**Note: *rules and regulations with effect from semester Spring-17 of ongoing session and onward.***

**CHAPTER-26**

**General Regulations ForProfessional and Non-professional**

**DEGREES OFFERED UNDER SEMESTER SYSTEM**

1. **ADMISSION**
2. **Advertisement**

The University shall advertise admissions for all the disciplines of undergraduate, graduate and postgraduate programmers through electronic and print media and Website of the University on dates as may be fixed by the University from time to time.

The admission criteria and regulation for admission to various disciplines at the University ­shall be implemented as prescribed/revised from time to time by the University.

All admissions shall be made through Admission Committee consisting of three members recommended by Director Students Affairs and approved by the Vice Chancellor. The senior most member of the Committee shall be the Chairperson and junior most members shall be the Secretary of the Committee. There shall be a separate admission committee for each faculty.

In case seats remain vacant after the completion of admission process, the late admission may be offered to the candidates falling next in merit not later than 3rd week after the commencement of the semester. However, in such case the student shall be responsible to make up any kind of deficiencies.

1. **Upper Age Limit**

The following age limit at terminal date of submission of applications shall be the eligibility criterion in various programs.

1. After 12 Years of Education: 24 Years
2. After 14 Years of Education: 26 Years
3. **Admission Fee**

The admission fee will be deposited to the University Account through Bank Challan after the verification of original documents of the student by the Chairperson of the respective Admission Committee.

1. **ACADEMIC CALENDAR**

The academic year shall comprise of two semesters. Each semester shall comprises of 18 working weeks; 16 weeks for teaching, one week for conduct of examinations and one week for submission of award lists to the Controller of Examinations for preparation and declaration of results and issue of computerized semester result card in the first week of the semester break, through concerned Department/ Institute/ Centre/ School/ College/ Affiliated Institution. For registration in next semester all previous results must be notified and declared.

1. Fall Semester: (18 Weeks)

1stWeek of October to 1stWeek of February

1. Break for Registration to Next Semester: (02 Weeks)

2ndWeek of February to 3rdWeek of February

1. Spring Semester: (18 Weeks)

4th Week of February to 1st Week of July

1. Registration for Summer Semester (if any):(2ndWeek of July)
2. Summer Semester/ Summer Break: (8+2 Weeks)

3rdWeek of July to 4thWeek of September

1. **University Registration**
2. Standard computerized registration forms shall be provided to all the departments by the Director Students Affairs. All Chairpersons/ Directors shall be responsible to complete the registration process well in time and submit the computerized registration forms to the Director Students Affairs with all relevant documents, who shall forward the registration forms to the Registrar.
3. The Registrar office shall return the soft and hard copy of the verified registration forms to the respective departments. The Registrar office shall also be responsible to provide Registration Card/ Number to the students.
4. For online admission CMS will automatically registration after approval by admission committee. Departments shall submit student details with registration numbers to registrar office in time.
5. **Migration**
6. Students seeking admission in undergraduate classes shall submit NOC (in case they have passed F.A./F.Sc. or equivalent examination other than the Board of Intermediate and Secondary Education Mirpur, Azad Jammu and Kashmir).
7. Any student already migrated from this University shallbe eligible for re-registration on production of original migration certificate issued by this University or submission of affidavit duly attested by the Magistrate Class-I along with two copies of advertisement published in two dailies preferably one local and one national level (in case of lost migration certificate issued by this University). Any registered student of this University who migrates and registered in another University shall be eligible for new registration in this university on payment of prescribed fee and submission of migration certificate issued by the concerned University.
8. **Course Registration**

All the departments shall be responsible to provide the Course Registration Forms (Course Code and Course Title) of the forthcoming semester to the Controller of Examinations by mid of the running semester.

1. **Course Load**

4-6 courses (15-24 Credits) per semester for normal semester while for summer semester the maximum limit is 12 credit hours/ week. However, for Pharm. D. degree (5 years) maximum limit will be 30 and 15 credit hours per week for normal and summer semester, respectively.

1. **Registration for Non-Credit Courses**

A student may register additional non-credit course(s) out of the prescribed courses. On successful completion, such course(s) shall be mentioned in the final transcription the form on S/U basis. Such course(s) may be offered, provided that the resources are available.

1. **Late Registration**

The late registration within one week after the start of semester will be allowed with late fee as admissible under University rules.

1. **Pre-Registration**

The student shall have to register himself/ herself, two days before the commencement of the next semester provided that he/ she has been allowed to be registered under promotion regulations and has submitted the dues for the next semester. The Chairperson shall be responsible to confirm the registration of the students and shall provide the list of the registered students to the concerned faculty one day before the commencement of semester.

1. **STUDENTS ORIENTATION**

The Chairperson of the respective discipline shall be responsible for the orientation of newly admitted students. The orientation shall include general regulations and rules of the degree program.

1. **CREDIT SYSTEM**
2. One credit hour means teaching a theory course for one hour each week throughout the semester. One credit hour in laboratory or practical work/ project would require lab contact of three hours per week throughout the semester. Credit hours per teaching course should not exceed 4 credits. Lab course should not exceed 4 credits (12 hours per week). Credit hours of thesis/ project shall be in accordance with HEC/ PEC guidelines.
3. The number of credit hours for four years degree program shall be 120-140 in accordance with HEC/ PEC guidelines/ accreditation councils.
4. The number of credit hours for two years degree program shall be 60-72 as per HEC guidelines.

