



# Statement Of Rules & Regulations (SORR)

(To be filled and declared by the student at the time of admission)

## INTRODUCTION

Every student, applying for admission or intends to continue education in any program offered at Swat Educational Complex of Modern Studies (SECOMS) or its campuses, is required to understand and abide by the rules & regulations and shall sign the declaration before commencement of his/her study program.

### 1. ADMISSION RULES

- 1.1. The student(s) must have read the "Prospectus" and understand the minimum requirements of his/her study program.
- 1.2. The student shall fulfil the admission criteria before start of intended program of study.
- 1.3. The academic credentials, i.e. degree(s), certificates, and other supporting documents, if required, the student must provide attested copies of the original and should not be the forged documents. The Institute may ask the student to provide original documents to proof the authenticity at any stage of the study program.
- 1.4. In case, any document found fake/forged, the Institute (SECOMS) may reserve the right to cancel admission at any stage of the study program.
- 1.5. In case, if found ineligible for admission, the Institute (SECOMS) may cancel the admission of the student at any stage during the study program.
- 1.6. A student is not allowed to take more than one admission in any degree program(s) offered at SECOMS or other college/institute during the program of study.
- 1.7. The student must complete the study program according to the program requirements and prescribed policies which can be modified, either by the institute or its affiliating institution(s) from time to time.

### 2. EXAMINATION & EVALUATION RULES

- 2.1. All students are required to comply with examination policies, rules & regulations of the Institute (SECOMS) as well as its affiliating or constituent institutes/campuses during the study program.
- 2.2. A student will not be allowed to sit for the examination if his/her attendance falls below 70% during the semester/annual system.
- 2.3. Out of total 100 marks for each subject/course, 50% marks are allocated for internal assessment and the remaining 50% for external evaluation.
- 2.4. The minimum marks required to pass in a subject is 50%.
- 2.5. Grades for each subject are awarded according to the following scale or as appropriately prescribed from time to time, approved by the competent authority:

Grade	Marks/Percentage Range	Grade Points	Description
A	80 – 100 %	4.00	Excellent
B	70 – 80 %	3.00 – 4.00	Very Good
C	60 – 70 %	2.00 – 3.00	Good
D	50 – 60 %	1.00 – 2.00	Satisfactory
E	0 – 50 %	0.00 – 1.00	Fail
T	-	-	Transfer



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2.6. Internal evaluation is done by the teacher concerned and is based on the student's performance on the following:

- Attendance
- Assignments
- Quizzes
- Group Discussion
- Class Participation
- Project/Presentation
- Mid-term Test
- Pre-board Examination
- Term Paper/Terminal Examination
- All Other Methods

2.7. External evaluation is done by SECOMS or its affiliating University/Board on the basis of each student's performance in the Final/Terminal Examination.

2.8. During all tests and examinations, strict discipline is maintained and violation of rules and regulations and use of unfair means may lead to disqualification from the examination, the semester/annual session or the entire program. The decision of the teacher/invigator/ supervisor shall be final and binding on the student concerned.

### **3. FEE AND CLEARANCE OF DUES**

- 3.1. The monthly deadline for payment of fee should be on or before 5<sup>th</sup> day of each month.
- 3.2. A late fee of Rs.20 per day will be charged after the monthly deadline. If the fee is not paid up to the last day of each month, the name of the defaulter will be struck off the roll.
- 3.3. Fee once paid will not be refunded for any reason whatsoever and the student(s) shall not claim refund of fee at any stage after admission.
- 3.4. The fee will be charged for the entire duration of each semester/year, irrespective of holidays, vacations or closure of the Institute.
- 3.5. The security deposit is subject to full or partial confiscation in case of loss or damage to the library books issued to the student or for laboratory damages or other damages/charges levied against the student. Otherwise, the security deposit is fully refundable subject to clearance by the Librarian, Administration and Program Officer(s).
- 3.6. The student will be liable to pay all fees and dues determined from time to time by SECOMS.
- 3.7. All fees and dues are subject to changes without prior notice.
- 3.8. Students are required to maintain all original fee receipts for all types of fees and payments, including the security deposit. On completion of the program, and prior to the award of degree, it shall be the responsibility of the student to prove that he/she has paid all the dues.
- 3.9. When a student rejoins after dropping one or more semester/year, he/she will be required to pay fees according to the fee schedule currently in force for the semester/year that the student is rejoining.
- 3.10. In case of migration to another institution the student shall be bound to pay 25% of the annual fee as recurring fee before migration.



