

**SEMESTER RULES OF BACHELOR AND MASTER ACADEMIC PROGRAMMES**  
**OF THE UNIVERSITY OF SWABI**

**1. SHORT TITLE, COMMENCEMENT AND APPLICATION**

- 1.1 These Regulations shall be known as Semester Rules of Bachelor and Master Academic Programmes, framed under section 30(1) of The University of Swabi Act, 2009.
- 1.2 These Rules shall come into force with immediate effect.
- 1.3 These Rules shall apply to all registered students of Bachelor and Master Programmes of The University of Swabi.

**2. DEFINITIONS**

- (a) **Academic Programme.** An “Academic Programme” means a Programme of studies, which leads to the award of a Degree to the students, after the 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.** 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.** The 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).** 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.** The Dean of a faculty of the University.
- (j) **Director Academics.** Means Director Academics of the University.
- (k) **Department.** An Academic Department of the University.
- (l) **Examiner.** A person appointed to conduct the examination.
- (m) **Faculty.** Faculty of the University having two or more departments.
- (n) **Fee.** Fee charged for every course attended by a registered student.
- (o) **Freeze.** Means freezing of a semester on the request of the student.
- (p) **Grade.** A letter grade which represent certain points earned by a student.
- (q) **Grade Point (P).** Number of points assigned to a letter grade.
- (r) **Grade Point Average.** The average of points earned by a student in a semester.
- (s) **Cumulative Grade Point Average (CGPA).** The average of grade points earned in all courses in all semesters of an Academic Programme.
- (t) **Chairman.** Head of the academic department of the University.
- (u) **He.** Pronoun Stands for both He and She.
- (v) **Non-Credit Course.** Means a course of study, successful completion of which is required for a degree but not counted towards CGPA.

- (w) **Probation.** A student is said to be on probation if his GPA in a semester is lower than the required GPA for promotion to the next semester.
- (x) **Provost.** Means the Provost of the University.
- (y) **Thesis/Dissertation.** It is a report comprising the original research of a student which is counted towards the partial fulfillment of his Master degree.
- (z) **Registration.** Registration of the student in a Teaching Department of the University.
- (aa) **Semester.** An academic period, in which a set of courses in any disciplines are offered.
- (ab) **Subject or Course.** A "Subject" or "Course" of academic programme, which is to be studied by a student for a fixed number of Crd. hours during a semester. Each subject will carry a specific discipline code and number.
- (ac) **University.** Means University of Swabi
- (ad) **Vice Chancellor.** The Vice Chancellor of the University of Swabi

### 3. ACADEMIC PROGRAMMES / SCHEME OF STUDIES

- 3.1 The University of Swabi shall offer undergraduate and graduate study Programmes as per The University of Swabi Act, 2009.
- 3.2 Undergraduate study Programmes include BBA (Hons), BCS (Hons), BS (Hons), B.Sc(Hons) Agriculture, B.Com, DPed, BPed and B.Ed.
- 3.3 Graduate / Master Study Programmes include MBA, MPA, MEd, LLB and MA / MSc.
- 3.4 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 130 - 136 credit hours.
  - c. allow a regular student maximum work load of 15 to 18 credit hours per semester. In case a student repeats some courses he may be allowed to take a maximum of 21 credit hours with the approval of Chairman and Dean concerned.
  - d. require the scheme of study of a particular department to make 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, the time of the activity and credit hours will be determined by the concerned department.
- 3.5 Two-year Master Degree
  - a. A two year Master Degree Programme shall spread over a minimum of 04 semesters (2 years) and a maximum of 06 semesters (3 years).
  - b. Two years Master Degree Programme shall be of 66-72 credit hours.
  - c. A regular student may be allowed a maximum work load of 15 to 18 credit hours. In case a student repeats certain courses he may be allowed to take a maximum of 21 credit hours.
  - d. The scheme of study of a particular department may 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, the time of the activity and credit hours will be determined by concerned department.

- 3.6 One year BEd and MEd Degree Programmes
- Course of study of BEd and MEd shall comprise a minimum of 02 and a maximum of 03 semesters, respectively.
  - BEd and MEd shall be of 36 credit hours each.
- 3.7 One year DPed
- Course of Study of DPed and BPed shall comprise a minimum of 02 and a maximum of 03 semesters, respectively.
  - DPed shall be of 27 credit hours.
- 3.8 One year BPed Programme
- Course of study of BPed shall comprise a minimum of 02 and a maximum of 03 semesters, respectively.
  - BPed shall be of 27 credit hours.
- 3.9 All Academic departments shall be responsible for developing schemes of studies, and syllabi/courses for their academic programmes. The courses of study and syllabi shall be reviewed and finalized by the respective Boards of Studies. The same shall be submitted to the Board of Faculty, Academic Council and Syndicate for approval. These courses and syllabi shall become effective from the date of approval by the Syndicate or any other date as the Syndicate may determine. However, the Vice Chancellor may grant approval in anticipation on the recommendation of Chairman and Dean concerned.

#### 4. **ELIGIBILITY CRITERIA FOR VARIOUS ACADEMIC PROGRAMMES**

The following shall be the criteria for each discipline:

##### 4.1 **UNDER GRADUATE PROGRAMMES**

S#	Discipline	Eligibility Criteria
1	BBA (Hons)	FA / FSc / or equivalent at least 2 <sup>nd</sup> Division (45% Marks)
2	BCS (Hons)	FSc (Computer Science, Physics and Maths) at least 2 <sup>nd</sup> Division (45% Marks)
3	BS (Physics)	FSc (Pre-Engineering) at least 2 <sup>nd</sup> Division (45% Marks)
4	BS (Chemistry)	FSc (Pre-Engineering / Pre-Medical) at least 2 <sup>nd</sup> Division (45% Marks)
5	BS (Botany)	FSc (Pre-Medical) at least 2 <sup>nd</sup> Division (45% Marks)
6	BS (Zoology)	FSc (Pre-Medical) at least 2 <sup>nd</sup> Division (45% Marks)
7	BS (Mathematics)	FA (Inter Science) / F.Sc (Pre-Engineering) at least 2 <sup>nd</sup> Division (45% Marks)
8	BSc (Hons) Agriculture	FSc (Pre-Medical / Pre-Engineering) at least 2 <sup>nd</sup> Division (45% Marks)
9	BS (Sociology)	FA / FSc at least 2 <sup>nd</sup> Division (45% Marks)
10	BS (Geology)	FSc (Pre-Medical / Pre-Engineering) at least 2 <sup>nd</sup> Division (45% Marks)
11	BS (English)	FA / FSc (with English Elective preferred) at least 2 <sup>nd</sup> Division (45% Marks)
12	BS (Banking & Finance)	FA (Inter Science) / FSc or equivalent at least 2 <sup>nd</sup> Division (45% Marks)
13	BS (Education)	FA / FSc at least 2 <sup>nd</sup> Division (45% Marks)
14	BEd	BA / BSc at least 2 <sup>nd</sup> Division (45% Marks)

