

CHAPTER-1

UNIVERSITY REGISTER OF STUDENTS

1. The Registrar shall maintain a Register of all the students of the University, including for a higher examination.
 - (1) In this Register shall be recorded under the name of each registered student the date of birth and the dates of admission and re-admission to and leaving of any Department/ Institute/ Centre/ School/ Affiliated Institution, any University Scholarship Medal or Prize won by the student and every degree taken, and of every pass or failure in a University examination with his/ her roll number and year.
 - (2) In this Register, the registration shall be deemed necessary for students who have passed the prescribed examination and undertake courses of study to the higher examinations at the University.
2. The Principal/ Dean/ Chairperson/ Director of every Affiliated College/ University College/ Faculty/ Department/ Institute/ Centre/ School shall forward to the Registrar within 14 days the name of every student admitted or re-admitted to that College/ Department/ Institute/ Centre/ School, together with the prescribed registration form. Moreover, the withdrawal or transfer of a student should be reported within a fortnight as well to the Registrar.
3. If any student is struck off the rolls of a Department/ Institute/ Centre/ School/ College, migrates to another University/ College/ Institution, is rusticated or expelled, such fact shall be immediately reported to the Registrar.
4. In the case of a registered student joining or re-joining an educational institution, the Principal/ Dean/ Chairperson/ Director shall quote such student's registered number.
5. On registration, every student shall be informed through his/ her Principal/ Dean/ Chairperson/ Director of the Registered Number under which his/ her name has been entered in the Register, and that number shall be quoted in all subsequent reports concerning that student and

in all applications by that student to be submitted to a University examination.

6. (1) On admission to an Affiliated/ University College/ Department/ Institute/ Centre/ School, every student shall be required to pay the prescribed fee to the University through the concerned Head of the educational institution.
- (2) No further fee for registration shall be charged, unless a student's name is, for any reason other than legitimate migration, struck off the rolls of a Department/ Institute/ Centre/ School/ College, in which case he/ she shall pay prescribed fee to have his/ her name re-entered in the University Register.
7. All applications for admission to University examinations shall be liable to be scrutinized by comparison with the University Register. The Registrar may refuse any application of any candidate about whom complete particulars have not been reported and require him/ her to forward through his/ her Principal/ Dean/ Chairperson/ Director a complete statement of the particulars which have not been properly reported together with an additional registration fee as may be prescribed.
8. Any registered student may at any time receive a certified copy of all the entries or part thereof under his/ her name by payment of prescribed fee.
9. Any person who applies for special permission to appear in an examination as a private candidate shall quote his/ her registered number or if he/ she has not been registered shall get his/ her name registered by paying the usual registration fee before he/ she appears in the examination to which he/ she seeks admission.

CHAPTER-2

AFFILIATION OF EDUCATIONAL INSTITUTIONS TO THE UNIVERSITY

1. An educational institution applying for affiliation to the University shall make an application to the University and shall satisfy it:
 - (1) that the educational institution is under the management of the Government or of a regularly constituted governing body;
 - (2) that the financial resources of the educational institution are sufficient to enable it to make due provision for its continued maintenance and efficient working;
 - (3) that the strength and qualifications of the teaching and other staff, and the terms and conditions of their service, are adequate to make due provisions for the courses of instruction, teaching or training to be undertaken by the educational institution;
 - (4) that the educational institution has framed proper rules regarding the efficiency and discipline of its staff and other employees;
 - (5) that the building in which the educational institution is to be located is suitable, and that provision will be made in conformity with the Statutes, Regulations and Rules for;
 - (a) the residence of students, not residing with their parents or guardians, in the hostels established and maintained by the educational institution or in hostels or lodging approved by it; and
 - (b) the supervision and physical and general welfare of students;
 - (6) that provision has been made for a library and adequate library services;
 - (7) that where affiliation is sought in any branch of experimental sciences, due arrangements have been made for imparting instruction in that branch of science in properly equipped laboratory, museum and other places of practical work;

- (8) that due provision will, so far as circumstances may permit, be made for the residence of the Principal and members of the teaching staff in or near the college or place provided for the residence of students; and
 - (9) that the affiliation of the educational institution will not be injurious to the interests of education or discipline of educational institutions in its neighborhood.
2. The application shall further contain an undertaking that after the educational institution is affiliated, any transference, changes in the management and in the teaching staff, same in the case of Government Colleges, shall be forthwith reported to the University, and that the teaching staff shall possess such qualifications as are or may be prescribed.
3. The procedure to be followed in disposing of an application for the affiliation of an educational institution shall be such as may be prescribed.
4.
 - (1) The Senate may, on the recommendation of the Syndicate, grant or refuse affiliation to an educational institution.
 - (2) Provided that affiliation shall not be refused unless the educational institution has been given an opportunity of making a representation against the proposed decision.
5. **Addition of Courses by Affiliated Educational Institutions**

Where an educational institution desires to add to the courses of instructions in respect of which it is affiliated the procedure prescribed under Section 1 to 4 shall be followed.
6. **Report from Affiliated Educational Institutions**
 - (1) Every educational institution affiliated to the University shall furnish such reports, returns and other information as the University may require to enable it to judge the efficiency of the educational institutions;
 - (2) The University may call upon any educational institution affiliated to it to take within a specified period such action as may appear to the University to be necessary in respect of any of the matters referred to in Section 1 to 4.

7. **Withdrawal of Affiliation**

If an educational institution affiliated to the University fails at any time to fulfill any of the requirements mentioned in the University Act or if an educational institution has failed to observe any of the conditions of its affiliation, or its affairs are conducted in a manner which is prejudicial to the interests of education, the Senate may, on recommendation of the Syndicate, and after considering such representation as the educational institution may wish to make withdraw, either in full or in part the rights conferred on the educational institution by affiliation or modify such rights.

8. **Appeal against Refusal or Withdrawal of Affiliation**

Any appeal shall lie to the Senate against refusal of affiliation to an institution, or withdrawal in whole or in part, the rights conferred on an institution by affiliation, or modifications of such rights.

9. **Conditions to Ensure Financial Stability and Adequate Teaching in the Case of Institution Applying for Affiliation upto the Degree Standard**

- (1) (a) There should either be a separate endowment fund, that cannot be alienated so long as the institution continues to exist, of Rs. 0.3 million in the case of institution teaching Science subjects and of Rs. 0.2 million in the case of a institution teaching only Arts subjects. In this regard the joint Account would be opened in the name of Treasurer of the University and Head of the concerned institution.
- (b) The institutions in the private sector seeking affiliation would have to be registered with the Mirpur University of Science and Technology (MUST), Mirpur. The institution shall pay Rs. 30,000/- as Registration fee.
- (c) The private sector institutions shall pay Affiliation Committee's visit fee of Rs. 30,000/- for grant of affiliation/ extension/ addition of a new discipline/ subject besides affiliation fee for full course per student as under:
- | | | |
|-------|--|--------------|
| (i) | Ph.D. | Rs. 20,000/- |
| (ii) | MS/ M.Phil. or equivalent | Rs. 15,000/- |
| (iii) | MBA/ MPA/ M.Com./ MCS
or equivalent | Rs. 8,500/- |

- (iv) M.Ed./ LLB/ BBA/ BS or equivalent Rs. 6,500/-
 - (v) B.Com./ B.Ed./ ADE etc. Rs. 3,500/-
 - (vi) B.Sc. Rs. 3,500/-
 - (vii) B.A. Rs. 1,500/-
 - (viii) B.Sc. Engineering and Technology Rs. 8,500/-
- (d) A sum of Rs. 20,000/- will be charged as a visit fee from Government College/ Institution for affiliation/ extension/ addition of a new discipline/ subject.
- (2) The institutions should either possess adequate buildings, equipment and furniture or adequate funds to be determined in each case by the Senate in addition to paragraph 1 above for the construction of necessary building and for the purchase of necessary equipment and furniture.
 - (3) An initial expenditure of Rs. 0.1 million in the first year and of Rs. 0.4 million for the next four years be incurred on the purchase of books and Rs. 20,000/- on the purchase of Journals/ Magazine etc. for library of institution.
 - (4) The initial staff be approved by the University and that all subsequent changes be reported to the Vice Chancellor.
 - (5) No application for affiliation of a new institution would be entertained unless full facts regarding the endowment fund or the guaranteed income were available; it being understood that the endowment fund or the immovable properties, as the case may be, would remain intact and not spent for current expenses.
 - (6) The conditions for an institution seeking affiliation for Commerce Examination shall be the same as in the case of institutions with science subjects.
 - (7) The institution shall have sufficient open space for exercise and games.
 - (8) All fee/ funds are subject to change by the University from time to time.

10. General Regulations for Affiliation, Admission and Migration

- (1) Application for affiliation in case of Institution maintained by the Government shall be made through the Director Public Instruction (Colleges).
- (2) The Principals of Colleges maintained by the Government shall, at the time of applying for affiliation produce No Objection Certificate (NOC) from the Department of the Government concerned in regard to financial and administrative implications for starting new departments/ subjects in their colleges.
- (3) No action by an institution on any recommendation of Affiliation Committee regarding affiliation etc. is permitted until that recommendation has received the approval of the Senate. This is applicable to institutions seeking affiliation for the first time, but not to cases in which extension of affiliation is sought in a particular subject for an examination for which the institution is already affiliated and without affecting the status of the institution.
- (4) An institution may function in more than one building provided that administrative and academic control is centralized, buildings are within a reasonable and convenient distance from each other and the previous approval of the Senate for functioning in such buildings has been obtained.
- (5) When a boys college admits female students and the number of girls admitted is five or more, there should preferably be a lady on the staff or tutor incharge of girls.
- (6) If a boys college admits girls and provides a hostel for the girls students, such a hostel should be in a separate independent building with a lady superintendent incharge of it.
- (7) In co-educational institutions, there shall be provision of separate retiring room, reading room and washroom for females.
- (8) In science subjects, institutions must provide atleast one teacher for every twenty (or a fraction thereof) students doing laboratory work at the same time, except that in the case of physics practical in the B.Sc. classes, the number of students working under the supervision of one teacher shall not exceed 15.

- (a) The minimum requirements in respect of instruction for pass course shall be as follows:

ARTS/ SCIENCE	PRACTICALS	TUTORIALS
Lectures six periods per subject per week.	Two Practicals: Three hours duration each per subject per week for science subjects.	One tutorial per subject per week (for every group of ten students).

- (b) Maximum number of students in a section to be 100 provided there are tutorial classes.
- (c) For B.A./ B.Sc. (Pass Course) there must be one teacher for each Arts subject and atleast two teachers for each Science subject, provided that no teacher shall be required to teach more than 15 periods per week including practicals and tutorials.
- (d) The minimum qualifications of a teacher in a college other than a professional college shall be prescribed for the programme as applicable to the University. Provided that a teacher shall only teach the subject in which he/ she had obtained his/ her relevant degree.
- (e) Provided that a Librarian in an affiliated and a constituent institution shall ordinarily be a Graduate, holding a Diploma or Certificate in Library Science, not holding the above qualification but who possesses sufficient experience and background of library work.
- (f) Provided further that the minimum qualifications for appointment as a Teacher in a Training College shall be as prescribed by the University.
- (9) The inspection may relate to (i) the accommodation and sanitary arrangements (ii) provision made for the residence, supervision, instruction, games and recreation of students, (iii) the library and reading room, (iv) furniture, equipment and appropriate chemicals (v) the registers and (vi) qualifications and duties performed by

each member of the staff but in other respects it shall not refer to the internal management of the institution, which shall be left to the discretion of the responsible authority.

- (10) The report of such inspection shall be submitted to the Senate in the form to be prescribed by the Senate.
- (11) In the month, as determined by the Senate, every year, the Head of every Affiliated Institution shall submit a report to the Senate showing (a) the circumstances of, and changes in the management, (b) the staff, (c) changes in the staff and qualifications of new members, (d) number and distribution of students, (e) income and expenditure of previous financial year, (f) results of examinations, (g) changes in the scale of fee and of exemptions or reductions permitted (h) scholarships, (i) condition of library, (j) number of students in the boarding house and (k) institution's rules.
- (12) The following shall be kept by every affiliated institution and submitted when required:
 - (a) Registers of Admission and Withdrawals.
 - (b) Registers of Attendance of Students.
 - (c) Registers of Fee.
 - (d) Time Table.
- (13) The following Inter-Collegiate Rules shall be observed in all colleges affiliated in Engineering and Technology with the University, if applicable:
 - (a) Admission to the First year of the Degree College shall begin on the 10th day after the publication of the Intermediate examination results or on such other date as may be fixed by the University from time to time and shall continue for 20 days.
 - (b) Provided that a candidate must present himself/ herself in person at the time of admission.
 - (c) No student who has joined one college shall be admitted to another college during the same course, unless:

- (i) he/ she has obtained a leaving certificate. This certificate is not to be given by his/ her Principal until the transfer has been sanctioned by the Vice Chancellor.
 - (ii) one or other of the following conditions, if satisfied, namely:
 - 1) if, a change of residence by his/ her father or guardian has made it necessary for a student to change college;
 - 2) if, the father or guardian of the student objects within three months to the admission of the student to that college;
 - 3) if, a student wishes to take up another subject which is not taught in the college (the letter sanctioning the migration shall specify this fact and the student shall offer the new subject for the examination);
 - 4) if, a student seeks migration owing to change in financial circumstances (such cases should be supported by a certificate from the Head of the Institution);
 - 5) if, in the interest of college discipline, the Principals of the colleges concerned agree, and;
 - (iii) has obtained through his/ her Principal the permission of the Vice Chancellor.
- (d) No application for transfer shall be entertained unless the student's statement is supported by the Principal who, in case of migration of students who are provisionally promoted, shall state all the relevant facts on the application.

- (e) If a student's name is struck off the rolls of a college, such student may be re-admitted at any time during the same academic year to the same class in the college from which his/ her name was struck off. Such student may, at the commencement of the next academic year, be admitted to the same class in any other college on production of a leaving certificate from the college he/ she last attended but not later than the date prescribed for late admission, provided it does not involve any infringement of the rules laid down (i) defining one academic year preceding the examination; and (ii) regarding rustication and expulsion of students.
 - (f) A student in the second year of the pass degree course, the second year of the M.A./ M.Sc. Course (for Pass Course Graduates) shall not be admitted to another College or University Department, as the case may be, unless he/ she satisfies the conditions (i), (ii) and (iii) of 13.
 - (g) In institutions where fee are charged, the students shall be charged tuition fee for 12 months each academic year (commencing from 1st September to 31st August). A second tuition fee for the same month shall not be charged from a student migrating from one affiliated institution to another.
- (14) The Vice Chancellor shall have power to authorize migration from one institution to another or other admission to institutions not allowed by regulation 13.
- (a) No student, who has remained on the rolls of a University/ Affiliated Institutions (other than the Professional Institutions) for the normal duration of a course preceding a University examination, shall be re-admitted to the same course.
 - (b) No student shall be admitted to a second or subsequent Master's Degree Course, in the University Teaching Departments/ Institutions/ Centres/ Schools/ Colleges/

Affiliated Institution(s), without the prior approval of the Vice Chancellor.

Note: This will not affect the right of a student to appear in a University examination as a late college student under regulations pertaining to external degree students.

- (15) (a) No student shall at one time join or continue on rolls of more than one Affiliated Institutions/ University Departments/ Institutions/ Centres/ Schools/ Colleges. A candidate seeking admission to a Department/ Institution/ Centre/ School/ College should sign a declaration to the effect that he/ she has not joined any other Institution and shall not join any other institution during the course of his/ her studies to which he/ she is seeking admission; provided that a student of a degree course shall be eligible to join a certificate/ diploma class conducted by the University in the evening with the permission of the Head of the Institution to which he/ she is admitted for a course leading to a degree.
- (b) Any student, who joins two institutions in violation of this regulation, shall be dropped from rolls of both the institutions.
- (16) Notwithstanding anything to the contrary contained in the regulations, a student of a University or an Affiliated Institution, who has joined the National Service Scheme, shall be entitled to avail the concessions specified as follows:
- (a) The University/ Affiliated Institutions shall give preference to a candidate seeking admission/ re-admission after rendering National Service.
- (b) If the admission/ re-admission is sought by such a candidate even in the middle of an academic year, he/ she shall be accepted. The inductee shall, however, join within 10 days of his/ her release from National Service.
- (c) In case a candidate leaves an institution in the middle of an academic year, he/ she shall be re-admitted without

- payment of any arrears of fee, when he/ she seeks re-admission after rendering National Service.
- (d) A Cadet who has completed his/ her National Service shall be awarded 5% of the marks he/ she obtained in an examination for the purpose of admission to higher institutions of learning.
 - (e) The candidate shall be eligible to appear in the examination, provided that:
 - (i) he/ she has attended the required percentage of lectures with effect from the date of his/ her joining till the dispersal of classes;
 - (ii) the total number of lectures attended by him/ her is not less than 50% of the total number of lectures delivered to the class;
 - (f) The Head of an Institution may condone upto 10% of lectures for valid reasons.
- (17) A student of an institution who absents himself/ herself from the institution without proper sanction for a continuous period of 14 days, excluding holidays, shall automatically stand dropped from the rolls of the institution on the 15th day of such absence, unless the cause of absence is explained to the satisfaction of the concerned Head, in which case the student may be re-admitted within 10 days after his/ her dropping from the rolls.

CHAPTER-3

UNIVERSITY TERMS AND PERIODS OF INSTRUCTION REQUIRED FOR VARIOUS EXAMINATIONS

1. The Calendar Year shall be divided into three terms, one long vacation and two short recesses as follows:
 - (1) The University year shall run from the beginning of the Fall Term up to the Winter Recess.
 - (2) The financial year shall run from 1st July to the 30th June of the following Calendar Year:

- (a) An "Academic Year" means the total period during which instruction is required for the purposes of any examination between the commencement of one examination and the commencement of the next examination, twelve months later.
2. For University classes in the various Faculties, the terms shall run as nearly as may be according to the following:
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| (1) | Fall Term | 1 st September to 21 st December |
| (2) | Winter Recess | 22 nd December to 31 st December |
| (3) | Winter Term | 1 st January to 31 st March |
| (4) | Spring Recess | 1 st April to 10 th April |
| (5) | Summer Term | 11 th April to 22 nd June |
| (6) | Summer Vacation | 23 rd June to 31 st August |

Note: Minor Adjustments may be authorized by the Vice Chancellor.

3. During the terms fixed for the instruction of university classes, all teachers of university classes, whether they are maintained by the University or an Educational Institution, shall be available for such instruction, if required, unless they have received leave of absence by a special or general order by a competent authority.
4. Students enrolled in university classes shall be required to attend throughout the University terms whether Educational Institution's classes are working or not, except on holidays approved by the Academic Council, or the Vice Chancellor.
5. In University/ Affiliated Institutions, the students may be enrolled in accordance with (a) of Regulation 13 of Chapter 2. The full course of lectures required for each examination shall be reckoned from the beginning of the academic year (1st September) till 15 days before commencement of examination.

CHAPTER-4
REGULATIONS FOR LATE ADMISSION TO UNIVERSITY AND
AFFILIATED EDUCATIONAL INSTITUTIONS

1. All admissions to an Institute/ Department/ Constituent College/ Centre/ School/ Affiliated Institution shall be subject to the provision of the seats.
2. (1) No one shall be admitted to an institution after the expiry of one month from the last date prescribed for admissions by the University, provided that a late fee of Rs. 20/- per day including holidays after the last date shall be paid to the University upto the fifteenth day or as may be prescribed by the University from time to time. No credit shall be given for any holidays either at the end of the month or in the intervening period.
(2) At the end of the month, every Institute/ Department/ Constituent College/ Centre/ School/ Affiliated Institution shall submit to the University, statement containing names of students thus admitted and mention against each name, date of admission and University Receipt Number under which late fee is paid. Last date for ordinary admission without late fee should also be mentioned.
3. Any one, otherwise eligible, may be granted late admission up to the limit of time prescribed in regulation 2 above.
4. (1) A candidate whose result if published late by the University/ Board of Intermediate and Secondary Education or a candidate who seeks admission after the Supplementary Examination of the University/ Board is declared may be admitted without late fee, within 15 working days of the date on which result is published, irrespective of the limit of time prescribed in regulation 2 above.
(2) Provided that such a candidate shall also be eligible to seek provisional admission earlier to the next higher class in accordance with the provisions of regulation 2 above.

5. (1) In order to avoid real hardship, the Vice Chancellor may permit late admissions not covered by the above regulations on payment to the University of a late fee of Rs. 20/- per day or as may be prescribed by the University from time to time within two months from the last date of admission without late fee. Provided that the period of late admission be reduced from two months to 15 days only in case of admission under the Semester System.
- (2) Provided that the Vice Chancellor may allow late admission of the following categories within the above period without payment of late fee:
 - (a) Foreign students sponsored by the Government of Pakistan.
 - (b) Scholarship holders whose scholarships are sanctioned after the last date for admission is over.
6. In cases of late admissions under regulations 4 and 5 above, it shall be the responsibility of the student to complete the lectures prescribed by the relevant regulations and his/ her late admission shall not be entertained as an excuse for condoning deficiency in lectures, except those which the Principal/ Chairperson/ Director/ Department/ Institute/ Centre/ School/ Affiliated Institution is empowered to condone under the regulations.
7. A candidate who either fails in any of the University Examinations or having completed the course does not appear in the examination, is eligible to join the first year class within 10 working days of the re-opening of the College/ Department/ Institute/ Centre/ School/ Affiliated Institution after the summer vacations.
8. The Vice Chancellor is authorized to remit late admission fee and extend the date of admission in deserving cases at his/ her discretion within two months after last date with late fee.

CHAPTER-5

REGULATIONS FOR WITHDRAWAL OF ADMISSION FORMS SUBMITTED TO THE UNIVERSITY AND REFUND OF FEE

1. Withdrawal of Admission Forms

An admission form once submitted may be withdrawn by a Principal/ Dean/ Chairperson/ Director/ Faculty/ Department/ Institute/ Centre/ School/ Affiliated Institution only under the following conditions:

- (1) when a candidate has been sent provisionally for shortage of attendance and that shortage has not been made up nor condoned in accordance with the regulations;
- (2) when a candidate's name has been struck off the rolls of the College/ Department/ Institute/ Centre/ School/ Affiliated Institution for non-payment of dues provided such action has been taken before the commencement of the examination;
- (3) when a candidate has been expelled/ rusticated or his/ her character certificate has been withdrawn for misconduct before the commencement of the examination. Such a student shall be permitted to enjoy all the privileges, which he/ she would normally enjoy, after expiry of the period of punishment. The same would apply to the candidates who are disqualified for the use of unfair means in the examination;
- (4) when the late admission of a candidate is not approved by the University.

2. Refund of Fee shall be Allowed

The following rules or as may be prescribed by the University from time to time shall apply for refund of fee:

- (1) when a candidate is found ineligible to appear in the examination concerned in accordance with the University regulations;
- (2) when a candidate's name is withdrawn for shortage in attendance;
- (3) when a candidate dies before the commencement of the examination;

- (4) when a candidate who belongs to the Armed Forces is unable to take the examination due to exigencies of service/ national emergency. Provided that such a candidate produces a certificate from the officer commanding stating that it was not possible to release him/ her from duty due to above reason;
- (5) if the amount paid is in excess of the prescribed fee:
 - (a) Provided that if refund is allowed under clause (1) and (2) above, a 25% deduction shall be made for office work involved;
 - (b) Provided further that in the case of private candidates a deduction of 25% shall be made if the admission fee is paid but the admission form is not received;
 - (c) Provided also that in the case of candidates, who belong to the Armed Forces, no deduction shall be made and the admission fee, if received, shall be refundable in full.
- (6) the Vice Chancellor may allow refund of the fee in case he/ she is satisfied that the candidate could not take the examination due to reasons beyond his/ her control.

3. Refund of Fee shall not be Allowed

Refund of fee shall not be allowed in the following cases:

- (1) when a candidate's name is withdrawn for non-payment of dues;
 - (2) when a candidate's name is withdrawn on account of his/ her expulsion/ rustication or withdrawal of character certificate for misconduct;
 - (3) when the roll number is not issued to a candidate on account of his/ her non-compliance of the queries made by the University;
 - (4) when a candidate is unable to take the examination due to illness.
4. A claim for refund of fee shall be entertained only if it is made within one year from the date of commencement of the examination.

5. Admission fee shall be refunded after the result of the examination has been declared. The rule shall not apply in case refund of amount paid in excess of prescribed fee is applied for.
6. Admission form of a candidate who has completed two third of lectures calculated on the basis of lectures delivered within the prescribed period cannot be withdrawn.

CHAPTER-6

REGULATIONS FOR CONSTITUTION OF EXAMINATION CENTRES

1. (1) The Vice Chancellor will not consider (except in exceptional circumstances), the constitution of any place as a centre of examination unless the minimum number of candidates who apply to appear in that centre is as stated below, provided the necessary furniture and accommodation are available:

Examinations	Boys	Girls	Combined
Master's level	30	20	50
Bachelor level	80	50	80

- (2) Fee of Rs. 1,000/- will be charged in respect of each of the students falling short of the prescribed number provided that the overall amount shall in no case be less than Rs. 10,000/- or as may be prescribed by the University from time to time.
2. A special centre may be constituted on payment of overall Rs. 50,000/- or Rs. 1,000/- per candidate short of the minimum prescribed in regulation 1, whichever is less, provided the minimum number of candidates likely to appear from the Centre is not less than:
 - (1) Master's level Total (Boys and Girls) 20
 - (2) Bachelor level Total (Boys and Girls) 40
3. No special centre will be constituted for less than the minimum fee mentioned in regulations 1 and 2 above even on payment.

4. If the number of candidates at a centre already sanctioned has fallen below the prescribed minimum, the centre will be discontinued. In order to determine the number for retaining a centre, the average of the last three years will be taken into consideration.
5. The following is the minimum number of students prescribed for the constitution of a practical examination centre:
 - (1) Centre for B.A. and B.Sc. practical examination for any of the subjects, in which the institution or college is imparting instruction, be constituted for the candidates of that institution at the place concerned when the number of candidates for such a subject is 15.
 - (2) If the number of candidates in a subject for its practical examination is less than 15, a centre for the practical examination of such a subject be created as a special case if the Institution/ College concerned pays Rs. 1,000/- per candidate for the number of candidates falling short of 15.
 - (3) Provided that the Vice Chancellor may, for special reasons to be recorded in writing, make an exception to the above regulation to avoid hardship in individual case.
6. The above regulations are subject to the fundamental condition that satisfactory and adequate arrangements for the constitution of a centre can be made at a place.

CHAPTER-7

REGULATIONS FOR CHANGE OF CENTRE

1. A change of centre is not ordinarily allowed. However, to avoid genuine cases of hardship, candidates may be permitted to change the examination centres under the following regulations:
 - (1) The application on the prescribed form for a change of centre should be submitted atleast 20 days before the commencement of the examination along with three copies of the candidate's photographs through the Head of the Institution or by the Officer signing or countersigning the admission form.
 - (2) If change of centre is being asked for on the ground that father/ guardian of the candidate has been transferred to a new station, the fact should be certified by the Head of the Office in which the father/ guardian was last employed. If the father/ guardian is not working in an office the fact that he/ she is moving out of former station should be certified by a Gazetted Officer of the Government or by the Director/ Chairperson/ Head who signed the candidate's Admission Form or by the Head of an Affiliated Institution.
 - (3) Where a centre is sought to be changed on grounds of illness, the application must be accompanied by a certificate signed by a Registered Medical Practitioner.
 - (4) The fee payable for effecting a change of centre whether from one station to another or within the same station shall be as may be prescribed by the University from time to time. This fee is not refundable if the change of centre is not availed of. Double fee will be charged if application for change of centre is made less than 4 days before the date fixed for examination.
 - (5) No fee shall be chargeable from the candidate when he/ she is allotted a centre other than the one asked for by him/ her in the admission form by the office for want of accommodation or due to some other reason.
 - (6) The Vice Chancellor may authorize change of centre in exceptional cases not covered by the above regulations to avoid hardship, provided there is provision of the question papers for the candidates concerned at the centre asked for.

CHAPTER-8
**REGULATIONS FOR CHANGE OF SUBJECT/
PAPER FOR THE UNIVERSITY EXAMINATION**

1. A candidate who has failed in a University examination shall be allowed to appear in the same examination after attending only one year's lectures for the said examination provided it involves a change of one subject only. But when it involves a change of more than one subject, the candidate must do that degree examination in normal course.
2. (1) A private candidate can change subject(s) and faculty provided there is a gap of one year between the two examinations i.e. if a candidate fails in the I annual or II annual examination of a year, he/ she can change subject(s) in the I annual or II annual examination, respectively, in the following year.
(2) Provided that a candidate who has failed in a University examination and appears in the next examination in full with change in subject(s) after giving the University in writing not to claim the benefit of the subjects already passed, may be allowed to do so without the condition of missing one examination.
3. Any mistake/ omission in recording the subject(s) in the admission form shall be regarded as a change of subject(s) and will be set right through the application form along with prescribed fee.
4. The fee for change of subject/ paper shall be Rs. 1,000/- per subject/ paper or as may be prescribed by the University from time to time.
5. The last date for application form to be entertained in the office is one month preceding the examination. Provided that the Vice Chancellor can entertain an application form for change of subject at a later stage in certain hardship cases.
6. A late college candidate shall be considered as an External/ Private candidate if the change of subject(s) is allowed under the above regulations.

