

# **Semester Rules and Regulations for Undergraduate Studies**

## **SECTION 1: TOTAL PERIOD OF STUDY**

The regular duration of bachelors program

- |    |                                     |            |
|----|-------------------------------------|------------|
| a) | BS 4 years (after Intermediate)     | Four Years |
| b) | BS 5 years (after Intermediate)     | Five Years |
| c) | BS 4 years (after Associate Degree) | Two Years  |

In case of valid reasons / excuse the period of study will be extended for two additional years / Four Semesters in all above said three programs. The students who will not complete studies within stated periods shall be struck off from the rolls of the Department / Centre / Institute / College / School. The students who have been given the right to extend the duration of study for additional two years must **register and pay semester fee/dues of the semesters in the extension period.** The students who extend their course of study beyond the normal period given above (a, b, & c) above shall not be entitled to avail the hostel facility, which university extends to its regular students.

## **SECTION 2: SCHEDULE OF SEMESTERS**

1. There shall be two semesters (Fall & Spring) in an academic year.
2. Each semester shall be of 18 working weeks – sixteen weeks for teaching, one to two weeks for examinations.
3. During the summer break university may offer summer semester of 6-8 weeks with subject of its choice which will provide opportunity to the students (with fail courses, withdrawn courses, improving grades). A maximum of 9 credit hours courses will be offered during summer semester by each Department / Centre / Institute / College / School.

During the summer semester the contact hours per week will be doubled to ensure that the course is fully covered in the summer semester with half of the duration compared to a regular (Fall or Spring) semester.

## **SECTION 3: COURSE DESCRIPTION**

Course contents, if revised, shall be approved by the faculty of each Department / Centre / Institute / College. The teacher concerned will be responsible for determining the details of the course. The Chairman / Director / Principal shall call the meeting of the teachers of the Department / Centre / Institute / College for the purpose.

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Courses will be divided into following categories:

- i) Compulsory
- ii) General / Minor
- iii) Foundation
- iv) Major
- v) Elective

Each Department / Centre / Institute / College shall decide its own compulsory, General / Minor, Foundation, major and elective subjects. The courses offered by a Department / Centre / Institute / College shall be announced with a short description of each course along with time, day, class room, name of the teacher, semester and credit hours.

*“No student will take any course unless he has cleared the pre-requisite for it as determined by the respective Department / Centre / Institute / College”.*

#### **Course Codes**

All courses will be preceded by 2 – 4 alphabets to be decided by the Department / Centre / Institute / College indicating the title of the degree / area of specialization.

#### **3.5 – 4 years Bachelors Program**

1. All courses given in the first year (1<sup>st</sup> & 2<sup>nd</sup> semesters) will be designated by 100.
2. All courses given in the second year (3<sup>rd</sup> & 4<sup>th</sup> semesters) will be designated by 200.
3. All courses given in the third year (5<sup>th</sup> & 6<sup>th</sup> semesters) will be designated by 300.
4. All courses given in the fourth year (7<sup>th</sup> & 8<sup>th</sup> semesters) will be designated by 400.

#### **5 years Bachelors Program**

1. All courses given in the first year (1<sup>st</sup> & 2<sup>nd</sup> semesters) will be designated by 100.
2. All courses given in the second year (3<sup>rd</sup> & 4<sup>th</sup> semesters) will be designated by 200.
3. All courses given in the third year (5<sup>th</sup> & 6<sup>th</sup> semesters) will be designated by 300.
4. All courses given in the fourth year (7<sup>th</sup> & 8<sup>th</sup> semesters) will be designated by 400.
5. All courses given in the fifth year (9<sup>th</sup> & 10<sup>th</sup> semesters) will be designated by 500.

#### **Entrance into 3<sup>rd</sup> year of 3.5 years / 4 years / 5 years Bachelors program after 14 years education**

The students after 14 years education are entitled to enter into third year of 3.5 years / 4 year / 5 years Bachelors program subject to their 14 years education (e.g., Associate Degree) is equivalent to the courses of study of first two years of 3.5 years / 4 year / 5 years Bachelors program. *The student will have to enroll and qualify the pre-requisite / deficiency courses to fulfill the requirement of the 3.5 years / 4 year / 5 years bachelors program.* The equivalence of the courses will be determined by the Department Examination Committee of the Department / Centre / Institute / College / School.

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**Exit from 4 years Bachelors Program after completion of 2 years study**

The students of 4 years Bachelors program are allowed to opt for an exit on medical / emergency grounds after successful completion of study of first two years. Such students will be awarded 2 years bachelor degree i.e., Associate Degree and will be eligible for admission in any program subject to fulfillment of eligibility criteria of relevant program of the university on the basis of this degree.