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## 4. DISCIPLINE

- 4.1. After getting admission, student must be in regular contact with the Institute (SECOMS) or its campuses to continue his/her classes and complete the study program in permissible time period. In case of emergency or any uncertain situation, the student must write an application and take prior permission/approval from the competent authority for availing leave(s). In case of drop or freeze semester(s)/year(s), he/she must pay prescribed fee for dropped or frozen semester(s)/year(s).
- 4.2. If a student found absent or does not continue classes during a semester(s)/year(s) without prior permission, he/she will be liable to pay full tuition fee for the dropped/frozen semester(s)/year(s).
- 4.3. The Institute has authority to suspend or expel any student, if he/she found to be involved in national or student politics, use of unfair means in the examination or guilty of an act of discipline.
- 4.4. The definition and scope of an act of indiscipline shall be determined by the Institute Administration and shall be final and binding. All decisions taken by the Institute Administration to handle cases of indiscipline are final and binding on the student concerned and these decisions cannot be challenged anywhere.
- 4.5. The students are not allowed to form any union. The students may form societies or associations for the development of academic, social, cultural or sports activities by prior permission of the Institute administration.
- 4.6. The students are required to abide by the rules & regulations of SECOMS. Breach of rules, misconduct, irregularity in time keeping, idleness and lack of reasonable progress in studies including participation in activities prejudicial to the prestige of the Institute will render a student liable to disciplinary action. Students are required to refrain from any activity regarded as political or sectarian. No sectarian functions are permitted to be held by the students at SECOMS or its premises.
- 4.7. No visitors are allowed to enter the premises of SECOMS without prior permission of the administration.
- 4.8. Every student must have an identity card with him/her at all times, otherwise the entry may not be allowed to Institute's premises.
- 4.9. All students must be in proper uniform as prescribed by the Institute.
- 4.10. The following shall constitute acts of discipline for which disciplinary action may be taken against the students:
  - a. Inciting or staging a walk out, strike, or organizing unauthorized procession.
  - b. Any act which is against the prestige of the Institute (SECOMS) or its reputation of its staff or faculty.
  - c. Involvement in any sort of quarrels, rowdiness or disputes.
  - d. Bringing unauthorized personnel to the Institute and/or its premises.
  - e. Destroying and damaging the Institute property or fixtures.
  - f. Irregular class attendance/unauthorized absence from classes.



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- 4.11. The students are not allowed to collect subscription or funds by any purpose whatsoever without prior permission from competent authority of the Institute.
- 4.12. A student may be suspended or dismissed from a program, if the Institute determines that the student has failed to achieve satisfactory academic progress in the program.
- 4.13. Students are not allowed to bring any item for consuming or encouraging consumption of alcoholic products and other narcotics and indulging in acts of immoral aptitude.
- 4.14. Students are not allowed to bring any devices such as weapons, gun, pistol, knife, metallic or defensive items that may harm student(s) or staff of the Institute.
- 4.15. A student will be promoted to the next semester/year of the program on satisfactory performance in the current semester/year. Those failing in 1-2 subjects may be promoted conditionally to the next semester/year, if the Institute determines, at its own discretion, that such promotion is justified.
- 4.16. A student failing in more than two subjects on declaration of final results, will not be promoted to the next semester/year and will be required to repeat the current semester/year, by payment of all fees due for the repeated semester/year.
- 4.17. The decision of SECOMS administration shall be final and binding in all cases.

## 5. LIABILITY/RIGHTS

- 5.1. The Institute does not assume any liability for any failure or delay in their performance due to causes beyond their control such as fire, natural disasters, power failure, riots, political unrest, acts of public authorities, etc.
- 5.2. In case of disciplinary action against a guilty student, resulting in his/her suspension or expulsion from the University, the University shall not be liable for any consequential financial or academic loss(es).
- 5.3. The institute (SECOMS) and its affiliating institution reserves the right to change any or all rules and regulations, academic programs, curricula, tuition and other charges, or evaluation criteria.

### DECLARATION

I hereby solemnly declare that I have completely read and clearly understood the above information and that I agree to abide by all rules and regulations of the Institute (SECOMS) and/or its affiliating as well as constituent institutions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Registration: \_\_\_\_\_ Date: \_\_\_\_\_

Study Program: \_\_\_\_\_ Class No. \_\_\_\_\_