CHAPTER-9
REGULATIONS FOR APPOINTMENT AND
FUNCTIONS OF PAPER SETTERS AND EXAMINERS

1. GENERAL REGULATIONS

- (1)
 - (a) All the paper setters and examiners shall be appointed annually by the Vice Chancellor for an academic year.
 - (b) The Board of Studies shall suggest panels of names for appointment paper setters and examiners to the Vice Chancellor well before the commencement of the annual examination.
 - (c) The Vice Chancellor shall appoint paper setters and examiners for all examinations of the University from amongst the panels of names recommended by the Boards of studies.
 - (d) The Convener of the Board of Studies concerned shall be consulted for appointment of a suitable substitute whenever a change is considered necessary by the Vice Chancellor. The Convener shall report his/ her recommendations to the Board of Studies concerned at its next meeting.
 - (e) The Vice Chancellor shall have the power to cancel the appointment of, or to take any other suitable action against, an Examiner who is considered to be unable to perform the work or to conform to the directions of the University.
- (2) So far as possible, a teacher, if otherwise equally qualified under the regulations should be preferred to a non-teacher for appointment as paper setter/ examiner.
- (3) For examinations where the Syllabi are identical, the question papers set shall be the same.

- (4) No examiner may be appointed to examine the papers of more than 350 candidates or more than 700 half or more than 200 practical examinations of any one examination, in any one year.
- (5)
 - (a) An examiner who is appointed to set a paper in a subject for the first time (or after an interval) may be re-appointed to set a paper in the same subject for the following two years. But at the end of three years change should ordinarily be made. This last condition does not necessarily apply to M.A./ M.Sc. and professional examinations.
 - (b) The maximum period allowed under this rule includes the period for which a person has acted both as a Head and a Sub-ordinate examiner.
- (6) Ordinarily no person, who is on the rolls of a University/ Educational Institution or has sent his/ her form to appear in any University examination privately, shall be appointed as examiner. This does not apply to the Internal Examiners.
- (7) Except in exceptional circumstances, no person shall be appointed to set more than three question papers for examinations held during the year. When a paper is set conjointly by two examiners, it shall count as half a paper for purposes of calculation. This is not to include the papers set for the practical examination and appointment as examiner for a thesis.
- (8) No person can be appointed as paper setter or examiner who has a near relative appearing in the paper to be set or examined by him/ her for an examination of the University.
- (9)
 - (a) Unless otherwise provided, in examinations where there are two examiners there shall be in each written paper one Internal and one External or Neutral Examiner (the Board of Studies shall recommend Neutral Examiners only where External Examiners are not available). The Internal Examiner shall set a specimen question paper indicating the standard of examination and forward the same to the External or Neutral Examiner. The External or Neutral

Examiner shall then set a question paper on the basis of the standard laid down by the Internal Examiner including questions set by the Internal Examiner carrying not less than 25% of the maximum marks, provided that if on expiry of the time limit for setting the paper the Internal Examiner does not send the specimen paper (within seven days of the first reminder) the External Examiner shall set the whole paper, in which case full fee shall be paid to the External Examiner. This shall, however, not apply to the practical examination.

Provided that:

- (i) the question paper shall be set jointly by the External and the Internal Examiners. Practical examination and viva-voce will be conducted and papers marked by both the examiners jointly.
 - (ii) in the case of essay paper, the specimen paper shall be set by the Internal Examiner, the Neutral or External Examiner may set his/ her question paper by following the standard/ pattern of the specimen paper. He/ she may or may not select any topic from the essays set by the Internal Examiner.
- (b) For each thesis, there shall be a Board of Examiners consisting of an External and an Internal Examiner (supervisor). In addition to these, the University professor in the subject or in his/ her absence, the Head of the concerned Department/ Institute/ Centre/ School/ College/ Affiliated Institution shall be an ex-officio examiner and member of the Board, provided that if the thesis is submitted through an Affiliated Educational Institution, the Head of the Department in that institution shall be associated with the Board as a member.
- (c) Instead of sending the whole lot of answer books to the External/ Internal Examiners, half the answer books can be sent to each in order to save time.

- (10) Time limit for marking the answer books (Theory or Practical) will be as follows:
- | | |
|----------------------------|---|
| (a) Upto 100 answer books | 10 days |
| (b) From 101 to 200 | 15 days |
| (c) Above 200 | 20 days |
| (d) Above 300 answer books | 20 + 6 days per hundred Answer books or a fraction thereof. |
- (e) For revision and checking by Head Examiner (after the expiry of time limit for the Sub-Examiner). 20 days
- (f) Where there are Internal and External Examiners, the Internal Examiner is required not to take more than half of the time fixed above except in the case of M.A./ M.Sc. examinations in which the Internal and External Examiners shall be given equal number of days to mark the scripts.
- (g) Examiners who do not comply with the above schedule are liable to an automatic deduction of Rs. 100/- per day of the delay. Extension may be allowed by the Vice Chancellor in special circumstances.
- (11) If an examiner delays the submission of the results for more than 10 days or commits mistakes in marking the answer books, his/ her name will be reported to the Board of Studies. The board shall take its decision after going through the merits of the case and suggest suitable action while recommending the names of paper setters and examiners for the next year.
- (12) (a) In all the examinations the answer books shall be read in full by the examiners concerned when each being entitled to the full fee for examining the answer books. The difference in marking between the examiners, if any shall be settled by mutual discussion or correspondence. In case they do not agree a third examiner, if necessary, shall be appointed whose awards shall be considered as final.

- (b) In M.A./ M.Sc. and professional examinations, the answer books would be sent to the External Examiner in the first instance who would mark the answer books independently and forward the same along with the award list to the Internal Examiner through the Controller of Examinations for evaluation as well. The Internal Examiner after evaluating these answer books shall return them along with the award list duly signed by him/ her to the Controller of Examinations. In case of difference of more than 5 marks in the evaluation of the External and Internal Examiners, all such cases should be referred to a third Examiner instead of External Examiner. Third Examiner will evaluate the marking of Internal/ External Examiners and give his/ her opinion which shall be final.
- (13) For the examinations where there are sessional marks (internal evaluation) in each paper carrying 25% marks, the question paper of 75 marks for regular candidate shall be regarded as of 100 marks for private candidates.

2. FUNCTIONS OF PAPER SETTERS, HEAD EXAMINERS AND EXTERNAL/ INTERNAL EXAMINERS

(1) B.A./ B.Sc. or Equivalent Examinations

- (a) There shall be one paper setter cum examiner in each paper. He/ she shall be assisted by as many additional Head Examiners and sub examiners as may be required according to the number of candidates appearing in the examination.
- (b) (i) In examinations where additional Head Examiners are appointed the paper setter, who shall also be one of the Head Examiners, shall convene a meeting of the Head Examiners in his/ her paper to discuss the method of marking and shall actually examine 10 answer books conjointly with other Head Examiners to set an even standard of marking. Detailed instructions for the guidance of

the sub examiners also be drawn up at this meeting.

- (ii) All those involved in the above exercise shall be paid separately for evaluating the 10 answer books marked for setting the standard.
 - (iii) The same procedure may be adopted in an examination where there is a Head Examiner cum paper setter and one or two sub examiners provided that prior sanction of the Vice Chancellor is obtained to that effect through the Controller of Examinations.
- (c) Each Head Examiner (hereinafter this term includes paper setter cum Head Examiner as well as Additional Head Examiner) shall be responsible for preserving an even standard of marking. He/ she shall issue detailed instructions (which will be the same as referred to in para (b) above, if a regular meeting is convened) to all the Sub Examiners for the evaluation of scripts and the examiners to whom the answer books have been sent by the University will submit their test installments of 20 marked answer books to the Head Examiner for approval of standard which shall be accorded by the Head Examiner in writing. Additionally, 10% of the subsequent installments of marked scripts received from the examiners shall be examined by the Head Examiner to ensure an even standard of marking.
- (d)
 - (i) The Head Examiner may, if he/ she think necessary, make suitable suggestions to Sub Examiners in regard to the uniformity of standard. He/ she shall also have the powers to moderate the award of a candidate up to 5 marks.
 - (ii) In the case of any difference of opinion, the script may be sent to the third Examiner by the University for marking.

- (e)
 - (i) Every Head Examiner cum Paper Setter, Additional Head Examiner or Sub Examiner shall be allowed upto 350 answer books or 700 half papers for marking.
 - (ii) Head Examiner cum Paper Setter or Additional Head Examiner shall be required to examine upto 500 answer books or 1000 half papers for the purposes indicated in paras (b) to (d), in addition to (i) above.
- (f) The Head Examiner shall be paid an additional remuneration as prescribed in the schedule if the number of Sub Examiners, whose work has been supervised by them, exceeds two.
- (g) The question paper for each written examination shall be set by a single Neutral Examiner. The Paper Setter shall act as Head Examiner if the number of candidates exceeds 350. One or more sub examiners shall be appointed according to the number of candidates in each subject and paper.
- (h) The Head Examiner, when there are Sub Examiners in any examination, should not ordinarily be appointed from a distant place to avoid delay in the completion of the work within the time assigned.
- (i)
 - (i) The question paper(s) for the practical examination shall be set by the two examiners conjointly. The practical examination at each centre shall preferably be conducted by two examiners.
 - (ii) The Award List of the practical examination shall be submitted to the Controller of Examinations by the examiners.

(2) B.Ed./ M.A./ M.Sc. and Professional Examinations

- (a) In B.Ed./ M.A./ M.Sc. and Professional Examinations each question paper shall be set and answer book examined by two examiners, one external or neutral and the other internal, according to the procedure laid down in the General Regulations (9) and (12) above.
- (b) Provided that the system of Examinations in the case of B.Ed. and B.Com. shall be Head/ Sub Head instead of internal/ external examiners.
- (c) The evaluation of thesis and viva-voce examination shall be conducted by one Internal and one External Examiner conjointly. In addition to these, the Chairperson of the Department concerned shall be ex-officio examiner and member of the Board.
- (d) In B.Ed. the examination in practical skill in teaching shall be conducted by a Board of Examiners at each centre. The Board shall consist of the Head of the Institution concerned and two other members approved by the Vice Chancellor on the recommendation of the relevant Board of Studies.
- (e) In the subjects where there is a provision for practical examination, a Board of Examiners consisting of External or Neutral and Internal Examiners shall set the question paper as well as conduct the said practical examinations.

3. DUTIES OF EXAMINERS

- (1)
 - (a) Examiners are required to distribute their questions with some uniformity over the whole range of the subjects in which they examine.
 - (b) When alternative textbooks are recommended, examiners are required not to have their questions exclusively on any one of such text books.
- (2) The examiner shall strictly conform to the provisions laid down in the regulations for the examinations with which he/ she is

concerned, respecting the language to be used in setting and answering the papers.

- (3) No examiner shall give any fractional marks for any paper in the results sent to the Controller of Examinations.
- (4) In all examinations, paper setters shall assign marks for each question, which shall be indicated on the question papers for the information of candidates. They shall also mention the maximum marks and the time allowed for the question paper.
- (5) Any paper which does not strictly conform to the regulations herein laid down and the directions of the University may be returned by the Controller of Examinations to the Examiner for necessary corrections.
- (6) Every examiner shall forward his/ her paper to the Controller of Examinations in a cover which shall be properly sealed, registered and insured. The Controller of Examinations is authorized, not to accept any paper which is not forwarded in the prescribed manner.
- (7) The Head Examiner, in all subjects including English, shall be required to check only 10% of the answer books not in a consecutive order but at random.
- (8) In no case shall the Head Examiner himself/ herself increase or decrease the marks assigned to any paper by an examiner except to moderate the award upto 5 marks as provided in regulation 2. (d) above. In case of a difference arising between a Head Examiner and one of the subordinate examiners, the decision of the Head Examiner shall prevail.
- (9) The Head Examiner shall be responsible to see that the results in his/ her subject are submitted in due time, and shall certify that he/ she has re-examined the required percentage of answer books.

CHAPTER-10
REGULATIONS FOR APPOINTMENT,
DUTIES AND PAYMENT TO SCRUTINEERS

1. Appointment of Scrutineers

- (1) Scrutineers shall be appointed annually by the Vice Chancellor on the recommendation of the Controller of Examinations.
- (2) The Scrutineers shall be classified in as many categories as may be required.
- (3) Ordinarily any member of teaching staff of a local Affiliated Educational Institution/ University shall be eligible for appointment as a scrutineer. In special circumstances, the Vice Chancellor may waive this condition at his/ her discretion.
- (4) A scrutineer when appointed may continue to act as such as long as his/ her work may be considered to be satisfactory but normally 20% of the total number of scrutineers will retire every year.
- (5) In cases of emergency owing to the refusal or inability of a scrutineer to act, or other causes, the Controller of Examinations may appoint such scrutineers with the approval of the Vice Chancellor.
- (6) An automatic deduction from the remuneration of each scrutineer concerned will be made as under, subject to a maximum of the total amount of the remuneration earned by such scrutineer for the result concerned:
 - (i) For mistakes in totals, affecting the general result of a candidate, Rs. 50/- per mistake.
 - (ii) For wrongly declaring a candidate as 'pass' or 'fail' Rs. 1,000/- per mistake.

- (7) An appropriate reward subject to a maximum to be determined by the Vice Chancellor may be given to a member of the University staff detecting a mistake after the results have been scrutinized and signed by the scrutineers, provided that such mistakes are detected before the publication of the results.
- (8) The Vice Chancellor is empowered to disqualify a scrutineer either temporarily or permanently without assigning a reason.

2. Duties of Scrutineers

- (1) Comparison of marks entered in the result sheet by the tabulator with the award list submitted by the Examiner.
- (2) Checking of (1) Subject totals; (2) Grand totals; (3) Underlining the marks indicating failure, and (4) Passing and failing according to the regulations in force.
- (3) Verification of absentees from the absentee memos supplied by the Superintendents of the Examination Centres (in case of written papers) or by the Examiners concerned (in the case of oral and practicals).
- (4) Checking of transferred marks from the old result sheets in the cases of candidates appearing under compartment or exemption rules.
- (5) Comparison of real and fictitious roll numbers with the key supplied by the Secrecy Officer.

3. General Instructions

- (1) Every scrutineer shall see:
 - (a) that marks written in words in the award list against each roll number tally with the marks given in figures and that marks have not been awarded in excess of the maximum in a paper;
 - (b) that each page of the award list and corrections in awards have been duly signed by the Examiner(s) or the Head Examiners or both as the case may be;

- (c) that marks have been correctly posted in the result sheet according to the subjects shown against each roll number.
- (2) After the results have been thoroughly scrutinized the scrutineers shall sign against each 'pass'. They shall never sign against any failed (totally) candidate unless it is a compartment or exemption case. They shall sign a certificate on the last page of the result sheet to the effect that the results of the roll numbers allotted to them have been scrutinized and found correct or corrected, as the case may be, with any other remarks that may be considered necessary.
 - (3) All entries in the result sheet must be made by the tabulator concerned. In no case a scrutineer may make any entry with his/her own hand.
 - (4) Every mistake detected by the scrutineers in the result sheet must be got corrected by the tabulator concerned and initialed by the scrutineer.
 - (5) When the result or marks of the candidate cannot be declared on account of any discrepancy in marks or want of marks in any paper or subject, the scrutineer shall write 'ML' or 'RL' (as the case may be) against the particular roll number mentioning also the paper or subject in which marks are missing or unconfirmed. They shall also mention the roll numbers of such candidates at the bottom of the result sheet.
 - (6) In case of any kind of objection to pass a result, the scrutineers must put up a note in writing for decision of the proper authority.
 - (7) The scrutineers are expected to maintain the most strict secrecy of the results. Any attempt to leak out a result on the part of the office must be reported to the Controller of Examinations in writing.
 - (8) Any suspected case of tampering with the result must be reported to the Controller of Examinations in writing.

- (9) The scrutineers shall jointly submit a confidential report regarding the work of the tabulators in the form to be obtained from the office. The report would be handed over to the Assistant Controller in a closed cover immediately after the scrutiny.
- (10) All scrutineers are expected to scrutinize 'LATER CASES' whenever they are requested to do so.
- (11) If a scrutineer fails to present himself/ herself for the scrutiny or fails to complete the work by the given date, the work will be given to another scrutineer. In the latter case the scrutineer shall forfeit his/ her claims for any remuneration even though he/ she may have done a part of the work.
- (12) When on account of non-receipt of awards from examiners or discrepancies in awards, result or marks of any candidate are withheld, the scrutineers concerned are expected to keep themselves in touch with the office to find out whether such results were completed and made ready for scrutiny. This will help the office to clear as many 'LATER CASES' as possible before the publication of the result.
- (13) The scrutineer must immediately report to the Assistant Controller, if he/ she suspect the genuineness of the signature of any examiner.
- (14) The scrutineers must consider themselves jointly responsible for the correctness of the result.
- (15) Rubber stamp face similar to the signature of any Examiner or Head Examiner is not acceptable.
- (16) Every scrutineer must finish the work assigned to him/ her and sign the result sheets before the given date.

4. Payment to Scrutineers

- (1) Payment to the scrutineers shall be made for each examination separately and not by taking together the figure for all the examination results scrutinized by the same person.

- (2) The rate of payment shall be as under and subject to change by the University from time to time:
- (a) For examinations in which fictitious roll numbers are not used. Rs. 200/- per hundred
 - (b) For examinations in which fictitious roll numbers are used. Rs. 400/- per hundred
 - (c) Minimum Remuneration. Rs. 1000/- (Below 100 but more than 10)
 - (d) Special Scrutineers. Rs. 500/- per visit
- (3) The fraction to be paid proportionately and for this purpose 10 to constitute a unit in all the above examinations.

CHAPTER-11 REGULATIONS FOR CONDUCT OF EXAMINATIONS

1. All examinations shall be held at such centers as are notified by the Controller of Examinations with prior approval of the Vice Chancellor and the candidates shall be expected to sit for an examination at the Centers so allotted to them.
2. No one, who has passed an examination of this University, shall be permitted to re-appear at the same examination, except as specifically provided in the regulations for the examination concerned.
3. A candidate permitted to take a degree examination of the University shall not be permitted to take another degree examination in the same year.
4. As soon as possible after the termination of the examination, the Controller of Examinations shall publish a list of successful candidates, showing the total number of marks obtained by them.
5. The Superintendent of each centre shall be appointed by the Vice Chancellor atleast one month before the date fixed for the commencement of the examination.

6. In case of emergency owing to the refusal or inability otherwise of a Superintendent to act and there being no time to obtain the Vice Chancellor's approval to the appointment of a substitute, the Controller of Examinations shall be empowered to appoint some other suitable person as a Superintendent for the particular centre concerned.
7. Where necessary the Controller of Examinations shall arrange for the appointment of one or more Deputy Superintendents. The requirement/ qualifications for the appointment of supervisory staff shall be as under:
 - (1) Superintendent:
M.A./ M.Sc. or equivalent:
College Teacher with atleast five years experience as Superintendent/ Deputy Superintendent in University/ Board Examinations.
 - (2) Deputy Superintendent:
M.A./ B.A.
College/ School Teacher preferably with three years experience as Deputy Superintendent/ Invigilator.
 - (3) Invigilator:
Teacher/ Employee (atleast B.A./ B.Sc.) of a School/ College preferably with experience.
8.
 - (1) If a candidate's paper is lost after having been received by the Superintendent of the examination or by one of his/ her assistants, and if he/ she passes in all other subjects of the examination, he/ she may be required to appear in that one paper which is lost on a date fixed by the Controller of Examinations and if he/ she obtains pass marks he/ she shall be deemed to have passed the examination. In case of dispute as to whether a candidate's paper was duly received or not, the finding of the Controller of Examinations, subject to the approval of the Vice Chancellor shall be final.
 - (2) Provided that if an answer book(s) received by an Examiner(s) is/ are lost before or after evaluation, average of the marks obtained by the candidate in other papers in which he/ she has appeared

shall be awarded to him/ her in the said paper. The candidate shall, however, have the option either to avail the average of the marks or to re-appear in the paper.

- (3) Provided further that the benefit of grant of average marks will not be given to candidates in cases of re-checking of answer books after declaration of their results, if their answer book(s) is/ are lost at the time of re-checking. They will, however, have the option to re-appear in the paper(s) in the next examination, if otherwise eligible. The candidate will also be allowed to claim refund of fee for re-checking.
- 9.
- (1) A regular candidate or a private candidate accepted for the examination to whom the roll number has been issued but who fails to appear in or complete the examinations on account of his/ her serious illness or of an accident to himself/ herself or due to his/ her selection for and/ or participation in an international sports contest (or Girls Guide Rallies) as a national representative of Pakistan, may, on the recommendation of the Principal/ Dean/ Chairperson/ Director or the Officer signing the admission form and on production of a Medical Certificate, be permitted to appear in the forthcoming examination, in the whole or part of the examination missed by him/ her, on payment of the prescribed fee.
 - (2) The candidate shall be intimated, free of charge, as to whether he/ she had obtained the minimum pass marks or not in the paper(s) in which he/ she had appeared. The application of such a candidate shall be entertained only if the following conditions are fulfilled:
 - (a) The application is submitted without any delay and in no case later than the 10th day from the date of candidate being incapacitated from taking or completing the examination and is submitted through the Principal of his/ her College/ Dean/ Chairperson/ Director or in the case of a Private candidate, through Principal of an Affiliated Institution or a Class-I Officer with proper certificate.

- (b) The Principal/ Dean/ Chairperson/ Director/ Faculty/ Department/ Institute/ Centre/ School/ Affiliated Institution in the case of a regular candidate or the Principal of an Affiliated Institution or a Class-I Officer in the case of a private candidate, certifies after making necessary inquiries; (i) that the candidate could not appear in or complete the examination without grave danger to his/ her health or that of others taking the examination and that it was physically impossible for him/ her to appear in or complete the examination and (ii) that the candidate had a reasonable chance of success if he/ she had appeared in the examination.
 - (c) This regulation shall apply to all the examinations, which are held twice a year.
 - (d) A candidate to whom this concession is granted shall be provisionally allowed to join the next higher class till the declaration of the result.
 - (e) Provided that no candidate who passes under these regulations shall be eligible for a scholarship or prize or medal or any other distinction.
10. Notwithstanding anything contained in regulations 9, the Senate shall have power to permit, in exceptional circumstances, a student to appear in the Supplementary Examination if, in the opinion of the Vice Chancellor it was physically impossible for the student to appear in the annual examination.
11. Admission to a Supplementary Examination as in regulation 9 shall also be allowed if a candidate is unable:
- (1) to complete his/ her examination on account of the death of a (near relative) on one of the day of the examination certified by a Class-I Officers; or
 - (2) to appear in his/ her examination on account of the death of a near relative not more than 15 days before the commencement of the examination certified by a Class-I Officer.

12.
 - (1) Every day before the examination begins, the Superintendent or the Deputy Superintendent shall call upon all the candidates to search their pockets and part with and deliver to him/ her all papers, books or notes, which they may have in their possession. No latecomer shall be admitted unless this warning has been repeated to him/ her at the gate.
 - (2) The Superintendent or the Deputy Superintendent or both, as the case may be, shall forward to the Controller of Examinations every day a declaration signed by him/ her or them and witnessed by all the Invigilators there on duty to the effect that he/ she did, as a matter of fact, call upon the candidates to search their pockets and to surrender all papers, books or notes in their possession.
13. Any candidate who, after announcement made under regulation 12, fails to part with or is found to have in his/ her possession or accessible to him/ her, papers, books or notes, relating to the subject of examination of that paper or found in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be expelled by the Superintendent of the Centre from the examination room.
14. If it is found that a candidate has access to, or is in possession of papers, books or notes, which might possibly be of assistance to him/ her:
 - (1) but that his/ her access to, or possession of such books, notes or papers was inadvertent, and was not malafide, his/ her answer book shall be cancelled, as a disciplinary measure without any implication of moral turpitude; and
 - (2) in other cases of possession be disqualified from passing any examination during the year.
15. Any candidate found in giving or receiving assistance, or found guilty of copying from any paper, book or note, or allowing any other candidate to copy his/ her answer book, or using or attempting to use these or any other unfair means, shall be disqualified from passing any examination for a period not exceeding three years.

16. Notwithstanding any other law for the time being in force and without prejudice to any remedy open to the University under such laws:
- (1) any candidate found guilty of deliberate previous arrangements to cheat in the examination such as smuggling in another answer book, impersonation or misconduct of a serious nature and the person who impersonates such candidate, if he/ she is on the rolls of a Faculty/ Department/ Institute/ Centre/ School/ College/ Affiliated Institution shall be disqualified for a period not less than 3 years and not more than 5 years, or declared as not a fit and proper person to be admitted to any future examination of the university, according to the seriousness of the offence and the other circumstances of the case.
 - (2) if the impersonator is not on the rolls of a Faculty/ Department/ Institute/ Centre/ School/ College/ Affiliated Institution, the Controller of Examinations shall report the matter to the police and shall send intimation of the same to the Vice Chancellor.
 - (3) provided that if a candidate/ person is found guilty of cheating, smuggling of an answer book, impersonation or misconduct of a serious nature, or any other type of unlawful act prior to or after the examination i.e. from the date of submission of admission form to the award of the diploma or degree, he/ she may penalized as per provisions in (1) and (2) above.
 - (4) provided that in a case covered by clause (1) above, a candidate or the impersonator, on the expiry of five years including the examination in connection with which he/ she was declared to be not a fit and proper person to be admitted to any future examination may, as a special case, be exempted by the Senate from further operation of this regulation on the recommendation of the Vice Chancellor.
17. (1) Any candidate, obtaining admission to the Examination on false representation made on his/ her application form or using abusive or obscene language in the answer book, shall be disqualified from passing any examination (for a period not exceeding two years).

- (2) Any candidate forging another person's signatures on his/ her application or his/ her admission form shall be disqualified as in regulation 16.
18. Any candidate found guilty of disclosing his/ her identity or making peculiar marks in his/ her answer book for that purpose shall:
 - (1) if he/ she is successful in the examination be disqualified from passing the examination that year; or
 - (2) if unsuccessful in the examination be disqualified for that year and the following year.
19. Candidates guilty of communicating, or attempting to communicate, with examiners with the object of influencing them in the award of their marks, shall be deemed to have used, or attempted to use unfair means within the meaning of regulation 15 and shall be punished accordingly. Communications of the nature addressed to the Controller of Examinations or other officers of the University shall be treated as falling in the same category, and the candidate concerned shall be punished as in regulation 15.

Explanation: An approach made by a relative, guardian or a friend of a candidate, will, as a rule, be considered to be on behalf of the candidate who shall be punished as laid down in this regulation. The making of an appeal to the examiner through an answer book by a candidate is prohibited. The answer book in which such an appeal is made shall be liable to be cancelled.
20. Any candidate who refuses to obey the Superintendent of an examination in the Examination Hall, or changes his/ her seat with another candidate, or changes his/ her roll number slip, creates disturbance of any kind during the examination, stages a walk-out, resorts to a pen-down strike, or instigates others to do so, or otherwise misbehaves in or around any Examination Hall, shall be liable to expulsion by the Superintendent or the Controller of Examinations or Inspector of a Centre or any officer duly authorized by the Controller of Examinations, as well as to any of the following punishments according to the seriousness of the offence:
 - (1) Cancellation of the answer book concerned.
 - (2) Disqualification for one year only.

- (3) Disqualification up to three years.
 - (4) Disqualification upto five years.
 - (5) Any other punishment, the disciplinary committee considers appropriate.
21. In case of an emergency, the Vice Chancellor is authorized to award suitable punishment, without reference to the Disciplinary Committee, to any candidate or to any student on the rolls of a Faculty/ Department/ Institute/ Centre/ School/ College/ Affiliated Institution, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Hall.
22. Any candidate found in possession of fire arms or anything capable of being used as a weapon of offence in or around any Examination Hall, shall be liable to expulsion by the officers as mentioned in regulation 20 above, and to disqualification ranging between two and three years.
23. Notwithstanding anything herein before contained, no punishment shall be imposed unless a student accused of using unfair means in an examination has been given a reasonable opportunity of showing cause against the action proposed to be taken with respect to him/ her.
- (1) In the case of the alleged use of unfair means in connection with examinations if, in the opinion of the Vice Chancellor, facts have been brought to light within 30 days of the receipt of the decision by the candidate which, had they been before the Committee might have induced them to come to a decision other than the one arrived at, or otherwise, then the Vice Chancellor may order that such facts be reduced to writing and placed before the Committee. The Committee shall then reconsider the case. A unanimous decision of the Committee (if confirmed by the Vice Chancellor), shall be final. But in the event, of a difference of opinion the case shall be referred to the Vice Chancellor, who may either finally decides the case himself/ herself or refer it to the Senate for final decision as he/ she thinks fit.

