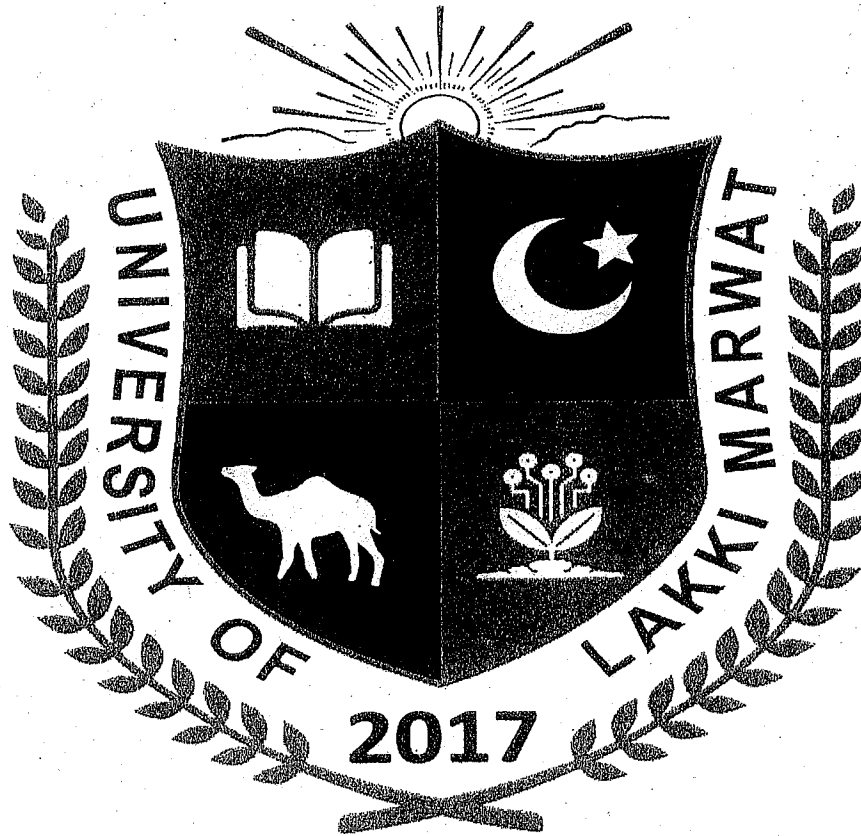


SEMESTER RULES AND REGULATIONS UNDERGRADUATE PROGRAMS



University of LAKKI MARWAT

**SEMESTER RULES AND REGULATIONS
UNDERGRADUATE PROGRAMS**

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1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- 1.1 These Rules and Regulations, framed under section 29(1) of the Khyber Pakhtunkhwa Universities Amendment Act, 2016, shall be known as Semester Rules and Regulations for undergraduate program.
- 1.2 These Rules and Regulations shall come into force with immediate effect.
- 1.3 These Rules and Regulations shall apply to all undergraduate students of University of Lakki Marwat, Pakistan.

2. DEFINITIONS

- (a) **Academic Program or Programme.** Means a Program of studies, which leads to the award of a Degree to the students, after successful completion of all its requirements.
- (b) **Assessment.** Means evaluation of performance of students in academic Programmes, including examinations, assignments, practicals, project work, seminars and tutorials.
- (c) **Cease.** Means that a student is declared unsuitable for further studies.
- (d) **Class Assignment.** Means a task relevant to a course of study to substantiate the course contents. An assignment may or may not be graded.
- (e) **Contact Hour.** Means one hour spent on teaching, lab work, practicals, research work, projects, seminars, workshops, internships, etc.
- (f) **Controller.** Means Controller of Examinations of the University.
- (g) **Credit Course.** Means a course required for a degree and is counted towards CGPA.
- (h) **Credit Hour (Crd.Hr).** Means a lecture of one-hour duration per week in a semester for a subject countable towards a student's Cumulative Grade Point Average (CGPA). A practical of two hours is equivalent to one credit hour.
- (i) **Dean.** Means Dean of a faculty of the University.
- (j) **Director Academics.** Means Director Academics of the University.
- (k) **Department.** Means an Academic Department of the University.
- (l) **Examiner.** Means a person appointed to conduct an examination.
- (m) **Faculty.** Means Faculty of the University having two or more departments.

