



Greenwich University

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N.B: This policy may be amended at any time without prior notice. All revisions shall supersede any previous versions and shall take effect immediately upon approval.

QUALITY ENHANCEMENT CELL

GREENWICH UNIVERSITY

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Academic Year

The academic year at Greenwich University consists of 02 regular semesters and a summer semester:

Spring (from January to May)

Summer *(from June to August)- Deficiency Semester

Fall (from September to January)

A regular semester comprises of 16-18 weeks of teaching. A summer semester is of eight weeks. Greenwich University observes a six days' week.

***Summer Semester**

- A student who has either failed or has been stopped to take the examination due to shortage of attendance or wishes to improve his/her grade; is allowed to register in summer.
- A student will only be allowed to register in 1-2 courses of 3-6 credit hours.
- The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

Academic Calendar

The Registrar/Controller of Examinations in consultation with the Chairpersons of the Departments will prepare an academic calendar, duly approved by the Vice Chancellor. The Academic Calendar will include the schedule of whole year (spring, fall and summer semester). The calendar will include the following information:

- Last date of Registration
- Late date for Submission of Fee
- Commencement of Classes
- Last date for Withdrawal of Courses
- Midterm Examination
- Final Examination
- Announcement of Results/Notification
- University Holidays

Academic Programs

Structure of Degree Programs:

The below specified Credit Hour requirements are the minimum for the award of degree. Department reserves the right to add Pre-requisites / Foundation courses in structure of degree programs from time to time according to the guidelines set by the Higher Education Commission and by the approval of the Academic Council. The department's decision will be final and binding upon students in such cases.

S-No	Department	Qualification Level	Degree Title
Department of Business, Economics & Finance			
1	Business, Economics & Finance	Level_6 - Bachelor (16 Years) Degree	Bachelor of Science in Business Administration
2	Business, Economics & Finance	Level_7 - Master/ MS (18 Years) Degree	Master of Business Administration
3	Business, Economics & Finance	Level_7 - M-Phil (18 Years) Degree	Master of Philosophy
4	Business, Economics & Finance	Level_8 - Doctorate Degree	Doctor of Philosophy
5	Business, Economics & Finance	Level_5 - Bachelor (14 Years) Degree	Associate of Science in Economics & Finance
6	Business, Economics & Finance	Level_5 - Bachelor (16 Years) Degree	Associate of Science in Business Administration
7	Business, Economics & Finance	Level_7 - Master/ MS (18 Years) Degree	Bachelor of Science in Economics & Finance
Department of Computer Science			
8	Computer Science	Level_6 - Bachelor (16 Years) Degree	Bachelor of Science in Business Administration

Department of Media, Arts & Design

9	Media Art & Design	Level_6 - Bachelor (16 Years) Degree	Bachelor of Science in Visual Effects & Animation
10	Media Art & Design	Level_6 - Bachelor (16 Years) Degree	Bachelor of Science in Communication Design
11	Media Art & Design	Level_6 - Bachelor (16 Years) Degree	Bachelor of Science in Digital Media Marketing
12	Media Art & Design	Level_6 - Bachelor (16 Years) Degree	Bachelor of Science in Film Studies
13	Media Art & Design	Level_6 - Bachelor (16 Years) Degree	Bachelor of Science in Fashion Studies
14	Media Art & Design	Level_6 - Master (16 Years) Degree	Master of Science in Mass Communication & Media Studies
15	Media Art & Design	Level_7 - Master/ MS (18 Years) Degree	Master of Science in Mass Communication & Media Studies
16	Media Art & Design	Level_7 - Master/ MS (18 Years) Degree	Master of Science in Media Management & Advertising
17	Media Art & Design	Level_8 - Doctorate Degree	Doctor of Philosophy in Mass Communication & Media Studies

Department of Social Sciences & Education

18	Social Sciences & Education	Level_6 - Bachelor (16 Years) Degree	Bachelor of Science in English
19	Social Sciences & Education	Level_6 - Bachelor (15 Years) Degree	Bachelor of Education
20	Social Sciences & Education	Level_6 - Bachelor (16 Years) Degree	Bachelor of Science in Psychology
21	Social Sciences & Education	Level_7 - M-Phil (18 Years) Degree	Master of Philosophy
22	Social Sciences & Education	Level_8 - Doctorate Degree	Doctor of Philosophy

ADMISSION POLICY

Greenwich University's admission framework is designed to ensure transparency, merit, inclusivity, and compliance with the Higher Education Commission (HEC) of Pakistan's guidelines. The alignment is reflected as follows:

- The University's admission policy upholds merit, equal opportunity, and non-discrimination in the selection of students.
- It ensures that admissions are conducted twice a year (Fall and Spring), providing fair access to a diverse group of applicants.
- The policy also emphasizes quality assurance by admitting students who meet the academic and personal competencies required for higher education.

POLICY STATEMENT

- a) Admissions at Greenwich University are offered on merit to every student irrespective of nationality, gender, ethnic background, creed, socio-economic status or any other factor. (Foreign students will provide evidence of valid visa required for the purpose of admissions in to Greenwich University)
- b) All applicants for admission are required to successfully complete admission requirements for their respective programs.
- c) All applicants must go through the Entry Test and Interview Process to show their potential for completing their respective programs.
- d) All admissions will remain provisional and subject to verification of relevant academic documents.
- e) Eligibility for a program will be determined on the basis of the degree on the strength of which the candidate is applying.

Admission Requirements

- The eligibility criteria for undergraduate and postgraduate programs are strictly aligned with HEC standards and Greenwich University regulations.

- Requirements include academic qualifications, entry tests (where applicable), and interviews to assess aptitude and preparedness.
- Special consideration is given to students with disabilities or those applying under reserved categories, in line with the University's inclusivity policy.

Program	Parameters	Weightage
Associate Degree Program	Academic Qualification	50%
	University Placement Test	40%
	Interview& Group Discussion:	10%
Bachelor's	Academic Qualification	50%
	University Placement Test	40%
	Interview& Group Discussion:	10%
Masters	Academic Qualification	50%
	University Placement Test	40%
	Interview& Group Discussion:	10%

For Associate Degree Program

HSSC/A-Levels or equivalent examination with at least 45% marks

- Candidate having less than 45% marks will be eligible for admission after successful complete of "Zero Semester".
- At least 50% in Entrance Test and Interview.
- Result Awaiting Student Can also apply.