- (2) The appeals preferred by the students/ candidates against the decision of Unfair Means Cases, Disciplinary Committee shall be presented to the Appeal Committee consisting of two Professors which would after consideration submit their recommendations to the Vice Chancellor as required under 23 (1) above.
24. The Vice Chancellor, to avoid hardship in genuine cases, shall have power to sanction the remission of late fee, and acceptance of admission form and fee after the expiry of the last date with late fee.
25. The Vice Chancellor or an officer authorized by him/ her, on receipt of any application on the prescribed form addressed to the Vice Chancellor and accompanied by a fee as prescribed per paper satisfy himself/ herself that:
- (1) the result of the applicant has been correctly declared (this will include checking of answer books, award lists and result sheets);
 - (2) the answer book is in the hand-writing of the candidate himself/ herself (in exceptional cases, the Vice Chancellor may in his/ her discretion, allow the answer book to be shown to the candidate or his/ her guardian for verification of handwriting);
 - (3) To facilitate the disposal of such applications, the following time limit has been fixed for the receipt and disposal of applications:

(a) Last date of the receipt of application on the prescribed form in the office of the Controller of Examinations.	Within 40 days from the date of the declaration of the result (Applications received after the prescribed limit shall not be entertained under any circumstances). Ordinary: within 15 days from the date of receipt of the application on the prescribed form on payment of prescribed fee per paper.
(b) Disposal	Urgent: within 96 hours from the date of receipt of the application on the prescribed form on double the fee per paper.

26. Categories of Candidates Eligible to Appear Beyond Territorial Jurisdiction

- (1) The University may, with the permission of the Provincial Government by a general or special order, constitute an examination centre outside its territorial jurisdiction, for the candidates of the following categories who have to appear in Arts subjects' not involving practical examination either in the whole or in a part of the examination:
 - (a) employees/ dependents of the employee of the Pakistan Embassies/ Missions abroad;
 - (b) employees/ dependents of employee of the Government of Pakistan or Provincial Government posted abroad on training or on deputation with a Foreign Government/ International Agency;
 - (c) Pakistani nationals residing abroad who left an examination incomplete or having completed the prescribed courses in the Department/ Institute/ Centre/ School/ College/ Affiliated Institution did not appear in the examination and there is no possibility of their return to Pakistan within the period prescribed for completion of the examination as late student;
 - (d) Foreign nationals who might have left Pakistan after completing a course of study in the University/ Department/ Institute/ Centre/ School/ College/ Affiliated Institution but with or without taking the examination or after appearing in the examination failed wholly or partly. This concession will be available to them as long as they are eligible to appear as late students or eligible to complete the examination;
 - (e) no one who does not fall in any one of the above categories shall be allowed to appear in the examination abroad. Even external candidates who were placed under compartment or had earned exemption shall not be allowed to take the whole examination after having availed themselves of all the chances allowed to clear compartment or exemption;

- (f) the candidate shall pay the following fee in foreign currency:

(i) Admission Fee.	To be determined by the university in individual cases and to be remitted by the candidates to the Treasurer of the University.
(ii) Registration Fee.	
(iii) Extra Special Fee.	
(iv) Paper Setting Fee.	
(v) Postal Charges for sending question papers etc. from the University.	Expenses to be estimated by the Superintendent of the examination centre. The Superintendent's estimate shall be final and shall not be open to objection. The Superintendent shall have the powers to exclude any candidate from the examination centre if the candidate fails to pay dues by the date fixed by the Superintendent.
(vi) Postal charges for dispatch of scripts from the centre and remuneration to the supervisory staff.	

- (2) The candidates mentioned in the above categories would be permitted to appear only if they are otherwise eligible to take the examination.

27. Contribution for the Creation of a Special Centre

- (1) An application for the creation of a special centre abroad shall be entertained only if it is routed through the Pakistan Embassy/ Mission in that country and is received in the University at least three months before the commencement of that examination.
- (2) Examination shall be conducted at the nearest university. If there is no university at a station, arrangement may be made to conduct the examination at a local college or school. The Pakistan Embassy concerned will obtain consent from the University or the Institution concerned to conduct the examination on behalf of the university and send it to the University office along with the application(s) of the individual(s).
- (3) The candidates shall have to bear the following expenses in foreign currency:

- (a) Remuneration to the person(s) appointed as Superintendent(s), Deputy Superintendent(s) and Invigilator(s).
 - (b) Postal charges.
 - (c) Fee for setting of question papers (separate question papers will have to be set for each centre abroad).
- (4) Supervisory staff shall be appointed by the University or the Institution where the examination is to be held. The question papers, answer books and other relevant papers shall be dispatched to the university or the institution where the examination is to be conducted.
28. Notwithstanding anything contained in regulations relating to all University Examinations, the Controller of Examinations shall have power to withhold roll numbers and result of those candidates who fail to clear their University dues, tuition fee, or other discrepancies.

CHAPTER-12 DUTIES OF SUPERVISORY STAFF

1. SPECIAL INSTRUCTIONS FOR SUPERINTENDENTS

- (1) The Question Papers are supplied to the Centre Superintendent through the designated bank/ office. Whereas Blank Answer Books and other Statements/ materials are supplied through the Head of the Institution concerned.
- (2) A Centre Statement indicating the number of candidates appearing in each paper shall be prepared centre-wise/ subject-wise/ term-wise/ semester-wise and communicated to the Secrecy Officer through Controller of Examinations 10 days before commencement of Examinations.
- (3) The Superintendents should reach the examination centre as well as the concerned Branch of the designated bank positively one day before the commencement of the examination. He/ she will check the packet containing the Question Papers etc. and compare the same with the Centre Statement/ Date Sheet and the List of Candidates.
- (4) The Superintendent shall inform the Controller of Examinations telephonically/ electronically/ fax, that he/ she has received

Question Papers correctly in accordance with Centre Statement/ Date Sheet etc. as explained in 2. of the Duties of Superintendent. If any Question paper of a subject/ paper which is offered by a candidate is not received, he/ she will immediately indicate the fact stating Roll Number and name of that candidate in the telephonically/ electronically/ fax message.

- (5) In case of Full Centres, all the Answer Books be handed over to the Manager of the designated bank duly sealed in a cloth cover daily, after the close of the paper whereas for local centres these should be deposited in the University.
- (6) The Superintendent shall however, forward the Answer Books of the unfair means cases along with his/ her report and statements etc. to the Controller of Examinations without delay.
- (7) Special care be taken while packing the Answer Books of a subject/ paper of different Syllabi and these should be packed separately. In such a case separate Memo should also be prepared for candidates of each Syllabus as in 3. (12) below.
- (8) No candidate be permitted to take the examination without a roll number slip. However, in genuine hardships the candidate may be admitted provisionally for one paper only at his/ her own risk and the candidate be directed to obtain original/ duplicate roll number slip from the University Office. An undertaking from such a candidate is obtained as explained in 3. (1) (e) below.
- (9) In case any member of supervisory staff does not report for duty, the Superintendent may appoint such person with consultation of the Principal/ Dean concerned subject to the approval of the Controller of Examinations. The Superintendent should not appoint any person who is their friend or is related to them.
- (10) The material recovered from a candidate using unfair means should invariably be signed by the Superintendent. The explanation of the candidate be also obtained. In case of refusal, the fact should be recorded and witnessed by the Deputy Superintendent and one Invigilator.
- (11) If a centre of examination is discontinued after a certain date, the Superintendent of such a Centre shall inform the candidates

and hand over the related material such as Centre Statement/ Date Sheet/ List of Candidates and Roll Number Slips etc. to the Centre Superintendent where the candidates will take their remaining papers as per instructions issued by the University.

2. DUTIES OF SUPERINTENDENT

(1) Full Centres

- (a) The question papers are deposited with the designated bank branch near the full centres and the Answer Books/ Continuation Sheets along with related material are made available with the Head of Institution concerned. The Superintendent should reach the centre one day before the date of commencement of the examination and arrange/ check all such articles sent by the University Office.
- (b) The Superintendent thereafter should inform the Controller of Examinations by sending a message as under after comparison with the Centre Statement as in (3) (d) below.

The Controller of Examinations
Mirpur University of Science and Technology (MUST), Mirpur
(Azad Jammu and Kashmir)

“Required Question Papers Received Correctly
Superintendent Examination Centre”

(2) Local Centres

- (a) The person appointed, as Superintendent for the local Centre may take delivery of articles other than question papers from the University Office, between 9 am to 12 noon atleast one day before the commencement of the examination. However, the question papers shall be supplied to him/ her by the University at the centre concerned on the day of examination.
- (b) The Superintendent shall in no case reside in a student’s hostel or in a house of a candidate.

(3) Safe Custody of Question Papers

The Superintendent shall take delivery of the relevant question papers for daily session(s) in the morning from the designated bank branch/ University and shall be responsible for the safe custody of Question Papers from the time of taking delivery.

(a) Opening of the Packet of Full Centres

The Superintendent of a full Centre shall open the packet containing envelopes of Question Papers etc. a day before the commencement of an examination in the presence of two witnesses. One of the witnesses must invariably be the Deputy Superintendent and the other should preferably be one of the Invigilators. If, no one from the Supervisory Staff is available then two persons of known respectability may witness the opening of the packet.

(b) The Superintendent and the witnesses shall carefully examine the seals on the outer cover containing sealed Question Paper Envelopes and if found in proper condition with seals intact, the certificate (Form SF-1) signed by the Superintendent and the two witnesses shall be sent to the Controller of Examinations on the same day.

(c) If the cover containing Question Paper envelopes appears to have been tampered with, the contents should be removed without breaking the seals and the empty cover sent immediately to the Controller of Examinations along with a detailed report.

(d) Scrutiny of Envelops Containing Question Papers

The Superintendent of a full centre shall scrutinize one day before the commencement of an examination the sealed envelopes indicating the subject, paper, number of copies etc. and shall;

(i) check the total number of envelopes.

- (ii) compare the subjects indicated on the envelopes with Date Sheet and the Centre Statement in order to make sure that question papers for a particular subject are not missing.
- (iii) ascertain that the number of copies of Question Papers for various subjects is sufficient for the centre. The Superintendent has to give a certificate (SF-2) in this regard.

(e) Opening of Question Paper Envelopes

- (i) Superintendent shall open each envelop containing Question Papers in the examination Hall on the date and hour fixed for an Examination in a subject in the presence of two witnesses after verifying the subject by a reference to the date sheet and carefully examining the condition of the envelope and the seals. If, the envelope is found in proper condition, the Superintendent shall open with a knife the flap side of the Envelop leaving the seals intact for inspection.
 - (ii) The opening certificate printed on the flap side of the Question Paper Envelopes shall be signed by the Superintendent and countersigned by two witnesses.
 - (iii) The empty envelopes should be carefully preserved and after the termination of the examination sent to the Controller of Examinations along with the balance question papers.
- (f)**
- (i) Before opening an envelope containing question papers, the Superintendent should ascertain if candidates are present according to the date sheet for that particular paper. If, no candidate is present, the envelope should not be opened but sent to the Controller of Examinations by name with a forwarding letter in a separate cover.

- (ii) The Superintendent should, before distributing the Question Papers to candidates see that the envelope opened by him/ her contains the question paper indicated on the envelope and as mentioned in the date sheet. In case of any discrepancy, instructions should be promptly obtained from the Controller of Examinations.

(g) Penalty for Opening a Wrong Envelope

No honorarium will be paid to the Superintendent, who through an over-sight opens an envelope containing question papers meant for some other day. The Deputy Superintendent and the Invigilators, who have acted as witnesses for opening the envelope, shall not be paid any remuneration. The matter shall be reported to the Vice Chancellor for such other action as may be considered necessary.

(4) Misprint in Question Papers

The Superintendent shall immediately bring to the notice of the Controller of Examinations any misprint, or ambiguity in a question paper.

(5) (a) Medium for Translation into English

If, in an examination where candidates have the option of offering one of the Modern Languages as medium for translation into English and a passage for translation in a particular language has not been received by the Superintendent, he/ she shall manage to dictate the passage into the language offered by the candidate as his/ her medium for translation.

(b) Medium of Examination

The medium of examination in all subjects, except languages, shall be as prescribed at the option of the candidate.

(6) Prevention of Leakage of Question Paper in a Centre

To prevent the possibility of questions of any subject being known at another centre before time, following precautionary measures should be adopted:

- (a) No person including menials should be allowed to leave the examination hall before the expiry of an hour after the commencement of an examination;
- (b) No copy of the question paper should be allowed to go out the examination hall before the expiry of half the time;
- (c) Candidates leaving the examination hall before the expiry of half the time should not be allowed to take their question papers with them;
- (d) The Superintendent should keep spare copies of the question paper after distribution in his/ her safe custody and should not keep them open on the table;
- (e) The Superintendent should not give the question paper to any one but return the balance to the University Office. Inspector of Examination Centres shall invariably check the balance of the question papers.

3. CANDIDATES

(1) Admission of Candidates

- (a) The Superintendents shall compare particulars of candidates appearing at the centre with the Cut List showing names of candidates, subjects offered and total number of candidates appearing for various subjects in the examination.
- (b) The Superintendent shall not admit any candidate whose name does not exist in the Cut List of Candidates for that centre or about whom he/ she has no directions on behalf of the Controller of Examinations.

- (c) If, at a place, where there are more than one Centres of Examination, a candidate presents himself/ herself for examination at a Centre not allotted to him/ her originally, the Superintendent shall, if there is sufficient time, direct the candidate to go to the centre originally allotted to him/ her. If, however, there is no sufficient time the Superintendent may allow the candidate to take the examination at his/ her centre for that day only and should report the case to the Controller of Examinations. He/ she should also inform the Superintendent of the Centre to which the candidate originally belongs.
- (d) The Superintendent shall collect the Roll Number Slips issued to the candidates as authority for admission to the examination centre on the very first day of the examination and forward them to the Controller of Examinations after the termination of the examination.
- (e) If a candidate is unable to produce the Roll Number Slip on demand, he/ she should be allowed to take the examination provisionally in one paper only, provided his/ her name exists in the confidential list of candidates and should be asked to obtain a duplicate Roll Number Slip from the University on payment of the prescribed fee. This measure is necessary to avoid impersonation. The confirmation, in case of a candidate admitted provisionally, should be obtained from the Controller of Examinations by message/ email/ fax. The following certificate signed by the candidate and countersigned by the Superintendent should be obtained from the former:
- "I -----, son/ daughter of -----
 being a candidate listed under Roll No. -----
 for the ----- Examination -----
 do hereby declare that in the absence of any authority issued on behalf of the University by its Controller of Examinations, I have solicited the favor of appearing at the centre named below at my own risk and responsibility and that the University or any member of its supervisory

staff incurred no liability whatsoever by permitting me to take my examination at this centre. I will further abide by the orders of the University whose decision shall be final".

(2) Stray Answer Books

Answer books of candidates admitted under rule 3. (c) and (e), (3), (4) and (12) (b) are to be treated as stray answer books and should be sent separately under a registered parcel to the Secrecy Officer/ Controller of Examinations under double cover, the inner cover to be labeled with SF-21.

(3) Discrepancy in the Subject(s) Offered

The Superintendent shall not ordinarily allow any candidate to appear in a subject other than that shown against his/ her name in the confidential list of candidates. If, however, a candidate insists that he/ she had offered a subject(s) not shown in the confidential list, the superintendent shall allow him/ her to appear provisionally in that subject and send intimation to this effect to the Controller of Examinations by the registered post.

(4) Late Arrival

(a) All Examinations Shall Start Strictly at the Time Indicated in the Date Sheet

The Superintendent shall admit a candidate to take the examination provisionally if he/ she is late by more than 15 minutes or upto half an hour in very exceptional circumstances and shall forward a written statement from the candidate giving reasons for his/ her late arrival to the Controller of Examinations on the prescribed Form (SF-9).

These cases would be referred to the Vice Chancellor for final orders. The candidate will have no claim to have his/ her scripts evaluated, in case the Vice Chancellor does not approve his/ her admission to the Examination Hall.

- (b) No candidate shall be admitted to the Examination Hall for any reason whatsoever after expiry of half an hour from the commencement of the examination.

(5) Seating Arrangements

The Superintendent shall make satisfactory seating arrangements a day before the commencement of the examination. Candidates shall be seated in such a manner so as to render any inter-communication impossible and marking the Roll Numbers on the desks. Candidates belonging to the same institution must be seated well apart and candidates from the institution where the examination is being held should be seated in the Main Hall under direct supervision of the Superintendent.

(6) Plan of the Examination Hall

The Superintendent shall arrange to prepare a typed plan of the Examination Hall showing the seating arrangements as well as the direction in which the candidates are required to face. A copy of the plan should be pasted at a prominent place outside the Examination Hall a day before the commencement of the examination. After the termination of the examination a copy of the seating plan shall be sent to the Controller of Examinations.

(7) Separate Arrangements for Female Candidates

In a combined centre for male and female candidates, the latter should preferably be seated in a separate room and an adequate number of Lady Invigilators be appointed to supervise them. In case no separate room is available for female candidates, suitable portion of the Examination Hall should be reserved and proper arrangements should invariably be made for them. A separate wash room should also be arranged.

(8) Wash Room Arrangements

The Superintendent should be particularly careful about making wash room arrangements required for the candidates. A commode and a pot might be placed at a suitable place near the Examination Hall, if there is no proper wash room nearby. The Superintendent should see that one of the Invigilators always accompanies the

candidate wishing to make use of the wash room while the examination is going on. To prevent any possibility of the use of the unfair means, the wash room must be inspected each time before and after a candidate uses it.

(9) Identification Sheet

Candidates on their first appearance are required to record their roll numbers, full names legibly and signature in their own hand writing in the Identification Sheet (SF-5). The roll numbers and the names written by the candidates in the Identification Sheet should then be compared with the list of candidates and daily attendance of the candidates (SF-6). The signatures in the identification sheet should be compared with the signature of the candidates on their roll number slips. If there is any discrepancy, the matter should be reported to the Controller of Examinations along with the candidate's explanation. His/ her answer book should be sent as stray answer book to the Controller of Examinations. The identification sheets should be sent to the Controller of Examinations after the termination of the Examination.

(10) Ink

No ink will be supplied to the candidates by the University. The Superintendent shall not allow any candidate to use any ink other than the blue/ black ink. If any candidate uses any ink other than the blue/ black inspite of Superintendent's instructions his/ her Answer Book along with the candidate's explanation should be sent to the Controller of Examinations in a separate cover under a Registered Parcel.

(11) Blank Answer Book

(a) The Superintendent shall not give more than one Answer Book to a candidate in one paper under any circumstances except in the subject(s) and examinations in which a candidate has to use separate answer books for different parts as per instructions given in the question paper. The continuation sheets should, however, be provided in case the answer book already supplied is finished.

- (b) The thread for stitching will be supplied by the Superintendent. To avoid detachment, the candidates should be asked to stitch the continuation sheets inside the cover of their answer books. Invigilators should be instructed to see that the blank continuation sheets supplied to the candidates are stitched immediately.
 - (c) A very strict control should be maintained on the use of blank answer books. The Superintendent should keep a regular record of the blank answer books (SF-6) and continuation sheets (SF-7) utilized every day in every paper and should depict balances per session in the respective form for information of the Inspector of the Centre who may check the documents any moment. The prescribed Form (SF-14) should be submitted to the Controller of Examinations duly filled in along with the Superintendent's bill after the termination of the Examination. Cancelled or spoiled answer books must be returned to the University along with the balance of blank answer books. The balance of blank answer books and continuation sheets received from the Superintendents would be checked in the University Office and until this is done the bill of the centre would not be sent to the Accounts Branch for payment.
 - (d) The Superintendent shall be personally responsible for the safe custody of blank answer books. He/ she should make sure that he/ she has received all the bundles sent by the University and that the same are intact.
- (12) (a) Filling Up of Memo (SF-20)**
- Memo must be filled in correctly giving all details in full for each subject/ paper/ option/ syllabus. Roll numbers of candidates whose answer books are being sent to the University through the bank, the bearer must tally with those given on the answer books as well as in the Attendance Chart (SF-8) of candidates. Roll numbers of candidates present as well as absent must be correctly

mentioned in the memo in the column meant for the purpose. The Superintendent shall prepare three copies of the Memo. Copy 'A' shall be placed by him/ her inside the packet of the Answer Books to be deposited with the bank/ University addressed to the Secrecy Officer/ Controller of Examinations. Copy 'B' shall be dispatched under a separate Registered Cover to the Controller of Examinations and Copy 'C' shall be retained by the Superintendent for his/ her own record. Three copies of relevant Question Papers should also be placed inside the packet of Answer Books for each subject/ paper/ option/ syllabus.

(b) Wrong Roll Numbers on Answer Books

Candidates sometimes, either through carelessness or inadvertence, omit or wrongly write their roll numbers on the Answer Books. Such an omission or mistake when passed by the Superintendent unnoticed involves serious complications. To avoid this, the Superintendent must take special care to compare the roll numbers written on the Answer Books with those given in the Attendance Chart of the candidates. When an Answer Book with a wrong roll number or two answer books with the same roll numbers are discovered in the course of this comparison or otherwise, the Superintendent should send the answer books to the Secrecy Officer/ Controller of Examinations with an explanatory note as stray cases. He/ she should not make the correction himself/ herself.

The Superintendent should also ask the candidates to be particularly careful in writing their roll number correctly and legibly only on the right hand top corner of the answer books. Attention of Invigilators should also be drawn to the relevant instructions in this book under the heading "Duties of Invigilator".

- (13) The Superintendent should announce every day in the Examination Hall that candidates should answer only as many questions as are

required to be answered. If, they answer more than the specified number they run the risk of losing credit for their best answers as the Examiner may see only those answers which have been first answered by the candidates, according to the specified number.

(14) Every Answer Book Supplied to a Candidate must be Signed as Under:

- (a) The signatures shall be affixed by the Superintendent or the Deputy Superintendent only on the right hand top corner of the file page of the answer book and on the continuation sheet, if used.
- (b) Answer book and continuation sheet should IN NO CASE BE SIGNED BEFORE ISSUE. They must be signed during the course of the examination. Serious notice shall be taken in case of non-compliance of this instruction.
- (c) Maps and Graph Papers, supplied separately to candidates, should also be signed. The maps and graph papers must be stitched inside the cover of the answer book.

(15) Use of Drawing Instruments and Stencils etc.

The candidates may bring their own drawing instruments/ stencils with them for the examination where these are actually needed.

(16) Damage to Furniture and Other Articles

The Superintendent should warn the candidates not to damage the furniture of the examination centre, otherwise they would be liable to serious penalty.

(17) Illness of a Candidate in the Examination Hall

In case a candidate falls ill in the Examination Hall, the Superintendent may send for a qualified doctor for treatment, if the candidate so desires. The doctor's fee in all such cases shall be paid by the candidate concerned and not by the University.

(18) Amanuensis

- (a) Superintendents are not allowed to sanction amanuensis under any circumstances unless authorized by the Controller of Examinations.

- (b) The amanuensis must be of a lower grade of education than the candidate and must not be attached to the institution to which the candidate belongs.
- (c) The Superintendent shall choose a suitable amanuensis and forward immediately to the Controller of Examinations a report giving full particulars of the candidate and of the amanuensis.
- (d) The Superintendent shall arrange a suitable place for the disabled candidate and also appoint a special Invigilator to supervise.
- (e) Such candidates shall be given half an hour more than the time allowed for answering the question paper.
- (f) Blind candidates would be provided amanuensis at the expense of the University and they would be allowed 45 minutes for solving a question paper over and above the specified time.

4. ANSWER BOOKS

(1) Collection of Answer Books

Immediately after the expiry of the time allotted for a paper, the answer books should be carefully collected and the examination hall cleared of all candidates. Under no circumstances should the candidates be asked by the Superintendent to leave their answer books on the tables.

The Superintendent should instruct the candidates that they are not to leave the examination hall without handing over the answer books to the Invigilator of their row. The candidates should remain in their seats and not leave their places until the answer books have been collected by the Invigilator concerned. The Invigilator should then arrange the answer books of his/ her section serially and hand them over to the Superintendent or the Deputy Superintendent. Care should be taken to insert absentee slips in lieu of the answer books of absentees. Invigilator should see that a candidate who does not attempt even any part of the question paper nevertheless submits

an answer book bearing his/ her roll number and other particulars required on the title page. Such answer books should be super scribed "Not attempted" in the handwriting of the Superintendent without initials.

(2) Dispatch of Answer Books

All the answer books collected by the Superintendent at his/ her centre shall be arranged serially, counted properly, securely tied, packed in cloth, sealed and dispatched by post under INSURED PARCEL addressed to the Secrecy Officer/ Controller of Examinations, the same day the examination is held.

The Superintendents of the local centres should deliver the packets of answer books in the Secrecy Office each day after the termination of the paper.

(3) Attendance Charts

The attendance charts (SF-8) duly filled and should be dispatched to the Controller of Examinations immediately after the termination of the examination.

5. UNFAIR MEANS

- (1) Instructions to candidates in RED INK (SF-18) should be exhibited daily at the Main Gate of the Centre of Examination quite close to the seating plan.
- (2) Instructions to be read out by the Superintendent everyday and in each session before the commencement of the Examination.
- (3) On each and every day of the examination each/ every time before the examination begins and also to the candidates who arrive late, the Superintendent shall read out the following rules for the warning of the candidates:
 - (a) Candidates should search their pockets and put outside the Examination Hall all papers, books or notes which they may have in their possession before they occupy their seats;

- (b) Candidates should not disclose their identity or make any kind of peculiar marks outside or inside their answer books;
- (c) Candidates should not write their names, the name of their centre, institution or district. The private candidates should not write that they are appearing as such;
- (d) Candidates should use fictitious names like A.B.C. or X.Y.Z. if they have been asked to write a letter.
- (e) Candidates should fill the entries on the title page of their answer books only in the manner prescribed below:
 - (i) **Examination:** B.A. etc. (as the case may be).
 - (ii) **Subject:** English or Mathematics or Persian (as the case may be).
 - (iii) **Paper:** A or B or C (as in the date sheet).
 - (iv) **Date:** 05-12-2016 or 5th December, 2016 (as in the date sheet).
 - (v) Entries only in the manner prescribed above are to be made. No other entry is allowed and any deviation from these instructions shall be punishable.
- (f) Candidates should write Q.1 or 2 and begin writing their answer from the back of the title page. No lines or brackets need be drawn under or around the Question Number. No other mark be given. Any infringement of this rule will be dealt with under the Unfair Means Regulations.
- (g) The Superintendent shall forward to the Controller of Examinations at the end of an examination a declaration (SF-3) signed by him/ her and witnessed by the Deputy Superintendent to the effect that he/ she did read out the instructions to the candidates and did call upon them to surrender all papers, books or notes in their possession.

(4) Misbehavior of a Candidate in or Around the Examination Hall

- (a) Any candidate who refuses to obey the Superintendent of an Examination in the Examination Hall, or changes his/ her seat with another candidate, or changes his/ her roll number slip, creates disturbance of any kind during the examination, stages a walk out, resorts to a pen down strike or instigates others to do so, or otherwise misbehaves in or around any Examination Hall shall be liable to expulsion by the Superintendent or the Controller of Examinations or Inspector of a Centre or any officer duly authorized by the Controller of Examinations as well to any of the following punishments by the Disciplinary Committee according to the seriousness of the offence:
- (i) Cancellation of the Answer Book concerned.
 - (ii) Disqualification for one year only.
 - (iii) Disqualification upto three years.
 - (iv) Disqualification upto five years.
 - (v) Any other punishment, the disciplinary committee considers appropriate.
- (b) The Superintendent of the Examination Hall shall report, without delay, each case in detail with evidence and explanation of the candidate concerned for final order of the University.

(5) Possession of Weapons inside the Examination Hall

Any candidate found in possession of fire arms or anything capable of being used as weapon of offence in or around any Examination Hall, shall be liable to expulsion by the officers as mentioned in regulation above and disqualification ranging between one and two years.

(6) Explanation of the Candidates Using Unfair Means

When the Superintendent takes action against a candidate using or attempting to use unfair means, he/ she should invariably demand written explanation or statement of the candidate

concerned. If any candidate refuses to give his/ her statement, the fact should be noted in the report.

- (7)
 - (a) The Superintendent has the right of asking the candidate to leave the Examination Hall when he/ she suspects the candidate of using unfair means. He/ she, however, cannot prevent the candidate from taking the examination in subsequent papers.
 - (b) When a candidate is found using unfair means, the Superintendent should take care that his/ her report is always full and complete in every respect and includes all the known facts and relevant circumstances of the case and other evidence.
 - (c) While submitting a copy of the seating plan along with the unfair means case of any candidate, the Superintendent should show by an arrow which way the candidate was facing.
 - (d) It has been noticed that some Superintendents forward more than one case in the same report even though they are not connected with each other. Each case must be submitted with a separate report unless it is inter-related with another case.
 - (e) The Superintendent should submit his/ her report on the prescribed Form (SF-4) to the Controller of Examinations along with the answer book of the candidate.

