



UNIVERSITY OF SWAT



AMENDED SEMESTER REGULATIONS (2012 onward)

**Approved by the Syndicate vide Agenda item 2 of in its 12th meeting
held on December 31, 2013**

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AMENDED SEMESTER REGULATIONS (2012 onward)

1. Short title, commencement and application

- a. These regulations shall be called *University of Swat, Amended Semester Regulations (2012 onward)*.
- b. These Regulations shall come into force with immediate effect.

2. Definitions

- a. "University" means University of Swat.
- b. "Vice Chancellor" means the Vice Chancellor of the University;
- c. "Deans" means the Dean of the Faculty;
- d. "Registrar" means the Registrar of the University;
- e. "Controller" means the Controller of Examinations;
- f. "Provost" means the Provost of the University;
- g. Academic Unit means an academic Centre, Institute, or Department of the University
- h. "Head" means the Head of the academic unit;
- i. Admission Office means Admissions Section of the University.
- j. "Faculty" means the faculty of the University;
- k. "Board" means Board of Intermediate and Secondary Education;
- l. "College" means a constituent or affiliated college with the University;
- m. "Course" means a course of study leading to the successful completion of the degree;
- n. "Grade Point" means the score of the student obtained in an examination;
- o. "Grade point Average" means the grade point average (GPA)
- p. "Cumulative Grade Point Average" means the Cumulative Grade Point Average (CGPA) earned by a student in a semester or in the whole programme of study;
- q. "Contact hours" means the number of hours of laboratory/ field/students in the class;
- r. "Department" means an Academic Unit of the University;
- s. "Examinations" means the semester examinations;
- t. "Examiner" means a person appointed to conduct the examination;
- u. "Fee" means fee charged from students for any academic activity.;

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- v. *“Registration” means registration number of a student allotted by the examination section of university.*
- w. *All other terms will mean the same as given under University of Swat Regulations, 2010 and the Statutes.*

3. Duration of a Semester:

- a. Each semester shall be of 16-18 weeks duration inclusive of examination out of which 16 weeks shall be reserved for teaching, and 2 week for examination.
- b. A ‘summer semester’ shall be of 7 to 8 weeks i.e 7 weeks for teaching and 01 week for examination. The contact hours during the summer semester will be increased to ensure that the course is completely taught/ covered.
- c. If time allows, there shall be a ‘teaching break’ to be called ‘semester break’ of 7 to 10 days after every semester; this break will be used for preparation/ submission of results and admission/ registration processes of next semester.
- d. There shall be two examinations in a given semester midterm examination (8 weeks for teaching and 9th week for examination), and final term examination (8 weeks for teaching and 18th week for examination).
- e. If teaching is suspended due to some exigency, the period of the semester shall be adjusted as per requirement of the academics calendar. Additional teaching or contact hours shall be added during the remaining part of the semester.

4. Academic year/Session: The academic year/session shall comprise of two regular semesters and a summer semester (if offered) and will go as follows:

- a. Fall semester, starting from 1st week of September (or date of completion of admissions, in case of fresh students) to mid of January.
- b. Winter vacations 3rd week of January to 1st week of March. (7 weeks)
- c. Spring semester starting from 2nd week of March to 2nd Week of July.
- d. Summer vacations from 3rd week of July to end of August. (6 weeks).
- e. Summer semester: (If the University could offer), shall be approximately 7 - 8 weeks. The purpose of summer semester will be teaching / training special courses for students in general or in special circumstances needed for meeting academic deficiencies/ requirements of the students. The University may also offer courses / trainings for general public as per needs of the market / civil society.

5. Admissions



- a. Admissions for BS/Bachelor (4 years), MA/M.Sc (2 years), LL.B (3 years), MBA ($1\frac{1}{2}$ year) and BBS degree programs shall be made every year for fall semester only.
- b. Admission to BS/Bachelor (4 years), Master (2 years), LL.B Law& Shari'a (5 years) will be announced preferably within a week of the declaration of the results of Intermediate, Bachelor and Master examinations respectively and the whole process shall be completed preferably within one month prior to commencement of the semester.
- c. Eligibility for admission to various programs shall be described in the advertisement for admissions.
- d. Each candidate shall apply for admission through a prescribed admission form. A candidate can apply to a maximum of three disciplines at a time in the chosen order of preference.
- e. Admission shall be made on the basis of merit (candidate's academic performance 60% weight and entry test 40% weight) for any category of seats. In case of improvement of division or passed examination(s) in parts, 10 marks will be deducted from the marks obtained by the candidate.
- f. Academic Council/Competent Authority (CA) may prescribe/revise the criteria for determining merit for admission from time to time as and when required.
- g. Photo copies of the following documents duly attested by an officer (BPS-17 or above) must be attached with admission form;
 - (1) SSC/HSSC/BA/BSc or equivalent examination certificates / degrees;
 - (2) Character certificate;
 - (3) Four passport size photographs;
 - (4) Migration certificate;
 - (5) In case a student has passed his/her HSSC/BA/BSc, MA/MSc or equivalent examination before the current session, an affidavit must be submitted to this effect, that s/he has not been registered in any other institution/university and has not completed a regular degree programme already.
 - (6) An undertaking as per specimen appended in the prospectus of University of Swat (the affidavit document must be kept in original (under security) by Head of the concerned Department and a copy of the same will be provided to the Admission Office soon after admissions are completed. This undertaking must be submitted at the time of admission.