For Bachelor's Programs

- HSSC/ A-Levels/ or equivalent with at least 45% marks from a recognized Institute/Board.
- At least 50% in Entrance Test and Interview.
- At least 45% marks in Higher Secondary School Certificate or equivalent "A" levels or other foreign qualifications, such students must provide an equivalence certificate issued by the Intermediate Board Committee of Chairmen (IBCC).
- Result Awaiting Student Can also apply.

For Two Years and Two-and-a-half Years Bachelor's Program:

- For admission in two and two-and-a-half years' degree program of Bachelors of Business Administration applicant must have:
 - 15 Years of Schooling with business qualification: B.Sc/B.Com (3 Years), BA(Hons)/BBA (3 years)
 - 14 Years of Schooling with non-business qualification: B. Com (2 Years), BA, B-Tech, B.Sc. or any two-year Graduation Program respectively.
 - The number of credit hours needed to complete the degree will be according to the policies of the Higher Education Commission. Or, At least 60% marks in Diploma, for admission such students must provide an equivalence certificate issued by the Intermediate Board Committee of Chairmen (IBCC).

For Master's Program:

- Applicants should have a 2nd division degree, or 2.5 CGPA or equivalent percentage from a recognized university/DAI, and have a minimum of 16-years of schooling. If an institution mentions both division and CGPA on the degree/transcript, the degree/transcript must meet either of the two conditions.
- At least 50% marks in entrance test and interview.
- The number of credit hours needed to be completed for the award of a degree will be according to the policies of the HEC.
 - The number of credit hours needed to complete the degree will be according to the policies of the Higher Education Commission. A degree may be completed in 1.5 years by students with 16-years of business education, and such students have to complete 36 credit hours. This MBA degree will be equivalent to an 18-year qualification.
 - 16 Years undergraduate non-business qualification will complete in 72 credit hours.
- Applicants may be considered if they meet all of the following:
 - Possess a recognized professional qualification in business/accounting/finance (e.g., ACCA, CA (ICAP), CMA(ICMA) Pakistan or equivalent), completed within the last 7 years. These certification is equivalent to M. Com (16 years of education).
 - Applicant must provide equivalence certificate as per HEC criteria.

- Achieve the minimum Greenwich University admission requirements (test/interview).

For M.Phil/MS. Program:

- 3 CGPA Studied 16 years of Education in relevant discipline
 - Placement Test or GAT-General with a minimum 50% cumulative score will be required.
 - A minimum division or CGPA on a scale of 4 as prescribed by the HEC for admission to the MPhil/MS program.
 - Degree from recognized universities / degree awarding institution. Institutions which mention both division and CGPA on the Degree / Transcript must meet either of the two conditions.
1. Degree from recognized universities/DAIs. Institutions that mention both division and CGPA on the degree/transcript must meet either of the two conditions. Applicants having a foreign degree are required to provide the equivalence certificate from Higher Education Commission.
 2. The number of credit hours needed for the award of a degree will be according to the policies of the Higher Education Commission. However, Greenwich University may offer additional courses to replenish deficiencies.

For Ph.D. Program:

Following applicants are eligible for admission in a PhD. Program:

- MS/MPhil in the relevant field of study.
- Master Degree with a minimum of 90 credit hours (with a 2-year bachelor's program) in the appropriate field of study.
- Candidates must hold a Master Degree (with thesis) comprising at least 36 credit hours after a 4-year Bachelor's degree (in the relevant field of study).
- Minimum CGPA should be 3.0 on a scale of 4.
- NTS GAT (Subject) with a minimum 60% marks or GRE Subject Test conducted by the ETS with minimum 60% percentile Score.
- The number of credit hours needed for the degree will be according to the policies of the Higher Education Commission.

STUDENT INTAKE AND ENROLMENT

- Student intake is carefully planned based on program capacity, faculty strength, and available resources to maintain quality education and an optimal student–teacher ratio.
- Enrolment targets are set annually and approved by the Academic Council to ensure they are realistic and aligned with institutional capacity.
- The process of registration and enrolment is structured to verify student credentials, ensure compliance with admission requirements, and provide academic advising at the point of entry.

COURSE LOAD FOR FALL & SPRING SEMESTER

Undergraduate Students

- An undergraduate program of instruction generally includes a 09-18 credit hours course load including exams in a regular semester.
- The required course load for a full time undergraduate is minimum of 09 credit hours per semester. In case any student wishes to enroll for one more course beyond 18 cr. hours s/he may be allowed by institution in either of the two cases:
 - 1) If his/her CGPA is above 3.5 and
 - 2) The student needs the course to graduate on time

Graduate Students

- A graduate student normally enrolls for 6-12 credit hours in a regular semester. A graduate student must take at least 06 credit hours in Fall and Spring semesters to be classified as a full-time student.
- The University may formulate specific policies for allowing a student to take additional courses (02 courses of 03 or 04 credit hours) in a semester depending on unique circumstances of the student with the advice of the advisor.

The number of credit hours needed to be completed for the award of a degree will be according to the policies of the Higher Education Commission.

PROVISIONAL ADMISSION

- a) Students who are admitted provisionally in a semester either as a “result waiting” candidate or on any other ground must meet the university admission eligibility requirements in the same semester and submit the relevant documents to the admission office at the earliest.

- b) Students who fail to meet the university admission eligibility requirements before the final exams of their first semester must withdraw their admission immediately. In cases where the student does not withdraw his/her admission and his/her ineligibility for admission is identified by the university at any stage, the university will cancel the admission with immediate effect.
- c) Result awaiting applicants are required to submit an undertaking along with the application.
- d) This policy is only valid for Associate Degree and Bachelor's Degree Program.

INTER PROGRAMME TRANSFER

- a) A student registered in a program may not be transferred to another program in the University until he/she has obtained the permission of the Chairperson and Registrar's office.
- b) Student must obtain an approval by the concerned Heads of the Departments.
- c) Permission to transfer will be given in writing using the form provided for this purpose.
- d) No student will get credit transfer without the permission of the concerned Heads of the Departments and Registrar's office.
- e) A student who seeks transfer to another program will have to follow all the requirements and policies (such as fee etc.) of the new program.
- f) The credits earned in any lower degree program (bachelor's or master's) are non-transferable to the higher degree program.
- g) Whenever a student's application to transfer to another program has been approved and all requirements related to such transfer satisfactorily fulfilled, the relevant program authority shall inform the concerned departments and forward the original documents to the student's personal file.