15	BPEd	BA / BSc at least 2 <sup>nd</sup> Division (45% Marks)
16	DPEd	BA / BSc at least 2 <sup>nd</sup> Division (45% Marks)

#### 4.2 GRADUATE PROGRAMMES

S#	Discipline	Eligibility Criteria
1	MBA	BA / BSc / BBA (2 years) / B.Com at least 2 <sup>nd</sup> Division (45% Marks)
2	MCS (Comp. Sc.)	BSc Mathematics A&B, Comp. Sc. / Mathematics A, Physics Comp. Sc. / Maths A, Statistics, Comp. Sc. at least 2 <sup>nd</sup> Division (45% Marks)
3	LLB (five years)	FA / FSc at least 2 <sup>nd</sup> Division (45% Marks)
4	MSc (Chemistry)	BSc (with Chemistry) at least 2 <sup>nd</sup> Division (45% Marks)
5	MSc (Zoology)	BSc (with Zoology) at least 2 <sup>nd</sup> Division (45% Marks)
6	MSc (Botany)	BSc (with Botany) at least 2 <sup>nd</sup> Division (45% Marks)
7	MSc (Physics)	BSc (with Physics, Mathematics) at least 2 <sup>nd</sup> Division (45% Marks)
8	MSc (Sociology)	BA / BSc at least 2 <sup>nd</sup> Division (45% Marks)
9	MSc (Mathematics)	BSc (with Maths A&B) at least 2 <sup>nd</sup> Division (45% Marks)
10	MSc (HPE)	BPED / BA/ BSc (with HPE) at least 2 <sup>nd</sup> Division (45% Marks)
11	MA English	BA (with English Elective) at least 2 <sup>nd</sup> Division (45% Marks)
12	MA Islamic Studies	BA at least 2 <sup>nd</sup> Division (45% Marks)
13	MA (Political Science)	BA / BSc at least 2 <sup>nd</sup> Division (45% Marks)
14	MEd	BEEd or equivalent at least 2 <sup>nd</sup> Division (45% Marks)

#### 5. ADMISSION PROCEDURE

- 5.1 Admission is open to all eligible candidates without discrimination on the basis of caste, creed, gender, 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/Provost.
- 5.3 Candidates shall be required to submit application forms, within the stipulated time, complete in all respects, along with attested copies of the following documents.
  - a. S.S.C, H.S.S.C, B.A / B.Sc. or equivalent examination certificates / degrees.
  - b. Detail marks certificates of all certificates and degrees.
  - c. Character certificate from the head of the institution last attended.
  - d. Domicile certificate.
  - e. Four passport size photographs.
  - f. Migration certificate (original) within 15 days after admission.
  - g. Computerized national identity card or form 'B'.
  - h. 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 / category will be required to submit a separate application form along with all supporting documents, for each category / discipline.
- 5.5 A candidates 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. The Academic Council may advise policy guidelines on merit criteria for admissions from time to time.
- 5.7 Within the policy guidelines set by the Academic Council, the academic departments shall determine specific merit criteria for admission to their respective study Programmes. However, where quota / reserve seats exist, the criterion of merit shall be applied within each category.
- 5.8 In case of admission on reserve seats, the applicants / nominees shall apply through proper channel. If no candidate appears for reserve seats / quota then the Chairman of concerned department will convert reserve seats to open merit with the approval of Dean.
- 5.9 The total number of seats and quota allocation (if any), in a specific discipline shall be proposed by the respective academic department to the Academic Council. The Academic Council after thorough review shall recommend the same for approval to the Syndicate.
- 5.10 Academic departments shall constitute an Admission Committee comprising Chairman / HOD / Principal of the Department / Institute / College concerned, as a Head of the Committee and two other senior faculty members. The whole admission process shall be conducted by the Admission Committee.
- 5.11 The Admission Committee shall submit its recommendation to the Dean of the concerned faculty for approval.
- 5.12 If any candidate fails to appear before the Admission Committee for admission and / or test, 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.
- 5.13 If two candidates have equal merit, the one senior in age shall be given preference over the other for the purpose of admission.
- 5.14 All the candidates shall be required to bring the relevant original documents for verification at the time of the interview.
- 5.15 Candidates selected for admission must finalize the admission requirements within the notified period, failing which their right of admission will be forfeited and the seats will be offered to the next candidate(s) on waiting list.
- 5.16 Appropriate time will be allowed to the selected candidates for fulfilling the admission requirements after which admissions will be closed and no late admission will be allowed in any case.
- 5.17 Wherever needed, the equivalence of academic qualification shall be determined by the Equivalence Committee of the University or the case may be referred to HEC for equivalence.
- 5.18 Foreign students shall be considered for admission after prior approval from the Ministry of Education, Government of Pakistan, Islamabad.
- 5.19 All candidates selected for admission will be required to submit an undertaking, on a judicial stamp paper of notified value, as per specimen provided in the prospectus at the time of admission.

- 5.20 Within 15 days of completion of admission, the profile of all the newly admitted students along-with the recommendations of the departmental admission committee shall be submitted by the Provost / Director Academics after due verification of their particulars and payment of dues to Controller of Examinations for registration in the University's Students Register. The profile of the newly admitted students shall include their name, date of birth, examinations passed with years, roll number, marks, divisions, percentage marks, the institution last attended and the course to which he has been admitted.
- 5.21 All admissions shall remain provisional till verification of all the credentials/information of newly admitted students by the Director Academics/Provost. If any student is found guilty for submission of fake document(s), his admission shall be cancelled immediately without any notice.
- 5.22 Incorrect information or suppression of facts in application form, shall result in cancellation of the admission and expulsion from the University at any stage.
- 5.23 Admission to one department shall not give any student a right to migrate to another department.
- 5.24 The Vice Chancellor may cancel/refuse admission of/to any student/candidate without assigning any reason.
- 5.25 The University may suspend any particular discipline due to insufficient number of applicants/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.
- 5.26 The following categories of candidates shall not be eligible for admission to the Bachelor and/or Master study programmes of the University.
- a. Who have got third division in the basic qualification required for admission to the specific degree Programme.
  - b. Who have ceased to be students of this University on disciplinary grounds.
  - c. Who have already obtained a Bachelor or Master degree or an equivalent degree from this or any other University in the same discipline.
  - d. Who are already on roll of this University or any other University.
- 5.27 Maximum age limit for admission to the Bachelor and Master Programmes shall be **25 and 30**, years respectively. The competent authority may, however, grant relaxation in age limit on the recommendation of the Chairman/Head of the concerned department in exceptional cases. The age attained by the applicant, shall be counted on the closing date, fixed for submission of admission forms.
- 5.28 All newly selected students shall be required to deposit University dues within specified time after their interview and the initial verification of documents. Continuing students shall pay the University dues within one week after start of each semester. The defaulters of the University dues shall not be allowed to appear in the examination.
- 5.29 A student/candidate enrolled, as a full time regular student in any of the degree programme of the University shall not be allowed to take admission in any other degree Programme of this University or any other University/Degree awarding institution simultaneously. In case of dual enrollment a student will be liable for cancellation of both enrollments.
- 5.30 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**

In order to protect the merit policy and maintain quality of education the University shall not allow migration from any other University/College/Institute, in any case. However, the Vice Chancellor / Academic Council has the power to grant migration to a candidate in a special case.