- (7) CNIC or Form-B of the candidate, and that of father/guardian.
- h. Admission form complete in all respect, shall be submitted to the Admission Office within due date. Merit lists shall be prepared under the supervision of the university's admission committee. The departmental admission committees of the respective disciplines will interview students according to merit lists provided by the Admission Office. During the interview original documents of the candidate shall be checked with no exceptions. The concerned Academic Unit shall submit list of provisionally admitted students to the Admission Office and the Controller of Examinations for record, within a week after the admissions process is completed.
- i. Admissions shall be confirmed after verification of the academic documents by the concerned academic unit from the respective Boards/Universities (verification fee of the documents will be charged from the students). Admission of a candidate shall be cancelled immediately, if any of his/her documents are found fake/bogus or in case of any other evidence of ineligibly.
- j. A student can be migrated to another department/discipline within the university within first week of the commencement of classes provided, that the candidate has applied for admission to that department, fulfils the eligibility criteria, be on the merit list of that department, and the aggregate marks of the student should not be lower than the last student admitted in the same department. In case, more than one applicant is interested in migration to the department concerned, the merit will be determined among the applicants.
An additional Rs.1000/- shall be charged from the student as inter-departmental migration fee/discipline change fee. This migration will be subject to the approval of relevant office and Competent Authority.
- k. The following shall not be eligible for admission to BS (4 year)/ LL.B Law and Shari'a (5 year) programmes:
- (1) Those who have already completed two years bachelor's degree (for BBA/BS/LL.B Law & Sharia (5 year)) or those who have already completed Masters (2year) or BS (4 years) or a professional degree.
 - (2) Those who have been rusticated/expelled under disciplinary rules by the University of Swat/any other university.
 - (3) Those who are already on the roll of the University of Swat *or any other university*.
- m. Maximum age limit for admission to BS degree program shall be 22 years. A candidate beyond the prescribed age shall not be admitted unless age relaxation is granted by the Vice Chancellor under special circumstances up to a maximum of 3 years.



- n. . Maximum age limit for admission to Master's degree program shall be 30 years. A candidate beyond the prescribed age shall not be admitted unless age relaxation is granted by the Competent Authority under special circumstances.
- p. Afghan refugees seeking admission shall be required to submit their application form through Afghan Commissionerate/Ministry of Education. Their admission shall be over and above the maximum number of reserved seats, not above 01 in each programme.
- q. ***Amanuensis:** An amanuensis may be allowed only if a candidate suffers from a disability which renders him/her to write normally provided that the fact has duly certified by a registered medical practitioner. The amanuensis employed must be of a lower grade in education than the candidate. In case of emergency the Superintendent of the examination center shall choose a suitable amanuensis and forward the case to the Controller of Examinations immediately, giving full particulars of the candidate and of the amanuensis employed. The Superintendent shall arrange suitable place for the candidate and also appoint a special Assistant Superintendent for invigilation.*
- r. A student must be a full time student, must not be admitted in other institution, and must not indulge in any other activity/paid assignment without prior/proper permission of the University.

6. *Scheme of Studies/Programme structure:*

Category	Programmes					
	1-year Degree (Master)	2-year Degree (Master)	3-Year Degree (Hons)	4-Year Degree (BS/ Bachelor)	5-year Degree (MS)	LLB Law & Sharia'
<i>Total No. of Cr. Hrs</i>	33-36	60-72	99-108	130-144	163-174	192-198
<i>Maximum No. of semesters</i>	2	4	6	8	10	12
<i>Maximum duration* (in semester)</i>	4	8	10	12	14	16
<i>Courses load for students (in Cr. Hrs)</i>	15-18	15-18	15-18	15-18	15-18	15-24

* *Maximum duration implies the compensation for time lost due to unavoidable circumstances.*

7. Credit hours:

- a. "Credit hour" means teaching a theory class for **01 hour** or laboratory/practical work of **02 hours** or a field work of **one day** every week throughout the semester.



- b. The number of credit hours for a degree program is inclusive of credit hours assigned to internship/research project/thesis etc.
- c. The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the practical. Thus **3(3-0)** means three credit hours of theory, while **3(2-1)** means a total of three credit hours, of which two credit hours applies to theory, while one credit hour applies to laboratory work/field work.
- d. The weekly **contact hours of a 3(3-0) course** will be **three**, while the **contact hours of a 4(3-1) course** will be **5** such that three contact hours for theory and **2** contact hour for laboratory/field work.
- e. A course that shall be counted in calculation of GPA/CGPA is called '**credit course**', while a course that shall be mandatory to pass but shall not be counted in calculating GPA/CGPA is called '**non-credit course**'. Audited course is also a non-credit course that a student takes by choice.