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- (n) **Freeze.** Means Freezing of studies.
- (o) **Grade.** Means a letter grade which represents certain points earned by a student.
- (p) **Grade Point (P).** Means number of points assigned to a letter grade.
- (q) **Grade Point Average (GPA).** Means the average of points earned by a student in a semester.
- (r) **Cumulative Grade Point Average (CGPA).** Means the average of grade points earned in all courses in two or more than two semesters of an Academic Programme.
- (s) **Chairman.** Means Chairman of an Academic Department of the University.
- (t) **Non-Credit Course.** Means a course of study, successful completion of which is required for a degree but not counted towards CGPA.
- (u) **Probation.** Means a student is said to be on probation if his GPA/CGPA in a semester is lower than the required for promotion to the next semester.
- (w) **Registration.** Means Registration of the student in a Teaching Department of the University.
- (x) **University.** Means University of Lakki Marwat, Pakistan.
- (y) **Vice Chancellor.** Means Vice Chancellor of the Abdul Wali Khan University Mardan.
- (z) **He/She Pronoun** stands for both he and she.

3. ACADEMIC PROGRAMMES / SCHEME OF STUDIES

- 3.1 University of Lakki Marwat shall offer undergraduate study Programmes as per the Khyber Pakhtunkhwa Universities Amendment Act, 2016.
- 3.2 Undergraduate study Programmes include all Bachelor and equivalent programmes.
- 3.3 Four-year Bachelor Degree Programmes:
 - a. shall spread over a minimum of 08 semesters (4 years) and a maximum of 12 semesters (6 years), excluding summer semesters, if any.
 - b. shall be of a minimum of 130 credit hours.

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- c. the scheme of study of a particular department shall require a student to undertake assignment/internship/project, in addition to the course work, and submit a report describing the activities covered. The intensity of the assignment/internship/project and the time of the activity will be determined by the concerned department.

3.4 One year B.Ed Program

- a. Course of Study of B.Ed shall comprise a minimum of 02 and a maximum of 03 semesters.
- b. B.Ed shall be of 36 credit hours.
- c. Medium of instruction/paper attempt may be optional (English/Urdu) language.

3.5 All Academic departments shall be responsible for developing schemes of studies, and syllabi/courses for their academic programmes in the light of the HEC approved curricula. The scheme of study and syllabi shall be reviewed and finalized by the respective Boards of Studies. The same shall be submitted to the Academic Council. The scheme of studies and syllabi shall become effective from the date of approval by the Academic Council or any other date as the Academic Council may determine. However, the Vice Chancellor may grant approval in anticipation on the recommendation of Chairman and Dean concerned.

4. ELIGIBILITY CRITERIA FOR VARIOUS PROGRAMMES

4.1 There are various programs where admission criteria are followed. The following are the criteria for each discipline; those programs not mentioned here can be incorporated via notifications from Director Academics following proper procedures:

Sr#	Discipline	Eligibility Criteria
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1	BBA (Hons)	FSc/FCS/D.Com/FA (Statistics, Maths, Economics) or equivalent, at least 2 nd Division (45% Marks)
2	BCS (Hons)	FSc (Pre-Engineering), FCS (Computer Science, Physics, Maths) or equivalent at least 2 nd Division (45% Marks)
3	B.Ed	BA/BSc at least 2 nd Division (45% Marks)
4	BS Botany	FSc (Pre-Medical) or equivalent at least 2 nd Division (45% Marks)
5	BS Chemistry	FSc or equivalent (with chemistry) at least 2 nd Division (45% Marks)
6	BS Education	FA/FSc or equivalent at least 2 nd Division (45% Marks)
7	BS English	FA (English Elective preferred)/FSc or equivalent at least 2 nd Division (45% Marks)
8	BS Islamic Studies	FSc / FA (Islamic Studies preferred subject) at least 2 nd Division (45% Marks)
9	BS Mathematics	F.Sc (Pre-Engineering)/FsC/FA (Statistics, Maths, Economics) or equivalent at least 2 nd Division (45% Marks)
10	BS Physics	FSc (Pre-Engineering), F.Sc (Computer Science with Physics) or equivalent (with Physics) at least 2 nd Division (45% Marks)
11	BS Political Science	FA (Civics preferred)/FSc or equivalent at least 2 nd Division (45% Marks)
12	BS Zoology	FSc (Pre-Medical) or equivalent at least 2 nd Division (45% Marks)

