

Code of the Sohail University

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PART – IV

PROVINCIAL ASSEMBLY OF SINDH

NOTIFICATION

KARACHI, THE 09TH MAY, 2018

NO.PAS/LEGIS-B-02/2018- The Sohail University Bill, 2017 having been passed by the Provincial Assembly of Sindh on 16th April, 2018 and assented to by the Governor of Sindh on 04th May, 2018 is hereby published as an Act of the Legislature of Sindh.

THE SOHAIL UNIVERSITY ACT, 2017.

SINDH ACT NO. XIII OF 2018

AN

ACT

To provide for the establishment of a University known as Sohail University at Karachi.

AND WHEREAS it is expedient to provide for the preamble establishment of a University known as Sohail University at Karachi and to provide for matters ancillary thereto;

CHAPTER-I PRELIMINARY

It is hereby enacted as follows: -

1. (1) This Act may be called the Sohail University Act, 2017.
(2) It shall come into force at once.

2. In this Act, unless there is anything repugnant to the subject or context -
 - (a) “**Academic Council**” means the Academic Council of the University;
 - (b) “**Affiliated institution or college**” means an educational institution or college affiliated to the University but not maintained or administered by the University;
 - (c) “**Authority**” means any of the Authorities of the University specified in section 18;
 - (d) “**Board**” means the Board of Governors of the University;
 - (e) “**Chairman**” means the Chairman of the Teaching Department;
 - (f) “**Chancellor**” means the Chancellor of the University;
 - (g) “**College**” means the college and includes an institution in which arrangements exist for imparting instructions in general, technical professional education or other disciplines of higher learning and such other subjects as may be prescribed;
 - (h) “**Constituent Institution or College**” means an institution or college maintained and administered by the University.
 - (i) “**Dean**” means the Head of faculty;
 - (j) “**Director**” means the head of a teaching or administrative division of the University;
 - (k) “**Faculty**” means a Faculty of the University;
 - (l) “**Government**” means the Government of Sindh;
 - (m) “**Officer**” means any of the officers of the University specified in section 5;

Short title and commencement.

Definition

- (n) **Higher Education Commission means, the Sindh Higher Education Commission;**
- (o) **“Prescribed”** means prescribed by statutes, regulations or rules;
- (p) **“Principal”** means the head of a college or institution;
- (q) **“Professor Emeritus”** means a retired Professor appointed by the Chancellor on honorary basis;
- (r) **“Pro-Vice Chancellor”** means the Pro-Vice Chancellor of the University;
- (s) **“Registrar”** means the Registrar of the University;
- (t) **“Statutes”, “Regulations” and “Rules”** means respectively the Statutes, Regulations and Rules made under this Act;
- (u) **“Teacher”** means the whole time teacher engaged as Professor, Associate Professor, Assistant Professor and Lecturer and such other persons as may be declared to be the teachers;
- (v) **“Teaching Department”** means a Teaching Department of the University;
- (w) **“Trust”** means the S.M. Sohail Trust registered under the Societies Registration Act, 1925;
- (x) **“University”** means the Sohail University, Karachi;
- (y) **“Vice Chancellor”** means the Vice Chancellor of the University.

CHAPTER-II THE UNIVERSITY

3. (1) There shall be established a University to be called the Sohail University at Karachi consisting of the Patron, Chancellor, Vice- Chancellor, Pro-Vice Chancellor, Chairman and members of the Board, the Vice Chancellor, Registrar, Deans, Chairmen of the Teaching Departments, the members of the Academic Council and such other Officers as may be prescribed.

The University

(2) The University shall be a body corporate by the name of Sohail University having perpetual succession and common seal, with power, among others to acquire hold and dispose of any property vesting in it and shall by the said name, sue and be sued.

(3) The University shall be open to all persons of either sex of whatever religion, race, creed, class, colour, or domicile who are academically qualified for admission to the courses of study offered by the University and no such person shall be denied the privilege on the ground only of sex, religion, creed, race, class, colour or domicile.

(4) The moral and ethical codes employed on the University campus, affiliated colleges or institutes and the constituent institutions will be based on and derived from the cardinal principles and the guidance embodied in the Holy Quran and the Sunnah of the Prophet (SAWW).

4. (1) Subject to instructions of Government issued from time to time, the University shall have the following powers:-

Powers and Functions of the University

(a) to provide for instructions in general, technical, professional education or other disciplines of higher learning, and other subjects as may be prescribed and in such branches of learning as it may deem fit, and to make provision for the advancement and dissemination of knowledge in such manner as it may determine;

(b) admit students and hold examinations and to award and confer degrees, diplomas, certificates and other academic distinctions to and on the persons who have been admitted to and have passed its examinations under prescribed conditions;

(c) to prescribe courses of studies, curriculum and undertake research;

(d) to supervise and control the discipline of the students of the University and the institute in the prescribed manner;

(e) to confer honorary degrees or other distinctions on approved persons in the manner as may be prescribed;

- (f) to affiliate itself or associate with other educational Institutions and establish faculties and teaching departments to discharge its functions and responsibilities for the betterment of education;
- (g) to provide and support other facilities for education, professional training and research;
- (h) to affiliate and disaffiliate educational institutions and inspect colleges and other educational institutions affiliated or seeking affiliation with it, and to provide services and facilities for the effective discharge of their functions and responsibilities and determine methodology, techniques and strategies in order to ensure the most effective educational training and research programmes;
- (i) to establish faculties, teaching departments, research institutes and other learning centers in the ordained branches of learning and to provide and support other facilities for education, professional training and research;
- (j) to receive and manage property, grants, bequests, trusts, gifts, donations, endowments land and other contributions made to the University and to invest them in such manner as it may deem fit;
- (k) to enter into agreements, contracts and arrangements with Government organizations, institutions, bodies and individuals for carrying out its functions and activities, and to carry out, vary or cancel the contracts;
- (l) to demand and receive such fees and other charges as it may determine;
- (m) to institute Professorship, Associate Professorship, Assistant Professorship and Lecturership;
- (n) to create posts for research, extension, administration and other related purposes and to appoint persons thereto;
- (o) to institute and award fellowships, scholarships, exhibitions, bursaries, medals and prizes under prescribed conditions;
- (p) control the residence of the students of the University, to institute and maintain halls of residence and to approve or license hostels and lodgings;
- (q) supervise and control the discipline of the students of the University and the colleges, to promote the extra-curricular and recreational activities of such students and to

make arrangements for promoting their health and general welfare;

(r) receive and manage property transferred and grants, bequests, trusts, gifts, donations, endowments or other contributions made to the University and to invest any funds representing such property, grants, bequests, trusts, gifts, donations, endowments or contributions in such manner as it may deem fit;

(s) undertake such research as it may determine in the ordained branches of learning;

(t) provide for the printing and publication of research and other works;

(u) establish academic linkages and collaborative activities with other institutions for the betterment of academic standards;

(v) to appoint members of various bodies and committees, for academic and administrative activities;

(w) to appoint such officers including teachers and members of the staff as necessary and prescribe terms and conditions and powers and duties of such officers and staff; and

(x) to do other such acts and things, as may be requisite to further its objectives of the University as a place of education and learning.

5. The following shall be the officers of the University:-

Officers of the University.

(a) Patron;

(b) Chancellor;

(c) Vice Chancellor

(d) Pro-Vice Chancellor;

(e) Deans;

(f) Directors;

(g) Chairmen of the Teaching Departments;

(h) Registrar;

(i) Director of Finance;

(j) Controller of Examinations;

(k) Resident Auditor;

(l) Director Planning and Development;

(m) Librarian; and

(n) such other persons as may be prescribed to be officers of the University.

6. (1) The Chief Minister of Sindh shall be the Patron of the University. **Patron.**

(2) The Patron shall, when present, preside at the Convocation of the University.

7. (1) The Patron may cause an inspection or inquiry to be made in respect of any matter connected with the affairs of the University and shall, from time to time, direct any person or persons to inquire into or carry out inspection of - **Visitation**

(a) The University, its building, libraries and other facilities;

(b) Any institution, department or hostel maintained by the University;

(c) The adequacy of financial and human resources;

(d) The teaching, research, curriculum, examination and other matters of the University; and

(e) Such other matters as may be specified by him.

(2) The Patron shall communicate to the respective Board his views with regard to the result of visitation and shall after ascertaining the views of the respective Board, advise the Board on the action to be taken by it.

(3) The respective Board shall, within such time as may be specified by the Patron, communicate to him such action, if any, as has been taken or may be proposed to be taken upon the results of visitation.

(4) Where the respective Board does not, within the time specified, take action to the satisfaction of the Patron, the Patron may issue such directions as he deems fit and the respective Board shall comply with all such directions.

8. (1) The Chancellor shall be a person of eminence, known for his contribution in the field of knowledge of service to society and appreciated for high moral and his intellectual caliber. **Chancellor.**

(2) Subject to sub-section (1), the Chairman of the Trust shall be the Chancellor of the University who shall be appointed by the Trust on the terms and conditions as the Trust may determine.

(3) The Chancellor shall, in the absence of the Patron, preside at the convocation of the University.

(4) Every proposal to confer an honorary degree shall be subject to confirmation by the Chancellor.

(5) The Chancellor may remove any person from the membership of any Authority if such person -

- (a) has become of unsound mind; or
- (b) has been incapacitated to function as member; or
- (c) has been convicted by a court of law in Pakistan of an offence involving moral turpitude.

(6) If the Chancellor is satisfied that the proceedings of any Authority are not in accordance with the provisions of this Act, the statutes, the regulations or the rules, he may, after calling upon such Authority to show cause why such proceedings should not be annulled, by order in writing, annul the proceedings.

(7) Should the Chancellor be incapacitated from acting as such due to absence or any other cause, the Vice Chancellor shall exercise all the powers and perform all the duties and functions of the Chancellor.

(8) The Chancellor may cause a visitation or inquiry to be made in respect of any matter connected with the affairs of the University and appoint such person as may deem fit for the purpose.

(9) The Chancellor shall, on receipt of a report under subsection (6) above, issue such directions as he thinks fit and the Vice Chancellor will comply with such directions.

9. (1) The Vice Chancellor shall be a person of eminence in the field of education or distinguished administrator with sufficient experience in the relevant field.

Vice Chancellor.

(2) The Vice Chancellor shall be appointed by the Chancellor, for such period and on such terms and conditions as the Chancellor may determine.

(3) At any time when the office of the Vice Chancellor is vacant, or the Vice Chancellor is absent or is unable to perform the functions of his office due to illness or other cause, the Chancellor shall make such arrangements for the performance of the duties of the Vice Chancellor as he may deem fit.

10. (1) The Vice Chancellor shall be the Principal executive and academic officer of the University and shall be responsible for implementation of the provisions of this Act, the statutes, the regulations and the rules and execution of the policies and the programs of the University.

Powers and Duties of Vice Chancellor

(2) The Vice Chancellor shall in the absence of the Chancellor, preside over the meetings of the Authorities of which the Chancellor is the Chairman.

(3) The Vice Chancellor may, in any emergency, which in his opinion requires immediate action, take such action as he may consider necessary and shall, as soon thereafter as possible, report his action to the officer, authority or other body which in the ordinary course, would have dealt with the matter.

(4) In particular and without prejudice to the generality of the foregoing powers, the Vice Chancellor shall also have the powers -

- (i) to create and fill temporary posts for a period not exceeding six months;
- (ii) to sanction all expenditures provided for in the approved budget and to re-appropriate funds within the same major head of expenditure;
- (iii) to sanction by re-appropriation an amount not exceeding one hundred thousand rupees for an unforeseen item not provided for in the budget and report it to the Board at the next meeting;
- (iv) to appoint paper setters and examiners for all examinations of the University after receiving panels of names from the relevant Authorities;
- (v) to make such arrangements for the security of papers, grades and results as he may consider necessary;
- (vi) to direct teachers, officers and other employees of the University to take such assignments in connection with teaching, research, examination, administration and such other activities in the University as he may consider necessary;
- (vii) to appoint employees of such categories in respect of which powers have been delegated to him by the Board;
- (viii) to delegate, subject to such conditions, if any, as may be prescribed, any of his powers under this Act, to an officer or other employee of the University; and
- (ix) to exercise and perform such other powers and functions as may be prescribed.

11. (1) The Chancellor may, in consultation with the Vice-Chancellor and on the recommendations of the Board, appoint a Pro-Vice Chancellor for the main campus or the additional campus, if any, or for both the campuses jointly or separately, on such terms and conditions and for such period not exceeding three years at a time as the Chancellor may determine.

Pro-Vice Chancellor.

(2) Where a Pro-Vice Chancellor is appointed under subsection (1), he shall, notwithstanding anything contained in this Act, exercise such powers and perform such functions of the Vice Chancellor or such other powers and functions, in respect of the campus for which he is appointed, as the Chancellor may delegate to him.

12. (1) The Registrar shall be a whole-time officer of the University and shall be appointed by the Vice Chancellor on the recommendations of the Board on such terms and conditions as the Vice Chancellor may determine.

Registrar.

(2) The Registrar shall –

- (a) be the custodian of the common seal and the academic records of the University; and
- (b) perform such other duties as may be prescribed.

13. (1) The Director of Finance shall be a whole-time officer of the University and shall be appointed by the Vice Chancellor on the recommendations of the Board on such terms and conditions as the Vice Chancellor may determine.

Director Finance.

(2) The Director Finance shall –

- (i) manage the property, the finances and the investments of the University;
- (ii) prepare the annual and revised budget estimates of the University and present them to the Finance Committee and the Board;
- (iii) ensure that the funds of the University are expended for the purposes for which they are provided; and
- (iv) perform such other duties as may be prescribed.

14. The Controller of Examinations shall be a whole-time officer of the University and shall be appointed by the Vice Chancellor on the recommendations of the Board on such terms and conditions as the Vice Chancellor may determine. He shall be responsible for all matters connected with the conduct of examinations and perform such other duties as may be prescribed.

Controller of Examinations.

15. The Resident Auditor shall be a whole-time officer of the University and shall be appointed by the Vice Chancellor on such terms and conditions as the Vice Chancellor may determine. He shall be responsible for pre-audit of all payments from the University fund.

Resident Auditor.

16. (1.) The Director of Planning and Development shall be a whole-time officer of the University and shall be appointed by the Vice Chancellor on the recommendations of the Board on such terms and conditions as the Vice Chancellor may determine.

Director of Planning and Development.

(2) The Director of Planning and Development shall be responsible for planning and development of the University and shall also be responsible for preparation of short- and long-term development plans for the resources, the facilities and the amenities and shall perform such functions as may be prescribed.

17. (1) The Librarian shall be appointed by the Vice Chancellor on such terms and conditions as the Vice Chancellor may determine. He shall perform such functions as may be prescribed.

Librarian.

CHAPTER-III

AUTHORITIES OF THE UNIVERSITY

18. The following shall be the Authorities of the University:-

Authorities.

- (i) the Board of Governors;
- (ii) the Academic Council;
- (iii) the Boards of Faculties;
- (iv) the Boards of Studies;
- (v) the Selection Board;
- (vi) the Board of Advanced Studies and Research;
- (vii) the Finance and Planning Committee;
- (viii) the Discipline Committee;
- (ix) the Affiliation Committee; and
- (x) such other Authorities as may be prescribed by the statutes.

19. (1) The Board of Governors shall consist of –

Board of Governors.

- (i) the Chancellor, who shall be its Chairman;
- (ii) the Vice Chancellor;
- (iii) the Pro-Vice Chancellor

- (iv) A Judge of High Court to be nominated by the Chief Justice of the High Court of Sindh;
- (v) **two members of Provincial Assembly of Sindh to be nominated by the Speaker;**
- (vi) the Chairman, Sindh Higher Education Commission or his nominee;
- (vii) the Chairman, Charter Inspection and Evaluation Committee or his nominee;
- (viii) two Deans to be appointed by the Chancellor in consultation with the Vice Chancellor;
- (ix) the Secretary, Universities and Board or his nominee;
- (x) one nominee of the Patron;
- (xi) President, Pakistan Medical and Dental Council or his nominee;
- (xii) President Chambers of Commerce and Industries Karachi or his representative;
- (xiii) one scientist of national or international repute to be nominated by the Board;
- (xiv) two trustees nominated by the Trust;
- (xv) two persons of eminence representing various disciplines and professions nominated by the Chancellor;
- (xvi) the Director Finance; and
- (xvii) the Registrar who shall act as Secretary of the Board;

(2) The Members of the Board other than ex-officio member shall hold office for three years and shall be eligible for re-nomination on expiry of the term.

(3) The office of a nominated member shall become vacant if he resigns or fails to attend three consecutive meetings of the Board without sufficient cause or leave of absence or his nomination is changed by the Authority which had nominated him.

(4) A casual vacancy of members shall be filled by person nominated by the authority which had nominated the member whose vacancy is to be filled.

(5) No act or proceedings of the Board shall be invalid by reason only of the existence of a vacancy in or a defect in constitution of the Board.

20. (1) The Board shall be the executive body of the University and shall, subject to the provisions of this Act and the statutes, exercise general supervision over the affairs and management of the University.

Powers and duties of the Board.