8. Assessment/Evaluation: Marks breakdown for assessment of each course shall be made as follows:

S.No.	Item	Maximum Marks for Courses without Laboratory work (3 + 0)	Maximum Marks for Courses with Laboratory work (2 + 1)
1	Mid Term 8 th -9 th week	30%	30%
2	Quizzes/ Assignments/ Presentation/ Laboratory Work	20% Quizzes =05 marks Assignments = 05 marks Presentations = 10 marks	20% Quizzes =03 marks Assignments = 02 marks Presentations = 05 marks Laboratory work = 10 marks
3.	Final Term 16 th -18 th week	50%	50%

a. **Midterm- 30%:** (Duration 1.30 hour) number & nature of test questions shall be as:

Maximum time 15 minutes	Section-A	Maximum marks =15
Nature of questions	No. of questions	Marks allotted
MCQ's	05	01 mark each
Fill in the blanks	05	01 mark each
True/false	05	01 mark each
Maximum time 1.15 hours	Section-B	Maximum marks 15
Essay Type*	3 out of 4 questions shall be attempted	05 marks per each question

b. **Final term (50%)** (Duration 2.0 hours) number and nature of test questions shall be as:



Maximum time 15 minutes	Section-A	Maximum Marks 15
Nature of questions	No. of questions	Marks allotted
MCQ's	05	01 mark each
Fill in the blanks	05	01 mark each
True/false	05	01 mark each
Maximum time 1.45 hours	Section-B & C	Maximum Marks 35
Short Answers	4 out of 6 questions shall be attempted	02 marks per question
Essay Type*	3 out of 4 questions shall be attempted	09 marks per question

* This will be re-considered after a period of five years. **Note-**

1:

1. *Section-A shall be attempted on the same sheet provided and returned to supervisor after 15 minutes. Section-B& C shall be solved on separate answer book provided to the student.*
2. *The Final Term paper shall cover 20% from Mid Term exam and 80% from the Final Term courses. Every teacher shall be required to inform the students regarding this distribution in the beginning of a semester. A student must pass theory and practical examination in a paper separately.*
3. *The Viva-voce of internship/ research report shall be conducted by a committee comprising:*
 - (a) *Head of concerned department*
 - (b) *Teacher/supervisor concerned*
 - (c) *One senior faculty member of the department concerned or of a relevant academic unit if none is available within.*
4. *For evaluation of thesis, an external examiner may be appointed with the approval of the Competent Authority and be paid remuneration as per university rules.*

9. Attendance requirement:

- a. A minimum of 75% attendance of the lectures delivered in each course shall be a prerequisite to appear in every examination in the semester system.
- b. A student who does not satisfy the requirements of attendance (at least 75% in each course) shall be ineligible to appear for the final-term examination of that course and S/he shall repeat that course as regular student whenever it is offered again. *(The competent Authority will have the power to waive off 10% of shortage of attendance in case of genuine reason/s on the recommendation of the departmental semester committee).* This relaxation clause will be applicable to a maximum of 6 papers only in the entire course of study, be recorded in the file of the student and will be reconsidered by the relevant bodies after a period of five years.



- c. The Semester Coordinator will maintain updated attendance record of every student with the help of teacher concerned in a register of attendance for ready reference.

Note-2: *If a student represents the university, province or country in sports, or any other officially sponsored activities during a semester, s/he will be given benefit in attendance up to 10% in that semester, by the Competent Authority, on the recommendation of the Head of the Department concerned.*

10. Examination: A student shall be eligible to appear in the final term examination provided that:

- a. S/he has been on the roll of the university during the semester.
- b. S/he has registered himself/ herself for the course of study.
- c. S/he has attended the minimum number of attendance mentioned in clause 9 (a).
- d. S/he has paid all the university dues including tuition fee/ hostel /late fee/ fine/s etc, before the commencement of midterm examination.
- e. In case a student fails to deposit the university dues s/he shall be charged additional Rs. 100/- per week (to be revised from time to time). However, the dues must be deposited before the commencement of Midterm examination. The Competent Authority may waive off the dues/fines or may grant approval for instalments on proper request of a student with justified reasons.

11. Organization of teaching:

- a. Teaching in various courses shall be organized through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, projects, or any other method of instruction approved by the University.
- b. Teaching shall be conducted by the university teachers or such other persons as may be declared to be teachers by the Regulations/Statutes/Rules.
- c. The university may offer every required course at-least once in an academic year.
- d. English shall be the medium of instructions and examinations for all courses, except where it is otherwise approved by the relevant bodies/authority.

12. Change of course/s:

A student, with the permission of relevant Head of Department, may be allowed to change the course/s (where applicable) within 7 days of the commencement of a semester. No change of course shall be allowed beyond this time limit.

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- 13. Drop/addition of course/s** (applicable to integrated programme of studies whenever introduced):
- A student, with the permission of respective Head of Department may be allowed to drop/add a course within 7 days of the commencement of semester subject to the provisions of minimum and maximum semester work load.
 - The dropped course will be deemed not to have taken by the student ab-initio and will not appear on his/her transcript altogether. Such a drop will be at the risk and cost of the student concerned.
- 14. Withdrawal from course/s**
- Withdrawal from a course will be allowed latest up to one week before the *mid-term* examination on the recommendation of the concerned teacher with the approval of the respective Head of Department/Institute/Centre *upto a maximum of 3 courses in the whole programme.*
 - Withdrawn course shall be represented by the letter grade 'W' on the transcript and will not be treated as 'F' grade, i.e. the credit hours of a 'W' course will not be taken into account while calculating GPA/CGPA of the student. Such withdrawal will be at the risk and cost of the student concerned.
- 15. Repeating course/s** (for undergraduate students):
- If a student was not allowed to take the examination of any subject due to shortage of attendance in that subject, s/he shall be required to register himself/herself in that subject whenever offered again, attend the classes regularly and appear in the examinations.
 - If a student fails in any subject s/he shall be required to re-register himself/herself in that subject whenever offered again.
 - The credit hours of repeating courses shall not be considered for the purpose of calculating maximum semester work load of the student.
 - The student(s) may repeat up to 6 courses/ attempt(s) in which s/he failed throughout the program of study.
 - 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 s/he failed, both the grades will reflect on his/her transcript i.e. old course grade and new course grade. The higher grade will be counted.
- 16. Improvement of Grades** (for undergraduate programmes):