(8) Removal of Officials

If an unfair means case leading to disqualification remains undetected in a centre and is brought to the notice of the Controller of Examinations by the Examiner, the names of all or any of the officials concerned, i.e. the Superintendent, the Deputy Superintendent or the Invigilators may be removed from the list of the supervisory staff.

6. SUPERVISION

- (1) The supervisory staff of a centre is directed to reach the centre one day before the commencement of the examination so as to help the Superintendent in the arrangement of the centre. If any Invigilator does not reach the centre at a fixed time, the Superintendent is authorized to appoint a suitable person in his/ her place. In case, the Superintendent is absent, the Deputy Superintendent should get approval of the Controller of Examinations about the substitute stating his/ her father's name, qualification, address and experience by telephone.

(2) Deputy Superintendent

One Deputy Superintendent shall be appointed for the whole period of the examination at each centre in addition to the required number of Invigilators.

- (a) One Invigilator for each set of 30 candidates shall ordinarily be allowed.
- (b) Out of the usual quota of Invigilators permissible under the regulations, one of the Invigilators is to be appointed by the Superintendent to do the clerical work at a centre of examination.
- (c) The regulation (one Invigilator for every 30 candidates) applies to each hall or a room used as a centre and to the centre as a whole. The number of rooms used and the number of candidates seated in each room must invariably be indicated in the Invigilators bill against each date. No extra Invigilator will be sanctioned except in extremely exceptional case when the prior sanction of the Controller of Examinations is obtained. This sanction should be attached to the bill to avoid unnecessary correspondence and delay in payment.
- (d) In a combined centre where female candidates are seated, a lady Invigilator should invariably be appointed if the number of such candidates is atleast 10.

- (e) No Invigilator is permissible when the actual number of candidates appearing at a centre is 10 or below.

(3) Duties of Invigilator

- (a) The Superintendent should read out and explain to the Invigilators their duties on the first day of the examination.
- (b) The Superintendent shall keep and preserve for six months, accurate in every detail, a list of duties allotted by him/ her to each Invigilator. He/ she shall have a signed statement from every Invigilator showing the Roll Numbers which the latter was supervising on each day of his/ her duty. Similar record shall be kept in respect of the Deputy Superintendent(s).
- (c) The Superintendent, Deputy Superintendent and each Invigilator should give a certificate that there was no relative or candidate privately coached by him/ her at that centre. The Superintendent shall not allow a Deputy Superintendent or an Invigilator to work at the centre where the latter's relative or a candidate coached by him/ her is appearing. If, however, such a situation arises in case of a Superintendent the candidate(s) may be allowed to appear in one paper and the matter should immediately be brought to the notice of the Controller of Examinations for further instructions.
- (d) University or college teachers should always be preferred for appointment as Superintendent, Deputy Superintendent and Invigilators.

7. PRACTICALS

(1) Oral and Practical Examination

The Superintendent shall communicate to the candidates to be appeared in practical examinations at his/ her centre the exact date and place of the practical examination and such other instructions as he/ she may think necessary.

(2) Letter of Authority to Candidates Going to Another Centre for Practical Examinations

If candidates from one centre are going to another centre for their practical examination, the Superintendent should give them a letter of authority for the Superintendent and the Examiner of that centre at which the candidates have to take their practical examination(s).

(3) Question Paper for Practical Examination

The sealed envelopes containing question papers for each practical examination are sent to the Head (in case of full centres) of the Institutions by the Controller of Examinations who will hand-over the same to the Examiners. The envelopes containing instructions/ keys to Examiners are to be opened by the Examiners on the date and time specified on the envelopes in order to make arrangements for the apparatus and specimen required for the examination.

8. MISCELLANEOUS

(1) Superintendents not to Leave without Permission

From the time the Superintendents reach their stations of examination upto the time of conclusion of the examination, they should consider themselves the agents of the University and must not leave the station during the examination days without the prior permission of the Controller of Examinations.

(2) Superintendents not to Leave Examination Hall

The Superintendent shall remain in the examination hall during the time allotted for each paper. He/ she shall on no account, speak or permit any one to speak to a candidate on any subject pertaining to the questions during the hours of examination except for the purpose of correcting misprints or other errors under the direction of the Controller of Examinations.

(3) Admittance of Visitors to the Examination Hall

No visitor should be allowed to enter the Hall during the Examination without the production of an identity card/ authority

of the University bearing the signatures of the Controller of Examinations/ Vice Chancellor.

The Superintendent shall not even allow the Police authorities to conduct a raid against an offender under law during the course of examination. However, the police can hold any such offender out side the Examination Hall after the termination of the paper.

(4) Return of Furniture by the Superintendent

The Superintendent should be particularly careful in returning the furniture taken from the various institutions for the examination immediately after the termination of the Examination. Receipts for return of furniture should invariably be obtained and a certificate for breakage or damage to the furniture, if any, should be given to the institution concerned for appending it with the estimate to be sent by them to the Controller of Examinations for approval before repairs or replacements is taken.

(5) Return of Blank Answer Books

A separate report in duplicate on a printed Form (SF-14) shall be prepared and one copy of the same shall be submitted to the Controller of Examinations by the Superintendent about the blank answer books and continuation sheets. The balance of blank answer books and continuation sheets should be returned to the Controller of Examinations through the Head of the Institution concerned along with one copy of the Form (SF-14) (Statement of the consumption of blank answer books and continuation sheets) after the termination of the Examination.

(6) Return of University Seal

The University Seal should be sent to the Controller of Examinations under a registered parcel separately and not along with any other articles of stationery.

(7) Logarithmic Tables

The Superintendent should get the Logarithmic Tables from the Head of the Institution in which the Examination is held after

giving a receipt and return the same after the examination is over. The Superintendent should see that the Logarithmic Tables lent to the candidates in the Examination Hall are returned intact and receipt obtained.

9. FINANCIAL RULES

(1) Superintendent's Expenses

The Superintendent is expected to make arrangements for the examination under his/ her charge as economically as possible consistent with efficiency. A Superintendent's Stationery Box will be available from the Head of the Institution concerned for use at the centre. A list of the articles deposited in the box will be supplied by the University.

(2) Articles Purchased to be Returned

Articles purchased for the examination, as sanctioned by the Controller of Examinations from time to time should be deposited in the box, after the termination of the examination, in the charge of the Head of the Institution from whom the box was originally received unless otherwise instructed by the University. At least three lists of such articles deposited should be prepared. One copy should be sent to the Controller of Examinations for record, the second to be attached with the contingent bill and the third to be kept in the box.

(3) Safes, Trunks and Locks

The purchase or hire of safes, trunks and locks for question papers is not permissible.

(4) Bill of Expenses

All necessary expenses, relating to postage, arrangements for the conduct of examination etc. will be paid by the University on submission of a detailed bill on the prescribed bill form.

Previous sanction for the postage on ordinary, registered letters and parcels, and octroi expenses is not required, but actual payee's receipts where available, in support of this expenditure should always be attached with the bill in order to avoid audit objections and delay in payment.

(5) Conveyance for Superintendents

- (a) Conveyance allowance per working day prescribed at that time should be allowed for dispatch of answer books, which shall be dispatched under insured parcel by post immediately after the termination of a session.
- (b) The Superintendent shall also be paid conveyance allowance per working day prescribed at that time for conveyance to the Examination Centre. He/ she is however, expected to economize in this item. No previous sanction/ voucher is necessary for this item but a certificate to the effect that the amount was actually spent for conveyance should be submitted along with the contingent bill.

(6) Purchase of Articles

A flat rate is permitted for purchase of the following articles:

- (a) Stitching Thread.
- (b) Stamping Ink.
- (c) Needles etc.
- (d) Jug(s), Glass(s), Water container, if required.
- (e) Match Boxes.
- (f) Waste newspapers for packing the answer books and pasting on glass pans.
- (g) Gum.
- (h) Sealing Wax.
- (i) Nails.
- (j) Chalk for writing roll numbers on tables etc.
- (k) All other items, the Superintendent thinks necessary.

(7) Advance Money to Superintendent

An amount as prescribed per candidate would be advanced to the Superintendent to meet contingent expenses at the examination centre. The minimum amount payable to a Superintendent as an advance shall be as prescribed.

(8) Stationery for Superintendents

The Superintendent shall be paid for the stationery to be purchased by him/ her for his/ her personal use and that of the Deputy Superintendent. The Superintendents shall be required to furnish a certificate to the effect that the amount has actually been spent for the purchase of necessary stationery. No vouchers need be submitted to the University in this respect.

(9) Stationery to be Supplied by the University

The following articles of stationery would be supplied by the University:

- (a) Blotting Paper: In all the examinations six pieces or one piece per candidate per day whichever is less;
- (b) Graph Paper(s) as are required;
- (c) Logarithmic Tables (if necessary).

(10) Prior Sanctions

Prior sanctions for the following articles on the prescribed Form (SF-11) in duplicate should be obtained from the Controller of Examinations.

(a) Packing Cloth, If not Supplied by the University

One meter of cloth for a packet of about 125-150 answer books or half a meter for small packet.

(b) Cartage and Cooliage

When carts or coolies are engaged to bring or to remove the furniture from the Examination Hall the number of carts and coolie(s) so engaged and rate fixed by the Municipality and the capacity of the cart should be mentioned while asking for the sanction for cartage/ cooliage for furniture required at a centre.

(c) Sanction for Extra Invigilators

- (i) Ordinarily, one Invigilator for each set of 30 candidates is allowed. For sanction of extra

Invigilators the number of candidates seated in the Examination Hall and the side rooms, when used be specified in detail as required in the Form (SF-12) for the purpose.

- (ii) The appointment of extra Invigilators is only for the days when the necessity of such extra work is realized. In no case the extra Invigilator appointed later on to be included in the total number of Invigilators already allotted to the centre for the distribution of turns. This would facilitate the checking of extra payment and expediting payment of the bills to the Invigilators.
 - (iii) Sanctions in regard to the appointment of extra supervisory staff and for other expenditure must be obtained during the course of the examination. No application in this respect may be entertained after the termination of the examination.
 - (iv) The names and the particulars of the substitutes of those Invigilators and Deputy Superintendents who for one reason or the other cannot undertake the work should be forwarded in duplicate for sanction/ approval on the Form (SF-13) along with the list of Invigilators etc. appointed at the centre by the University. The bill of the supervisory staff should be sent to the Controller of Examinations complete in every respect along with the original appointment letter. The sanction of the Controller of Examinations should be obtained on the prescribed Form (SF-13) and attached with the bill. Prior approval of second substitute of Deputy Superintendent by message or otherwise is necessary.
- (d) To avoid any hardship or inconvenience to the candidates, adequate arrangements for water and Pedestal/ Ceiling/ Table fans in the Examination hall should invariably be

made. The expenditure thus incurred should be indicated in the Form (SF-11) and immediately submitted to the Controller of Examinations for approval.

(11) How to Draw Contingent Expenses Bill

- (a) Bill of contingent expenses submitted by Superintendents are often delayed for want of genuine vouchers, etc. The following instructions should, therefore, be observed:
- (i) A mere cash memo is not valid for payment unless the fact of payment is expressly acknowledged. The receipt of the payee should invariably be obtained on the face of the memo, in these words "Received in full payment";
 - (ii) The details of the unused and spare articles deposited in the Stationery Box or auctioned or sold should be supplied, as in the absence of this information no useful check over the adequacy of the amount claimed can be exercised;
 - (iii) The details of the expenditure incurred on account of postage on ordinary letters, couriers and fax etc. should be attached with the bill in support of the claim in order to see how the amount was spent;
 - (iv) The actual payees receipts in support of payment should clearly bear the signatures or the thumb impression of the payees which should be attested by the Superintendent giving the dates on which such payments were made;
 - (v) The imperishable articles purchased by the Superintendents in connection with the conduct of examination should be deposited in the Stationery Box and a note duly attested by the Head of the Institution to this effect be attached with the contingent bill to avoid unnecessary correspondence. Second copy of the same note

should be kept along with the articles in the Stationery Box for record and the third copy be forwarded to the Controller of Examinations immediately after the examination terminates. The number of Box should be mentioned on this copy;

Contingent Bills of the Superintendents shall not be entertained for making payment unless the bills of their supervisory staff have been received from them in the office complete in all respects along with the report regarding conduct of examinations (SF-17).

- (b) The box along with the deposited articles should be handed over to that very Head of the Institution from whom the box was received originally.
- (12) Besides disqualification, the Vice Chancellor is empowered to forfeit the full or part of payment/ remuneration, if there is sufficient ground to believe that the Superintendent or any one of the Supervisory Staff did not work vigilantly and honestly leading to use of unfair means by the candidates.

10. DUTIES OF DEPUTY SUPERINTENDENT

(1) General Duties

The general duties of a Deputy Superintendent are:

- (a) to assist the Superintendent in the control of the Examination Centre;
 - (b) to assist the Superintendent in carrying on correspondence, etc.;
 - (c) to take charge of the Examination Centre in the absence of the Superintendent with the approval of the Controller of Examinations.
- (2) The Deputy Superintendent must get in touch with the Superintendent of his/ her centre as early as possible, so that he/ she can be present when the Superintendent opens the packets containing envelopes of question papers one day before the

examination. He/ she must see that the packet is intact and bears no mark(s) of being tampered with.

- (3) The Deputy Superintendent must help the Superintendent in checking up the envelopes. The Superintendent and Deputy Superintendent have to satisfy themselves that they have all the question papers for the subjects of examination at their centre. Figures on the envelopes have to be compared with the Centre Statement to ascertain that such envelope contains sufficient number of copies of question papers for the candidates appearing in each subject. If there is any discrepancy the Superintendent should at once inform the Controller of Examinations by telephone or through any other expeditious means of communication.
- (4) The Deputy Superintendent has to examine the envelopes and see that the seals are intact.
 - (a) If a seal is broken, he/ she will place his/ her own seal alongside the broken one. If he/ she has no seal at the moment any blank impression may be made across which he/ she should sign.
 - (b) If the envelope is torn or otherwise damaged, the Deputy Superintendent and the Superintendent will initial the place and then enclose the envelope in another large envelope, or pack it up in a large sheet of strong packing paper. The new packet should have the impression of the Deputy Superintendent's seal. If the damage is slight, the cut or the opening should be repaired by pasting a piece of paper, which should be sealed by the Deputy Superintendent.
 - (c) If the envelope containing question paper is found tampered with or the seal injured on any particular day, he/ she will not sign the certificate and shall inform the Controller of Examinations telephonically. If it is found necessary to repack the envelope as suggested in para (b) above, care should be taken to indicate the paper correctly on the outer cover. The Deputy Superintendent and the

Superintendent will be held equally responsible for the correctness of this entry.

- (5) When the candidates are distributed in a number of rooms, he/ she will help the Superintendent in general supervision. If there is any distribution of duties, he/ she will not supervise the section containing candidates from his/ her own institution, if any.
- (6) The Deputy Superintendent will, invariably be one of the witnesses to the opening of the question papers. He/ she will examine the seals and condition of the envelope(s) carefully every time and satisfy himself/ herself that these are in the same condition as were seen by him/ her on the day of opening of the packet before the examination. He/ she must make certain that the question paper to be opened is in accordance with the date sheet. The supreme responsibility rests with the Superintendent and the appointment of Deputy Superintendent does not relieve him/ her of it. But if it is found that the Deputy Superintendent has not been careful in the scrutiny of the envelope(s) or if a wrong paper is distributed he/ she will also be deemed to have been guilty of gross negligence and his/ her name will be reported to the Vice Chancellor for disqualification for the future and/ or for any action which he/ she may deem necessary.
- (7) The Deputy Superintendent will assist the Superintendent generally. He/ she will not leave the station without the permission of the Controller of Examinations.
- (8) The Deputy Superintendent must equip himself/ herself with a seal for the purpose mentioned above at para (4) (a) and (b). No charges on that account will be paid by the University.
- (9) The Deputy Superintendents or the Superintendents should affix their signatures only on the right hand top corner of the title page of each Answer Book. In case the continuation sheets are used each of them should also be signed as such. The use of signature stamp is STRICTLY PROHIBITED. This duty is to be performed during the examination and not before issuing the answer books continuation sheets.

- (10) The Deputy Superintendent is required to return the book of the rules "Duties of Superintendent" supplied by the office at the time of the appointment, immediately after the examination is over.
- (11) The Vice Chancellor may, in exceptional cases sanction conveyance allowance to the Deputy Superintendents for reasons to be recorded in writing.
- (12) The Deputy Superintendent will send the following message immediately after he/ she contacts the Superintendent of his/ her centre:

The Controller of Examinations
 Mirpur University of Science and Technology (MUST), Mirpur
 (Azad Jammu and Kashmir)
 Superintendent Contacted Arrangements
 Conduct Examination Made (-----)
 Deputy Superintendent ----- Centre

- (13) In case the Superintendent does not reach the Centre and could not be contacted, the Deputy Superintendent should arrange the Centre and inform the Controller of Examinations immediately after doing the needful.
- (14) Deputy Superintendents are paid for one preparatory day as is done in the case of Superintendents.

11. INSTRUCTIONS TO INVIGILATORS

- (1) Invigilators shall have to report themselves to the Superintendent a day before the commencement of the examination at 11 am at the centre of examination, otherwise their appointment would be liable to be cancelled by the Superintendent. They shall have to be at the centre an hour before the time fixed for examination on the first day and half an hour before time on subsequent days.
- (2) The Invigilators shall be responsible to the Superintendent of the examination centre and would work under his/ her orders.
- (3) The Invigilators must see that every candidate takes his/ her correct seat and writes his/ her correct Roll Number in FIGURES AS

WELL AS IN WORDS (on the right hand top corner and other particulars required of him/ her on the title page of answer book).

- (4) The Invigilators should note that no candidate can be admitted to the Examination Hall after the question paper has been distributed without the clear permission of the Superintendent.
- (5) No Invigilator should speak to any candidate in his/ her row/ room, after the question paper is distributed, not even if there is any misprint or ambiguity. No Invigilator should disturb candidates by unnecessary halting near them and trying to read their answers except in a case of suspicion of use of unfair means by a candidate. He/ she is expected to see that the candidates are supplied with all their needs viz., blank answer books, continuation sheets, blotting papers, graph papers, water etc.
- (6) Invigilator should note that only blue/ black ink is used by the candidates.
- (7) Invigilator should not allow any candidate to bring in any cardboard or cover of any inkpot.
- (8) The Invigilators should keep moving among the candidates and should not be engaged in any work, which may impair their efficiency as Invigilator. Lady Invigilators shall on no account be permitted to knit in the Examination Hall.
- (9) No Invigilator can invigilate at an examination centre where a relative of his/ her is taking examination. If an Invigilator happens to be appointed in such a centre, he/ she must inform the Superintendent about the fact before the examination starts for necessary replacement.
- (10) No conveyance is permissible to the Invigilators.
- (11) An Invigilator shall invariably accompany candidates wishing to make use of wash room while the examination is going on. The Invigilator will see before a candidate enters the wash room that no paper, book etc., is already inside the wash room which a candidate can make use of. He/ she will also see the wash room after the candidate has come out in order to verify that the candidate has not left any paper or book inside the wash room.

- (12) The Invigilators should see that no candidate makes use of notes, attempts to copy from another candidate or has in his/ her possession any book or paper not issued in the Examination Hall. If he/ she find a candidate using unfair means, he/ she should take possession of any book or an article so used, report the matter to the Superintendent and sign the answer book and any other article as the Superintendent may direct.
- (13) Before distributing the question papers to the candidates, the Invigilator should see that the correct paper according to the programme is given out. If he/ she finds a wrong paper it should be given to the Superintendent immediately without reading it.
- (14) No question paper is to be taken from any candidate for reading it. As soon as the Invigilator has finished distributing the question papers, he/ she should return the remaining, if any, to the Superintendent without reading them.
- (15) The Invigilator should distribute the blank answer books to candidates after they had taken their seats. No candidate should be allowed to leave his/ her seat after he/ she has received the answer book, until an hour after the distribution of the question paper.
- (16) The Invigilators are responsible for the safe delivery of answer books of the candidates supervised by them to the Superintendent. They should see that the answer book and continuation sheet, if used or properly stitched together, that the answer books delivered to the Superintendent are serially arranged, that none of the candidates leaves the room without delivering his/ her answer book even if no question is attempted and that a blank paper (not blotting paper) with Roll Number without any initials is inserted in place of the answer book of an absentee.
- (17) All the exits should remain closed during the examination hours and only the main entrance should be opened five minutes before the expiry of the time allowed. One of the Invigilators, whosoever, is deputed by the Superintendent should stand at the door in order to see that no candidate takes away an answer book, or any other paper from the Examination Hall.

- (18) After the time allotted is over, the Invigilator should collect and count all answer books and if every thing is in order, the candidates may be allowed to leave the Examination Hall.
- (19) No Invigilator is allowed to leave the Examination Hall unless and until he/she has satisfactorily accounted for all the candidates in his/ her charge to the Superintendent.

APPENDIX-I
LIST OF DOCUMENTS AND ARTICLES TO BE
FOR THE SUPERINTENDENTS

01. Packet containing question paper's envelopes.
02. Blank answer books and continuation sheets.
03. List of Candidates and Centre Statement.
04. List of Supervisory Staff.
05. Book of Instructions for Superintendents and Supervisory Staff.
06. Superintendent's File (Ex-1 Suptd.).
07. Instructions to Candidates (SF-18).
08. Labels addressed to the Secrecy Officer (SF-19).
09. Memo Book for Secrecy Officer (SF-20).
10. Travelling Allowance Bill Form (ACS-101).
11. Contingent Bill Form (ACS-102).
12. Bill Form for Invigilators (ACS-103).
13. Blotting Papers.
14. Graph Papers.
15. Logarithmic Tables.
16. Cloth for packing the Answer Books etc. (One meter for 125-150 answer books).
17. Stamp Pad with Ink.
18. Sealing Wax.
19. University Seal (to be returned separately to the Controller of Examinations under a Registered Parcel).
20. Carbon Papers.

APPENDIX-II
LIST OF DOCUMENTS AND PAPERS TO BE SENT BY THE
SUPERINTENDENTS TO THE UNIVERSITY OFFICE

S. NO.	NAME OF OFFICER	NAME OF DOCUMENTS
1.	Controller of Examinations/ Secrecy Officer	Attendance Chart (SF-8)
2.	Assistant Treasurer	
	(1)	Superintendent's TA/DA Bills.
	(2)	Invigilator Bills.
	(3)	Contingent Bills.
3.	Controller of Examinations	
	(1)	Certificate regarding opening of packets of Question Papers (SF-1).
	(2)	Certificates regarding scrutiny of envelopes containing Question Papers.
	(3)	Empty cloth-lined envelopes with seals intact along with the balance Question Papers.
	(4)	Roll Number Slips collected from the candidates.
	(5)	Seating Plans of the Examination Hall.
	(6)	Identification Sheet (SF-5).
	(7)	Certificate of reading out regulations and directions to candidates regarding use of unfair means (SF-3).
	(8)	Report of Blank Answer Books received, utilized and returned (SF-14).
	(9)	Forms SF-6 and SF-7 bearing signatures of the candidates (Daily Attendance).
	(10)	Report of Superintendent regarding handing over Stationery Box to the Head of the Institution, containing perishable and imperishable articles (SF-15).
	(11)	General Report regarding Conduct of Examination (SF-17).

- (12) Book of Instructions to Superintendents.
- (13) Confidential List of Candidates.
- (14) Declaration Form (SF-10).
- (15) University Seal in a separate Parcel within two days after the examination.

- Note:**
- (a) Attendance Chart should be sent to the Secrecy Officer/ Controller of Examinations just after the termination of the examination.
 - (b) All other documents mentioned above are to be submitted within a fortnight of the termination of the examination. Item mentioned in 3. (1) and (2) above, should however, be sent on the day when the packets containing Question Papers are opened.
 - (c) In case the documents are not submitted within the prescribed period, deduction at prescribed rate shall be made from the honorarium/ contingent bills of the Superintendent.

CHAPTER-13

GENERAL REGULATIONS FOR EXAMINATIONS

1. (1) No one who has been on the rolls of a Department/ Institute/ Centre/ School/ College/ Affiliated Institution as a regular student at any time during the (academic year) preceding a University examination shall appear at that examination as a private candidate, or for an external degree.
(2) Provided that this shall not apply to a late college student appearing in an examination held twice a year when his/ her admission form is certified and forwarded by the Principal/ Dean/ Chairperson/ Director/ Faculty/ Department/ Institute/ Centre/ School/ Affiliated Institution, he/ she had last attended.
2. (1) Subject to regulation 1 and regulations pertaining to respective examinations, candidates may be admitted to the examination for B.A./ B.Sc. (pass course) and M.A. (Arts subjects only) where no practical or field work is involved for external degree.
(2) Candidates of this category if they intend to appear in a Science subject of the B.A./ B.Sc. Examination shall have to do the required number of Practicals in a Department/ Institute/ Centre/ School/ College/ Affiliated Institution for the subjects or in a laboratory approved by the Senate for the purpose. They shall be required to produce documentary evidence of having done so. Such training once taken shall be valid for the next three years from the date of completion of the training.
(3) The External Degree candidates shall take the same B.A./ B.Sc. (pass course) and M.A. Examination as held for regular candidates of the respective examinations.
(4) It shall be specified in the degree to be awarded to the successful candidates of this category that they took the examination as external students.
3. (1) Subject to the regulations 1 and 2 the persons belonging to the following classes not being students of any Department/ Institute/ Centre/ School/ College/ Affiliated Institution may also

be permitted for admission as candidates at examinations in the B.A./ B.Sc. B.Ed. and M.A.

- (2) Candidates, except in the case of the B.Ed. Examination where only teachers, as defined in the regulations for that examination, may be recommended.
 - (3) Late University/ College students who have completed the prescribed course for an examination, and are recommended by the Principal/ Dean/ Chairperson/ Director/ Faculty/ Department/ Institute/ Centre/ School/ College/ Affiliated Institution concerned for admission to such examination, within a period of three years after completing such course, unless otherwise specified in the regulations, relating to various examinations.
 - (4) Candidates for the degree of Bachelor of Arts.
 - (5) Candidates appearing from territories within the jurisdiction of the University in the Compulsory Subjects of the B.A. Examination after having passed the Honors Examination in a Classical or Pakistani Language and the Intermediate Examination as a whole or English only of any recognized University or the Board of Intermediate and Secondary Education, Mirpur or any other examination recognized as equivalent thereto.
4. A candidate with M.Sc. degree may be allowed to appear in another M.Sc. examination in a subject other than the one already passed by him/ her provided that he/ she has performed the prescribed number of practicals in a College affiliated to the University upto M.Sc. or in a Science Department/ Institute/ Centre/ School/ Affiliated Institution of the University.
5. Notwithstanding anything to the contrary contained in the regulations any person residing outside the territorial jurisdiction of this University may be permitted to appear as a private/ external degree candidate in an examination held by the University, provided that:
- (1) he/ she is otherwise eligible to appear in the examination conducted by this University.

- (2) produces a certificate from the Registrar of the University in whose territorial jurisdiction he/ she is residing to the effect that University has no objection to such permission being granted.
6.
 - (1) All applications for permission to appear as private candidates in the various University examinations must reach the University office on the date as may be prescribed. Applications received after the prescribed date shall be considered only on payment of the prescribed late/ double admission fee;
 - (2) Provided that such applications shall only be entertained if these are received atleast 10 days before the date of commencement of M.A./ M.Sc./ B.Ed. and other Professional examinations, 30 days before the date of commencement of B.A./ B.Sc. examination.
 - (3) Provided that admission and permission forms shall be submitted together and only one late fee shall be charged even if permission form is submitted after the expiry of the last date fixed for the receipt of admission forms.
7. In order to be eligible for examination, a student must have attended atleast 75% of the lectures delivered during the session provided that lectures delivered during students strike period for which the teacher went to the class room, waited there for 15 minutes and marked absent all those who stayed away from the class shall be counted towards total lectures delivered during the term for the purpose of calculation of the percentage of lectures attended by the students.
8.
 - (1) An extra prescribed fee shall be charged from the candidates who at the time of submitting their applications for permission to appear in the examination as Private/ External Degree candidates are residing in a place outside the territorial jurisdiction of the University. Provided that this regulation shall not apply to bonafide residents of a place within the territorial jurisdiction of the University, who at the time of applying for permission happen to be residing outside such territorial limits, if they send a declaration to the effect that they are bonafide residents of a place within the jurisdiction of the University and have only come to the place temporarily and shall return within one year, duly attested by a magistrate not lower in rank than 2nd class.