(2) Without prejudice to the generality of the foregoing powers and subject to the provisions of this Act and the statutes, the Board shall have the powers –

- (i) to hold, control and administer the property and funds of the University;
- (ii) to govern and regulate, with due regard to the advice of the Finance and Planning Committee, the finances, accounts and investments of the University and for that purpose, to appoint such agents as it may think fit;
- (iii) to affiliate and disaffiliate educational institutions and colleges;
- (iv) to consider annual and revised budget estimates and to advise the Trust thereon, and to re-appropriate funds from one major head of expenditure to another;
- (v) to transfer and accept transfer of movable or immovable property on behalf of the University;
- (vi) to enter into, vary, carry out and cancel contracts on behalf of the University;
- (vii) to cause proper books of accounts to be kept for all sums of money received and expended by the University and for the assets and liabilities of the University;
- (viii) to receive and manage any property transferred and grants, bequests, donations, endowments and other contributions made to the University;
- (ix) to administer any funds placed at the disposal of the University for specified purposes;
- (x) to determine the form, provide for the custody and regulate the use of the common seal of the University;
- (xi) to provide the buildings, libraries, premises, furniture, apparatus, equipment and other means required for carrying out the work of the University;
- (xii) to establish and maintain halls of residence and hostels or approve or license hostels or lodgings for the residence of students;
- (xiii) to institute Professorship, Associate Professorship, Assistant Professorship, Lectureship and other teaching posts or to suspend or abolish such posts;
- (xiv) to create, suspend or abolish such administrative, teaching, research or other posts as may be necessary;
- (xv) to make appointments on the recommendation of the Selection Board to the posts of teachers, officers and such other cadres as may be determined by the Board;
- (xvi) to appoint Emeritus and Distinguished Professors on such terms and conditions as may be prescribed;

- (xvii) to confer honorary degrees in the fields of ordained disciplines in accordance with the conditions prescribed;
- (xviii) to prescribe the duties of officers, teachers and other employees of the University;
- (xix) to suspend, punish and remove from service officers (other than the Vice Chancellor), teachers and other employees in the manner prescribed
- (xx) to appoint members to the various Authorities in accordance with the provisions of this Act;
- (xxi) to propose statutes for submission to the Chancellor;
- (xxii) to consider and dispose of the regulations made by the Academic Council; provided that the Board may frame a Regulation on its own initiative and approve it after consulting the Academic Council;
- (xxiii) to regulate, determine and administer all other matters concerning the University and, to this end, exercise all other powers not specifically mentioned in this Act and the statutes;
- (xxiv) to delegate any of its powers to an Authority or Officer or a Committee or Sub-Committee; and
- (xxv) to perform such other functions as have been assigned to it under this Act, or may be assigned to it by the statutes.

21. (1) The Board shall meet at least quarterly in a year on the dates to be fixed by the Vice Chancellor; provided that a special meeting may be called at any time on the direction of the Chancellor or on a requisition made by not less than five members of the Board to consider a matter of urgent nature.

(2) Not less than ten clear days' notice of a special meeting shall be given to the members of the Board, and the agenda of the meeting shall be restricted to the matter for which the special meeting is called.

(3) The quorum for a meeting of the Board shall be one fourth of its members, a fraction being counted as one.

(4) The decision of the Board shall be expressed in terms of the views of the majority of the members present and if the members are equally divided the Chairman of the Board shall have and exercise a casting vote.

22. (1) The Academic Council shall consist of -

- (i) the Vice Chancellor who shall be the Chairman;
- (ii) the Pro-Vice Chancellor;
- (iii) the Deans;

Meetings of the Board.

Academic Council.

- (iv) the Chairmen of teaching departments;
 - (v) the University Professors including Emeritus and Distinguished Professors;
 - (vi) two eminent persons known for their intellectual caliber on international level, service to society or leadership in profession nominated by the Chancellor on the recommendation of the Vice Chancellor;
 - (vii) Principals and Directors of constituent and affiliated colleges;
 - (viii) the Controller of Examination;
 - (ix) the Librarian;
 - (x) the Registrar who shall act as its Secretary.
- (2) Members appointed by nomination shall hold office for a term of three years and shall be eligible for re-nomination on the expiry of their term.
- (3) The quorum for a meeting of the Academic Council shall be one half of the total number of members, a fraction being counted as one.

23. (1) The Academic Council shall be highest academic body of the University and shall, subject to the provisions of this Act and the statutes, have the powers to lay down proper standards of instruction, scholarship, research and examinations, and to regulate and promote the academic life of the University.

Powers and duties of the Academic Council.

(2) In particular and without prejudice to the generality of the foregoing provisions, the Council shall have the powers -

- (i) to advise the Board on academic matters;
- (ii) to regulate the admission of students to the courses of studies and examinations;
- (iii) to propose to the Board, schemes for the constitution and organization of Faculties, Teaching Departments, Institutes and Boards of Studies;
- (iv) to consider or formulate proposals for the planning and development of teaching and research in the University;
- (v) to make regulations on the recommendations of the Board of Faculties and the Boards of Studies prescribing the courses of studies and the syllabi for all University examinations; provided that, if

the recommendations of the Board of Faculties and Boards of Studies are not received by the prescribed date, the Council may, subject to the approval of the Board, continue for the next year the courses of studies already prescribed for an examination;

- (vi) to recognize the examinations of other University or examining bodies as equivalent to the corresponding examinations of the University;
- (vii) to frame regulations for submission to the Board;
- (viii) to appoint members to the various Authorities in accordance with the provisions of this Act; and
- (ix) to perform such other functions as may be prescribed by the statutes.

24. The constitution, functions and powers of other Authorities for which no specific provision or insufficient provision has been made in this Act shall be such as may be prescribed by the statutes.

**Constitution,
Functions and
Powers of other
Authorities**

25. The Board, the Academic Council or other Authorities may appoint such Standing, Special or Advisory Committees, as they may consider advantageous in the performance of their functions.

**Appointment of
Committee by
the Authority.**

26. (1) Subject to the provisions of this Act, the Statutes may be made to regulate or prescribe all or any of the following matters, namely:-

Statutes.

- (i) terms and conditions of service of employees of the University including scales of pay, constitution of pension, insurance, gratuity, provident fund, benevolent fund and other fringe benefits;
- (ii) terms and conditions of contractual appointment of teachers, researchers and officers;
- (iii) affiliation and disaffiliation of institutions and related matters;
- (iv) establishment of Faculties, Teaching Departments and other academic units and divisions;

- (v) powers and duties of officers and teachers;
- (vi) conditions under which the University may enter into arrangements with other public or private organizations for purposes of instruction, research and other scholarly activities;
- (vii) conditions of appointment of Professor Emeritus and Distinguished Professor;
- (viii) award of honorary degrees;
- (ix) standard of evaluation of efficiency and exercising disciplinary measures over the employees of the University;
- (x) acquisition and administration of properties and investments of the University; and
- (xi) all other matters which under this Act are required to be or may be prescribed or regulated by the statutes.

(2) The draft of the statutes shall be proposed by the Board for the approval of the Chancellor who may refer them back to the Board for reconsideration.

(3) The Chancellor shall have the powers to assent to the statutes submitted to him for approval.

(4) No statute shall be valid until it has been approved by the Chancellor.

27.(1) Subject to the provisions of this Act and the statutes, regulations may be made for all or any of the following matters:-

Regulations.

- (i) schemes of studies and research, including the duration of courses, number of subject or papers for examination;
- (ii) syllabi and courses of study and research programmes for degrees, diplomas and certificates;
- (iii) the admission of students to the University;

- (iv) the conditions under which students shall be admitted and shall become eligible for the award of degrees, diplomas and certificates;
- (v) the conduct of examination, appointment of examiners, scrutiny, tabulation and declaration of result;
- (vi) determination fees and other charges to be paid by students for admission to the courses of study and examinations of the University;
- (vii) maintenance of discipline of students and scheme for their welfare;
- (viii) conditions of residence of the students of the University or the colleges, including the levy of fees for residence in the halls of residence and hostels;
- (ix) the approval and licensing of hostels and lodgings;
- (x) conditions under which a person should carry on independent research to entitle him to a degree;
- (xi) the institution of fellowships, scholarships, exhibitions, medals and prizes;
- (xii) the institution of stipends and free and half-free studentships;
- (xiii) the academic costumes;
- (xiv) the use of Library;
- (xv) the formation of Teaching Departments and Boards of Studies; and
- (xvi) all other matters which by this Act and the statutes are to be or may be prescribed by regulations.

(2) The Regulations shall be prepared by the Academic Council and shall be submitted to the Board which may approve them or withhold approval or refer them back to the Academic Council for reconsideration.

(3) A regulation prepared by the Academic Council shall not be valid, unless it receives the approval of the Board.

28. The procedure for adding to, amending or repealing the statutes and the regulations shall be the same as that prescribed respectively for framing or making the statutes and regulations.

**Amendment and
repeal of statutes and
Regulation**

29. (1) The Authorities and the other bodies of the University may make rules consistent with this Act, the statutes and the regulations, to regulate the conduct of their business and the time and place of meetings and related matters:

Rules.

Provided that the Board may direct the amendment or the annulment of any rules, made by another Authority or body under this section:

Provided further that if such other Authority or body is dissatisfied with such directions it may appeal to the Foundation whose decision in the matter shall be final.

(2) The Board may make rules to regulate any matter relating to the affairs of the University which has not been specifically provided for by this Act, the statutes or regulations.

**CHAPTER-IV
THE UNIVERSITY FUND**

30. (1) The University shall have a Fund to which shall be credited its income from fees, donations, trusts, bequests, endowments, contributions, grants and all other sources.

**University Fund,
Audit and Accounts.**

(2) Capital and recurrent expenditure of the University shall be made from the contributions made by the Foundation including any other foundations, trusts, Universities, associations, societies or individuals and from the income derived from any other source.

(3) No contribution, donation or grant which may directly or indirectly involve any immediate or subsequent financial liability for the University or which may involve an activity not included in the programs for the time being, shall be accepted without the prior approval of the Board.

(4) The accounts of the University shall be maintained in such form and in such manner as may be determined by the Board and shall be audited each year within four months of the closing of the financial year of the University by a Chartered Accountant by the Board.

(5) The accounts, together with the report of the Auditor thereon, shall be submitted to the Board for approval.

(6) The Auditor's report shall certify that the report has complied with the standards of audit and certification laid down by the Institute of the Chartered Accountants of Pakistan.

CHAPTER-V GENERAL PROVISIONS

31. An employee of the University shall retire from service -

- (i) on such date, after he has completed twenty five years of service qualifying for pension or other retirement benefits, as the competent authority may direct:

Provided that no employee shall be retired unless he has been informed in writing of the grounds of the action proposed to be taken against him and has been given reasonable opportunity of showing cause against that action; or

- (ii) where no direction is given under clause (i), on the completion of sixty years of his age.

Retirement from service.

32. Except as otherwise provided, no officer, teacher or other employee of the University holding a permanent post, shall be reduced in rank, or removed or compulsorily retired from service, unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

Opportunity of show cause.

33. (1) Where an order is passed punishing an employee (other than the Vice Chancellor) of the University or altering or interpreting to his disadvantage the prescribed terms or conditions of his service, he shall, where the order passed by the Vice Chancellor or any other officer or teacher of the University, have the right to appeal to the Board against the order and where the order is made by the Board, have the right to apply to the Board for review.

Appeal to and review by the Board.

(2) The appeal or application for review shall be submitted to the Vice Chancellor who shall lay it before the Board with his views and record of the case.

(3) No order in appeal or review shall be made unless the appellant or the applicant, as the case may be, has been given an opportunity of being heard.

34. (1) The University shall constitute for the benefit of its employees in such manner and subject to such conditions as may be prescribed, schemes such as pension, insurance, gratuity, provident fund and benevolent fund as it may deem fit.

Pension, Insurance, Gratuity, Provident Fund and Benevolent Fund.

(2) Where any Provident Fund has been constituted under this Act, the provisions of the Provident Funds Act, 1925, shall apply to such funds.

35. When a member of a newly constituted Authority is appointed or nominated, his term of office, as fixed under this Act, shall commence from such date as may be prescribed.

Term of office of members of Authorities.

36. (1) Any casual vacancy among the appointed or nominated members of any Authority shall be filled, as soon, as conveniently may be, by the person or the body who appointed or nominated the member whose place has become vacant, and the person appointed or nominated to the vacancy shall be a member of such Authority for the residue of the term for which the person whose place he fills would have been a member:

Filling of casual vacancies in Authorities.

Provided that where a vacancy in the membership of an Authority, other than the Board, cannot be filled for the reason that the member was ex-officio; and the office has ceased to exist, or the organization, institution or other body, other than the University has ceased to exist or has ceased to function, or for any other circumstances which make it impracticable to fill the vacancy, the vacancy shall be filled in such manner as the Chancellor may direct on the recommendations of the Board.

(2) The office of a nominated member shall become vacant if he resigns or fails to attend three consecutive meetings of the Authority without sufficient cause or leave of absence, or his nomination is changed by the nominating Authority.

37. (1) Notwithstanding anything contained in this Act, a person nominated or appointed to any Authority shall cease to be a member of such Authority as soon as he has ceased to hold the position by virtue of which he was nominated or appointed.

Disputes about membership of Authorities.

(2) If a question arises whether any person is entitled to be a member of any Authority, the matter shall be referred to a committee consisting of the Vice-Chancellor, the Judge of the High Court of Sindh, who is the member of the Board and a

nominee of the Chancellor and the decision of the committee shall be final and binding.

38. Notwithstanding anything contained in this Act, the statutes set out in the Schedule, shall be deemed to be the statutes framed under section 24 and shall remain in force until they are amended or replaced by new statutes framed in accordance with this Act.

First Statutes.

39. If any difficulty arises as to the first constitution or reconstitution of any Authority upon coming into force of this Act or otherwise in giving effect to any provision of this Act, the Chancellor may give appropriate directions to remove such difficulty.

Removal of difficulties.

40. No act, proceedings, resolution or decision of any Authority shall be invalid by reason only of any vacancy or defect in the constitution of, or in the appointment or nomination of any member of the Authority.

Proceedings of Authorities not invalidated by vacancies.

41. No court shall have jurisdiction to entertain any proceedings, grant any injunction or make any order in relation to anything done in good faith or purported to have been done or intended to be done under this Act.

Bar of Jurisdiction.

42. No suit or legal proceedings shall lie against Government the University or any Authority or an employee of Government or the University or any person, in respect of anything which is done or purported to have been done in good faith or intended to, or has been done in good faith under this Act.

Indemnity.

THE SCHEDULE FIRST STATUTES (see section 38)

1. (1) The University shall have the following Faculties:-

Faculties

- (i) Faculty of Medicine and Sciences
- (ii) Faculty of Dentistry
- (iii) Faculty of Pharmacy
- (iv) Faculty of Social Sciences
- (v) Faculty of Basic and Applied Sciences
- (vi) any other faculty as may be prescribed by the statutes.

(2) The Islamic Education and Pakistan Studies shall be compulsory for Muslim Students and Non-Muslim students shall in lieu of subjects have option to offer Ethics and Pakistan Studies subjects in all faculties.

(3) Each Faculty shall include such institutes, teaching departments, centers, or other teaching or research units as may be prescribed by the statutes.

2. (1) There shall be a Board of each Faculty consisting of -

Board of Faculties.

- (a) the Deans;
- (b) the Professors, Associate Professors and Chairmen of the Teaching Departments comprised in the faculty;
- (c) two members of each Board of Studies comprised in the Faculty, to be nominated by the Board of Studies concerned; and
- (d) three teachers to be nominated by the Academic Council by reason of their specialized knowledge of subjects which, though not assigned to the Faculty, have in the opinion of the Academic Council, important bearing on the subjects assigned to the Faculty.

(2) The members, mentioned in clauses (c) and (d) of sub-section (1) shall hold office for three years.

(3) The quorum for a meeting of the Board of a Faculty shall be one-half of the total number of members, a fraction being counted as one.

(4) The Board of each Faculty shall, subject to the general control of the Academic Council and the Board, have the powers-

- (a) to coordinate the teaching and research in the subjects assigned to the Faculty;
- (b) to scrutinize the schemes of courses and syllabi proposed by the Board of Studies comprised in the Faculty, and forward them to the Academic Council along with its observations;
- (c) to scrutinize the recommendations made by the Board of Studies comprised in the faculty, on the appointment of paper setters and examiners, except

for research and degrees examiners, who shall be scrutinized by the Vice Chancellor;

- (d) to consider any other academic matter relating to the faculty and to report thereon to the Academic Council; and
- (e) to perform such other functions as may be prescribed by the statutes.

3. (1) There shall be a Dean of each Faculty who shall be the Chairman and Convener of the Board of Faculty.

Deans.

(2) The Dean of each Faculty shall be appointed by the Chancellor on the recommendations of the Vice Chancellor from amongst the three senior most Professors in the Faculty, for a term of three years and shall be eligible for another term.

(3) The Dean shall present candidates for admission to degrees, except honorary degrees, to the Chancellor in the courses falling within the purview of the Faculty.

(4) The Dean shall exercise such other powers and perform such other duties as may be prescribed.

4. (1) There shall be a Teaching Department for each subject or group of allied subjects as may be approved and each Teaching Department shall be headed by a Chairman.

**Teaching
Department.**

(2) The Chairman of a Teaching Department shall be appointed by the Board on the recommendations of the Vice Chancellor from amongst the three most senior Professors and three most senior Associate Professors of the Department for a period of three years:

Provided that where there is no Professor or Associate Professor in a department, it shall be looked after by the Dean of the Faculty with the assistance of the most senior teacher of the department.

(3) The Chairman of the Department shall plan, organize and supervise the work of the Department in accordance with the provisions of this Act and shall be responsible to the Dean of the Faculty in which his Department is comprised, for the work of his Department.

5. (1) There shall be a Board of Studies for each subject or group of subjects as may be prescribed by the regulations.

Board of Studies.

(2) Each Board of Studies shall consist of –

- (i) the Chairman of the Teaching Department concerned who shall act as its Chairman and Convener;
- (ii) all Professors and Associate Professors in the Teaching Department concerned;
- (iii) three teachers, other than Professors or Associate Professors, to be appointed by the Academic Council;
- (iv) three experts, other than University teachers, to be appointed by the Vice Chancellor.

(3) The term of office of members of the Board of Studies, other than ex-officio members shall be three years.

(4) The quorum for a meeting of the Board of Studies, shall be one- half of the total number of members, a fraction being counted as one.

(5) The functions of the Board of Studies shall be –

- (i) to advise the Authorities on all academic matters connected with instruction, research and examination in the subject or subjects concerned;
- (ii) to propose curricula and syllabi for all degrees, diplomas and certificate courses in the subject or subjects concerned;
- (iii) to suggest a panel of names of paper setters and examiners in the subject or subjects concerned; and
- (iv) to perform such other functions as may be prescribed by regulations.