**SECTION 4: COURSE FILE**

Maintaining the Course File is compulsory for all faculty members. It should have complete record of every activity that happens during the course. The course file should contain:

- a. Course Code and Title
- b. Description of Course/Learning Outcomes
- c. Course syllabus and changes, if any, made over at least 3 semesters
- d. Weekly Teaching Schedule
- e. Dates of Mid term Examination
- f. Grading Policy will identify each activity. Such as Homework, Quizzes, Mid term Examination, Final Examination and Term Papers etc.
- g. Copy of each Homework Assignment
- h. Copy of each Quiz Assigned
- i. Copy of Question Papers for Mid term Examination
- j. Copy of Question Papers for Final/Semester End Examination
- k. Grading Sheets of the Course, Detailing Statistical Data on the Grades obtained by Students
- l. Difficulties/Problems faced by the Teacher and Students during Classroom/ Course Delivery

The course file of each subject will be submitted to the office of the Department / Centre / Institute / College / School one week after the end of Final term examination.

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**SECTION 5: COURSE CREDITS**

| <b>Program</b>                      | <b>Duration</b> | <b>Minimum Credit Hours</b>                       |
|-------------------------------------|-----------------|---|
| BS 4 years (after Intermediate)     | 4 years         | 120   |
| BS 5 years (after Intermediate)     | 5 years         | 160   |
| BS 4 years (after Associate Degree) | 2 years         | 120 (including credit hours transferred from ADP) |

1. A semester consists of 18 weeks (16 weeks lecturing and 2 weeks examination); which consists of 16 weeks of lecturing and 2 weeks of examination. In case of deficiency of delivered lectures, the teacher will take make-up classes with the approval of HoD.
2. A course may range from one credit hour to four credit hours.
3. One credit hour stands for at least one hour class contact per week per semester. For practical/laboratory work, 3 hours shall be considered equivalent to one credit hour.
4. Six (6) credit hours Research Project (dissertation) / project report / internship / special paper will be offered in the fourth year.

**SECTION 6: WITHDRAWALS / ADDS / CHANGE OF COURSES**

The enrolled students may change / add / withdraw the courses in their program not later than 7 days after the date of commencement of the semester with the permission of the head of the Department / Centre / Institute / College / School. The students availing withdrawals cannot register in next semesters for advance level course(s) for which the withdrawn courses are pre-requisite.

**SECTION 7: COURSES ON PASS / FAIL / AUDIT BASIS**

Some courses can be taken on pass/fail or audit basis. A student may take maximum 9 credit hours of Audit courses in a 3.5 – 4 years bachelor program and maximum 4 credit hours of Audit Courses in a 2 years degree program (after 14 years education).

Pass/Fail bases courses will count towards the degree credit hours requirement of the student but the grades of these courses will not be considered for calculating student's GPA or CGPA. Students may also take courses on audit basis. However, credit hours taken on audit basis will neither count towards a student's degree requirements nor in the calculation of his / her GPA or CGPA.

**SECTION 8: COURSE WORKLOAD**

**(4 Years Bachelors, 5 Years Bachelors)**

1. A regular student will normally be required to take workload of **15 to 18** credits hours in each semester. *(As per HEC Semester Policy Guidelines except the Summer Semester of nine credit hours).*

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2. A student who had earned an 'F' grade in a course will have to qualify the fail course(s) in Summer (if offered) or with his / her junior sessions.
3. A student who have earned D grade in any course and wants to improve grade will be bound to get enrolled in the course in the coming semester/s or in the summer semester, if offered.
4. The teacher shall provide a detailed course outline to the students within seven days of the beginning of the semester and shall send a copy of the course outline and work plan to the Chairman/Director/Principal.

There will be all taught courses in program of studies. However, in the final year (last two semesters), there may be one seminar course (1 cr. hr.) or Term paper (2 cr. hr.).

**SECTION 9: CLASS ATTENDANCE**

1. A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the mid term and final examination. In the case of short attendance up to the mid term, the student will be allowed provisionally to appear in the mid term exam but he will have to meet the minimum attendance requirement till final term exam. The concerned HoD can award 5% relaxation in attendance on student's request. The student availing this attendance relaxation, will have to pay absent fine amounting Rs. 2,000/- per short attendance course with maximum absent fine of Rs. 5,000/- per semester.
2. There is maximum 25% absent allowance (not in a stretch). At any stage in a semester (2<sup>nd</sup> semester and onwards) if a student has availed this maximum absent allowance then the student will be awarded FW grade in low-attendance courses. The student having class attendance less than 75% in a particular course will be required to repeat the course when it is offered again. The student will be awarded grade FW i.e., forced withdrawal and will not be counted towards calculation of GPA/CGPA. The students will pay the course(s) fee and the examination fee while repeating the FW courses with junior sessions to complete all the formal requirements of the degree.
3. In case of Hajj / maternity, the maximum 25% absent allowance can be availed in a stretch with the prior approval of HoD.
4. The 30% relaxation i.e., 25% allowed absenteeism and 5% relaxation (with fine) by HOD in total attendance is inclusive of absents (without prior approval) or leave (with prior approval).
5. In case of late admission (other than open merit e.g., sports, army etc.) after 5 weeks but not later than the mid term examination, the special mid term examination of these late admission students shall be conducted before or with the final term examinations.
6. The late admissions after the mid term examinations shall be referred to the next academic session.

