



REGULATIONS FOR SEMESTER BASED
EXAMINATION SYSTEM

APPROVED ON: _____

REVISION: _____

APPROVED BY _____ MEETING OF BOARD OF GOVERNORS, HELD ON _____

EFFECTIVE FROM AND FROM AND FOR INTAKE SESSION 2017-18

UNIVERSITY OF SOUTH ASIA
LAHORE



USA Notification

1. No. USA/_____/2017. In exercise of the powers conferred upon it under Section 23 of the University of South Asia Lahore Act 2005 (Act IX of 2005) and all other powers enabling it to do so, the Board of Governors of the University of South Asia Lahore is pleased to make and enforce the Revised Regulations for Admission, Registration and Examination of Undergraduate/Graduate Programs.
2. Wherever applicable the Regulations Prescribed by the professional councils/bodies such as Pakistan Engineering Council (PEC), Pakistan Council of Architects and Town Planners(PCATP), Pakistan Medical and Dental Council (PM&DC), Pharmacy Council of Pakistan (PCP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), etc. shall supersede the University Regulations.

Secretary
Board of Governors

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1. STANDARDIZED SCHEME OF STUDY

The University shall follow a standardized scheme of studies for its various degree, associate degree, diploma, and/or certificate programs, from undergraduate to postgraduate level, consistent with National Qualifications Framework of Pakistan, 2015.

A. LEVEL 6 - UNDERGRADUATE STRUCTURE*

(After Completion of Level 5 of National Qualification Framework)

- i. Four Year BS/Bachelor (Hons.) degree program is divided into four academic years (named as Year-I, Year-II, Year-III and Year-IV). Each academic year is divided into two semesters.

Year – I	Year – III
Semester – I	Semester – V
Semester – II	Semester – VI
Year – II	Year – IV
Semester – III	Semester – VII
Semester – IV	Semester – VIII

- ii. Five Year BS/Bachelor (Hons.)/Professional degree program is divided into five academic years (named as Year - I, Year - II, Year - III, Year - IV and Year - V). Each academic year is divided into two semesters.

Year – I	Year – III
Semester – I	Semester – V
Semester – II	Semester – VI
Year – II	Year – IV
Semester – III	Semester – VII
Semester – IV	Semester – VIII
Year – V	
Semester – IX	
Semester – X	

* For level qualifications; see the NQF flow chart in Appendices.

- iii. The requirements for 4 Year BS/Bachelor (Hons.) undergraduate degree shall comprise a course work of minimum 124 credit hours to maximum 140 credit hours, out of which 06 credit hours are of Project/Thesis/ Internship, subject to the passing of all the courses offered by the University for the particular program, for the completion of degree.
- iv. The requirements for 5 Year BS/Bachelor (Hons.)/Professional undergraduate degree shall comprise a course work of minimum 160 credit hours to maximum 180 credit hours, out of which 06 credit hours are of Project/ Thesis/ Internship, subject to meeting the requirements of the respective Accreditation Councils and passing of all the courses offered by the University for a particular program, for the completion of degree.
- v. The maximum duration for the completion of undergraduate degree shall be twelve (12) semesters for 4-year degree program and fifteen (15) semesters for 5-year degree program from the time of registration in the undergraduate program.
- vi. In some persuasive/inevitable circumstances, upon recommendation of concerned Board of Faculty, the Vice Chancellor may allow the student an extension of up to one more year (two more semester).

B. Level 7 - MS/MPHIL STRUCTURE*

(After Completion of Level 6 of National Qualification Framework)

- i. MS/MPhil or Equivalent degree program is divided into two academic years (Year-I, and Year-II). Each academic year is divided into two semesters.

Year – I	Year – II
Semester – I	Semester – III
Semester – II	Semester – IV

** For level qualifications; see the NQF flow chart in appendices.*

- ii. The requirements for MS/MPhil or Equivalent level degree program shall comprise a course work of minimum 30 credit hours, out of which 06 credit hours are of mandatory research work with Project/ Thesis/ Internship report, or the exemption may be given to a student who shall either need to complete 30 credit hours of course work in a program where research is not required, subject to passing of all the courses offered by the University.
- i. The MS/MPhil degree shall normally be completed in minimum of 3-4 semesters, (1.5-2 years) for a Full-Time Student and minimum of 8 semesters (4 years) for a Part-Time student.
- ii. The time limit for the completion of MS/MPhil degree shall be a maximum of 3 years for a Full-Time Student and maximum of 6 years for a Part-Time Student.
- iii. These time limits for degree completion shall be the same for formal system, distance system and virtual system in respect to duration.
- iv. In some persuasive/inevitable circumstances, upon recommendation of concerned Board of Faculty, the Vice Chancellor may allow the student an extension of up to one more year (two more semester).
- v. Research work would normally take six to twelve months. Along with the research work, only one course is allowed to be registered in the first semester of the research work (i.e., third semester normally) provided the student was not able to complete the required course work within the first two semesters.

2. STATUS OF STUDENT

- i. A Student admitted to Level 6 -Undergraduate program of University shall be a full-time student, enrolled for on-campus studies.

- ii. A student admitted to Level 7 -MS/MPhil program of University shall be a Full-Time/ Part-Time student, enrolled for formal On-Campus System, Distance System and Virtual System.
- iii. No Student shall get admission in another program/ course of study in the University or any other Institution during his/her enrollment as a Student of any Program of University.

3. CURRICULUM OF PROGRAM

- i. All the Departments of University shall develop the curriculum for each program of study being offered and submit it through Board of Faculty to the Academic Council for approval. Such curriculum and syllabi shall become effective from the date of approval by the Academic Council or such other date as determined by the Academic Council.
- ii. The curriculum of a program shall consist of the mission statement, introduction, objectives, scope of the program, Syllabi including list of approved courses with their prerequisites, course codes, titles and credits assigned to each course, course outlines, recommended books, assessment and examination criteria.
- iii. The student shall follow changes made in the curriculum of program from the date of implementation or as may be prescribed by the Academic Council from time to time.
- iv. Each Academic Department in consultation with Examination Department, shall allot specific course code to each course being offered in a program of study, which shall be entered along with the title of the course in the result card of each semester as well as Provisional and Final Transcript of each student.

- v. The course code for single subject shall consist of three letters and three numbers. The letters represent the course name and subsequent numbers represent the level of program, level of semester and subsequent number of course. For example, the course “Introduction to Computers” being offered in year one-and semester one may be coded as;
- vi. Course Name: Introduction to Computers
- vii. Course Code: ITC-113

4. CREDIT HOUR (UNDERGRADUATE / POST GRADUATE LEVEL)

- i. A credit hour means, teaching/ earning a theory course for one (1) hour each week throughout the semester. A theory course of three (3) credit hours shall mean 03 classes of 01 hour per week/ or 2 classes of 1.5 hour per week/ or 1 class of 03 hours per week, throughout the semester.
- ii. One credit hour in laboratory or practical work shall require two (2) contact hours per week throughout the semester.
- iii. One credit hour in field work/ clinical work/ research work or project shall require contact of three (3) hours per week throughout the semester.
- iv. The credit hours shall be denoted by two digits within brackets with a hyphen/plus in between. The first (left side) digit representing the theory credit(s) while the second (right side) digit representing the practical credit(s).
- v. Thus 3(3-0) or 3(3+0) shall mean 3 credit hours of theory, whereas 4(3-1) or 4(3+1) shall mean a course of 4 credit hours with 3 credit hours of theory and 1 credit hour of laboratory/ studio work/ field work/ practical work supervised and graded by the faculty, and 4(1-3)/4(1+3) shall mean a total of four credit hours, of which one is of theory while three credit hours are for laboratory/studio work/ field work/ practical work, as per requirement of the discipline.