6. (1) There shall be a Board of Advanced Studies and Research consisting of -

- (i) the Vice Chancellor who shall be the Chairman;
- (ii) the Deans;
- (iii) three University Professors other than Deans to be appointed by the Board;
- (iv) three University teachers having research, qualifications and experience to be appointed by the Academic Council;
- (v) three scholars of eminence in a field not represented on the Board of Advanced Studies and Research to be appointed by the Vice Chancellor on the recommendation of the Academic Council; and
- (vi) the Professors Emeritus.

**Board of
Advanced Studies
and Research..**

(2) The term of office of the members of the Advanced Studies and Research Board, other than ex-officio members, shall be three years

(3) The quorum for a meeting of the Advanced Studies and Research Board shall be one-half of the total number of members, a fraction being counted as one.

(4) The functions of the Advanced Studies and Research Board shall be -

- (i) to advise the Authorities on all matters connected with the promotion of advanced studies and research in the University;
- (ii) to consider and report to the Authorities on the institution of research degree in the University;
- (iii) to appoint supervisors for research students to determine the subject of their thesis;
- (iv) to propose Regulations regarding the award of research degrees;
- (v) to recommend the names of paper setters and examiners for research examination after considering the proposals of the Board of Studies in this behalf; and
- (vi) to perform such other functions as may be prescribed by statutes;

7. (1) There shall be a Selection Board consisting of -

Selection Board.

- (i) the Vice Chancellor who shall be the Chairman;
- (ii) one member of the Board and two persons of eminence to be nominated by the Board; provided that none of them is an employee of the University;
- (iii) the Dean of the Faculty concerned;
- (iv) the Chairman of the Teaching Department concerned;
- (v) two persons to be nominated by the Chancellor;

(2) The members of the Selection Board, other than ex-official members, shall hold office for three years.

(3) The quorum for a meeting of the Selection Board shall be four members.

(4) No member of the Selection Board who is a candidate for the post to which appointment is to be made shall take part in such proceedings of the Selection Board.

(5) In selecting candidates for the post of Professors and Associate Professors, the Selection Board shall co-opt or consult three experts in the subject concerned and in selecting candidates for other teaching posts, two experts in the subject concerned to be nominated by the Vice Chancellor, from a standing list of experts of each subject approved by the Board on the recommendation of the Selection Board as revised from time to time.

(6) The functions of the Selection Board shall be -

- (i) to consider all applications for teaching and other posts received in response to an advertisement and shall recommend to the Board the names of suitable candidates for appointment to such posts;
- (ii) to recommend to the Board the grant of higher initial pay in a suitable case for reasons to be recorded in writing;
- (iii) to recommend to the Board the appointment of an eminently qualified person to a position in the University on the terms and conditions as may be prescribed;
- (iv) to consider all cases of promotion of officers of the University and recommend to the Board the names of suitable candidates for such promotions; and
- (v) that in the event of an unresolved difference of opinion between the Selection Board and the Board, the matter shall be referred to the Chancellor whose decision shall be final.

8. (1) There shall be a Finance and Planning Committee consisting of –

- (i) the Vice Chancellor, who shall be the Chairman;
- (ii) two nominees of the Board;
- (iii) two experts in the field of finance and planning to be nominated by the Chancellor;
- (iv) one Dean to be nominated by the Chancellor on the recommendations of the Vice Chancellor;
- (v) the Director Planning and Development; and

**Finance and
Planning
Committee.**

(vi) the Director Finance of the University who shall be the Member - Secretary

(2) The quorum for a meeting of the Finance and Planning Committee shall be five members.

(3) The functions of Finance and Planning Committee shall be –

- (i) to consider annual statement of accounts and revised budget estimate and advise the Board thereon;
- (ii) to review periodically the financial position of the University;
- (iii) to advise the Board on all matters relating to planning, development, finance, investments and accounts of the University;
- (iv) to prepare short term and long term development plans;
- (v) to prepare staff and resource development plans; and
- (vi) to perform such other functions as may be prescribed by the statutes.

9. (1) There shall be an Affiliation Committee consisting of -

- (i) the Vice Chancellor who shall be the Chairman;
- (ii) one member of the Board to be nominated by the Board;
- (iii) two Professors to be nominated by the Academic Council.

**Affiliation
Committee.**

(2) The term of office of the members of the Committee excluding ex-officio members shall be two years.

(3) The Affiliation Committee may co-opt not more than three experts.

(4) The quorum for a meeting of or an inspection by the Affiliation Committee shall be three members.

(5) An Officer of the University to be designated by the Vice Chancellor for this purpose shall act as the Secretary of the Committee.

10. (1) The Discipline Committee shall consist of –

- (i) the Vice-Chancellor or his nominee;
- (ii) two Professors to be nominated by the Academic Council;

**Discipline
Committee and its
functions.**

- (iii) one member to be nominated by the Board; and
- (iv) the teacher or officer Incharge of Students Affairs by whatever name called who shall act as Member Secretary.

(2) The term of office of members of the Discipline Committee, other than ex-officio members shall be two years.

(3) The quorum for a meeting of the Discipline Committee shall be three members.

(4) The functions of the Discipline Committee shall be -

- (i) to propose regulations to the Academic Council for the conduct of University students, maintenance of discipline and for dealing with cases of indiscipline'; and
- (ii) to perform such other functions as may be assigned to it by the statutes or regulations;

**BY ORDER OF THE SPEAKER
PROVINCIAL ASSEMBLY OF SINDH**

**G.M.UMAR FAROOQ
SECRETARY
PROVINCIAL ASSEMBLY OF SINDH**

APPOINTMENT OF FACULTY & STAFF

Purpose:

To ensure that the decisions are made consistently, fairly and equitably across the board.

Scope:

The policy applies to all the workforce of Sohail University who undertakes recruitment, selection and appointment processes.

Policy:

The policy of Sohail University is to secure the services of such employees who fulfill the predetermined job specifications, qualifications & experience, research contribution/publications (if required) of the job and are suitably qualified or trainable for employment as per HEC criteria (Annexures attached). Fulfillment of the overall requirement will be the determining factor for the selection and placement of a particular employee.

Sohail University is committed to develop a high performing, diversified work force of quality applicants that match the technical competencies & behavioral capabilities of the position & workplace through applying the principles of equity, fairness and transparency to all recruitment, selection and appointment processes, with due regard that remain free from any form of favoritism, nepotism or biases.

The recruitment will be pursued only on the basis of employment / Job Requisition (JR) against a specific function within the framework of approved university chart.

Responsibility:

The VC / Selection Board is involved in the recruitment procedure and collaborative headhunting can be done (if required) for a position.

Preparation of JR is mandatory in consultation with the Chairperson of the department.

Definitions:

Job Requisition is a formal request to hire an employee and must incorporate all the information required to proceed with the recruitment and selection process. The requisition must be submitted to HR department, to activate the recruitment process for a job vacancy which needs to be filled.

Categories of employment at Sohail University:

- **Contract Employee-** Appointed on contractual terms & conditions and not liable for loan, however can avail the facility of advance salary as per their current attendance with determined payback deduction amount from the monthly salary.

- **Full-Time Employee-** A Full-time employee regularly works at least 40 to 48 hours a week. They are entitled for benefits including; leaves and medical benefits as per rule.
- **Part-Time Employee-** A Part-Time employee works less than 48 hours a week or as per requirement of the department. They are not eligible for any benefit.
- **Faculty & Managerial Staff-** Employees falling in this category are not eligible for additional pay or compensatory time offs for hours worked in excess of 48 hours in a given week. Their schedules may be adjusted when necessary to facilitate completion of assigned duties, course requirements or to ensure equity. Adjustment to schedules must occur within a minimum of two weeks of the additional work and must be approved by the immediate reportee.
- **Non-Managerial Staff-** Non-Managerial staff are eligible to be compensated for hours worked in excess of 48 hours per week.
- **Visiting Faculty / Employee-** Faculty / staff who are not employed as regular employees are considered temporary / visiting. Expressed as under;
 - Can be hired as either interim replacement (locum basis) to temporarily supplement the workforce.
 - Can be taken on-board for a defined module to assist in completion of a specific project / course.
 - May be re-employed as per requirement of the university.
 - May be hired on a daily / hourly / monthly wage as determined by joint agreement during the induction process.
 - May be employed full time (40 to 48 hours per week) for a period no longer than six calendar months. However, if the employee works less than full time employee, employment may be extended up to an additional six months at the request of the chairperson, and to be approved by senior management. After 12 months of visiting / temporary employment, the staff / faculty will be terminated and may be rehired.
 - Temporary / visiting employees are not eligible for company benefits unless specifically stated in contract.

TERMS & CONDITIONS OF SERVICES OF EMPLOYEES OF THE UNIVERSITY

- To fill a budgeted vacant full-time, temporary or part-time position within authorized staffing budget, the VC / senior management / chairperson will forward the approved job requisition & job description to HR department for the search process.

- Budgeted position replacements can be approved by the Registrar. New positions generated have to be approved by VC / senior management.

- HR in collaboration with the relevant chairperson, will look after the appropriate sources for potential candidates, which may include one or more of the following:
 - Existing data bank of active applications.
 - University website.
 - Advertisements in local and foreign newspapers, professional journals and websites.
 - Announcements / ads in appropriate social forums.
 - Job fairs (if applicable).
 - Employment agencies, if required.

- Interviews are arranged with Selection Board / Chairperson & HR representative. They assess the individual through (Interview Evaluation Form). Collaborative decision is taken so as to eliminate biasness and personal preferences.

- Short listed faculty / staff may also be called for a second interview with the senior management (if required) in order to discuss the employment conditions, salary & position being offered.

- Offer letter will be given to selected candidate and date of joining is finalized.

- Recruitment requirements: The following forms / documents needed to be completed before employment:
 - Employment Requisition Form
 - Medical Form
 - Joining Report
 - Employment Application Form
 - Previous Employment Form
 - Medical Beneficiaries Form

- All the required documents / credentials mentioned in the above forms need to be submitted in HR for further process within 3 working days.

- Employee submits joining report on the first day of their employment and other requirements on the basis of which appointment letter will be prepared.

Date

CONFIDENTIAL

Mr. / Mrs.

Karachi.

LETTER OF APPOINTMENT/CONTRACT

Dear Mr. / Mrs.

We are pleased to inform you that the Selection Board has recommended you for appointment as Part time Lecturer of with effect from on Contract basis. Your appointment will be at

You are required to take lectures / as per requirement of the department and will be paid Rs. (Rupees only) per lecture

SET OF CONVENTIONS

- (a) The contract is valid on mutual consent requirement basis. Discontinuation letter may be submitted for HR processes.
- (b) You will obey all lawful orders given to you by your superiors or by any person so authorized.
- (c) You will follow and abide by the rules and regulations of the institution including all amendments instructions issued from time to time.
- (d) You will protect all documents / assets of the organization, which may come in your possession or knowledge during your employment. You are not authorized to disclose any information / documents in any manner whatsoever to any un-authorized person / outsider without obtaining written permission / confirmation from your superiors.

Signature

Acceptance:

I, _____ agree to the above appointment as per terms and conditions laid down therein.

Signature

CNIC

Date

DEPARTMENT OF BS- MOLECULAR BIOLOGY (BS-MB)

1. Program Objectives:

- The program is designed to provide students with the knowledge and skills, they need to explore the central questions of 21st century biology.
- To enhance students' understanding of the biological processes that occur at the cellular and molecular levels while gaining rich laboratory experience.
- To provide mastery in all aspects of the practice of scientific research, beginning with the core lab and continuing through the independent research work.

2. Admission Criteria:

The general criteria for students seeking admission to BS degree program is: Minimum 45% in Pre-Medical/ Pre-Engineering/ Computer Science group of Higher Secondary Certificate Examination held by Board of Intermediate Education in Pakistan. Advanced level' (A level), and other equivalent certificates or diplomas, an equivalence to HSC will be decided as per the guidelines of HEC.

3. Duration:

For the first time in Karachi, the university is offering its ground-breaking undergraduate program in life sciences i.e. BS in Molecular Biology. The curriculum is extended over eight semesters and four years, encompassing 124 - 136 credit hours. A research project is a requirement of graduation.

4. Study Plan (semester-wise distribution of subjects)

SEMESTER 1	SEMESTER 2
Islamic Studies	Sociology
English - I	Cell Biology
Introduction to Computer Science	English - II
Pakistan Studies	Introduction to Biotechnology General Anatomy & Physiology - II
Biochemistry - I	Epidemiology
Physiology	Biochemistry - II
SEMESTER 3	SEMESTER 4
English - III	Human Genetics
Entrepreneurship	Bioinformatics
Biostatistics	Advanced Biochemistry
Biosafety and Bioethics	Immunology
Microbiology	Cell & Molecular Biology Techniques Methods in Molecular Biology
Molecular Biology - I	Molecular Biology - II
SEMESTER 5	SEMESTER 6
Molecular Diagnostics Health Biotechnology	Research Methodology
Virology	Immunogenetics
Genomic & Proteomics	Epigenetics
Enzymology	Advanced Techniques in Molecular Biology
Endocrinology	Vaccinology
Cell Signaling	Recombinant Biology
SEMESTER 7	SEMESTER 8
Genetically Modified Organisms	Stem Cell & Regenerative Medicine
Gene therapy	Forensic Biology
Cell and Tissue Culture	Molecules to The Market
Seminar - I	Seminar - II
Thesis - I	Thesis - II

BS-MOLECULAR BIOLOGY- & BIOTECHNOLOGY

1. Program Objectives:

- To provide students with the knowledge and skills required to explore the central questions of 21 century biology.
- To enhance understanding of biological process that occur at the cellular and molecular levels through rich laboratory experience.
- To strive for mastery in all aspects of scientific research, from core labs to independent research work.

2. Admission Criteria:

- Minimum 45% marks HSC Pre-Medical/Pre-Engineering
- OR O/A level-Foreign High School Equivalence
- Equivalence as determined by the Inter Board Committee of Chairmen (18CC) is required for all non-Pakistan Boards of Education (www.ibcc.edu.pk)
- Qualify Aptitude Test & Interview
- Candidates residing outside of Pakistan may submit SAT/ACT results instead of sitting Aptitude Test.

3. Duration:

For the first time in Karachi, the university is offering its ground-breaking undergraduate program i.e. BS Molecular Biology and Biotechnology. The curriculum is extended over eight semesters and four years, encompassing 124-136 credit hours. A research project is a requirement of graduation.

4. Study Plan (semester-wise distribution of subjects)

SEMESTER 1	SEMESTER 2
Islamic Studies	Sociology
English - I	Cell Biology
Introduction to Computer Science	English - II
Pakistan Studies	General Anatomy & Physiology - II
Biochemistry - I	Epidemiology
General Anatomy and Physiology-1	Biochemistry - II
SEMESTER 3	SEMESTER 4
English - III	Human Genetics
Entrepreneurship	Bioinformatics
Biostatistics	Advanced Biochemistry
Biosafety and Bioethics	Immunology
Microbiology	Methods in Molecular Biology
Molecular Biology	Introduction to Biotechnology
SEMESTER 5	SEMESTER 6
Health Biotechnology	Research Methodology
Virology	Microbial Biotechnology
Genomic & Proteomics	Industrial Biotechnology
Enzymology	Animal Blotechnology
Agriculture Biotechnology	Vaccinology
Environmental Biotechnology	Pharmaceutical Biotechnology
SEMESTER 7	SEMESTER 8
Genetic Resources & Conservations	Business Applications in Biotechnology/ Molecules to The Market
Seminar - I	Nano Biotechnology
Food Biotechnology	Seminar - II
Thesis - I	Thesis - II
Cell and Tissue Culture	Stem Cell & Regenerative Medicine

BS-MEDICAL TECHNOLOGY- CLINICAL LABORATORY SCIENCES (MT-CLS)

1. Program Objectives:

- To nurture competent health technologists, who can effectively assist health professionals in the delivery of quality health services.
- To develop medical laboratory scientist, who can plan, conduct and interpret diagnostic tests for diseases.
- To train students in collection, transportation, processing, analysis and preservation of biological specimens and biosafety measures.
- To enable students to follow health care policies and bioethics guidelines related to MT-CLS.
- To cultivate students' skills to operate and calibrate laboratory equipment & quality control in medical lab practice.

2. Admission Criteria:

The general criteria for students seeking admission to BS degree program is: Minimum 45% in Pre-Medical/ Pre-Engineering/ Computer Science group of Higher Secondary Certificate Examination held by Board of Intermediate Education in Pakistan. Advanced level' (A level), and other equivalent certificates or diplomas, an equivalence to HSC will be decided as per the guidelines of HEC.

3. Duration:

In four year BS in MT-CLS program, the curriculum highlights clinical laboratory rotations. It also includes course work of 124 - 136 credit hour, internship and a research project.

4. **Study Plan** (semester-wise distribution of subjects)

SEMESTER 1	SEMESTER 2
English I (C)	English II (C)
Islamic Studies	Pakistan Studies
Introduction to Computer Sciences (C)	Epidemiology (G)
Sociology (G)	Marketing (G)
General Chemistry (G)	General Biochemistry, enzymology & basic endocrinology(G)
Microbiology (F)	Molecular Biology (F)
SEMESTER 3	SEMESTER 4
English III (C)/Communication Skills	Biosafety & Bioethics (C)
Mathematics (Pre-Calculus) (C)	Cellular & Molecular Pathology (F)
Human Physiology (G)	Clinical Virology & Mycology (F)
Introduction to Biotechnology (F)	Parasitology (F)
Classical Genetics/General Genetics (F)	Clinical Bacteriology(F)
Immunology & vaccinology (F)	Haematology-I(F)
SEMESTER 5	SEMESTER 6
Virology	Chemical Pathology (M)
Haematology-II (F)	Medical Laboratory & Instrumentation (E)
Histopathology (F)	Quality Assurance (M)
Anatomy of tissues & organs (M)	Advances in Medical Laboratory Techniques (E)
Fundamentals of Infection Control (E)	Medical Lab Management Skills (E)
Clinical Pathology (F)	Blood Banking (M)
SEMESTER 7	SEMESTER 8
Clinical Laboratory Rotation-I	Clinical Laboratory Rotation-IV
Clinical Laboratory Rotation-II	Clinical Laboratory Rotation-V
Clinical Laboratory Rotation-III	Clinical Laboratory Rotation-VI
Research Project OR internship((M)	Research Project OR internship((M)

BS - MEDICAL TECHNOLOGY – RADIOLOGY (BS-MT-RAD)

1. Program Objectives:

- To nurture competent health technologists, who can effectively assist health professionals in the delivery of quality health services.
- To competently perform core & advance radiographic image procedures.
- To ensure patient safety and comfort.
- To develop a professional identity and leadership skills.