**(4) Abbreviation Used in Semester System**

1. BOS: Board of Studies
2. DSA: Director Students Affairs
3. DEC: Departmental Examination Committee
4. HOD: Head of Department
5. CE: Controller of Examinations
6. PTM: Programme Team Member
7. TE: Terminal Examination
8. ME: Mid Term Examination
9. S/U: Satisfactory/ Un-satisfactory
10. GP: Grade Point
11. GPA: Grade Point Average
12. **DEGREE REQUIREMENTS**
13. A student shall be awarded the degree in respective discipline provided that he/she has completed the fundamental courses, faculty courses, project/fieldwork/thesis/ internship/practical training and comprehensive oral examination within the prescribed time period with atleast57.5%cumulative percentage.
14. Final transcript will reflect the moderated cumulative percentage (dropping of fractions up to 0.4 while raising the above ones to higher numbers) of all the semesters and Letter Grade will be given, accordingly.
15. The Board of Studies of the respective discipline shall be responsible to revise the contents of course(s) or may introduce new course(s) from time to time depending on the international/ national/ industrial/ market needs.The description of various courses is as follows:
16. **Fundamental Courses (Maximum 25 Credits) (For Professional Degrees)**

Fundamental courses Islamic Studies (2 credits), Pak Studies (2 credits), Arabic (2 credits), English Comprehension (3 credits), Statistics (3 credits) and Introduction to Computer (2-3 credits) shall be compulsory for all students. The Board of Studies of the respective discipline shall opt the fundamental courses according to their specific degree requirements from Mathematics, Physics, Chemistry, Biology and Technical Report Writing. These courses shall be designed by the Board of Studies/ Board of Faculty of respective discipline according to their degree requirements.

1. **Faculty Courses (For Professional Degrees)**

The faculty courses shall be related to the needs of the relevant discipline and shall be determined by the Board of Studies of the respective discipline. These include:

1. Compulsory Courses (Maximum 90 Credits)
2. Elective Courses (where applicable)

The students must take compulsory courses at least 20-25 credits. The change/ revision of the courses shall be made by the Board of Studies of the respective disciplines as per international/ national/ industrial needs. There shall be 3-7 days fieldwork of the field-oriented courses(s), where applicable. Selection of elective courses(s) shall be subject to the availability of relevant qualified staff.

1. **Non-Credit Courses**

A student can register himself/ herself for non-credit courses with the consent of both host and parent department. The host department shall manage such course(s) according to the available resources. This course shall be evaluated on Satisfactory/Un-satisfactory (S/U) basis. Satisfactory shall mean at least 50% marks and below 50% shall mean Un-satisfactory. The marks secured in the non-credit courses shall not be counted towards the total marks and hence shall have no effect on overall percentage etc.

1. **Field Courses** (where applicable)

These courses can be offered within respective department of the University or any other organizations/ institutes/ universities. These can be conducted during semester breaks, summer semester and at the weekends.

1. **Field Work Report** (where applicable)

The number of days and credits (if any) can vary and will be determined by the Board of Studies of the respective disciplines. Fieldwork report shall be evaluated by a committee comprising of Dean/ Director/ Chairperson, respective Supervisor(s) and External Examiner(s).

1. **Project Report/ Thesis Report**
2. In the final year of professional degree programs, the student is required to write a 6-credit hours compulsory project/thesis report in his/ her respective discipline. Project report/ Thesis report shall be evaluated by a committee comprising of Director/ Chairperson, respective Supervisor(s) and External Examiner(s).
3. Project/ Thesis shall be compulsory (where applicable).
4. The student shall submit a 1-2 pages project/ thesis proposal by the mid of the 7th semester.
5. Project/ Thesis shall be allotted on merit.
6. A supervisor can supervise a maximum of 4 projects (for Professional Degrees).
7. Project/ Thesis include fieldwork (where applicable), laboratory work, thesis writing and open public defense.
8. The open public defense committee shall comprise on Internal Examiners, External Examiners, Dean/ Director/ Principal/ Head of the Department/ Institute/ Centre School/ College/ Affiliated Institution.
9. **Internship/ Practical Training** (where applicable)

Internship/Practical Training shall be compulsory for all degree programmes. The internship/ practical training committee shall be as follows:

Director/ Chairperson (Chairperson of the

Committee)

One Senior Faculty Member (Member Committee)

One Faculty Member (Member/Secretary Committee)

The committee shall be responsible to send the students to organizations/ industries/ field training camps and courses/ Engineering organizations/ Agricultural organizations/ Software houses etc. The student shall submit Internship/ Practical training report of 10-20 pages of text (printed on letter size page in normal font size 12) to the committee and shall give oral presentation in the Department/ Institute/ Centre/ School/ College/ Affiliated Institution.

A compulsory Internship/Practical training shall be conducted after the final semester of the degree program of respective discipline and its duration shall be6-8 weeks.

Internship/ Practical training shall be evaluated on S/U basis, on the basis of certificate from the organization of his/ her internship/ practical training. The Internship/ Practical training shall be repeated in case of un-satisfactory report from the organization. The number of chances for passing the training shall be open until the student gets satisfactory grade in the Internship/ Practical training.

1. **Comprehensive Oral Examination**

Comprehensive Oral Examination shall be conducted from all courses after successful completion of degree program. Comprehensive oral examination committee comprising of one/ two external examiners in the relevant field/ subject and Chairperson/ Director/ Dean of the concerned discipline shall conduct comprehensive oral examination. The comprehensive oral examination shall be evaluated on S/U basis and shall be considered as compulsory for the partial fulfillment of the degree. In case of un-satisfactory performance of the student, he/ she shall be given open chances until his/ her performance is judged as satisfactorily. Comprehensive Oral Examination shall be re-conducted after 30 days of the result declaration after the payment of prescribed university fee.

1. **Examination Committee**

(1) There shall be a examination committee in each Department/ Institute/ Centre/ School/ College/ Affiliated Institution constituted by the concerned Head and approved by the Vice Chancellor in each discipline comprising of a Senior Faculty Member who shall be the Chairperson of the committee and two other members.