Pre- Requisite for other Disciplines:

Candidates interested for admission in MBA having bachelor degree other than BBA respectively have to do pre-requisite (deficiency) courses as specified in the prospectus. These pre-requisite courses will be in addition to the regular program courses.

Application for Credit Transfer:

- a) The application for credit transfer will be submitted by the student on a required form supported by the following document.
 - i. The course outline and teaching plan of the course that was completed in a different University/Institution and which is being nominated for credit transfer.
 - ii. The course contact hours and the name of the faculty who taught the course along with the relevant grades.

Transfer Students:

The determination of acceptability of credit for course work completed at another recognized Institution of higher learning is made solely at the discretion of University. The evaluation of any course work or exam from another Institution for acceptance by the University will be based only on an official transcript from the institution originally offering the course work or exam.

- i. Credit is not given for grades lower than a B.
- ii. All prospective transfer students must complete Nazeer Hussain University's entrance requirements.
- iii. Grades from other institutions are not included in the calculation of Greenwich University grade point average.
- iv. Principally the maximum credits for work done before joining the Greenwich University will be considered only up to 50% of the Bachelor's and Master's program to which the application is being made.
- v. The course work being sought for credit transfer has been completed at a HEC recognized educational institution.
- vi. Credit Transfer cases will not be entertained after a student has started the program of study.
- vii. Remedial, vocational, technical, highly specialized and personal development courses are not accepted for credit.
- viii. All transfer courses taken at bachelor level from Polytechnic Institutions with degree awarding status and foreign community Institutes that can award degrees will be reviewed individually by the Head of the Department and any transfers must be approved by the Dean.

- ix. Students are advised to check with the Admissions Office and Head of Department to determine the acceptability of credit from other Institutions. Acceptability of transfer credits to a student's academic curriculum is determined by the Head of the Department where the application is being made.

b. Conditions for Course Transfer:

- i. If the course content is similar to the course content at Greenwich University to the extent of a minimum 60%, the course credit will be considered for transfer.
- ii. A lower level degree course is non-transferable to higher level degree program such as a course done at Bachelors level is non-transferable to Master program.
- iii. A course exempted elsewhere is non-transferable until and unless it is pursued as a regular course.

Advanced placement:

Students may apply for advanced placement keeping in view prior academic qualifications and experience.

1. **Credits from other institutions:** The Admission Office will evaluate credits from other institutions on a course-by-course basis in accordance with such agreements as may exist. The acceptability of each credit will depend on the appropriateness of the courses to the University curriculum, on their compatibility with courses offered by Greenwich University, the period since the course credits were earned, and the grade earned.

All passing grades of B or above in transfer courses are acceptable for students who leave their prior institution with good academic standing. Transfer credits will be awarded after the student has achieved good academic standing. However, a tentative evaluation of such transfer credits may be requested by the student upon admission. All transfer credit will be recorded as "TR" on the student's transcript.

Before graduating, transfer students must complete a minimum of 30 credit hours of university courses in order to be eligible for an associate degree and a minimum of 60 credit hours for the Undergraduate degree. A maximum of 60 credit hours can be transferred.

Undergraduates must be in residence for the final 60 hours of course work prior to receiving their degree.

2. **Credit by Challenge Examinations:** Students may obtain credit through successful performance on a challenge examination. A student seeking credit by examination must have an exceptional background in the subject and a minimum grade point average of 2.75. He or she must first secure written permission from the concerned Dean. If permission is granted the Dean will arrange for preparation of challenge exam and may also require written reports, related supplementary readings, or a term paper if appropriate. Forms for challenge examinations are available with the Registrar's Office/Communication Center. Students are limited to 9 credit hours by challenge examinations.
3. **Admission of Transfer Students:** Greenwich University accepts credits earned with a Grade B or above from other accredited universities and from foreign programs.
4. **Placement Test:** English, General Knowledge and Mathematics proficiency, are measured by the results of the University Placement Test (UPT). All students must appear for an Interview with the panel as part of the selection process.
5. **Credit Hours Transfer/Eligibility**
 - **Undergraduate/ Graduate:** No transfers if grade is below B.
 - A minimum number of credits must still be earned directly at the Greenwich Academic Regulations:
 - **Undergraduate:** at least 60 credits must be completed there (out of 124–130 required).
 - **Graduate (M.Phil./Masters):** at least 30 credits should be from the enrolling institution; however, a 6-credit research exemption may be allowed for non-science programs if research isn't possible and the student is not progressing to a Ph.D.
 - **Exemptions** may be granted if previous coursework was completed at a HEC-recognized institution.
 - Minimum required grades: B for Bachelor's level and B+ for Master's level.
 - The degree used for exemption must be obtained within the last two years.
 - A formal request must be made (via the university's exemption form).
 - At least 80% content similarity between previously completed courses and current ones is required, verified by the department chair (HoDs).
 - Exempted courses appear on transcripts as "Exempted", and credits must be made up with new courses to meet degree requirements.
 - Applicants may be considered if they meet all of the following:

- Possess a recognized professional qualification in business/accounting/finance (e.g., ACCA, CA (ICAP), CMA(ICMA) Pakistan or equivalent), completed within the last 7 years. These certification is equivalent to M. Com (16 years of education).
- Applicant must provide equivalence certificate as per HEC criteria.
- Achieve the minimum Greenwich University admission requirements (test/interview).