5. MEDIUM OF INSTRUCTIONS/EXAMINATION/THESIS

- i. The medium of instructions, assessment, examinations and final project or thesis shall be the English for all courses, except Islamic Studies and Pakistan Studies for which medium shall be either Urdu or English.
- ii. Non-Muslim students may be allowed to take Ethical Studies course in lieu of Islamic Studies.
- iii. In case of Oriental language courses, the medium of instruction shall be either the language itself or English.

6. ORGANIZATION OF TEACHING

- i. Teaching of various courses shall be conducted in different academic departments of the University through lectures, tutorials, discussions, seminars, demonstrations, simulation, practical work in laboratories, field work, clinical wards and other methods of instructions as approved by the Academic Council.
- ii. Teaching in each Department shall be conducted by the University teachers or by such other relevant persons declared as “teacher”. A teacher is defined as a fulltime, adjunct or visiting faculty member of University, including those persons who have been hired for teaching for a specific period of time as adjunct faculty or interim placement.
- iii. Teaching in each department shall be organized through courses specified for each degree program duly approved by the Academic Council. These courses may carry different weightage of credit hours.
- iv. Each student shall normally write a project report/thesis/research report/ internship report of up to 06 credit hours in the final year individually on a topic approved by Faculty.

- v. A student shall be encouraged to do internship in a relevant academic, research or business organization relating to the discipline chosen for specialization of maximum of **3/6 credit hours** offered in any semester as per requirement of discipline.

7. ASSESSMENT OF STUDENT PERFORMANCE

- i. Performance of a student shall be evaluated in each course on the basis of periodical quizzes/ class tests/ assignments/ group discussions/ presentations/ project(s), Mid Term Examinations during the semester and Final Term examination at the end of each semester. These (to be determined by the class teacher concerned and approved by Faculty Board of Studies) shall have different weightage contributing towards Final Assessment in percent (%) marks.
- ii. The weightage may be determined, based on the following criteria:

Nature of assessment	Courses without Lab	Courses with Lab/Practical
Assignments	20%	10% - 20%
Attendance	10% (for each absence, 0.5 marks shall be deducted)	5% - 10% (for each absence, 0.5 marks shall be deducted)
Quizzes	10%	5% - 10%
Mid Term Examination	20%	20%
Practical/Project/Lab (If applicable)	- -	10% - 20%
Final Term Examination	40%	40%
Total	100%	100%

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%.

- iii. In case a student joins a course after it has been started, he/she shall be responsible for any missed quizzes, assignments and lectures.
- iv. There shall be written examination for each course at the end of each semester on the dates fixed by the Controller of Examinations.
- v. The faculty members/visiting teacher shall discuss all the sessional tests, assignments, quizzes, terminal examination papers and their evaluation with the students during the semester.

8. ACADEMIC CALENDAR

- i. The Academic Calendar shall be notified by the Controller of Examinations at the beginning of a Session for whole Academic Year including two Regular Semesters (Fall and Spring) and a Summer Semester (Optional).
- ii. The calendar shall include the following Information for each semester:
 - a. Semester Starting Date
 - b. Holidays during the Semester (if any)
 - c. Semester Termination Date
 - d. Period of Mid Term Examination
 - e. Period of Final Term Examination
 - f. Paper Viewing Dates for each Examination
 - g. Result Notification Dates for each Examination
- iii. The University, in case, if closed owing to circumstances beyond its control or under special orders from the Government, shall arrange special makeup classes by converting weekends or holidays to working days to cover the lapsed period of studies of the students.

9. REGULAR SEMESTERS (FALL AND SPRING)

- i. There shall be two regular semesters (Fall and Spring) in an academic year.
- ii. The duration of each regular semester (Fall and Spring) shall be 18 weeks, including teaching or academic instructions for sixteen (16) weeks and two (02) weeks for quizzes, tests, assignments and Examinations.
- iii. There shall be semester break of at least one week between two Semesters.
- iv. A student (if he/she fulfills the admission criteria) may enroll for Fall/Spring semester or for any single course offered during the semester and shall be issued transcript by the University for course(s) completed with letter grades at the end of the semester.
- v. Foreign students under student exchange program shall be enrolled for any semester or for any single course and the University shall issue transcript with letter grades at the end of the semester. Admission offer letter of the foreign student shall be forwarded to HEC for issuance of NOC.

10. SUMMER SEMESTER

- i. Summer semester may be offered (depending on the availability of staff and necessary facilities) for deficiency/ makeup/ failure / repeat of course(s), as an optional semester of 08-09 weeks duration, including teaching or academic instructions and Examinations.
- ii. A student with either failed course(s)/ was stopped to take the examination due to shortage of class attendance or needs to improve his/her grade shall be allowed to register in summer semester.
- iii. The contact hours per week during the Summer Semester shall 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.

11. ADMISSION, REGISTRATION AND ENROLLMENT

A. UNDERGRADUATE PROGRAM

- i. The University shall offer admissions to its undergraduate programs and invite for applications twice a year, once in Spring and then in Fall.
- ii. The Faculty of Engineering and Faculty of Architecture shall offer admissions to the candidates only once a year in the Fall semester.
- iii. Admission to various programs shall be granted in accordance with the rules, regulations, policies and procedures of the University. Each department shall define its eligibility criteria for the offered programs including detailed information and procedures regarding admission duly approved by the Academic Council.
- iv. To be eligible for admission in an Undergraduate program, the applicant must have completed intermediate or equivalent 12 years of education.
- v. The applicant applying for admission shall use the online portal and helpline or visit the University Admission Office for detailed information about admission to respective program of interest.
- vi. Only the applications, duly filled in, and supported by all required documents shall be accepted by the Admissions Office within the stated deadline.
- vii. It shall be the sole responsibility of the applicant to provide complete, correct and timely information to the Admissions Office. Applications without complete and correct information or documents shall not be considered for admission.
- viii. Upon acceptance of an application form and payment of the examination fee, the Admissions Office shall issue a letter bearing reference number, date of admission test, date of interview (if any) as well as the venue of the test. The admission form may also be submitted online through University Admissions Portal.

- ix. All applicants for admission regardless of citizenship, shall be assessed on the same admission standards and criteria.
- x. An applicant awaiting F.A/F.Sc/A-Level and B.A/B.Sc result may apply for admission. In such case, selected applicant shall be granted admission to the program on provisional basis, which may be regularized after the applicant has been declared successful in the awaited result and met all the admission requirements of concerned degree program.
- xi. In case a student with provisional admission fails to pass the result-awaited examination, Vice Chancellor upon recommendation of concerned Dean/HOD may allow him/her an extension of provisional admission through readmission, the student shall pay readmission/ registration charges prescribed by the University and may be given an exemption of courses passed at the University during the provisional admission. Extension of up to one year from the date of first admission may be allowed to the candidate, provided the maximum degree completion time of program is not voided.
- xii. The application of a student who is found to have an unbecoming character and conduct during the admission process or interview shall be rejected. No appeal can be filed against the rejection.
- xiii. Presentation of incorrect/ false/ forged/ fraudulent information or document(s) in connection with admission to degree program is a criminal offence and the University reserves the right to initiate appropriate action. The disciplinary action may include, but not limited to, cancellation of an application for admission, an offer of admission or registration/enrollment.
- xiv. After the admission of an applicant, if it comes to the knowledge of the University Authorities at any stage, that the documents submitted by the applicant for admission carry incorrect information, are fake/ there is an error in these documents, that may affect his/her admission status, the admission of

the student shall be cancelled with his/her name removed from the University rolls.