- a. A student desirous of improving grade(s), from Grade B or ***below***, in selected course(s) may be allowed by the Head of the relevant semester committee, with approval of the Controller of Examinations, after declaration of the result of the Final semester (at the end of programme).
- b. Such improvement shall be allowed for not more than ***any*** 04 courses, and shall be done within two semesters after declaration of the result of the final semester. ***Fee for such improvement will be 3 times more than usual.***
- c. If a student failed to improve marks/CGPA in an attempt to improve, the previous result shall stand.
- d. Attendance will not be mandatory in the courses for which one has registered for improvement of grades. Class quizzes, assignments, presentations and practical(s) etc shall remain the same.

17. Make-up examination:

- a. Make up test will be given on the request of those students who have fulfilled all requirements for appearing in the Mid/Final term examinations but could not appear for any genuine reason/s or due to attending national/international event/s on behalf of the university. Genuine reason refers to a condition/situation beyond human control. A certificate to this effect shall be produced for the consideration of semester committee.
- b. Make-up examinations shall be conducted within 2 weeks of the end of the examination. In case of delay, reason/s must be recorded in writing.
- c. The pattern, i.e. nature and number of questions and weight of the Make-up examination shall remain similar to that of the Mid/Final Term examination.
- d. Those students who missed Mid/Final term examination due to attending national/International events on behalf of University of Swat shall be charged with normal examination fee, while those who missed the said examination due to some genuine/personal reasons shall be charged with double examination fee.
- e. Any student failing to appear in the Make-up examination shall be required to re-register for the same semester as and when that semester starts in future. Such students will be required to re-register on the prescribed form issued by the Admissions Office/concerned Head of Department.
- f. Those students who avail makeup examination, it shall be reflected in the transcript. Such students shall not be entitled for any award/distinction (Gold Medal, Merit Certificate etc). This clause will not be applicable to students who attend national/ international events on behalf of the University as per rules.



- g. A special chance of examination will be given to a student who face drop-out, only once in the entire programme of study. Such a student will be allowed to appear in upto 6 papers/courses that are either failed or in which a student scores less than 60 % marks. In all such papers only latest marks shall be considered toward the calculation of CGPA. These papers/courses that are attempted under this relaxation will not be considered under improvement of grades/CGPA. It should be reflected on their DMCs accordingly. The student will pay triple fee for each paper/course. This clause will be re-considered after a period of 5 years.
- h. Except for one time mentioned in 17 (g), there will be no Special Examination in a semester for failed students; if a student fails in a course, s/he is required to repeat it.
- i. Students will have the right to retotaling within a week after the declaration of result on the payment of Rs. 500/- per paper. The retotaling will be done by the semester coordinator of the department concerned. There shall be no re-evaluation of answer books.
- j. On the recommendation of the Departmental Semester Committee, the Vice Chancellor may approve upto 5 grace marks in case the student has dropped out for scoring low in a single paper or in aggregate (for one time).
- k. The Vice Chancellor, on the recommendation of the University Semester Committee, may grant approval of upto 5 marks (one time) towards the end of completion of degree in cases where individual are deficient by a maximum of 5 marks for the next higher grade.

Note 3:

A student who completes all other requirement for the completion of degree and is failed in one or more papers will be required to pass these papers within a span of two years.

18. Promotion (undergraduate /graduate programmes): For promotion the following conditions shall be followed:

- a. The minimum passing marks for each course shall be 50%. A students obtaining less than 50% marks in any course shall be deemed to have failed in that course. Less than 50% marks secured by a student in any course shall not be counted towards the aggregate marks/ calculation of GPA/CGPA.
- b. If a student's **GPA/CGPA** falls below 2.0 (undergraduate) s/he shall be promoted (conditionally) and will be put on 1st probation **in the next semester**. In a 2 years' degree program there will be a single probation). If a student's GPA/CGPA falls below 2.0 (graduate), s/he shall be on first and last probation in the forthcoming semester.
- c. If the student does not come out by increasing his/her CGPA to 2.0 (undergraduate) in the succeeding semester, s/he will go on last probation.



- d. If the student who was earlier on last probation, does not come out by achieving the minimum desired CGPA, s/he shall be dropped from the department/Institute. If a student exhausts 17 (g) and still does not **come out of probation**, s/he **shall ceased to be on the roll of the university** cannot be readmitted by the University of Swat.
- e. If a student fails to qualify at least 50% of the courses offered in a semester, s/he will not be promoted to the next semester. In this case the semester may be repeated. Semester Repeat will only be allowed once for a semester and twice in the entire programme of study.