2. Admission Criteria:

- Minimum 45% marks HSC Pre-Medical
- OR O/ A level – Foreign High School Equivalence
- Equivalence as determined by the Inter Board Committee of Chairmen (IBCC) is required for all non-Pakistan Boards of Education (www.ibcc.edu.pk)
- Qualify Aptitude Test & Interview
- Candidates residing outside of Pakistan may submit SAT/ACT results instead of sitting Aptitude Test.

3. Duration:

For the first time in Karachi, the university is offering its ground-breaking undergraduate program in life sciences i.e. BS in Molecular Biology. The curriculum is extended over eight semesters and four years, encompassing 124 - 136 credit hours. A research project is a requirement of graduation.

4. Study Plan (semester-wise distribution of subjects)

SEMESTER 1	SEMESTER 2
Islamic Studies	Sociology
English - I	Clinical Pharmacology - I
Introduction to Computer Science	English - II
Pakistan Studies	Anatomy
Biochemistry - I	Epidemiology
Physiology	Biochemistry - II
SEMESTER 3	SEMESTER 4
English - III	Radiographic Instruments - II
Clinical Pharmacology - II	Radiation Technology Procedures - I
Radiographic Instruments - I	X-ray Techniques & Contrast Media
Radiation Safety and Biomedical Ethics	Fluoroscopy Procedures & Image Intensifier
Elementary Radiation Physics	Cross-Sectional Anatomy
Descriptive Anatomy - I	Clinical Rotation - I
SEMESTER 5	SEMESTER 6
PACS in Radiology	Research Methodology
Radiation Technology Procedures - II	Fluoroscopy Procedures - II
Image Processing and Film Critique	Computerized Tomography
Ultrasonography	Mammography
Fluoroscopy Procedures - I	Diagnostics Procedures in Nuclear Medicine - I
Clinical Rotation - II	Clinical Rotation - III
SEMESTER 7	SEMESTER 8
Radiation oncology Techniques	Positron Emission Tomography
Magnetic Resonance Imaging	Angiography
Diagnostics Procedures in Nuclear Medicine - II	Management Diagnostics Imaging
Thesis-I/Research Project - I	Thesis-II/Research Project - II
Clinical Rotation-IV	Clinical Rotation - V

BS - MEDICAL TECHNOLOGY – SURGERY (BS-MT-SUR)

1. Program Objectives:

- To train a qualified professional who will assist surgeons in the operation theatre of hospitals.
- Apply the knowledge and skills of handling operation theatre room to provide safe and effective care to individual undergoing surgical procedures.
- Demonstrate relative knowledge and understanding of vital parameters to be maintained during respective operations

2. Admission Criteria:

- Minimum 45% marks HSC Pre-Medical
- OR O/ A level – Foreign High School Equivalence
- Equivalence as determined by the Inter Board Committee of Chairmen (IBCC) is required for all non-Pakistan Boards of Education (www.ibcc.edu.pk)
- Qualify Aptitude Test & Interview
- Candidates residing outside of Pakistan may submit SAT/ACT results instead of sitting Aptitude Test.

3. Duration:

For the first time in Karachi, the university is offering its ground-breaking undergraduate program in life sciences i.e. BS in Molecular Biology. The curriculum is extended over eight semesters and four years, encompassing 124 - 136 credit hours. A research project is a requirement of graduation.

4. Study Plan (semester-wise distribution of subjects)

SEMESTER 1	SEMESTER 2
Islamic Studies	Sociology
English - I	Clinical Pharmacology - I
Introduction to Computer Science	English - II
Pakistan Studies	Anatomy
Biochemistry - I	Epidemiology
Physiology	Biochemistry - II
SEMESTER 3	SEMESTER 4
English - III	Microbiology - II
Clinical Pharmacology - II	OT Instrumentation - I
Biostatistics	Descriptive Anatomy - II
Biosafety and Bioethics	Introduction to Operation Theater
Microbiology - I	Body Fluids and Blood Transfusion
Descriptive Anatomy - I	Clinical Rotation - I
SEMESTER 5	SEMESTER 6
OT Instrumentation - II	Research Methodology
Fundamental of Theory and Practice for Surgical Technologist - I	Anesthesia for Surgical Theater
Clinical Nutrition and Diet Therapy	Urodynamics, Incontinence of Urine and Urinary Tract Stone Diseases
Nursing Procedures and Techniques	Fundamental of Theory & Practice for Surgical Technologist - II
General Pathology	Specialized Operation - I
Clinical Rotation - II	Clinical Rotation - III
SEMESTER 7	SEMESTER 8
Special Surgical & Anesthetic Equipment	Advances in OT Organization
Specialized Operation - II	Operation Theater Management
Nephrologist Aspect of Urology	Specialized Operation - III
Thesis-I/Research Project - I	Thesis-II/Research Project - II (M)
Clinical Rotation - IV (M)	Clinical Rotation - V (M)

BS - MEDICAL TECHNOLOGY – ANESTHESIA & CRITICAL CARE SCIENCES (BS-MT-ACCS)

1. Program Objectives:

- To nurture competent health technologists, who can effectively assist health professionals in the delivery of quality health services.
- To train critical care technologists to diagnose, and offer immediate medical attention to critically ill and injured.
- To develop a professional identity and leadership skills.

2. Admission Criteria:

- Minimum 45% marks HSC Pre-Medical
- OR O/ A level – Foreign High School Equivalence
- Equivalence as determined by the Inter Board Committee of Chairmen (IBCC) is required for all non-Pakistan Boards of Education (www.ibcc.edu.pk)
- Qualify Aptitude Test & Interview
- Candidates residing outside of Pakistan may submit SAT/ACT results instead of sitting Aptitude Test.

3. Duration:

For the first time in Karachi, the university is offering its ground-breaking undergraduate program in life sciences i.e. BS in Molecular Biology. The curriculum is extended over eight semesters and four years, encompassing 124 - 136 credit hours. A research project is a requirement of graduation.

4. Study Plan (semester-wise distribution of subjects)

SEMESTER 1	SEMESTER 2
Islamic Studies	Sociology
English-I	Clinical Pharmacology -I
Introduction to Computer Science	English-II
Pakistan Studies	Anatomy
Biochemistry-I	Epidemiology
Physiology	Biochemistry-II
SEMESTER 3	SEMESTER 4
English III	Microbiology-II
Clinical Pharmacology-II	Metabolic and Endocrine Disorders
Biostatistics	Descriptive Anatomy II
Biosafety and Bioethics	Essential of Critical Care Sciences – I
Microbiology-I	Body Fluids and Blood Transfusion
Descriptive Anatomy I	Clinical Rotation-I
SEMESTER 5	SEMESTER 6
Neuromuscular Disorders	Research Methodology
Essential of Critical Care Sciences – II	Monitoring in ICU & Anesthesia
Critical Nutrition and Diet Therapy	Oxygen Therapy and Airways Management
Organization & General Principles of ICU	Apparatus and Hazard in Anesthesia & Critical Care
General Pathology	Cardiopulmonary resuscitation
Clinical Rotation-II	Clinical Rotation - III
SEMESTER 7	SEMESTER 8
Renal Failure and its Management	Pediatrics
Trauma and Burns	Invasive Techniques, Neuraxial Blocks and Pharmacology
Hepatic, Cardiovascular and Respiratory Medicine	Sedation, Pain Management, Muscles Relaxation and Clinical toxicology in ICU
Thesis-I/Research Project-I	Thesis-II/Research Project -II
Clinical Rotation-IV	Clinical Rotation – V

BS - MEDICAL TECHNOLOGY – CARDIO-VASCULAR SCIENCES (BS-MT-CS)

1. Program Objectives:

- To nurture competent health technologists, who can effectively assist health professionals in the delivery of quality health services.
- To enable students trained in diagnostics, treatment and preventive techniques used in Cardiovascular Sciences and its application in clinical and healthcare settings.
- To develop a professional identity and leadership skills.

2. Admission Criteria:

- Minimum 45% marks HSC Pre-Medical
- OR O/ A level – Foreign High School Equivalence
- Equivalence as determined by the Inter Board Committee of Chairmen (IBCC) is required for all non-Pakistan Boards of Education (www.ibcc.edu.pk)
- Qualify Aptitude Test & Interview
- Candidates residing outside of Pakistan may submit SAT/ACT results instead of sitting Aptitude Test.

3. Duration:

For the first time in Karachi, the university is offering its ground-breaking undergraduate program in life sciences i.e. BS in Molecular Biology. The curriculum is extended over eight semesters and four years, encompassing 124 - 136 credit hours. A research project is a requirement of graduation.

4. Study Plan (semester-wise distribution of subjects)

SEMESTER 1	SEMESTER 2
Islamic Studies	Sociology
English - I	Clinical Pharmacology - I
Introduction to Computer Science	English - II
Pakistan Studies	Anatomy
Biochemistry - I	Epidemiology
Physiology	Biochemistry - II
SEMESTER 3	SEMESTER 4
English - III	Cardiac Physiology
Clinical Pharmacology - II	Cardiovascular Emergencies
Biostatistics	General Principles of Cardiovascular Patient Care
Biosafety and Bioethics	General Hematology
Microbiology - I	Body Fluids and Its Management
Cardiac Anatomy	Clinical Rotation - I
SEMESTER 5	SEMESTER 6
Extensive Tolerance Test	Research Methodology
Principles of Critical Care in Cardiac Unit - I	Echocardiography
Stress Cardiology and Cardiac Output Monitoring	Principles & Techniques in The Diagnosis of Cardiovascular Diseases
Cardiac Sonography	Invasive Cardiac Methodologies
General Pathology	Principles of Critical Care in Cardiac Unit - II
Clinical Rotation - II	Clinical Rotation - III
SEMESTER 7	SEMESTER 8
Cardiac Interventional Procedures	Fundamentals of Infectious Control
Cardiac Care Unit Management	Techniques in Pediatrics Cardiac Diagnosis & Interventions
Basic & Advance Cardiac Life Support	Cardiac Pathophysiology of Pediatrics
Thesis-I/Research Project - I	Thesis-II/Research Project - II
Clinical Rotation - IV	Clinical Rotation - V

BS - MEDICAL TECHNOLOGY – DENTAL HYGIENE & TECHNOLOGY (BS-MT-DTH)

1. Program Objectives:

- To nurture competent health technologists, who can effectively assist health professionals in the delivery of quality health services.
- To equip the dental technologist with modern skills and latest technical knowledge and bring them at par at national and international level.

2. Admission Criteria:

- Minimum 45% marks HSC Pre-Medical
- OR O/ A level – Foreign High School Equivalence
- Equivalence as determined by the Inter Board Committee of Chairmen (IBCC) is required for all non-Pakistan Boards of Education (www.ibcc.edu.pk)
- Qualify Aptitude Test & Interview
- Candidates residing outside of Pakistan may submit SAT/ACT results instead of sitting Aptitude Test.

3. Duration:

For the first time in Karachi, the university is offering its ground-breaking undergraduate program in life sciences i.e. BS in Molecular Biology. The curriculum is extended over eight semesters and four years, encompassing 124 - 136 credit hours. A research project is a requirement of graduation.

4. **Study Plan** (semester-wise distribution of subjects)

SEMESTER 1	SEMESTER 2
Islamic Studies	Sociology
English - I	Clinical Pharmacology
Introduction to Computer Science	English - II
Pakistan Studies	Dental Anatomy
Biochemistry - I	Epidemiology
Physiology	Biochemistry - II
SEMESTER 3	SEMESTER 4
English - III	Operative Dentistry - I
Dental Pharmacology	Orthodontics - I
Biostatistics	Fundamental of Dental Hygiene
Biosafety and Bioethics	Oral Pathology
Microbiology	Dental Radiography
Dental Terminology	Clinical Rotation - I
SEMESTER 5	SEMESTER 6
Post Orthodontics - I	Research Methodology
Operative dentistry - II	Post Orthodontics - II
Orthodontics - II	Operative Dentistry - III
Oral and Maxillofacial Surgery - I	Oral and Maxillofacial Surgery - II
Sterilization and Disinfection	Dental Materials
Clinical Rotation - II	Clinical Rotation - III
SEMESTER 7	SEMESTER 8
Periodontology	Quality Assurance in Dentistry
Dental Implantation	Dental Health Management
Geriatric Dentistry	Thesis-II/Research Project - II
Thesis-I/Research Project - I	Clinical Rotation - V
Clinical Rotation - IV	

POSTGRADUATE PROGRAMS

Program Objectives:

- To educate students in the scholarly methods of intellectual inquiry and critical analysis, in general, and specifically in the field of study:
- To prepare and train students in the discipline and skills necessary for understanding and undertaking applications and practice or conducting research in the field of study,
- To provides exceptional opportunities to its postgraduate students for scholarships, linkages, trainings and collaboration with the world's top universities in the technologically advanced countries

Accreditations: All Postgraduate programs of the University are approved by Higher Education Commission (HEC) of Pakistan.

MS Degree Programs: The University offers MS Program in following fields:

- Molecular Biology & Biotechnology
- Biochemistry

MS degree programs span four semesters, as per HEC guidelines. Curriculum is based on lectures, problem-based learning, journal clubs and seminars.

MPhil degree programs:

The University offers MPhil Program in following fields:

- Molecular Biology & Biotechnology
- Biochemistry
- Pharmacology

The program comprises course work and original research Curriculum is based on lectures, problem-based learning, journal clubs and seminars. Performing 6 credit hour research work is mandatory for MPhil Students.

Admission Criteria for Program:

- MBBS/BDS, Pharm-D degree from HEC recognized University
- OR
- Four-years BS/M.Sc. with minimum 50% marks OR 2.00 CGPA in a relevant discipline of biological, health & allied biomedical, chemical and physical sciences from HEC recognized University. Recent degree verification from HEC is required.
 - All MS and MPhil candidates are required to clear GRE or GAT General OR Sohail University General Entry Test with minimum 50% score.
 - Interview

Duration: The Minimum duration of the program is two years and maximum duration is four years.

PhD Programs: Sohail university offers PhD program in following fields:

- Molecular Biology & Biotechnology
- Biochemistry

As per HEC guiding principles, the minimum duration of the Program is three years. The Program comprises course work and original research thesis. Curriculum is based on lectures, problem- based learning, journal clubs and seminars. Research thesis and a research paper in HEC recognized journal is mandatory to acquire PhD Degree. The is sent for evaluation to two external evaluators in technologically advanced countries.

Admission Criteria for PhD Program:

- MBBS/BDS/Pharm-D/Four-year BS OR M.Sc. in a relevant discipline of Biological, Health & Allied Biomedical, Chemical and Physical Sciences from HEC recognized University
OR
- MPhil/MD/FCPS/FRCS/MRCP or equivalent in a relevant discipline of Biological, Health
& Allied Biomedical, Chemical and Physical Sciences, from HEC recognized University.
- For admission in PhD programs, a minimum 60% OR CGPA of 3.0 (out of 4.0 in the semester system) or First Division (in the annual system) in the most recent degree obtained from HEC recognized university, is required. Recent degree verification from HEC is required.
- All PhD candidates are required to clear GRE/GAT (Subject) with qualifying 60% scores OR Sohail University Based Subject Specific Entry Test with qualifying 70% score
- Interview

Duration: The time limit to earn a PhD degree is from 3 to 8 years.

ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION (AD-BA)

1. Program Objectives

The underlying objective of the program is to equip the students with adequate knowledge and skills which will enable career advancement and enhance career opportunities for the students. The program is suitable for students who want to develop administrative skills and take an early start of their professional career.

2. Admission Criteria

Associate Degree in Business Administration (ADBA)- 2 Years

- Intermediate/12 years schooling/A- Level/equivalent passed is required for admission in Associate Degree in Business Administration (ADBA) Program.

3. Duration

- The minimum time period to complete Associate Degree in Business Administration (ADBA) programs is two years and the maximum period is four years.
- There will be two semesters in an academic year, named as Fall Semester and Spring Semester.
- Summer semester will be offered for fail and deficiency courses.
- Each semester will be of 18 working weeks - 16 weeks for teaching and two weeks for final Semester Examinations. Terminal/Final Examinations will be conducted by the Sohail University at the end of each semester.

4. Study Plan:

Associate Degree in Business Administration (ADBA)

Eligibility: 12 years of Education/ Equivalent

Duration: 2 Years (4 Semesters)

Credit Hours: 69

Number of Courses: 23

Semester-1

Code	Title	Credit Hours	Prerequisites
ENG 301	English-I	03	-
ICT 301	Information Technology in Business	03	-
MAT 301	Business Mathematics	03	-
PST 301	Pakistan Studies	03	-
SOC 301	Sociology	03	-
	Total	15	

Semester-2

Code	Title	Credit Hours	Prerequisites
ENG 312	English-II	03	English-I
MGM 312	Principles of Management	03	-
PSY 302	Introduction to Psychology	03	-
ACC 302	Fundamentals of Accounting	03	-
IST 302/CIV 312	Islamic Studies/Civics	03	-
ECO 302	Microeconomics	03	-
	Total	18	

Semester-3

Code	Title	Credit Hours	Prerequisites
ENG 423	English-III	03	English-II
MKT 403	Principles of Marketing	03	-
ECO 413	Macroeconomics	03	-
STA 403	Descriptive Statistics	03	-
ACC 413	Financial Accounting	03	Fundamental of Accounting
ENV 403	Environmental Sciences	03	-
	Total	18	

Semester-4

Code	Title	Credit Hours	Prerequisites
MGM 424	Business Communication	03	English-III
STA 414	Inferential Statistics	03	Biostatistics I
MGM 434	Human Resource Management	03	-
FIN 404	Introduction to Business Finance	03	Financial Accounting
MKT 414	Marketing Management	03	-
MGM 444	Business Ethics	03	-
	Total	18	

Six- eight weeks supervised internship is mandatory.