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7. At the end of each month the teacher concerned shall send, to the head of the Department / Centre / Institute / College / School, a statement giving the total number of lectures delivered and practicals conducted by him together with the number of lectures and practicals attended by each student. The cumulative attendance record will be displayed on the notice boards on monthly basis.
8. In case the student remains absent from all the classes of all the courses of Semester-I for two consecutive weeks without leave (medical / emergency), his/her admission will be cancelled. Such students, however, will be eligible to apply for admission in next year, subject to fulfillment of other conditions for admission.
9. For all the semesters, except for the first semester, in case the student remains absent from all the classes of all the courses for two consecutive weeks without approval then he will not be allowed to continue in that session and his semester will be forced frozen. Such students will rejoin the same semester with his/her immediate junior session.
10. In the case of a sportsman, participating in games at national and international level, as verified by the Director of Sports and prior approval by the concerned Chairman/Director/Principal. 75% of the requisite attendance in lectures and practicals will be calculated on the basis of total number of lectures/practicals, delivered to his/her class in a course, minus the number of lectures/practicals delivered to his/her class on the days actually spend by the sportsman in such sports and games. However, the Department/ Institute/ College shall arrange special lectures for the concerned sportsman before the commencement of mid and final term examinations, in order to make-up the deficiency in lectures/practicals. The student will be bound to appear in the mid and final term examinations with the class. If the sports events are scheduled in the mid and final term examinations, then the special examinations will be arranged as per regulations immediately.

**SECTION 10: EVALUATION SYSTEM**

1. The teacher is responsible for the evaluation of work/performance of the students of his class and for the award of grades to them on the basis of such evaluation:
2. The number and nature of tests and assignments depends on the nature of course. However, in case of taught course there will be at least one home assignment, sessional works and two examinations (Mid and final term examinations of each semester) in each course with the Weightage as under:-
  - A. **Sessional activities**            **25%**
  - B. **Mid term examination**        **35%**
  - C. **Final term examination**      **40%**

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It is mandatory to appear in both examination (i.e., Mid term and Final term) and also to complete the sessional activities. To pass a course, student must obtain 'D' grade (50% marks) cumulative in mid term, final term examinations and sessional activities.

3. The Mid term examination shall be held after eight weeks of the commencement of the semester. The final examination shall be held at the end of 17<sup>th</sup> week i.e., during 18<sup>th</sup> week. The Mid term and Final term examinations date sheet will be notified by the Chairman / Director / Principal.
4. In view of the weightage for the various examinations the minimum duration of the papers will be as follows:
  - i. Mid term Examination: One and half hour
  - ii. Final term Examination: Two hours
5. Home assignments shall be submitted to the concerned teacher as scheduled by the teacher.
6. There shall be no choice in questions in the mid term and final term examination papers.
7. Examination should be held on consecutive days excluding holidays. The schedule of papers showing to the students shall be displayed along with the examination date sheet. This paper showing activity should be performed within one week according to the schedule announced along with the examination date sheet.
8. The scripts of each activity (as mentioned in A, B and C of point (2) above) shall be shown to the students by the concerned teachers. After paper showing, the scripts will be immediately collected back from the students. The scripts of the mid-term and final-term examinations will be submitted to the department exam or concerned office after the result declaration.
9. In case a student is not satisfied with his/her award even after checking his/her answer book, or clarification from the teacher, he/she may make written request to Chairman/ Director / Principal within one week of the paper showing date. The Chairman/Director/Principal will refer his/her case to the Examination Committee of the Department / Centre / Institute / College / School. The decision made by the Chairman/Director/Principal on the recommendation of the Department Examination Committee will be final. The rechecking fee is Rs. 1,000/ per course.
10. The teacher concerned shall prepare three copies of the awards. He shall retain one copy with him and send one copy to the Chairman / Director / Principal concerned. He shall also display a copy of the result on the Notice Board. The scripts of mid and final term examination and assignments will be kept for three months after declaration of result or as per requirements of accreditation councils.

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11. The teacher will report unfair means cases to the Chairman / Director / Principal who shall forward the case within one week to the Departmental Examination Committee for necessary action as per rules given in PU Calendar Vol. 1, Part VII, Chapter VII.
12. In case a candidate is unable to appear in part or whole of the Mid term or Final Examination of a Semester on emergency grounds as defined in University rules then he may be allowed to appear in the special Mid term or Final Examination conducted within one month by the Department / Centre / Institute / College / School. The special examination will be conducted after approval by the HoD and payment of such examination fee provided that he/ she fulfill the condition of having attended the prescribed number of lectures as laid down in these Regulations (Section 9). If a student fail to provide valid reason of missing the exam or fail to submit the special examination fee within the stipulated time (i.e., two weeks) then he will be awarded zero marks in that missed examination.

There shall be no provision of special examinations for the students who have already appeared in the examinations. They can only repeat the courses (D or F grade) for improvement with their junior sessions on payment of prescribed fee.