Note-4:

- i. *Whenever a student fails or gets 'F' grade, s/he has to repeat the course, whenever offered again. The maximum number of courses that a student may be allowed to repeat will be six (6) (for undergraduate) and three (3) (Graduates). The university will not be responsible if classes of a student conflict with each other in the new and old courses, however an attempt may be made to facilitate the student.*
- ii. *The re-registration for students with 'F' grade shall be allowed (on a written request) to appear in the Mid Term and Final Term examinations for the failed courses whenever such examinations are conducted again. However, their grades earned in the previous semester in quizzes/ attendance/ assignments/ presentation/ laboratory work etc. will be considered for grading with the results of the new semester. No new quizzes/ attendance/ assignment/ presentation/ laboratory work etc will be required/allowed.*

19. Semester freezing/leave of absence: Students shall be permitted to freeze maximum of two semesters (undergraduate programme) and one semester in two year (graduate programme) due to illness or circumstances beyond their control, by providing a written application with reasonable justification under the following conditions:

- a. Semester freezing will be granted by the Vice Chancellor/ Dean (or Controller of Examinations) on recommendations of the concerned Head of the Department.
- b. A student will be permitted to freeze a semester before the commencement of the semester provided s/he has passed the final examination of the previous semester with a minimum GPA/CGPA required for remaining enrolled in the university.
- c. Normally, no freezing will be allowed during the semester. Whenever semester freezing is granted on the request of the student, it would be effective from the beginning of the respective semester, thus all the attendance, quizzes, assignments, Mid-Term etc. taken so far in the semester by the student, would be deemed to have not taken place in respect of the concerned student.
- d. At the end of semester freezing, a student will have to resume his/her studies in the following semester whenever offered. If he/she fails to resume the following semester (when offered) his/her name shall be struck off from the university roll.



- e. The maximum duration allowed for completion of degree will be extended by the duration of semester freezing.
- f. Fresh students will not be permitted to freeze a semester without payment of admission fee/semester fee as well as submission of required documents, which are pre-requisite for admission.

Note-5: *During semester freezing the concerned student shall not be provided any facility by the University.*

20. Examination fee:

- a. Examination fee shall be paid along with admission fee and other dues at the time of admission to a semester within the prescribed time notified by the University.
- b. The examination related stationary shall be provided by the Controller of Examinations.
- c. The amount of prescribed fee and remuneration rates etc. will be as per university rules to be notified from time to time.
- d. Each student shall be required to pay tuition fee and such other dues as may be determined by the syndicate from time to time. Failure or reluctance to do so will be dealt with under the relevant rules.

21. Conduct of examination:

- a. Schedule (date sheet), for mid-term and final-term examinations, shall be notified by the Head of Department in consultation with the Provost and COE, at least two weeks before the commencement of respective examination.
- b. Every course teacher shall submit the question paper to the semester coordinator of the department concerned, at least 02 working days before the scheduled date of mid/final term examinations.
- c. The semester coordinator shall make necessary arrangements for the conduct of examinations including date sheets, acquisition of stationary (answer books) from the Controller of Examinations' office, seating arrangement, photocopying of question paper/s etc.

22. Unfair Means (UFM) cases:

- a. Duty teacher/invigilator shall report any unfair means (UFM) case to the semester coordinator soon after the termination of the paper.

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- b. The semester coordinator shall report the UFM cases to the Departmental Semester Committee, which shall decide all such cases within three days of the termination of the examination.
- c. The UFM cases shall be dealt with as per approved rules of the university.

23. Cancellation of Admission:

- a. If a student fails to attend any lecture during the first two weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically and the same will be notified by the Head of Department concerned. If a student fails to attend classes for 2 consecutive weeks without prior/justified information, his/her name will be struck off from the roll of the institution and re-registration may be allowed if sufficient grounds are available on the payment of at least 30% of the semester fee or as approved by the Competent Authority.
- b. If a student is found involved in any sort of political or agitational activities his/her case will be forwarded to Disciplinary Committee for recommending cancellation of admission or any other appropriate disciplinary action.

24. Course File:

- a. Maintenance of course file is mandatory for the course teacher. The file must contain all relevant information / event happened during the semester. The course file will contain:
 - (1) Description of course/course contents;
 - (2) Course coding;
 - (3) Weekly teaching schedule;
 - (4) Dates of Mid/Final term examinations;
 - (5) Grading policy;
 - (6) Record of each activity such as homework, quizzes, presentation, attendance, results of mid/final term examination;
 - (7) Grading sheets of the Course/s detailing statistical data of the grades obtained by the students;
 - (8) Difficulties, problems faced during classroom/course delivery in a semester
 - (9) Behaviour of the student/s

25. Declaration of Results:

- a. The result of the mid-term examination of a semester shall be prepared and displayed on the departmental notice board by the concerned teacher within seven days after the termination of midterm examination.