- 4.2 Maximum age limit for admission to undergraduate program shall be 25 years. The competent authority may, however, grant relaxation in age limit on the recommendation of the Chairman of the concerned department and Dean of the faculty in exceptional cases for reasons to be recorded.

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5. ADMISSION PROCEDURE

- 5.1 Admission is open to all eligible candidates without discrimination on the basis of caste, creed, gender, and place of origin or domicile from all over Pakistan. Foreign students seeking admission in the University shall be required to submit their applications through the Ministry of Education, Government of Pakistan.
- 5.2 The University shall invite applications for admission to various academic programmes on prescribed application form, through an advertisement by the Director Academics.
- 5.3 Candidates shall be required to submit application forms, within the stipulated time, complete in all respects, along with the following documents.
- Attested copies of S.S.C, H.S.S.C. or equivalent examination certificates/degrees.
 - Attested copies of detail marks certificates of all certificates.
 - Attested copy of character certificate from the head of the institution last attended.
 - Attested copy of domicile certificate.
 - Three passport size photographs.
 - Migration certificate (original) within 15 days after admission.
 - Attested copy of computerized national identity card or form 'B'.
 - Every application shall be accompanied by an affidavit signed by the applicant and countersigned by his father/guardian stating that he will abide by the Statutes, Rules and Regulations of the University and instructions issued from time to time, by the Vice Chancellor, Dean, Chairperson, or teacher.
- 5.4 Candidates applying for admission to more than one discipline, campus and category (quota) will be required to submit a separate application form along with all supporting documents, for each discipline, campus and category (quota).
- 5.5 A candidate declared eligible for admission to a programme shall appear before the Selection Committee for interview and or test (if required).

- 5.6 Admission shall be granted strictly on merit determents as follows.

$$a = \frac{\text{Marks obtained in SSC}}{\text{Total Marks of SSC}} \times 30$$

$$b = \frac{\text{Marks obtained in HSSC}}{\text{Total Marks of HSSC}} \times 70$$

Score obtained = a + b

- 5.7 In case of admission on reserved seats, the applicants/ nominees shall apply through proper channel. If no candidate applies for reserved seats / quota then the reserved seats will be converted to open merit.

- 5.8 Admission on reserved seats will be granted on the basis of merit determined amongst the applicants.

- 5.9 The details of reserved seats are as under:

a. Minority/Transgender	02 seats per discipline
b. Sports	02 Seats per discipline
c. Afghan Nationals	02 seats per discipline
d. Hafiz-e-Quran	01 seat floating
e. Disable	01 seat floating
f. Employees Children	01 seat per discipline
g. Armed Forces	01 seat per discipline
h. Punjab	01 seat per discipline

- 5.10 There shall be a Departmental Admission Committee consisting of the following:

a. Chairman of the Concerned Department	Convener
b. Three Senior Faculty Members	Members

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c. One Nominee of the Dean from the same Department Member