1. **Functions of the Committee**
2. Ensure contents coverage of course by comparing tests with course outline provided by the teacher.
3. Monitor classroom activities, as mentioned in the course outline.
4. Examine all problems regarding uniformity before the declaration of result.
5. Address and decide student complaints/ appeals regarding grade award. The decision of the Committee shall be final.
6. **Examinations**
7. The examinations will be held on campus with proper information to the Dean of the concerned Faculty.
8. Date sheet for terminal examinations will be sent to the Dean of the concerned Faculty for information.
9. After the terminal examination, the instructor will prepare the award list in duplicate. Award list will be sent to Controller of Examinations for tabulation on prescribed result sheet while the counter fileof the award list will be retained by the Departmental Examination Committee for preparation of semester result. Departmental Examination Committee of each department will be responsible for scrutinizing the posted result in examination department after each semester.
10. Failed courses will be reflected with F-grades in the results.
11. **Withdrawal of Course(s)**

The Dean of the Faculty may grant the request of a student to withdraw the course(s) before 15th week of the semester. However, the remaining courses should not fall short of the minimum requirement of the course load for a semester. If allowed, the course will be reflected in the transcript as W-grade and will not be included in the calculation of the result. The course will be repeated with the succeeding class.

1. **Evaluation and Grading**

Percentage grading system shall be used for marking and preparation of result.

1. One credit will be equal to 50 marks (e.g. A 4-credit course will carry 200 marks while a 1-credit course will carry 50 marks).
2. A minimum of 50% marks will be required to pass a theory course.
3. For a course in which lab work is also included, each part has to be passed separately by securing at least 50% of the allocated marks.
4. Each course will be evaluated with following break up:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quiz** | **Assignment** | **Mid Term** | **Terminal** | **Total** |
| 10 | 10 | 30 | 50 | 100 |

Later on, the marks will be given as per credit scheme.

1. **Grades:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Marks** | **GP** | **LG** | **Marks** | **GP** | **LG** |
| **<50** | **0** | **F** | 70 | 3.00 | B |
| 50 | 2.00 | C- | 71 | 3.05 |
| 51 | 2.05 | 72 | 3.10 |
| 52 | 2.10 | 73 | 3.15 |
| 53 | 2.15 | 74 | 3.20 |
| 54 | 2.20 | 75 | 3.25 | B+ |
| 55 | 2.25 | C | 76 | 3.30 |
| 56 | 2.30 | 77 | 3.35 |
| 57 | 2.35 | 78 | 3.40 |
| 58 | 2.40 | 79 | 3.45 |
| 59 | 2.45 | 80 | 3.50 | A- |
| 60 | 2.50 | C+ | 81 | 3.55 |
| 61 | 2.55 | 82 | 3.60 |
| 62 | 2.60 | 83 | 3.65 |
| 63 | 2.65 | 84 | 3.70 |
| 64 | 2.70 | 85 | 3.75 | A |
| 65 | 2.75 | B- | 86 | 3.80 |
| 66 | 2.80 | 87 | 3.85 |
| 67 | 2.85 | 88 | 3.90 |
| 68 | 2.90 | 89 | 3.95 |
| 69 | 2.95 | 90-100 | 4.00 | A+ |

**W: With drawl of a Course**

**I: Incomplete Course**

1. **Calculation of GPA**

Semester Weighted Average Percentage = Σ (% marks in respective Course x credit hours)/ total credits in a semester:

52.0 x 4 = 208.0

70.0 x 3 = 210.0

54.0 x 2 = 108.0

80.0 x 1 = 80.0

75.0x 3 = 225.0

**831.0 / 13 = 63.92**

GPA at weighted average (63.92) = 2.70 (from GPA point Table).

1. **Calculation of CGPA**

Weighted average percentage = Σ (% marks in respective Course x credit hours)/ total credits of the degree programme:

Semester I

52.0 x 4 = 208.0

70.0 x 3 = 210.0

54.0 x 2 = 108.0

80.0 x 1 = 80.0

75.0 x 3 = 225.0

Semester II

52.0 x 4 = 208.0

50.0 x 3 = 150.0

50.0 x 1 = 50.0

**1239.0 / 21 = 59.0**

CGPA at weighted average percentage (59.00) = 2.45 (from GPA point Table).

1. If weighted average percentage is more than 90 then GPA/ CGPA shall be 4.00
2. A student securing less than 50% marks in a course shall be awarded an ‘F’ and GP shall be counted as Zero, the marks will be reflected in the sheet but will not be included in the final percentage calculation.
3. **Paper Setting (For Professional Degrees)**

There shall be 5 questions in Mid Term Examination (ME) and 7 questions in Terminal Examination (TE). There shall be no choice in question paper. However, it can be flexible up to one question in upper and lower limit as well.

The Terminal Examination paper shall cover whole course and atleast 15% questions shall be given from the course taught up to Mid Term Examination. The teacher who has taught the subject shall act as paper setter and shall also mark the paper.

1. **Paper Setting (For Non-Professional Degrees)**

There shall be no choice in question paper. The Terminal Examination paper shall cover whole course and at least 20-30% questions shall be given from the course taught up to Mid Term Examination. The teacher who has taught the subject shall act as paper setter and shall also mark the paper.

1. **Paper Checking**
2. The answer scripts of each examination shall be marked and shown to the student by concerned teachers, taken back immediately in accordance with announced schedule.
3. In case a student is not satisfied with award even after checking his/ her answer books and other answer books for comparative marking or justified by the teacher, he/she may file a written request to concerned Head, who shall constitute a re-evaluation committee consisting of two experts relevant to the subject. The decision of the committee shall be final. Committee can examine all/ any script for the sake of comparative marking.
4. The Mid Term Examination shall be held during the 9th week of the semester and Terminal Examination shall be held at the end of the semester (17/ 18 week) according to the schedule provided by the concerned Dean of the Faculty. The concerned teacher shall keep answer books in custody for one academic year. Thereafter, the answer books shall be forwarded to examination committee who will be responsible to keep them in custody till the award of degree subject to the maximum of total semesters allowed, under rules, for that degree program.
5. **Duration of Examinations**

Mid Term Examination 1.0 -1.5 hours

Terminal Examination 2.5 -3.0 hours

Examination shall be held on consecutive days excluding public holidays. The schedule of examination as well as result (paper showing) shall be displayed along with the examinations schedule. The students shall be encouraged to see the answer books of other students of the class for satisfaction of un-biased/neutral/fair and relative marking.