Registration Process

Students have to follow the following rules of the registration process:

1. All students have to fill the registration form and have to submit it on due date to the concerned authority. Late registration forms will not be accepted unless otherwise approved by the Head of the Department with penalty.
2. Registration forms must be filled in full with care (Where applicable). Incomplete or incorrect forms will not be entertained.
3. Any additional course can be taken after getting proper permission of the departmental Chairpersons. Students will not be allowed to register less than 5 courses or more than 6 courses in one semester, unless the circumstances force the management to accept the registration beyond the said limits. In such situation, the Chairperson of the department is authorized to waive this limit for a particular student or a group of students.
4. Any course having prerequisite not cleared, cannot be taken.
5. Maximum course load is six (06) courses per semester or 15 – 18 Credit Hours, in which courses from the advance semester cannot be taken.
6. In summer semester a student will only be allowed to register in 1 – 2 courses of 3 – 6 credit hours.
7. Fee for the registered courses has to be paid in advance. Once a student gets registered for a course, fee will not be refunded.
8. Management reserves the right to withdraw any course after its offering or change its timings or instructors. Student can drop his/her registration from the said course only if there is any time clash with any other course he/she is registered in.
9. Whenever a student's application for registration in courses has been approved and all requirements related to such Registration of Courses have been satisfactorily fulfilled, the relevant program authority shall inform the concerned departments and shall forward the original document to the student's personal file.

Maximum Course Load

1. Any student who wishes to register in more than 18 credit hours may be allowed by the Chairperson of the Department to take one extra course of 2 or 3 credit hours if his / her CGPA is above 3.5 or in case of repeating / failed / dropped courses.
2. The Chairperson of the Department may allow maximum course load to any student when the student is graduating in that vary semester. In this situation, the Chairperson of the Department can make an exception for any particular student by allowing him/her to take maximum course load as this will be the student's last and graduating semester.

ADD, DROP AND CHANGE of COURSES

1. Students may apply to add or drop a course within two weeks after registration. Not more than two courses are allowed to drop in a semester. A written expressed permission shall be required on the prescribed "Course Add n Drop Form" with "No Objection" from the course instructor. The fee paid for drop courses shall not be lapsed and will be accounted for later. The students will have to pay fee for added course(s).
2. For the summer semester the add/drop period is within the first four calendar days of the semester.
3. In lieu of dropping any course /courses, the student will have to take other course/courses, as to meet the minimum requirement of five or six courses per semester.
4. During the Add/Drop week, students are allowed to attend classes to choose the particular teacher and section that they are comfortable with. However, these weeks are considered the first two weeks of the semester and the teachers conduct the classes and take attendances as usual. Any absence from the classes held in the Add/Drop week is considered a real one and counted towards the total number of absence allowed to the students during the semester. The attendance for these weeks are however transferable. No change in the schedule or time tables is allowed during the ADD/Drop weeks. After the commencement of the regular semester, the teachers and the students may find it convenient to change the class time table with mutual consent. They may do so only with the permission of the Chairpersons.
5. A student can be allowed to change a course within 6 sessions from the start of the semester/course. No fee shall be charged for the changed course.
6. If there is additional fee involved a student has to pay the fee before attending the respective course
7. Add/Drop will only be entertained during stipulated period of time. However, some consideration could be given to the students within one week of the beginning of classes, on special grounds (like medical disability) and Head of the Department's/Registrar's decision will be final.

Withdrawal from a Course:

1. Withdrawal from a course will be allowed latest up to one week after the midterm examination. Withdrawn course will appear on the 'semester transcript' with the letter grade 'W', and will not be treated as 'F' grade and the course will not be counted for the purpose of calculating SGPA/CGPA.
2. The fee paid for such course will not be refunded.
3. Students can withdraw from a particular course with the consent of the concerned faculty and respective Head of the Department / Chairperson.
4. Students can withdraw from a maximum of 02 courses in one semester.
5. Whenever a student's application to withdraw from the course(s) has been approved and all requirements related to such withdrawal satisfactorily fulfilled, the relevant program authority shall inform the examinations and forward the original document to the students' personal file.

Term or Permanent Withdrawal from University:

1. A student who finds it necessary to be excused from registration in a program in any semester must formally request a leave of absence from the Faculty (or the concerned Department). The Head of Faculty (or the concerned Department) and the Registrar's.
2. Withdrawals from university are entitled to refund of fee according to the following schedule:
 - i. From Registration /Submission of fee till first week of the commencement of classes 80% of tuition fee.
 - ii. Within three weeks of the commencement of classes 50% of tuition fee.
 - iii. After three weeks of the commencement of classes, no Refund.
3. Whenever a student's application to withdraw from the semester or from the university has been approved and all requirements related to such withdrawal satisfactorily fulfilled, the relevant program authority shall inform the concerned departments and forward the original document to the Students personal file.

University Rejoining:

1. When a student returns from a leave of absence, the current program of studies, Fee (if increased) and other policies will be applicable.
2. A student will be allowed to rejoin the university within the span of three years.

Double Specialization:

1. A student may concurrently fulfill the requirements of two subject majors provided the student has the permission of the Head of Faculty (or the concerned Department & the selected electives have no clash in Exams). Upon successful completion of the requirements of both majors, one degree is awarded.
2. Students have to do required number of courses for each major as specified by the concerned Faculty (or the concerned Department).
3. The two majors earned concurrently under one degree will be noted on the transcript.
4. For the second specialization, registration form must be filled with the department to declare the two specializations.
5. After the issuance of complete transcript, the student cannot register for double specialization.

Program Regulations

The Program Regulations for each program shall include a listing of the constituent courses of the program and indicate the division of the program into Parts. Course Specifications (outline) shall be published which for each course shall include information on its aims and objectives, its content, its level, the semester in which it is offered, its weightage, and the methods of teaching and learning and assessment. They shall also indicate any prerequisites for studying the courses. Where Program Regulations permit a choice of courses options, a candidate's selection of courses will normally be subject to approval by the HoD/Chairperson of the concerned department. It is not possible to guarantee that all optional courses will be offered every semester. Course Specifications will also indicate availability.

1. In each part of a program, except during a period of industrial or professional training (Internship), candidates are required to register for courses, as specified in the relevant Program Regulations.
2. All students shall register at the beginning of each semester (on the announced dates) for the courses which they are taking in that semester.
3. It is the duty of every candidate who for any reason has missed part or all of a Course assessment or whose performance in a Module Assessment is likely to be or has been impaired by any circumstances, to notify the Head of the department of the circumstances in writing, using the appropriate form, at the earliest opportunity.

Status of Students:

The status of a student as such shall end when any one or more of the following occurs:

1. on successful completion of his/her program of study
2. on withdrawal from the University
3. on termination of his/her studies by the Disciplinary Committee
4. on expulsion from the University
5. on lapse of his/her registration for a higher degree

Full-time Student Status

Full-time status for an undergraduate student varies with the Institute and study program, but ordinarily requires a load of at least 15 credits per semester. Full-time status for graduate students is more widely variable, depending upon the composition of the individual student's program. Students in doubt about their standing should check with the Dean's /Chairpersons Office.