- 5.11 If any candidate fails to appear before the Admission Committee at the specified time and venue, he shall not be considered for admission and the seat shall be offered to the next candidate on merit.
- 5.12 If two candidates have equal merit, the one senior in age shall be given preference over the other for the purpose of admission.
- 5.13 All the candidates shall be required to bring the relevant original documents for verification at the time of the interview.
- 5.14 Candidate selected for admission must finalize the admission requirements within the notified period, failing which their right of admission will be forfeited and the admission will be offered to the next candidate on waiting list.
- 5.15 Equivalence of academic qualifications by the concerned Board, Inter Board Committee of Chairmen (IBCC), shall only be acceptable.
- 5.16 All candidates selected for admission will be required to submit an undertaking, on a judicial stamp paper of Rs. 30, as per specimen provided in Annex – A.
- 5.17 Within 15 days of completion of admission, the concerned department shall send profiles of all the newly admitted students to the Controller of Examinations. The profile on prescribed format shall include registration number, name of student, father name, date of birth, examinations passed with year, roll number, marks obtained, divisions and number with date of the deposit slip.
- 5.18 All admissions shall remain provisional till verification of all the documents of newly admitted students by the Director Academics. If any student is found guilty for submission of fake documents, his admission shall state cancelled immediately without any notice at any stage.

- 5.19 Admission to one department shall not give any student a right of admission/migration to another department.
- 5.20 The University may suspend any particular discipline if the number of applicants is less than 15 or due to any other reasons. In such cases, the applicants may be considered for admission to another discipline subject to meeting prescribed eligibility criteria, merit and availability of seats.
- 5.21 The following categories of candidates shall not be eligible for admission:
- a. who have got third division in the pre-requisite qualification for admission to the specific programme.
 - b. who have ceased to be students of this University on disciplinary grounds.
 - c. who is already registered in any degree programme in any institute. In case of dual registration, admission of the student will be cancelled without any prior notice.
- 5.22 If a student fails to join a programme during the first two weeks of the commencement of the semester as per announced schedule, his admission shall stand cancelled automatically without any notice.

6. MIGRATION

- 6.1 Migration from the Main Campus to Sub-campuses is allowed and not the vice-versa. (Inter Colleges migration is allowed based on merit, availability of seats and other requirements if)
- 6.2 Migration in the first semester is not allowed.
- 6.3 Intra-district migration between the affiliated colleges is allowed based upon merit, availability of seats.

- 6.4 Migration to any graduate program of less than two years is not allowed.
- 6.5 Migration from ULM is allowed from second semester onwards.
- 6.6 Migration to ULM is allowed from second semester onwards with the approval of the concerned Dean, subject to the:
- (a) availability of seats.
 - (b) merit of the student should not be less than the last admitted student in the same programme.
 - (c) suitability of the candidates and equivalence of academic qualification will be determined by Faculty Equivalency Committee.
 - (d) completion of the residency requirement i.e at least half of the normal duration of the program will be mandatory in BS and Master Programmes.
- (e) The Candidate should have CGPA not less than 2.00, and/or should not be less than the minimum CGPA of a student in that class here at ULM.

7. SEMESTERS

7.1 REGULAR SEMESTERS

- a. There shall be two regular semesters, Fall and Spring, in an academic year or as per the approved academic calendar
- b. Each semester shall be of 18 weeks duration, out of which 16 weeks shall be reserved for teaching and two weeks for examinations etc. However, if teaching in the whole University is suspended due to unavoidable circumstance the compensation shall be made accordingly with the approval of the competent authority.
- c. The University will observe semester break, winter, spring and summer vacations on dates to be announced by the University as per academic calendar.

7.2 SUMMER SEMESTER

- a. At times, a specific department may offer a special semester during summer vacations with the approval of the Dean (Vice Chancellor if Dean is not available) on the recommendation of the Chairperson.
- b. Summer semester shall not be considered a regular semester and will offer opportunity to those students who have failed courses or want to improve certain courses as allowed by rules.
- c. Summer semester will be of 8 weeks duration with double contact hours to regular semester. For example, a 3 credit hours course in a regular semester will be taught as 6 contact hours course.
- d. A student shall be allowed to take six credit hours of courses in the summer semester. However, in case of a dire need, the Dean (Vice Chancellor if Dean is not available) on the recommendation of the chairperson concerned may allow a student for an additional 3 credit hours.
- e. All students, registered during the summer session will be charged the following dues at the rate mentioned in the fee structure. registration fee (25% of the semester fee + Rs. 2000 per course)

7.3 ACADEMIC CALENDAR

The University will publish a schedule of complete academic year, including fall and spring semester for the convenience of the students, staff and faculty members. The calendar will include the following information.