## **7. TEACHING METHODOLOGY**

- 7.1 An academic department shall offer courses, as per requirements of the respective disciplines/schemes of studies, approved by relevant statutory bodies as defined in the University Act, 2009.
- 7.2 It shall be binding upon all the stakeholders (teachers, students, examiners, etc.) to follow the syllabi and courses of study approved by the relevant statutory bodies from time to time.
- 7.3 Teaching in various courses shall be conducted in the University's departments / constituent / affiliated institutions, in any appropriate method as per requirements of the respective course. Teaching methods may include lectures, tutorials, assignments, discussions, term papers, seminars, demonstrations, practicals, field work and any other method of instructions approved by the Academic Council.
- 7.4 The medium of instruction shall be English, except in non-English language courses.
- 7.5 Teaching in each department/institute shall be the responsibility of the University teachers including Professors, Associate Professors, Assistant Professors and Lecturers or such other persons as may be declared "teachers" by the University.

## **8. SEMESTERS**

### **8.1 FALL / SPRING SEMESTER**

- a. There shall be two regular semesters (Fall and Spring) in a year.
- b. Each semester shall be of 18 weeks duration, out of which, 16 weeks shall be reserved for teaching and two weeks for the conduct of examination. However, if teaching in the whole University is suspended due to unavoidable circumstance the compensation shall be made accordingly.
- c. Fall semester shall start in the first week of September each year and will end in the second week of January the next year. The spring semester shall start in the first week of February and will end in the second week of June.
- d. There will be a semester break in the last two weeks of January for finalization and declaration of semester results and preparation for the next semester.
- e. University will observe winter, spring and summer vacations on dates announced by the University.

### **8.2 SUMMER SEMESTER**

- a. At times, a specific academic department may offer a special semester during summer vacation.
- b. A summer semester will be of 8 weeks duration and will use contact hours double in duration to the regular semester contact hour.

- c. A summer semester shall not be a regular semester and will offer opportunity only to those students who are short of the required GPA for promotion to the next semester.
- d. Those students who have failed or have withdrawn from a course may also be allowed registration in summer semester if the same or an equivalent course is offered.

## **9. CREDIT HOURS**

- 9.1 A credit hour means teaching a theory course for one hour each week throughout the semester for minimum of 16 weeks.
- 9.2 A course shall be defined on the basis of credit hours being taught in a week.
- 9.3 One credit hour in laboratory or experimental work would require a contact of at least two hours per week throughout the semester.
- 9.4 The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical.
- 9.5 A course of 03 credit hours with a denotation of 3(3-0) means three credit hours of theory with no practical.
- 9.6 A course having 4 credit hours with denotation of 4(3-1), means three lectures of one hour each and one practical of 02 hours per week.
- 9.7 A course having 3 credit hours with denotation of 3(2-1), means two lectures of one hour each and one practical of 02 hours per week.

## **10. MAXIMUM / MINIMUM WORK LOAD AND REGISTRATION OF COURSES**

- 10.1 A full time regular student will be allowed a maximum work load of 15-18 credit hours per week in a semester.
- 10.2 In case a student repeats some courses, he may be allowed a maximum of 21 credit hours per week.
- 10.3 In summer semester (if there is any), a maximum of 6 credit hours may be offered to the students for registration.
- 10.4 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 7 courses in a semester. The additional course, if successfully completed, will be reflected in the transcript as non-credit course, without any impact on CGPA of the student.
- 10.5 A student may register a minimum of 3 credit hours per week in a regular/summer semester but the maximum completion period shall remain the same, i.e. 12 semesters for 4 year Bachelor degree Programme and 06 semesters for 02 year Master degree Programmes.
- 10.6 If a student does not wish to register in any course in a semester, he will be required to freeze the particular semester as per rule.
- 10.7 Academic departments shall display the list of courses being offered one week before the start of the semester. All students shall register courses from that list as per requirements of their degree Programme before start of the semester.
- 10.8 After submission of registration forms by the students, the Chairman of each department shall forward the same to the Controller of Examinations, till the end of second week of the semester.
- 10.9 The University shall offer every required course at least once in an academic year.



## **11. CHANGE / DROP/ WITHDRAWAL OF COURSE(S)**

- 11.1 Every student should register for the courses offered in the Semester on the prescribed proforma before commencement of classes.
- 11.2 A student may be allowed to change a specific course on a proper request within one week of the registration.
- 11.3 A student may be allowed to drop a specific course on a proper request within 8 weeks of the start of the semester. In such case the course will be reflected on the transcript with letter W and request for any refund will not be entertained.
- 11.4 A student may also be allowed to drop a semester after registration of courses, within 8 weeks of the start of the semester. Such a student will, however, not claim any refund of the University dues/tuition fee, etc. already paid by him/her for the particular semester. The dropped semester shall, nevertheless, be counted towards the maximum completion period of the degree.
- 11.5 A student may be allowed to withdraw from a course latest by the end of 15<sup>th</sup> week, but the same course will be reflected on the transcript with letter W.

## **12. REPEATING A COURSE**

- 12.1 If a student fails to secure a minimum of 50% marks in any course, or drops a course, or withdraw from a course, he shall be required to repeat the same or an equivalent course whenever offered.
- 12.2 If a student fails to attend a minimum of 75% classes in any particular course, he shall be required to repeat the same or take an equivalent course whenever offered.
- 12.3 If a student repeats a course, the old grade will be replaced with the new grade, (for CGPA calculation). But if a student takes a new course in lieu of the failed/dropped/withdrawn course, both the grades will be reflected on his transcript, i.e. old course grade and new course grade.
- 12.4 A student may be allowed to repeat a course for improving his GPA, if it is less than 2.0 in undergraduate course and less than 2.5 in graduate course.
- 12.5 For improvement a student may repeat a maximum of 6 courses at undergraduate level and 4 courses at graduate level.
- 12.6 Repeating a course shall entail all the essential components of a course including attendance, assignments, class tests, mid-term and terminal examination.
- 12.7 A student who miss the Mid Term / Final Term examination, he will repeat the same semester.

## **13. ATTENDANCE**

- 13.1 A student will be allowed to appear in examination only if he has attended 75% of the lectures / seminars delivered to his class in each course and 75% of the practicals prescribed for the respective courses.
- 13.2 Calculation of attendance shall start from the date of commencement of classes.
- 13.3 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 final examination, the teacher of each course shall send to the Chairman/Head of the Department/Institute 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.

- 13.4 The period of absence in case of participation in co-curricular / sports activities with the permission of the Competent Authority may not be counted, as absence.
- 13.5 Students having class attendance less than 75% in a particular course shall be awarded 'F' grade in that course and he shall be required to repeat the same course, if it is a compulsory course or an equivalent course in lieu thereof, if it is an optional course.
- 13.6 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. The class teacher will inform the Chairman of the Department regarding cancellation and restoration of admission in the course.
- 13.7 Absence from a class for four or more consecutive weeks will debar the student from examination and the course will be considered dropped. He will be required to repeat.

