16 weeks) – to be distributed among the students by the teacher concerned  
Copy of each home assignment  
Copy of each quiz given  
Copy of mid semester examination  
Copy of result duly signed by the teacher  
Difficulties/problems faced during classroom/course delivery**

### **University Policy on Possession of Firearms at Campus**

**University policy and state law, prohibit possession of firearms on campus. Violators of the policy may be subject to University discipline as well as criminal prosecution.**

### **Student Discipline**

**Students may continue at the University, receive academic credits, graduate, and obtain degrees subject to the disciplinary powers of the University. The Trustees of the University have delegated responsibility for student discipline to the HODs of the individual departments, and their administration of student discipline is known as HOD's Discipline.**

**Students should be aware that academic dishonesty (for example, plagiarism, cheating on an examination, or dishonesty in dealing with a faculty member or other University official) or the threat of violence or harassment are particularly serious offenses that will be dealt with severely under Top management's Discipline.**

### **Academic Discipline**

**The continuance of each student upon the rolls of the University, the receipt of academic credits, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary powers of the University.**

## **Rules of University Conduct**

**The Rules of University Conduct provide special disciplinary rules applicable to demonstrations, rallies, picketing, and the circulation of petitions. These rules are designed to protect the rights of free expression through peaceful demonstration while at the same time ensuring the proper functioning of the University and the protection of the rights of those who may be affected by such demonstrations.**

**The Rules of University Conduct are University-wide and supersede all other rules. Minor violations of the Rules of Conduct are referred to the normal disciplinary procedures of each department ("HOD's Discipline").**

**All University faculty, students, and staff are responsible for compliance with the Rules of University Conduct.**

**While the University as a private institution is not subject to**

**A violation of these Rules is an offense against the entire University community. However, such violations are not here considered as crimes, and University disciplines should not carry the same stigma as a criminal conviction. All members of the University community are assumed to be innocent until proven guilty of a violation of the Rules. The University shall publicize the existence of the Rules and make them readily available to persons who may be affected by them. Such persons are responsible for being aware of all provisions contained in the Rules.**

## **About Student Rules**

### **Rule Additions, Changes & Deletions**

Additions, deletions and changes may occur over the course of the academic year. Significant revisions will be communicated through appropriate university offices and NCBA & E web site.

### **Plagiarism**

NCBA & E strongly discourages and condemns any form of plagiarism. Students caught cheating on any examination by using “notes” whether those notes were relevant to the test or not, or caught talking during examination, will receive an automatic ‘Fail’ grade for the course. Strong disciplinary action will be taken against the accused student, including expulsion from the university. Students caught applying “copy & paste” or copying other student’s work on assignments will receive an automatic ‘0’ marks for that assignment.

### **Academic System**

The University follows semester system for all of its degree programs. Each academic year consists of two regular semesters, i.e., Fall and Spring semesters. However, an optional condensed Summer semester is also offered to enable students to cover up any deficiency occurred in the regular semesters.

### **Academic Duration for various degree programs**

Most of the bachelor degree programs consist of four year. However, there are certain programs which are completed in two year such as Bachelor of Commerce (B.Com), and associate degrees.

Students are expected to complete their education within a specified period of time for the degree they are enrolled for. For fulltime Bachelor students, the normal time needed to complete their degree program is four (4) years and the

maximum time permitted by the academic council. Master degree students are expected to complete their degree requirements within 1 and half to 3 and half years. A normal duration of Master degree will be 1-1/2 to 2 years.

### **Grading System**

Since NCBA & E offers a diverse degree programs, therefore, grading scheme varies from discipline to discipline. Most of the NCBA programs are accredited by the various bodies/councils such as Pakistan Engineering Council (PEC), National Computing Education Accreditation Council (NCEAC), etc.

Letter grades, standing, percentage and grade points are shown in the below table:

Letter Grades	Standing	Percentage	Grade Point
A	Outstanding	90-100	4.00
B	Good	80-89	3.00
C	Moderate	70-79	2.00
D	Pass	60-69	1.00

### **I.D. Cards**

The University is committed towards ensuring safety of all personnel at campus. Students are strictly required to visibly display their Identity Cards while being at campus. Any University official has the authority to enquire about and demand to produce the ID card from any student.

Students are not allowed to bring any outsider or guest to the University campus. Passes shall be issued for all guests, parents, guardians and other outsiders invited by University officials for any administrative or ceremonial affair. The student shall be held responsible and liable for any untoward incident, disruption or misconduct occurring on the behalf of his/her guest.

### **Dress Code**

**The purpose of the NCBA Gujrat Campus dress code is to ensure that the students are dressed in a sophisticated manner. This means that the clothing worn will be clean, neat, modest and reflective of the culture in which we are operating. The dress restriction is not to impose any rigidity or regimentation but it is in accordance with the spirit of discipline which is the cardinal aspect of life style at the campus.**

### **For Males**

- Dress shirts, T-shirts (only polo necks)**
- Formal pants, jeans**
- Shoes, joggers**
- Shalwar Kameez may be worn on Friday**

### **For Female**

- Shalwar Kameez with scarf/dupata**
  - Pants/trousers with long shirts, scarf/dupata**
  - Modest make-up and jewellery**
- Sleeveless, offensive or shirts carrying obscene remarks, patchy, tattered, baggy and shabby looking jeans and chappals are not allowed. Students violating dress code can be checked by any proctor within University bounds; she can be fined and will not be allowed to attend classes.**

### **Smoking/Drugs**

**Smoking, use of liquor or any allied illegal substances is strictly prohibited in the university campus's premises. Those who would violate this rule will be liable to punishment and disciplinary action. Any staff member can**

**check a university student within the university's premises  
and forward the case to the Chief Proctor for appropriate and  
necessary action or imposition of fine.**

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