- b. After holding the final-term examination of a semester, each teacher shall prepare three copies of the result/award lists on the prescribed subject award list (Annex-I). S/he shall retain one copy and submit two copies to the semester coordinator along with answer books and question paper/s.
- c. The semester coordinator shall keep one copy for record and forward second copy of the award lists to the Controller of Examinations duly signed by the Coordinator and Head of Academic Unit.
- d. The result of each semester of any programme of studies shall be prepared and notified provisionally by the departmental semester coordinator after taking approval from the concerned Head of Department/Institute/Centre. Such a result shall be notified within 10 days of the termination of final-term examination. A copy shall be forwarded to the Controller of Examinations of the university for record. A copy of the result (semester-wise transcript) will be given to the student concerned by the concerned semester coordinator.
- e. For the programs/degrees where research is optional, the students will be required to submit thesis/research project, within two months (extendable on prior approval of the Competent Authority) from the date of last examination of the final semester.

26. Record Keeping:

All answer books shall be kept on record for two years (for 4+ years programmes) and one year (for 2-3 years programmes) after the declaration of the final result at the concerned Academic Unit.

27. Grading System:

- a. The grading shall be done on a scale of 1 – 4.
- b. Equivalence between Letter grading and Numerical grading shall be as follows:

% age of Marks	Value	Grade	Remarks
85 and above	4.0	A	Excellent
84	3.9	B	Very Good
83	3.8		
82	3.7		
81	3.6		
80	3.5		
79	3.4		
78	3.4		
77	3.3		
76	3.3		
75	3.2		
74	3.2		

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73	3.1		
72	3.0		
71	2.9	C	Good
70	2.8		
69	2.7		
68	2.6		
67	2.5		
66	2.5		
65	2.4		
64	2.4		
63	2.3		
62	2.2		
61	2.1		
60	2.0		

% age of Marks	Value	Grade	Remarks
59	1.9	D	Fair
58	1.8		
57	1.7		
56	1.6		
55	1.5		
54	1.4		
53	1.3		
52	1.2		
51	1.1		
50	1.0		

% age of Marks etc	Value	Grade	Remarks
49 and below	0.0	F	Fail
I	--	I	Incomplete
W	--	W	Withdrawal
P	--	P	PASS (Non-Credit Course)

- c. Fraction of marks obtained in a course shall be counted as one mark, e.g. 60.3 shall be considered as 60, while 49.5 or more is to be considered as 50.
- d. Grade Point Average (GPA) is an expression for the average performance of the student in the courses s/he has taken during any semester, thus GPA may be calculated for 1st semester, 2nd semester or any other semester.

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- e. GPA shall be rounded to two decimal places, e.g. a GPA of 2.064285 shall be reported as 2.06, while a GPA of 2.065124 shall be reported as 2.07.
- f. GPA shall be calculated in the following manner:

$GPA = \Sigma GP / \Sigma CH$ (for all the courses offered in a single semester), where:

GP = Numeric value of % of marks obtained in a course multiplied by credit hours of the course.

ΣGP = Sum of all the Grade Points of courses offered in a semester.

ΣCH = Sum of all credit hours of courses offered in a semester

Example: Calculation of GPA without withdrawal of courses:

Course Code	%age of Marks Obtained	Grade	Value	Credit Hours (CH)	Grade Point (GP)
511	65	C	2.4	3	7.2
513	72	B	3.0	3	9.0
515	80	B	3.5	3	10.5
517	51	D	1.1	2	2.2
519	42	F	0.0	3	0.0
Total				14	28.9

$GPA = \Sigma GP / \Sigma CH$ (for all courses offered in a semester) = $28.9/14 = 2.064285$, and by rounding to two decimal places, the GPA will become 2.06.

Example: Calculation of GPA with withdrawal of courses:

Suppose a student withdraws course code '519' as provided in these rules, the GPA shall be calculated as follow:

Course	%age of Marks Obtained	Grade	Value	Credit Hours (CH)	Grade Point (GP)
511	65	C	2.4	3	7.2
513	72	B	3.0	3	9.0
515	80	B	3.5	3	10.5
517	51	D	1.1	2	2.2
519	42	W	-	-	-

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Total				11	28.9
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GPA = $\Sigma GP / \Sigma CH$ (for all courses offered in a semester) = $28.9/11 = 2.6272$, and by rounding up to two decimal places, the GPA will become 2.63.

- g. Cumulative Grade Point Average (CGPA) is an expression for the average performance of the student in all the courses s/he has taken during all the previous semesters (the entire course of study), thus at the end of 1st semester, there will be only GPA, while CGPA will be calculated at the end of 2nd or any subsequent semester taken by the student.
- h. The CGPA shall be rounded to two decimal places, except for final semester for which it shall be rounded to one decimal place.
- j. A student shall be awarded incomplete grade represented by 'I' in the following cases:
- (1) If a student fails to complete any assignment, term paper or presentation assigned to him by the teacher for the purpose of internal assessment, within the due dates.
 - (2) In case a student is unable to appear in part or whole of the mid or final term examination of a semester on medical grounds or circumstances beyond the control of student to be determined by the Head of Department, provided that s/he fulfils the condition of having attended the prescribed number of lectures.