- (2) Provided further that this regulation shall not apply to a candidate who is a member of the Defence Forces of Pakistan.
9. The rate of late admission fee mentioned in regulation 6 and extra fee mentioned in regulation 8 shall be as per Schedule of Fee or as may be prescribed from time to time.
10.
 - (1) The Admission Form and Fee must reach together in the University in time. Late/ double fee shall be charged if the fee is paid and Form was not submitted in time or vice-versa.
 - (2) Provided that the candidates offering science subjects where the practical examination is involved have to pay an additional prescribed fee.
11. The admission form is liable to cancellation if it is incomplete or contains incorrect entries or if correct Registered Number is not mentioned.
12.
 - (1) Every candidate must keep his/ her Identification Card with him/ her while taking the examination.
 - (2) Provided that female candidate holding Identification Card without photograph shall have to keep Identification Slip carrying her photograph duly issued by the examination department.
13. No student shall be issued his/ her roll number for an examination unless and until he/ she has cleared his/ her dues nor shall a candidate who is ineligible to sit for an examination be issued a roll number.
14. The candidate will be admitted to the examination hall on presenting the Roll Number Slip. The candidature of those who will appear in the examination without genuine Roll Number Slips issued by the University shall automatically stand cancelled and they will be proceeded against under the University regulations.
15.
 - (1) No student shall at one time join or continue on rolls of two departments of University or Affiliated Institutions for two courses of studies leading to two degrees in the same or different faculties.
 - (2) The candidate permitted to take a particular degree examination of the University shall not be permitted to take another degree examination within the same year.

- (3) No student shall be admitted to a second or subsequent Master's degree course, in the University Teaching Department(s)/ Affiliated Institution(s), without the prior approval of the Vice Chancellor.
 - (4) Except as otherwise specifically provided in the regulations, no one who has passed an examination of this University shall be permitted to re-appear in the same examination.
Note: This will not affect the right of a student to appear in a University examination as a late college student under regulations pertaining to external degree students.
 - (5) In exceptional circumstances, a student may be permitted to appear in the next examination if, in the opinion of Vice Chancellor, it was physically impossible for him/ her to appear in the previous examination.
16. The courses of reading prescribed by the Academic Council are specified in the Syllabus for various degree examinations. In cases where textbooks are prescribed, the candidates will be required not only to show a thorough knowledge of the textbooks but also to answer/ questions of a similar standard set with a view to testing their general knowledge of the subject. Courses of reading can be changed from time to time by the Academic Council, such changes being always duly notified atleast one year before the date of the examination in which they will take effect.
17. (1) Whenever the application or fee of the candidate is received more than three days after the last date, he/ she shall pay prescribed late admission fee. The candidates may be admitted to the examination on payment of double the ordinary admission fee after the last date for receipt of admission form and fee with late fee is over, provided that such applications shall only be entertained if these are received atleast 10 days before the date of commencement of the examination.
- (2) Late fee shall not be charged if the Money Order/ Challan of admission fee is booked at a post office/ bank before the expiry of the last date prescribed for the submission of Admission Forms and Fee (without late fee) provided the money order/ challan is deposited in the University funds before the date of the commencement of the examination.

- (3) If the money order/ challan of Admission Fee is booked before expiry of the last date (with late fee) fixed for the submission of Admission Forms, double fee shall not be charged even if it is received after the expiry of that date, provided the fee is deposited in the University fund before the commencement of the examination.
 - (4) The same concession shall be given to failed candidates who are allowed a margin of 15 days for submission of their Admission Forms and Fee after the declaration of their result.
18. The rate of fee for admission to examination shall be as may be prescribed by the University. Admission Forms received within 15 days after the prescribed date shall accompany a late fee as may be prescribed. All others have to pay double of the normal fee.
19. No application for admission to an examination shall be entertained even on payment of late fee if not made 15 days before the commencement of the examination.
20. A candidate who fails to pass or to present himself/ herself for the examination shall not be entitled to claim a refund of fee. However, the fee shall be refundable to the legal heirs of a candidate who dies before the commencement of the examination.
21. The Vice Chancellor may in his/ her discretion remit late fee in a case he/ she considers its remission justified.
22. The application of a candidate for admission to next examination shall be entertained only if the following conditions are fulfilled:
 - (1) the application is submitted without any delay and in no case later than the 10th day from the date of the candidate being incapacitated from taking or completing the examination and is submitted through the Director/ Chairperson/ Principal/ Head of Institution concerned along with proper certificates.
 - (2) The Director/ Chairperson/ Principal/ Head of Institution concerned certifies after making necessary inquiries (i) that the candidate could not appear in or complete the examination without grave danger to his/ her health or that of others taking the examination, and that it was physically impossible for him/ her to appear in or complete the examination; and (ii) that the candidate had a

reasonable chance of success if he/ she had appeared in the examination.

23. If a student is reported by the Head of his/ her Teaching Department/ Institute/ Centre/ School/ College/ Affiliated Institution to have failed to clear his/ her dues, his/ her result shall be withheld by the Controller of Examinations pending full payment of what he/ she owes. Similarly, result shall be withheld on the receipt of a report from the Librarian concerned in respect of a student who has failed to return the books borrowed by him/ her from the Library.
24. Till the declaration of the result, the candidate may be provisionally permitted to study in the next higher class. However, in the event of his/ her being declared successful, the candidate who avails of the concession shall not be eligible for scholarship or prize or medal or any other distinction.
25. In case of a walkout by a student from the examination hall while appearing in a paper he/ she shall be considered to have failed that paper, and shall be further liable to disciplinary action under the regulations. However, where facts bearing on the suitability of a paper or a part it so warrant, the Superintendent of the Examination Centre shall bring the matter to the notice of the Controller of Examinations for necessary action.
26. A student who has passed any of the examinations availing more than one chance shall be awarded a degree 'in parts'. All other candidates who have passed an examination in their first attempt shall be awarded degree "as a whole".
27. A regular candidate shall be awarded Gold Medal if he/ she secures first class first position in first attempt of the examination. However, candidates passing the examination by availing of the concessional marks or passing the examination in parts shall not be entitled to any distinction.
28. **Hiring of an Amanuensis for a Disabled Candidate**
 - (1) The hiring of an amanuensis shall be allowed only if a candidate suffers from a physical disability, which renders him/ her unable to write normally provided it is certified by a registered medical practitioner. The amanuensis employed must be of a lower grade

of education than the candidate and must not be attached to the institution/ teaching department to which the candidate belongs.

- (2) The Superintendent shall arrange for a suitable room for the candidate and Amanuensis and also appoint a special Deputy Superintendent for invigilation.
- (3) The fee to be charged from such a candidate, if not blind shall be as prescribed for the two sessions on the same day. No fee will be charged from blind candidates. Out of the fee charged from a candidate for whom an amanuensis has been employed 40% will be paid to the amanuensis.

29. Regulation empowering the Vice Chancellor to Permit an Enrolled Member of the Pakistan Armed Forces Prevented from Appearing in an Examination due to National Emergency, to Appear in the Next Annual or Supplementary Examination

Notwithstanding anything contrary to the regulations, the Vice Chancellor may, by a general order, permit an enrolled member of the Pakistan Armed Forces, who may have registered himself/ herself as a candidate for a University examination, but is prevented from appearing in the examination due to a national emergency to appear in the next Annual or Supplementary Examination, without payment of fresh admission fee, subject to the following conditions:

- (1) the candidate produces a certificate from the Officer Commanding of his/ her Unit to the effect that it was not possible to release him/ her from duty due to a national emergency.
- (2) is otherwise eligible to appear in the examination.

A candidate to whom this concession is granted shall have to submit a fresh admission form for the next Annual/ Supplementary Examination.

30. Regulation for Grant of Concession of Lectures to Students Who are Selected by the Government or the University for Proceeding on Good-Will Missions Outside the Country

In the case of persons who are selected by the Government or the University for proceeding on good-will missions outside the country, the lectures delivered in the Department/ Institute/ Centre/ School/ College/

Affiliated Institution concerned during the period of absence of such persons not exceeding one month shall be deducted from the total number of lectures delivered to the class and the required percentage of attendance for the examination purpose shall be based on the balance of lectures.

31. Regulation for the Grant of Permission to Prisoners to Appear in the University Examinations

Notwithstanding anything contrary to the regulations, the Vice Chancellor may allow prisoners to appear in the University examinations.

32. Regulation for Providing Admission Facilities to Students of Foreign Universities, Whose Examinations have not been Recognized as Equivalent to the Corresponding Examinations of this University

Notwithstanding anything contrary to the regulations regarding admission to examinations of this University, the Vice Chancellor may, at his/ her discretion, permit candidates, from Foreign Universities, the examinations of which have not been recognized as equivalent to the corresponding examinations of this University, to appear as private candidates, in the same examinations of this University, which they might have passed from their respective Universities, before being admitted to the next higher class in a Department/ Institute/ Faculty/ Centre/ School/ College/ Affiliated Institution to this University.

33. Regulation for Authorizing the Vice Chancellor to Hold Additional/ Special Examinations under Certain Circumstances

- (1) Notwithstanding anything contrary to the regulations, the Vice Chancellor shall have power in the case of all examinations held by this University to hold an additional examination in the same year for special reasons to be recorded.
- (2) In exceptional cases e.g. natural calamities, war, loss of solved answer sheet or as a consequence of any mishap, Special Examination may be arranged after approval of the Vice Chancellor. The student will be entitled to opt either to re-appear in the examination for the lost paper (Answer Sheet) or to accept marks on the basis of average of marks obtained by him/ her in other papers.

- (3) If a candidate's Answer Sheet is lost after having been received by the Superintendent of Examination or by his/ her assistant, the student will be entitled to opt either to re-appear in the examination for the lost paper (Answer Sheet) or to accept marks on the basis of average of marks obtained by him/ her in other papers. In case of dispute as to whether candidate's paper was duly received or not, the finding of the Vice Chancellor shall be final.

34. Regulation for Candidates Passing a University Examination in Parts

Notwithstanding anything contrary to the regulations, a candidate who passed any examination of this University in parts shall not be entitled to merit, honors, distinction, prize or scholarship.

35. Regulation for Empowering the Senate to Quash the Result or Withdraw the Degree, Diploma or Certificate of Candidates

- (1) Notwithstanding anything contrary to the regulations, the Senate shall have the power to quash the result or withdraw the Degree, Diploma or Certificate of a candidate after it has been declared or awarded, as the case may be:
- (a) if he/ she has been disqualified for using unfair means in the examination; or
 - (b) if a mistake is found in the compilation or declaration of his/ her result; or
 - (c) if it is found that he/ she was not eligible to appear in the examination.
- (2) Provided that the order of quashing the result under paras (b) and (c) is issued not later than 3 years from the date of the declaration of the result of the examination concerned. However, the Senate may withdraw the Degree, Diploma or Certificate even after 3 years if it concludes that the examination which resulted the award of the Degree, Diploma and Certificate was taken unlawful or the Degree, Diploma, Certificate found illegal.
- (3) Provided further that in quashing the result of a candidate under (b) and (c) above, the University declares the candidate as 'failed', who was previously declared to have passed in an examination, the Senate may, after considering the circumstances of the case,

take such action as it may deem necessary to give the candidate the benefit of any privilege that he/ she may have acquired by studying in the next higher class in a recognized institution or taking an examination conducted by the University.

- (4) Provided further that the Vice Chancellor has been authorized to initiate inquiry against the students involved in unfair means cases, and after inquiry he/ she would submit the report to the Senate for final orders.

36. Regulation for Privileges of Expelled/ Disqualified Candidates

An expelled or rusticated candidate shall be permitted to enjoy all the privileges which he/ she would normally enjoy, after the expiry of the period of punishment. This would also apply to the candidates who are disqualified for the use of unfair means in an examination.

37. Auction of Marked Scripts

The Marked Scripts will be auctioned after one year of the declaration of the Result.

38. Declaration for Privileged Documents

- (1) Certain record/ documents of the Examination Branch are obviously secret documents, which cannot be made public. Such documents/ record includes the Question Papers yet to be opened, Scripts (solved Answer Books of the candidates), Award lists of the Examiners and Result Sheets etc.
- (2) It would be proper to have the movement and handling of the said documents restricted. These cannot be shown to any person or agency in any context whatsoever except to a learned court of law in case of some legal proceedings.

39. Following Abbreviations are used for Various Subjects:

Acc.	Accounting
Arab.	Arabic
Biotech.	Biotechnology
Bot.	Botany
Civil. Engg.	Civil Engineering
CSE	Computer Systems Engineering
Chem.	Chemistry
Eco.	Economics
Elect. Engg.	Electrical Engineering
Elect. Tech.	Electrical Technology
Elect.	Electronics
Eng.	English
Geog.	Geography
Gen. Stud.	General Studies
His.	History
H&PE	Health and Physical Education
Hm. Eco.	Home Economics
IR	International Relations
Isl. St.	Islamic Studies
I&P. St.	Islamic and Pakistan Studies
Lib. Sc.	Library Science
Math.	Mathematics
Mech. Engg.	Mechanical Engineering
MC	Mass Communication
Pak. St.	Pakistan Studies
Phi.	Philosophy
Pol. Sc.	Political Science
Phys.	Physics
Soft. Engg.	Software Engineering
Soc.	Sociology
Stats.	Statistics
Zool.	Zoology
Others	As assigned

CHAPTER-14
REGULATIONS FOR THE BACHELOR EXAMINATION IN
ARTS AND SCIENCE GROUPS (2 YEARS COURSE EXTERNAL)

1. GENERAL REGULATIONS

The examination for the B.A./ B.Sc. shall consist of two parts, hereinafter called Part-I Examination and Part-II Examination.

(1) B.A. (3rd Year-Part-I)

- | | | |
|-----|---|-----------------|
| (a) | English (Compulsory) | 100 |
| (b) | Islamic Education & Pakistan Studies (Compulsory) | 60 + 40 = 100 |
| (c) | Two Elective Subjects | 100 + 100 = 200 |

Total Marks 400

(2) B.A. (4th Year-Part-II)

- | | | |
|-----|-----------------------|-----------------|
| (a) | English (Compulsory) | 100 |
| (b) | Arabic (Compulsory) | 100 |
| (c) | Two Elective Subjects | 100 + 100 = 200 |
| (d) | One Optional Subject | 100 |

Total Marks 500

(3) B.Sc. (3rd Year-Part-I)

- | | | |
|-----|---|-----------------------|
| (a) | English (Compulsory) | 50 |
| (b) | Islamic Education & Pakistan Studies (Compulsory) | 60 + 40 = 100 |
| (c) | Three Elective Science Subjects | 100 + 100 + 100 = 300 |

Total Marks 450

(4) B.Sc. (4th Year-Part-II)

- | | | |
|-----|---------------------------------|-----------------------|
| (a) | English (Compulsory) | 50 |
| (b) | Arabic (Compulsory) | 100 |
| (c) | Three Elective Science Subjects | 100 + 100 + 100 = 300 |

Total Marks 450

**BACHELOR OF ARTS EXAMINATION
(PART-I & PART-II)**

2. PASS COURSE (ANNUAL SYSTEM)

(1) Elective Subjects

- (a) Every candidate shall be required to offer and pass Islamic Studies/ Ethics and Pakistan Studies (60+40 marks separately), English Language (200 marks) and Arabic (100 marks) as compulsory subjects and any two from the following Elective subjects carrying 200 marks each:

Arabic (Language)	Journalism
Applied Psychology	Kashmiryat
Bengali	Library and Information Science
Computer Studies	Mathematics (A Course)
Chinese	Mathematics (B Course)
Economics	Mathematics General
Education	Music (Western and Eastern)
English Literature	Persian
Essentials of Home Economics	Philosophy
Fine Arts	Political Science
French	Punjabi
Geography	Russian
Geology	Social Work
German	Sociology
History	Spanish
Hindi	Statistics
Health and Physical Education	Turkish
Islamic Studies	Urdu
Italian	Women's Studies
International Relations	Any other subject (approved)

- (b) Provided that the candidates shall appear in subjects/ papers of Part-I and Part-II as per regulations above.
- (c) All those candidates who have passed B.A. with General Mathematics need only to qualify B-Course of Mathematics (Paper I & II) as an additional subject for eligibility of admission to M.Sc. Mathematics or for appearing in M.Sc. Mathematics Examination as an external/ private candidate.

- (d) In addition, the candidate shall have to pass one optional subject carrying 100 Marks from among the followings:

Arabic (Language)	Kashmiryat
Applied Psychology	Library and Information Science
Astronomy	Mathematics
Bengali	Music (Western and Eastern)
Chinese	Persian
Economics	Philosophy
English Literature	Political Science
Fine Arts	Punjabi
French	Russian
Geography	Sindhi
German	Social Work
History	Sociology
Home Economics	Spanish
Islamic Studies	Statistics
Italian	Turkish
Journalism	Urdu
	Any other subject (approved)

- (e) Provided that candidate shall be permitted to opt a subject as optional which he/ she has opted as Elective.

3. MEDIUM OF INSTRUCTION AND EXAMINATIONS (ARTS AND SCIENCE GROUP)

The medium of instruction and examinations in all subjects, except languages, shall be Urdu or English. The medium of examination in Pakistani language shall be the language concerned. The medium of examination in Arabic, Persian shall be Urdu, English or the language concerned at the option of the candidate.

**BACHELOR OF SCIENCE EXAMINATION
(PART-I & PART-II)**

4. PASS COURSE (ANNUAL SYSTEM)

(1) Elective Subjects

- (a) Every candidate shall be required to offer English Language and Islamic Studies/ Ethics and Pakistan Studies (60 + 40 = 100 Marks) and Arabic as a compulsory subject carrying 100 marks each and any one of the following groups of elective subjects. Every subject of these groups shall carry 200 marks:

Physics, Mathematics General and Chemistry.

Physics, Mathematics General and Statistics.

Physics, Mathematics General and Geography.

Physics, Mathematics A Course and Mathematics B Course.

Statistics, Mathematics A Course and Mathematics B Course.

Geography, Botany and Zoology.

Zoology, Chemistry and Botany.

Zoology, Chemistry and Geography.

Zoology, Chemistry and Statistics.

Botany, Chemistry and Statistics.

Botany, Chemistry and Geography.

Botany, Zoology and Statistics.

Psychology, Statistics and Geography.

Psychology, Mathematics General and Geography.

Economics, Statistics and Geography.

Statistics, Mathematics General and Economics.

Physics, Chemistry and Statistics.

Psychology, Statistics and Mathematics General.

Mathematics A Course, Mathematics B Course and Chemistry.

Computer Science, Statistics, Mathematics General/ Physics.

Computer Science, Mathematics A, Mathematics B Course/ Statistics.

Computer Science, Physics and Mathematics General.

Chemistry, Mathematics and Psychology.
Physics, Mathematics (General) and Geology.
Physics, Mathematics (General) and Computer Studies.
Physics, Chemistry and Computer Studies.
Chemistry, Economic and Geography.
Chemistry, Botany and Computer Studies.
Chemistry, Zoology and Computer Studies.
Applied Psychology/ Psychology, Statistics and Geography.
Applied Psychology/ Psychology, Chemistry and Botany.
Statistics, Economics and Geography.
Statistics, Economics and Computer Studies.
Mathematics A Course, Mathematics B Course and Economics.

- (b) Provided that the candidates shall appear in subjects/ papers of Part-I and Part-II as per regulations above.

Note:

- (i) Candidate seeking admission in M.A./ M.Sc. in any subject shall take the same subject in Bachelor Examination.
- (ii) No one shall ordinarily be allowed to take up any Science subject (except Geography, Statistics, etc.) unless he / she has passed in this subject in the Intermediate Examination.
- (iii) The Outlines of Tests and Courses of Reading shall be as may be prescribed by the Academic Council from time to time.
- (iv) All those candidates who have passed B.Sc. with General Mathematics need only to qualify B-Course of Mathematics (Paper I & II) as an additional subject for eligibility of admission to M.Sc. Mathematics or for appearing in M.Sc. Mathematics Examination as an external/ private candidates.

5. EXAMINATION REGULATIONS

- (1) The B.A./ B.Sc. Part-I Examination shall be held at the end of third year in the subjects being taught in the affiliated institutions, constituent colleges, university departments etc. on such dates, as may be notified by the Controller of Examinations. Any student, who after completing the prescribed course of lectures does not appear in the examination or fail to qualify atleast two papers of 100 marks (compulsory/ elective), shall be eligible to appear as a regular student in the B.A./ B.Sc. Part-II Examination. Such students who have been given exemption may pass their remaining subjects of B.A./ B.Sc. Part-I along with B.A./ B.Sc. Part-II Examination. However, those students who fail in Part-II may appear in the Supplementary Examination.
- (2) The eligible candidates shall be required to submit Admission Form in the prescribed manner through the concerned Principal/ Deans or otherwise on or before the date notified for the purpose. Under all circumstances, Admission Forms must be received atleast Thirty (30) days before the commencement of the examination.
- (3) All the regular students shall appear in Part-I and Part-II Examination separately. However, the late college and external/ private candidates will be allowed to appear in Part-I and Part-II Examination separately or in both parts simultaneously.
- (4) No fresh/ private candidate will be allowed to appear in (Supplementary) examination. Only failure cases with permission to appear in the Supplementary Examination will be eligible in the said examination.
- (5) Examination schedule and Date sheet for Theory and Practical Examination shall be issued and notified by the Controller of Examinations.
- (6) Date sheet, once notified, shall not be changed. The Vice Chancellor shall, however, under exceptional circumstances may change the date sheet.

- (7) Any private external Degree candidate who is admitted by the special order of the Academic Council and who has passed not less than two academic years previously the Intermediate Examination in the Arts or Science from the Board of Intermediate and Secondary Education considered equivalent thereto of any other recognized Board; provided that in the case of a candidate who passes the Intermediate Examination after having earned exemption and has to appear in one subject only, the period of two academic years shall be counted from the years in which he/ she earned exemption.
- (8) Provided that a candidate who has passed the Cambridge Higher School Certificate Examination for General Certificate in Education, if he/ she has been enrolled in a college/ institution affiliated to the University in the year proceeding the years of examination. Such student is permitted to be enrolled provisionally in an affiliated college/ institution in anticipation of the declaration of the result of his/ her Cambridge Higher School Certificate Examination or the Examination for General Certificate in Education.
- (9) Provided further that the Academic Council or the Vice Chancellor shall have power to exclude any candidate from the examination, if it satisfied that such candidate is not a fit person to be admitted thereto.

6. THE EXAMINATION SHALL BE OPENED FOR STUDENT WHO

- (1) has been on the rolls of a college/ institution, affiliated with the University throughout the academic year preceding the examination provided he/ she has completed the prescribed course or has attended and completed the first/ second year's course in one academic year;
- (2) has passed not less than one academic year previously the Intermediate Examination in the Arts or Science from Board of Intermediate and Secondary Education or any other examination considered equivalent thereto; provided that in the case of a candidate who passes the Intermediate Examination after having earned exemption/ placed under compartment. The period of one academic year shall be counted from the year in which

he/ she earned exemption/ placed under compartment;

- (3) has his/ her name submitted to the Controller of Examinations by the Principal of the College/ Institution, he/ she has most recently attended.

7. THE QUALIFICATION FOR APPEARING IN THE EXAMINATION

No student shall be permitted to take Part-I/ Part-II Examination as a regular student unless he/ she submits an examination admission form, duly signed by the Head of the College/ Institution, certifying that:

- (1) his/ her performance, as judged through class tests, assignments etc. has been satisfactory;
- (2) his/ her character and conduct have been good;
- (3) he/ she has, in case of Part-II Examination passed the Part-I Examination or is failing in two subjects of Part-I in accordance with the prescribed regulations;
- (4) of having attended not less than 75% of the full course of lectures delivered in each of the subjects in which he/ she desired to be examined. The Heads of affiliated colleges/ institutions or the Chairperson of the relevant University Teaching Department, as the case may be, may condone for valid reasons a deficiency up to 5% in theory and practical of each subject and optional subjects. Candidate falling short of lectures or practical above this percentage shall not be permitted to appear in the Annual Examination to be held in April/ May but shall be permitted to appear in the next Annual Examination;
- (5) provided that in case of persons who are selected by a national sports organization for training/ participation in an international sports contest as representatives of Pakistan, the lectures delivered in the College/ Institution during the period of absence for such training/ or participation in the international sports contest shall be deducted from the total number of lectures delivered to the class and the required percentage of attendance for the examination purpose shall be based on the balance of lectures;

- (6) in the case of students who join late owing to the late publication of the results of the relevant examination, lectures shall be counted from the eleventh day after the declaration of result or from the date of their joining whichever is earlier. Similarly, in the case of those who join late for some other reasons, lectures shall be counted from the date of their joining;
- (7) in the case of candidate intending to appear at a practical examination in a Science subject or in Fine Arts of having attended not less than 75% of the periods assigned to practical work in that subject.

8. EXAMINATION ADMISSION FORM AND FEE

- (1) Every candidate for B.A./ B.Sc. Examination shall forward his/ her admission form to the Controller of Examinations by the date fixed for the examination, accompanied by the prescribed fee each time when he/ she appears in the examination, whether in one or more subjects and statement showing the subjects in which he/ she desires to be examined.
- (2) The fee for the examination will be as may be prescribed by the University from time to time.
- (3) The failed candidates can submit their admission forms to re-appear in the various University Examinations on such dates as notified by the Controller of Examinations from time to time.
- (4) A candidate who fails to pass or to present himself/ herself for the examination shall not be entitled to claim a refund of fee. However, the fee shall be refunded to the legal heirs of a candidate who dies before the commencement of the examination.
- (5) Whenever, the application or the fee is received more than three days after the last dates notified by the Controller of Examinations office for the purpose, he/ she shall pay the prescribed late fee/ double fee as the case may be. Provided that such application shall not be entertained under any circumstances, if it is not received atleast 30 days before the date of commencement of examination.

- (6) The admission and permission forms shall be submitted together and late fee shall be charged even if permission cum admission form is submitted after the expiry of the last date fixed for the receipt of admission forms.
- (7) The Vice Chancellor may accept the application for admission and fee of a candidate on payment of double fee prescribed for the examination.
- (8) The Vice Chancellor may in genuine and exceptional cases accept with or without penalty such examination Admission Forms which are not covered by ordinary regulations.

9. ROLL NUMBER SLIP

- (1) Particulars of the candidates as per Registration record shall be used to prepare the list of examinees and transferred subsequently to roll number slips. Roll number slips of the eligible candidates shall be sent to the College/ Institution concerned (in case of regular candidates) and directly to the Private Candidates before the commencement of the examination. Roll number slip, bearing signature of the Controller of Examinations, shall have the particulars of candidate, papers in which he/ she is to appear, name of the Examination Centre and a photograph.
- (2) Any subsequent correction of particulars, claimed by a candidate after preparation of roll number slip, shall be made with the approval of the Controller of Examinations on verification by the Head of College/ Institution concerned along with the prescribed fee.

10. PRACTICAL EXAMINATION

- (1) The B.A./ B.Sc. Part-I practical examination shall be held at the end of fourth year along with B.A./ B.Sc. Part-II Examination.
- (2) Private candidates will not be allowed to opt any Science subject involving a practical or subject which is not being taught in any of the Constituent Colleges/ Affiliated Institutions. However, they will be allowed in Social Sciences on production of a practical certificate, if required issued by a Head of Constituent College/ Affiliated Institution.

11. DECLARATION OF RESULT

The Controller of Examinations as soon as possible after the termination of the examination shall publish a list of successful candidates showing the total number of marks obtained by them.

12. NUMBER OF CHANCES

- (1) The total number of chances shall be 1+2 for each part separately.
- (2) The candidate who fails after availing all the prescribed chances (i.e. 1+2) of Part-II or remains absent in the examination shall be allowed to re-appear in the Part-II Examination with full subjects, provided that he/ she will have to appear in the syllabi currently enforced in the year in which he/ she is appearing in the examination.
- (3) In case an exempted candidate fails to qualify Part-I Examination, his/ her result of Part-II be declared if he/ she is not passing Part-II Examination. This will enable the candidate to re-appear in the failing papers of Part-I as well as that of Part-II Examination.
- (4) The exempted candidate may be allowed to appear in Part-II Examination provisionally along with the failing papers of Part-I (if otherwise eligible) simultaneously.
- (5) Where an exempted candidate who appears in the failing papers of Part-I along with Part-II Examination simultaneously, fails to qualify Part-I Examination but passes his/ her Part-II Examination, his/ her result of Part-II Examination be not declared till he/ she passes Part-I examination under the chances permissible to him/ her. If such candidates fail to qualify their Part-I within prescribed chances, their Part-II result shall stand cancelled/ quashed. Provided that in case of any candidate appearing in both parts simultaneously and declared as full fail in Part-I, his/ her result of Part-II Examination shall also stands cancelled.

13. CHANGE OF SUBJECT

- (1) Change in subject is permitted when there is a difference of one or two examinations along with prescribed fee.

- (2) A candidate who has failed in B.Sc. shall be allowed to do B.A. in one academic year provided it involves a change of one subject, but when it involves a change more than one subject; the candidate must do B.A. in two years as in the normal course.

