

**Minutes of the 36<sup>th</sup>**  
**Special Meeting of the Board of Studies**  
**Faculty of Engineering Sciences**  
**held on**  
**8<sup>th</sup> Nov 2024**  
**through MS TEAMS**



**Bahria University Islamabad**

Contents

**PROCEEDINGS** ..... 3

**ITEM3601: REVISION OF THE POLICY FOR REGISTRATION AND COMPLETION OF DEFICIENCY COURSES IN MS DEGREE PROGRAMS (ENGINEERING AND COMPUTER SCIENCE DEPARTMENTS, FACULTY OF ENGINEERING & SCIENCES)** ..... 4

**Minutes of the 36<sup>th</sup> Special Meeting of Faculty Board of Studies  
Engineering Sciences held on 8<sup>th</sup> Nov 2024 through MS Teams**

**Attendance:**

**BUIC**

Prof. Dr. Faisal Bashir Hussain	Dean ES	Chair
Prof. Dr. Shahzad Khalid	Principal BSEAS H-11 / HoD CE H-11	Member
Prof Dr Moneeb Gohar	HoD (CS) H-11	Member
Prof. Dr. Imran Fareed	HoD (EE) H-11	Member
Snr. Assoc Prof. Dr. Khuram Ehsan	HoD (CS) E-8	Member
Snr. Assoc. Prof. Dr. Syed Umair Ullah Jamil	HoD(E&ES) H-11	Member
Snr. Assoc. Prof. Dr. Adeel Syed	HoD (SE) H-11	Member

**BUKC**

Prof. Dr. Haroon Rasheed	Principal BSEAS BUKC	Member
Snr. Assoc. Prof. Dr. Hina Shakir	HoD (SE)	Member
Assoc. Prof. Dr. Abdul Attayyab Khan	HoD (EE)	Member
Assoc. Prof. Dr. Talha Ahmed Khan	HoD (CS)	Member

**BULC**

Snr. Asst. Prof. Dr. Khawaja Qasim Maqbool	HOD (CS)	Member
--	----------	--------

## Proceedings

### Preliminaries

FBoS ES meeting took place on 8<sup>th</sup> November 2024, with the quorum complete, the proceedings commenced at 1530 hours, with recitation from the Holy Quran.

In his opening remarks, the Chair highlighted that the special meeting has a single point agenda and advised participants to remain concise and focused during deliberation.

**Item3601: Revision of the Policy for Registration and Completion of Deficiency Courses in MS Degree Programs (Engineering and Computer Science Departments, Faculty of Engineering & Sciences)**

Sponsor: Dean ES

**Summary of the Case**

- The MS degree programs in the Faculty of Engineering and Sciences allow intradisciplinary admissions. Consequently, students admitted from allied disciplines are required to complete up to three deficiency courses.
- As per the 32nd ACM decision (Appendage 3224) regarding the “Policy for Registration and Completion of Deficiency Courses in MS Degree Programs (Engineering and Computer Science Departments),” students can register for these courses either:
  - Prior to enrolling in regular degree courses (Method 1) OR
  - Simultaneously with regular courses (Method 2)
- While students opting for Method 1 are eligible for honours and awards, those following Method 2 are ineligible due to deviations from the prescribed degree roadmap.
- This ineligibility for honours and awards is seen as unfair, as the deviation is necessitated by the completion of deficiency courses and is not intentional.
- Therefore, the policy is deliberated in length to ensure fairness and to consider students using Method 2 to compete for honours and awards.

**Discussion**

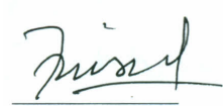
- The Dean of Engineering and Sciences elaborated on the agenda and invited comments and suggestions.
- HoD CS BULC supported the proposal, highlighting that Method 2 students can outperform their peers despite completing additional deficiency courses.
- HoD SE BULC also endorsed the proposal, emphasizing that the revision would motivate all students, irrespective of their deficiency courses, to strive for honours and awards.
- Dir PGP, HoD EE BUIC E-8, HoD E&ES BUIC, HoD CS BUIC and HoD CS BUKC expressed unanimous agreement, advocating for the inclusion of Method 2 students in honours and awards eligibility.
- Principal BSEAS H-11 referenced the 27th ACM decision (2726), which permits departments to “shuffle courses” as required, thereby validating deviations from standard degree roadmaps in such cases.

**Decision 3601**

- FBoS recommends the revision of Clause (iii) of Method 2 of relevant policy approved in 32<sup>nd</sup> ACM (Appendage 3224). The updated clause is as follows:
  - A student following Method 2 shall remain eligible for honours and awards, provided they complete the degree program within the regular duration while maintaining the minimum course load as per the degree roadmap. Any deviations from the roadmap caused by the completion of deficiency courses shall not render the student ineligible for honours and awards.
  - The revised policy is attached in Annex-A.

### **Closing of the Meeting**

There being no further points, the Chair brought the meeting to a close, thanking the participants for their wholehearted participation in both sessions.



**Prof. Dr Faisal Bashir Hussain**

Dean (ES), Head FBOS

15<sup>th</sup> Nov 2024

**Policy for Registration & Completion of Deficiency Courses in MS Degree Programs of Engineering & Computer Science Departments – Faculty of Engineering Sciences**

1. Pre-requisite/deficiency course(s) are to be assigned by the Admission Committee (as per the approved roadmap of the concerned program) and notified by the department to student, Dir Campus, Dir PGP, Dir Admission, Dir Exam and Dean ES.
2. The student must register deficiency course(s) with the undergraduate degree programs of Bahria University.
3. The student shall be offered provisional admission in the relevant MS program subject to successful completion of deficiency course(s) within a maximum duration of 1 year.
4. The provisional admission of the student will be cancelled, if he/she is unable to complete deficiency course(s) within one year.
5. The student shall pay deficiency courses fee as per undergraduate program fee structure.
6. The deficiency courses shall be recorded on transcript as PASS / FAIL. The passing marks for the deficiency courses shall be as per BU undergraduate rules.
7. The students shall also be required to complete (register and pass) the lab component of the course separately, if assigned by the admission committee.
8. The deficiency course(s) shall not be included in CGPA calculations of the degree program.
9. The UG semester rules shall be applicable to the student including registration, attendance, examinations etc.
10. The student can register and complete their deficiency course(s) by adopting either of the following methods:

Method – 1 (Completion of deficiency courses prior to starting MS degree)

- i. A student can't register in MS degree program until (s)he successfully completes the deficiency course(s).
- ii. Temporary enrollment shall be assigned to the student for the completion of deficiency course(s).
- iii. The duration to complete deficiency course(s) shall not be considered (counted) towards maximum duration for completion of the MS degree program.
- iv. The student completing their deficiency course(s) prior to starting MS degree shall be eligible for honors and awards as per BU rules.

Method – 2 (Completion of deficiency courses along with MS degree)

- i. Based on Admission Committee recommendations, student can register in those MS courses for which (s)he has already studied the pre-requisites in their previous degree.
- ii. To complete deficiency course(s) within one year of registering in the MS program, the student shall be allowed to register four courses per semester.
- iii. A student following Method 2 shall remain eligible for honours and awards, provided they complete the degree program within the regular duration while maintaining the minimum course load as per the degree roadmap. Any deviations from the roadmap caused by the completion of deficiency courses shall not render the student ineligible for honours and awards