



UNIVERSITY
of
SWABI

THE OFFICE
OF
THE REGISTRAR

F.No. 1(1)-Reg-11/UOS/2024/18845

March 29, 2024

NOTIFICATION

Consequent upon the recommendations of the Academic Council in its Meeting held on December 09, 2023, the Syndicate in its 42nd Meeting held on December 23, 2023, approved the Policy on Fee Mechanism for Freezing Cases beyond stipulated time and synchronizing the Academic Calendar of the Affiliated colleges with the University of Swabi.

This is issued with the approval of the Vice Chancellor.

Deputy Registrar
(Establishment)

Copy to:

1. PS to Vice Chancellor
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3. All Deans
4. All Chairpersons/ Heads of Teaching Departments
5. Academic Council File
6. Syndicate File
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Deputy Registrar
(Establishment)

Minutes of the meeting of the Committee to propose a fee mechanism for freezing cases beyond stipulated time and synchronize the Academic Calendar of the affiliated colleges with the University of Swabi

Reference to the committee constituted upon the decision of the Academic Council in its 22nd meeting held on July 12, 2023 and notified vide F.No. 1(1)-Reg-10/UOS/2023/17930 dated July 26, 2023, a meeting of the Committee was held on October 5, 2023 in the Office of the Controller of Examinations. The meeting was chaired by Dr. Abdul Basir, Controller of Examinations, and convener of the committee. The following members attended the meeting:

- Prof. Dr. Muhammad Fayaz, Principal, Govt. Post Graduate College Swabi (Member)
- Dr. Faisal Khan, Director Academics (Secretary)

The meeting started with a recitation of a few verses from the Holy Quran by Dr. Abdul Basir. The convenor of the committee discussed fee mechanisms for freezing cases beyond the stipulated time and synchronization of the Academic Calendar of affiliated colleges with University of Swabi. Furthermore, the committee secretary briefed the members that a student may be allowed by the concerned Dean to freeze the semester or course as per clause 10.4 of the Undergraduate semester regulations. To freeze a semester by a student, He or She should apply within two weeks of the start of the semester (stipulated time). Moreover, the academic calendar of the university and college was also discussed. After a lengthy discussion, the following recommendations were made for onward approval.

Recommendations:


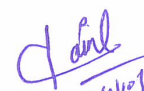
1. If a college student apply within two weeks of the commencement of the semester (stipulated time) to freeze a semester as per clause 10.4 of the semester regulations. In that case, he or she will pay 25% of the college semester fee and university examination fees in the University account. The student will deposit this fee after approval but before notification.
2. If a student apply beyond the stipulated time as mentioned in the under graduate semester regulations to freeze a semester. In that case, he or she will pay 100% of the college semester fee and university examination fees in the University account after approval but before the Notification.
3. The Controller of the Examinations and the Principal of the affiliated college agreed to tentatively follow the academic calendar as notified by the University of Swabi.

The chair adjourned the meeting with a vote of thanks.

Dr. Abdul Basir, CoE (Convener)

Prof. Dr. Muhammad Fayaz, Principal, GPGC, Swabi (Member)

Dr. Faisal Khan, Director Academics (Secretary)

 24/10/23
 24/10/23