- Semester starting date
- Holidays during the semester
- Semester ending date
- Mid Term / Final Term Exam
- Result notification date

- All other necessary information

8. CREDIT HOURS

- 8.1 A credit hour means teaching a class of one contact hour per week.
- 8.2 A course shall be defined on the basis of credit hours being taught in a week.
- 8.3 One credit hour in laboratory or experimental work means at least two contact hours per week.
- 8.4 The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit (left side) represents the theory part while the second (right side) digit represents the practical.
- 8.5 A course of 03 credit hours with a denotation of 3(3-0) means three credit hours of theory with no practical.
- 8.6 A course having 03 credit hours with denotation of 3(2-1), means two lectures of one hour each and one practical of 02 hours per week.
- 8.7 A course having 04 credit hours with denotation of 4(3-1), means three lectures of one hour each and one practical of 02 hours per week.

9. SEMESTER RENEWAL AND COURSE REGISTRATION

- 9.1 A student must enroll / register in each semester till completion of his studies.
- 9.2 Registration will be completed only when a student submits properly filled registration form along with fee deposit slip within the notified period of time to the Chairperson of the Department.
- 9.3 A full-time regular student will be allowed a maximum work load of 18 credit hours per semester.
- 9.4 A student may be allowed to a maximum of 21 credit hours per semester in case of repeating course(s) by the Dean (Vice Chancellor if Dean is not available) on the recommendation of Chairperson concerned.

- 9.5 A student may be allowed to register an additional course as non-credit course, which may not be in excess of the maximum work load of 18 credit hours per semester. The additional course, if successfully completed, will be reflected on the transcript as non-credit course, without any impact on CGPA of the student.
- 9.6 A student may freeze his studies upto one academic year.
- 9.7 Academic departments shall display the list of courses offered, well before the start of the semester. All students shall register courses from that list as per requirements of their degree Program before the start of semester.
- 9.8 If a student fails to enroll / register in any semester he shall cease to be on the roll of the University.

10. ATTENDANCE

- 10.1 A student will be allowed to appear in examination only if he has attended 75% of the lectures delivered to his class in each course and 75% of the practicals prescribed for the respective courses.
- 10.2 Calculation of attendance shall start from the date of commencement of classes.
- 10.3 A date-wise record of the attendance of students shall be maintained by the respective teacher in each course. One week before the commencement of the mid-term and final-term examinations, the teacher of each course shall send to the Chairman of the Department a statement in duplicate showing the total number of lectures delivered and practicals conducted together with the total number of lectures and practicals attended by each student.
- 10.4 The period of absence in case of participation in co-curricular and sports activities with the permission of the Dean concerned may not be counted as absence.
- 10.5 Absence from class for two consecutive weeks or more without any genuine reason shall entail cancellation of admission in the course by the class teacher which would only be restored on appeal to the concerned teacher made within 05 days of the cancellation order with payment of Rs.1000 to the Department by the approval of the Chairperson.

- 10.6 Absence from a class for four consecutive weeks will debar the student from examination and the course will be considered dropped. He will be required to repeat the said course.
- 10.7 A maximum of 02 weeks of leave on medical grounds (subject to provide medical certificates from DHQ etc) will be considered on case to case basis.

11. EXAMINATIONS

11.1 All students shall be required to take Mid Term and Final Term examinations in a semester on notified dates, besides class tests, assignments, etc. All examinations shall be conducted as per notified academic calendar.

11.2 A student shall be eligible to appear in the examination provided that he has:

- a. been on the roll of the University during the semester;
- b. registered himself for the concerned course(s) of study;
- c. attended 75% lectures and practices;
- d. paid all the University dues.

11.3 A student shall be evaluated in each course on the basis of various components of the study including class attendance, assignments, projects, lab work, presentation, quizzes, Mid Term, and Final Term examinations according to the following weightage.