14. ADDITIONAL SUBJECTS

- (1) A candidate who is a graduate of this University or of another University whose Degree Examination is recognized as equivalent to Degree Examination of this University may on payment of the prescribed fee, be allowed to appear at any subsequent examinations in any one or more additional subject(s) prescribed for this examination except the subject(s) in which he/ she has already passed the examination.
- (2) Provided that in the case of Science subject(s), the candidate has attended the prescribed number of practicals for the subject(s) in an Affiliated College/ Institution for B.Sc. degree of this University. Such candidate on obtaining atleast 33% marks in the written papers as well as practical of that subject or subjects shall be declared to have passed in that subject or subjects and granted a certificate to that effect.
- (3) Any candidate who has passed the Fazil Examination in Arabic, Persian etc. or Urdu of the recognized University or Board, shall if he/ she desires be exempted from passing in that language, provided that he/ she appears in the B.A. Examination within two years of his/ her passing and that in awarding marks for that language in which he/ she may have obtained a certificate "pass marks" be taken as representing the value of these marks.

15. QUALIFYING IN COMPULSORY SUBJECTS

- (1) A candidate who has passed an Honors Examination in a Classical or Pakistani language and the Intermediate Examination or an equivalent examination in all subjects or in the subject of English only of a recognized University/ Board of Intermediate and Secondary Education, may if he/ she is otherwise eligible, be permitted to appear after one year either as a regular or a private candidate in the compulsory subjects of the Bachelor of Arts examination either at Annual or Supplementary Examination, and

if successful shall receive a degree in accordance with provision of regulation (2) below. Provided that such candidates shall be required to obtain 33% marks in each subject in order to pass the examination.

- (2) The following shall be eligible for admission to the degree of Bachelor of Arts:
 - (a) A candidate who has passed compulsory subjects of the B.A. standard as contained in regulation (1) above in one sitting.
 - (b) A candidate who has passed the B.A. examination in compulsory subjects under (a) above and subsequently passes the B.A. examination in two elective subjects from a college or as a private candidate shall be awarded a degree with division. The marks already obtained by him/her in Compulsory Subjects shall be added to the marks obtained in two Elective Subjects.
 - (c) Provided he/ she appears in these two subjects in the same examination. The percentage of marks required to pass in these two subjects as well as determining the division, shall be the same as required when the B.A. examination is taken as a whole.
 - (d) A candidate can take up a Pakistan language in which he/ she has not already qualified in any examination while appearing in the two subjects (mentioned above) for the B.A. examination. The candidates being awarded the Degree with division shall have to surrender the previous Degree in compulsory subjects only.
- (3) A candidate who has passed the 1st Professional MBBS or 2nd Professional BDS examination of a recognized University may be permitted to appear either as a regular candidate or as a private candidate, in the compulsory subjects of the B.Sc. standard, and if successful, may be granted the B.Sc. degree. Such a candidate may appear at either the Annual or Supplementary Examination.

- (4) (a) The credit for passing in the compulsory subjects in the B.A. examination, while failing in other subjects, be given only if the candidate appears in the examination concerned subsequent to his/ her passing the necessary examination in a Pakistani or a Classical language and not before.
- (b) Candidates who have passed the Honors Examinations in a Classical or Pakistan language from any recognized University/ Board and Intermediate English only from different recognized University/ Board can appear in Compulsory Subjects of the B.A. examination of this University provided they produce the Migration Certificate, if necessary.
- (5) A candidate appearing in compulsory subjects shall for all other purposes be governed by the regulation dealing with the B.A./ B.Sc. examinations.

16. IMPROVEMENT OF DIVISION

A candidate who passed examination in any division shall be given only one chance to improve division/ marks either as a regular or private candidate in any of the four consecutive examinations after B.A./ B.Sc. Examination. However, a candidate who passed B.A./ B.Sc. Examination (Part-wise) without repeating the papers of 3rd year with the 4th year examination shall be given only one chance to improve his/ her division/ marks of 3rd or 4th year examination in parts or as whole as a regular student in any one of the four consecutive examinations after passing 3rd or 4th year part-wise or as a whole B.A./ B.Sc. Examination. The candidate who improves his/ her division/ marks shall surrender his/ her previous result cards and degree in original to the University for Cancellation.

17. AWARD OF DEGREE

- (1) Each successful candidate shall be conferred a Degree of Bachelor of Arts/ Science stating the division/ marks in which he/ she has passed. The fact whether a candidate has passed the examination in parts or as whole or as an external candidate, shall be indicated on the same degree.

- (2) Successful candidate who obtains 60% or more marks in aggregate shall be placed in the 1st Division, those who obtain not less than 45% in the 2nd Division and all below in the 3rd Division. Provided that if a candidate miss first or second division by 5 marks or less, he/ she shall be awarded grace marks up to the maximum of 5 and placed in the 1st or 2nd Division as the case may be. A candidate who is declared successful after getting grace marks shall not be given grace marks for being placed in a higher division.
- (3) The minimum number of marks required to pass this examination shall be 33% in each subject (separately in written, practical), provided that a candidate who passes in two more subjects but fails in one subject or part thereof by 3 marks or less, shall be deemed to have passed examination, even if he/ she takes the examination as a whole or in parts.

18. GOLD MEDAL/ PRIZE

- (1) A regular/ private candidate shall be awarded Gold Medal, if he/ she secures first class first position in first attempt of the examination. However, candidates passing the examination by availing of the concessional marks or passing the examination in parts shall not be entitled to any distinction.
 - (2) Candidate who passes the examination in supplementary shall not be entitled to get any medal or prize.
19. Notwithstanding anything to the contrary contained in the regulations, all other matters relating to this discipline shall be dealt in accordance with general regulations of the University examinations.

CHAPTER-15
REGULATIONS FOR THE AWARD OF B.A./ B.Sc. DEGREE TO HOLDERS OF
DEENI ASNAD/ DIPLOMA IN GENERAL NURSING AND MIDWIFERY
AFTER PASSING ADDITIONAL SUBJECTS

1. **Regulations for the Award of B.A. Degree to Holders of Deeni Asnad**
 - (1) A candidate who has passed "Ashahadat-ul-Fazeela Sanad awarded by Wafaq-ul-Madaris, Ashahadat-ul-Faragh Sanad awarded by Tanzeem-ul-Madaris, Ashahadat-ul-Alia Sanad awarded by Wafaq-ul-Madaris-ul-Salfia (Ahl-e-Hadis) and Sultan-ul-Afazil Sanad awarded by Wafaq-ul-Madaris, Shia after Dora-e-Hadis or an equivalent examination of a recognized Madarassa, may if he/ she is otherwise eligible, be permitted to appear after one year either as a regular or a private candidate in two elective subjects along with Islamic and Pakistan Studies of the Bachelor of Arts examination either at I Annual or II Annual Examination, and if successful shall receive a degree in accordance with provisions of regulation 2 below. Provided that such candidates shall be required to obtain 33% marks in each subject in order to pass the examination.
 - (2) The following shall be eligible for admission to the degree of Bachelor of Arts:
 - (a) A candidate who has passed Islamic and Pakistan Studies along with two elective subjects other than Arabic and Islamic Studies in one attempt of the B.A. standard as contained in regulation (1) above.
 - (b) A candidate who has passed the B.A. examination in two elective subjects under (a) above and subsequently passes the B.A. examination in English (Language) from a college or as a private candidate shall be awarded a degree with division. The marks already obtained by him/ her in elective subjects shall be added to the marks obtained in English (Language). The percentage of marks required to pass in English (Language) as well as for determining the division, shall be the same as required when the B.A. examination is taken as a whole. The candidates being awarded the degree with division shall have to surrender the previous degree in two elective subjects only.

- (3)
 - (a) The credit for passing two elective subjects in the B.A. examination while failing in other subjects, be given only if the candidate appears in the examination concerned subsequent to his/ her passing the necessary examination referred to in regulation (1) above, and not before.
 - (b) Candidates, who have passed the examinations referred to in the regulation, residing outside the territorial jurisdiction of the University can appear in two elective subjects of the B.A. examination of this university provided they produce the Migration/ No Objection Certificate (NOC) from the University in whose jurisdiction such a place falls.

2. Regulations for the Award of B.Sc. Degree to Holders of Diploma in General Nursing and Midwifery

- (1) Holders of Diploma in General Nursing and Midwifery awarded by Nursing Examination Board of Pakistan Nursing Council or any other recognized Board of Pakistan and are working in the Health Department of Azad Jammu and Kashmir to take B.Sc. examination in compulsory subjects of this University. After having passed these compulsory subjects they would be awarded B.Sc. degree.
- (2) A candidate appearing in two elective subjects shall for all other purposes be governed by regulations dealing with the B.A. examinations.

CHAPTER-16
SEMESTER REGULATIONS FOR THE BS (4-YEARS) UNDERGRADUATE
DEGREE PROGRAMMES AT THE INSTITUTIONS
AFFILIATED WITH UNIVERSITY

1. TOTAL PERIOD OF STUDY

The normal duration of a 4-Years Bachelor (BS) Degree Programme is four years. Each academic year consists of two semesters. In case of valid reasons/ excuse the period of study may be extended for two additional years (i.e. four semesters). The students who do not complete studies within the stated period will have their names struck off from the rolls of the Institution. The students who have been given the right to extend the duration of study for additional two years must register and pay tuition fees for these years.

2. SCHEDULE OF SEMESTERS

There will be two semesters in an academic year, called Fall Semester and Spring Semester. Each semester will be of 17 working weeks, 16 weeks for teaching and One week for Mid Examinations. Terminal Examinations will be conducted by the University at the end of each semester. Schedule (date sheet) of terminal examinations will be issued by the Controller of Examinations of the University.

3. ADMISSION IN A 4-YEARS BS DEGREE PROGRAMME

For admission in a 4-years BS degree programme, Institutions will follow the minimum eligibility criteria used for the corresponding degree programmes at the University. Institutions may not complete their admissions before the University completes its admission process for the BS degree programmes. Institutions will send lists of students in all 4-years BS degree programmes to the Registration Branch (Registrar's office) of the University within 14 working days after the admissions have been finalized for the incoming batch. Only those students who have been registered by the University will be allowed to appear in the end of semester terminal examinations. Registration Branch will register these students. No late registration will be allowed.

4. CURRICULA, ROADMAPS AND COURSE CODING

The Institutions will use HEC recommended course curricula, semester roadmaps, course coding schemes and course outlines for all degree programmes that they offer, duly approved by the respective Boards of Studies. No student will take any course unless he/ she has cleared the pre-requisite course(s) for it, as specified in the curriculum of the respective Department. Courses will be numbered and codified as follows:

- (1) All courses given in the first year (1st & 2nd semesters) will be numbered 100-199.
- (2) All courses given in the second year (3rd & 4th semesters) will be numbered 200-299.
- (3) All courses given in the third year (5th & 6th semesters) will be numbered 300-399.
- (4) All courses given in the fourth year (7th & 8th semesters) will be numbered 400-499.

5. CREDITS' REQUIREMENTS FOR A DEGREE PROGRAMME

- (1) Minimum 124-136 credit hours are required for the 4-years degree programmes. The said credits will normally be earned in 8 semesters.
- (2) A student may registered for 15-24 credits per semester.
- (3) The minimum number of contact hours in a course will be governed by the curriculum/ syllabi and roadmaps provided by the University.
- (4) A course may range from 1 credit hour to 4 credit hours.
- (5) 1 credit hour stands for atleast one hour class contact per week per semester. For practical/ laboratory work 3 hours will be considered equivalent to 1 credit hour.
- (6) 6 credit hours research project (dissertation)/ project report/ internship/ special paper will be offered in the fourth year.

6. CLASS ATTENDANCE

- (1) A student must have attended atleast 75% of the classes held in a course in order to be allowed to sit in the terminal examinations.
- (2) In case the student remains absent from the class for seven consecutive days without leave, his/ her name will be removed from the rolls.
- (3) Students having less than 75% class attendance in a particular course will be required to repeat the course in the same semester next year. Names of such students will be reported by the Institution to the University and these students shall not be allowed to appear in the terminal examinations.

7. COURSE EVALUATION AND DISTRIBUTION

- (1) Students will be evaluated on the basis of two Quizzes, two Assignments, Mid Examination and Terminal Examination. These evaluation instruments and their percentage weight of a grade are given below:

Sr. No.	Evaluation Instrument	Percentage Weight
(a)	Sessional: (i) Two Quizzes (ii) Two Assignments	10% 10%
(b)	Mid Examination	30% (for only Theory) or 20% Theory + 10% Lab.
(c)	Terminal Examination	50%

The evaluation of Lab. Course of 100 marks will be done 50% by the institution and 50% by the University.

The evaluation of Project/ Thesis/ Dissertation will be done jointly by the Internal Examiner (who shall be the supervisor) and external examiner appointed by the University from the approved list of the concerned Board of Studies.

- (2) The Institution(s):
 - (a) will be responsible for evaluating student work and assigning marks for Sessional/ Mid Examination;

- (b) Will be responsible for submitting marks for Sessional Work and Mid Examinations to the office of Controller of Examinations of the University one week before the end of a semester along with graded student answer books for Mid Examination.
- (3) The University:
 - (a) will be responsible for conducting the Terminal Examination and evaluation at the end of each semester;
 - (b) will be responsible for preparing and announcing semester results and issuing Final Transcripts and Degrees.

8. EVALUATION SYSTEM

- (1) The course teacher is responsible for the evaluation of work/ performance of the students of his/ her 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. To pass a course, a student must obtain 50% marks cumulative in Mid Examination, Sessional Work and Terminal Examination.
- (3) There will be no choice in questions in the Mid and Terminal Examination's papers.
- (4) The scripts of each activity i.e. Mid Examination, homework, quiz etc. will be shown to the students concerned by the teachers within one week, taken back immediately in accordance with the announced schedule along with the examination schedule.
- (5) In case a student is not satisfied with his/ her award even after checking his/ her answer book or clarification from the teacher, may make written complaint to Head of Institution within two weeks of the end of Mid Examinations week. The Head of Institution will refer his/ her case to the Examination Committee of the Department/ Institution. The evaluation of the Examination Committee will be considered final.

- (6) The Mid Examination will be conducted after eight weeks of the commencement of the semester. The Terminal Examination will be conducted according to the schedule (i.e. date sheet) announced by the University.
- (7) The duration of the examinations will be as follows:
 - (a) Mid Examination: One and half hour
 - (b) Terminal Examination: Three hours
 - (c) Practical Examination (where applicable): 2-3 hours
- (8) Examinations will be held on consecutive days excluding holidays. The schedule (i.e. date sheet) of the Mid Examinations will be displayed by the institution well ahead of time.
- (9) The approval of subjects for research and appointment of internal and external supervisors in examinations will be accorded by the concerned Board of Studies.
- (10) Home assignments will be submitted to the teacher concerned as scheduled by the teacher.

9. GRADING SYSTEM

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 atleast 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

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	
55	2.25	C	76	3.30	B+
56	2.30		77	3.35	
57	2.35		78	3.40	
58	2.40		79	3.45	
59	2.45	C+	80	3.50	A-
60	2.50		81	3.55	
61	2.55		82	3.60	
62	2.60		83	3.65	
63	2.65		84	3.70	
64	2.70	B-	85	3.75	A
65	2.75		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: Withdrawal of a Course**I: Incomplete Course**

(a) Calculation of GPA

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

$$\begin{array}{r}
 52.0 \times 4 = 208.0 \\
 70.0 \times 3 = 210.0 \\
 54.0 \times 2 = 108.0 \\
 80.0 \times 1 = 80.0 \\
 75.0 \times 3 = 225.0 \\
 \hline
 831.0 / 13 = 63.92
 \end{array}$$

GPA at weighted average (63.92) = 2.65 (from GPA point Table).

(b) Calculation of CGPA

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

Semester I

$$\begin{array}{r}
 52.0 \times 4 = 208.0 \\
 70.0 \times 3 = 210.0 \\
 54.0 \times 2 = 108.0 \\
 80.0 \times 1 = 80.0 \\
 75.0 \times 3 = 225.0
 \end{array}$$

Semester II

$$\begin{array}{r}
 52.0 \times 4 = 208.0 \\
 50.0 \times 3 = 150.0 \\
 50.0 \times 1 = 50.0 \\
 \hline
 1239.0 / 21 = 59.0
 \end{array}$$

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

- (5) A student securing less than 50% marks in a course shall be awarded an 'F' grade 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.

- (6) A fraction of mark in a course is to be counted as '1' mark e.g. 64.5 and above is to be shown as 65.
- (7) There will be no rounding in weighted average percentage for calculation of Semester's GPA and CGPA.
- (8) Maximum possible grade point average (GPA) will be 4.00.
- (9) Minimum Cumulative Grade Point Average for obtaining a 4-years BS degree is 2.5.
- (10) Only the course number, course title, course credit hours, percentage marks in a course, course grade, semester GPAs, overall percentage marks in the degree and CGPA will be reported on the transcripts.

10. PROMOTION REGULATIONS FOR 4-YEARS BACHELOR PROGRAMMES

(1) For Professional Degrees

- (a) A student has to pass:
 - (i) a minimum of 50% of courses opted for in the 1st to 4th semesters each for promotion;
 - (ii) a minimum of 60% of courses opted for in the 5th to 8th semesters each for promotion to the next semester or award of degree. If percentage comes in fraction, the fraction shall be rounded off to the nearest digit, as the case may be;
 - (iii) The student will be granted first chance on failing in (a)(i) and one chance on failing in (a)(ii) above. First chance will not be applicable in the second half of the programme. Failure to comply with the promotion requirements will lead to termination of admission to the programme.
- (b) The 9th to 14th semesters are for the completion of requirements of the degree, if necessary.

(2) For Non-Professional Degrees

- (a) A student has to pass:
- (i) a minimum of 60% of courses opted for in the 1st to 4th semesters each for promotion;
 - (ii) a minimum of 70% of courses opted for in 5th to 8th semesters each for promotion to the next semester or award of degree. If percentage comes in fraction, the fraction shall be rounded off to the nearest credit scheme, as the case may be;
 - (iii) The student will be granted one chance on failing in (a)(i) and one chance on failing in (a)(ii). First chance will not be applicable in the second half of the programme. Failure to comply with the promotion requirements will lead to termination of admission to the programme.
- (b) The 9th to 12th semesters may be allowed further for the completion of requirements of the degree, if necessary.

11. REPEATING FAILED COURSES

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.

12. IMPROVEMENT OF GRADE

- (1) If a student obtains "F" grade in any course, he/ she shall have to repeat that course. Similarly, whenever a student obtains a grade C, he/ she can repeat that course to improve his/ her grade.
- (2) If a student having less than B grade overall at the end of the degree programme, he/ she may be allowed to appear in a special examination covering 20% of the courses of the degree

programme within maximum period prescribed for the degree programme. In case the student failed to improve the grade, his/ her original grade shall stand enforced.

13. 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.

14. SPECIAL EXAMINATION

In case of death of blood relatives (brother/ sister/ mother/ father) or spouse/ wards(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 courses(s).

15. MAINTENANCE OF EXAMINATION RECORDS

The teacher concerned will prepare five copies of the award lists. He/ she will retain one copy with him/ her, display one copy on the institution's notice board and provide three copies to the Head of Institution. The Head of Institution will retain one copy and forward one copy each to the Head of the relevant University department and Controller of Examinations of the University. The scripts of Mid Examinations will be sent to the Controller of Examinations of the University within 14 working days of holding of examinations.

16. UNFAIR MEANS CASES (UMC)

- (1) The teacher incharge will report unfair means cases in quizzes and mid examinations to the Head of the Institution, who will forward these cases to the Institution's Examination Committee within one week for necessary action.
- (2) Any candidate detected in giving or receiving assistance, or found guilty of copying from any paper, book or note, or allowing any other candidate to copy his/ her answer book, or using, or

attempting to use these or any other unfair means, will be dropped from the programme not exceeding two semesters.

- (3) UMCs in the Terminal Examinations will be handled by the Controller of Examinations of the University, as per University rules.

17. SEMESTER FREEZING

- (1) For genuine medical reasons, a scholar 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/ Institution, 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.
- (2) Head of Institution would constitute a committee to look after all the matters related to semester freeze of his/ her institution's students. Committee may include two most senior members of the faculty and the Medical Officer of the Institution.
- (3) Medical certificate must be verified by the Head of Institution on behalf of Institution's Committee.

18. CANCELLATION OF ADMISSION

If a student fails to attend any lecture during the first four weeks of the commencement of the semester as per announced schedule, his/ her admission stands cancelled automatically without any notice.

19. COURSE FILE

- (1) Maintenance of course file is compulsory for the teacher. It will have a complete record of every activity that happened during the semester. The course file will contain:
 - (a) Description of course.
 - (b) Course coding.
 - (c) Weekly teaching schedule.
 - (d) Dates of Mid Examination.
 - (e) Copy of each homework assignment.
 - (f) Copy of each quiz given.
 - (g) Copy of Mid Examination.
 - (h) Copy of Mid and Sessional results duly signed by the teacher.
 - (i) Difficulties/ problems faced during classroom/ course delivery.
- (2) The course file of each subject will be submitted to the office of the Head of Institution one week before the end of semester (i.e. 16th week of the semester). The Head of Institution's office is required to maintain this record for one year after the end of a semester. The University bodies may inspect these files if/ when needed.

20. TEACHER EVALUATION

The evaluation of teacher is mandatory because there is very little control over the teacher when he/ she is in the classroom. The Head of Institution will have every course teacher evaluated by the students on what they have taught by him/ her. The evaluation will be done in the last week of the semester without the presence of the teacher so as to maintain impartiality. The evaluation will be shared with the concerned teacher for his/ her improvement/ knowledge. Evaluation done by the students will completely be anonymous i.e. the students will not be required to indicate their names, roll numbers, registration numbers and/ or any other student identities whatsoever.

21. INSTITUTION SEMESTER IMPLEMENTATION COMMITTEE

The institution must have a Semester Implementation Committee to be constituted by the Head of Institution. The committee will perform the following functions:

- (1) Provide consultation to all the departments converting to semester system from the annual system.
- (2) Provide support in the implementation of semester system by arranging short courses for the faculty on its various aspects.
- (3) Monitor the implementation of semester system.
- (4) Address various issues arising with relation to the implementation of semester system.
- (5) Address the appeals of the student(s) if they are not satisfied by the decision of the Departmental Examination Committee.

CHAPTER-17
REGULATIONS FOR THE DEGREE OF
BACHELOR OF SCIENCE AND EDUCATION (3 YEARS EXTERNAL)

1. ELIGIBILITY FOR ADMISSION

- (1) F.Sc. or equivalent with 2nd Division.
- (2) Entry Test.

2. GENERAL REGULATIONS

- (1) The name of this degree will be Bachelor of Science and Education. In abbreviation it will be B.S.Ed. and equivalent to Bachelor of Science and Bachelor of Education. Holder of this degree will be eligible to get admission to M.Sc. in his/ her respective subject.
- (2) The examination will be divided in to three parts:
 - (a) B.S.Ed. First Professional
 - (b) B.S.Ed. Second Professional
 - (c) B.S.Ed. Third Professional

It will be conducted at the end of the First, Second and Third year, respectively.

- (3) Every candidate will be examined in:
 - (a) General Bachelor of Science (B.Sc.) Courses
 - (b) Bachelor of Education Courses
- (4) In all the subjects, the examination shall consists of written papers, practicals, thesis/ dissertation, viva-voce, evaluation of teaching practice, where ever provided in the syllabus. Each year, the result shall be published but each candidate shall be awarded a degree of Bachelor of Science and Education after successfully passing all the three professional examinations.
- (5) The Outlines of the Tests in each subject and the marks allotted every year shall be such as may be prescribed by the competent authority. These may be changed from time to time by the Academic Council on the recommendations of the Board of Studies concerned.

- (6) The Syllabi and Courses of Reading may such as are prescribed by the Academic Council. The Courses of Reading can be changed from time to time by the Academic Council on the recommendation of the Board of Studies concerned. Such changes shall be notified atleast one year before the date of the examination, in which they will take effect.
- (7) Instructions will be given in the concerned College(s) of Education in the Azad Jammu and Kashmir.
- (8) Urdu or English at the option of the candidate shall be the medium of examination in all the subjects except in the case of English or Urdu, which will be the same as the subject.
- (9) The rates of admission fee and late admission fee for these examinations shall be as may be prescribed by the competent authority from time to time.
- (10) Every candidate shall appear in the examination Annual/ Supplementary every year on the dates fixed by the University in consultation with the concerned Heads. The candidate shall appear in all the subjects, when he/ she takes the examination for the first time for every professional class.

3. EXAMINATION REGULATIONS

- (1) The B.S.Ed. First, Second and Third Professional Examination shall be open to any student who:

- (a) **First Professional Examination**

- has passed not less than one year previously the Intermediate Examination in the Science Faculty (Pre-medical/ Pre-engineering Group) of Board of Intermediate and Secondary Education in Azad Kashmir or any other recognized Board or University or body in Pakistan/ abroad considered equivalent for this purpose by the Academic Council.

- (b) **Second Professional Examination**

- has passed the First Professional Examination.

(c) Third (Final) Professional Examination

has passed the Second Professional Examination.

- (2) Has been enrolled during academic year preceding the examination, in the concerned Public Institution(s) of Education in the Azad Jammu and Kashmir.
 - (a) has his/ her name submitted to the Controller of Examinations through the concerned Head.
 - (b) produces the following certificates issued by the concerned Head:
 - (i) of good character;
 - (ii) of having attended not less than three-fourth of lectures and practicals in each subject.
- (3) The concerned Head may condone, for valid reasons, deficiency up to five percent of the lectures in theory and practicals. The candidates falling short of lectures both in theory and practicals above this percentage shall not be permitted to appear in the examination but may be permitted at the next examination (Supplementary or Annual as the case may be) provided they make up the deficiency and also attend 75% of lectures delivered up to the date of commencement of the examination by remaining on the rolls of the college as regular students. Provided that the Academic Council or the determining authority (in this case, the Head of Institution) under regulations shall have the power to exclude any candidate from the examination, if he/ she is satisfied that such candidate is not a fit person to be admitted thereto.
- (4) If a candidate fails in one or more subjects he/ she shall have to pass these subjects at any subsequent examination (Supplementary or Annual as the case may be) on payment of the same fee as for the whole examination provided that candidate who comes under compartment, must complete the whole examination within four subsequent chances.

Provided further that a candidate to whom this concession is granted shall be allowed to join the next higher class, but shall not be permitted to appear in the next higher examination unless he/ she has cleared compartment in the previous examination.

- (5) The candidates who fail to qualify any B.S.Ed. examination in subsequent four attempts (Annual or Supplementary) shall not be allowed to remain on the rolls of the institution and they shall not appear in the examination of the class in which they failed. However, they may seek re-admission in the same class and appear as fresh candidates.
- (6) Every candidate shall forward his/ her application to the Controller of Examinations through the Head of the Institution on the dates prescribed from time to time by the University.
- (7) As soon as possible after the examination, the Controller of Examinations shall publish a list of successful and failing candidates.
- (8) The minimum marks required to pass the examination shall be 33% in both the written and practical examinations of the B.Sc. subjects and 40% in both theory and teaching practice of the B.S.Ed. courses. The written and practical examinations shall have to be passed separately.
- (9) The candidates who obtain 60% or more of the aggregate marks in first, second and third professional examinations shall be placed in 1st Division, those who obtain 45% or more but less than 60% shall be placed in the 2nd Division, and all other below 45% in the 3rd Division.
- (10) The candidates who obtain 80% or more of the marks in any subject shall be deemed to have obtained distinction in that subject, provided that any candidate who does not pass in all the subjects of the examination in one time shall not be deemed to have passed with distinction in any subject.

- (11) Time allowed for each written paper shall be three hours in each subject and for practicals, three/ four hours, in each Science subject.
- (12) In Education Courses, the examination shall be held in two parts (i) theory, (ii) practical skills in teaching (teaching practice). The practice of teaching (practical skills) shall consist of:
 - (a) Criticism Lessons (atleast two lessons).
 - (b) Directed teaching practice conducted under the supervision of the staff of the concerned college of education in which the candidate has received his/ her training (atleast 40 lessons).
 - (c) Practical skills in teaching in two lessons in the special subjects taken by the candidate every year will be given in the presence of a Board of Examiners. The Board of Examiners shall be appointed by the University, as recommended by the Board of Studies, comprising of a Internal and External examiners headed and recommended by the concerned Head. The concerned Head will also act as co-examiner of the Board.
 - (d) Each directed or supervised teaching practice shall carry 25 marks in each special subject. Out of these 25 marks, the supervisor shall award 5 (five) marks and the Board of Examiners shall award 20 (twenty) marks.
- (13) For other purposes the general regulations shall be applicable to these examinations.