13. In case of a valid reason a student may freeze his/her studies maximum for one year (two semesters) subject to the permission of Chairman / Director / Principal of the concerned Department / Centre / Institute / College / School. However, freezing in 1<sup>st</sup> semester is not allowed but in case of grave situation the Departmental Examination Committee will consider the freezing of Semester in 1<sup>st</sup> semester and forward its recommendations to Semester Implementation Committee for final decision. During the “freezing period” the applicant will lose his studentship status and shall not be entitled to avail any facility like hostel/medical/transport, which University extends to its regular students. The student will rejoin the same semester which he / she has frozen on the basis of genuine reason and will be entitled to the facilities curtailed for the freezing period. In case of any problem the students may approach the Semester Implementation Committee.

The period of research work cannot be frozen.

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**SECTION 11: GRADING SYSTEM**

1. Letter grading should only be used for representing the individual courses and not for semester Grade Point Average (GPA) or Cumulative Grade Point Average (CGPA).
2. Equivalence in numerical grades, letter grades and grade points is as follows:

| Percent Marks      | Letter Grade | Grade Points   |
|--------------------|--------------|--|
| 85 & above         | A            | 4.00   |
| 80 - 84            | A-           | 3.70   |
| 75 - 79            | B+           | 3.30   |
| 70 - 74            | B            | 3.00   |
| 65 - 69            | B-           | 2.70   |
| 61 - 64            | C+           | 2.30   |
| 58 - 60            | C            | 2.00   |
| 55 - 57            | C-           | 1.70   |
| 50 - 54            | D            | 1.00   |
| Below 50 or Absent | F            | 0.00   |
| Withdrawal         | W            | Not counted in GPA / CGPA calculation and not shown in FT  |
| Forced Withdrawal  | FW           | Not counted in GPA / CGPA calculation, however will be reflected in the FT   |
| Incomplete         | I            | Incomplete grade will be awarded in case of absence from exam. But this must be completed (special exam) within one month of the conduct of exam, otherwise 0 marks will be awarded in the in such exam. |

3. Maximum possible GPA is 4.00.
4. For the award of 4 / 5 years Bachelors degree, the minimum required CGPA is 2.00.
5. A fraction of mark in a course is to be counted as '1' mark e.g., 64.1 or 64.9 is to be shown as 65.
6. Letter Grade and Grade Point for a course will be awarded according to the above table.

**Example:**

| Examination       | Weightage   | Marks Obtained |
|-------------------|-------------|----------------|
| Mid term          | 35%         | 20.0           |
| Assignment        | 25%         | 16.4           |
| Final Examination | 40%         | 35.0           |
| <b>Total:</b>     | <b>100%</b> | <b>71.4</b>    |

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The score will be rounded to 72.

Letter Grade in this case will be 'B'

Grade Point in this case will be 3.00

7. In order to calculate the GPA, multiply the GP of the course with its Credit Hours to obtain total grade points. Add up the grade points of all the courses to obtain Cumulative Grade Points and divide by the total number of Credit Hours of that semester to get the GPA for the semester.

**RE-REGISTRATION OF F AND D GRADE COURSES**

The students with F and D grade courses will have to re-register with juniors (if required conditions are satisfied) for improvement of grades.

**Example No. 1:**

In case of equal credit hour courses:

| Course No.   | Credit Hours | Grade Point |              | Weighted Grade Points |
|--------------|--------------|-------------|--------------|-----------------------|
| 531          | 3            | 3.00        | (3.00 x 3 =) | 9                     |
| 534          | 3            | 2.30        | (2.30 x 3 =) | 6.9                   |
| 547          | 3            | 4.00        | (4.00 x 3 =) | 12                    |
| 550          | 3            | 3.70        | (3.70 x 3 =) | 11.1                  |
| 571          | 3            | Zero        | (0.00 x 3 =) | 0                     |
| 572          | 3            | 1.70        | (1.70 x 3 =) | 5.1                   |
| <b>Total</b> | <b>18</b>    |             |              | <b>44.1</b>           |

$$\text{GPA} = \frac{44.1}{18} = 2.45$$

**Example No. 2:**

In case of unequal credit hour courses:

| Course No.   | Credit Hours | Grade Point |              | Weighted Grade Points |
|--------------|--------------|-------------|--------------|-----------------------|
| 510          | 4            | 3.00        | (3.00 x 4 =) | 12.00                 |
| 511          | 3            | 3.70        | (3.70 x 3 =) | 11.10                 |
| 512          | 4            | 2.30        | (2.30 x 4 =) | 9.20                  |
| 550          | 2            | 4.0         | (4.00 x 2 =) | 8.00                  |
| 575          | 2            | 2.0         | (2.00 x 2 =) | 4.00                  |
| <b>Total</b> | <b>15</b>    |             |              | <b>44.3</b>           |

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**Grade Point average**       $= \frac{44.3}{15} = 2.94$

Course with 'F' will be counted as 'Zero' Grade Point for calculation of semester Grade Point Average.