11.4(a) Evaluation Category "A" (in case of no practical)

Component	Marks
Quizzes	10%
Class Test, Assignments, Presentations etc	10%
Mid Term	30%
Final Term examination	50%

11.4(b) Evaluation Category "B" (in case of practical)

Component	Marks
Class Test, Assignments, Presentations etc	10%
Mid Term	30%
Practical Examinations	10%
Final Term Examination	50%

11.4(c) Evaluation Category "C" (in case of Government Affiliated colleges)

Component	Marks
Quizzes	10%
Class Test, Assignments, Presentations etc	10%
Mid Term	30%
Final Term examination	50%

11.4(d) Evaluation Category "D" (in case of practical subjects at Government Affiliated colleges)

Component	Marks
Class Test, Assignments, Presentations etc	10%
Mid Term	30%
Practical Examinations	10%
Final Term Examination	50%

11.4(e) Evaluation Category "E" (in case of practical/Non Practical subjects at Private Affiliated colleges)

Component	Marks
Class Test, Assignments, Presentations etc	10%
Mid Term	20%
Final Term Examination	70%

- 11.5 If any student fails to appear in the mid term, for no good reasons, no separate/make up exam will be arranged and shall be treated as absent. However, if the teacher concerned agreed to the reason provided by the student, approval of the chairperson is needed for makeup exam.
- 11.6 If any student fails to appear in the final exam shall be treated as absent. However, in case of a genuine reason (such as: Accident, Blast, family member death (parents, siblings and children) the Dean (Vice Chancellor in case if Dean is not Available) may grant approval for re-take of final exam on the recommendations of a committee comprising the chairperson, departmental controller and teacher concerned within one month of the final exam.
- 11.7 Minimum time allowed for midterm and final examination will be 60 minutes and 120 minutes respectively.
- 11.9 In order to pass a course, a student must obtain at least 50% marks in aggregate in that course, i.e. marks obtained in class tests/assignments, etc plus marks obtained in mid term plus marks obtained in final examination. It will also be essential to pass practical examination separately, where involved.
- 11.10 In case of any discrepancy a student shall have the right of appeal to the Chairman of the department concerned within one week.
- 11.11 There shall be no re-evaluation of answer books, only re-totalling of marks will be allowed as per rules.
- 11.12 All evaluations in semester system @ Government colleges/on campus and private affiliated colleges shall be internal. The concerned teachers in all respective courses shall evaluate the students.
- 11.13 Project / internship reports shall be evaluated by the concerned teacher. Academic departments shall devise appropriate procedures for the evaluation of project/internship report.
- 11.14 In subjects where External examiner(s) are required to be appointed, Controller of Examinations shall appoint such external examiner.

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- 11.15 Each department shall have a Departmental Examination Committee, consisting of atleast 3 members to decide all problems regarding evaluation. The decision of the committee shall be final.
- 11.16 A disabled student will be provided writer at the expense of the student concerned on the recommendations of the Chairman of the teaching department. The writer shall be of a lower grade of education than the candidate. He would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.
- 11.17 Assignments / projects of BS level will be passed through plagiarism software. The maximum limit of similarity index for assignments / projects of BS level will be 50%.
- 11.18 Mobile phones shall not be allowed in examinations, if someone found guilty disciplinary action be initiated against such student(s).
- 11.19 The question paper for Final examination shall be same and papers be conduction at the same time in the university as well as in all affiliated colleges/institutes
- 11.20 A copy of the final results must be submitted to the Controller of Examinations within 15 days of the declaration.

12. GRADING POLICY

The following grading policy will be implemented upon students admitted during Fall 2016 and on ward.