#### **14. EXAMINATIONS**

- 14.1 All students shall be required to take two centralized examinations (Mid Term, and Final Term) in a semester, besides class tests, assignments, etc., to be conducted by the course teacher as per usual semester practice. The Mid Term examination will be held in the 9<sup>th</sup> week of each semester. The Final Term examination will be held at the end of each semester, in the 18<sup>th</sup> week on the fixed dates. The Provost/Director Academics shall announce the approximate dates of examinations at the beginning of the semester.
- 14.2 A student shall be eligible to appear in the examinations provided that:
  - a. he has been on the role of the University during that semester;
  - b. has registered himself for the concerned course(s) of study;
  - c. has 75% attendance;
  - d. has paid all the University dues including tuition/hostel fees, etc.
- 14.3 A student shall be evaluated in each course on the basis of various components of the study including class attendance/participation, assignments, projects / lab reports, presentation, quizzes, Mid Term, and Final Term examinations according to the following weightage assigned to each category.

##### **14.3(a) Evaluation Category "A" (in case of no practical)**

Component	Distribution of Marks
Attendance / Class Test	05%
Quizzes/Assignments/Presentations etc.	15%
Mid Term	20%
Final Term examination	60%

##### **14.3(b) Evaluation Category "B" (in case of practical)**

Component	Distribution of Marks
Attendance / Class Test	05%
Quizzes/Assignments/Presentations etc.	15%
Mid Term	20%

Final Term examination	30%
Practical Examinations	30%

Note: The concerned teacher may, however, add/delete/adjust any of these components as per requirements of a specific course with the approval of Examination Committee.

- 14.4 If any student fails to appear in the mid-term or final exam, due to any reasons, no separate/make up exam will be arranged for him and he shall be treated as absent and failed.
- 14.5 In case a student joins a course after it has started, he will claim no compensation for any missed quizzes, assignments and lectures. The concerned teacher may, however, give assignments, projects, labs, and any other class activity, if possible.
- 14.6 If a student misses a class test because of an emergency or because of his illness, for which he has obtained prior permission from the teacher concerned, in writing, he shall take a test. A test will be arranged only once. A student, who fails to appear in the test, will be awarded zero marks in that particular test, and the result will be finalized.
- 14.7 Minimum time allowed for mid-term examination will be one hour and that for the Final Term examination shall be 2 hours.
- 14.8 There will be no supplementary/special examination in semester system, if a student fails he will have to repeat the course as per rules.
- 14.9 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.
- 14.10 In case of any field work, in any specific discipline, the concerned department/institution shall determine an appropriate method of evaluation.
- 14.11 After marking the class tests, quizzes, mid-term examination and final examination papers, the same must be shown to the students and discussed with the class. Any question relating to marking should be discussed with individual students but the answer papers, projects, assignments, term papers, etc., should be recollected from the students immediately after the students have seen their performance and discussed the questions, if any, with the teacher concerned, to be kept safely for record.
- 14.12 There shall be no re-evaluation of answer books, only re-checking/re-totaling of marks will be allowed as per rules.
- 14.13 All evaluations in semester system shall be internal. The concerned teachers in all respective courses shall evaluate the students.
- 14.14 Project reports/thesis shall be evaluated by the concerned teacher/supervisor (internal) and external examiners. Academic departments shall devise appropriate procedures for the evaluation/ supervision of project reports/thesis.
- 14.15 External examiner(s) shall be appointed, with prior approval by the Competent Authority.
- 14.16 Each department shall have a Departmental Examination Committee, consisting of at least 3 members to decide all problems regarding evaluation. The decision of the committee shall be final.
- 14.17 A handicapped/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.

#### **14.18 Examination Aids**

- a. Students will take only writing material (pen, pencil, eraser, ruler, etc.) into the examination room. Writing materials are not permitted to have any annotations relevant to the content of the paper.
- b. All bags, textbooks and notes etc. are not allowed in the Examination room.
- c. Bringing mobile telephone to the examination room is NOT permitted. Mobile telephones will fall in the category of prohibited examination aid. If the invigilating staff capture such material its damage/loss will not be the responsibility of the University and the same will be kept for record being a UFM support material.
- d. Where a particular examination states that candidates are allowed to bring and use specific aids, any candidate bringing items that exceed or contradict that statement will have such items either confiscated for the duration of the examination or, in marginal cases, handed over with their examination scripts.

**14.19 Open Book Examinations.** At times, a teacher may allow open book examination in a specific course, with the permission of the Chairman concerned. In such case the students may be allowed to use text books, notes, files, calculator, etc. Laptops, palm computers, mobile telephone sets and other electronic devices shall not be allowed.

**14.20** All cases pertaining to UFM shall be dealt with according to the provisions made under the regulations relating to UFM/Malpractices in the examinations. Conduct of semester examinations and disposal of UFM shall be dealt with as per “Annex – A”.

#### **14.21 Maintenance of Examination Records**

- (a) The Examination scripts of mid-term and final examinations will be sent to Controller of Examinations who will keep the record in his custody.
- (b) Controller of Examination will retain the records of the examination till the completion of the degree of respective Programme.
- (c) The result will be announced by the department.
- (d) The Controller's office shall act as Central Record Office.
- (e) The teacher concerned will prepare five copies of the results. He shall retain one copy with him, display one copy on the notice board and remaining three copies will be handed over to the Departmental Examination Committee.

#### **14.22 Results**

- a. Result of each course shall be declared within 10 days after the examination and the result along with the scripts shall be sent to the Controller Examinations.
- b. Late submission of the result creates serious problems in implementation of the clause 12 (*repeating a course*) and 16.1 to 16.9 (*computation of GPA/CGPA*). Therefore, all teachers must submit the results in time failing which the concerned teacher will be held responsible.

## 15. GRADING POLICY

15.1 The following grading system will be followed;

% age Marks	Letter grade	Grade Point
90 – 100	A+	4.00
80 – 89	A	3.67
75 – 79	B+	3.33
70 – 74	B	3.00
60 – 69	C+	2.50*
50 – 59	C	2.00**
Below 50	F	0.00

\*Pass Graduate / Post Graduate

\*\*Pass Undergraduate

15.2 The result of a student in each course having passed or failed shall be indicated on the transcript by % Age Marks, Letter Grade and Grade Point (See example at Annex-B). For students completing Master's and Bachelor's (Hons) degrees in the normal period of four and eight semesters, respectively, a mention to this effect shall be made in their transcripts.

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

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

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

$$\text{CGPA} = \frac{\text{Sum of (Credit Hours of a Course x obtained G.P) of all courses of all semesters}}{\text{Sum of all Credit Hours of all semesters}}$$

(Also see example at Annex-C)

16.2 **CGPA Required For Completion of Degree.** Minimum qualifying CGPA for the award of Bachelor degree shall be 2.00 and for the award of Master degree shall be 2.50.