Performance Requirements:

1. Attendance in person, at all prescribed and elective lectures and seminars is mandatory. Maximum of 25% absences are allowed in a subject to cater for emergencies, sickness etc. There is no provision of leaves in excess of the allowance mentioned above. 25% or more absences in a subject will result in 'F' grade in that subject. Any student, who fails to comply with the rules, forfeits the right to appear at the examination in the course concerned. Such a situation shall earn the student 'F' (failure) in the course.
2. The students who shall join the semester late because of any reason will be marked absent for the previous classes. In case, more than 25% of the sessions have been completed by the faculty the student shall earn 'F' Grade.
3. In addition to punctuality and meeting the prescribed attendance requirements, each student is required to actively participate in the class and complete their assignments on time.
4. A student, in order to become eligible for award of degree, must attain a graduating CGPA of 2 for undergraduates' programmes and 2.5 for graduate programmes.

Examination

The following rules pertaining to the conduct of examinations under semester system will be followed.

1. Examinations of courses or programs of study mean formal written examinations, evaluation, continuous assessment, projects or any other academic exercise subject to assessment as specified in course or program regulations.
2. The assessment includes Case Studies, Assignments, Quizzes, Workshops, Evaluations, Semester Projects, Presentations, Terms Reports, Mid-term and Final Examination.

3. A student shall be mainly examined on Mid-term and Final examinations and the results will be posted on the notice board of the respective programs or online on website.
4. All examinations shall be conducted on the scheduled dates. No make up for quiz / test / mid-term / final examination will be arranged.

Course Assessment Summary

a. Credit Hours:

One-hour lecture per week is equal to one credit hour. One lab work session of 3 hours per week is also equal to one Credit Hour. In addition, most of the courses include tutorials, laboratory work, practice sessions, discussion sessions and seminars. Some courses also involve a case study or student project/field work.

b. Duration of Course:

Each course is of one semester duration and is executed as per course-plan, and concludes with a final examination held at the end of the semester.

c. Course Instructor/Faculty:

An instructor will be assigned to each course, who will be responsible for conducting the course and awarding the grades to the students.

d. Attendance Requirement:

Students are expected to attend the lectures and labs regularly. A student with less than 75% attendance in class lectures/labs is not allowed to appear in the end semester examination.

e. Students' Evaluation and Weightage of Marks:

Student's evaluation is an overall result of two components: sessional and end semester examination marks. These components have a weightage of 50% each or at the discretion of faculty.

f. Sessional Marks:

Sessional marks are based on a continuous assessment of the student throughout the semester and these are derived from Quizzes, Mid Semester Examination, Reports, Presentations, Assignments and Lab work (if applicable).

g. Quizzes:

In each course, three to five quizzes of 5-10 minutes' duration are given throughout the semester, without prior intimation. An instructor may give more than 5 quizzes but the average result of all quizzes will be considered. Quizzes carry a weightage of 10%.

h. Mid Semester Examination:

Mid Semester Examinations will be held in 8th or 9th week during the semester with an announced schedule. The duration of Mid Term Examination will be of 1.5-2 hours. Mid Semester Examinations is mandatory.

i. Assignments:

In each course, two assignments are given. The course instructor may also give more than two assignments but the average result of all assignments will be considered.

j. Lab Work:

For courses with labs, the lab work is assessed by the instructor, which carries a weightage of 50%. Marks distribution of this 50% is 20% for sessional lab and 30% for final lab examination or may be at the discretion of faculty.

k. End Semester/Final Examination:

End semester examination will be held at the end of each semester. This examination is of 2.5-3 hours' duration or at the discretion of the faculty.

Marks Distribution:

Nature of Examination	Weightage
Quizzes	10%
Assignments	10%
Presentations	10%
Term Report	10%
Mid Term Examination	20%
Final Examination	40%
Total weightage	100%

The final examination must be conducted according to the time table/schedule of examinations, as prepared by the Controller of Examination in consultation with Chairpersons of the faculties. The time table is to be displayed two weeks prior to the commencement of the Midterm and final examinations.

CGPA and SGPA Formula:

Cumulative Grade Point Average (CGPA)/Semester Grade Point Average (SGPA) will be calculated by the formula:

$$\text{CGPA} = \frac{\text{Sum of (Credit Hours X GP)}}{\text{Total No. of Credit Hours}}$$

$$\text{SGPA} = \frac{\text{Sum of (Semester's Credit Hours X GP)}}{\text{Total No. of Semester's Credit Hours}}$$

Probation, Dismissal and Promotion

- a) Whenever an undergraduate student's CGPA decreases from 1.5, or a graduate student's CGPA decreases from 2.00, he/she will be on 1st probation for the next semester. If the undergraduate student does not come out by increasing his/her CGPA to 1.5, or a graduate student does not come out by increasing his / her CGPA to 2.00, then again, he/she will go on "Last Probation". If the student who was earlier on 1st probation, does not come out in the last probation by achieving the minimum desired CGPA, he/she shall be dropped from the faculty and cannot be re-admitted in the same degree program.
- b) A student on probation will be allowed to take only 50% of the normal semester course load.
- c) Any student gets 0.00 GPA in the first semester will be dismissed from University.
- d) The said student once dismissed cannot be granted admission in same or any other program of the University.
- e) The undergraduate student who maintains a SGPA of 1.5 or more and a graduate student who maintains a SGPA of 2.00 or more, shall be promoted to the next higher class.
- f) A student registering in 5th semester or in subsequent semesters has to ensure that he/she must clear all the subjects of previous semester as shown below:
 - i. In 5th semester Cleared all subjects of 1st semester with 2.00 GPA
 - ii. In 6th semester Cleared all subjects of 2nd semester with 2.00 GPA
 - iii. In 7th semester Cleared all subjects of 3rd semester with 2.00 GPA
 - iv. In 8th semester Cleared all subjects of 4th semester with 2.00 GPA
- g) The graduate students have to clear pre-requisite for taking courses of next higher class.
- h) For lab courses, who does not get the required passing marks in theory, he / she will be required to repeat the theory only. Similarly, if a student does not get the required pass marks in Lab work separately, he/she will be required to repeat the Lab work.
- i) A student securing grade 'B' and above will not be allowed to reappear in the course for improvement.
- j) However, he/she is allowed to repeat course(s) in which he/she secured 'C' or lesser grades.
- k) If a student fails to appear in the end semester examination, he/she will be awarded 'F' grade.