Note-6:

- i. *The result of a student in each course having passed or failed shall be indicated on the transcript by letter grade. A provisional transcript for each semester be issued to each student, showing percentage of marks and grade obtained in each course. It shall be issued by Head of the Academic Unit. However, final (consolidated) transcript shall be issued by the Controller of Examinations.*
- ii. *The Controller of Examinations shall issue a certificate of merit to a student who stands first in a program of study on the basis of overall result, provided that the student has obtained at-least 3.5 CGPA. Furthermore, the candidate has not failed or repeated any course, and has completed the course work in normal period as prescribed for Bachelors or Masters programmes. The recipient for the award of certificate of merit shall also be awarded with the Chancellor's Gold Medal.*

28. Panel of examiners

- a. A panel of external examiners for evaluation of project report/dissertation and conduct of viva-voce examination shall be forwarded by Head of Academic Unit through the Controller of Examinations for approval of the Vice-Chancellor.
- b. The external examiner shall be appointed by the Vice-Chancellor through the controller of examinations preferably from the approved panel of external examiners.

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- c. The external examiner shall evaluate the project report/dissertation and conduct viva-voce examination of the student on the date and time given by the Controller of Examination with consultation of Head of Academic Unit.
- d. In case the project report/dissertation is judged as inadequate by the external examiner, s/he may reject the project report/dissertation or ask the student to revise the same.
- e. The student shall be required to submit revised version of the project report/dissertation within a period of one month from the date of viva-voce examination. Revised version of the project report/dissertation shall be examined by the Supervisor/Head of Academic Unit concerned and a certificate will be issued to the effect that required changes have been made.
- f. The result of revised version as received from the Supervisor/Head of Academic Unit concerned shall be declared and no further extension would be granted in case the revised version of the project report/thesis has been rejected.
- g. After the viva-voce examination, the successful student shall submit five hard bind copies of the project report/dissertation to the department for onward submission to the examination section for declaration of the result.

Note-7: *Anti-plagiarism test will be conducted by the Quality Enhancement Cell (QEC) or the concerned Supervisor before submission of the work.*

29. CGPA required for the award of degrees:

Minimum requirement for the award of 4 year BS/Masters (2 year) degree programmes (16 year of education) shall be a CGPA of 2.0.

30. Departmental Semester Committee

- a. Departmental Semester Committee, comprising of members (including Head of Academic Unit as Convener, two senior faculty members and semester coordinator as the Secretary of the Committee) will be forwarded to Registrar's office by the Head of Academic Unit concerned for approval of the Competent Authority. After approval, the committee will be notified. Functions of the Departmental Semester Committee will be as under:
 - (1) Periodic assessment of the progress of different courses being taught.
 - (2) Periodic assessment of the contents of different courses being taught.
 - (3) Investigation of any irregularity in the assessment of any course taught.
 - (4) Periodic assessment of the method of teaching and research, pattern of question papers, and any other relevant aspect/s.

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- (5) The committee shall submit annual report on the courses' status, academic performance and assessment of students to the respective Dean and Competent Authority (CA).
- (6) The committee shall also submit a report, to the respective Dean and Competent Authority on the report of teachers' evaluation by the students and evaluation of the courses by the students as conducted by the Quality Enhancement Cell.
- (7) The committee shall look after the use of unfair means during any examination, and also the general behaviour of the students. The committee shall be entitled to impose appropriate penalties as per university rules after approval of the CoE/CA.
- (8) To review and analyse question paper on standard format and research evaluation.
- (9) All the proceeding of the committee shall be recorded by the secretary and approved by the convener.

31. University Semester Committee:

- a. There shall be a University Semester Committee to be constituted by the Vice Chancellor. The committee shall comprise the following as members:
 - (1) All Deans
 - (2) Registrar or his nominee
 - (3) Provost or Incharge Admissions Office
 - (4) Controller of Examinations or his nominee
 - (5) Director Quality Enhancement Cell (QEC)
 - (6) Program Coordinator Concerned
- b. The Competent Authority shall make necessary arrangements for structuring of the semester committee in the absence of the above mentioned officers.
- c. The Committee shall perform the following functions:
 - (1) Provide consultation to the departments regarding implementation of semester system.



- (2) Provide support in the implementation of semester system by arranging short courses for the faculty on various aspects.
- (3) Monitor and report on the implementation of semester regulations and address various issues arising thereof.
- (4) Recommend necessary amendments in the semester regulations, if needed.
- (5) To deliberate on the reports submitted to CA by the QEC and to consider performance of programme coordinators.

32. Academic Calendar:

The university shall publish a schedule of complete academic year for Fall, Spring, and Summer Semesters (when offered) in the respective prospectus for the convenience of students and faculty members. Adjustment may be made when necessary.

Note-8: *Instruction should be given in the calendar to the students that they will be responsible to meet the requirement and deadline published for each semester in the academic calendar of the university. Students are expected to know, adhere to regulations, course loads, prerequisites and policies of the university as well as those of the Departments/Institutes/Centres in which they are enrolled.*

33. Teachers' Evaluation:

- a. Director QEC will ensure to have every course and its teacher evaluated by the students on the prescribed proforma. Evaluation team/s will be approved by the Competent Authority to carry out teachers' evaluation.
- b. Evaluation shall be done in the last week of the semester, in the absence of the course teacher so as to maintain impartiality.
- c. This evaluation shall be objective and will be shared with the concerned course teacher for his/her improvement / knowledge.
- d. Evaluation done by the students shall be completely anonymous, i.e. the students may not indicate himself/ herself by name, or roll numbers, or registration numbers or by any other means whatsoever.
- e. The evaluation shall be sent to the Dean /Registrar Office and the CA for further necessary action.
- f. If a teacher gets three overall negative evaluations, the report will go to the Competent Authority/Syndicate for his/her perusal/ decision and be added to the teacher's ACR. The teacher concerned may be heard in person by the Competent Authority before any decision.