### 16.3 Probation

- When GPA of an undergraduate student in a semester is more than 1.00 and less than 2.00, he will be placed on probation in the next semester.
- When GPA of a graduate student in a semester is more than 1.50 and less than 2.50, he will be placed on probation in the next semester.
- For 2 Semester Programme there will be no probation.
- For 4 Semester Programme there will be only 1 probation.
- For 8 Semester Programme there will be 2 Probations.
- In a 4 semesters Academic Programme, if a student does not improve his GPA to 2.00 during his probation his admission will be cancelled.

- (g) In a 08 semesters (4 years) Academic Programme, if a student does not improve his GPA to 2.50 in the first probation then again, he will be on (second) last probation. If he does not improve his GPA in the last probation his admission will be cancelled.
- 16.4 An undergraduate student must obtain a GPA of 2.00 and a graduate student must obtained 2.50 in order to become eligible for registration in the next semester.
- 16.5 If student fails to complete successfully a minimum of 130 credit hours for Bachelor and 66 credit hours for Master degree Programme by the end of the 12<sup>th</sup> and 6<sup>th</sup> semester, respectively, he shall not be awarded degree and shall cease to be a student of the University.

**17. COMPULSION.** While on probation, a student shall

- a. contact concerned faculty for guidance, and
- b. keep a complete record of his semester work comprising home assignments, laboratory work, reports, quizzes, mid-term, class tests and the marks obtained
- 17.1 Every student of Bachelor's (Hons) and Master must successfully complete his course requirements in a maximum of twelve and six semesters, respectively, from the date of his first registration. No student under any circumstances shall be allowed to continue studies beyond sixth semester in case of Master Programme and beyond twelve semesters in case of Bachelor's (Hons).
- 17.2 **Drop Out:**
  - i. Drop out means that a student is considered unsuitable for further studies at the University and is dropped out from the programme.
  - ii. Policy: A students will drop out as per policy of the University, with the approved by Dean concerned of the University, subject to one or all of the conditions listed below:
    - (a) On disciplinary grounds when recommended by discipline committee of the University.
    - (b) If the student remains absent for 7 consecutive days without valid reasons and does not readmit himself within 15 days.
    - (c) If his GPA decreases from 1.00 in any Semester.

**18. REQUIREMENTS FOR THE AWARD OF A DEGREE**

- 18.1 A student shall have a proper admission in the respective study programme of the University, and shall earn the minimum required credit hours of the respective study Programme for the award of the degree.
- 18.2 A bachelor's (Hons) degree will be awarded on successful completion of a minimum of 130 credits hours.
- 18.3 A master's degree will be awarded on the successful completion of a minimum of 66 credit hours.
- 18.4 Students shall be required to complete successfully all the essential components of the respective study programme according to the scheme of studies of the respective department.

**19. DEPARTMENTAL EXAMINATION AND STUDENTS GRIEVANCE COMMITTEE**

- 19.1 Each department / Institute shall have a 03 member Departmental Examination Committee headed by a senior faculty member to be constituted by the Chairperson concerned.
- 19.2 Main functions of the Committee will be:
- a. to maintain uniformity of standards in the courses taught in the department / Institute by individual teachers.
  - b. to make arrangements for the conduct and supervision of examination.
  - c. to hear appeals arising from marking/evaluation of papers in different courses.
  - d. to suggest provision of seminars, assignments etc.
  - e. timely preparation and announcements of results of mid-term and final term examinations.
  - f. to submit an advance copy of the tabulated result showing detailed marks (subject wise), aggregate and grades duly authenticated by the Chairman of the Committee to the Chairman/HOD for his approval before the result is announced.
- 19.3 The committee will also redress the grievances of the students about any course-teacher or grades or for any other issue.
- 19.4 A student must submit an application to the Chairman of the Department/Director of Institute for a grievance on grade, within 7 days of the declaration of result.
- 19.5 The Chairman 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.
- 19.6 The decision of the examination committee shall be final.

**20. COURSE FILE**

- 20.1 Every teacher shall maintain a complete Course File of the subject he teaches.
- 20.2 The course file shall contain:
- a. attendance record,
  - b. detail description/outlines of the course,
  - c. weekly teaching schedule,
  - d. date of mid-term and final term examinations,
  - e. details of marks allocation/grading,
  - f. copy of each homework assignment,
  - g. copy of each quiz/class test,
  - h. copies of the question paper of mid-term and final term examinations,
  - i. grades/result sheets of the students,
  - j. difficulties/problems faced during course delivery and recommendations.

**21. FREEZING OF SEMESTER**

- 21.1 Freezing of first semester is not allowed in any case. However, the Vice Chancellor has the authority to allow a student as special case on the basis of genuine / inevitable reasons / circumstances.
- 21.2 A student may be allowed to freeze up to maximum of two semesters if he is in need of the same. The freezing of semester(s) may, however, be required to be

approved by the concerned Dean on the recommendations of Chairman. During freeze semester the student will be required to pay 25% of tuition fee for each suspended semester to continue his registration in the University. In case the student uses the institutional facilities (such as library, labs, help from faculty etc.) of the college/institute/centre, he will be required to pay 50% of tuition fee during the suspended period.

- 21.3 The student wishing to freeze a semester shall apply for the same within the first two weeks of the start of the semester, failing which will be not allowed freezing of semester. The student may, however, drop a semester as per rules.
- 21.4 Maximum duration of the degree programme shall remain the same. The frozen semester(s) shall count towards the maximum completion period of the degree programme.
- 21.5 Upon expiry of the frozen semester(s), the student may be allowed to study the same or an advance semester of his degree, whichever is offered. The student will, however, be required to successfully complete all the semesters of his degree programme as described in respective scheme of study.

## **22. TEACHER EVALUATION**

- 22.1 Director Academics / Dean will ensure to have every course teacher evaluated by the students on the prescribed proforma.
- 22.2 Evaluation shall be done in the last week of the semester, in the absence of the course teacher so as to maintain impartiality.
- 22.3 This evaluation will be objective and will be shared with the concerned course teacher for his improvement / knowledge.
- 22.4 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.
- 22.5 The evaluation will be sent to concerned Dean for further necessary action.

## **23. AWARD OF GOLD MEDALS**

- 23.1 In order of merit, 1<sup>st</sup> Class 1<sup>st</sup> position holder in a discipline will be awarded a Gold Medal along with certificate of merit and the 2<sup>nd</sup> position holder will be awarded Silver Medal and 3<sup>rd</sup> position holder will be awarded a Bronze Medal. 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 Master's and Bachelor's programmes.
- 23.2 The matter of award of Gold Medal / Roll of Honor should be decided by a Committee constituted for the purpose by the Competent Authority, of which the Controller of Examinations, Registrar and Deans will be members.
- 23.3 If more than one student secures the same CGPA the position will then be determined on the basis of percentage of marks obtained. Even if still a tie, all will be awarded Gold Medal.