% age Marks	Grade Point	Letter grade
Below 50	0	F
50	2.00	C-
51	2.05	
52	2.10	
53	2.15	
54	2.20	
55	2.25	

56	2.30	C
57	2.35	
58	2.40	
59	2.45	
60	2.50	C+
61	2.55	
62	2.60	
63	2.65	
64	2.70	
65	2.75	B-
66	2.80	
67	2.85	
68	2.90	
69	2.95	
70	3.00	B
71	3.05	
72	3.10	
73	3.15	
74	3.20	
75	3.25	B+
76	3.30	
77	3.35	
78	3.40	
79	3.45	
80	3.50	A-
81	3.55	
82	3.60	
83	3.65	
84	3.70	
85	3.75	

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86	3.80	A
87	3.85	
88	3.90	
89	3.95	
90---100	4.00	A+

13. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

13.1 Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPA) will be calculated using the following formulas:

$$GPA = \frac{\text{Sum of (Credit Hours of a Course} \times \text{Obtained G.P) of all courses of a semester}}{\text{Sum of Credit Hours of all Courses of a Semester}}$$

$$CGPA = \frac{\text{Sum. of (Credit Hours of a Course} \times \text{Obtained G.P) of all courses of all semester}}{\text{Sum of Credit Hours of all Courses of all Semester}}$$

13.2 CGPA Required For Completion of Degree. Minimum qualifying CGPA for the award of Bachelor degree shall be 2.00.

14. REPEATING A COURSE(s)

14.1 If a student fails to secure a minimum of 50% marks in any course, he shall be required to repeat the same or an equivalent course whenever offered.

14.2 If a student repeats a course, the old grade will be replaced with the new grade, however, such course will be reflected as repeat course on the final transcript.

14.3 A student may be allowed to repeat course(s) for improvement, if the Grade Point is less than 3.0 in the respective course(s). Repeating a course for improvement is

offered just once in a program. No one will be allowed to do repeating a course(s) again and again.

- 14.4 Repeating a course shall entail all the essential components of a course including attendance, assignments, class tests, mid-term and terminal examination.
- 14.5 A student who misses Mid-Term or Final-Term examination in all the subjects in a semester, he will have to repeat the same semester subject to fulfillment of the required residency / duration of a program.
- 14.6 The outgoing students who have completed the required time in the degree program (e.g 8 semesters in BS) and have failed up to two courses, can repeat them by the approval of the concerned Dean (Vice Chancellor in case of non availability of Dean) on the recommendation of the respective Chairperson. Departmental registration fee (25% of the semester fee + Rs. 2000 per course)

15. PROBATION

- i. A student is placed on Probation-I when his/her CGPA falls below 2.00 in a Semester. The student will be promoted to the next semester and will be placed on Probation-I.
- ii. A Student is placed on Probation-II when his/her CGPA falls below 2.00 for two consecutive semesters.
- iii. A Student is dropped from the Program when his CGPA falls below 2.00 for three consecutive semesters.
- iv. To remove probation status, students must complete a semester of course work with all previous semester with a CGPA above 2.00.

16. DROP OUT

- i. Dropout means that a student is considered unsuitable for further studies at the University and is dropped out from the programme.

- ii. If the student remains absent for two consecutive weeks and does not re-admit himself within 15 days will be dropped out from the semester/subject.
- iii. If the student remains absent for four consecutive weeks will be dropped out from the semester/subject
- iv. If he does not improve his GPA/CGPA to 2.00 in the last probation will be dropped out from the academic programme.
- v. If a student fails 3 or more courses in any semester, will not be promoted and will be asked to repeat the same semester again.
- vi. The rules of drop out from the academic program shall apply to students of 1st to 6th semester. There shall be no drop out from the academic program during 7th and 8th semesters.

17. DEPARTMENTAL EXAMINATION AND STUDENTS GRIEVANCE COMMITTEE

- 17.1 Each department shall have a 03 member Departmental Examination Committee headed by a senior faculty member to be constituted by the Chairperson concerned.
- 17.2 Main functions of the Committee will be:
 - a. to maintain uniformity of standards in the courses taught in the department by individual teachers.
 - b. to make arrangements for the conduct and supervision of examination.