**Calculation of CGPA**

The CGPA will be calculated as the weighted average of all the courses the students has been enrolled and evaluated. The credit hours of a course will be used as weight for this purpose.

$$CGPA = \frac{\sum_{i=1}^n c_i * GP_i}{\sum_{i=1}^n c_i}$$

where  $c_i$  is credits of the  $i_{th}$  course and  $GP_i$  is grade point obtained in  $i_{th}$  course and  $n$  is total subject studied in degree

e.g.,

| Semester     | Course Code | Credit Hours (CH) | Obtained Marks | GP  | CH x GP     | Weighted GPs |
|--------------|-------------|-------------------|----------------|-----|-------------|--------------|
| I            | 103         | 3                 | 67             | 2.7 | (3 x 2.7 =) | 8.1          |
|              | 107         | 3                 | 98             | 4.0 | (3 x 4.0 =) | 12           |
|              | 105         | 3                 | 76             | 3.3 | (3 x 3.3 =) | 9.9          |
|              | 102         | 3                 | 89             | 4.0 | (3 x 4.0 =) | 12           |
|              | 108         | 4                 | 60             | 2.0 | (4 x 2.0 =) | 8            |
| II           | 201         | 3                 | 55             | 1.7 | (3 x 1.7 =) | 5.1          |
|              | 202         | 3                 | 63             | 2.3 | (3 x 2.3 =) | 6.9          |
|              | 206         | 3                 | 78             | 3.3 | (3 x 3.3 =) | 9.9          |
|              | 207         | 2                 | 65             | 2.7 | (2 x 2.7 =) | 5.4          |
|              | 205         | 4                 | 85             | 4.0 | (4 x 4.0 =) | 16           |
| <b>Total</b> |             | <b>31</b>         |                |     |             | <b>93.3</b>  |

$$CGPA = \frac{93.3}{31} = 3.01$$

Overall CGPA should be directly computed from the individual courses GPs and not from the GPAs of semester.

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**10. Calculation of OPM**

The obtained percent marks (OPM) will be calculated as the weighted average of all the courses the students has been enrolled and evaluated. The credit hours of a course will be used as weight for this purpose.

$$OPM = \frac{\sum_{i=1}^n c_i * Marks_i}{\sum_{i=1}^n c_i}$$

| Semester     | Course Code | Cr. Hr.   | Obtained Marks | GP  |            | Weighted obtained marks |
|--------------|-------------|-----------|----------------|-----|------------|-------------------------|
| I            | 103         | 3         | 67             | 2.7 | (3 x 67 =) | 201                     |
|              | 107         | 3         | 98             | 4.0 | (3 x 98 =) | 294                     |
|              | 105         | 3         | 76             | 3.3 | (3 x 76 =) | 228                     |
|              | 102         | 3         | 89             | 4.0 | (3 x 89 =) | 267                     |
|              | 108         | 4         | 60             | 2.0 | (4 x 60 =) | 240                     |
| II           | 201         | 3         | 55             | 1.7 | (3 x 55 =) | 165                     |
|              | 202         | 3         | 63             | 2.3 | (3 x 63 =) | 189                     |
|              | 206         | 3         | 78             | 3.3 | (3 x 78 =) | 234                     |
|              | 207         | 2         | 65             | 2.7 | (2 x 65 =) | 130                     |
|              | 205         | 4         | 85             | 4.0 | (4 x 85 =) | 340                     |
| <b>Total</b> |             | <b>31</b> |                |     |            | <b>2288</b>             |

$$OPM = \frac{2288}{31} = 73.81\%$$

11. Final result will be notified by the University Controller of Examinations. The result status of each student will be mentioned on the result notification i.e., (Pass, Fail (means full fail and no further chance), Fail (partial fail mention subjects and Last Chance), RL, RL fee, RL Thesis, Freezed, Dropped, Left).

**SECTION 12: RULES FOR PROMOTION**

**3.5 – 4 & 5 years Bachelors**

|                             | <b>Promotion</b> | <b>Probation</b>    | <b>Drop</b> |
|-----------------------------|------------------|---------------------|-------------|
| <b>1st Semester</b>         | GPA > 2.00       | 1.50 <= GPA < 2.00  | GPA < 1.50  |
| <b>2nd Semester onwards</b> | CGPA > 2.00      | 1.70 <= CGPA < 2.00 | CGPA < 1.70 |

1. It will be mandatory for the students to obtain a minimum Cumulative Grade Point average (CGPA) of 2.00 to be promoted to the next semester.
2. In case a student is able to obtain GPA of 1.70 or more but less than 2.00 except first semester where GPA of 1.50 or more but less than 2.0, he/she will be promoted to the next semester on probation (1<sup>st</sup> Probation). If the student does not achieve desired CGPA 2.0 but obtain CGPA greater than or equal to 1.7 then he will be on 2<sup>nd</sup> which is the last probation. The candidate, who fails to secure 1.50 GPA in the first semester or 1.70 CGPA in the subsequent semester/s shall stand automatically dropped from the rolls.
3. A student has to obtain CGPA 2.00 in the last semester for the award of degree.
4. A student will be required to repeat Grade F (mandatory) and Grade D (mandatory if CGPA is less than minimum requirement) courses of previous semesters with immediate junior session/s. If the student is still in his/her regular session then the student will have to pay the courses tuition fee (calculated proportionally on the basis of credit hours) in addition to the semester full examination fee. If the student is on extension then the student will have to pay the full semester fee and dues to repeat the courses (D or F grade).
5. A student, who completes all the courses and has not been required to repeat any course(s), obtains CGPA less than 2.00 at the end of last semester degree program may be allowed to repeat maximum 16 credit hour courses (D or C-), in order to improve the CGPA so as to obtain the minimum of 2.00 CGPA failing which he / she shall not be awarded degree and removed from the rolls of the Department / Centre/ Institute / College.
6. In case a student repeats the course(s) for the improvement of grade(s) which he/ she has already taken, the better of the two grades of the course(s) will be counted for CGPA calculations.