- xv. An applicant who has been rusticated or expelled by other university, college or institute for misconduct or for use of unfair means in the examinations or any offence involving moral turpitude shall not be eligible for admission in the University.
- xvi. The University reserves the right to change dates and deadlines for admissions. The applicant is advised to keep himself/herself well informed of any changes in schedule by visiting the University website at www.usa.edu.pk and using the online admission portal.

B. ADMISSION TO MS/MPHIL PROGRAMS

To be eligible for admission to MS/MPhil program, a candidate:

- i. Shall have completed Level 6 of National Qualification Framework and possess BA, BS, BE, BSCS (16 years), B-Arch, BSc(Eng), BSc(Agri), B.Tech(Hons), M.A/M.Sc., B-Pharmacy, Pharm-D, MBBS, BDS, DPT or equivalent degree in the relevant discipline
- ii. Shall have passed, Program Specific University Graduate Admission Test / GRE type (NTS) test / or shall have to qualify the GRE type (NTS) test within the first two regular semesters. In case of basic medical and dental sciences passing the entry test of the Faculty is required
- iii. shall have obtained second division in the last qualifying degree.
- iv. shall not have obtained third division in B.A/B.Sc. or M.A/M.Sc. or equivalent level 6 qualification.
- v. In case of third division in F.A/F.Sc., the candidate should have obtained first division in both B.A/B.Sc. and M.A/M.Sc. or equivalent level 6 program.

- vi. A candidate who has been rusticated or expelled by any University or college for misconduct or for use of unfair means in the examinations or any offence involving moral turpitude shall not be eligible for admission in the MS/MPhil program.
- vii. Each candidate shall make an application for admission in response to an advertisement by the University on a prescribed form along with documents specified in the form.
- viii. The admission to MS/MPhil program shall be made on the basis of cumulative merit to be determined from previous academic record, written University Graduate Admission Test and Interview (taken together) following the admission scheme approved by the Academic Council from time to time.
- ix. The candidate must have obtained at least 50% marks in both the test and interview to qualify for admission to the MS/MPhil program.

12. REGISTRATION/ENROLLMENT

- i. Upon grant of successful admission and fulfilment of all the requirements and payments related to admission by the student, the University shall issue University Registration number to each student.
- ii. Each student shall be issued a personal username, password and email address by the Resource Center which shall be used by the student for personal Login at the online Student Portal and Learning Management System (LMS).
- iii. Roadmap/Scheme of Studies of each program, List of courses offered along with course codes, time table, course enrollment process and final dates of enrollment shall be notified by the concerned Dean/HOD of each department, four (4) weeks before the commencement of semester or on the dates prescribed by the University, to give ample time to the student for enrollment.

- iv. The student with fresh/new admission in a program shall normally be auto enrolled into courses specified for first semester of each program. However, in all subsequent semesters, the student after consulting his/her academic advisor or course instructor, subject to approval of the department head may register/enroll himself/herself in the courses he/she intends to study.
- v. Enrolment dates for a semester shall be announced well before time and student is required to register him/her for semester courses during these dates.
- vi. The student shall fulfill all the prerequisites of a course he/she intends to register/enroll. Moreover, University may not offer all the intended courses in a specific semester as per choice of the student.
- vii. The student shall clear all his/her current and unpaid dues (if any) of the previous semester(s) in or accordance with the payment schedule issued by the University before he/she is formally registered/enrolled.
- viii. If a student fails to register/enroll the courses of semester within the dates specified for enrollment or before commencement of semester, the department head may allow the student to register/enroll the courses within two (2) weeks after the commencement of semester subject to the payment of late fees (if any) as prescribed by the University from time to time.

13. COURSE LOAD FOR REGULAR SEMESTER (FALL AND SPRING)

A. UNDERGRADUATE STUDENT

- i. An undergraduate student shall normally register/enroll for 15-18 credit hours course(s) load including exams in a regular semester.
- ii. The required course load for a full time undergraduate student shall normally be minimum nine (9) credit hours to maximum eighteen (18) credit hours per regular semester.

- iii. A student of graduating semester who needs a maximum of twenty-one (21) credit hours to complete the degree requirements on time, upon the recommendation of concerned head of department, may be allowed to enroll an additional course of up to 04 credit hours during regular semester provided that the student has earned a **CGPA of 3.0/2.5 or above.**
- iv. A student repeating failed/ dropped/ withdraw/ incomplete course(s) or needs to improve the grade of course(s), upon recommendation of concerned head of department, may be allowed to add extra course(s) of up to 04 credit hours during regular semester and enroll a maximum of twenty-one (21) credit hours, provided the student has earned a **CGPA of 3.0/2.5 or above.**

B. GRADUATE STUDENT (MS/MPhil or Equivalent)

- i. A graduate student shall normally enroll for 9-12 credit hours in a regular semester. A graduate student must register/enroll least 9 credit hours in Fall and Spring semesters to be classified as a full-time student.
- ii. The student, upon recommendation of concerned Dean/HOD (subject to provisions of the time table and courses offered by the department) may be allowed to enroll additional 1-2 course(s) of 03/04 credit hours in a semester depending on unique circumstances of the student provided that the student has earned a **CGPA of 3.0 or above.**

14. COURSE LOAD FOR SUMMER SEMESTER

- i. In summer semester, only the remedial, non-credit courses, and/or the repeatable courses with **grade “B” “C”, “D”, “F” “W” or “I”** shall be offered to remove deficiencies and a student may register/enroll in 2-3 courses of up to nine (09) credit hours for remedial work.

15. ADD/DROP OF COURSE(S)

- i. The student may make any change (add/drop) in the course(s) registered/enrolled for the semester within two weeks from the date of start of semester and record the changes (if any) shall be updated in student advisor file and Office of the Registrar.
- ii. No add/drop of course(s) shall be allowed after the third week of the semester.
- iii. A student who adds or drops a course, or changes a section of a course after registration must complete the relevant procedure as prescribed by the University.
- iv. A student adding a course is responsible for ascertaining the requirements of the course and for timely completion of these requirements.
- v. A student dropping all the registered courses or choosing not to register in any course during a semester shall deem to have dropped the semester.

16. REPEAT OF COURSE(S) / IMPROVEMENT OF CGPA

- i. An undergraduate student may be allowed to repeat a course in which he/she has obtained Grade "C" or below, if he/she needs/desires to improve the grade.
- ii. A graduate student (MS/MPhil) with Grade "C" or below in a course may repeat the course if he/she needs/desires to improve the grade.
- iii. The improvement is only possible by repeating the course(s) along with the forthcoming regular/summer semester in which the course(s) are offered by the University, provided that he/ she is not debarred under maximum duration for degree completion requirement.
- iv. In case of change/revision in the course(s) of study for the Program, such student shall have to study the changed/revised course(s) in lieu of course(s) with Grade below "C".

- v. If the student upon repeating the course(s) secures higher grade(s) in the examination, the later shall attain new position in the transcript of the student with only the better grade reflected in the transcript and used for calculation of CGPA.
- vi. A student of 4 years (eight semesters) degree program shall normally be allowed to repeat maximum number of eight (8) courses at the undergraduate level.
- vii. A student of 5 years (ten semesters) degree program shall normally be allowed to repeat maximum number of ten (10) courses at the undergraduate level.
- viii. A student of MS/MPhil degree program shall normally be allowed to repeat maximum number of three (3) courses at the graduate level.
- ix. A student shall normally be given only one chance to improve the course(s) with Grade less than "C".
- x. The student shall pay repeat of course(s) fee, as prescribed by the University.