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- c. to hear appeals arising from evaluation of papers.
- d. to suggest provision of seminars, assignments etc.
- e. timely preparation and announcements of results of midterm and final term examinations.
- f. to submit tabulated result showing subject wise detailed marks, percent marks, grade point and grades, to the Controller of Examination duly authenticated by the Chairman of the Department.

18. APPEALS

- 18.1 A student must submit an appeal to the Chairman/HOD of the Department/Director of Institute for any grievance on grade, within 7 days of the declaration of result.
- 18.2 The Chairman/HOD of the Department/Director of Institute of the Department shall forward it to the committee and it will be binding on the committee for hearing both sides (student and the teacher), and will give a final decision within 5 days.
- 18.3 The decision of the examination committee shall be final.

19. COURSE FILE

- 19.1 Every teacher shall maintain a complete Course File of a subject he teaches.
- 19.2 The course file shall contain:
- attendance record according to the timetable
 - detail description/outlines of the course (with description of Quizzes, Mid and Final exam portions)
 - weekly teaching schedule based on the course outlines
 - details of marks allocation/grading,
 - copy of each homework assignment,

- copy of each quiz/Mid terms/Final Exam paper Solutions(the exams should cover the whole course)
 - Best, medium and worst students solved papers of at least two quizzes, mid term and final term
 - grades/result sheets of the students,
 - Course report describing difficulties/problems faced during course delivery and recommendations for future instructor
- 19.3 The Departmental committee comprising the Chairperson and two faculty members will evaluate course folder twice in a semester.
- 19.4 The concerned Dean and chairperson will evaluate the course folders time to time during the semester to ensure the importance of the practice.

20. FREEZING OF STUDIES

- 20.1 Freezing of studies in first and second semesters is not allowed in any circumstances.
- 20.2 A student may be allowed to freeze studies for two consecutive semesters (one year) once in the whole 08 semester academic programme on medical ground/genuine reason. The freezing of studies may, however, be required to be approved by the concerned Dean (Vice Chancellor in case of non availability of Dean) on the recommendations of Chairman. Furthermore, the freezing time will not be counted towards maximum duration of study of a programme.
- 20.3 A student wishing to freeze studies under normal condition shall apply for the same within the first month of the start of the semester, failing which he/she will be not allowed to freeze the studies.
- 20.4 Maximum duration of the degree programme shall remain the same. The frozen period shall count towards the maximum requirement of completion period for the degree programme.

- 20.5 Upon expiry of the frozen period, the student may be allowed to take admission. The student will, however, be required to successfully complete all the semesters of his degree programme as described in respective scheme of study.

21. TEACHER EVALUATION

A teacher will be evaluated as per the following HEC criteria.

- 21.1 Chairman of the Department will ensure to have every course teacher evaluated by the students on the prescribed proforma.
- 21.2 Evaluation shall be done in the last week of the semester, in the absence of the course teacher so as to maintain impartiality.
- 21.3 This evaluation will be objective and will be shared with the concerned course teacher for his knowledge and improvement.
- 21.4 Evaluation done by the students will be completely anonymous, i.e. the student is not supposed to indicate himself by name, or roll numbers, or registration numbers or by any other means whatsoever.
- 21.5 The evaluation will be sent to concerned Dean for further necessary action.

22. AWARD OF MEDALS

- 22.1 In order of merit, 1st position holder in a discipline will be awarded a Gold Medal, 2nd position holder will be awarded Silver Medal and 3rd position holder will be awarded a Bronze Medal on the basis of higher CGPA/highest percentage marks. Provided that the student has not failed in, or repeated any course and has completed the course work in the normal period in first attempt as prescribed for Bachelor's programme.

22.2 The award of Medal shall be decided by the following Committee:

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|------|--------------------------------------|------------------|
| i. | Dean of the concerned faculty | Convener |
| ii. | Chairman of the concerned department | Member |
| iii. | Registrar | Member |
| iv. | Director Academics | Member |
| v. | Controller of Examinations | Member/Secretary |

22.3 If more than one student secures the same CGPA a position will then be determined on the basis of percentage of marks obtained. Even if still a tie, all will be awarded Medals.