- g. HEC's program and course evaluation's recommendation may also be followed.

Note 9: In case of silence, ambiguity or conflict in these rules or a problem in a programme of study, the case will be referred by the university semester committee to the Vice Chancellor for a decision, which shall be treated as final.

(Under these rules, any choices made or failures met by the student will solely be at his or her risk and cost).





ACTS OF UNFAIR MEANS AND PENALTIES FOR SUCH ACTS

(I) ACTS OF UNFAIR MEANS IN EXAMINATIONS:

A candidate appearing in an examination who makes himself responsible for any of the categories of reprehensible conduct enumerated below shall be liable to such punishment as mentioned in the relevant sub section.

- a. Giving or receiving assistance or copying from any book, paper or memorandum or another candidate's answer book or allowing any other candidate to copy from his answer-paper or using or attempting to use these or any other unfair means;
- b. Deliberately changing previous arrangements for cheating in the examination, smuggling of answer-book, or impersonation or misconduct of a serious nature;
- c. Obtaining admission to an examination on a false representation made in his application or admission form.
- d. Using abusive or obscene language in his answer-book.
- e. Forgering another person's signature on his application or admission form.
- f. Refusing to obey the lawful orders or the supervisory staff/ Inspector of the examination center in the examination hall/room or changing his seat or roll number card with another candidate or creating disturbance or any kind during the examination or otherwise misbehaving in or around an examination center.
- g. Being found in or around an examination centre in possession of fire arms or anything ordinarily used as a weapon of offence.
- h. Any one helping the candidate in cheating in and outside the examination hall.

PENALTIES FOR ACTS OF UNFAIR MEANS IN EXAMINATIONS

ACT		PENALTY
Possession of cheating material		
1.	Not copied	Fine or Rs.500/- per paper
2.	Copied	Fine of Rs. 500/- per paper with cancellation of the particular paper(s)

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3.	Making appeals of serious nature to examiners	Fine or Rs. 1000/-
4.	Removal of sheets from script or continuation sheet	Fine or Rs. 1000/-
5.	Using abusive/obscene language in answer books	Fine of Rs. 1000/- with cancellation of the particular paper
6.	Staging a walkout or persuading others to do so	Fine of Rs. 1000/- with cancellation of the particular paper
7.	Writing wrong Roll No. to deceive inspector/supervisory staff	Fine of Rs. 1000/- with cancellation of the particular paper
8.	Smuggling of Question papers outside the hall	Fine of Rs. 1000/- with cancellation of the particular paper
9.	Refusing to handover cheating material	Fine of Rs. 2000/- and cancellation of the paper
10.	Disobeying supervisory staff	Fine of Rs. 2000/- and cancellation of the current exam
11.	Cheating by force	Fine of Rs. 2000/- and cancellation of the current exam
12.	Running/taking away answer book	Fine of Rs. 2000/- and cancellation of the current exam
13.	Smuggling Answer Books or sheets in/out of the examination hall	Exam cancelled, disqualified for the next exam and a fine of Rs. 3000/-
14.	Creating disturbance and misbehaving with the supervisory staff/Inspector	Exam cancelled, disqualified for next exam and a fine of Rs. 3000/-
15.	Possession or Display of fire arms/weapon of offence	Exam cancelled & disqualified For the next two Examinations and a fine of Rs. 3000/-
16.	Impersonation:	
	i. Real Candidate	Exam cancelled, disqualified for the next Exam and fine of Rs. 3000/-
	ii. Impersonator, if student of the university	Exam cancelled, disqualified for the next

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		Exam and fine of Rs. 3000/-
	iii. Impersonator, outsider(not a student)	The case may be referred to police for treating under the law
17.	Threatening to/Assault on Supervisory staff/ inspector	Exam cancelled, disqualified for the next three examinations and fine of Rs. 3000/-
18.	If any member of the supervisory staff or inspector is found guilty of an act inconsistent with the fair discharge of his/her duty.	a. If detected and found guilty at the course of examination he/she may be removed from his duty immediately, by the Controller of Examinations and his case may be referred to the discipline committee for a decision as provided in “b” below.
		b. If reported after the termination of the examination his/her case may be referred to the discipline committee, which may disqualify him/her for a period up to ten years from the university Examinations duty.

AMANUENSIS:

An amanuensis may be allowed only if a candidate suffers from a disability which renders him/her to write normally provided that the fact his duly certified by a registered Medical practitioner.

The amanuensis employed must be of a lower grade of education than the candidate. In case of emergency the Superintendent of the Examination Center shall choose a suitable Amanuensis and forward the case to the Controller of Examinations immediately, giving full particulars of the candidate and of the Amanuensis employed. The Superintendent shall arrange a suitable place for the candidate and also appoint a special Assistant Superintendent for invigilation. The fee to be charge from such candidate shall be Rs. 100/- for one session and Rs. 150/- for two sessions on the same day. No fee will be charged from blind candidates. Out of the fee charged form the candidate 50 percent will be paid the Amanuensis by the superintendent and the rest should be deposited in the university account.