**Thesis:**

- i. The topics of thesis, field work, research work, entrepreneurship etc. along with the names of supervisors shall be approved by the dean on the recommendation of the departmental examination committee latest by the second week of second last

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semester. At the point of approval of topics of theses etc., the student's ability to complete the research work within minimum degree completion time period should be considered.

- ii. The thesis, report etc. shall be submitted at least one week before the commencement of final term examination of last semester.
- iii. The list of external examiners will be approved by the dean on the recommendation of the departmental examination committee latest by the mid term examination of the final semester. An external examiner can examine a maximum of five theses of a session.

**SECTION 13: PROBATION**

The promotion of a student on probation will be allowed twice in all the programs given at Section-1 (a, b, c). If a student in the first semester obtains a GPA less than 2.0 and greater than or equal to 1.5 will be considered on probation but in the subsequent semesters the student will be considered on probation if he / she scores CGPA less than 2.0 and greater than or equal to 1.70. In case a student does not achieve minimum desired CGPA. 2.0 in any semester after availing opportunity of two probations, he / she shall be dropped from the rolls of the Department / Centre / Institute / College / School and cannot be re-admitted in any case by any of the Department / Centre / Institute / College / School at the same level program.

**Note:** Improvement of grades in a semester with probation does not remove the probation count.

**SECTION 14: DROPPED / STRUCK OFF STUDENTS**

Students whose names were dropped or struck off from the rolls of any University Teaching Department / Center / Institute / Constituent / Affiliated College due to low GPA/CGPA or violation of University rules shall not be granted readmission in any department of the university. **However, those students who have been dropped in the first year (Annual System) or Semester 1 on account of genuine reasons such as health etc. may reapply for fresh admission with the approval of the Dean, after recommendations from the HOD / Director / Principal of the University Teaching Department / School / Centre / Institute / Constituent / Affiliated College.**

**SECTION 15: AWARD OF DEGREE**

Minimum requirements for the award of degree

- i. Have earned the minimum required credit hours (see Section-V) in the allowed degree duration (Section III);
- ii. Have secured at least 'D' grade in each course;
- iii. Have not availed more than two probations in entire program;
- iv. Have obtained a minimum CGPA of 2.00.

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Note:

*A student must have a proper admission in the undergraduate program of the Department / Centre / Institute / College / School and should have earned a minimum of 60 credit hours out of a total of 124 – 136 credit hours of 3.5 – 4 years Bachelors, 75 credit hours out of 160 credit hours of 5 years Bachelors and 30 credit hours out of total of 66 credit hours of 2 years Master after 14 year education from the Department / Centre / Institute / College / School from where he / she will be entitled for the degree.*

(The above Para shall be read with rule (X) migration / transfer / exemption of credits)

**SECTION 16: AWARD OF DISTINCTIONS**

The CGPA will be reported up to two decimals for the award of medal/ distinction and determination will be awarded to all candidates having the same CGPA then Medal/ distinction will be awarded to all candidates having the same CGPA, as the case may be.

There shall be following distinctions

- i) Gold Medal
- ii) Role of honors
- iii) Merit Positions

Maximum number of merit gold medals (University gold medals / First position) for a class will be three. In case of tie upto two decimal places of CGPA, then the

-- calculate CGPA can be extended up to five decimal places;

-- decide on the basis of OPM up to five decimal places.

- i. Passed all the examinations in the first attempt with his session i.e., have passed all the courses in the regular examinations and not in the resit, repeat, special examination. In case of credits earned from other institutions (foreign), these must be approved as per rules provided in credit hours transfer policy.

In case of passing any exam with his junior sessions due to any reason will debar the candidate for the role of honors / merit certificates / gold medals and any other distinction.

In case of freezing of semester, the student will be debarred from the award of distinction.

- ii. The students obtaining CGPA 3.70 or above will be declared eligible for the award of any distinction.
- iii. The student must have passed all the courses (individual courses) at least in B- grade, in the first attempt.
- iv. The disciplines where the number of students in a class is less than 5, no distinction will be awarded.

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- v. The result of the candidate is not declared within the minimum prescribed time of the degree, then no distinction will be awarded.
- vi. The merit positions of top 5 students as per criterion laid above shall be part of result notification No. 1.
- vii. Further, the HOD will ensure the submission of the result of the concerned session immediately after terminating the session with the result of at least 75% of class / session. Otherwise, a gold medal will not be awarded.
- viii. The students did not submit their theses etc. (even with approval of extension) shall be debarred from the award of distinction.