17. WITHDRAW FROM COURSE(S)

- i. A Student may be allowed to withdraw from a course during 12 weeks from the start of a semester. In such case the transcript of the student shall record that he/she enrolled in the course and withdrew, consequently, Grade "W" shall be awarded to the student which shall have no impact on the calculation of CGPA of the student.
- ii. A student withdrawing after the 12 weeks from the start of semester shall be automatically awarded "F" grade which shall count in the CGPA calculation and stay on the transcript.
- iii. The fee paid for particular withdraw "W" course(s), shall neither be refunded nor carried over to the next semester.

18. SEMESTER FREEZE

- i. A student may take a semester off due to unavoidable circumstances (e.g. financial/ health constraints etc.) by applying for semester freeze.
- ii. A student applying for semester freeze shall clear all the University dues, pay the semester freeze fee and submit the prescribed application duly verified by head of concerned department to the student affairs department.
- iii. The application for semester freeze should be submitted by the student before the start of semester or within two (2) weeks from the start of the semester. No application for semester freeze shall be entertained after this period. (i.e. two weeks from the start of semester).
- iv. The Vice Chancellor, upon recommendations of head of concerned department, may allow the student to freeze the semester(s). This permission shall only be valid for the semester(s), student has requested to freeze.
- v. Semester freeze for semester-I of any program shall not be allowed.
- vi. A Student may apply for freeze at the most two consecutive semesters, subject to the maximum length of the program.
- vii. In such case where the student has obtained approval for semester freeze before start of semester or within two weeks after the start of a semester, the fee for the frozen semester shall be carried forward to the next semester in which student intends to rejoin.
- viii. No carry forward of the semester fee shall be allowed for the application received after the prescribed timeline. The student freezing a semester two weeks after the commencement of semester shall be required to pay tuition fee and other dues as prescribed by the University.
- ix. The frozen semester(s) shall be counted towards the maximum duration allowed for completing the degree and there shall be no relaxation in it.

- x. A student, who is allowed freezing of semester(s), shall resume the studies from the same stage of program in the following semester or academic year, subject to the maximum length of the program.
- xi. Students of MS/MPhil Program can not avail the semester freeze during research work of the program and can avail it during course work only, subject to fulfilment of the all relevant conditions for semester freeze.
- xii. A student, who neither registers any course for two (2) consecutive semesters nor applies for the freezing of the semester(s), shall deem to have abandoned the degree program.

19. READMISSION

- i. Re-admission in the Program is only allowed once. However, under exceptional circumstances upon recommendation of concerned Dean/HOD, the Vice Chancellor may allow the student, a second readmission into the Program. Such student shall have to complete the Degree within the maximum duration allowed for program completion from the date of first admission in the program.
- ii. The student shall pay the readmission and registration fee (as prescribed by the University) if he wishes to join the program in the next regular semester after abandoning the degree program under clause (18) (xii).
- iii. If such student remains absent/ or does not apply for readmission/re-registers for next (3rd consecutive) semester, then he/she shall cease to be a student of the University and shall not be readmitted in the same program.
- iv. For Undergraduate level program, a student who gets readmission in the program shall get exemption for the courses which he/ she has qualified with **Grade higher than C+**. Such student shall have to complete the Degree within

the maximum duration allowed for program completion from the date of first admission in the program.

20. TRANSFER OF CREDITS

- i. A student may be allowed to transfer the credit hours earned from other accredited University/ Degree Awarding Higher Education Institute, only at the time of admission to the University. The Dean/HOD of concerned department shall evaluate and recommend the transfer of credits on case to case basis.
- ii. The student shall apply on the proforma prescribed by the University along with payment of fee for transfer of credits.
- iii. A maximum of 45%-50% of total credit hours required for the completion of a program shall be allowed to be transferred.
- iv. Transfer of credit shall be on course to course basis and the course credit(s) allowed for transfer shall have at least 80% similarity of contents to the core courses in the scheme of studies of a specific program at the University. For elective course(s), the Dean/HOD shall evaluate the course(s) and recommend the transfer to comparable/identical course(s).
- v. For undergraduate program, no credit of a course shall be transferred if the letter grade is less than C+ with minimum grade point of 2.5.
- vi. For MS/MPhil level program, no credit of a course shall be transferred if the letter grade is less than B with minimum grade point of 3.0.
- vii. The grade(s) of the course(s) accepted for transfer shall be used in calculation of CGPA of the student.
- viii. The student shall be responsible for providing the syllabi, letter grades and grade points of the course(s) from the University/ HEI/ DAI last attended.

21. COURSES ON PASS/FAIL BASIS

- i. Elective non-credit course(s) may be registered/ enrolled on pass/fail basis by an undergraduate student and the Grade “Au” awarded to the course(s), shall not be considered in calculating the GPA or CGPA.
- ii. A maximum of 9 credit hours of elective course(s) may be registered/ enrolled on pass/fail basis at undergraduate level.
- iii. The student shall pay the fee prescribed by the University for the non-credit course(s) on pass/fail basis.

22. GUIDED STUDY / INDEPENDENT STUDY

- i. A student of graduating semester with only 1-2 course(s) remaining to be cleared, or in case when there are less than 10 students seeking enrollment for a course, an option of guided study shall be available. Guided study shall be allowed only in the following circumstances:
 - a. A course has been dropped from the new scheme of study of a program.
 - b. No subsequent semester is available to the student whose maximum duration for degree completion is being expired.
- ii. Guided Study (GS) course(s) designed to be completed in 12-week, shall normally allow independent learning in a structured format with the guidance and feedback of concerned teacher. Each Guided Study course may include a detailed week-by-week calendar or schedule, guiding the student through reading, writing and viewing assignments.
- iii. Teachers assigned by the University for guided course(s), shall be available for consultation during student consultation hours or by telephone or email, and formally assess the academic progress of student through written assignments, Mid Term and Final Term Examinations.

- iv. The teacher shall assign the grades for the guided study course, based on all assignments and the examinations, according to the formula described in the Course Manual.

23. EXAMINATION REGULATIONS

- i. The Examinations held after EIGHT (8) weeks of study shall be called “Mid Term Examination”
- ii. The Examinations held at the end of the Semester shall be called “Final Term Examination”

24. ATTENDANCE

- i. A student shall register himself/herself for the course(s) of study and 75% attendance shall be required in each course/component (lectures, lab work, seminars, presentations, internship etc.) to qualify for appearing in the Final Term Examination of each semester in the respective course(s).
- ii. A date-wise record of the attendance of students shall be maintained by each teacher by using online University portal and/or manually as well.
- iii. The student falling short of the required percentage of attendance of lectures/seminars/practical/laboratory/demonstrations, etc., shall be put on attendance probation status and a warning shall be displayed on his/her online portal about low percentage of attendance.
- iv. The list of eligible students for the Final Examination shall be notified by the Controller of Examinations one week before the start of Final Term Examination of each semester.
- v. A student, who does not have the required attendance percentage and is declared Not Eligible for the Final Term Examination of enrolled course(s), shall not be allowed to appear in the Final Term examination of concerned

course(s) and shall be treated as having withdrawn from the course(s). The course(s) shall appear on the transcript with a letter Grade “W”. Such student shall have to repeat the concerned course(s) in a forthcoming Semester which offers the course(s).

- vi. In case a student due to some unavoidable circumstances (Performing Umrah, accident, serious illness or such other genuine reasons) having less than 75% attendance but more than 60% in the course(s), may be allowed to appear in the Final Term Examination of course(s), having made up the deficiency in the form of attending extra classes/submitting extra assignments arranged by the concerned teacher upon recommendation of head of department.
- vii. A student involved in University Level Society/ Sports and participating in Inter-University/ HEC/ National/ International Tournament/ Event, he/ she may be allowed to appear in the Final Term Examination of course(s) in which he/she has attended at least 60% of the lectures delivered in the class, having made up the deficiency in the form of attending extra classes/submitting extra assignments, arranged by the concerned teacher upon recommendation of head of department. The application for duty leave of such student shall be forwarded to the concerned head of academic department by Director Sports, prior to the conduct of event and examination.