1. **Maintenance of Examination Records**

The teacher concerned shall prepare award lists and shall send to the Departmental Examination Committee. The Committee shall forward the Original Award List to the Controller of Examinations keeping one copy with it. All the examinations will be administered by the Departmental Examination Committee and the Committee shall be responsible to display the result on the notice board for information.

1. **Unfair Means Cases**

The Superintendent of Examination will report Unfair Mean Cases (UMC) to the Controller of Examinations who shall place those before Unfair Means Cases Committee for necessary action under general University rules.

1. **Re-examination/Repeating Failed Courses**
2. A student shall repeat the failed course(s) as soon as the course(s) is/ are offered in the following semester e.g. if a student fails in a paper in 1st semester he/ she should register himself/ herself in that particular course(s) in 3rd semester/ summer semester provided that his/ her total number of credits in that semester should not exceed the specified maximum number of courses. No special arrangement for such failed courses shall be made.
3. In case of death of husband of a married female student, she shall be given a special chance of re-examination after the completion of her "Iddat" period.
4. A student shall require a minimum of 57.5% cumulated percentage to fulfill the requirements of the degree. If a student fulfills all other degree requirements and yet falls short of 57.5% cumulative percentage, he/ she may apply for the special examination to qualify the degree requirement. The student may repeat 20%of the courses as per his/ her choice. In case the student avails the chance of special examination and failed to qualify the minimum required cumulative percentage for the degree, he/ she shall be considered as dropped out of the program without degree.
5. **Promotion REGULATIONS(for Professional/ Non Professional Degrees)**
6. **4-Years Bachelor Programs**
7. A student has to pass minimum of 50% of courses opted for1st to 7th semesters each for promotion.
8. The 50% of courses means the half of the number of regular semester courses plus reenrolled courses if any, of any semester. If percentage comes in fraction, the fraction shall be rounded off to the nearest credit scheme, as the case may be;
9. The student may register for failed courses in summer/ Fall or Spring (relevant) semester;
10. if a student in first semester fails to pass minimum of 50% of courses, shall be placed on probation
11. If a student in 2ndsemester again fails to pass minimum 50% courses shall be dropped.
12. A dropped student shall be allowed to seek re-admission (once only) in first semester in the relevant discipline under the same category or fresh admission in any discipline of his/ her choice in merit.
13. If any student after availing summer semester meets the requirement of promotion of the semester then probation shall be waived off.
14. If a student fails to pass 50% courses of 3rd or 4th semester and first probation still exists, shall be relegated to 3rd semester.
15. If a student in 5th semester fails to pass minimum 50% courses, shall be placed on probation.
16. If a student in 6th semester again fails to pass minimum 50% courses then he/ she shall be relegated to 5th semester.
17. If a student in 7th semester fails to pass minimum 50% courses and he/ she already on probation then shall be relegated to 7th semester.
18. The failed courses of 8th semester or any other semester may be registered in9th to 14thsemesters, if necessary.
19. The student will be granted readmission and relegation once and two probations during the whole degree program. First probation during 1-4th semesters and second probation from 5th -8th semesters. First probation shall not be applicable in the second half of the program.
20. **5-Years Bachelor Programs**
21. A student has to pass minimum of 50% of courses opted for1st to 8th semesters each for promotion.
22. The 50% of courses means the half of the number of regular semester courses plus reenrolled courses if any, of any semester.If percentage comes in fraction, the fraction shall be rounded off to the nearest credit scheme, as the case may be;
23. The student may register for failed courses in summer/ Fall or Spring (relevant) semester;
24. if a student in first semester fails to pass minimum of 50% of courses, shall be placed on probation
25. If a student in 2ndsemester again fails to pass minimum 50% courses shall be dropped.
26. A dropped student shall be allowed to seek re-admission (once only) in first semester in the relevant discipline under the same category or fresh admission in any discipline of his/ her choice in merit.
27. If any student after availing summer semester meets the requirement of promotion of the semester then probation shall be waived off.
28. If a student fails to pass 50% courses of 3rd or 4th semester and first probation still exists, shall be relegated to 3rd semester.
29. If a student in 5th semester fails to pass minimum 50% courses, shall be placed on probation.
30. If a student in 6th semester again fails to pass minimum 50% courses then he/ she shall be relegated to 5th semester.
31. If a student in 7th semester fails to pass minimum 50% courses and he/ she already on probation then shall be relegated to 7th semester.
32. If a student in 8th semester again fails to pass minimum 50% courses and he/ she already on probation then shall be relegated to 7th semester.
33. The failed courses of 9thand 10thsemester or any other semester may be registered in 11th to 16th semester, if necessary to complete the requirements of the degree.
34. The student will be granted readmission and relegation once and two probations during the whole degree program. First probation during 1-4th semesters and second probation from 5th -8th semesters. First probation shall not be applicable in the second half of the programme.
35. **6-Years Bachelor Programs**
36. A student has to pass minimum of 50% of courses opted for1st to 8th semesters each for promotion.
37. The 50% of courses means the half of the number of regular semester courses plus reenrolled courses if any, of any semester. If percentage comes in fraction, the fraction shall be rounded off to the nearest credit scheme, as the case may be;
38. The student may register for failed courses in summer/ Fall or Spring (relevant) semester;
39. if a student in first semester fails to pass minimum of 50% of courses, shall be placed on probation
40. If a student in 2ndsemester again fails to pass minimum 50% courses shall be dropped.
41. A dropped student shall be allowed to seek re-admission (once only) in first semester in the relevant discipline under the same category or fresh admission in any discipline of his/ her choice in merit.
42. If any student after availing summer semester meets the requirement of promotion of the semester then probation shall be waived off.
43. If a student fails to pass 50% courses of 3rd or 4th semester and first probation still exists, shall be relegated to 3rd semester.
44. If a student in 5th semester fails to pass minimum 50% courses, shall be placed on probation.
45. If a student in 6th semester again fails to pass minimum 50% courses then he/ she shall be relegated to 5th semester.
46. If a student in 7th semester fails to pass minimum 50% courses and he/ she already on probation then shall be relegated to 7th semester.
47. If a student in 8th semester again fails to pass minimum 50% courses and he/ she already on probation then shall be relegated to 7th semester.
48. The failed courses of 9thand 12thsemester or any other semester may be registered in 13th to 18th semester, if necessary to complete the requirements of the degree.
49. The student will be granted readmission and relegation to same semester once and two probations during the whole degree program. First probation during 1-4th semesters and second probation from 5th -8th semesters. First probation shall not be applicable in the second half of the program.
50. **2-YearsMaster Programs**
51. A student has to pass minimum of 50% of courses opted for1st to 3rd semesters each for promotion.
52. The 50% of courses means the half of the number of regular semester courses plus reenrolled courses if any, of any semester. If percentage comes in fraction, the fraction shall be rounded off to the nearest credit scheme, as the case may be;
53. The student may register for failed courses in summer/ Fall or Spring (relevant) semester;
54. if a student in first semester fails to pass minimum of 50% of courses, shall be placed on probation
55. If a student in 2ndsemester again fails to pass minimum 50% courses shall be dropped.
56. A dropped student shall be allowed to seek re-admission (once only) in first semester in the relevant discipline under the same category or fresh admission in any discipline of his/ her choice in merit.
57. If any student after availing summer semester meets the requirement of promotion of the semester then probation shall be waived off.
58. If a student in 3rdsemester fails to pass minimum 50% courses and he/ she already on probation then shall be relegated to 3rd semester.
59. The failed courses of 4th semester or any other semester may be registered in5th to 6th, if necessary for the completion of the requirement of the degree.
60. The student will be granted readmission and relegation to same semester once and one probation during the whole degree program.
61. **3-Years Bachelor Programs**
62. A student has to pass minimum of 50% of courses opted for1st to 5th semesters each for promotion.
63. The 50% of courses means the half of the number of regular semester courses plus reenrolled courses if any, of any semester. If percentage comes in fraction, the fraction shall be rounded off to the nearest credit scheme, as the case may be;
64. The student may register for failed courses in summer/ Fall or Spring (relevant) semester;
65. if a student in first semester fails to pass minimum of 50% of courses, shall be placed on probation
66. If a student in 2ndsemester again fails to pass minimum 50% courses shall be dropped.
67. A dropped student shall be allowed to seek re-admission (once only) in first semester in the relevant discipline under the same category or fresh admission in any discipline of his/ her choice in merit.
68. If any student after availing summer semester meets the requirement of promotion of the semester then probation shall be waived off.
69. If a student fails to pass 50% courses of 3rd or 4th semester and first probation still exists, shall be relegated to 3rd semester.
70. If a student in 5th semester fails to pass minimum 50% courses and he/ she already on probation then shall be relegated to 5th semester.
71. The failed courses of 6th semester or any other semester may be registered in 7th to 9th, if necessary.
72. The student will be granted readmission and relegation to same semester once and two probations during the whole degree program. First probation during 1-4th semesters and second probation from 5th -6th semesters. First probation shall not be applicable in the second half of the program.
73. **MEDICAL CASES**