Passing the Semester

A student, who meets the following conditions, is considered passed in the semester and is promoted to the next semester:

- Student must not have less than 50% marks both in sessional and lab work.
- Student must pass the End Semester Exams & Lab Exam separately with a minimum of 50% marks.
- Student does not get 'F' grade in any course.

Repeating/Improvement of CGPA/SGPA in Course(s):

- a. Whenever a student fails or gets 'F' grade, he/she has to repeat the course, whenever offered.
- b. Undergraduate students may be allowed to repeat a course in which he/she has obtained Grade C or lesser grades
- c. Maximum 6 number of courses that student may be allowed to repeat in the entire duration of a undergraduate degree program
- d. Maximum 3 number of courses that may be allowed to repeat in the entire duration of a master degree program.
- e. The duration must not exceed the enrolment limit of a degree program
- f. In case a student repeats the course which has already been taken, the old grade will be substituted with the new grade, (for CGPA calculation) but in case a student takes a new course in lieu of the course in which he/she failed, both the grades will reflect on his/ her semester transcript, i.e. old course grade and new course grade.

Submission of Result

- a) All faculty members shall submit their final results/grade sheets and the answer scripts to the Examinations Department within a week of their respective subject examinations, duly signed by the Chairpersons.
- b) The results / grade registers of all courses shall be displayed by the Examinations Department on student notice board within two weeks of the last semester examination actually held.

Grading Policy:

Grade Point Average (GPA) is calculated on a four-point system. The final grades in use are:

GRADE	RANGE	GPA	QUALITY POINTS %PER CREDIT HOURS
A	85 - 100	4.00	12.00
B+	79 - 84	3.50	10.50
B	72 - 78	3.00	9.00
C+	66 - 71	2.50	7.50
C	60 - 65	2.00	6.00
D	50 - 59	1.00	3.00
F	Below 50	0.00	0.00
I	Incomplete Grade	0.00	0.00
W	Withdrawal	0.00	0.00
TR	Transfer Credit	0.00	0.00
EX	Exemption	0.00	0.00

A, B, B+ C, & C+ Grades are Passing Grades. Grades "D" & "F" are Failing Grades and has to be repeated. Grade "W" also has to be repeated. Incomplete Grade (I) is not calculated as part of GPA. When an incomplete Grade is cleared, it is replaced by the new one and is calculated as part of the GPA.

FREEZING OF A SEMESTER

1. If a student freezes a semester(s), s/he will resume his/her studies from the same semester where s/he left (frozen). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.
2. 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 these courses in a subsequent semester, however, s/he will have to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.

Note: - Freezing of Semester will only be allowed after successful completion of 1st Semester as prerequisite or the case may be for other semester's predecessor to the freezing Semester.

Grade Appeal Policy

Step 1: A student if dissatisfied with a result will make an appeal to the Head of the Department with 15 days of result announcement.

Step 2: The Head of Department will take the following action:

1. If the issue is regarding the final examination, the Head of the Department will forward it to the examinations for scrutiny or rechecking of the paper.
2. If the issue is regarding the recording of marks by the teacher, the Head of the Department after discussing the matter with the teacher will either approve or disapprove the appeal.
3. The request if approved will be forwarded to the Examination Department with the reason of alteration in grades along with the proof.

Scrutiny and Recheck Policy for Final Examinations Only:

The following procedure for scrutiny of answer scripts is to be followed.

1. Any student desirous of getting his/her answer script (s) scrutinized may apply on the prescribed form available with Students Information Center.
2. Scrutiny will be restricted to:
 - i. Checking of 'total marks' on the answer script & rectification of any discrepancies found as a result of such scrutiny.
 - ii. Marking of any question found unmarked & rectification of the total.
3. Scrutiny fee as prescribed from time to time has to be paid.

The following procedure for Re-checking of answer script(s) is to be followed.

- i. Any student desirous of getting his/her answer script (s) Re-checked can apply on the prescribed form available with Students Information Center.
- ii. Re-checking of answer script(s) shall be conducted by two instructors but other than the instructor who had taught and had marked the answer script(s).
- iii. Photocopies of answer script(s) (with no information of the student's identity, marks, etc) shall be provided to each of the two instructors for re-checking.
- iv. Average of marks shall be ascertained from the two re-checked answer script(s).
- v. The grading after re-checking shall supersede the earlier result in case of increase of marks.
- vi. Rechecking fee as prescribed from time to time has to be paid.

Examination Rules for Students:

1. All answers intended for the examinations must be written on both sides of the pages of the Answer Scripts and not on one side only. Supplement will be provided only when the candidate has fully written out on both sides of the pages of the Answer Script.
2. No loose paper will be provided to use for rough work and no paper is to be brought in for the purpose. All work must be done in the answer script provided and the pages used for rough work or calculation(s) must be struck out by drawing a line through each page so used from top to bottom and no page should be torn out.
3. Candidates are forbidden to write any answer or anything else on the question paper or any material or carry away any writing from the examinations hall.
4. No Candidate will be allowed to leave examination hall until 30 minutes have elapsed from the time when the question paper is given, or re-enter examination hall after leaving it, after finally giving his/her answer book.
5. To draw the attention of the invigilator the candidate may simply raise hand without making any noise or disturbance.
6. A student while in the examinations shall not help or try to help any other student nor obtain or try to get help from any other student. Communication of any sort between student and any other person, inside or outside the examinations hall is strictly prohibited. Severe punishment will be meted out to students who are found in possession of notes, books, scribbling or making any attempt to use unfair means.
7. Student are required to ensure that on the day of examination they arrive 15 minutes before the start of examinations.
8. No students shall be admitted to the examinations hall/room later than thirty (30) minutes after the start of the examinations and no extra time shall be given.
9. Personal belongings of students including books, pencil cases and bags, etc. shall be left in the place designated for this purpose at the examinations hall without any responsibility to University.
10. Each student is required to place his/her ID card on the desk in the examinations hall for the duration of his/her examinations. Attempts at impersonation of any student shall lead to cancellation of examinations.
11. Borrowing of stationery is strictly not allowed during the examinations.
12. No student shall be allowed to sit in a section other than the section in which he/she is originally registered.
13. Students will fill all the information on the answer scripts along with their signature.
14. Invigilator has the right to expel any student from the examinations hall on any attempt of cheating, misconduct or any other behavior they feel inappropriate without any recourse.