ASSOCIATE DEGREE IN HEALTHCARE MANAGEMENT (AD-HCM)

1. Program Objectives

The Associate Degree in Healthcare Management (AD-HCM) program has been designed in line with the policy of HEC while taking care of the need of the Health industry. Hence ensuring complete employability of the graduates while taking care of the accreditation of the degree.

2. Admission Criteria

➤ Associate Degree in Healthcare Management (AD-HCM)

- Intermediate/12 years schooling/A- Level/equivalent
- JSBCE test (must clear)
- Selection Interview with satisfactory comments

3. Duration

- The minimum time period to complete Associate Degree in Healthcare Management (AD-HCM) program is two years and the maximum period is four years.
- There will be two semesters in an academic year, named as Fall Semester and Spring Semester.
- Summer semester will be offered for fail and deficiency courses.
- Each semester will be of 18 working weeks - 16 weeks for teaching and two weeks for final Semester Examinations. Terminal/Final Examinations will be conducted by the Sohail University at the end of each semester.

4. Study Plan

Associate Degree in Healthcare Management (AD-HCM)

Eligibility: 12 years of Education/ Equivalent

Duration: 2 Years (4 Semesters)

Credit Hours: 69

Number of Courses: 23

Semester-1

Code	Title	Credit Hours	Prerequisites
	English-I	03	-
	Health Informatics	03	-
	Business Mathematics	03	-
	Pakistan Studies	03	-
	Sociology	03	-
	Total	15	

Semester-2

Code	Title	Credit Hours	Prerequisites
	English-II	03	English-I
	Principles of Healthcare Management	03	-
	Introduction to Psychology	03	-
	Fundamentals of Accounting	03	-
	Islamic Studies/Civics	03	-
	Microeconomics	03	-
	Total	18	

Semester-3

Code	Title	Credit Hours	Prerequisites
	English-III	03	English-II
	Healthcare Marketing	03	-
	Macroeconomics	03	-
	Biostatistics I	03	-
	Financial Accounting	03	Fundamentals of Accounting
	Health, Safety & Environmental Management	03	-
	Total	18	

Semester-4

Code	Title	Credit Hours	Prerequisites
	Business Communication	03	English-III
	Biostatistics II	03	Biostatistics I
	Human Resource Management in Healthcare	03	-
	Introduction to Business & Health Finance	03	-
	Marketing Management	03	-
	Health & Business Ethics	03	-
	Total	18	

Six- eight weeks supervised internship is mandatory.

ASSOCIATE DEGREE IN SOFTWARE DEVELOPMENT (AD-SD)

1. Program Objectives

The Associate degree in Software Development will enable students to develop software for local and international clients in this era of globalization. The program prepares the graduates towards guaranteed job placement in software houses, and business and academic organizations. The program covers a wide range of topics, including data structures and analysis, software engineering, machine learning, cloud computing and computing languages like Java and Python etc.

2. Admission Criteria

➤ Associate Degree in Software Development (ADSD)- 2 Years

- Minimum 50% marks in Intermediate/12 years schooling/A- Level (HSSC) or Equivalent with Mathematics are required for admission in Associate Degree Computing.
- The students who have not studied Mathematics at intermediate level have to pass deficiency courses of Mathematics (06 credits) in first two semesters.

3. Duration

- The minimum time period to complete Associate Degree in Software Development (ADSD) programs is two years and the maximum period is four years.
- There will be two semesters in an academic year, named as Fall Semester and Spring Semester.
- Summer semester will be offered for fail and deficiency courses.
- Each semester will be of 18 working weeks - 16 weeks for teaching and two weeks for final Semester Examinations. Terminal/Final Examinations will be conducted by the Sohail University at the end of each semester.

4. Study Plan

Associate Degree in Software Development (ADSD)

Eligibility: Minimum 50% marks in Intermediate/12 years schooling/A- Level (HSSC) or Equivalent

Duration: 2 Years (4 Semesters)

Credit Hours: 78

Courses: 27

Semester-I

Code	Course Title	Cr Hr	Prerequisite
	English-I	2+0	None
	Calculus and Analytical Geometry	3+0	None
	Introduction to Programming-I	3+0	None
	Introduction to Programming-I Lab	0+1	None
	Basic Electronics	2+0	None
	Basic Electronics Lab	0+1	None
	Operating Systems	3+0	None
	Islamic Studies	2+0	None
	Pakistan Studies	2+0	None
	Total	19	

Semester-II

Code	Course Title	Cr Hr	Prerequisite
	Communication and Presentation Skills/ Expository Writing	3+0	None
	Entrepreneurship	2+0	None
	Linear Algebra	3+0	None
	Database Systems	3+0	None
	Database Systems Lab	0+1	None
	Object Oriented Programming	3+0	Introduction to Programming - I
	Object Oriented Programming Lab	0+1	Introduction to Programming - I
	Application of Information & Communiation Technologies	2+0	None
	Application of Information & Communiation Technologies Lab	0+1	None
	Foundation Mathematics (N/C)	6+0	N/C
	Total	19	

Semester-III

Code	Course Title	Cr Hr	Prerequisite
	Data Structures & Algorithms	3+0	CS-1101T
	Data Structures & Algorithms Lab	0+1	CS-1101T
	Discrete Structures	3+0	None
	Digital Logic Design	2+0	None
	Digital Logic Design Lab	0+1	None
	Artificial Intelligence	2+0	Introduction to Programming - I
	Artificial Intelligence Lab	0+1	Introduction to Programming - I
	Computer Networks	2+0	None
	Computer Networks Lab	0+1	None
	Elective-I	1+2	None
	Total	19	

Semester-IV

Code	Course Title	Cr Hr	Prerequisite
	Information Security	2+0	None
	Information Security Lab	0+1	None
	Software Engineering	3+0	None
	Computer Organization & Assembly Language	2+0	Digital Logic Design
	Computer Organization & Assembly Language Lab	0+1	Digital Logic Design
	Elective-II	1+2	
	Elective-III	1+2	
	Elective-IV	1+2	
	Elective-V	1+2	
	Total	21	

Industrial Internship (Co-Ops) of 6-8 weeks is mandatory

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

1. Program Objectives

The holistic objective of BBA program is to develop students for leadership roles in business and industry by developing strong professional conduct, managerial and decision-making skills, effectively using qualitative and quantitative approaches in identifying and solving business problems, proactive attitude and working in teams in a way that enable them to take leadership roles in business and industry. Graduates may also choose to indulge in their own entrepreneurial activities. In addition, the program prepares students for Masters in Business Administration (MBA).

2. Admission Criteria

- **Bachelor of Business Administration (BBA) – 4 years**
Intermediate/12 years schooling/A- Level/equivalent passed is required for admission in BBA (four years) Program.
- **Bachelor of Business Administration (BBA) –2.5 years**
Intermediate/12 years schooling/A- Level/equivalent passed and 02 years (BA/BSc/B.com/Associate Degree/equivalent) (14 years Education) is required for admission in BBA (2.5 years) Program.

3. Duration

- The minimum time period to complete Bachelor of Business Administration (BBA) program is four years and the maximum period is Seven years.
- There will be two semesters in an academic year, named as Fall Semester and Spring Semester.
- Summer semester will be offered for fail and deficiency courses.
- Each semester will be of 18 working weeks - 16 weeks for teaching and two weeks for final Semester Examinations. Terminal/Final Examinations will be conducted by the Sohail University at the end of each semester.

4. Study Plan

Bachelors of Business Administration (BBA-4 years)

Eligibility: 12 years of Education/ Equivalent

Duration: 4 Years (8 Semesters)

Credit Hours:135

Number of Courses: 45

Semester-1

Code	Title	Credit Hours	Prerequisites
ENG 301	English-I	03	-
ICT 301	Information Technology in Business	03	-
MAT 301	Business Mathematics	03	-
PST 301	Pakistan Studies	03	-
SOC 301	Sociology	03	-
	Total	15	

Semester-2

Code	Title	Credit Hours	Prerequisites
ENG 312	English-II	03	English-I
MGM 312	Principles of Management	03	-
PSY 302	Introduction to Psychology	03	-
ACC 302	Fundamentals of Accounting	03	-
IST 302 /CIV 312	Islamic Studies/Civics	03	-
ECO 302	Microeconomics	03	-
	Total	18	

Semester-3

Code	Title	Credit Hours	Prerequisites
ENG 423	English-III	03	English-II
MKT 403	Principles of Marketing	03	-
ECO 413	Macroeconomics	03	-
STA 403	Descriptive Statistics	03	-
ACC 413	Financial Accounting	03	Fundamentals of Accounting
ENV 403	Environmental Sciences	03	-
	Total	18	

Semester-4

Code	Title	Credit Hours	Prerequisites
MGM 424	Business Communication	03	English-III
STA 414	Inferential Statistics	03	Descriptive Statistics
MGM 434	Human Resource Management	03	-
FIN 404	Introduction to Business Finance	03	Financial Accounting
MKT 414	Marketing Management	03	-
MGM 444	Business Ethics	03	-
	Total	18	

Semester-5

Code	Title	Credit Hours	Prerequisites
ACC 525	Introduction to Cost Accounting	03	Financial Accounting
ECO 525	Economy of Pakistan	03	-
MGM 555	Organizational Behavior	03	Human Resource Management
FIN 515	Financial Management	03	Introduction to Business Finance
FRN 505	Foreign Language	03	-
XXX	Elective-I	03	-
	Total	18	

Semester-6

Code	Title	Credit Hours	Prerequisites
MGM 566	Operations Management	03	Principles of Management
BRM 506	Business Research Methods	03	Inferential Statistics
MGM 576	Supply Chain Management	03	Principles of Management
ACC 536	Managerial Accounting	03	Introduction to Cost Accounting
	Elective-II	03	-
	Elective-III	03	-
	Total	18	

Semester-7

Code	Title	Credit Hours	Prerequisites
MGM 687	Entrepreneurship	03	Principles of Management
ENG 637	Business Report Writing	03	Business Research Methods
ICT 617	Management Information System	03	Information Technology in Business
RPJ 617	Research Project-I	03	Business Research Methods
	Elective-IV	03	-
	Total	15	

Semester-8

Code	Title	Credit Hours	Prerequisites
MKT 628	Consumer Behavior	03	Marketing Management
RPJ 628	Research Project-II	03	Research Project-I
MGM 698	International Business	03	Marketing Management
LAW 608	Business Law	03	Principles of Management
CSR 618	Community Services	03	-
	Total	15	

Six- eight weeks supervised internship is mandatory.

Bachelors of Business Administration (BBA-2.5 years)

Eligibility: 14 years of Education (B. Com/BSc/BA/Equivalent)

Duration: 2.5 Years (5 Semesters)

Credit Hours: 90; Number of Courses: 30

Semester-1

Code	Title	Credit Hours	Prerequisites
MAT 301	Business Mathematics	03	-
ICT 301	Information Technology in Business	03	-
MGM 312	Principles of Management	03	-
MGM 444	Business Ethics		
MKT 403	Principles of Marketing	03	-
ACC 413	Financial Accounting	03	
	Total	18	

Semester-2

Code	Title	Credit Hours	Prerequisites
FIN 404	Introduction to Business Finance	03	-
ACC 525	Introduction to Cost Accounting	03	Business Statistics
ECO 535	Business Economics	03	-
MKT 414	Marketing Management	03	Principles of Marketing
STA 515	Business Statistics	03	-
MGM 434	Human Resource Management	03	-
	Total	18	

Semester-3

Code	Title	Credit Hours	Prerequisites
MGM 424	Business Communication	03	Introduction to Business Finance
MGM 555	Organizational Behavior	03	Human Resource Management
MGM 687	Entrepreneurship	03	Marketing Management
BRM 506	Business Research Methods	03	Business Statistics
XXX	Elective-I	03	-
XXX	Elective-II	03	-
	Total	18	

Semester-4

Code	Title	Credit Hours	Prerequisites
FIN 515	Financial Management	03	-
LAW 608	Business Law	03	Marketing Management
MGM 699	Business Policy	03	Information Technology in Business
XXX	Elective-III	03	Financial Accounting
XXX	Elective-IV	03	-
RPJ 617	Research Project-I	03	Research Project-I
	Total	18	

Semester-5

Code	Title	Credit Hours	Prerequisites
ACC 536	Managerial Accounting	03	-
MKT 628	Consumer Behavior	03	Marketing Management
ICT 617	Management Information System	03	Information Technology in Business
MGM 566	Operations Management	03	Financial Accounting
MGM 698	International Business	03	-
RPJ 628	Research Project-II	03	Research Project-I
	Total	18	

Six- eight weeks supervised internship is mandatory.

BACHELORS OF SCIENCE IN HEALTHCARE MANAGEMENT (BS-HCM-4 YEARS)

1. Program Objectives

The Bachelor of Science in Healthcare Management (BS-HCM) program has been designed to meet the needs of Healthcare industry in line with the Higher Education commission (HEC) Pakistan and the objective is to produce graduates equipped with knowledge, research skills and an awareness of current practices in the field of healthcare administration. The program builds the professional competencies needed to manage and lead the healthcare into the future and is aimed to create resources that are actively engaged in the process of improving health of community and nation.

2. Admission Criteria

- **Bachelors of Science in Healthcare Management (BS-HCM)– 4 years**
 - Intermediate/12 years schooling/A- Level/equivalent with at least 45% marks
 - JSBCE test (Passing is must)
 - Selection Interview with satisfactory comments

- **Bachelors of Science in Healthcare Management (BS-HCM)–2.5 years**
 - 14 years of Education (B. Com/BSc/BA/B. Ed/Equivalent) with at least 45% marks
 - Intermediate/12 years schooling/A- Level/equivalent with at least 45% marks
 - JSBCE test with minimum 50% scores
 - Selection Interview with satisfactory comments

3. Duration

- The minimum time period to complete Bachelor of Science in Healthcare Management (BS-HCM) program is four years and the maximum period is Seven years.
- There will be two semesters in an academic year, named as Fall Semester and Spring Semester.
- Summer semester will be offered for fail and deficiency courses.
- Each semester will be of 18 working weeks - 16 weeks for teaching and two weeks for final Semester Examinations. Terminal/Final Examinations will be conducted by the Sohail University at the end of each semester.

4. Study Plan

Bachelors of Science in Healthcare Management (BS-HCM)

Eligibility: Intermediate/12 years schooling/A- Level/equivalent with at least 45% marks

Duration: 4 Years (8 Semesters)

Credit Hours:135

Number of Courses: 45

Semester-1

Code	Title	Credit Hours	Prerequisites
	English-I	03	-
	Health Informatics	03	-
	Business Mathematics	03	-
	Pakistan Studies	03	-
	Sociology	03	-
	Total	15	

Semester-2

Code	Title	Credit Hours	Prerequisites
	English-II	03	English-I
	Principles of Healthcare Management	03	-
	Introduction to Psychology	03	-
	Fundamentals of Accounting	03	-
	Islamic Studies/Civics	03	-
	Microeconomics	03	-
	Total	18	

Semester-3

Code	Title	Credit Hours	Prerequisites
	English-III	03	English-II
	Healthcare Marketing	03	-
	Macroeconomics	03	-
	Biostatistics I	03	-
	Financial Accounting	03	Fundamentals of Accounting
	Health, Safety & Environmental Management	03	-
	Total	18	

Semester-4

Code	Title	Credit Hours	Prerequisites
	Business Communication	03	English-III
	Biostatistics II	03	Biostatistics I
	Human Resource Management in Healthcare	03	-
	Introduction to Business & Health Finance	03	-
	Marketing Management	03	-
	Health & Business Ethics	03	-
	Total	18	

Semester-5

Code	Title	Credit Hours	Prerequisites
	Introduction to Cost Accounting	03	Financial Accounting
	Economy of Pakistan	03	-
	Organizational Behavior in Healthcare Industry	03	Human Resource Management in Healthcare
	Financial Management	03	Introduction to Business & Health Finance
	Hospital & Pharmaceutical Administration	03	-
	Elective-I	03	-
	Total	18	

Semester-6

Code	Title	Credit Hours	Prerequisites
	Operations Management	03	Principles of Healthcare Management
	Business Research Methods	03	Biostatistics II
	Supply Chain Management in Healthcare Industry	03	Principles of Healthcare Management
	Managerial Accounting in Healthcare	03	Introduction to Cost Accounting
	Elective-II	03	-
	Elective-III	03	-
	Total	18	

Semester-7

Code	Title	Credit Hours	Prerequisites
	Entrepreneurship in Business & Healthcare System	03	Organizational Behavior in Healthcare Industry
	Business Report Writing	03	Business Research Methods
	Health Management Information System	03	Health Informatics
	Research Project-I	03	Business Research Methods
	Elective-IV	03	-
	Total	15	

Semester-8

Code	Title	Credit Hours	Prerequisites
	Consumer Behavior	03	Marketing Management
	Research Project-II	03	Research Project-I
	International Marketing	03	Marketing Management
	Business Law	03	-
	Community Services	03	-
	Total	15	

Six- eight weeks supervised internship is mandatory.