**CONDUCT OF SEMESTER EXAMINATIONS**

1. All Mid Term / Final Term, Semester Examinations of the University, shall be held at concerned Department/Institute/Affiliated Colleges, on dates and schedule prepared by the Department/Institutes, duly forwarded to Controller of Examinations.

**EXAMINATION SCHEDULE**

2. The examination office of the respective department/institute/center will publish the examination schedules at least one week prior to the commencement of the Mid Term / Final Term examination and forward a copy of the schedule to Controller Examinations.

**CONDUCT OF EXAMINATIONS**

3. The Chairman/HOD of concerned Department/Institute will approve the detailing of Faculty/Officers as Superintendent/Deputy Superintendent for the conduct of Mid/Final Term Examinations. Superintendent and Deputy Superintendent will ensure the following:
  - a. Examinees are seated in the examination room according to the seating plan prepared by the examination officer of the Department.
  - b. All answer books used in the examination are initialed by them. No other answer books are to be used.
  - c. Answer books will be issued to the invigilators 05 minutes before the commencement of the examination and collected back at the end of the each paper.
  - d. Absentee report, if any, is prepared and forwarded to the Departmental Examination Officer.
  - e. All the Examination material will be provided by Controller of Examinations and record of the answer books / answer sheets will be kept by Chairman concerned.

**INVIGILATORS**

4. Invigilators are detailed by the examination officer of the Department/Institute after the approval of the Chairman/HOD. They will report to the Superintendent/Deputy Superintendent 30 minutes before the commencement of examination and will ensure.
  - a. That students are seated according to their seating plan.
  - b. That the students are warned against the use of unfair means and have been directed to surrender notes, papers or other unauthorized material before the commencement of the examination.
  - c. That no examinee is allowed to join the examination 30 minutes after its commencement.
  - d. That no examinee is allowed to leave the examination room within one hour of commencement of examination. Visits to 'wash rooms' will be allowed only in special circumstances and should be carefully controlled.
  - e. That the question papers and answer books of an examinee detected using unfair means or assisting another candidate, or is copying from another candidate is taken away and the matter reported to the Superintendent/Deputy Superintendent of examination. The Superintendent will record all available evidence to be used as written proof later on.

- f. That the examinees write their examination roll/code/detail number on the front cover of each additional answer book used. If more than one answer book is used, they are handed over to the Superintendent/Deputy Superintendent after the examination.
- g. Remuneration for paper setter, checker and person preparing result will be awarded as per vogue in other Universities.

### **USE OF REFERENCE MATERIAL DURING TESTS / EXAMS**

5. Prior to class test/mid/terminal examinations the concerned faculty/invigilator shall announce such books, notes or other material which can be referred to by the students during the tests/Examinations. Examinee will not be in possession of any other book, notes, papers or material etc.

### **QUESTION PAPER**

6. All question papers are set by respective faculty and duly scrutinized, approved and conducted in accordance with the University policy. As per the spirit of Semester system, there will be no choice in attempting the questions (40% will be all types objectives, 20% short questions and 40% will be subjective). It will also be ensured that the question Papers are balanced with respect to the examination policy and have been prepared to cover essentials of the whole prescribed syllabus. In case the teacher who teaches a course is not present at the time of the examination, the Chairman/Head of the Department may appoint another teacher for the purpose.

### **ACADEMIC CALENDAR**

7. Director Academics / Provost will prepare Academic Calendar of the University based on the details to be provided by each Department / Institute / Affiliated College / Centre at least two months before the commencement of Academic Year i.e. Fall Semester. The tentative schedule of the semester examinations shall be clearly mentioned in the Academic Calendar.

### **INSTRUCTIONS FOR CANDIDATES**

8. Candidates will report half an hour before the time fixed for the examination on the first day and 10 minutes on subsequent days. No books, notes or documents are to be taken to the examination room except those authorized by the examiner.
9. No candidate shall be allowed to enter the examination center after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria the Centre Superintendent may provisionally allow into the examination hall a candidate who is late up to fifteen minutes after commencement of the examination, provided the candidate is required to fill in a Late Arrival Form giving valid reasons, subject to concurrence of the departmental examination officer.
10. In case the examination starts late, for any reasons to be recorded in writing by the Superintendent and forwarded to the Chairman concerned. The Superintendent shall extend the time for the period that has been lost.
11. No candidate shall leave the examination hall without the permission of the Superintendent.
12. No candidate shall be allowed to leave the examination until half the scheduled time of that examination has passed. In case candidate has to leave the examination hall in

- emergency situation before this time, for any reasons to be recorded in writing by the Hall Superintendent, he shall not be allowed to take the question paper with him/her.
13. No candidate shall be allowed to re-enter the examination hall if he leaves after handing over the answer book.
  14. No candidate shall be allowed to use toilet facilities until at least one hour after the commencement of the examination, and during the last thirty minutes of the examination. (Refer *para 4d*)
  15. The candidate shall fill in the details on the title page of the answer book.
  16. Candidate shall not ask for, and shall not be given any explanation about the question paper. In case any clarifications i.e., misprint/error, is required for any valid reasons, as ascertained by the Hall Superintendent, it shall be done strictly after obtaining permission of the Chairman concerned.
  17. Candidate shall not borrow anything from other candidates during the examination.
  18. Candidate shall not talk or disturb other candidates after commencement of the examination.
  19. Candidate shall not remove a leaf or a part thereof, from the answer book.
  20. While leaving the examination hall candidate shall handover all answer books/papers etc. to the Supervisory staff.
  21. Candidate who tries to use unfair means or creates law and order situation during the conduct of the examination or otherwise shall be dealt with under "Unfair Means Regulations".
  22. In case answer book of a candidate is lost after having been received by the Hall Superintendent, and if he passes in all other subjects of the examination, his / her result will be prepared on overage marks of passed papers of the said semester. If, on reappearing, he obtains pass marks he shall be deemed to have passed the examination. In case of any dispute as to whether a candidate's answer book was duly received by the Superintendent or not, the findings of the Departmental Examination Committee subject to the approval of the Vice Chancellor, shall be final.

### **UNFAIR MEANS / MALPRACTICES**

23. Any student found using unfair means or assisting another student during a test/examination or copying from another student would be liable to disciplinary action. A student found guilty of such act by the Unfair Means Committee, will be dealt with in the light of policy in vogue. Use of unfair means generally covers the following:
  - a. an attempt to have access to the question paper before the test / examinations;
  - b. direct or indirect communication with an examiner with the intention of getting to disclose any question or questions set or to be set by him or with the object of influencing him in the award of marks;
  - c. direct or indirect communication with the Superintendent of the examination center/hall or any other person connected with the supervision of an examination for the purpose of inducing such person to give undue assistance or show undue favour to the candidate;
  - d. use / possession of unauthorized reference material during test / Examination;