**Note:**

The students **admitted late on reserve seats**, as per the admission rules, and have passed mid term exam of first semester in a special exam shall be eligible for distinction provided that they have passed the Semester-1 final exam in the regular exam (as the mid term exam of first semester can be a special exam for late admitted students) and also all the other semester examinations in the first attempt with their session.

**SECTION 17: NOTIFICATION OF RESULTS**

The teachers are required to submit the result within one week after the examination so that result shall be declared by the Chairman/Principal/Director under intimation to the Dean after its consideration by the Examination Committee of the Department / Centre / Institute / College / School within two weeks after the examination. The Dean will ensure the timely declaration of result. If the teacher concerned does not submit the result within two weeks even after reminders by the head of department then the head of department will collect back the scripts and appoint any other teacher as examiner to mark the scripts and submit results within one week. In such cases, the 75% of remuneration will be paid to the substitute examiner appointed later by the head of department.

At the end of each semester, the department will provide the students a consolidated provisional result card showing the detailed result of all the courses up to the current completed semester.

New semester cannot be started without notification of result of concluding semester and payment of fee of the upcoming semester.

**SECTION 18: SPECIAL EXAMINATION**

The student who is eligible to appear in the examinations but cannot appear because of valid excuse / reason. Such student may appear in special examination subject to the following conditions:

- 1. if he / she has intimated the department within one week of commencement of examination
- 2. the application for arranging special examination is approved by the head of department

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3. has paid the special examination fee as notified by the university treasurer

The special examination will be conducted within two weeks after the regular examination.

If a student is absent in exams and unable to provide a valid excuse will not be allowed to appear in special exams. If he has missed exams of less than 50% of semester workload and meet the minimum GPA/CGPA criteria then he will be provisionally promoted to the next semester and will repeat the courses and reappear with his juniors. If he has missed more than 50% of semester workload then he will be forcefully freezed and will repeat the semester with his juniors.

There will be no special examination for the improvement of D and F grades.

**SECTION 19: RE-ENROLLMENT / RE-REGISTRATION / RE-ADMISSION IN SAME SEMESTER WITH JUNIOR BATCH ON MEDICAL / EMERGENCY GROUNDS**

The student who cannot appear in examination on medical / emergency ground and discontinues studies (except for Semester-I) will be allowed to seek re-enrollment in the same semester next year after paying semester fees. During the period of discontinuation of studies the hostel, medical and transport facilities shall be curtailed which are normally available to regular students. The students struck off from the rolls of the Department / Centre / Institute / College / School on the basis of poor performance will not be readmitted at the same level program (parallel level program) in any case in any department of the University.

**SECTION 20: FREEZING OF SEMESTER**

In case of a valid reason a student may freeze his/her studies maximum for one year (two semesters) subject to the permission of Chairman / Director / Principal of the concerned Department / Centre / Institute / College / School. However, freezing in 1<sup>st</sup> semester is not allowed during the "freezing period" the applicant will lose his studentship status and shall not be entitled to avail any facility like hostel/medical/transport, which University extends to its regular students. The student will rejoin the same semester which he / she has frozen on the basis of genuine reason and will be entitled to the facilities curtailed for the freezing period. In case of any problem the students may approach the Semester Implementation Committee.

The period of research work cannot be freezed.

**SECTION 21: LATE ADMISSION / MEDICAL / HARDSHIP GROUNDS IN FIRST SEMESTER**

In case of late admission (Foreign/Nominations/Quota) the Mid term exams of such students can be delayed ensuring to arrange special make-up classes/assignments to cover the deficiency.

Maximum limit for late admission is till mid- semester. However, in case of students on scholarships, the seats shall be reserved for the next year session.

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In case of medical issues of a student during Semester-I (see Section-V), if the students have attended the required number of classes, then he can re-join first semester with his juniors. In case of shortage of attendance, he will be eligible to apply for fresh admission as per merit and eligibility criteria of the relevant session.

**SECTION 22: EXCHANGE PROGRAM CREDITS TRANSFER**

The students who have earned credits under Exchange Program can be transferred with prior permission of the department. Only those credits (maximum of one semester duration) can be considered for transfer which are earned from HEC recognized / accredited / foreign higher education institution.

**SECTION 23: MIGRATION / TRANSFER / EXEMPTION OF CREDITS**

Migration of a student may be allowed subject to the fulfillment of Migration Regulations of the University of the Punjab. The credits earned in the previous institution may be permitted to be transferred to the University of the Punjab subject to the condition of similarity / equivalence with the University courses. (as per rules given in PU Calendar Vol. 1, Part VI, Chapter I (15). (need to be verified from the Registrar office)

The students of the University of the Punjab are also allowed to migrate from one Department / Centre / Institute / College / School to another Department / Centre / Institute / College / School with mutual consent of the heads of Department / Centre / Institute / College / School. The migration in all cases shall only be permissible if the student fulfills requirements of merit and considered for exemption of similar/identical course by the department of the student will be admitted. The decision of the department will be final. The migration will not be allowed during the 1<sup>st</sup> year of any course of study described at III (a, b, c). No credit hour of a course will be transferred if the grade is less than 'C'.