25. ELIGIBILITY FOR APPEARING IN AN EXAMINATIONS

A student shall qualify to appear in an examination provided that he /she has:

- i. Registered/enrolled himself /herself for specific course(s) within the stipulated time limit after commencement of academic year/ semester and in accordance with laid down schedule and procedures of the University.
- ii. Attained at least 75% attendance in respective course(s) or obtained a waiver from the Competent Authority.

- iii. Has paid all the outstanding and current University dues including tuition fee/ hostel fee etc. before the commencement of the examination.

26. CODE OF EXAMINATIONS

- i. All quizzes, tests, Mid Term and Final Term Examination shall take place on the University Campus. In extra ordinary circumstances the Examination Centre may be created outside the University for the conduct of Final Term Examination.
- ii. The attendance of the students appeared in Mid Term and Final Term Examination shall be collected by the Controller of Examinations office within thirty (30) minutes of the start of Mid Term Examination and within Fort Five (45) minutes of the start of Final Term Examination.
- iii. The record of tests/ marked answer scripts / assignments / Quizzes/ Projects/ attendance etc. used for internal assessment of student semester work, shall be maintained by the respective teacher/ department and disposed-off as per instructions of the Controller of Examinations.
- iv. The record of question papers, marked answer books and other relevant material for Mid Term and Final Term Examination shall be maintained in safe custody by the Department of Examinations for at least five (5) years /100 days from the date of assessment and disposed-off with the permission of the Vice Chancellor.

27. GENERAL REGULATIONS REGARDING SCHEDULE OF EXAMINATIONS

- i. The Controller of Examinations shall conduct Examinations in a smooth, transparent, efficient and effective manner. The dates of; commencement and end of examinations, specifications of question papers, period for marking

papers, paper viewing days, submission of award lists, posting of result and notification of result shall be notified by the Controller of Examinations.

- ii. Under normal circumstances, schedule of examinations shall be adhered, strictly according to academic calendar notified. Under special circumstances, the Controller of Examinations with the approval of the Vice Chancellor may change the schedule of Mid Term and Final Term Examinations and notify accordingly.
- iii. List of enrolled students eligible to appear in examinations shall be provided by the Academic Coordinator to the Examination Department, at least three (3) weeks before the conduct of Mid Term and Final Term Examinations.
- iv. List of enrolled students declared as Defaulters due to nonpayment of University fee/dues and not eligible to appear in the examinations without payment of outstanding fee/dues, shall be provided by the Accounts Department to the Examinations department, at least two (2) weeks before the conduct of Mid Term and Final Term Examinations.
- v. Question Papers of Mid Term and Final Term Examinations consistent with the course outlines, duly vetted and signed by head of respective department shall be submitted in a sealed envelope to the Examination Department at least one (1) week before the conduct of Examinations.
- vi. List of all project based/ lab based/ practical/ viva-voce examinations shall be submitted by head of each department to the Controller of Examinations two weeks before the Examinations, and conducted by the concerned department during the last week of teaching session before written examinations.
- vii. The Examination Department shall be responsible for; printing and delivery of question papers as per number of enrolled students for each course, delivery and collection of award lists and examination material from examiners, physical verification and posting of results.

- viii. Examiner/Teacher shall complete the marking of papers within one (1) week after the conduct of examination and offer viewing of marked answer books to the students on the paper viewing days notified by the Controller of Examinations. The examiner/teacher will redress the grievances of a student (if any).
- ix. A student not satisfied by the marking of the paper by an examiner/teacher shall have an opportunity to appeal against the grading of paper before the respective departmental paper viewing committee which shall decide the issue in three days with no appeal against the decision.
- x. The examiner/teacher through using the University online portal, will submit to examinations, the electronic copy of finalized result, as well as the award lists duly signed by the Dean/HOD of concerned department along with marked answer books to the examination department, on or before the dates notified for submission of results, by the Controller of Examinations

28. CONDUCT OF EXAMINATIONS

- i. Date Sheet for written and practical examination shall be prepared and notified by the Controller of Examinations. A tentative date Sheet based on the time table of studies for each program shall be notified and displayed, two (2) weeks before the conduction of examinations and upon recommendation of Dean/HOD of the concerned department and removal of grievances (if any), the final date sheet shall be notified one (1) week before the conduction of examinations.
- ii. The examination department shall develop and implement a seating plan for enrolled students of different courses and programs with regard to rows and columns, making sure that students of courses appearing in the examination do not sit together and there is an ample distance between them.

- iii. The Controller of Examinations upon recommendation of Dean/HOD shall notify one Departmental Liaison Officer from each academic department who will assist the smooth and transparent execution of examination by collection of examination material (question papers, answer books etc.), its timely distribution to respective invigilation staff, ensure presence of invigilator(s) in the examination center and collection of solved answer book envelopes from them at the end of examination.
- iv. Each department shall provide list of faculty and staff members, available for invigilation and administrative duty during the examination. The invigilation and administration staff for each examination center shall be appointed by the Controller of Examination before the dates fixed for the examination.
- v. The invigilation staff shall report for duty at the examination center at least 15 minutes before the conduct of each examination. No staff member on examination duty shall be permitted a leave in ordinary cases during the course of conduct of examinations.
- vi. Student shall be seated in the examination center, 15 minutes before the commencement of examination according to seating plan of examination department. Student identity shall be verified and no student shall be allowed to sit in the examination center without University or Computerized National Identity Card. No unauthorized person shall be allowed to enter the examination center during the examination.
- vii. The Invigilation staff shall call upon the students to search their pockets and to surrender all mobile phones, laptops, tablet PCs, papers, books or notes or any possession which could be helpful in any form in the examination.
- viii. The invigilator will open the sealed envelopes received from the Departmental Liaison Officer in the examination center on the given date and time of

examination in front of the students and shall distribute the question papers along with answer books to the students.

- ix. Student shall fill the requisite columns of the answer book and sign at its right corner. Students shall also write his/her name and roll number on the question paper as well.
- x. No late comer student shall be admitted unless a written request mentioning the genuine reason satisfies the invigilator of that examination center. In no case, he/ she shall be admitted in the examination center half an hour after the commencement of the examination.
- xi. A student not enrolled for a particular subject of examination with no name in the seating plan shall not be permitted to sit in the examination. A student revoked from sitting in the examinations by the Competent Authority of University under these rules shall not be allowed to sit in the examination.
- xii. No student shall be allowed to leave the examination center before the half time is over. If he/ she leaves, he/ she should handover the question paper and answer script to the invigilator.
- xiii. The invigilator(s) shall maintain complete discipline in the examination center and invigilate examinations strictly so that there is no use of unfair means or indiscipline by the students. Invigilators will generate unfair means cases (UMC) reports against the student for breach of academic honesty as the case may be during the course of examinations.
- xiv. The Invigilator(s) shall affix signatures on the answer sheets/extra sheets of each student, ensure that name of student is properly entered in the provided Attendance Sheet, duly signed by the student for marking attendance and the student is sitting as per the Seating Plan of the examination.
- xv. At the end of examination, the Invigilator(s) shall count answer books received from the students, verify the number of answer books with attendance sheets,

prepare envelopes by placing the answer books and attendance sheets and putting the requisite information on them and make sure to handover the signed envelopes to the liaison officer or Examination Department.