- e. any forms of communication by the examinee with any one in or outside the examination room while the test / Examination is in progress;
- f. unauthorized entry into faculty's office or that of staff with the intention of having an access to or tampering with the official record / exam paper etc;
- g. receiving assistance from other persons in the examination;
- h. giving assistance to another candidate or allow him/her to copy from his answer book in the examination;
- i. removing a leaf or leaves from the answer book;
- j. using abusive or obscene language in the answer book;
- k. smuggling an answer book in or out from the examination hall;
- l. direct or indirect communication with any official of the University with the intention of obtaining any information connected with the examination, which such official is bound not to disclose;
- m. if the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned in para 23 (b) & (c) above with the object mentioned therein, such communications may be deemed to have been made by the candidate himself/herself and shall be liable for penalty(ies) according to the UFM rules;
- n. if a candidate gains admission to the examination or attempts to gain admission by making a false statement in his admission form;
- o. producing a false document forging another persons signature on a document.
- p. allowing another person to impersonate him/her;
- q. if a candidate possesses any firearms or anything capable of being used as weapon of offence in or around the examination center/hall/room or assaults or threatens to assault a person engaged in the conduct of an examination;
- r. if a person on the rolls of the University abets a candidate in the commission of any of the offenses mentioned above, his act shall be taken as malpractice;
- s. if a person on the rolls of the University obstructs any University official, the Inspector of any examination center or any person connected with the conduct of an examination, in the discharge of such person's duties, such enrolled student shall be dealt with according to UFM rules;
- t. strict disciplinary action shall be taken against any supervisory staff involved in unfair means.

### **PENALTIES**

- 24. Any candidate who, after announcement made by Superintendent, fails to part with or is found to have access to books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment in his possession relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be **expelled** by the superintendent from the Examination Room and his **answer book shall be cancelled** and the case be reported to the Departmental Examination Officer/Chairman of the Department.
- 25. Any candidate found guilty of copying from any paper, book or notes, or allowing any other candidate to copy his answer-book, or creating disturbance in the hall by whispering / talking / misbehaving / disturbing may be **disqualified from appearing in examination for a period which may extend to two semesters and fine imposed from Rs.1000/- to 5000/-**.  
 . Decision given by the examination committee will be final.

26. Any candidate found guilty of impersonation and is on the rolls of the University/Affiliated Institution, **he shall be disqualified (i.e. both the candidate and the impersonator), shall be liable to expulsion and to be debarred from admission to any class and from appearing at any examination for a period not exceeding five years with a fine of Rs.3000/- to 10,000/- .**
27. If the impersonator is not on the rolls of the University/Affiliated Institution but holds a degree or diploma conferred or granted by the University, the examination committee **shall register a case with the Police**, and shall send intimation to this effect to the Vice Chancellor/Registrar **for cancellation of his Degree/Diploma. \***

*\* In case of his conviction by a court of law for cheating by impersonation will render himself/herself liable to punishment under section 419 P.P.C. to imprisonment which may extend up to seven years, or fine, or both.*

28. Any candidate found guilty of resorting to physical assault misbehave on the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates shall be **disqualified permanently.**
29. Any candidate found guilty of possessing firearms, daggers, knives and other weapons/hazardous material, which may cause injury, shall be **disqualified for a period of three years to appear in any examination of the University and his regular admission from the department/institute be cancelled. In addition a fine as deemed suitable be imposed by the Discipline Committee.**
30. Any candidate found guilty of instigating others to stage a walkout or resort to a pen-down strike shall be liable to expulsion by the Superintendent or the Departmental Examination Officer or any officer duly authorized by the Vice Chancellor and shall be **disqualified for a period up to three years to appear in any examination of the University along with imposition of suitable fine.**
31. Any candidate found guilty of obtaining admission to the examination on false statement made on his document by any means, **shall be disqualified to appear in that examination.**
32. Any candidate found guilty of forging another person's signatures on his application or admission form **may be disqualified for a period of one year (02 semesters).**
33. Any candidate found guilty of intentionally spoiling/parting/damaging his or any other candidate's answer script or any other important document/item related to the examination, **shall be barred from appearing in the examination for two consecutive semesters and a fine of Rs.5000/- to Rs.10000/- be imposed.**
34. Any candidate found guilty of smuggling/taking answer script/related document with him or stealing of blank answer script/additional sheet/other document, shall be **disqualified for a period of three years to appear in any examination of the University and his regular admission from the Department/Institute be cancelled. In addition a fine as deemed suitable be imposed by the Discipline Committee.**
35. If a candidate is found guilty of disclosing his identity or making peculiar marks or using abusive or obscene language or making an appeal in his answer book to the examiner, **the answer book of such candidate shall be cancelled.**

36. Any candidate found guilty of influencing or attempting to influence, the Examiners or Supervisory Staff or the Departmental Examination Officer and other University Staff directly or through his relatives or guardians or friends with the objective of gaining benefit in the examination **shall be disqualified for the examination.**
37. Any candidate who refuses to obey the Exam Superintendent or changes his seat with another candidate, or changes his roll number, **shall be expelled from the Examination room and his answer book shall be cancelled.**
38. Any candidate, who interchanges his answer script (or a part of it) with another candidate, **shall be expelled from the examination room and his answer book shall be cancelled. The entire examination of such candidate(s) shall be cancelled and a suitable fine be imposed.**
39. Any candidate found guilty of cheating in the examination by way of depositing less fee and enhancing it through forgery on Bank receipt **shall be debarred to appear in that Examination.**
40. If a person on the rolls of the University abets a candidate in the commission of any of the offenses related to the malpractices/unfair means, **he shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted.**
41. If a person on the rolls of the University obstructs any University official, the Inspector of any examination center or any person connected with the conduct of an examination, in the discharge of such person's duties, **such candidate shall be liable to be expelled from the University for a period not exceeding three years, inclusive of the year in which the offence occurred.**
42. **The above penalties (para 40 & 41) may be imposed in addition to any other penalty to which the offender may be liable under any law for the time being in force.**
43. **Act of Supervisory/Departmental Staff.** If Supervising Staff, Paper evaluator, Practical Examiner or any other person employed in connection with an examination fails to comply with any instruction issued by the University of Swabi or any of its officers, commits any other irregularity, secures such appointment by supplying wrong information through alteration of facts, the department concerned shall report the matter to the Competent Authority for administrative action and/or take any other legal action that may be deemed necessary.
44. In case of any emergency, the Vice Chancellor may award suitable punishment without reference to the Committee, in commensuration with the gravity of offence, to any candidate or to any student on the rolls of the University/Affiliated College, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Centre/room.

#### **COMMITTEE DEALING CASES OF UNFAIR MEANS IN THE EXAMINATIONS**

45. The Vice Chancellor shall appoint a Committee on the recommendations of the Controller Examinations, for a period of three years to be known as the "Unfair Means Committee" to deal with cases of the alleged use of unfair means, or other matters affecting the discipline of the students in connection with examinations.