CHAPTER-18
REGULATIONS FOR THE DEGREE OF
BACHELOR OF EDUCATION (ELEMENTARY 2.5 YEARS) AND
BACHELOR OF EDUCATION (SECONDARY 1.5 YEARS)
(EXTERNAL)

1. GENERAL REGULATIONS

- (1) (a) The courses of Bachelor of Education (2.5 years degree programme) shall extend over two and half calendar years.
- (b) The courses of Bachelor of Education (1.5 years degree programme) shall extend over one and half calendar years.
- (2) The examination shall consist of Papers, Practical, Practical Skills in Teaching and Thesis as given in the prescribed Syllabi and Courses of Studies.
- (3) The Academic Council may from time to time change the Outlines of Tests and Syllabi and the Courses of Studies on the recommendation of Board of Studies. Such changes shall always be notified atleast one academic year before the date of examination from which they will take effect.
- (4) The annual examination for both degree programmes covering the annual and supplementary examinations will be held on the prescribed dates.
- (5) Unless otherwise prescribed by the Academic Council, English/ Urdu shall be the medium of examination.

2. ADMISSION REQUIREMENTS

(1) Bachelor of Education (2.5 Years)

- (a) B.A./ B.Sc. or equivalent with minimum 45% marks (2nd Division).
- (b) Entry Test.

(2) Bachelor of Education (1.5 Years)

- (a) M.A./ M.Sc. with minimum 45% marks (2nd Division) or 2.50/4.00 CGPA.
- (b) Entry Test.

3. SCHEME OF STUDIES**(1) Bachelor of Education (2.5 Years)**

- (a) 1st Year (1 Bridging Semester) Total Marks: 600
 - (b) 2nd Year Total Marks: 1100
 - (c) 3rd Year Total Marks: 1200
- Total Marks: 2900

(2) Bachelor of Education (1.5 Years)

- (a) 1st Year Total Marks: 1000
 - (b) 2nd Year Total Marks: 600
- Total Marks: 1600

4. EXAMINATION REGULATIONS

- (1) The system of examination shall be based on external evaluation involving a Head Examiner and Sub-Examiner(s).
- (2) The fee for examinations shall as may be prescribed.

Note: Notwithstanding anything to the contrary contained in the regulations, all other matters relating to this discipline shall be dealt in accordance with General Regulations of the University.

CHAPTER-19
REGULATIONS FOR THE DEGREE OF
BACHELOR OF COMMERCE (2 YEARS EXTERNAL)

1. GENERAL REGULATIONS

- (1) The examination for the Degree of Bachelor of Commerce shall be held in two parts, i.e. Part-I Examination at the end of the First year and Part-II Examination at the end of the second year.
- (2) Every candidate shall be examined in the subjects prescribed in the Outlines of Tests and Courses of Reading as approved by the Academic Council on the recommendation of the Board of Studies. In cases where textbooks are prescribed, the candidates will be required not only to show a thorough knowledge of the textbooks but also to answer questions of similar standard set with a view to testing their general knowledge of the subject. The Outlines of Tests and Courses of Reading may be changed from time to time by the Academic Council. Such changes being always duly notified atleast two years before the date of the relevant examination.
- (3) English/ Urdu shall be the medium of examination in all subjects.
- (4) The Part-I Examination shall be held at the end of third year in the subjects being taught in the Affiliated Institutions, Constituent Colleges, University Departments etc. on such dates, as may be notified by the Controller of Examinations. Any student, who after completing the prescribed course of lectures does not appear in the examination. Such students who have been given exemption may pass their remaining subjects of B.Com. Part-I along with B.Com. Part-II Examination. However, those students who fail in Part-II may appear in the Supplementary Examination.

2. EXAMINATION REGULATIONS**(1) Part-I & II Examinations**

The examination shall be open to:

- (a) Any student who:
 - (i) has been enrolled in Department/ Institute/ Centre/ School/ College/ Affiliated Institution to the University during the academic year preceding the examination;
 - (ii) has passed not less than one academic year previously the Intermediate Examination preferably in Commerce or any other examination recognized equivalent thereto by the Academic Council for the purpose;
 - (iii) has passed previously Part-I Examination for Degree of Bachelor of Commerce of the University;
 - (iv) has his/ her name submitted to the Controller of Examinations by the Head of Institution, he/ she has most recently attended;
 - (v) produces the following Certificates signed by the Head of the Institution, he/ she has most recently attended:
 - 1) of good character;
 - 2) of having attended not less than two-third of the full course of lectures delivered in each of the subjects in which he/ she desires to be examined. Provided that the Head of Institution may condone a deficiency of upto 5% of total lectures delivered;
 - 3) of having satisfactorily completed the class work.

- (b) A student who has attended the prescribed number of lectures in Department/ Institute/ Centre/ School/ College/ Affiliated Institution and does not appear at the Annual/ Supplementary Examinations for sufficient cause, or having appeared in the examination and failed, may be allowed to appear in any subsequent examination within a period of three years without attending a fresh course of lectures.
- Provided that the Academic Council or the determining authority shall have power to exclude any candidate from the examination if it is satisfied that such candidate is not a fit person to be admitted thereto.
- (2) The minimum number of marks required to pass the examination shall be 40% in each paper.
- Provided that a candidate who fails in one paper by three marks or less shall be deemed to have passed the examination provided that he/ she takes the examination in all the papers at one time.
- (3) A candidate who appears in the Annual or Supplementary examination and secures 40% or more marks in a paper(s) but fails in the examination shall, if he/ she so desires, be given exemption from appearing in such paper or papers in the following two examinations. Provided that if he/ she is unable to pass the examination in the subsequent two chances, he/ she shall have to appear in the whole examination.
- (4) Those candidates who fail in two papers only and earn exemption in rest of the papers shall be admitted to next higher class and be permitted to complete the prescribed course of higher class. They shall be permitted to appear in the higher examination with the lower examination. The condition of passing the examination in two chances will remain as above. The result of the higher examination shall not be declared unless he/ she has passed the lower examination.

- (5) Successful candidates who obtain 60% or more of aggregate number of marks in Part-I and Part-II of the examination combined shall be placed in the 1st Division, those who obtain not less than 45% in the 2nd Division and all below in the 3rd Division.
Provided that if a candidate misses first or second division by 5 marks or less he/ she shall be awarded grace marks upto a maximum of 5 marks and placed in the first or second division, as the case may be. A candidate who is declared successful after getting grace marks shall not be given grace marks for being placed in a higher division.
- (6) Each successful candidate shall receive a degree of Bachelor of Commerce stating the Division and Marks obtained.
- (7) In addition to passing the examination, a candidate before his/ her admission to B.Com. degree shall be required to have spent about three months continuously by undergoing approved practical training in a Bank or Commercial Office and to produce certificate from the Head of Bank/ Officer where he/ she has received such training of having done satisfactory work during the training period. The certificate shall be approved by the Head of Institution. Successful candidates shall be eligible to B.Com. degree only on the satisfactory completion of training.
- (8) A candidate who obtains a third or second class and wishes to improve his/ her division shall be given two more chances to improve his/ her division as a private candidate by appearing in Part-II Examination only as a whole. A candidate who improves his/ her division shall surrender his/ her previous degree for being cancelled by the University.
- (9) Notwithstanding anything to the contrary contained in the regulations, all other matters relating to this discipline shall be dealt in accordance with General Regulations of the University Examinations.

CHAPTER-20
REGULATIONS FOR THE DEGREE OF
MASTER OF ARTS IN EDUCATION (2 YEARS EXTERNAL)

1. GENERAL REGULATIONS

- (1) The courses of Master of Arts in Education Programme shall extend over two calendar years.
- (2) The examination shall consist of Papers, Practical and Thesis as given in the prescribed Syllabi and Courses of Studies.
- (3) The Academic Council may from time to time change the Outlines of Tests, Syllabi and Courses of Studies on the recommendation of Board of Studies. Such changes shall always be notified atleast one academic year before the date of examination from which they will take effect.
- (4) Unless otherwise prescribed by the Academic Council, English/ Urdu shall be the medium of examination.

2. ADMISSION REQUIREMENTS

(1) Eligibility Criteria

- (a) B.A./ B.Sc. or equivalent with atleast 45% marks (2nd Division).
 - (b) Entry Test.
- (2) In order to compete on open merit for admission, a candidate shall be eligible for admission if he/ she has passed Bachelor of Education (B.Ed.) or Bachelor of Science Education (B.S.Ed.) and B.A./ B.Sc. degree examination respectively, with atleast 2nd Division from a recognized University.

Provided further that number of seats shall be decided by the competent authority keeping in view the available facilities.

3. SCHEME OF STUDIES

- (1) 1st Year Total Marks: 1100
- (2) 2nd Year Total Marks: 1100

4. EXAMINATION REGULATIONS

- (1) The system of examination shall be Internal/ External.
Provided that the system of examinations for the degree programme courses taught in private affiliated institutions shall be Single Examiner System (External) only.
- (2) There shall be two examinations as Annual and Supplementary. Annual and Supplementary Examinations shall normally be conducted after two years.
- (3) Minimum pass marks shall be 40% in each paper and 45% in aggregate however, if a candidate appears and fails in a paper/ aggregate by a margin of 3 marks, he/ she shall be deemed to have passed the examination. A candidate shall avail of only one concession at a time.
- (4) A candidate who passes atleast four papers with 40% aggregate in an examination shall be given exemption in the passed papers whereas all others shall have to re-appear in the next examination in full.
- (5) Total number of chances to pass the degree programme shall be four provided further that if a candidate who is unable to pass his/ her examination within the prescribed chances, he/ she will not be eligible to appear in the same examination next time.
- (6) Notwithstanding anything to the contrary contained in the regulations, all other matters relating to this discipline shall be dealt in accordance with General Regulations of the University.

CHAPTER-21
REGULATIONS FOR THE DEGREE OF MBA, M.COM. AND
B.Sc. COMPUTER SCIENCE, INFORMATION TECHNOLOGY (2 YEARS)
(AFFILIATED INSTITUTIONS)

1. GENERAL REGULATIONS

- (1) The courses of MBA, M.Com. and B.Sc. (Computer Science, Information Technology) degrees shall extend over two years.
- (2) The MBA, M.Com. and B.Sc. (Computer Science, Information Technology) examinations shall consist of papers, practicals and internships of fixed duration where required as given in the Syllabi and Courses of Reading in each case.
- (3) The Academic Council may from time to time change the Outlines of Tests and Syllabi and Courses of Reading with the approval of the Academic Council on the recommendation of the Board of Studies. Such changes shall always be notified atleast one academic term before the date of examination from which they will take effect.
- (4) Unless otherwise prescribed by the Academic Council, English shall be the medium of examination in all the subjects.
- (5) The System of Examinations for aforementioned programmes shall be Single Examiner System (External).
- (6) There shall be two examinations of a particular term in a year named as Spring and Autumn. The Spring Term and Autumn Term examination shall normally be held in the months of December/ January and June/ July, respectively.
- (7) For a particular term the pass marks shall be 40% in each paper and 45% in aggregate. However, if a candidate appears in the first attempt and fails in a paper/ aggregate by margin of 5 marks shall be deemed to have passed the examination. A candidate shall avail of only one concession at a time.

2. ELIGIBILITY FOR ADMISSION

In order to compete on open merit for admission in:

- (1) **MBA Programme:** A candidate shall be eligible for admission if he/ she has passed Bachelor degree examination in B.Com./ BBA/ B.A./ B.Sc. or equivalent by securing 45% marks.
- (2) **M.Com. Programme:** A candidate shall be eligible if he/ she has passed Bachelor Degree examination in Commerce by securing atleast 45% marks.
- (3) **B.Sc. Computer Sciences, Information Technology Programme:** A candidate shall be eligible if he/ she has passed:
 - (a) F.Sc./ D.B.A/ D.A.E.
 - (b) I.Com./ D.Com.
 - (c) F.A. or equivalent examination with Mathematics, Statistics, Economics, or Computer Sciences, as one of the elective subjects.
 - (d) F.A. with diploma in computer applications/ sciences from any Board of Technical Education.
- (4) The number of seats in respect of all the aforementioned Programmes shall be decided by the Head of Institution concerned from time to time.

3. ELIGIBILITY FOR ADMISSION TO NEXT EXAMINATION

- (1) A candidate who passes atleast two papers with 45% aggregate in an examination shall be given exemption in the passed papers whereas all others shall have to re-appear in the examination in full. No student shall however, be allowed to appear in more than two examinations simultaneously.
- (2) Total number of chances to pass a certain examination shall be three, provided further that a student who is unable to clear a particular examination within the prescribed chances, has to re-appear in all the papers next time. If a student passes higher examination but fails in lower examination the result of higher examination shall remain intact.

- (3) However, a student who has passed 1st term shall be allowed to appear simultaneously in 2nd and 3rd term as allowed under the regulations and similarly a student who has passed 1st and 2nd term shall be allowed to appear simultaneously in the 3rd & 4th term as allowed under the regulations.
- (4) Notwithstanding anything to the contrary contained in the regulations, all other matters relating to this discipline shall be dealt in accordance with General Regulations of the University Examinations.

CHAPTER-22
REGULATIONS FOR THE DEGREE OF
BACHELOR OF EDUCATION (ELEMENTARY 2.5 YEARS),
BACHELOR OF EDUCATION (2 YEARS),
ASSOCIATE DEGREE IN EDUCATION (ADE 2 YEARS)
AND BACHELOR OF EDUCATION (SECONDARY 1.5 YEARS)

1. BACHELOR OF EDUCATION (ELEMENTARY 2.5 YEARS)

(1) Admission Requirements

- (a) B.A./ B.Sc. or equivalent with minimum 45% marks (2nd Division).
- (b) Entry Test.

(2) Scheme of Studies

Duration (including 1 Bridging Semester)	04-06 Semesters
Thesis/ Research Project	06 Credit Hrs
Teaching Practice	03 Credit Hrs
Total Courses	69 + 18 = 87 Credit Hrs
Oral Comprehension Examination	S/U Basis

2. BACHELOR OF EDUCATION (2 YEARS)

(1) Admission Requirements

- (a) B.A./ B.Sc. or equivalent with minimum 45% marks (2nd Division).
- (b) Entry Test.

(2) Scheme of Studies

Duration	04-06 Semesters
Thesis/ Research Project	06 Credit Hrs
Teaching Practice	03 Credit Hrs
Total Courses	69 Credit Hrs
Oral Comprehension Examination	S/U Basis

3. ASSOCIATE DEGREE IN EDUCATION (ADE 2 YEARS)**(1) Admission Requirements**

- (a) F.A./ F.Sc. or equivalent with minimum 45% marks (2nd Division).
- (b) Entry Test.

(2) Scheme of Studies

Duration	04 Semesters
Course Load per semester	15-18 Credit Hrs
Number of Courses per semester	05-06 (not more than 3 Labs./ Practical courses)
Total Courses	67 Credit Hrs

4. BACHELOR OF EDUCATION (SECONDARY 1.5 YEARS)**(1) Admission Requirements**

- (a) M.A./ M.Sc. or equivalent with minimum 45% marks (2nd Division) or 2.50/4.00 CGPA.
- (b) Entry Test.

(2) Scheme of Studies

Duration	03-05 Semesters
Thesis/ Research Project	03 Credit Hrs
Teaching Practice	06 Credit Hrs
Total Courses	48 Credit Hrs
Oral Comprehension Examination	S/U Basis

CHAPTER-23
REGULATIONS FOR MASTER'S DEGREE EXAMINATIONS
IN VARIOUS SUBJECTS

1. GENERAL REGULATIONS

- (1) The examinations for the Master's Degree in various subjects shall consist of two parts, hereinafter called the Part-I (Previous) and Part-II (Final) Examination.
- (2) The Part-I Annual Examination shall be held towards the end of first academic year, followed by the Supplementary Examination of that year. The Final Annual Examination shall be held towards the end of the second year, followed by the Supplementary Examination of that year.
- (3) The Syllabi/ Courses/ Outlines of Tests and the marks allotted can be revised from time to time by the Academic Council. Such changes, pertaining to the Previous and the Final Examinations shall be notified atleast one year before the commencement of the Part-I Annual Examination and atleast two years before the commencement of the Part-II Annual Examination.

2. ADMISSION AND EXAMINATION REGULATIONS

(1) Time Schedule

- (a) Each academic year, normally beginning in September, shall be of twelve months duration, eight months for teaching and the remaining four months for examinations and vacation.
- (b) The Part-I Annual Examination will normally be held in May/ June, or such other dates as may be fixed by the Vice Chancellor, to be followed by Supplementary Examination in September/ October, or such other dates as may be notified.
- (c) The Part-II Annual Examination will normally be held in May/ June, or such other dates as may be fixed by the Vice Chancellor, to be followed by Supplementary

Examination in September/ October or such other dates as may be notified.

(2) Admission

- (a) Total number of seats, their allocation, eligibility and the procedure for admission to the first academic year leading to the Part-I Annual Examination, will be as prescribed by the University from time to time.
- (b) Admission to the second academic year class, leading to the Final Examination, shall be either on regular or on provisional basis.
 - (i) The regular admission may be given at the time of normal admission to those candidates who have qualified the Part-I Annual Examination in accordance with the prescribed regulations of the Part-I Annual Examination.
 - (ii) The provisional admission may be given to those candidates who have qualified atleast two papers obtaining atleast 33% marks in each paper with aggregate marks of 40%.
- (c) Provisional admission, of the above noted categories of students shall be deemed to have been converted to regular admission, with effect from the date of commencement of the second academic year class on their having passed the Part-I Examination within the prescribed number of chances.
- (d) If a provisionally admitted student fails to appear in, or does not qualify the Part-I examination in accordance with the prescribed regulations and within the prescribed number of chances his/ her provisional admission shall stand cancelled.

3. ENROLLMENT AND DROPPING OUTS

- (1) The total period of enrollment, in the University, for Master's Degree Programme shall normally be two academic years, first

academic year leading to the Part-I Annual Examination and the second academic year leading to the Part-II Annual Examination.

Provided that one year break between first academic year and the second academic year may be allowed by the Vice Chancellor on the recommendation of the Admission Committee of the Department in case of student who qualifies the Part-I Annual Examination immediately following the first academic year attended by him/ her, but who is unable to continue on account of valid reasons. Provided further that such a candidate avails only two chances instead of four chances, prescribed in regulation 7. (5) for clearing Part-II Examination.

- (2) The name of a regular student of first/ second academic year class of the Master's Degree Programme shall be dropped from the rolls of the University, if:
 - (a) he/ she becomes a defaulter in the payment of dues by not paying the fee upto the tenth of the month in which it is payable and continues to remain a defaulter by non-payment of dues even prescribed with late fee per day upto the end of the month;
 - (b) he/ she absents himself/ herself from the class without proper permission for a period of 14 working days.

Provided that if the cause of absence for more than 14 days is explained to the satisfaction of the Head of Department/ Institute/ Centre/ School/ College/ Affiliated Institution such a student may be re-admitted within 10 days after his/ her name is dropped from the rolls.
- (3) A student shall cease to be a regular student as soon as his/ her classes are terminated towards the end of the academic year.

4. MIGRATION

- (1) Under extraordinary circumstances the Vice Chancellor on the recommendations of the Head of Department/ Institute/ Centre/ School/ College/ Affiliated Institution concerned may allow migration of students from another University to the MUST and vice-versa provided that:

- (a) the institutions concerned agree for the migration of such a student; and
 - (b) the courses of studies are recognized as equivalent.
- (2) Inter-departmental migration may be allowed on the recommendation of the Chairpersons/ Directors/ Principals/ Head of Institutions concerned with the written approval of the Vice Chancellor. The maximum time/ period, during which such a migration may take place, shall be 14 days from the commencement of the teaching session.
- (3) Migration will be allowed only in genuine cases.

5. CHANGE OF COURSES

No student shall give up, or change, an additional course, except with the written approval of the Head of Department/ Institute/ Centre/ School/ College/ Affiliated Institution. The maximum period during which such a change may take place, shall be 14 days from the commencement of the course.

6. ATTENDANCE

A candidate with an attendance of less than 75% of the total number of lectures delivered to his/ her class in each written paper shall not be allowed to take the Previous/ Final Examination, provided that:

- (1) the Head of Department may condone, for valid reasons, deficiency upto 5% of the total number of lectures in each written paper delivered to his/ her class. Besides, the Vice Chancellor may, on special grounds, condone upto another 5% of the total number of lectures delivered to his/ her class in each written paper;
- (2) in the case of a sportsperson, participating in games of national and international level, as verified by the concerned Head, 75% of the requisite attendance in lectures will be calculated on the basis of the total number of lectures delivered to his/ her class in a course, minus the number of lectures delivered to his/ her class on the days actually spent by the sportsperson in such sports and games. However, the Department/ Institute/ Centre/

School/ College/ Affiliated Institution shall arrange, before the commencement of the Previous/ Final Examinations, special lectures for the sportsperson concerned in order to make up the deficiency in lectures calculated in the aforementioned manner.

7. EXAMINATIONS

- (1) There shall be two examinations of Part-I and Part-II of the Master's Degree Programme during each academic year. These examinations shall be termed as the Part-I Annual Examination followed by the Part-I Supplementary Examination and the Part-II Annual Examination followed by the Part-II Supplementary Examination.
- (2) No Student shall be permitted to take the Part-I/ Part-II Examination as a regular student unless he/ she submits an examination admission form, duly signed by the concerned Head, certifying that:
 - (a) the student concerned has been on the rolls of the Department/ Institute/ Centre/ School/ College/ Affiliated Institution during the academic year immediately preceding the examination;
 - (b) he/ she has attended, subject to the provisions of regulation 6 above, not less than 75% of the total number of lectures delivered to his/ her class in each paper during the academic year immediately preceding the examination;
 - (c) his/ her performance, as judged through class tests and assignments etc. has been satisfactory;
 - (d) his/ her character and conduct have been good;
 - (e) he/ she has cleared all the dues of the University including hostel dues and has paid in full, the prescribed examination fee, and;
 - (f) he/ she has in case of the Final Examination, passed the Previous Examination in accordance with the prescribed regulations.

- (3) A candidate appearing in the Part-I Annual Examination shall be entitled to three chances in all. He/ she shall be eligible to avail himself/ herself of the first chance i.e. Annual Examination to be held towards the end of his/ her academic year, as regular student, while the remaining two chances, i.e. the Supplementary Examination immediately following the Annual Examination and the next consecutive Annual Examination, may be availed by him/ her as a late University student. Such a late University student shall have to submit an examination admission form, duly signed by the Head of Department, certifying that:
- (a) the late university student concerned was on the rolls of the department during the academic year;
 - (b) he/ she attended, subject to the provision of regulation 6 above, not less than 75% of the total number of lectures delivered to his/ her class, in each paper, during the academic year;
 - (c) his/ her performance as a regular student, judged through class tests and assignments etc. was satisfactory;
 - (d) his/ her character and conduct have been good ; and
 - (e) he/ she has cleared all the dues of the University including hostel dues and has paid, in full, the prescribed examination fee.
- (4) If a candidate fails to appear in, or does not qualify, either a portion, or whole of the Previous (Part-I) Examination, in the aforementioned three chances, in accordance with the prescribed regulations, he/ she shall be considered as fail and would appear in all the papers.
- (5) (a) A candidate appearing in the Final Annual Examination shall be entitled to three chances in all. He/ she shall be eligible to avail himself/ herself of the first chance, i.e. Annual Examination to be held towards the end of his/ her academic year, as a regular student, while the rest of the three chances i.e. Supplementary Examination immediately following the Annual Examination and the

next consecutive Annual Examination followed by the Supplementary Examination, may be availed by him/ her as a late University student. Such a late University student shall have to submit an examination admission form, duly signed by the Head of Department, certifying that:

- (i) the late University student concerned was on the rolls of the department during his/ her second academic year;
 - (ii) he/ she attended, subject to the provision of regulation 6 above, not less than 75% of the total number of lectures, delivered to his/ her class, in each paper during his/ her second academic year;
 - (iii) his/ her performance, as a regular student, judged through class tests and assignments etc. during his/ her second academic year, was satisfactory;
 - (iv) his/ her character and conduct have been good;
 - (v) he/ she has cleared all the dues of the University including hostel dues and has paid, in all, the prescribed examination fee; and
 - (vi) he/ she has passed the Previous Examination (Part-I) in accordance with the prescribed regulations.
- (b) If a candidate fails to appear in or does not qualify either a portion or whole of the Final Examination, in the aforementioned three chances, in accordance with the prescribed regulations, he/ she shall appear in all the papers.
- (c) The candidates failing in two papers in Part-I Examination shall be allowed to seek admission in Part-II. They may simultaneously appear in Part-II and the rest of the Part-I Examinations but the result of Part-II shall be declared after the candidates have cleared Part-I. It shall be applicable to all Postgraduate examinations.

8. PAPER SETTING

Regulations of paper setting pertaining to Internal and External Examiners already in vogue shall remain intact.

9. GRADING

- (1) The degree of M.A./ M.Sc. in various subjects shall carry marks as given in Outlines of Testes in respect of the relevant subject as approved by the Academic Council.
- (2) Every candidate in order to be deemed to have passed the Previous/ Final Examination, whether annual or supplementary, shall be required to pass as a whole, each of the Previous/ Final Examinations by securing 33% of the maximum number of marks allocated to each paper separately and 40% in the aggregate.
 - (a) Provided that a candidate, who secures 33% marks in certain papers and 40% marks in aggregate but fails in the examination may be granted exemption for the paper(s) in which he/ she has qualified and shall be required to qualify the failing papers in the chances prescribed in regulation 7. (3), (4) and (5).
 - (b) Provided that a candidate shall be deemed to have passed the examination if he/ she fails in one or more paper(s) by a margin of three marks when he/ she takes the examination either in all papers at one time or having appeared and failed in a part of an examination, re-appears in the papers in which he/ she has not passed.
 - (c) Provided that if the total number of marks already secured by the candidate exceed the minimum of the aggregate required, the additional marks given in the paper in which he/ she is failing shall be deducted from his/ her other papers to the extent that his/ her aggregate thereby does not fall below the minimum required.
 - (d) Provided further that three grace marks shall be given to candidates who clear all papers but fail to qualify the examination due to deficiency of 3 marks to fulfill the condition of 40% marks in aggregate provided that they

have not availed of the concession of grace marks to qualify in any paper or for improvement of division and have appeared in all papers at a time.

- (3) The candidates who qualify both the Previous and Final Examinations in accordance with the prescribed regulations and obtain 60% or more of the total number of marks assigned to the subject shall be placed in the 1st Division, those securing less than 60% but not less than 45% shall be placed in the 2nd Division and all others in the 3rd Division.

Provided further that upto 5 grace marks may be awarded to a successful candidate to place him/ her in higher division. This concession shall only be granted if a candidate passes the examination without availing concession of 3 grace marks as indicated above.

10. THESIS/ DISSERTATION

- (1) Only those students will be entitled to opt for thesis who have passed M.A./ M.Sc. Previous Examination as a whole in one attempt with atleast 2nd Division. Thesis in a particular subject will be introduced on the recommendation of the relevant Board of Studies. A student, who does not take up thesis, will be required to opt a special paper in lieu thereof.
- (2) The title of the research proposal (thesis) should be submitted by the candidate to the concerned Head for approval by the Board of Studies, within one month of the commencement of the second academic year.
- (3) Each thesis/ dissertation shall be jointly examined by the Internal Examiner (who shall be supervisor) one External examiner and the Convener Board of Studies who shall be an ex-officio examiner. This Board of Examiners shall also conduct viva-voce.
- (4) The thesis or the dissertation shall be submitted not later than one month after the last date of written examination. In exceptional circumstances the Vice Chancellor, to avoid hardship in genuine cases, can on the recommendation of the Head of

Department extend the last date. The delay in the declaration of results of such candidates, who sought extension, shall not defer the announcement of main result.

11. MASTER'S DEGREE EXAMINATIONS IN SUBJECTS NOT INVOLVING PRACTICALS

(1) Part-I (Previous) Examination

No external candidate shall be allowed the examination unless he/ she:

has already passed the degree examination previous year, provided that in the case of candidate who passes the degree examination after having been placed under exemption/ compartment in one subject, the period of one academic year shall be counted from the year in which he/ she earned exemption or was placed under compartment.

(2) Part-II (Final) Examination

(a) has already passed Part-I (Previous) Examination previous year, provided that in case of a candidate who passes the Part-I Examination after having been placed under exemption the period of one year shall be counted from the examination in which he/ she was placed under exemption for the first time.

(b) The external candidates who appear in Part-I Examination and fail in two papers at the most shall be allowed to appear in the Part-II Examination along with the failing papers of Part-I Examination provided that their result of Part-II Examination shall not be declared unless they qualify the Part-I Examination.

12. OTHERS

In all other matters the external candidates shall be governed by the regulations applicable to regular candidates.

CHAPTER-24

REGULATIONS FOR CERTIFICATE COURSES

1. Duration of Course

- (1) Duration of each Certificate Course shall be 3 or 6 months and total maximum credit hours shall be 12/ 24, respectively.
- (2) Maximum classes shall be 3 days/ week.

2. Admission Committee

Admission Committee will consist of three members i.e. Head of the relevant Department/ Institute/ Centre/ School/ College/ Affiliated Institution and two Senior faculty members.

3. Admission

- (1) Admission notice will be given in Daily Newspapers by the University. Admission Forms/ Prospectus will be provided by the concerned Head.
- (2) There will be maximum 50 seats in each Certificate Course and selection will be based on merit.
- (3) There will be no reserve seats.