**SECTION 24: FORMAT OF FINAL TRANSCRIPT**

Each Department / Centre / Institute / College / School ensure that the final transcript for the award of degree includes following information:

**Front Side:**

- a. Name of Student
- b. Father's Name
- c. Date of Birth
- d. Registration No. /Roll No.
- e. Name of the Programme
- f. Date of Admission into Degree Program
- g. Semester Wise Break-up with Dates
- h. Subjects Detail along with Credit Hours
- i. Type of Enrollment – Full Time or Part Time

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- j. Picture of the Applicant be Printed on Transcript
- k. Date of Completion of Degree Requirements
- l. Mode of Study – Regular or Private or Distance Learning
- m. Online Result Verification Key/ID (Front Side at the End of the Transcript)
- n. GPA/CGPA and Overall Percentage against earned CGPA (at the End of the front side of Transcript)

**Back Side:**

- a. Basic Admission Requirement of the Programme
- b. Previous Degree held by the Student along with Institution Name
- c. Credit Hours Exempted/Transferred if any/applicable.
- d. CNIC No. for Pakistani and Passport No. for Foreign Students
- e. Grading System must be mentioned on Back Side of the Transcript
- f. Charter Date of the University/DAI may be mentioned
- g. Name of Campus/College be mentioned along with HEC Permission Date
- h. Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)

There must be an indication of repeat attempts on the transcript, so that it can be determined whether the student has qualified in first attempt or not. The diploma / transcript must have the water-mark seal on it.

**SECTION 25: CANCELLATION OF ADMISSION**

If a student (1) fails to attend any lecture during the first four week of the commencement of the semester as per announced schedule or (2) fails to obtain minimum GPA/CGPA or (3) proved guilty in violating the University disciplinary rules then his/her admission will be cancelled. For (1) and (2) the notices will only be displayed on the notice boards of the relevant department.

**SECTION 26: TEACHER EVALUATION**

(As per HEC and PU QEC guidelines)

**SECTION 27: DEPARTMENTAL EXAMINATION COMMITTEE**

**1. Constitution of Committee**

Each Department / Centre / Institute / College / School shall constitute a Departmental Examination Committee comprising following:

- a. The Chairman / Director / Principal of the Department / Institute / Centre / College / School;
- b. All Professors and Associate Professors of the Department / Institute / Centre / College / School;

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- c. One Assistant Professor and one Lecturer of the department / Institute / Centre / College / School (to be appointed by rotation in order of seniority for three (3) years);

The committee can co-opt a teacher if needed.

**2. Functions of the Committee**

- a. Ensure content coverage of courses by comparing tests with the course outline and work plan provided by the teacher;
- b. Monitor classroom activities laid down in the course outline;
- c. Examine uniformity in all matters before the declaration of result;
- d. Address and dispense student complaints;
- e. Address UMC cases and make decisions under the semester rules.

In case a student is not satisfied with decision of Departmental Examination Committee then he/ she may appeal to the Punjab University Semester Implementation Committee (PU SIC).

**SECTION 28: APPROVAL OF APPOINTMENT OF SUPERVISORS AND SUBJECTS FOR RESEARCH AND PROJECT REPORT FOR 3.5 – 4 YEARS BACHELORS, 5 YEARS BACHELORS AND 2 YEARS MASTER AFTER 14 YEARS EDUCATION**

The approval of subjects for research and appointment of supervisors (Internal & External) shall be accorded by the Chairman on behalf of the Advanced Studies and Research Board on the recommendations of the Board of Studies.

If a student fails to submit the thesis within due date then he/she can apply to HoD for extension with valid reason of delay. An extension in submission date Extension in thesis will be granted by the HOD subject to payment of late submission fine. In any case, the extension time cannot be beyond the maximum allowable time for the completion of the degree. The department will ensure that delay in submission of thesis for some students should not affect the declaration of the result notification of other students who have fulfilled the degree requirements.

**SECTION 29: PUNJAB UNIVERSITY SEMESTER IMPLEMENTATION COMMITTEE (PU SIC)**

There shall be a Punjab University Semester Implementation Committee (PU SIC) to be constituted by the Vice-Chancellor. The Committee shall perform following functions:

- a. Provide consultation to the Department / Centre / Institute / College / School converting to semester system from the annual system.
- b. Provide support in the implementation of semester system by arranging short courses for the faculty on its various aspects.
- c. Monitor the implementations of semester system.
- d. Address various issues arising with relation to the implementation of semester system

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- e. Recommend necessary amendments in the Semester Regulations, if needed
- f. Address and dispense the appeals of the student(s) if he/she is not satisfied by the decision of the Departmental Examination Committee.

**Repeal:** The existing Regulations are hereby repealed. However, the cases arising under the repealed Regulations shall be governed by those Regulations.