Bachelors of Science in HealthCare Management (BS-HCM) 2.5 years

Eligibility: 14 years of Education / Equivalent (BA/BSc/B. Com/B. Ed) with min 45% marks and Intermediate/12 years schooling/A- Level/equivalent with at least 45% marks

Duration: 2.5 Years (5 Semesters)

Credit Hours: 90; Number of Courses: 30

Semester-1

Code	Title	Credit Hours	Prerequisites
	Health Informatics	03	-
	Business Mathematics	03	-
	Principles of Healthcare Management	03	-
	Financial Accounting	03	-
	Business Communication	03	-
	Healthcare Marketing	03	-
	Total	18	

Semester-2

Code	Title	Credit Hours	Prerequisites
	Health Economics	03	-
	Biostatistics	03	Business Mathematics
	Human Resource Management in Healthcare	03	Principles of Healthcare Management
	Introduction to Business & Health Finance	03	Financial Accounting
	Health & Business Ethics	03	-
	Elective I	03	-
	Total	18	

Semester-3

Code	Title	Credit Hours	Prerequisites
	Business Research Methods	03	Biostatistics
	Health, Safety & Environmental Management	03	-
	Marketing Management	03	Healthcare Marketing
	Financial Management	03	Introduction to Bus. & Health Finance
	Business Law	03	-
	Elective II	03	-
	Total	18	

Semester-4

Code	Title	Credit Hours	Prerequisites
	Introduction to Cost Accounting	03	Financial Accounting
	Consumer Behavior	03	Healthcare Marketing
	Organizational Behavior in Healthcare Industry	03	Human Resource Management in Healthcare
	Supply Chain Management in Healthcare Industry	03	Principles of Healthcare Management
	Elective III	03	-
	Research Project I	03	Business Research Methods
	Total	18	

Semester-5

Code	Title	Credit Hours	Prerequisites
	Entrepreneurship in Business & Healthcare System	03	Principles of Healthcare Management
	Operations Management	03	Principles Healthcare Management
	Hospital & Pharmaceutical Administration	03	Human Resource Management in Healthcare
	Managerial Accounting in Healthcare	03	Cost Accounting
	Elective IV	03	
	Research Project II	03	Research Project I
	Total	18	

Electives BBA-HCM

Code	Title	Credit Hours	Prerequisites
	Hospital & Community Health Services Management	03	
	Healthcare Leadership & Team Management	03	-
	Pharmaceutical Branding	03	-
	Primary Healthcare Management	03	-
	Total	18	

Six- eight weeks supervised internship is mandatory.

BACHELOR OF SCIENCE IN COMPUTER SCIENCE BS(CS)

1. Program Objectives

- Create and collaborate in emergent computing technologies leading to innovative solutions for industry and academia.
- Practice continuous learning to maintain and achieve professional and personal excellence.
- Maintain the highest standards of personal integrity, behavior, ethical and professional conduct.
- Demonstrate competence in the professional practice of Computer Science.

2. Admission Criteria

- **BS Computer Science (BS-CS)- 4 Years**
 - Minimum 50% marks in Intermediate/12 years schooling/A- Level (HSSC) or Equivalent with Mathematics are required for admission in BS Computer Science Program.
 - The students who have not studied Mathematics at intermediate level have to pass deficiency courses of Mathematics (06 credits) in first two semesters.

3. Duration

- The minimum time period to complete Bachelor of Science in Computer Science BS(CS) program is four years and the maximum period is Seven years.
- There will be two semesters in an academic year, named as Fall Semester and Spring Semester.
- Summer semester will be offered for fail and deficiency courses.
- Each semester will be of 18 working weeks - 16 weeks for teaching and two weeks for final Semester Examinations. Terminal/Final Examinations will be conducted by the Sohail University at the end of each semester.

4. Study Plan

Bachelor of Science in Computer Science BS(CS)

Eligibility: Minimum 50% marks in Intermediate/12 years schooling/A- Level (HSSC) or Equivalent

Duration: 4 Years (8 Semesters)

Credit Hours: 130

Semester-I

Courses: 44Code	Course Title	Cr Hr	Prerequisite
SS-1101T	Ideology and Constitution of Pakistan	2+0	None
CS-1101T	Programming Fundamentals	3+0	None
CS-1101L	Programming Fundamentals	0+1	None
MT-1101T	Linear Algebra	3+0	None
NS-1101T	Applied Physics	3+0	None
CS-1102T	Application of Information & Communication Technologies	2+0	None
CS-1102L	Application of Information & Communication Technologies	0+1	None
SS-1102T/ SS-1103T	Islamic Studies / Ethical Behaviour	2+0	None
MT-1100T	Foundation Mathematics - I	3+0 (NC)	None
	Total	17	

Semester- II

Code	Course Title	Cr Hr	Prerequisite
MT-1202T	Calculus & Analytical Geometry	3+0	None
SS-1204T	Functional English	3+0	None
EE-1201T	Digital Logic Design	2+0	None
EE-1201L	Digital Logic Design	0+1	None
CS-1203T	Object Oriented Programming	3+0	CS-1101T
CS-1203L	Object Oriented Programming	0+1	CS-1101T
MG-12XX	Social Science Elective-I	3+0	None
MT-1200T	Foundation Mathematics - II	3+0 (NC)	None
	Total	16	

Semester-III

Code	Course Title	Cr Hr	Prerequisite
MT-1202T	Calculus & Analytical Geometry	3+0	None
SS-1204T	Functional English	3+0	None
EE-1201T	Digital Logic Design	2+0	None
EE-1201L	Digital Logic Design	0+1	None
CS-1203T	Object Oriented Programming	3+0	CS-1101T
CS-1203L	Object Oriented Programming	0+1	CS-1101T
MG-12XX	Social Science Elective-I	3+0	None
MT-1200T	Foundation Mathematics - II	3+0 (NC)	None
Total		16	

Semester- IV

Code	Course Title	Cr Hr	Prerequisite
CS-2207T	Theory of Automata & Formal Languages	3+0	None
CS-2208T	Introduction to Operating Systems	2+0	CS-2104T
CS-2208L	Introduction to Operating Systems	0+1	CS-2104T
CS-2209T	Database Systems	3+0	None
CS-2209L	Database Systems Lab	0+1	None
CS-2210T	Software Engineering	3+0	None
MT-2204T	Multivariable Calculus	3+0	MT-1202T
Total		16	

Semester-V

Code	Course Title	Cr Hr	Prerequisite
CS-2111T	Compiler Construction	2+0	CS-2207T
CS-2111L	Compiler Construction	0+1	CS-2207T
SS-2106T	Technical Report Writing	3+0	SS-2105T
CS-2112T	Computer Architecture	3+0	EE-1201T
CS-2113T	Computer Networks	2+0	None
CS-2113L	Computer Networks	0+1	None
CS-2114T	HCI and Computer Graphics	2+0	None
CS-2114L	HCI and Computer Graphics	0+1	None
SS-2107T	Civics and Community Engagement	2+0	None
Total		17	

Semester-VI

Code	Course Title	Cr Hr	Prerequisite
CS-2215T	Artificial Intelligence	2+0	None
CS-2215L	Artificial Intelligence	0+1	None
CS-2216T	Information Security	2+0	None
CS-2216L	Information Security	0+1	None
CS-3XXX	CS Elective-I	3+0/2+1	
CS-2217T	Design & Analysis of Algorithms	3+0	CS-2104T
CS-2218T	Advance Database Management System	2+0	CS-2209T
CS-2218L	Advance Database Management System	0+1	CS-2209T
SS-22XX	Social Science Elective-II	2+0	None
	Total	17	

Semester-VII

Code	Course Title	Cr Hr	Prerequisite
CS-4XXX	CS Elective-II	3+0/2+1	
CS-4XXX	CS Elective-III	3+0/2+1	
CS-4150P	Final Year Project-I	0+3	None
CS-4XXX	CS Elective-IV	3+0/2+1	
SS-4108T	Entrepreneurship	2+0	None
SS-4109T	Professional Practices	2+0	None
	Total	16	

Semester-VIII

Code	Course Title	Cr Hr	Prerequisite
CS-4XXX	CS Elective-V	3+0/2+1	
CS-4XXX	CS Elective-VI	3+0/2+1	
CS-4250P	Final Year Project-II	0+3	CS-4150P
CS-2217T	Parallel & Distributed Computing	3+0	CS-2213T
CS-4XXX	CS Elective-VII	3+0/2+1	
	Total	15	

NOTE: At least 3 courses from one stream and FYP of the same stream/Domain with 2 courses from other streams/ general stream will be allowed to opt stream

Foundation - I (3+0) and Foundation - II (3+0) will be offered in semester I and II for HSC Pre-Medical based Student

1. Examination Policy

Courses offered under all programs of JSBCE shall be evaluated on the following scheme: Quizzes, Assignments, Presentations, Class Participation, Reports and Projects, etc., Mid-term Examination and Final Examination, as follows:

For BBA/ADBA

Nature of Examination	Weightage for Courses 3+0 Credit Hour (100 marks)
Quizzes/ Assignments/ Presentation/ Skills / Group Activity/ Project	30%
Mid Semester Examination: (May include objective and subjective questions)	30%
Final Examination: (May include objective and subjective questions)	40%
Total	100%

Courses offered under all programs of SoCIS shall be evaluated on the following scheme: Quizzes, Assignments, Presentations, Reports, etc., Mid-term Examination and Final Examination, as follows:

For BSCS/ADCS/ADSD

Nature of Examination	Weightage for Courses 3+0 Credit Hour (100 marks)
Quizzes/ Assignments/ Presentation/ Reports	20%
Mid Semester Examination: (May include objective and subjective questions)	30%
Final Examination: (May include objective and subjective questions)	50%
Total	100%
Lab	0+1 credit hours (50 marks)
Lab Manual	30%
Lab Final Exam	40%
Project/ Quiz	30%

2. Dropping/Changing a Course

A student may apply to drop/change a course within the first two weeks from the start of the semester / course in a regular semester. Students are not encouraged to drop more than one course in a semester. A written permission shall be required on the prescribed “Course Drop Form” with “No Objection” from the Course Instructor and recommendation of the Coordinator concerned. The fee paid for such course shall not lapse and accounted for later. However, a course taken in summer semester cannot be dropped.

3. Withdrawal from a Course

A student may apply for withdrawal from a course within six weeks of start of session, in a regular semester. A written permission from the Director shall be required on the prescribed “Course Withdrawal Form” with “No Objection” from the Course Instructor and recommendation of the Coordinator concerned. Withdrawal from a course taken in summer semester must be applied for one week before the final examination. The students allowed withdrawal will not be awarded ‘F’ in the course but will be awarded the status of ‘W’ grade and the course will not be counted for purposes of calculating GPA/CGPA. The fee paid for such course shall not be refunded.

4. Course Withdrawal /Drop /Fail

The student who fails/drops/withdraws four or more courses will not be promoted. There is no supplementary or special examination. If a student fails (obtains ‘F’ grade) in a certain course, he/she requires to repeat the same course in the respective semester/ summer semester/ when offered or the recommended alternative of the course, if the course is not offered anymore. In this regard full course fee will be charged. However, the “F” grade obtained earlier will also be recorded on the transcript.

5. Incomplete Course

A student who has completed all attendance requirements in a course and taken all class tests and quizzes with a minimum of 50% marks in the semester work and fails to appear in the semester final examination due to any genuine reason may apply for ‘Incomplete’ in the course on the joint recommendation of the Course Instructor and the Coordinator concerned. After the approval of the Director, the student shall be granted ‘I’ which will not count towards calculation of SGPA or CGPA. The student must apply for conversion and shall be given an examination paper within six weeks from the date of the final examination of that course, failing which the ‘I’ will be converted to an ‘F’.

DEPARTMENT OF SOCIAL SCIENCE

1. Program Objectives:

- Impart a curriculum that blends knowledge from several Humanities and Liberal Arts subjects; with the explicit purpose of enhancing understanding of factors engendering under-development in South Asia
- Focus on analyzing social, cultural, ethnic, economic, and demographic issues within a historical and social context through quality education and research opportunities
- Provide supervision and guidance from our faculty trained in the state-of-the-art disciplines, having effective education delivery experience
- Chart the course for educational enhancement and continuous measurement of Department goals and objectives
- Deliver and exchange ideas on contemporary and historical development problems facing Pakistan and our region, with a keen focus on enabling students to formulate their own solutions
- Liaise regularly with Development Sector agencies including: NGO's, UN bodies, Government Departments; for the purpose of enabling internship, work and research collaborations
- Promote continuous and regular liaison with the society at large

2. Admission Criteria:

- Minimum 45% marks HSC (any subject) **OR** O/ A level – Foreign High School equivalent)
- Equivalence as determined by the Interboard Committee of Chairmen (IBCC) is required for all non-Pakistan Boards of Education (www.ibcc.edu.pk)
- Qualify Aptitude Test & Interview
- Candidates residing outside of Pakistan may submit SAT/ACT results in substitution of Aptitude Test

3. Program Duration:

Bachelor of Science in Development Studies (BSDS)

4 years (8 semesters) – 132 credit hours

BSDS COURSE OUTLINE

SEMESTER 1	SEMESTER 2
English I	English II
Mathematics I	Islamic Studies
Pakistan Studies	Introduction to Basic Computing
History of Economic Thought	Geography of Pakistan
Introduction to Sociology	Demography of Development
Introduction to Development Studies	Civil Society & Development
SEMESTER 3	SEMESTER 4
English III	Communication Skills
Population studies & Development	Principles of Macroeconomics
Principles of Microeconomics	Security & Development
Social Problems of Pakistan	Introduction to Statistics
Human Development	Gender & Development
	Social Policy & Planning
SEMESTER 5	SEMESTER 6
Development Economics	Public Finance
Urban Development	Rural Development
Qualitative Research Methods	Quantitative Research Methods
Project Planning & Management	Society in Literature
Development Planning in Pakistan	Sustainable Development
	Social Psychology
SEMESTER 7	SEMESTER 8
International Political Economy	Science, Technology & Development
Elective 1	Constitution, Laws & Development
Elective 2	Elective 3
Thesis / Research Project I	Elective 4
Anthropology & Development	Thesis / Research Project II

DEPARTMENT OF NURSING

BSN (Generic) - 4 Years

1. Program Objectives:

- Prepare nurses who will provide innovative evidence-based quality care to the population.
- Foster lifelong learning to pursue higher education.
- Pursue scholarly activities in education, research and practice.
- Provide opportunity for faculty through continue professional development education.

2. Admission Criteria:

- Matric Science (Physics, Chemistry & Biology as compulsory subjects)
- FSc. (Pre-Medical) with 50% marks minimum (Physics, Chemistry & Biology as compulsory subjects).
- Age Limit: 17-25 years ·
- Gender Ratio: Open merit

3. Duration:

- The duration of Bachelor of Science (BSN) programs is four years. Each academic year comprises of two semesters.
- There will be two semesters in an academic year, named as Fall Semester and Spring Semester.
- Each semester will be of 18 working weeks - 16 weeks for teaching and two weeks for final Semester Examinations. Terminal/Final Examinations will be conducted by the Sohail University at the end of each semester.
- An undergraduate program of instruction generally includes a 15-18 credit hours course load including exams in a regular semester. The required course load for a full time undergraduate is minimum of 15 credit hours per semester.

4. Credit Hours Distribution of 4 Years BSN Degree Program:

- | | |
|--------------------------------------------------------|---------------------------|
| ➤ Total numbers of Credit hours | 137 |
| ➤ Duration | 4 years |
| ➤ Semesters | 8 |
| ➤ Semester duration | 8 weeks |
| ➤ Course Load per Semester | 14-18 Cr. Hr. |
| ➤ Number of courses per semester
Practical courses) | 4-6 (not more than 3 lab/ |

5. Scheme of Studies for BSN (Generic) Semester Wise

1st Year

Semester I				
Course Title	Theory	Clinical	Skills/ Lab	Total Credit
Fundamental of Nursing-I	2		2	4.00
Microbiology	2.5		0.5	3.00
Anatomy and Physiology-I	3			3.00
Biochemistry for Nurses	2		1	3.00
English-I	2			2.00
Computer Skills	1			1.00
Total				16.00

Semester II				
Course Title	Theory	Clinical	Skills/ Lab	Total Credit
Fundamental of Nursing-II	2	1	1	4.00
Anatomy and Physiology-II	3			3.00
Community Health Nursing-I	2		1	3.00
Applied Nutrition	1			1.00
English-II	2			2.00
Islamiat*	2			2.00
Pak. Studies*	2			2.00
Total				17

2nd Year

Semester III				
Course Title	Theory	Clinical	Skills/ Lab	Total Credit
Adult Health Nursing I	4	3	1	8.00
Pathophysiology I	1.75		0.25	2.00
Health Assessment -I	1		1	2.00
Pharmacology-I	2			2.00
Mathematics	1			1.00
English-III	2			2.00
Total				17.00

Semester IV				
Course Title	Theory	Clinical	Skills/ Lab	Total Credit
Adult Health Nursing-II	4	3	1	8.00
Pathophysiology II	2.75		.25	3.00
Health Assessment-II	1		1	2.00
Developmental Psychology	2			2.00
Pharmacology II	2			2.00
English IV	2			2.00
Nursing Ethics	1			1.00
Total		20		

3rd Year

Semester V				
Course Title	Theory	Clinical	Skills/Lab	Total Credit
Pediatrics Health Nursing	3	3	1	7.00
Community Health Nursing -II	2.50	2.50	1.00	6.00
Teaching/Learning :Principles and Practices	3			3.00
English V	2			2.00
Total				18.00

Semester VI				
Course Title	Theory	Clinical	Skills /Lab	Total Credit
Mental Health Nursing	3	3		6.00
Introduction to Biostatistics	2.50		0.50	3.00
Behavioral Psychology	3			3.00
Epidemiology	2			2.00
English-VI	2			2.00
Culture, Health and Society	2			2.00
Total		18.00		

4th Year

Semester VII				
Course Title	Theory	Clinical	Skills /Lab	Total Credit
Critical Care Nursing	2.50	4	0.50	7.00
Introduction to Nursing Theories	2			2.00
Leadership and Management in Nursing	2	1		3.00
Nursing Research	3			3.00
English VII	2			2.00
Total				17

Semester VIII				
Course Title	Theory	Clinical	Skills /Lab	Total Credit
Community Health Nursing-III	2	3		5.00
Nursing Seminar / role transition	2			2.00
Clinical Practicum		4	1	5.00
English Scholarly writing	2			2.00
Total				14

DEPARTMENT OF NURSING

Post RN BSN - 2 Years Degree Program

1. Program Objectives:

- Prepare nurses who will provide innovative evidence-based quality care to the population.
- Foster lifelong learning to pursue higher education.
- Pursue scholarly activities in education, research and practice.
- Provide opportunity for faculty through continue professional development education.

2. Admission Criteria:

- Diploma in General Nursing
- Diploma in Midwifery or one year specialty in lieu of Midwifery
- PNC Registration: Valid registration with all entries of professional qualifications
- Gender percentage: maximum enrolment of male students should be 50%
- 1-year clinical experience after RN diploma
- NOC from Nursing Superintendent/Medical Superintendent for Government Servants.