- xvi. Resident Inspectors (including one Lady Inspector for each campus) to supervise and detect cases of indiscipline during the conduct of Examinations and shall be notified by the Controller of Examinations who will maintain close liaison with the Examination Department to ensure smooth conduct of the examination at all stages.

29. UNFAIR MEANS / INDISCIPLINE IN EXAMINATIONS

- i. Any student who:
 - a. Submits forged or fake identity or documents in connection with the examination or writes incorrect or someone else's name or roll number on the answer book, extra sheets and/or question papers.
 - b. Objectionable gestures during an examination.
 - c. Copies from any paper, book, electronic device or notes.
 - d. Maims the answer book.
 - e. Possesses or conceals any kind of material or notes on clothing, hands, shoes pockets, wallet or digital device, which may be helpful to him/her and explicitly prohibited in the examination.
 - f. Exchanges answer book, extra sheet or question paper or any portion thereof.
 - g. Communication written/oral or otherwise with other participant(s).
 - h. Does anything, which he/ she should not do morally or legally in connection with the examination and which may be helpful to him/her in the examination.

- i. Refuses to accept the obey the instructions issued by the Invigilator(s) or examination staff in connection with the examination.
- j. Misbehaves or creates any kind of disturbance in or around the Examination center by influencing, threatening or any misconduct with Invigilator/ resource Person.
- k. Uses abusive or obscene language in an answer script.
- l. Possesses any kind of weapon in or around examination center.
- m. Uses material contents, photographs, data or result of the studies in the thesis and projects to the extent of 20% or more.
- n. Impedes conduct of examinations through any means.

His /Her case shall be referred to the Unfair Means Cases Committee.

- ii. The Invigilation Staff or any person authorized by the University shall prepare the indiscipline case, if any, together with the statement of the student along with the material recovered from the student and forward it to the Controller of Examinations for necessary action.
- iii. The Controller of Examinations shall arrange, at the earliest, to refer all the indiscipline cases to the Unfair Means Cases Committee, who shall decide the cases within a week after the receipt of the cases.
- iv. The Unfair Means Cases Committee shall be constituted by the Vice Chancellor. It shall comprise the senior teachers of the University. The Committee shall be competent to call the faculty, staff and student concerned to decide the indiscipline cases relating to Examination referred to it by the Controller of Examinations.
- v. The Unfair Means Cases Committee, after due investigation, if finds the student guilty, shall take any of the following disciplinary action keeping in view the nature and intensity of offence.

- a. Cancellation of Paper.
 - b. Suspension from Program for one semester.
 - c. Fine of up to **Rs. 15,000/-**.
 - d. Expulsion forever from the University.
- vi. If a person commits a cognizable offence, the University may, in addition to taking action under the above regulations, initiate legal proceedings against the offender under the law for the time being in force.

30. APPEAL AGAINST THE DECISION OF THE UNFAIR MEANS CASES COMMITTEE

If a student is not satisfied by the decision of the Unfair Means Cases Committee, he/ she shall have the right to appeal against the decision of Unfair Means Committee within a week after the decision of the Unfair Means Cases Committee to the Vice Chancellor. No appeal shall lie against the decision of the Vice Chancellor.

31. MARKS AND GRADES

- i. Internal Assessment shall be carried out through home assignments, quizzes, class tests, presentations, laboratory work, projects and demonstrations. The sum of these awards shall constitute "Internal Assessment Marks". Distribution of Internal Assessment Marks shall be specified in Academic Rules as approved by the Academic Council from time to time.
- ii. A complete record of award of quizzes, assignments, attendance etc. contributing towards Internal Assessment Marks shall be maintained by the course instructor / Program Coordinator of the Department.
- iii. Sessional Marks of each course/subject will be added to the end semester examination to arrive at consolidated results,

iv. Marks and grade points will be calculated as per the following table:

Table: Award of Grades

<u>Score % (out of 100)</u>	<u>Score % (out of 100)</u>	<u>Grade</u>	<u>Grade Points</u>
90 – 100	45 – 50	A+	4.00
80 – 89	40 – 44	A	4.00
75 – 79	38 – 39	B+	3.50
70 – 74	35 – 39	B	3.00
65 – 69	33 – 34	C+	2.50
60 – 64	30 – 32	C	2.00
55 – 59	28 – 29	D+	1.50
50 – 54	25 – 27	D	1.00
Less than 50%	Less than 25	F	0.00
Transferred Credits		P (Exempted)	0.00
Withdraw		W (Withdraw)	0.00
Incomplete		I (incomplete)	0.00
Audit		Au (Audit)	0.00

32. CONVERSION OF ANNUAL SYSTEM MARKS TO GPA/CGPA

Percentage obtained in Annual System	Grade	Grade Points
85% and above	A+	4.00
70% - 84%	A	3.99
55% - 69%	B	2.66 - 3.65
45% - 54%	C	1.66 - 2.65
33% - 44%	D	1.00 – 1.65
Less than 33% Fail	F	0.00

Note: a) The range of marks defined above for a particular grade may be split further to reflect incremental grade points.

b) This conversion table is only for the purpose of students who have obtained degrees under the annual system.

33. GRADE POINT (GP)

Grade Point shall be calculated by multiplying the numeric value of a grade earned by student in a course with the course credit hours.

Grade Point = Numeric value of Grade earned in a Course x Course Credit Hours

34. GRADE POINT AVERAGE (GPA)

Performance of a student in any semester shall be calculated and reported in Grade Point Average. This shall be the average of weighted grade points earned in the courses taken during the semester. The Grade Point Average shall be obtained by dividing the sum of Grade Points attained in each course by the total number of Credit hours for that semester.

$$\text{GPA} = \frac{\text{Sum of Grade Points earned during semester}}{\text{Sum of Credit Hours earned during semester}}$$

35. CUMULATIVE GRADE POINT AVERAGE (CGPA)

Cumulative Grade Point Average shall be the up-to-date mean of the Grade Points earned by the student in a Program of study. An indication of student's overall performance at any point in the program, calculated by dividing the total of Grade Points attained by the student in all semesters by the total number of credit hours for all the semesters.

$$\text{CGPA} = \frac{\text{Sum of Grade Points earned during the program}}{\text{Sum of Credit Hours earned during the program}}$$

36. “F” - GRADE

- i. The minimum pass marks for each course shall be 50% accumulatively. A student obtaining marks below than 50% in the course(s) shall be declared failed in that course and awarded with Grade “F”. The grade point for the Grade “F” shall be 0 and it will be used in the SGPA and CGPA calculation.
- ii. A student who scores “F” grade in any course(s) in a Semester shall have to repeat the failed course(s) along with the forthcoming semester when these courses are offered by the University, provided that he/ she is not debarred under maximum duration of degree completion Regulation.
- iii. The student shall pay the dues for repeating the failed course(s) as prescribed by the University. He/she is required to attend all the classes / tutorial and shall appear in all quizzes/ semester test(s)/ assignment(s)/ group discussion(s)/ presentations/ project(s) during the semester and Final Ter examination at the end of the semester.
- iv. In case of change/ revision in course(s) of study for the Program, such student shall have to repeat the changed/ revised course(s) in lieu of course(s) with “F” grade.

37. INCOMPLETE GRADE “I”

- i. If a student fails to appear in the Final Term Examination of a course(s) on medical or any other reasons, he/she shall be treated as absent and failed.
- ii. Absence from examination(s) may, however, be permissible only in extreme situations beyond the control of the student. Serious accident, long illness or death of an immediate family member of the student may be regarded as a legitimate reason and application for the award of Grade “I” should be submitted by the student to the concerned Dean/HOD, along with required documents within one week of missing the examination(s)/ test(s).

