

1 ATTENDANCE POLICY

As per UET policy, each student MUST attend 75 % of the class lectures. If the attendance falls below 75%, then student will miss the final exam. In that case, the grade will be calculated based on the sessional marks and mid-term marks.

Please note that there is no such concept as 'application for leave' for students.

2 MAKEUP EXAM POLICY

- If you have completed all the requirements of the course but you have missed the final term due to a genuine reason, then you need to submit an application to the Chairman for the award of 'I' grade. There is no makeup exam allowed for the final term.
- If you miss the mid-term exam due to a genuine reason, then you need to submit an application to the Chairman for rearrangement of the exam. The departmental committee will evaluate the application and submit its recommendation to the Dean. If the Dean accepts the application, then the student will be required to submit Rs. 5000/- per paper for retake of the mid-term exam. If the Dean rejects the application, then the final grade will be awarded based on the sessional and final term marks only.

3 PLAGIARISM POLICY

Completion of assignments/reports as part of sessional grades adheres to a strict **zero-tolerance policy** against plagiarism.

4 EXAM SCHEDULE

Mid Term Exam	11 th to 15 th of November 2024
Final Term Exam	20 th to 24 th of January 2025
Final Term Exam (Lab)	27 th to 31 st January 2025

5 GRADING CRITERIA (OUT OF 100%)

Theory Subjects		Lab Subjects	
Sessional Marks	20% to 30%	Lab Tasks Assignments	50%
Mid Term Paper	20% to 30%	Mid Term Practical Exam	10% – 20%
Sessional + Mid Term	50%	Final Practical Exam/Viva	30% to 40%
Final Term marks	50%		