3. Duration:

- The duration Post RN BSN - 2 Years Degree Program. Each academic year comprises of two semesters.
- There will be two semesters in an academic year, named as Fall Semester and Spring Semester.
- Each semester will be of 18 working weeks - 16 weeks for teaching and two weeks for final Semester Examinations. Terminal/Final Examinations will be conducted by the Sohail University at the end of each semester.
- An undergraduate program of instruction generally includes a 15-18 credit hours course load including exams in a regular semester. The required course load for a full time undergraduate is minimum of 15 credit hours per semester

4. Credit Hours Distribution of 4 Years BSN Degree Program:

- Total numbers of Credit hours 64
- Duration 2 years
- Semesters 4
- Semester duration 18 weeks
- Course Load per Semester 14-17 Cr. Hr.
- Number of courses per semester 4-6 (not more than 3 lab/ Practical courses)

5. Scheme of Studies for Post RN BSN Semester Wise

Year 1 Semester I					
Course Code	Course Title	Theory	Clinical	Skills/Lab	Total Credit
	Biochemistry	1.5		0.5	2
NU 612	Advance Concepts in Nursing I (Adult Health Nursing)	2	2		4
NU 612	Health Assessment	1.5	1.5		3
SC 614	Pharmacology	3			3
EN 615	English I (Functional)	2			2
CS 616	Computer Skills & Information Technology	1		1	02
Total					16
Year 1 Semester II					
NU 621	Advance Concepts in Nursing (II) Mental Health	2	2		4
SC 622	Introduction to Biostatistics	2			02
SC 623	Epidemiology	2			02
HU 624	Culture Health & Society	2			02
NU 625	Introduction to Nursing Models & Theories	2			02
EN 626	English II (Academics)	2			02
NU 727	Principle of Teaching and Clinical Preceptor ship	2	1		03
Total					17
Year 2 Semester III					
Course Code	Course Title	Theory	Clinical	Skills/Lab	Total Credit
NU 631	Advance Concepts III (CHN)	2	2		04
SC 632	Introduction to Nursing Research	3			03
NU 633	Professional Development and Ethics	3			03
PS 634	Pak Studies	2			02
NU635	Leadership and Management	3			03
EN636	English III (Professional writing)	2			02
Total					17
Year 2 Semester IV					
NU 641	Research/ Evidence based Elective project)	2	2		04
NU 642	**Clinical Practicum		6		06
EN 643	English IV (Scholarly writing)	2			02
IS 644 ET 633	Islamic Studies/Ethics (For Non-Muslims)	2			02
Total					14

DOCTOR OF PHARMACY (Pharm. D.)

1. Program Objectives:

Our Pharm. D. program conforms to the curriculum prescribed by the Pharmacy Council of Pakistan (PCP). The aims and objectives of the of the curriculum as specified by the PCP are “to prepare graduates who will have the capacity, up to date knowledge, strong ethical values, behavior, communication writing and social skills that will enable them to pursue careers in:

- Pharmaceutical care in health system and community environment where appropriate medication usage and patient’s safety is paramount.
- Pharmaceutical industry and its quality systems
- Academia, research and development.

2. Admission Criteria:

- Minimum 60% marks (as per Pharmacy Council of Pakistan rules and regulations) HSC Pre-Medical (or O/A level – Foreign High School Equivalency)
- Equivalency as determined by the Inter Board Committee of Chairman (IBCC) is required.
- Qualify Aptitude test and interview

3. Duration:

- The duration of Bachelor of Business Administration (BBA) programs is four years.
- There will be two semesters in an academic year, named as Fall Semester and Spring Semester.
- Each semester will be of 18 working weeks - 16 weeks for teaching and two weeks for final Semester Examinations. Terminal/Final Examinations will be conducted by the Sohail University at the end of each semester.

4. Study Plan (semester-wise distribution of subjects)

SEMESTER 1	SEMESTER 2
English – A (Functional English)	English-B (Communication & Writing Skills)
Pharmaceutics IA (Physical Pharmacy)	Pharmaceutics-IB (Physical Pharmacy)
Pharmaceutical Chemistry IA (Organic Chemistry)	Pharmaceutical Chemistry IB (Organic Chemistry)
Pharmaceutical Chemistry II A (Biochemistry)	Pharmaceutical Chemistry II B (Biochemistry)
Physiology-A	Physiology-B
Anatomy & Histology	
SEMESTER 3	SEMESTER 4
Islamic Studies	Pakistan Studies
Pharmaceutics-IIA (Dosage from Science)	Pharmaceutics-IB (Dosage from Science)
Pharmaceutics-III A (Pharmaceutical Microbiology & Immunology)	Pharmaceutics-III B (Pharmaceutical Microbiology & Immunology)
Pharmacology and Therapeutics-IA	Pharmacology and Therapeutics-IB
Pharmacognosy-IA (Basic)	Pharmacognosy-IB (Basic)
Pharmacy Practice-IA (Pharmaceutical Mathematics)	Pharmacy Practice-IB (Bio-statistics)
SEMESTER 5	SEMESTER 6
Pharmacy Practice-IIA (Dispensing Pharmacy)	Pharmacy Practice-IB (Community, Social & Administrative Pharmacy)
Pharmaceutical Chemistry III A (Pharmaceutical Analysis)	Pharmaceutical Chemistry-III B (Pharmaceutical Analysis)
Pharmacology and Therapeutics-IIA	Pharmacology and Therapeutics II B
Pharmacognosy-IIA (Advance)	Pharmacognosy-IB (Advance)
Pathology	Pharmacy Practice-III (Computer and its Applications in Pharmacy)
SEMESTER 7	SEMESTER 8
Pharmacy Practice-IVA (Hospital Pharmacy)	Pharmacy Practice-IVB (Hospital Pharmacy)
Pharmacy Practice-VA (Clinical Pharmacy)	Pharmacy Practice-VB (Clinical Pharmacy)
Pharmaceutics-IVA (Industrial Pharmacy)	Pharmaceutics-IVB (Industrial Pharmacy)
Pharmaceutics-VA (Biopharmaceutics & Pharmacokinetics)	Pharmaceutics-VB (Biopharmaceutics & Pharmacokinetics)

Pharmaceutics-VIA (Pharmaceutical Quality Management)	Pharmaceutics-VIB (Pharmaceutical Quality Management)
SEMESTER 9	SEMESTER 10
Pharmaceutics-VIIA (Pharmaceutical Technology)	Pharmaceutics-VIIB (Pharmaceutical Technology)
Pharmacy Practice-VIA (Advance Clinical Pharmacy-II)	Pharmacy Practice-VIB (Advance Clinical Pharmacy-II)
Pharmacy Practice-VIIA (Forensic Pharmacy)	Pharmacy Practice-VIIB (Forensic Pharmacy)
Pharmacy Practice-VIIIA (Pharmaceutical Management & Marketing)	Pharmacy Practice-VIIIB (Pharmaceutical Management & Marketing)
Pharmaceutical Chemistry-IVA (Medical Chemistry)	Pharmaceutical Chemistry-IVB (Medical Chemistry)

GENERAL EXAMINATION RULES AND REGULATIONS

SOHAIL UNIVERSITY

All University examinations, leading to award of undergraduate degree are in line with the guidelines of Sohail University, Higher Education Commission (HEC) and respective accreditation bodies.

1. Academic Calendar

An Academic Calendar will be published every year (which includes all semesters). An academic year shall be divided into two Semesters with a minimum of 16 weeks of teaching excluding examinations.

- I.** The calendar will include the following information:
 - a. Semester starting date
 - b. Holidays during the semester
 - c. Semester termination date
 - d. Mid-Term exam week
 - e. Final exam week
 - f. Result notification and transcript issue dates. Each transcript will have course grades, semester Grade Point Average (GPA) and cumulative GPA (CGPA).
 - g. Controller of Examinations will be responsible for issuing the transcripts to students and their faculty advisors in a timely manner to facilitate enrollment for the next semester or graduation.
- II.** In case the University is closed due to unusual circumstances, then special makeup classes must be arranged converting weekends or holidays to working days to cover the lapsed period of the students.

2. Nature of Examination

- I.** In each semester, students may be required to appear in quizzes, tests, midterms, final examinations, presentations (individual/group), group discussion, clinical lab rotations, practical, tutorials, OSPE/OSCE and submit projects/assignments/lab reports. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. This weightage may be determined by each department on the basis of following guidelines:

Nature of Examination	Weightage for courses without Practical 2+0 & 3+0	Weightage for courses with Practical 2+1
Quizzes	5 - 10%	5 - 10%
Assignments/Presentation/Skills /Group Activity/Project/Practical Performance/Practical Write-up	10 - 25%	10- 25%
Mid Semester Examination: Theory OSPE/OSCE/Viva/Clinical Evaluation/ Practical Performance/Practical Write-up /Class Participation	20-30%	20-30%
Final Examination: Theory OSPE/OSCE/Viva/Clinical Evaluation/Practical/Case Studies/Term Report	35- 50%	Theory (30-35%) Practical (10-25%)
Total	100%	100%
Result of Quizzes, Assignments, Presentation, Skills, Group Activity, Class Participation, Clinical Lab Rotation and Projects to be submitted to HOD/Principal two weeks before the Final Examination and forwarded to Examination Department.		

Note: In case of a course with the composition of 4(3+1), (03 credit hour theory and 01 credit hour practical) the weightage for the practical may be considered 25%.

- II. At the beginning of a semester, the Instructor of each course must hand out a syllabus providing information to students that defines university attendance policy, final examination eligibility requirements, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take home assignment policy, required and recommended reading materials and any other information important for the successful completion of the course and its requirements.

- III. There will be no Supplementary Examination in the Semester System; if a student fails in a course, s/he is required to repeat it. An incomplete grade may be awarded by the faculty only in exceptional cases beyond the control of a student such as serious

accidents, family tragedy, serious health ailments. However, a department may prepare its policy regarding special examination based on nature of their degree program. A fee will be charged for all University examination.

3. Grading Policy

At Sohail University, Relative Grading System or Absolute Grading System may be followed by the departments.

4. Fractionalized Grading Policy

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

5. Computation of Semester Grade Point Average (GPA) & Culminative Grade Point Average (CGPA)

GPA

A standard scale of 0.00 to 4.00 is set for Sohail University and indicates students' performance. Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPAs) will be calculated using the following relationship.

$$\text{GPA} = \frac{\text{Sum over all courses in a Semester (Course Credit Hours x Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum over all taken courses in all Semesters (Course Credit Hours x Grade Point Earned)}}{\text{Total Credit Hours taken in all Semester}}$$

6. Undergraduate Degree Award Requirement

- i. For completion of the degree, the minimum qualifying CGPAs for students is 2.00 and students must pass all the prescribed courses. Each department may set their own CGPA criteria (i.e. above 2.00) for degree award requirement.
- ii. In case a student secures less than 2.00 CGPA (minimum qualifying CGPA) at the end of final Semester, s/he may be allowed to apply for re-admission in the forthcoming semester, in one or more courses, in which his/her Grade is below C, provided that s/he is not debarred under the CGPA Improvement Regulation and time duration specified for the program.
- iii. In case of valid reason / excuse, the period of study may be extended for one additional year (Two Semesters) in all University programs. The student(s) who will not complete studies within stated periods including extension shall be struck off from the rolls of the University. The Students who have been given the right to extend the duration of study for one additional year are required to pay new registration fees along with normal fees for that academic year.
- iv. It is also mandatory to obtain at least 50% marks in Practical, Projects, Thesis, Assignments, Test and Theory Paper separately or aggregate as per Departmental Policy.

7. Repeating Courses / Improvement of CGPA

- i. If a student obtains an 'F' grade in any course, s/he will be required to repeat the course (or its recommended alternate, if any) whenever, the course is offered again. However, the "F" grade obtained earlier will also be recorded on the transcript.
- ii. Undergraduate students may be allowed to repeat a course in which s/he has obtained grade below "C". In such a case both the previous and new grade obtained will be recorded on the transcript. However, only the better grade shall be used in the calculation of CGPA.
- iii. The fee for repeat courses will be charged as per credit hour fee for the respective year tuition fee.

8. Eligibility for Final Examinations

- i. Attendance in classes is mandatory in a semester system. At Sohail University a minimum attendance of 75 % in a course must be obtained to appear in examination. A department may establish an attendance standard above 75%.

- ii. In hardship cases, a committee (consisting of HOD/Principal, Registrar and a Senior University Professor) may recommend the Vice Chancellor to grant permission to appear in the examination.
- iii. It is mandatory for all students to clear all University dues, before sitting in Semester examination.

9. Transfer of Credit Hours for Undergraduates

The University criteria for transferring credit hours through a standing committee for this purpose, is as follows:

- i. Credits are transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to Sohail University provided that course A is equivalent to course B taught at Sohail University.
- ii. No credit hours of a course will be transferred if the grade is less than C for undergraduates.
- iii. Sohail University may enroll students (if they fulfill University criteria) for any semester or for any single class and issue the students a transcript for the courses completed.
- iv. Credit hours may only be transferred between Sohail University & duly recognized HEIs and internationally recognized universities.
- v. A student must have a regular admission in the Undergraduate program of the University and should earn a minimum of 60 credit hours out of a total of 124–140 credit hours from Sohail University to be entitled for the degree award.

10. Format of Final Transcript

The Department of Examination of Sohail University will ensure that the final transcript for the award of degree includes the following information:

Front Side:

- Name of Student's (As per Matric Certificate)
- Father's Name
- Date of Birth
- Registration No. /Roll No
- Enrollment Number
- Name of the Program
- Date of Admission into Degree Program
- Semester Wise Break-up with Dates
- Subject Detail along with Credit Hours
- Type of Enrollment – Full Time or Part Time
- Picture of applicant to be printed on Transcript
- Date of Completion of Degree Requirements

- Mode of Study – Regular or Private or Distance Learning
- Online Result Verification Key/ID (Front Side at the End of the Transcript)
- GPA/CGPA and Overall Percentage against earned CGPA (at the End of the front side of Transcript)

Back Side

- Basic Admission Requirement of the Program
- Previous Degree held by the student along with Institution Name
- Credit Hours Exempted/Transferred, if any/applicable.
- CNIC No. for Pakistani and Passport No. for Foreign Students
- Grading System must be mentioned on Back Side of the Transcript
- Charter Date of the University
- Name of Campus/College be mentioned along with HEC Permission Date
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript) The diploma/transcript must have the watermark seal on it.

11. Grievances Committee

- i. Sohail University has constituted a 5-member Grievance Committee (2 senior faculty members, relevant Head of the Department and Dean, headed by Controller of Examinations) to redress the grievances of students about any course instructor or grades or for any other issue.
- ii. In respect of grade, a student must submit the grievance application, in writing to the Head of the Department within (07) seven working days of the declaration of the semester result. The Head of Department shall forward the grievance application to the Committee. It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within (05) five working days or before the start of registration for the new semester, whichever comes earlier. The decision of the Committee will be deemed final and will be binding on all parties.
- iii. A Departmental Committee headed by the Chairman/ Senior Faculty Members will be constituted to check randomly a few answer papers of the Semester examination for uniformity of scoring and covering of course content.

12. Courses on Pass/Fail Basis for Undergraduates

Courses can be taken on pass/fail basis. These courses can be taken only out of elective courses, and the grade awarded toward these courses will not be considered in **calculating the GPA or CGPA**. A maximum of 9 credit hours of courses can be taken on pass/fail basis at the undergraduate level.

13. Cancellation of Enrolment

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 automatically without any notification

14. Course File

Maintaining a Course File of all courses in a department is compulsory for all HODs. It should have a complete record of every activity that happens during the course. The course file should contain:

- Course Code and Title
- Description of Course/Learning Outcomes
- Course syllabus and changes, if any, made over at least 3 semesters
- Weekly Teaching Schedule
- Dates of Mid-Semester Examination
- Grading Policy including but not limited to, Homework, Quizzes, Mid-Semester Examination, Final Examination and Term Papers.
- Copy of each Homework Assignment
- Copy of each Quiz Assigned
- Copy of Question Papers for Mid Semester Examination
- Copy of Question Papers for Final/Semester End Examination
- Grading Sheets of the Course, details of Statistical Data on the Grades obtained by Students
- Difficulties/Problems faced by the Teacher and Students during Classroom/ Course Delivery
- Course File must be kept in the Department

15. Freezing of Semester

- i. If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). Freezing is only allowed, before start of a semester. The maximum duration of the degree program shall remain the same.
- ii. If a student is not enrolled in any course in a semester, s/he will not be considered a regular student of the University in that period. The student may then enroll in courses in a subsequent semester; however, s/he will have to meet pre-requisites of any course to enroll. It is understood that the University is not required to offer all courses in each semester.

- iii. In special hardship cases, the University may develop alternate criteria for freezing a semester with the prior permission of the Vice Chancellor. (Medical certificate must be duly signed by the University Medical Officer).
- iv. Maximum duration of Freezing is one year; a candidate who gets a semester freeze may be readmitted the following semester (with upcoming session). Hardship cases can be considered by the competent authority of Sohail University.
- v. Freezing of first two semesters for undergraduate program is not allowed.
- vi. Under special *hardship circumstances freezing of the first semester can be considered by approval of the competent authority of the university.
 - Iddat
 - Maternity/Delivery
 - Death in the immediate family
 - Any other subject to acceptance on justified rationale

Note: Freezing of Semester will only be allowed after successful completion of 1st Semester.

16. Medical Certificate

Medical certificate, for the required purposes, from a registered medical practitioner duly endorsed by the Sohail University Medical Officer, is acceptable in the University.

17. Indiscipline in Examinations

- i. Any candidate found guilty of any of the infractions listed will have his/her case submitted to Unfair Means Cases Committee. This committee includes HOD/Principal of the concerned department, two senior faculty members, Director of Students' Affairs, and is headed by a senior University Professor.

Removes a leaf from his/her answer book, the answer book shall be cancelled

Submits forged or fake documents in connection with the examination.