Special Mid Term/ Terminal Examination(s) will be arranged for the students who are unable to appear in the said examination(s) provided that the case is intimated to the Head of Department/ Institute/ Centre/ School/ College/ Affiliated Institution on the date ofthe examination or one day earlier. However, a medical certificate by a registered medical practitioner of the University for the incapability of the student to sit in the examination must be submitted to Departmental Examination Committee/ Head of Department/ Institute/ Centre/ School/ College/ Affiliated Institution within two days of the date of paper. However, in case of exceptional emergency as duly recorded by the registered medical practitioner of any other area, the favors may also be granted to the applicant. The special examination must be conducted within 15 days of the normal date sheet.

1. **Semester Freezing**

For genuine medical reasons, a student may get the semester frozen. In such cases, if the request is made within 30 days of the commencement of the semester, the semester fee will be transferrable to the next semester. For all other reasons the fee will not be transferrable to the next semester. A candidate who had got his/ her semester frozen may also be registered in next semester. He/ she will repeat the frozen semester when offered by the department, provided that the scheme of study permits so. In case, there is a pre-requisite of studying/ passing the specific course(s) for registering new course(s), the department may ask the student to wait for a semester and complete the requirements before registering for the new semester. Such cases have to be supported by the recommendations of the Board of Studies of concerned department. However, the duration of the degree will remain the same.

1. **Special Examination**

In case of death of blood relatives (brother/ sister/ mother/ father) or spouse/ ward(s) of a candidate, subject to the submission of an affidavit about the same by the student, Departmental Examination Committee will conduct mid and/ or terminal examination as a special case failing which he/ she shall be considered failed in that course(s).

1. **Cancellation of Admission**

If a student absents himself/ herself for a continuous period of four weeks after the commencement of classes as per schedule, his/ her admission shall stand cancelled without prior notice/ notification.

1. **Improvement of Grade**
2. If a student obtains less than B grade in any course, he/she can repeat that course to improve his/her grade.
3. If a student having less than B grade overall at the end of the degree program, he/ she may be allowed to appear in a special examination covering 20% of the courses of the degree program within maximum period prescribed for the degree program. In case the student failed to improve the grade, his/ her original grade shall stand enforced.
4. **PROVISIONAL CERTIFICATE**

A candidate who fulfills all the requirements for the degree shall be issued a provisional certificate on the payment of prescribed fee before the issuance of the degree.

