

Notification

It is for the information to all the students of regular programs that following changes are made with immediate effect in the attendance, makeup exam and withdrawal policy of Sukkur IBA University. This policy is issued with the approval of competent authority and will be in effect from fall-2019 and onwards.

1. Name, Scope and Procedure

- 1.1. From fall 2018 onwards, the Institutional Disciplinary Committee (IDC) will be renamed as Academic Disciplinary Committee (ADC).
- 1.2. Academic Disciplinary Committee will hear the cases of students related to attendance and examinations.
- 1.3. The Meeting of ADC will be called as per given schedule or as per the call of the convener.
 - 1.3.1. The Schedule of meeting(s) in the semester is given as under. The schedule of meeting and result announcement may be changed, if needed.

Semester	No. of Meeting	Application Deadline	Schedule of Meeting	Result Announcement
Spring	01	08 th week of the semester	09 th week of the semester	10 th week of the semester
	02	13 th week of the semester	14 th week of the semester	15 th week of the semester
Summer	01	04 th week of the semester	05 th week of the semester	06 th week of the semester
Fall	01	08 th week of the semester	09 th week of the semester	10 th week of the semester
	02	13 th week of the semester	14 th week of the semester	15 th week of the semester

- 1.4. The committee will entertain applications forwarded by concerned HoD/coordinator of each department.
 - 1.4.1. The students has to submit an application (Refer to Appendix A) along with valid evidence, forwarded through concerned HoD/Coordinator, to the secretary of the ADC within due time (refer to 1.3.1 of ADC Policy). No application will be entertained after the given due time.
 - 1.4.2. The student has to provide all information required in the ADC Application. (Refer to Appendix –A)
 - 1.4.3. The case will be only reviewed, if an additional information is provided, subject to the approval of the competent authority.

1.5. If the evidence is not enclosed with an application then the committee will decide the case as per provided information.

2. Attendance Cases

2.1. The existing limit of absences in each course is “07” in each course in a semester. Each absence will be equal to one hour class. The committee will not entertain any case exceeding “07” absences in any condition. The student will be responsible for absences even if there is an absence mistakenly marked by the subject teacher.

2.2. The allowed absence limit in Islamiat/Ethics & Pakistan Studies is “04” in each. The committee will not entertain any case exceeding “04” absences in any condition.

2.3. The absence occurs due to late registration is also included in the provided limit of seven (07) absences

2.4. The students will be marked as study leave during official visit/activity like participation in the conference, competition industrial trip or any other event inside or outside of SIBAU approved by Vice Chancellor / Head of department of the university.

2.4.1 Coordinator of respective program(s) will share the list of students participating in such events to the concerned teachers to mark them as study leave.

2.4.2 Students having low absences will be encourage to participate in such events.

3. Makeup Examination

3.1. **Midterm makeup examinations:** The committee will only entertain cases of makeup paper of midterm examination which are forwarded as per given criteria:

3.1.1. The makeup paper of midterm examination is only allowed in the case of one’s medical emergency, Accident case and the death of any immediate family member (i.e. Father, Mother, Brother and Sister & grandparents). In this case, the student is required to submit the death certificate of the concerned along with an application.

3.1.2. The medical emergency is considered as the admission in the hospital for the treatment.

3.1.3. The student has to submit the valid documents of medical emergency (i.e. admission/discharge slip, doctor prescription, medical tests (if any) and pictures of being admitted at the hospital) of the respective hospital along with an application.

3.1.4. The pictures of the student, being admitted at the hospital, need to be submitted through an email at (adc@iba-suk.edu.pk) to the secretary of academic disciplinary committee (ADC) within twenty four hours.

3.1.5. The examination department may allow for makeup paper of the student who has clash between subjects in the midterm examination schedule. This permission is subject to the approval of the controller of examination after verification by the examination conduct branch.

3.2. All the allowed makeup paper will carry fees of Rs.2,000 per paper as processing fees.

3.3. The makeup paper is allowed to the student subject to the payment of makeup paper fees.

3.4. **Final Term Makeup Examination:** Makeup examination for final term is **allowed** in following conditions.

- 3.4.1.** The student of the final semester of the degree program is allowed for makeup paper of final examination of the subject in case of death of immediate family member (Father, Mother, Brother, Sister and Grandparents) during the final examination of the semester. This condition is allowed subject to the provision of the death certificate of the claimed member along with the application.
- 3.4.2.** The makeup paper of the final examination is allowed only for the subject(s) if the papers are missed during the three days (start from the day of the death of an immediate family member and following two days).
- 3.4.3.** The student has to submit an application along with death certificate of the claimed member in the application not later than 07 days after the last paper of the final examination.
- 3.4.4.** The makeup paper of final examination is only allowed subject to the payment of processing fees of Rs. **4000** per course.

4. Withdrawal of Course

- 4.1.** The committee has recommended procedure for the withdrawal of course in order to make it easy and transparent. The student can process an application for the withdrawal of course through ERP / CMS system of SUKKUR IBA University **one week before the commencement of the final term examination.** The concerned course teacher will check the option of withdraw on the request of student who has not exceeded the given attendance limit in the respective course.
- 4.2.** Once the withdrawal option is checked by the course teacher, then it cannot be reversed.
- 4.3.** A student can withdraw subject through ERP\CMS system (option will be given in the ERP/CMS System).
- 4.4.** Academic disciplinary committee (ADC) can only allow second withdrawal based on the following conditions:
- 4.4.1.** If the student is on the verge of being dropped and having the CGPA less than or equal to **2.4** in the previous semester.
- 4.4.2** The students of the 1st semester can withdraw the second course, if the student has total marks of midterm papers equal or less than sixty percentage (60%) in the subject during the semester
- 4.5** The student of any semester (except the final semester of degree program) is allowed to withdraw subject(s) in case of death of immediate family member (Father, Mother, Brother, Sister and Grandparents) during the final examination of the semester. This condition is allowed subject to the provision of the death certificate of the claimed member along with the application.
- 4.5.1** The student can withdraw the subject(s) if the papers are missed during the three days (start from the day of the death of an immediate family member and following two days).
- 4.5.2** The student has to submit an application along with death certificate of the claimed member in the application not later than 07 days after the last paper of the final examination.
- 4.6** The ICT department has created online application for 2nd withdraw.

APPENDIX- A
ADC APPLICATION FORM

New Application ☐

Review Application ☐

Case # _____ Previous Case # (If Review Application) _____

CMS ID _____ Date _____

Name _____ S/D/O _____

Program _____ Semester & Section _____

Email ID _____ Contact # _____

Application Type (Tick) 1. Withdrawal 2. Makeup Paper-term 1st Mid / 2nd Mid

Course Name 1.	Course Teacher	Total Absences
Course Name 2.	Course Teacher	Total Absences
Course Name 3.	Course Teacher	Total Absences
Course Name 4.	Course Teacher	Total Absences
Course Name 5.	Course Teacher	Total Absences
Course Name 6.	Course Teacher	Total Absences

Reasons (extra sheet may be attached, if required)

Evidence(Enclosed) _____

Applicant Signature

HoD/Coordinator Signature (Forwarded/ Not Forwarded)

Recommendation by the ADC Committee

Meeting Date _____