- Commits impersonation or allows someone to impersonate them in the examination
Copies from any paper, book or notes.
- Mutilates the Answer Book.
- Possesses any kind of material which may be helpful to him in the examination.
- Commits any immoral or illegal act in connection with the examination which may be helpful to him/her in the examination.
- Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.

- Misbehaves or creates any kind of disturbance in or around the examination center.
 - Uses abusive or obscene language on the answer script.
 - Possesses any kind of weapon in or around the examination center.
 - Possesses any kind of electronic device which may be helpful in the examination.
- ii. His/her case shall result in penalties keeping in view the nature and intensity of offence, which may include but is not limited to the following:
- Cancellation of paper
 - Suspension from program for one semester
 - Fine
 - Permanent Expulsion from the University
- *Unfair Means Cases Committee will decide when the student will have to appear (with regular semester or with deficiency/failure/ repeat courses examination) for the cancelled paper.

18. Probation

Any student whose academic performance falls below the minimum University standard may be placed on probation.

- Students acquiring less than 2.00/4.00 GPA in a semester but passing in all papers will be promoted with the condition they must achieve higher than 2.0 GPA in the next semester. S/he will be put on probation for the next semester.
- Students acquiring a 1.7 GPA and above but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally. They must register to repeat the course(s) to improve their grade.
- Students acquiring a GPA less than 1.7 in two consecutive semesters and failing in any paper(s) even after repeating the course(s) for one academic year will be dropped from University rolls. However, s/he will be eligible to seek re-admission. Re-admission will be allowed only once during undergraduate degree program. Re-admission will be allowed after the payment of full admission fee.
- Students on probation in two consecutive semesters even after repeating the course in one academic year will take re-admission in that particular academic year once only.

19. Permission of Writer for Special Students

- i. A visually impaired student may be allowed to attempt University Examinations using Braille/ Computer or any other means of facilitation.
- ii. A physically handicapped/visually impaired student may apply to the Chairperson of the respective department (with medical certificate as proof of her/his disability) for permission to engage a writer for Tests/ Examinations of the University two

weeks before the start of Tests/ Examinations. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.

- iii. The qualification of the writer for a handicapped student must be at least one step lower than that of the student. (e.g. for level 6 student, the writer should be at the most of level 5).

20. Rechecking of Examination Script

- i. The answer book of a candidate shall not be re-assessed under any circumstances.
- ii. Re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examination can arrange for re-checking of examination scripts by any faculty member from the relevant discipline on the complaint/request of students. The Controller of Examination or faculty shall see that:
 - There is no computational mistake in the grand total on the title page of the answer book.
 - The total of various parts of a question has been correctly made at the end of each question.
 - All totals have been correctly brought forward on the title page of the answer book.
 - No portion of any answer has been left un-marked.
 - Total marks in the answer book tally with the marks sheet.
- iii. The marks of a candidate may decrease or increase in case of computational mistake. The record shall be corrected accordingly and a revised transcript will be issued.

21. Damaged/Lost Answer Script

In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:

- Average marks of class of student shall be awarded to the student in that subject/course.
- In case of Final Examination, if the candidate so desires, s/he shall be given another chance as a special case to take the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.
- In case of Internal Assessment, if the candidate so desires, s/he shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same academic session

22. Matters Related to Degrees Conferment

- i. Sohail University will conduct Convocation to award the degrees to qualified students as per criteria.
- ii. Urgent degree can be issued as per procedure of University upon the request of student.
- iii. Duplicate Degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost/damaged. The candidate has to apply to the Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof as per University rules.

23. Awards and Distinctions

- i. Medals/Prizes/Honor Roll/Positions will be awarded to students passing their internal as well as external examinations/term papers in the Annual as well as Semester System in the first attempt.
- ii. In the Semester System, Letter Grades will be awarded on the basis of GP / GPA / CGPA Positions will be determined on the basis of CGPA. In case two or more students acquire the same CGPA then the position will be decided on the basis of percentage among those students.
- iii. In disciplines where the number of students is less than 05, no position will be awarded.
- iv. No medal /Honor Roll will be granted to candidates who passed the examination in second attempt.
- v. If the result of a candidate is not declared within the prescribed time of the degree, then no medal will be awarded.
- vi. No medal /Honor Roll will be awarded in the case of improvement of CGPA.

24. Academic Honor Code to Ensure Student and Faculty Academic integrity

- i. Sohail University has a code of academic integrity for all faculty and students to encourage academic honesty in all scholarly endeavors. For any violation of the code, appropriate disciplinary steps prescribed in the honor code will be taken.
- ii. Sohail University's policy for plagiarism is a prominent part of the Honor Code. A clearly defined process of due diligence by the University is implemented to deter academic dishonesty and promote ethical principles governing academic behavior.

RULES FOR STUDENTS CONDUCT AND DISCIPLINE

Academic Policies

We earnestly expect students and their parents to support the University policies wholeheartedly.

Sohail University and its affiliated Faculties and Colleges are committed to:

- Provide a congenial and enabling environment that is essential for the overall growth and development of its students
- Promote learning that, in addition to knowledge and skills, will provide graduates with a wider vision and critical judgment

Students are expected to:

- Adhere to University policies and abide by the rules and regulations
- Assume personal responsibility for honesty and integrity
- Respect policies, programs, faculty and staff
- Observe generally accepted standards of conduct
- Perform academic activities that promote professional leadership

Campus Rules:

Identity Card

- Students must always wear their officially issued Identity Cards and are not allowed to enter premises of any of our campuses without your Identity Card
- The card must be worn so it is always visible while on campus
- Any lost card must be reported immediately in writing to Student Affairs. A fee for a replacement card will be charged

Dress Code

In order to maintain a safe and hygienic environment:

- Students must wear neat, clean, appropriate and tasteful clothes while attending or representing the University / College; shorts are not allowed
- Clean, white coats must be worn for all laboratory, community and clinical work
- Chappals or flimsy footwear (e.g. flip flops) are not allowed for safety reasons
- Nails must be neatly trimmed, short and clean
- Hair must be tide neatly and kept off the face

- Large, flowing dupattas must be tucked in to avoid interfering with laboratory clinical work
- Male students must wear shirts tucked in properly. Shalwar kameez with proper footwear for male students is allowed on Friday only

NO SMOKING

Smoking is not allowed anywhere on any of our campuses

Fines

Any violation of the Identity Card Policy, Dress Code or Smoking will result in a fine for every infraction

Disciplinary Committee

All students are required to follow the University rules and regulation. The Disciplinary Committee is responsible to conduct inquiries into any infraction of the rules and decides consequences of such infractions. Any evidence of academic dishonesty such as copying the work of another or offering unauthorized assistance to another student may lead to expulsion from the College. Anti-social behavior, (cheating, destruction of property, physical violence, harassment, falsification of documents/records, unexplained absences or violation of the rights of person or property of others) may result in expulsion. In such cases, tuition fee will not be refunded.

THE SOHAIL UNIVERSITY
UNIVERSITY FUND
&
MAINTENANCE OF ACCOUNTS

There shall be a Finance and Planning Committee who would be looking after the University Fund and accounts.

- 1. Finance and Planning Committee consisting of-**
 - i. the Vice Chancellor, who shall be the Chairman;
 - ii. two nominees of the Board;
 - iii. two experts in the field of finance and planning to be nominated by the Chancellor;
 - iv. one Dean to be nominated by the Chancellor on the recommendations of the Vice Chancellor;
 - v. the Director Planning and Development; and
 - vi. the Director Finance of the University who shall be the Member - Secretary

2. The quorum for a meeting of the Finance and Planning Committee shall be five members.

3. The functions of Finance and Planning Committee shall be-
 - i. to consider annual statement of accounts and revised budget estimate and advise the Board thereon;
 - ii. to review periodically the financial position of the University;
 - iii. to advise the Board on all matters relating to planning, development, finance, investments and accounts of the University;
 - iv. to prepare short term and long-term development plans;
 - v. to prepare staff and resource development plans; and
 - vi. to perform such other functions as may be prescribed by the statutes.

UNIVERSITY FUND

1. The University shall have a Fund to which shall be credited its income from fees, donations, trusts, bequests, endowments, contributions, grants and **all** other sources.
2. No contribution, donation or grant which may directly or indirectly involve any immediate or subsequent financial liability for the University or which may involve an activity not included in the programs for the time being, shall be accepted without the prior approval of the Board.
3. The accounts of the University shall be maintained in such form and in such manner as may be determined by the Board and shall be audited each year within four months of

the closing of the financial year of the University by a Chartered Accountant by the Board.

4. The accounts, together with the report of the Auditor thereon, shall be submitted to the Board for approval.
5. The Auditor's report shall certify that the report has complied with the standards of audit and certification laid down by the Institute of the Chartered Accountants of Pakistan.

MAINTENANCE OF ACCOUNTS

1. Competent Authority

- i. The Vice Chancellor shall be the Principal executive and academic officer of the University.
 - ii. All expenditure provided in the Approved Budget of the University shall be sanctioned by the Vice Chancellor.
2. No authority may incur an expenditure or enter into any liability involving expenditure out of the University Funds unless the expenditure has been sanctioned by the Competent Financial Authority.
 3. All moneys received on account of University's Funds shall be kept with any other Bank authorized by the Board for the specific purposes under distinct heads:
 - a) Current Account
 - b) Endowment Fund Account
 - c) Any other fund as directed by the Vice Chancellor from time to time.

That accounts will be operated jointly by any two of authorized signatories.

4. Receipts and Payments

- i. All moneys received in Cash, if any, or by any other means, on account of University Funds shall be deposited the same day into the Bank.
- ii. All the Payments shall be made by Cheques only as much as possible
- iii. All Cash in hand and receipts which cannot normally be deposited in the Bank on the same day, shall be kept in the Office safe and independent keys shall be kept by the Manager Finance. Late receipts shall be accepted on days preceding holiday.

5. Imprest

An imprest cash may be designated for day to day cash expenses.

6. Maintenance of Accounts

The Accounts shall conform to the financial year i.e; July to June.

7. Books of Accounts

- i. The following Books of Accounts shall be maintained in accordance with the general principle of accounting and as required by the Companies Act 2017 in line with International Accounting standards.

All the Financial record is maintained through a software which is in-house built. It includes:

Bank Book

- I. General Ledgers
 - II. Journal Vouchers
 - III. Receipt Vouchers
 - IV. Payment Vouchers
 - V. Bank Book
- ii. The Books of Accounts shall remain in the Accounts Department of the University under proper custody.
 - iii. All Account Books shall be posted daily and kept up-to date.
 - iv. At the close of transactions for the day the Cash/Bank Book shall be reconciled and signed by the Manager Finance.
8. Financial Statements: A statement of Accounts shall be prepared with four months of the close of financial year.

9. POLICIES

Summary:

This Policy sets out the requirements and principles governing financial transactions, commercial activities, expenses, procurements, Banks and Investments.

Scope:

The requirements set out in this policy and protocols adopted by the Board are to be adopted and delegated.

REVENUE:

- Collection of Tuition Fees of students is Annual;
- Scholarship / Discounts is given as per Committees approval.
- Tuition Fee is recorded on Accrual basis.

EXPENDITURE & BUDGET:

- Salaries of the Faculty and staff is the major expense of University. Salaries are approved as per HR Policies which are approved by the Board.
- Other expenses are approved as per need of the various departments.
- All the payments are duly approved by the Director Finance before payment.

CAPITAL EXPENDITURE:

- Assets are purchased as per the need of the Departments and approval.
- Purchasing is regulated by the “Purchase Department” policies.
- Assets are capitalized as per the Fixed Assets Policy.

BANK ACCOUNTS:

- All the Bank accounts are opened after the approval of Finance committee. Approval from BOG may be taken in the meeting.
- All the Cheques regardless of the amount are duly signed by the any two of the authorized signatories.

INVESTMENTS:

- Funds if surplus are placed with approval of BOG.

UNIVERSITY CONVOCATION REGULATIONS

1. Convocation shall be of two kinds:

- a) Ordinary convocation is held for conferring the degrees of a particular year or years if there was no convocation in the previous year / years.
- b) Special convocation is held for conferring degrees honoris causa on eminent educationalist and other persons

2. The date of every convocation shall be fixed by the Chancellor on the recommendations of the Vice Chancellor. As soon as the date of convocation is fixed, the Registrar shall notify all graduates entitled to receive their degrees at the said convocation, through the press and the *Heads of the Departments* concerned. No responsibility shall lie on the Registrar after the above action on accounts of any graduate not receiving due notice of convocation.

The Registrar shall, likewise, notify all members of the Senate, the Syndicate, the Academic Council and the faculties by means of a notification in the press, and those who wish to attend the convocation, shall signify their intention in writing to the Registrar not later than 15 days before the date of convocation.

Graduates receiving degrees at the convocation shall be provided academic costumes prescribed for the degree in question by the University on payment of a prescribed fees (Rs 1700, out of which Rs 1500 are refundable on return of the costumes). Similarly all deans or other officers presenting themselves at the convocation shall wear the academic dress to which they are entitled. No graduate shall be admitted to the convocation unless and until he/she is in proper academic costume.

3. The procedure at an ordinary convocation shall be as follows:-

- a) The members of the University and the graduates who are to receive their degrees shall assemble at the place and the time notified by the Registrar.

Entry of graduates to the convocation hall or enclosure shall be closed half an hour before the time of the commencement of the Convocation. All officers of the University as well as Heads of Departments shall cooperate with the Registrar in maintaining order and discipline in the convocation hall.

- b) At the appointment time, the procession will be formed and will enter the convocation hall or enclosure in the following order:-

1. Registrar.
2. Lecturers

3. Assistant. Professors
4. Associate professors
5. Professors
6. Controller of Examination
7. Director of finance
8. Students Advisor.
9. Chief Librarian.
10. The Deans of faculties (in the reverse order of seniority)
11. The Pro-Vice Chancellor (if appointed).
12. The Vice Chancellor
13. The Pro-Chancellor.
14. The Chancellor.

- a) The Chancellor, the Pro-Chancellor, the Vice Chancellor, and the person invited to address the convocation shall sit on the dais. Officers shall sit at the places assigned to them
- b) The presiding officer shall declare the convocation open.
- c) (i) Recipients of degrees etc. shall be presented to the Vice Chancellor by the Deans concerned in the registrar.
(ii) Private candidates shall be presented by the Registrar
(iii) The Vice Chancellor shall confer the degrees.
- d) When all the graduates have been presented, the Dean will read out a list of graduates who are not present, and these shall be admitted to their degrees in absentia
- e) Persons who are admitted to degrees, in absentia, shall be charged (Rs. 1000/- for regular Rs. 2000/- for external) per degree.

4. The presentation for degrees and the conferment of degrees shall be made in the following words:

a) Presentation:

Sir,

I present to you _____ who has / have been examined and found qualified for the degree of _____ to which I pray he/she/they may be admitted “.

b) Conferment:

“By virtue of the authority vested in me as the Vice Chancellor of this University, I admit you to the Degree of _____ and charge you that ever in your life and conversation you do prove yourself / yourselves worthy of the same.”

NOTE: In admitting the graduates to degrees, in absentia the Vice Chancellor shall simply say: "I admit all, in absentia, to the degrees to which they are entitled."

Convocation to be held in an affiliated college

1. The date of convocation will be fixed by the Principal of the College with the prior approval of the Vice Chancellor, and notified to all graduates entitled to receive their degrees at the convocation through press and the college notice boards.
2. Graduates receiving degrees at the convocation shall provide their own academic costumes prescribed for the degree in question. No graduate shall be admitted to convocation unless he is in proper academic costume.
3. The procedure for the Convocation will be as follows:-
 - a) In case the Convocation is to be presided over by the Vice Chancellor, as soon as the Vice Chancellor arrives at the college concerned at the appointed time, he will be received by the Principal of the college and will proceed to the Robing Room to put on the robes. Then he will be conducted by the Principal to where teachers of the college are assembled, who will be presented to him.
 - b) The Vice Chancellor and the teachers will form a procession in the reverse order of seniority, and walk into the pandal where the convocation is to be held, the Vice Chancellor walking at the end of the procession.
 - c) The proceedings will start with recitation from the Holy Quran.
 - d) The Principal will request the Vice Chancellor to declare the convocation open.
 - e) The Vice Chancellor will declare the convocation open.
 - f) The Principal will present his report.
 - g) The Vice Chancellor will deliver his convocation address.
 - h) Presentation for and conferment of degrees:
The Principal will present the recipients of degrees in the following words:-

"Sir, I present to you the candidates who have been examined and found qualified for the degree of _____ to which, I pray, they may be admitted.
 - i) The Vice Chancellor will confer the degree in the following words: - "By virtue of the authority vested in me as the Vice Chancellor of this University I admit you to the degree of _____ and charge you that ever in your life in conversation you do prove yourselves worthy of the same."
 - j) Medals and prizes will be awarded by the Vice Chancellor, after the conferment of degrees.
 - k) The Principal will request the Vice Chancellor to declare the convocation closed
 - l) The Vice Chancellor will declare the convocation closed.
 - m) The procession will then reform and return to the reception room.
 - n) All will rise in their seats and remain standing till the procession has passed out
 - o) The Vice Chancellor will be seen off by the principal

4. In case the convocation is to be presided over by a Chief Guest other than the Vice Chancellor or the Principal himself, the convocation address will be delivered by the Chief Guest, and the degrees shall be conferred by the Principal in the following words:-
"By virtue of the authority delegated to me by the Vice Chancellor of the University I admit you to the degree of _____ and charge you that ever in your life in conversation you do prove yourselves worthy of the same.
Similarly medals and prizes will be awarded by the Chief Guest 'after the conferment of degrees.
The rest of the procedure will be the same as above.

Regulations relating to donations, gifts, etc., to students societies and institutions

1. All donations for any purpose connected with the University shall be made to the University and not to any individual, society or department, who are not authorized to receive such payment.
2. No student organization shall accept donations, gifts or pecuniary assistance from any individual or organization without the prior permission of the Vice Chancellor or the Principal, as the case may be.
3. A student who accepts, on behalf of a student organization, a donation, gift or pecuniary assistance from any source, other than a source authorized by the Vice Chancellor or the Principal, as the case may be, shall make himself liable to disciplinary action.