1. **TRANSCRIPT/ DMC**

The Controller of Examinations will notify the result and issue the final Transcript/ DMC on payment of prescribed fee only on the completion of the degree program. Whereas the semester results will be issued by the Departmental Examination Committee/ Head of Department only after the issuance of result by the Controller of Examinations verifying the scrutiny of the semester result.

1. **Award of Degree**

A candidate shall be admitted to degree if:

1. He/she has earned total credit hours required for the degree within the prescribed duration of the degree programme.
2. He/she has obtained pass grade in all the courses offered in a semester.
3. He/ shehas passed all the semesters in the relevant discipline with atleast 2.5 CGPA 57.5% or up to completion of a degree program.
4. **Gold Medal**

The Gold Medal will be awarded to the student who secures 1st position on the basis of the cumulative percentage, provided that the degree is completed in the normal duration and no course has been repeated. In case, the moderated cumulated percentage for two or more students is the same, award will be decided on the basis of non-moderated percentage up to third decimal point.

1. **Preparation of Course File**

Maintaining course file is compulsory for the teacher. Teacher is required to submit all the question papers/ assignment questions along with appropriate key for an offered course to Departmental Examination Committee which will file all the question papers given to students in a semester. It will have a complete record of every activity that happened during the semester.

The course file consists of:

1. Description of Course Contents.
2. Lecture Plan.
3. Date of Sectional/ Terminal Examinations.
4. Papers of Sectional/ Terminal Examinations along with Award List.
5. Copy of each Home Assignment along with Award List.
6. Copy of each Quiz along with Award List.
7. Copy of complete Semester Result.
8. Record of Students Attendance.
9. **Migration/ Transfer of Credits**
10. Migration of a student may be allowed subject to the migration regulations of the University and the credits earned in the previous University/ Institution may be permitted to be transferred.
11. The migration will be allowed only in genuine case, determined by the Departmental Examination Committee.
12. **Class Attendance**
13. A candidate with less than 75% of the attendance in lectures and practical separately, shall be dropped from the course.
14. The respective course teacher shall maintain a date-wise record of attendance of each student on a prescribed attendance chart provided to the teacher by the Head of the concerned department.
15. At the end of each month, the teacher concerned shall send a copy of attendance chart to the Director/ Chairperson, a statement giving the total number of theory lectures delivered and practical attended by each student.
16. The concerned course teacher shall maintain the course file for each semester.
17. For late admission, the required attendance of the students shall be counted after late admission.
18. No leave what so ever be counted as relaxation in attendance requirements.
19. **Extra time to research students**

Extra time (up to 6 weeks) may be allowed by the Dean of the Faculty for those students who have opted for the research paper in Master program on the recommendations of the supervisor and forwarded by the Head of Department/ Institute/ Centre/ School/ College/ Affiliated Institution.

1. **QEC PROFORMA**

QEC Performa for completion of Self Assessment Report (SAR) must be filled-in regularly in the penultimate week of the semester. The forms may be modified to some extent according to the requirements of the discipline.

1. **SEMESTERADVISORY COMMITTEE**

Three members departmental semester advisory committee comprising of Head of Department/ Senior faculty member and two other teachers, who are QEC Program Team Members (PTM) will be responsible for looking after the semester management in each discipline.

1. **Committees**

Head of Department of each discipline is empowered to recommend various committees for smooth functioning of the programs. However, it is appreciated not to head these committees himself/ herself. This may result in boosting the confidence of other faculty members.

1. **HONORARIUM**
2. The honorarium for paper setting and marking shall be given to the teacher concerned as per University policy.
3. The honorarium for supervisor(s)/ external examiners evaluating the project report, thesis report/ project thesis/ field report shall be given as per University policy.
4. The honorarium to Comprehensive Oral Examination Committee shall be given as per University policy.

**CHAPTER-27**

**Eligibility criteria for Professional Degrees (4 Years)**

**OFFERED UNDER SEMESTER SYSTEM**

1. **UNDERGRADUATE Programmes**
2. **Bachelor Degree in Faculty of Engineering**
3. **B.Sc. Civil Engineering**
4. F.Sc. (Pre-Engineering) or equivalent with Mathematics, Physics and Chemistry with minimum 60% marks.
5. Entry Test.

OR

1. 3 years Post-Matric Diploma of Associate Engineer (DAE) in Civil Technology with minimum60% marks (Only against Reserved Seats for DAE’s).
2. Entry Test.
3. **B.Sc. Computer Systems Engineering**
4. F.Sc. (Pre-Engineering)/ ICS (Mathematics, Physics, Computer Science) or equivalent with minimum 60% marks.
5. Entry Test.

OR

1. 3 years Post-Matric Diploma of Associate Engineer (DAE) in relevant field with minimum 60% marks (Only against Reserved Seats for DAE’s).
2. Entry Test.
3. **B.Sc. Electrical Engineering**
4. F.Sc. (Pre-Engineering) or equivalent with minimum 60% marks.
5. Entry Test.

OR

## 3 years Post-Matric Diploma of Associate Engineer (DAE) in Electrical/ Electronics Engineering with minimum 60% marks (Only against Reserved Seats for DAE’s).

## Entry Test.

1. **B.Sc. Electrical (Power) Engineering**

## F.Sc. (Pre-Engineering) or equivalent with minimum 60% marks.

## Entry Test.

OR

## 3 years Post-Matric Diploma of Associate Engineer (DAE) in Electrical Engineering with minimum 60% marks (Only against Reserved Seats for DAE’s).

## Entry Test.

1. **B.Sc. Mechanical Engineering**

## F.Sc. (Pre-Engineering) or equivalent with minimum 60% marks.

## Entry Test.

OR

## 3 years Post-Matric Diploma of Associate Engineer (DAE) in relevant field with minimum 60% marks (Only against Reserved Seats for DAE’s).