15. When the Invigilator announces the end of the examinations, the students shall stop writing immediately and remain seated silently until permitted to leave the examination hall by the Invigilator.
16. Any type of calculator may be used provided that the calculator is hand held, battery operated or solar-powered, noiseless and has no facility for the storage of alphabetical information other than hexadecimal numbers.
17. Calculators must be available for inspection by the Invigilators.
18. No other electronic aids are permitted such as mobile phones/digital diaries etc. in the examinations hall. Any student found possessing these electronic aids shall be liable to cancellation of that paper, removal from Examinations hall, suspension for next semester, and/or expulsion from the University.

Degree Awarding Criterion:

- a) The degree awarding criteria for the undergraduate student is CGPA 2.0 and for the graduate student is 2.50 without any failure. The additional courses, if taken shall not be considered for the said purpose. A separate certificate will be issued for the grades obtained in the additional courses.
- b) The core and elective courses and the project/thesis as defined in the plan of study for the respective degree program must be passed.
- c) The total number of credit hours' requirement for the respective degree program must be fulfilled.

Disciplinary Requirements

- i. All students are required to observe the University's Disciplinary Rules, Statutes, Ordinances and Regulations.
- ii. Every student shall be subject to such disciplinary regulations as may be amend from time to time by the management of the university.
- iii. All members of the University and other persons authorized for the purpose shall have authority, and it shall be their duty, to check disorderly or improper conduct or any breach of regulation by members of the University in any of the University premises or in the University grounds.
- iv. Any member of the academic staff may, if he/she deems it necessary, require any student who is guilty of disorderly or improper conduct in a Lecture Room or Laboratory to withdraw from the room, and shall bring the offence to the notice of the Head of the department concerned, Disciplinary Committee and the Registrar of the University.

- v. The Librarian shall be especially responsible for maintaining order in the Library. The Librarian may require any person who is guilty of disorderly or improper conduct or of any breach of regulations to withdraw from the Library.
- vi. Students shall be held responsible for making themselves acquainted with all Ordinances, Regulations and official notices which affect them
- vii. It shall be the duty of all students of the University in all their acts and demeanor to observe and maintain honest and peaceful behavior at all times within the precincts of the University and adjacent areas.
- viii. All premises of Greenwich University are no smoking zone.
- ix. For the safety and security measure, Vehicles with tinted glasses are not allowed in the premises.
- x. Wearing sandals and slippers on campus is not permitted.

Disciplinary, Suspension or Dismissal:

- i. The university reserves the right to suspend or dismiss a student for violation of its:
 - a) Policies
 - b) Regulations
 - c) Discipline Code or Unbecoming Conduct
 - d) Shortage of Attendance
 - e) Attempting to use unfair means during classes, quizzes or examinations.
- ii. Management decision in all student matters shall be final.
- iii. Fines or other penalties may be imposed by the Disciplinary Committee, or by any other person to whom the Committee has delegated powers to act on its behalf, on any student of the University for any Infraction of regulations, or for any act or behavior which is detrimental to the good order of the University.
- iv. A student of the University may be required to bear the cost of making good any damage to University property for which he/she may be responsible, which may be in addition to a fine or other penalty which he/she may have incurred in connection therewith.

Code of Integrity

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity.

Conduct prohibited by the Code consists of all forms of academic dishonesty, including, but not limited to: cheating, fabrication, facilitating academic dishonesty, and plagiarism as set out and defined in the Code of conduct, modifying academic work for the purpose of obtaining additional credit after such work has been submitted to the supervising faculty member unless the supervising faculty member approves such alterations; and attempting to commit any act prohibited by the Code. Any attempt to commit an act prohibited by these rules shall be subject to sanctions to the same extent as completed acts. All cases concerning prohibited conduct will be forwarded to the disciplinary committee.

Disciplinary Committee

1) The composition of the Disciplinary Committee is as follows:

- a) Registrar or his/her nominee (Chairman)
- b) Assistant Registrar
- c) Head of Department of the Concerned Department
- d) One senior faculty member

2) The working procedure of the Disciplinary Committee is as follows:

- i. All complaints of breach of discipline by any Greenwich University student(s) will be forwarded to Disciplinary Committee.
- ii. The Committee will consider the Complaint and in serious cases may decide to issue a show cause notice and require a written reply from the concerned student(s) within 3 days.
- iii. The Committee will deliberate on the reply received and if satisfied that no breach of discipline has occurred may dispose off the complaint; or
- iv. May decide to hold an inquiry by an inquiry officer or panel, in the case which may require attendance/hearing of all the students/teachers/others involved in the proceedings, however personal hearing may be given to the accused before the award of punishment.
- v. All proceedings of the Disciplinary Committee will be recorded in writing and signed by the attending members.
- vi. On the basis of inquiry, the Disciplinary Committee will announce its recommendations within 3 days after completing its proceedings.
- vii. The recommended punishment if any may range from issuing of a written warning to the rustication of the student(s) involved.
- viii. The affected student(s) may appeal to the Vice Chancellor of Greenwich University, within one week of the announced decision. In all such cases the decision of the Vice Chancellor will be final.
- ix. All employees and the students of Greenwich University will cooperate and assist the Disciplinary Committee in carrying out their duties. For this purpose, the Disciplinary

Committee may require any student(s)/teacher or other employee of the Greenwich University to attend this meeting.

- x. The required quorum for holding any meeting of the Disciplinary Committee is 3.

HANDLING OF COMPLAINTS REGARDING PLAGIARISM AGAINST TEACHERS OR STUDENTS IN THE UNIVERSITY

The policy of Greenwich University is that it will not tolerate any plagiarism by teachers or students.

At the same time, Greenwich University is cognizant of the fact that this is a serious complaint. Therefore, Greenwich University want its faculty and students not to be harassed by frivolous and false complaints.