46. The Unfair Means Committee shall comprise of a minimum of three and a maximum of five members. The Controller of Examinations shall be its Member/Secretary.
47. Each member shall have a single vote.
48. The senior most member shall be the Chairman of the Committee.
49. The members of the Committee shall hold office for three years. In case of vacancy among the members, the Vice Chancellor shall appoint another person who shall hold office for the remaining period of the term.
50. The quorum of the Committee shall be two-third of its total membership.
51. In case of difference of opinion among the members, the decision of majority shall be regarded as the decision of the Committee.
52. If the entire Committee disagrees over an issue, the case shall be referred to the Vice Chancellor, who shall either decide the case himself or refer it to the Syndicate for its verdict.
53. No penalty shall be imposed on a candidate unless he has been given a reasonable opportunity of showing cause against the action, proposed to be taken against him/her.
54. The Unfair Means Committee shall be the Authority to determine the charge of a breach of the rules of examinations and formulate recommendation to the Vice Chancellor for approval.
55. A candidate, aggrieved by the decision of the Unfair Means Committee, may bring it into the notice of the Vice Chancellor along any new facts within seven days of the receipt of such decision. The Vice Chancellor may reconsider the case and give his decision or refer it to the Appellate Committee.
56. In case of an emergency, the Vice Chancellor shall be competent to award suitable punishment to a student for breach of any law/rules pertaining to examination.

#### **APPELLATE COMMITTEE**

57. The Vice Chancellor may appoint an Appellate Committee to hear appeals against decisions of the Unfair Means Committee. The Committee shall comprise two senior faculty members not below the rank of Professor. The decision of the Appellate Committee shall be binding and final and shall not be challengeable in any court of law except the Supreme Court of Pakistan.

#### **DESTRUCTION/DISPOSAL OF QUESTION PAPER/ANSWER BOOKS/RESULT SHEET**

58. The following policy for destruction of Question Papers/Answer Books/result sheet of all types of University examinations will be adopted.
  - a. Question paper, if not part of the answer book, will be disposed off after the conduct of the examination.
  - b. Answer scripts along with a sample question paper will be preserved for one year after the declaration of the terminal result.
  - c. Soft copies will be retained for-ever as duplicate record at a different and secure place.

## **COMPUTATION AND APPROVAL OF RESULTS**

59. After the results are received from each department, the Departmental Examination Officer compiles the final results of each class within 15 days after the last day of the examination. The final results show grades obtained in each course of the semester, the 'semester GPA' and the 'Cumulative GPA' of each student. The result sheets also indicate the tentative disposal (probation, dropped out, withdrawal, incomplete etc.) of students failing to achieve required standard. The final result will be finally announced by the Controller Examination.

## **RECORD OF RESULT**

60. Award Lists; The teacher concerned shall prepare five copies of the awards for each course taught by him/her. He shall retain one copy with him/her and shall handover the four copies to the Chairman of the Department concerned for onward process.
61. The final result is recorded on the Provisional Semester Transcript of each student. The Departmental Examination Officer of respective Department/Institute prepares four copies of individual student semester transcript. The original copy is sent to the Controller of Examination University of Swabi, the second copy to the provost Office for record, the third copy to the student. The fourth copy is retained in the student's personal file at the Department/Institute. The complete semester result is sent to Examination Department of the University for formal notification.

## **ISSUE OF ACADEMIC TRANSCRIPT/DETAIL MARKS SHEET**

62. A student desirous of obtaining Academic Final detailed Marks Sheet (Semester wise) / Transcript may apply to the Controller Examinations along with the prescribed fee as per the policy issued on the subject by the Controller of Examination, University of Swabi.

## **PROCEDURE OF THESIS EXAMINATION**

Thesis may or may not be an integral part of the respective scheme of study of an academic programme at 4 years BS and two years master level. However, if any academic programme of such level requires their students to undertake a research and submit a thesis accordingly, the following procedures will be followed.

63. Thesis for the BS (Hons) degree shall not be accepted earlier than eighth semester and later than twelfth semester after the date of enrollment. Similarly the constraint of time for thesis acceptance of Master degree shall be fourth and sixth semesters. However, further extension for thesis could be given by the Board of Studies on the recommendation of the Supervisor. (extra semester fee will be paid by student)
64. At the end of the course of study, the candidate shall submit three printed /written copies of the thesis for examination. The supervisor may advise the student to revise and resubmit the thesis, if it is deemed necessary.
65. The supervisor/concerned teacher shall evaluate/examine the thesis and send the result to the Controller of Examinations University of Swabi through the Chairman/HOD. (OR)



The candidate may be required to attend an Oral Examination/Viva Voce on his thesis if the concerned scheme of study recommends so. In such case, the chairman may invite External Examiner(s) with prior approval from the competent authority, for the Viva Voce Examination. (Refer *rule 14.14, 14.15, & 14.16*, also)

66. In such case, the viva voce examination shall be conducted by the supervisor and external examiner(s) under the supervision of the Chairman/HOD and Dean concern.
67. If the candidate passes in the Viva-Voce Examination, his result will be declared and he will be awarded the degree. However, if the candidate fails in the Viva-Voce examination he /she will be permitted to re-appear in the Viva-Voce examination within two months. Failure for the second time may mean failure in the examination altogether.
68. The candidate will be required to qualify the thesis examination by obtaining GPA of 2.0. If he fails, the thesis may be rejected with the option of resubmission of the thesis. Failing which for 2<sup>nd</sup> time candidate must make-up the deficiencies through special courses through in next Semester offered by Chairman concerned.
69. The grading of the thesis and Viva-Voce Examination shall be included in the Cumulative Grade Point Average of result.

**RETOTALING** (read in conjunction with *rule 14.13*)

70. There shall be no re-evaluation of answer books. Appeal for retotaling of paper(s) shall be lodged within 15 days after the announcement of results of semester concern to the Chairman concerned with a fee of Rs.300/- per paper. Rechecking will mean re-totalling of marks and checking for unmarked questions (if so left without marking).

**METHOD OF CALCULATING GRADE POINT AVERAGE****1. Calculating Grade Point****Example**

Exam	Weightage	Total Marks	Marks Obtained
Quizzes & Assignment	25%	150	105
Midterm Exam	25%	100	80
Final Term Exam	50%	250	150
<b>Total</b>	<b>100%</b>	<b>500</b>	<b>335</b>

Divide 335 by 5 to obtain percentage which comes out to be 67  
in this case. From ready reckoner table 67 means.

Grade .....

C<sup>+</sup> Grade Point

..... 2.5.

**2. Grade Point Average (For a Semester)**

Example: During first semester suppose the grades and grade points in a particular Programme are as follows:

Course No	Credit Hour	Grade	Grade point
501	3	A+	4.00
502	3	B	3.00
503	3	A	3.67
504	4	C	2.00
505	3	F	0.0
Total Cr Hr	16	-	-

Multiply grade point with credit hour in each subject and add. Divide it by total numbers of credit as shown below:

$$3 \times A+ = 3 \times 4.0 = 12.00$$

$$3 \times B = 3 \times 3.00 = 9.00$$

$$3 \times A = 3 \times 3.67 = 11.01$$

$$4 \times C = 4 \times 2.00 = 8.00$$

$$3 \times F = 3 \times 0.0 = 00.00$$

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$$= 40.01$$

$$40.01 \div 16 =$$

$$2.50$$

**SEMESTER RULES**