## Entry Test.

1. **B.Sc. Software Engineering**
2. F.Sc. (Pre-Engineering) Mathematics, Physics and Chemistry/ ICS (Mathematics, Physics and Computer Science) or equivalent with minimum60% marks.
3. Entry Test.
4. **B.Sc. Civil Technology**

## F.Sc. (Pre-Engineering) or equivalent with minimum 50% marks.

1. Entry Test.

## OR

## Diploma of Associate Engineer (DAE) in Civil with minimum 50% marks.

## Entry Test.

1. **B.Sc. Electrical Technology**

## F.Sc. (Pre-Engineering) or equivalent with minimum 50% marks.

## Entry Test.

## OR

## Diploma of Associate Engineer (DAE) in Electrical/ Electronics with minimum 50% marks.

## Entry Test.

1. **B.Sc. Mechanical Technology**

## F.Sc. (Pre-Engineering) or equivalent with minimum 50% marks.

1. Entry Test.

## OR

## Diploma of Associate Engineer (DAE) in Mechanical with minimum 50% marks.

## Entry Test.

1. **Bachelor Degree in Faculty of Health and Medical Sciences**

**Pharm. D. (5 Years)**

1. F.Sc. (Pre-Medical) or equivalent with minimum 60% marks.
2. Entry Test.

OR

1. B.Sc. (Botany, Zoology, Chemistry)with minimum 45% marks along with 1st Division in F.Sc. (Pre-Medical).
2. Entry Test.
3. **Duration of Degree Programme**

The duration for various degree programmes offered will be as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree Programme** | **Normal Duration** | **Semester Normal** | **Maximum**  **Duration** | **Maximum Semesters** |
| B.Sc. Engineering | 4-Years | 08 | 7-Years | 14 |
| B.Sc. Technology | 4-Years | 08 | 5-Years | 10 |
| Pharm. D. | 5-Years | 10 | 7-Years | 14 |

**CHAPTER-28**

**Eligibility criteria for NON-Professional Degrees**

**OFFERED UNDER SEMESTER SYSTEM**

1. **UNDERGRADUATE Programmes**
2. **Bachelor Degree in Faculty of Arts**
3. **BBA/ BS Banking and Finance (4 Years)**
4. F.A. or equivalent with minimum 45% marks (2nd Division).
5. Entry Test.
6. **BS Education (4 Years)**
7. F.A./F.Sc. or equivalent with minimum 45% marks (2nd Division).
8. Entry Test.
9. **B.Ed. Elementary (2.5 Years)**
10. B.A./ B.Sc. or equivalent with minimum 45% marks (2nd Division).
11. Entry Test.
12. **B.Ed. (2 Years)**
13. B.A./ B.Sc. or equivalent with minimum 45% marks (2nd Division).
14. Entry Test.
15. **Associate Degree in Education (ADE2 Years)**
16. F.A./F.Sc. or equivalent with minimum 45% marks (2nd Division).
17. Entry Test.
18. **B.Ed. Secondary (1.5 Years)**
19. M.A./ M.Sc. with minimum 45% marks (2nd Division) or 2.50/4.00 CGPA.
20. Entry Test.
21. **BS Economics (4 Years)**
22. F.A./F.Sc./ I.Com./ ICS or equivalent preferable with Economics with minimum 45% marks (2ndDivision).
23. Entry Test.
24. **BS English (4 Years)**
25. F.A. or equivalent with minimum 45% marks(2ndDivision).
26. Entry Test.
27. **B.Sc. Home Economics (4 Years)**
28. Matric or equivalent with minimum 45% marks(2ndDivision).
29. Entry Test.
30. **BS Home Economics (4 Years)**
31. F.A./F.Sc. or equivalent with minimum 45% marks (2nd Division).
32. Entry Test.
33. **BS Home Economics (6 Years)**
34. Matric or equivalent with minimum 45% marks(2ndDivision).
35. Entry Test.
36. **BS Islamic Studies (4 Years)**
37. F.A./F.Sc. or equivalent with minimum 45% marks (2nd Division).
38. Entry Test.
39. **Bachelor Degree in Faculty of Science (4 Years)**
40. **BS Biotechnology**
41. F.Sc. (Pre-Medical) or equivalent with minimum 50% marks.
42. No D-Grade in academic record.
43. Entry Test.
44. **BS Botany**
45. F.Sc. (Pre-Medical) or equivalent with minimum 45% marks (2nd Division).
46. No D-Grade in academic record.
47. Entry Test.
48. **BS Chemistry**
49. F.Sc. (Pre-Medical) in Biology, Chemistry and Physics or equivalent with minimum 45% marks (2nd Division).
50. No D-Grade in academic record.
51. Entry Test.
52. **BS (CS)/ BS (IT)**
53. Atleast 50% marks in Intermediate. F.Sc.(Pre-Engineering/ Pre-Medical), Intermediate in General Science (Mathematics/ Statistics/ Economics), Intermediate in Computer Science (ICS), Intermediate in Commerce, Diploma in IT/ Electronics equivalent to Intermediate.
54. Entry Test.
55. **BS Mathematics**
56. F.Sc. (Pre-Engineering), ICS in Mathematics and any one of Physics, Statistics or Economicsor equivalentor F.A. in Mathematics, Statistics and Economicswith minimum 45% marks (2nd Division).
57. No D-Grade in academic record.
58. Entry Test.
59. **BS Physics**
60. F.Sc. (Pre-Engineering) in Physics, Mathematics (Math. A &B) or equivalent with minimum 45% marks(2nd Division).
61. No D-Grade in academic record.
62. Entry Test.