- iii. The Dean/HOD upon the recommendation of class teacher, may allow for the award of Grade “I” to the student in the course(s), provided that the attendance and other requirements of the course must have been completed by the student.
- iv. No credits shall be given to the Grade ‘I’ and it shall not be used in the SGPA and CGPA calculations.
- v. The genuineness of personal problem of the student shall be determined by Departmental Academic Committee based on the evidence presented and personal statement of the student.
 - i. In case of approval It shall be responsibility of the student to appear in the make-up examination notified by the committee under intimation to Controller of Examinations, and further complete the specified requirements within the stipulated time approved by the committee.
 - ii. A student who misses a scheduled make-up examination or does not complete unfinished requirements within stipulated time approved by the committee, shall not be given a second chance and awarded Grade “I” shall automatically change to Grade “F” in absent examinations. Such student shall repeat the course in next regular semester or summer semester after paying the repeat of course(s) fee.
 - iii. In case of rejection, if a student is not satisfied by the decision of the Departmental Academic Committee, he/ she shall have the right to appeal against the decision to the Hardship Cases Committee appointed by the Vice Chancellor, within one week after the decision.

38. MEDICAL CERTIFICATE:

Medical certificate from a registered medical practitioner, signed and stamped by the issuing practitioner, is acceptable for the Examination purposes in the University.

39. PROJECT/ THESIS/ INTERNSHIP

- i. The student of a program where Project/ Thesis/ Internship is compulsory, shall carry out and submit minimum six (6) credit hours, project report/ thesis/ internship report, as a requirement for partial fulfillment of his/her degree in the relevant discipline.
- ii. Each student shall perform research work under the supervision of a supervisor appointed by the Dean/HOD of the concerned department. Where necessary and desirable, a co-supervisor may also be appointed.
- iii. The Topic of Project/ Thesis/ Internship Report along with the list of Supervisors shall be approved by the Departmental Board of Studies and notified by the concerned head of department normally during the 7th semester in the 4-year degree program or 9th semester in the 5-year degree program.
- iv. The student shall be required to do field work (where necessary), complete the project report/ thesis/ internship report, within the duration prescribed by the department and submit Three Copies through the supervisor to the head of the concerned department for evaluation.
- v. A Board of Examiners consisting of Internal Examiner, External Examiner and Convener (Head of respective department) shall evaluate the Project/ Thesis/ Internship Report in a Viva Voce (Oral Examination).
- vi. In case the Project/ Thesis/ Internship Report does not meet the minimum standards, the board may recommend revision and one time resubmission of the Dissertation/ Project/ Internship Report.
- vii. In case, a student fails to submit the Project/ Thesis/ Internship Report within the stipulated time due to some genuine problem, an extension of maximum Three months can be granted. The applications of such student shall be forwarded by the head of respective department to the Controller of Examinations, who shall notify the extension, if granted.

- viii. 50% marks are required to qualify the Project/ Thesis/ Internship Report.
- ix. The cover of the final copy of Project/ Thesis/ Internship Report should be Dark Blue and hardbound.
- x. The Project Report/ Thesis/ Internship Report, accepted after evaluation, shall become the property of University. One copy shall be kept in the Departmental Library, one in the Main Library and one by the Convener.

40. PLAGIARISM

- i. The act of using someone else's original work, ideas or writing and presenting or submitting it in his/her personal name without acknowledging the source is strictly prohibited by the University and such cases shall be classified as Plagiarized.
 - a. "Verbatim copying, near-verbatim copying, or purposely paraphrasing portions of another author's paper or unpublished report without citing the exact reference.
 - b. Copying elements of another author's paper, such as equations or illustrations that are not common knowledge, or copying or purposely paraphrasing sentences without citing the source.
 - c. Verbatim copying portions of another author's paper or from reports by citing but not clearly differentiating what text has been copied (e.g. not applying quotation marks correctly) and /or not citing the source correctly" *
 - d. "The unacknowledged use of computer programs, mathematical / computer models / algorithms, computer software in all forms, macros, spreadsheets, web pages, databases, mathematical deviations and calculations, designs / models / displays of any sort, diagrams, graphs, tables, drawings, works of art of any sort, fine art pieces or artifacts,

digital images, computer-aided design drawings, GIS files photographs, maps, music / composition of any sort, posters, presentations and tracing."**

- e. "Self-plagiarism, that is, the verbatim or near-verbatim re-use of significant portions of one's own copyrighted work without citing the original source."*
- ii. Thesis/ project report/ internship report shall be submitted by the student along with a certificate in the prescribed manner, that there is no case of plagiarism beyond the percentage of nineteen (19%), allowed by the University in the submitted project report/ thesis/or internship report.
- iii. In case an act of plagiarism is reported to have been practiced by a student in any form, his/her case, referred by the Dean/HOD of the respective Department shall be dealt by the "Plagiarism Standing Committee" nominated by Vice Chancellor, consisting of 2 senior faculty members, head of concerned department, a subject specialist in that particular field may also be coopted along with a senior student.
- iv. The "Plagiarism Standing Committee" after due investigation, shall submit its report with clear cut findings and recommendations to the Vice Chancellor / Head of the Department within thirty days.
- v. When an act of plagiarism, as described earlier is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE, will advise the Vice Chancellor / Head of the Department, to take any one or a combination of the following disciplinary action(s) against the student(s) found guilty of the offence:

- a. In the case of thesis, the responsibility of plagiarism will be of the student and not of the supervisor or members of the Supervisory Committee.
 - b. The offender may be expelled/ rusticated from the University and from joining any institution of Higher Education in Pakistan for a period as deemed appropriate by the "Plagiarism Standing Committee". A notice may be circulated among all academic institutions and research organization to this effect.
 - c. The offender may be relegated to a lower class.
 - d. The offender may be given a failure grade in the subject.
 - e. The offender may be fined an amount as deemed appropriate.
 - f. The offender may be given a written warning if the offence is minor and is committed for the first time.
 - g. The degree of a student may be withdrawn if AT ANY TIME it is proven that he or she has presented Plagiarized work in his / her MS, MPhil or PhD dissertation.
 - h. University may debar the offender from sponsorship of research funding, travel grant, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".
 - i. Any other penalty deemed fit by the "Plagiarism Standing Committee".
- vi. If the student is not satisfied by the decision of the "Plagiarism Standing Committee" he/she will have the right to appeal to the Vice Chancellor for a review of the findings or may submit a mercy petition within 30 days from the date of notification. Such appeal/ petition shall be disposed off within 30 days of receipt, by following the laid down procedures regarding such appeals. No appeal shall lie against the decision of the Vice Chancellor.

41. GENERAL CRITERIA FOR QUALIFYING A SEMESTER

- i. A student has to complete the Semester Work including tests, assignments quizzes, project(s) etc. and appear in the Mid Term and Final Examinations offered by the University in each Semester.
- ii. No grace marks shall be awarded to the students.
- iii. An undergraduate student shall be required to maintain a minimum CGPA of 2.0 throughout the period of study for Four Year/ Five Year BS/Bachelor(Hons.)/Professional degree program.
- iv. A graduate student of MS/MPhil program shall be required to maintain a minimum CGPA of 2.5 throughout the period of study.