In the light of the above scenario, the University has laid down basic rules for handling such complaints: -

- i. No verbal complaints will be entertained. The complainants must be asked to fully identify themselves and to put their complaints in writing with their signatures / authentication.
- ii. There will be some anonymous and pseudonymous complaints. All such complaints must be ignored as Greenwich University cannot go on a witch-hunt where the complainant fails to properly take the responsibility for leveling the allegations.
- iii. Complaints of plagiarism must be supported by documentary evidence.
- iv. Complaints of this nature are a University level issue. All such complaints along with the documentation must be forwarded immediately to the Registrar. This is necessary as such complaints defame the name of the University.
- v. Where well documented complaints are received from individuals or the Higher Education Commission or any other regulatory body, the University will take cognizance and proceed in the light of the procedures laid down by the Higher Education Commission.

University Academic Honors and Scholarships

Honors are bestowed as recognition of outstanding academic achievement and as a means to further encourage sound scholarship. They are awarded to every student attaining the required proficiency. Students also receive plaques and certificates.

Performance Based Scholarships:

- i. Students achieving 4 GPA will be offered a scholarship of 60% of the tuition fee for that semester.
- ii. Students achieving 3.75 GPA to 3.99 GPA will be offered a scholarship of 40% of the tuition fee for that semester provided they have a CGPA of 3.5.

- iii. Students achieving GPA 3.5 to 3.74 will be offered a scholarship of 20% of the tuition fee for that semester provided they have a CGPA of 3.5.
- iv. The above scholarships will be admissible to students against whom there is no disciplinary proceeding pending and they have taken at least the following credit hours:
 - a. For a Bachelor program at least 15 credit hours.
 - b. For a Master's program 12 credit hours.
- v. The total number of scholarships will not exceed 10% of the total number of students enrolled in that semester in that particular program.
- vi. These scholarships are offered on semester basis only and a list is prepared after the announcement of every semester result.
- vii. If the total number of applicants exceeds 10% then a merit list will be prepared.
- viii. A separate list of scholarship recipients will be prepared for each program.

Transcript Issuance (Complete / Incomplete)

a. Incomplete Transcript:

- Students enrolled in a program can apply for an incomplete transcript for their own record or any other reason. This transcript will reflect all grades of the students whether "withdrawal, Incomplete, Fail" etc.
- The incomplete transcript will be issued once during the entire period of study.

b. Complete Transcript:

A student is eligible to apply for a complete transcript after he / she has completed the program of study successfully with a CGPA of 2 for undergraduate and 2.5 for graduate programmes. or above.

Before the issuance of transcript, the examination department will check the entire courses (passed or failed) with original grade card and change the course result if it is reflected differently on the system.

The complete consolidated (final) transcript will not depict the failure, withdrawn, incomplete and repeated courses.

Procedure for the award of a Duplicate transcript or Degree

The following procedure will be followed for the award of a duplicate transcript or a duplicate degree to a student who loses his/her degree or a transcript:

- i. He/she has to file an FIR and give the University a copy of the same.
- ii. The student pays fee for a Duplicate transcript and for a duplicate degree. *(Rates are subject to revision from time to time by Finance and Planning Committee)*
- iii. The office verifies the academic records and prepares a duplicate transcript or a duplicate degree which are marked as "Duplicate".

Maintenance of Records of Various Examinations

Answer scripts should be retained with the Examinations Department for a period of maximum of one year and the Grade Cards will be retained permanently.

Co-curricular Activities

1. There shall be a Students' Council of the University for the Promotion of the general interests of students and to afford a recognized channel of communication between students and the outside business environment.
2. Members of the academic staff may be appointed/nominated as coordinators of different societies of the University.
3. Appointment of faculty members as coordinators shall be for a period of one academic year. A coordinator shall, on the expiry of his/her semester of appointment as coordinator, be eligible for re-appointment as coordinator of the same society.
4. Each society under the Council is required to conduct at least one activity in a semester. The purpose of activity should be enhancement of general knowledge in the student body.
5. Full details of decisions to conduct an activity must be published by the society and the notice made available to all students and to the management of the University.
6. The roles and responsibilities of the office bearers of the society and clubs shall be as follows:
 - a. All students who have passed at least 06 courses at the university.
 - i. Those students who have not completed 06 courses at the time of election may be considered subject to their experience and abilities.
 - ii. All students must have a cumulative GPA of 2.5 and above.
 - iii. Must apply for membership on the prescribed form.
 - iv. Must not be involved in any unethical activities (according to the University regulations).

- v. Must not have been fined/penalized or punished at the University for any Offence in the last two semesters.
- vi. Must be able to spare time for organizing various events and be capable of coordinating other members of the society on regular basis.
- vii. Any member of a society shall not work for another society at the same time.
- viii. Obeying other regulations as may be relevant.
- ix. The coordinator of the societies shall get approval from the administration for an activity one month before the scheduled date.

Composition of Campus Clubs & Academic Societies (Student Councils)

Each club/society shall consist of:

1. **Patron** – Vice Chancellor (Ex-Officio)
2. **Chairperson** – Concerned Dean/Head of Department
3. **Faculty Advisor/Coordinator** – Nominated by the Dean/Head
4. **President** – Senior student member (Elected from within the club/society)
5. **Vice President** – Student (Elected from within the club/society)
6. **General Secretary** – Student (Elected from within the club/society)
7. **Executive Members** – 4–6 student representatives (Elected from within the club/society)

Terms of Reference (TORs)

The Campus Clubs and Academic Societies shall:

1. Promote student participation in co-curricular and extra-curricular activities.
2. Organize events, workshops, seminars, and competitions relevant to their theme (e.g., sports, debate, performing arts, etc.).
3. Foster teamwork, leadership, creativity, and social responsibility among students.
4. Ensure all activities are conducted in line with University policies, code of conduct, and ethical values.
5. Submit an annual activity plan and budget proposal for approval through the Faculty Advisor/Coordinator.
6. Maintain proper records of activities and membership.
7. Submit an annual performance report to the Registrar/Student Affairs Office.
8. Ensure financial transparency in all events (funds must be managed with prior approval of the University).
9. Collaborate with other clubs/societies for joint activities to enhance student learning and engagement.
10. Adhere strictly to the term of one year, after which reconstitution/renewal shall be considered.