1. **GRADUATE Programmes**
2. **FACULTY OF ARTS**
3. **MBA (3.5 Years)**
4. B.A./B.Sc./ B.Com. or equivalent with minimum 45% marks (2nd Division).
5. Entry Test.
6. **MBA Executive (2 Years)**
7. 14 years education with 4 years industry experience or 16 years education with 2 years industry experience with minimum 45% marks (2nd Division) or in semester system 2.50/4.00 CGPA.
8. Entry Test.
9. **MBA (1.5 Years)**
10. B.Com. (Hons.) or BBA (Hons.) with 2.50/4.00 CGPA or minimum 45% marks(2nd Division).
11. Entry Test.
12. **M.Com. (2 Years)**
13. B.Com. or equivalent with 2.50/4.00 CGPA or minimum 45% marks (2nd Division).
14. Entry Test.
15. **M.A. Education (2 Years)**
16. B.A./ B.Sc. or equivalent with minimum 45% marks (2nd Division).
17. Entry Test.
18. **BA LLB (5 Years)**
19. F.A./F.Sc. or equivalent with minimum 45% marks (2nd Division).
20. Entry Test.
21. **M.Sc. Economics (2 Years)**
22. B.A./ B.Sc./ B.Com./ BBA with Economics or equivalent with minimum 45% marks (2nd Division).
23. Entry Test.
24. **M.A. English (2 Years)**
25. B.A. or equivalent with minimum 45% marks (2nd Division).
26. Entry Test.
27. **M.A. Islamic Studies (2 Years)**
28. B.A. in Islamic Studies as elective subject or equivalent with minimum 45% marks (2nd Division).
29. Entry Test.
30. **FACULTY OF Science (2 Years Programmes)**
31. **M.Sc. Botany**
32. B.Sc. or B.S.Ed. in Botany with minimum 45% marks (2nd Division).
33. No 3rd Division in academic record.
34. Entry Test.
35. **M.Sc. Chemistry**
36. B.Sc.in Chemistry excluding Geography, B.S.Ed. in Botany, Zoology and Chemistry with minimum 45% marks (2nd Division).
37. No 3rd Division in academic record.
38. Entry Test.
39. **MCS**
40. B.Sc. in Mathematics, Physics, Computer Science, Commerce, Statistics, Economics, Engineering or B.A. in Economics/ Statistics/ Computer/ Mathematics with minimum 45% marks (2nd Division).
41. Entry Test.
42. **M.Sc. Mathematics**
43. B.Sc. in Mathematics (A & B Courses) or B.S.Ed. in Physics and Mathematics with minimum 45% marks (2nd Division).
44. No 3rd Division in academic record.
45. Entry Test.
46. **M.Sc. Physics**
47. B.Sc. or B.S.Ed. in Physics, Mathematics Applied and Pure (Math. A & B) or Physics, Mathematics General Course with minimum 45% marks (2nd Division).
48. No 3rd Division in academic record.
49. Entry Test.
50. **M.Sc. Zoology**
51. B.Sc. in Botany, Zoology, Chemistry or B.S.Ed. in Botany, Zoology, Chemistry with minimum 45% marks (2nd Division).
52. No 3rd Division in academic record.
53. Entry Test.
54. **Duration of Degree Programmes**

The duration for various degree programmes offered will be as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree Programmes** | **Normal**  **Duration** | **Normal Semester** | **Maximum Duration** | **Maximum**  **Semesters** |
| MBA | 1.5-Years | 03 | 2-Years | 04 |
| B.Ed. (Secondary) | 1.5-Years | 03 | 2.5-Years | 05 |
| M.A., M.Sc.,MCS, MBA (Executive), M.Com., ADE, B.Ed. | 2-Years | 04 | 3-Years | 06 |
| B.Ed. (Elementary) | 2.5-Years | 04 | 3-Years | 06 |
| MBA | 3.5-Years | 07 | 4.5-Years | 09 |
| BBA, BS, B.Sc. | 4-Years | 08 | 6-Years | 12 |
| BA LLB | 5-Years | 10 | 7-Years | 14 |
| BS Home Economics | 6-Years | 12 | 8-Years | 16 |

**PROMOTION REGULATIONS (For M.Phil)**

1. The Scholar must obtain GPA 2.50 or more for the enrollment to second semester.
2. If a scholar obtains GPA of 2.25 or more but less than 2.50, then he/ she will be allowed to register in the second semester on probation. A scholar who fails to obtain GPA 2.25 shall be dropped.
3. A dropped scholar either in first or second semester shall be allowed to seek re-admission (once only) in first semester in the relevant discipline under the same category or fresh admission in any discipline of his/ her choice in merit.
4. In second semester if a scholar obtains CGPA of 2.25 or more but less than 2.50, then he/ she will be allowed to register in the third semester on probation. If he/ she already on probation shall be dropped.

0r

If a scholar fails to obtain CGPA 2.50 at the end of second semester, he will be allowed to repeat the failed courses in third semester.

1. The promotion regulations (1-4) above, for part time scholars are same, but GPA/ CGPA is calculated from the credit hours taken in a semester but not less than 6 credit hours.
2. A scholar, who obtains CGPA 2.25 or more but less than 2.50 upon the completion of entire course work will be allowed once to repeat the courses of the previous semester(s) in which he/ she obtained low grades. If scholar fails to obtain CGPA 2.50 will be considered dropped.
3. **Promotion Criteria (For Ph.D)**
4. The scholar should obtain GPA/ CGPA of 3.00 for enrolment to the next semester. In case a scholar obtains GPA/ CGPA of 2.50 or more but less than 3.00, he/ she will be allowed to enroll in the next semester, but only once, and he/ she will be given a warning to improve his GPA/ CGPA and if he/ she fails to obtain 3.00 in the next semester, his/ her admission shall stand cancelled.
5. A scholar, who obtains CGPA of 2.50 or more but less than 3.00 on completion of entire approved course work, may be allowed to repeat once the courses of the previous semesters in which he/ she had obtained the lowest grades in order to improve the CGPA, so as to obtain the minimum CGPA 3.00 failing which he/ she shall cease to be on the rolls of the University.