42. PROBATION AND RELEGATION

- i. Probation is a status given to a student whose academic performance falls below an acceptable standard. A student with a Probation warning cannot enroll/register courses in the subsequent semester without the approval of the concerned Dean/HOD.
- ii. A student of undergraduate program who scores CGPA between 1.50 and 2.00 in a Semester; may be conditionally promoted to the next semester and he/ she shall be placed on first probation.
- iii. In case a student fails to score 2.00 CGPA in the Semester of First Probation, another chance shall be given to such student. He/ She shall be conditionally promoted to the next Semester and shall be placed on Last Probation.
- iv. If the probation count of a student becomes three (3) after Last Probation, he/she shall be Relegated. A Relegated student shall not be allowed to register any new course(s) and only enroll/reregister his/her repeatable course(s). During relegation, he/she shall have to maintain a minimum SGPA of 2.00. To remove the relegation status, he/she shall have to earn a minimum CGPA

of 2.00. The relegation period shall be counted towards the maximum period allowed for the program.

- i. However, if a student cannot earn a minimum GPA of 1.0 in the first semester, then he/she shall be dismissed from the program. In case GPA of a student in the first semester falls below 1.5 but equal to or above 1.0 then he/she shall be given a serious warning (the last chance to attain a semester GPA of 2.0 or above). A student on serious warning shall be dismissed from the program if he/she fails to achieve minimum semester GPA of 2.0.

43. PERMISSION OF WRITER FOR SPECIAL STUDENTS

- i. A blind student may be allowed to attempt the Tests/ Examinations of the University on Braille or Computer.
- ii. In case a student is physically handicapped/ visually impaired, he/ she may apply to the head of the respective department (with Medical Certificate as proof of his/her disability) for permission to engage a writer in Tests/Examinations of the University Two weeks before the start of Test/ Examination. If permitted, he/ she shall be allowed 45 minutes (maximum) extra time above the normal time allowed to solve the Question Paper.
- iii. The qualification of the person who shall act as writer of a handicapped student must be at least one step lower than that of the student. (e.g. for a BA/BSc student, the writer should be at the most F.A./F.Sc. etc.). Further the person acting as writer shall have passed the lower level of examinations within last 2 years.

44. RECHECKING OF EXAMINATION ANSWER SCRIPT

- i. A student may apply to the Controller of Examinations for rechecking of the answer script of Final Examination of a Semester within 15 days of the date

of declaration of result, on prescribed Proforma after payment of prescribed fee.

- ii. The answer book of a student shall not be re-assessed under any circumstances. Whereas the rechecking does not mean re-assessment/re-evaluation/re-marking of examination script by any faculty member from the relevant discipline on the complaint/request of a student.
- iii. The Controller of Examination or any officer or rechecking committee appointed by the Controller of Examination shall see that:
 - a. There is no computational mistake in the grand total on the title page of the answer book.
 - b. The total of various parts of a question has been correctly made at the end of each question.
 - c. All totals have been correctly brought forward on the title page of the answer book.
 - d. No portion of any answer has been left un-marked.
 - e. Total marks in the answer book tally with the marks sheet.
 - f. The hand-writing of the candidate tally in the questions/answer book.
- iv. The marks of a student may increase or even decrease in light of (iii)(c) above. In the event of addition or reduction of marks the record shall be corrected accordingly and revised transcript shall be issued to the student.

45. 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:

- i. Average marks shall be awarded to the student in that course.

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

46. REQUIREMENT FOR THE AWARD OF DEGREE

- i. An undergraduate student, subject to the provisions of regulations, must have a regular admission in the undergraduate program of the University and should earn a minimum of, 60-70 credit hours out of a total of 124–140 credit hours offered by the University for 4-year program or 80-90 credit hours out of a total of 160–180 credit hours offered by the University for 5-year program to be entitled for the award of degree. (This para should be read in conjunction with para 20).
- ii. A MS/MPhil student subject to the provisions of regulations, must have a regular or part time admission in the MS/MPhil program of the University, and should earn a minimum of 15 credit hours from the University to be entitled for the award of degree. (This para should be read in conjunction with para 20).
- iii. The degree completion requirements in terms of CGPA (Cumulative Grade Point Average) of Undergraduate-Level and Graduate Level shall be as under:

Programs	Minimum CGPA Requirement
Level-5 Two years Bachelor/Associate/B.Tech/BA/Bsc Degree Programs (equivalent to 14 years of education)	2.00

Level-6 Four years Bachelor (Hons) Programs (equivalent to 16 years of education)	2.00
Level – 6 Five years Professional / MA/MSc (16 years) Degree Programs (equivalent to 16 years of education)	2.00
MBA (Professional) and MBA (Executive) Degree Programs	2.50
Level-7 MS/MPhil Degree Programs (equivalent to 18 years of education)	2.50
Level 8 - PhD Degree Program	2.50

47. FORMAT OF FINAL TRANSCRIPT

The Final Transcript issued to a successful student for the award of degree shall include following information:

Front Side:

- i. Name of the student
- ii. Father's Name.
- iii. Date of Birth of the student
- iv. Registration No. /Roll No.
- v. Picture of the student.
- vi. Name of the Program with specialization.
- vii. Date of Admission into Degree Program.
- viii. Semester Wise Break-up with Dates.
- ix. Subjects Detail along with Credit Hours.
- x. Type of Enrollment – Full Time or Part Time.
- xi. Date of Completion of Degree Requirements.
- xii. Mode of Study – Regular or Private or Distance Learning
- xiii. GPA/CGPA and Overall Percentage against earned CGPA.
- xiv. Signature of Issuing Officer(s) (Front Side at the end of the Transcript)
- xv. Online Result Verification Key/ID (Front Side at the End of the Transcript).

Back Side:

- i. Basic Admission Requirement of the Program.
- ii. Previous Degree held by the Student along with Institution Name.
- iii. Credit Hours Exempted/Transferred if any/applicable.
- iv. CNIC No. for Pakistani and Passport No. for Foreign Students.
- v. Grading System.
- vi. Charter Date of the University.
- vii. Name of Campus/College along with HEC Permission Date.
- viii. Water-Mark seal of University.
- ix. Signature of Issuing Officer(s) (Back Side at the end of the Transcript)

48. DEGREE CONFERMENT

- i. University shall normally hold Convocation once in a year to award the students on their remarkable performance and further award the degrees to the qualified students as per criteria.
- ii. Urgent degree shall be issued as per policy of University upon the request of student.
- iii. Duplicate Degree may be issued (upon completion of all requirements) to a student, in case the original degree is lost/damaged or in case of change in the name of candidate.
- iv. The Duplicate Degree shall be signed by the Controller of Examinations only.

49. AWARDS AND DISTINCTIONS

The meritorious students shall be decorated with Medals/ Prizes /Rolls of Honor/ Positions as per following criteria:

- i. The student should have passed his/her internal as well as external examinations/term papers in the first attempt.
- ii. The student must have complete the degree program within the prescribed time period.
- iii. The student has not repeated a course or failed in the whole degree program

- iv. The student shall obtain one medal at a time.
- v. No dues have been withheld by the student.
- vi. Participation in co/extra-curricular activities shall be given extra mileage and consideration.
- vii. In case two or more students acquire same CGPA, the Position shall be decided on the basis of percentage of marks achieved by the student.
- viii. The disciplines where number of students is less than five (05), no position shall be awarded.
- ix. If the result of a student is not declared within the prescribed time of the degree, then no medal will be awarded.
- x. No Medal/Roll of Honor shall be awarded in the case of improving CGPA and in case of migration with transfer of credits from other HEIs.

50. FEES AND OTHER DUES.

Each student shall be required to pay tuition fee and such other charges as may be determined by the University from time to time.

51. VICE CHANCELLOR'S AUTHORITY IN SPECIAL CASES

Notwithstanding anything contrary to these Regulations, the Vice Chancellor shall have the powers to issue orders, directions or instructions in connection with the smooth working of the Admissions, Academics and Examinations, where the Regulations are silent and in cases of ambiguity or discrepancy as regards the interpretation of these Regulations, the decision of the Vice Chancellor shall be final.