4. Eligibility

- (1) Minimum qualification for entry will be as prescribed.
- (2) No candidate may be registered for more than one course at a time.

5. Selection Criteria

Selection for admission shall be made on the basis of written test and academic merit.

- (1) Decision of the Admission Committee shall be final in all cases.
- (2) English or as may be prescribed shall be the medium of instruction.

- (3) Selected candidates shall have to pay the prescribed fee within prescribed time limit otherwise their admission will stand cancelled automatically.

Explanation: Admitted students will be treated as casual students. They will not be entitled to get University Students Cards or Hostel accommodation.

6. Fee

The fee for the whole course shall be as prescribed.

- (1) Half fee shall be charged from the University Employees.
 (2) In case, a special course for University Employees is offered, fee will not be charged.

7. Examinations

Every student admitted to any of the Certificate Courses is required to attend atleast 75% of the lectures delivered. Only those students who complete this requirement shall be allowed to appear in the final examination. The distribution of marks shall be as given below:

- (1) Total marks for each Course 100
 (a) Sessional 50
 (b) Final Examination 50
- (2) The Course Incharge will conduct/ evaluate the sessional and final examination.
- (3) The minimum cumulative pass marks in a course shall be 50%.
- (4) The grade of the student shall be determined in accordance with the following table:

Grade	Marks Obtained (%)	Remarks
A	80 and above	Excellent
B	65-79	Good
C	50-64	Satisfactory

- (5) The successful student shall be awarded a Certificate in relevant course, stating the percentage of marks obtained and the corresponding grade.
- (6) If a student falls sick on the day of the final examination, may be given a make-up examination within one week from the date of examination provided he/ she produces a certificate of illness from a registered medical practitioner, duly countersigned by the DHO and University Medical Officer.

CHAPTER-25 REGULATIONS FOR DIPLOMA COURSES

1. GENERAL REGULATIONS

- (1) The minimum duration for completing the Diploma Courses shall be two semesters. The academic year shall comprise two semesters, each of about 18 weeks duration (2 weeks for examination and result).
- (2) The Diploma shall be of maximum 36 credit hours.
- (3) A course of one credit hour means one hour of lecture or three hours of laboratory work per week.
- (4) The Diploma shall require 30 credit hours compulsory courses and a 6 credit for Compulsory Project and its viva-voce.
- (5) The Outlines of Tests and Syllabi and Courses of Reading may be as approved by the Academic Council and revised from time to time, in accordance with the University regulations.
- (6) A student shall be evaluated in a course on the basis of periodical tests/ assignments and a terminal examination (to be held at the end of each Semester).

2. ADMISSION REGULATIONS

- (1) Total number of seats will be as by the University.
- (2) A maximum qualification as may be prescribed for admission to the Diploma Courses.

- (3) Each student shall apply for admission in response to advertisement by the University.
- (4) Each student shall be admitted on the basis of cumulative merit to be determined from previous academic record and achievements in written and oral tests.
- (5) Age limit shall not apply.

3. EXAMINATION REGULATIONS

(1) System of Examinations

- (a) A student shall be eligible to sit for the Terminal Examination provided that he/ she has been on the rolls of the University during that semester, has registered for the course of study and has attended and completed the course work to the entire satisfaction of the concerned Head.
- (b) There shall be a written terminal examination for each course at the end of each semester, on the dates to be fixed by the concerned Head.
- (c) Each course shall carry 100 marks of which 50% shall be reserved for Sessional tests/ Assignments/ Quizzes etc. and 50% for the Terminal Examination.
- (d) The minimum passing marks in the Terminal Examination shall be 50%.
- (e) All semester examinations shall be held in the concerned Department/ Institute/ Centre/ School/ College/ Affiliated Institution.
- (f) Duration of Terminal Examination will be three (3) hours.

(2) Maintenance of Examination Record

- (a) At the end of each semester, the teacher concerned shall prepare the Award List of his/ her course. He/ she shall retain one copy and send one copy to the Controller of Examinations.

- (b) The concerned teacher shall also deliver the scripts of examination to the Controller Office at the end of the semester.
- (c) The examination records will be maintained by the Controller Office.

(3) Examination/ Disciplinary Committee

The Centre shall form a Committee comprising of three members with approval of the Vice Chancellor, be called Examination Committee/ Disciplinary Committee of the concerned Department/ Institute/ Centre/ School/ College/ Affiliated Institution. The said committee will determine uniformity in examination results and will also deal with unfair means/ disciplinary cases under the University regulations.

4. ATTENDANCE

A candidate with an attendance of less than 75% of the total number of lectures delivered to his/ her class in each written paper separately, shall not be allowed to take Terminal Examination, provided that:

The Head of the Centre may condone, for valid reasons, deficiency upto 5% of the total number of lectures in each paper delivered to his/ her class separately. Besides, the Vice Chancellor may, on special grounds, condone upto another 5% of the total number of lectures delivered to his/ her class in each paper separately.

5. MIGRATION

Migration will not be allowed in any case.

6. GRADING SYSTEM

- (1) The grades will be reflected as A, B, C and F. Their description is given below:

Grade	Grade Point	Marks Obtained (%)	Remarks
A	4.00	80 and above	Excellent
B	3.00-3.99	65-79	Good
C	2.00-2.99	50-64	Satisfactory
F	0.00	Below 50	Fail

(2) Fractional Marks

Fraction of marks for a course is to be counted as one mark if it is 0.5 or above.

(3) Determination of the Grade Point for a Course

Maximum number of marks for a course will be 100 and Course Grade Point will be determined as per University policy.

7. REGULATIONS FOR PROMOTION

- (1) A student must obtain a minimum GPA of 2.00 at the end of first semester and should not be failed in more than two courses to be promoted to 2nd semester otherwise he/ she will be dropped from the rolls of the Centre.
- (2) At the end of 2nd semester, a student is required to maintain 2.50 CGPA. A student who obtains CGPA equal to 2.00 or more but less than 2.50 at the end of 2nd semester, may be allowed to repeat one or two courses once in which he/ she has secured the lowest grades, in order to obtain a minimum CGPA of 2.50, required for the Diploma.
- (3) A student once dropped from the rolls of the course never again be admitted in the same course.
- (4) To complete all the Postgraduate Diploma requirements, the maximum time will be four semesters.
- (5) A student will be required to repeat his/ her failed course(s) only with regular semesters and no special arrangements will be made in this regard.
- (6) All other regulations not given above shall be the same as the relevant regulations of the University.

8. ILLNESS

- (1) If a student falls ill within two weeks prior to or during the Terminal Examination, the Vice Chancellor may allow a special examination for the student following that particular examination in a particular course(s). This concession shall, however, be available only to that student who produces a certificate of illness from a registered

medical practitioner, duly countersigned by the University Medical Officer.

- (2) In case of prolonged illness, where the concerned teacher and Head are satisfied about the genuineness of the case, the student shall be allowed to drop course(s) and shall not be considered as having failed in that/ those course(s). He/ she shall then be allowed to repeat that course(s) when offered next by the University.

9. PROJECT

- (1) Project work of a maximum 6 credit hours where applicable may be allowed to the student as one of the requirement for the Diploma Courses.
- (2) The title of the project will be allotted to the student by the concerned Head during the 2nd Semester.
- (3) Each Project Report shall be jointly examined by one Internal Examiner (who shall be supervisor), one External Examiner and the Convener of Board of Studies who shall be an ex-officio Examiner and Chairperson of the Board. This Board shall also conduct the viva-voce examination for the Project. The External Examiner shall be appointed by the Vice Chancellor out of the panel recommended by the Board of Studies.
- (4) The Project Report shall be submitted not later than two months after 2nd Semester. In exceptional circumstances, the Vice Chancellor, to avoid hardship in genuine cases, may on the recommendation of the concerned Head extend the last date upto one month. The delay in declaration of results of such candidates who may have asked for extension shall not defer the announcement of the main result.

10. MINIMUM REQUIREMENT FOR DIPLOMA

- (1) A student must have passed the first and second semester.
- (2) Must have earned the prescribed number of credits required for the Diploma. He/ she must have obtained a CGPA of 2.50.

- (3) Must have submitted the Project Report and have passed its viva-voce. On the successful completion of above mentioned requirements, the student shall be awarded the Diploma.
- (4) The Controller of Examinations shall issue a Certificate of Merit to a student who stands first in the Diploma Course provided that the student has fulfilled the requirement for the award of the Diploma.

11. CALCULATION OF FINAL RESULT

In the Diploma, CGPA and Grade will be mentioned. CGPA will be calculated as per policy of the University.

12. FEE AND FUNDS

The fee and funds shall as may be prescribed from time to time.

CHAPTER-26
GENERAL REGULATIONS FOR PROFESSIONAL AND NON-PROFESSIONAL
DEGREES OFFERED UNDER SEMESTER SYSTEM

1. ADMISSION

(1) Advertisement

The University shall advertise admissions for all the disciplines of undergraduate, graduate and postgraduate programmes 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 regulations 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 the concerned Dean of the Faculty and approved by the Vice Chancellor. The Senior most member of the Committee shall be the Chairperson and junior most member shall be the Secretary of the Committee.

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.

(2) Upper Age Limit

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

- (a) After 12 Years of Education: 24 Years
- (b) 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.

2. **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 declared and notified.

- | | | |
|-----|--|--------------------------------|
| (1) | Fall Semester:
1 st Week of October to 1 st Week of February | (18 Weeks) |
| (2) | Break for Registration to Next Semester:
2 nd Week of February to 3 rd Week of February | (02 Weeks) |
| (3) | Spring Semester:
4 th Week of February to 1 st Week of July | (18 Weeks) |
| (4) | Registration for Summer Semester (if any): | (2 nd Week of July) |
| (5) | Summer Semester/ Summer Break:
3 rd Week of July to 4 th Week of September | (8+2 Weeks) |

(1) University Registration

- (a) 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.
- (b) 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.
- (c) For online admission, the Campus Management System (CMS) will automatically register the students after approval by the Admission Committee. The departments shall submit students details with registration numbers to the Registrar Office in time.

(2) Migration

- (a) 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).
- (b) Any student already migrated from this University shall be 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.

(3) 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.

(a) 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.

(b) 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 transcript in the form on S/U basis. Such course(s) may be offered, provided that the resources are available.

(c) Late Registration

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

(d) 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.

3. 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 programme.

4. CREDIT SYSTEM

- (1) 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 the HEC/ PEC/ Councils guidelines.
- (2) The number of credit hours for four years degree programme shall be 120-140 in accordance with the HEC/ PEC/ Accreditation Councils guidelines.
- (3) The number of credit hours for two years degree programme shall be 60-72 as per HEC guidelines.

(4) Abbreviations Used in Semester System

- (a) BOS: Board of Studies
- (b) CE: Controller of Examinations
- (c) CMS: Campus Management System
- (d) CGPA: Cumulative Grade Point Average
- (e) DMC: Detailed Marks Certificate
- (f) DSA: Director Students Affairs
- (g) DEC: Departmental Examination Committee
- (h) GP: Grade Point
- (i) GPA: Grade Point Average
- (j) HoD: Head of Department
- (k) ME: Mid Term Examination
- (l) PTM: Programme Team Members
- (m) SAR: Self Assessment Report
- (n) S/U: Satisfactory/ Un-satisfactory
- (o) TE: Terminal Examination
- (p) UMC: Unfair Means Cases

5. DEGREE REQUIREMENTS

- (1) A student shall be awarded the degree in respective discipline provided that he/ she has completed the fundamental courses, faculty courses, project/ field work/ thesis/ internship/ practical training and comprehensive oral examination within the prescribed time period with atleast 57.5% cumulative percentage.
- (2) 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.
- (3) The Department Council 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:

(a) 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 Department Council 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 Departmental Council/ Faculty Council of respective discipline according to their degree requirements.

(b) Faculty Courses (For Professional Degrees)

The faculty courses shall be related to the needs of the relevant discipline and shall be determined by the Departmental Council of the respective discipline. Courses include:

- (i) Compulsory Courses (Maximum 90 Credits)
- (ii) Elective Courses (where applicable)

The students must take compulsory courses atleast 20-25 credits. The change/ revision of the courses shall be made by the Departmental Council of the respective disciplines as per international/ national/ industrial/ market 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.

(c) Non-Credit Courses

A student can register 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.

(d) Field Courses (where applicable)

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

(e) Field Work Report (where applicable)

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

(f) Project Report/ Thesis Report

- (i) In the final year of professional degree programmes, 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).
- (ii) Project/ Thesis shall be compulsory (where applicable).
- (iii) The student shall submit a 1-2 pages project/ thesis proposal by the mid of the 7th semester.
- (iv) Project/ Thesis shall be allotted on merit.
- (v) A supervisor can supervise a maximum of 4 projects (for Professional Degrees).

- (vi) Project/ Thesis include fieldwork (where applicable), laboratory work, thesis writing and open public defense.
- (vii) 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.

(g) 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 programme of respective discipline and its duration shall be 6-8 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.

(h) Comprehensive Oral Examination

Comprehensive Oral Examination shall be conducted from all courses after successful completion of degree programme. Comprehensive oral examination committee comprising of one/ two external examiners in the relevant field/ subject and Dean/ Chairperson/ Director 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.

6. EXAMINATION COMMITTEE

(1) There shall be an 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.

(2) Functions of the Committee

- (a) Ensure contents coverage of course by comparing tests with course outline provided by the teacher.
- (b) Monitor classroom activities as mentioned in the course outline.
- (c) Examine all problems regarding uniformity before the declaration of result.
- (d) Address and decide student complaints/ appeals regarding grade award. The decision of the Committee shall be final.

7. EXAMINATIONS

- (1) The examinations will be held on campus with proper information to the Dean of the concerned Faculty.
- (2) Date sheet for terminal examinations will be sent to the Dean of the concerned Faculty for information.
- (3) 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 file of the award list will be retained by the Departmental Examination Committee for preparation of semester result. Departmental Examination Committee will be responsible for scrutinizing the posted result in examination department after each semester.
- (4) Failed courses will be reflected with F-grades in the results.

8. 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.

9. 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 atleast 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.

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		C	75	3.25
55	2.25	76		3.30	
56	2.30	77		3.35	
57	2.35	78		3.40	
58	2.40	79		3.45	
59	2.45	C+	80	3.50	A-
60	2.50		81	3.55	
61	2.55		82	3.60	
62	2.60		83	3.65	
63	2.65		84	3.70	
64	2.70	B-	85	3.75	A
65	2.75		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: Withdrawal of a Course

I: Incomplete Course

(5) (a) Calculation of GPA

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

$$\begin{array}{r}
 52.0 \times 4 = 208.0 \\
 70.0 \times 3 = 210.0 \\
 54.0 \times 2 = 108.0 \\
 80.0 \times 1 = 80.0 \\
 75.0 \times 3 = 225.0 \\
 \hline
 831.0 / 13 = 63.92
 \end{array}$$

GPA at weighted average (63.92) = 2.3 (from GPA point Table).

(b) Calculation of CGPA

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

Semester I

$$\begin{array}{r}
 52.0 \times 4 = 208.0 \\
 70.0 \times 3 = 210.0 \\
 54.0 \times 2 = 108.0 \\
 80.0 \times 1 = 80.0 \\
 75.0 \times 3 = 225.0
 \end{array}$$

Semester II

$$\begin{array}{r}
 52.0 \times 4 = 208.0 \\
 50.0 \times 3 = 150.0 \\
 50.0 \times 1 = 50.0 \\
 \hline
 1239.0 / 21 = 59.0
 \end{array}$$

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

- (c) If weighted average percentage is more than 90 then GPA/ CGPA shall be 4.00.

- (d) 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.

(6) 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.

(7) Paper Setting (For Non-Professional Degrees)

There shall be no choice in question paper. The Terminal Examination paper shall cover whole course and atleast 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.

(8) Paper Checking

- (a) 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.
- (b) 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.

- (c) 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 programme.

(9) 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.

(10) 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.

(11) 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.

(12) Re-examination/ Repeating Failed Courses

- (a) 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.
- (b) 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.
- (c) A student shall require a minimum of 57.5% calculative 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 programme without degree.

**10. PROMOTION REGULATIONS
(FOR PROFESSIONAL/ NON-PROFESSIONAL DEGREES)****(1) 3-Years Bachelor Programmes**

- (a) A student has to pass minimum of 50% of courses opted for 1st to 5th semesters each for promotion;
- (b) The 50% of courses means the half of the number of regular semester courses plus re-enrolled 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;

- (c) The student may register for failed courses in summer/ Fall or Spring (relevant) semester;
 - (i) If a student in first semester fails to pass minimum of 50% of courses, shall be placed on probation;
 - (ii) If a student in 2nd semester again fails to pass minimum 50% courses shall be dropped;
 - (iii) 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;
 - (iv) If any student after availing summer semester meets the requirement of promotion of the semester then probation shall be waived off;
 - (v) If a student fails to pass 50% courses of 3rd or 4th semester and first probation still exists, shall be relegated to 3rd semester;
 - (vi) If a student in 5th semester fails to pass minimum 50% courses and he/ she is already on probation then shall be relegated to 5th semester.
- (d) The failed courses of 6th semester or any other semester may be registered in 7th to 9th semester, if necessary;
- (e) The student will be granted re-admission and relegation to same semester once and two probations during the whole degree programme. 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 programme.

(2) 4-Years Bachelor Programmes

- (a) A student has to pass minimum of 50% of courses opted for 1st to 7th semesters each for promotion;
- (b) The 50% of courses means the half of the number of regular semester courses plus re-enrolled 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;

- (c) The student may register for failed courses in summer/ Fall or Spring (relevant) semester;
 - (i) If a student in first semester fails to pass minimum of 50% of courses, shall be placed on probation;
 - (ii) If a student in 2nd semester again fails to pass minimum 50% courses shall be dropped;
 - (iii) 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;
 - (iv) If any student after availing summer semester meets the requirement of promotion of the semester then probation shall be waived off;
 - (v) If a student fails to pass 50% courses of 3rd or 4th semester and first probation still exists, shall be relegated to 3rd semester;
 - (vi) If a student in 5th semester fails to pass minimum 50% courses, shall be placed on probation;
 - (vii) If a student in 6th semester again fails to pass minimum 50% courses then he/ she shall be relegated to 5th semester;
 - (viii) If a student in 7th semester fails to pass minimum 50% courses and he/ she is already on probation then shall be relegated to 7th semester.
- (d) The failed courses of 8th semester or any other semester may be registered in 9th to 14 semesters, if necessary;
- (e) The student will be granted re-admission and relegation once and two probations during the whole degree

programme. 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.

(3) 5-Years Bachelor Programmes

- (a) A student has to pass minimum of 50% of courses opted for 1st to 8th semesters each for promotion;
- (b) The 50% of courses means the half of the number of regular semester courses plus re-enrolled 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;
- (c) The student may register for failed courses in summer/ Fall or Spring (relevant) semester;
 - (i) If a student in first semester fails to pass minimum of 50% of courses, shall be placed on probation;
 - (ii) If a student in 2nd semester again fails to pass minimum 50% courses shall be dropped;
 - (iii) 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;
 - (iv) If any student after availing summer semester meets the requirement of promotion of the semester then probation shall be waived off;
 - (v) If a student fails to pass 50% courses of 3rd or 4th semester and first probation still exists, shall be relegated to 3rd semester;
 - (vi) If a student in 5th semester fails to pass minimum 50% courses, shall be placed on probation;

- (vii) If a student in 6th semester again fails to pass minimum 50% courses then he/ she shall be relegated to 5th semester;
- (viii) If a student in 7th semester fails to pass minimum 50% courses and he/ she is already on probation then shall be relegated to 7th semester;
- (ix) If a student in 8th semester again fails to pass minimum 50% courses and he/ she is already on probation then shall be relegated to 7th semester.
- (d) The failed courses of 9th and 10th semester or any other semester may be registered in 11th to 16th semester, if necessary to complete the requirements of the degree;
- (e) The student will be granted re-admission and relegation once and two probations during the whole degree programme. 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.

(4) 6-Years Bachelor Programmes

- (a) A student has to pass minimum of 50% of courses opted for 1st to 8th semesters each for promotion;
- (b) The 50% of courses means the half of the number of regular semester courses plus re-enrolled 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;
- (c) The student may register for failed courses in summer/ Fall or Spring (relevant) semester;
 - (i) If a student in first semester fails to pass minimum of 50% of courses, shall be placed on probation;
 - (ii) If a student in 2nd semester again fails to pass minimum 50% courses shall be dropped;

- (iii) 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;
 - (iv) If any student after availing summer semester meets the requirement of promotion of the semester then probation shall be waived off;
 - (v) If a student fails to pass 50% courses of 3rd or 4th semester and first probation still exists, shall be relegated to 3rd semester;
 - (vi) If a student in 5th semester fails to pass minimum 50% courses, shall be placed on probation;
 - (vii) If a student in 6th semester again fails to pass minimum 50% courses then he/ she shall be relegated to 5th semester;
 - (viii) If a student in 7th semester fails to pass minimum 50% courses and he/ she is already on probation then shall be relegated to 7th semester;
 - (ix) If a student in 8th semester again fails to pass minimum 50% courses and he/ she is already on probation then shall be relegated to 7th semester.
- (d) The failed courses of 9th and 12th semester or any other semester may be registered in 13th to 18th semester, if necessary to complete the requirements of the degree;
- (e) The student will be granted re-admission and relegation to same semester once and two probations during the whole degree programme. 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.

(5) 2-Years Master Programmes

- (a) A student has to pass minimum of 50% of courses opted for 1st to 3rd semesters each for promotion;
- (b) The 50% of courses means the half of the number of regular semester courses plus re-enrolled 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;
- (c) The student may register for failed courses in summer/ Fall or Spring (relevant) semester;
 - (i) If a student in first semester fails to pass minimum of 50% of courses, shall be placed on probation;
 - (ii) If a student in 2nd semester again fails to pass minimum 50% courses shall be dropped;
 - (iii) 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;
 - (iv) If any student after availing summer semester meets the requirement of promotion of the semester then probation shall be waived off;
 - (v) If a student in 3rd semester fails to pass minimum 50% courses and he/ she is already on probation then shall be relegated to 3rd semester;
- (d) The failed courses of 4th semester or any other semester may be registered in 5th to 6th semester, if necessary for the completion of the requirement of the degree;
- (e) The student will be granted re-admission and relegation to same semester once and one probation during the whole degree programme.

11. 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 of the 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 favour may also be granted to the applicant. The special examination must be conducted within 15 days of the normal date sheet.

12. 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 Departmental Council of concerned department. However, the duration of the degree will remain the same.

13. 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).

14. CANCELLATION OF ADMISSION

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

15. IMPROVEMENT OF GRADE

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

16. 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.

17. 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 programme. 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.

18. 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/ she has passed all the semesters in the relevant discipline with atleast 2.5 CGPA 57.5% or up to completion of a degree programme.

19. 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.

20. 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 Sessional/ Terminal Examinations.
- (4) Papers of Sessional/ 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.

21. MIGRATION/ TRANSFER OF CREDITS

- (1) 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.
- (2) The migration will be allowed only in genuine case, determined by the Departmental Examination Committee.

22. CLASS ATTENDANCE

- (1) A candidate with less than 75% of the attendance in lectures and practical separately, shall be dropped from the course.
- (2) 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.
- (3) 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.
- (4) The concerned course teacher shall maintain the course file for each semester.
- (5) For late admission, the required attendance of the students shall be counted after late admission.
- (6) No leave what so ever be counted as relaxation in attendance requirements.

23. 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 programme on the recommendations of the supervisor and forwarded by the Head of Department/ Institute/ Centre/ School/ College/ Affiliated Institution.

24. QEC PROFORMA

QEC Proforma 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.

25. SEMESTER ADVISORY COMMITTEE

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

26. COMMITTEES

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

27. HONORARIUM

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

(1) Bachelor Degree in Faculty of Engineering

(a) B.Sc. Civil Engineering

- (i) F.Sc. (Pre-Engineering) or equivalent with Mathematics, Physics and Chemistry with minimum 60% marks.
 - (ii) Entry Test.
- OR
- (iii) 3 years Post-Matric Diploma of Associate Engineer (DAE) in Civil Technology with minimum 60% marks (Only against Reserved Seats for DAE's).
 - (iv) Entry Test.

(b) B.Sc. Computer Systems Engineering

- (i) F.Sc. (Pre-Engineering)/ ICS (Mathematics, Physics, Computer Science) or equivalent with minimum 60% marks.
 - (ii) Entry Test.
- OR
- (iii) 3 years Post-Matric Diploma of Associate Engineer (DAE) in relevant field with minimum 60% marks (Only against Reserved Seats for DAE's).
 - (iv) Entry Test.

(c) B.Sc. Electrical Engineering

- (i) F.Sc. (Pre-Engineering) or equivalent with minimum 60% marks.
 - (ii) Entry Test.
- OR
- (iii) 3 years Post-Matric Diploma of Associate Engineer (DAE) in Electrical/ Electronics Engineering with minimum 60% marks (Only against Reserved Seats for DAE's).
 - (iv) Entry Test.

(d) B.Sc. Electrical (Power) Engineering

- (i) F.Sc. (Pre-Engineering) or equivalent with minimum 60% marks.
 - (ii) Entry Test.
- OR
- (iii) 3 years Post-Matric Diploma of Associate Engineer (DAE) in Electrical Engineering with minimum 60% marks (Only against Reserved Seats for DAE's).
 - (iv) Entry Test.

(e) B.Sc. Mechanical Engineering

- (i) F.Sc. (Pre-Engineering) or equivalent with minimum 60% marks.
 - (ii) Entry Test.
- OR
- (iii) 3 years Post-Matric Diploma of Associate Engineer (DAE) in relevant field with minimum 60% marks (Only against Reserved Seats for DAE's).
 - (iv) Entry Test.

(f) B.Sc. Software Engineering

- (i) F.Sc. (Pre-Engineering) Mathematics, Physics and Chemistry/ ICS (Mathematics, Physics and Computer Science) or equivalent with minimum 60% marks.
- (ii) Entry Test.

(g) B.Sc. Civil Technology

- (i) F.Sc. (Pre-Engineering) or equivalent with minimum 50% marks.
 - (ii) Entry Test.
- OR
- (iii) Diploma of Associate Engineer (DAE) in Civil with minimum 50% marks.
 - (iv) Entry Test.

(h) B.Sc. Electrical Technology

- (i) F.Sc. (Pre-Engineering) or equivalent with minimum 50% marks.
 - (ii) Entry Test.
- OR
- (iii) Diploma of Associate Engineer (DAE) in Electrical/ Electronics with minimum 50% marks.
 - (iv) Entry Test.

(i) B.Sc. Mechanical Technology

- (i) F.Sc. (Pre-Engineering) or equivalent with minimum 50% marks.
 - (ii) Entry Test.
- OR
- (iii) Diploma of Associate Engineer (DAE) in Mechanical with minimum 50% marks.
 - (iv) Entry Test.

(2) Bachelor Degree in Faculty of Health and Medical Sciences**(a) Pharm. D. (5 Years)**

(i) F.Sc. (Pre-Medical) or equivalent with minimum 60% marks.

(ii) Entry Test.

OR

(iii) B.Sc. (Botany, Zoology, Chemistry) with minimum 45% marks along with 1st Division in F.Sc. (Pre-Medical).

(iv) Entry Test.

2. 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

(1) Bachelor Degree in Faculty of Arts

(a) BBA/ BS Banking and Finance (4 Years)

- (i) F.A. or equivalent with minimum 45% marks (2nd Division).
- (ii) Entry Test.

(b) BS Education (4 Years)

- (i) F.A./ F.Sc. or equivalent with minimum 45% marks (2nd Division).
- (ii) Entry Test.

(c) B.Ed. Elementary (2.5 Years)

- (i) B.A./ B.Sc. or equivalent with minimum 45% marks (2nd Division).
- (ii) Entry Test.

(d) B.Ed. (2 Years)

- (i) B.A./ B.Sc. or equivalent with minimum 45% marks (2nd Division).
- (ii) Entry Test.

(e) Associate Degree in Education (ADE 2 Years)

- (i) F.A./ F.Sc. or equivalent with minimum 45% marks (2nd Division).
- (ii) Entry Test.

- (f) B.Ed. Secondary (1.5 Years)**
- (i) M.A./ M.Sc. with minimum 45% marks (2nd Division) or 2.50/4.00 CGPA.
 - (ii) Entry Test.
- (g) BS Economics (4 Years)**
- (i) F.A./ F.Sc./ I.Com./ ICS or equivalent preferable with Economics with minimum 45% marks (2nd Division).
 - (ii) Entry Test.
- (h) BS English (4 Years)**
- (i) F.A. or equivalent with minimum 45% marks (2nd Division).
 - (ii) Entry Test.
- (i) B.Sc. Home Economics (4 Years)**
- (i) Matric or equivalent with minimum 45% marks (2nd Division).
 - (ii) Entry Test.
- (j) BS Home Economics (4 Years)**
- (i) F.A./ F.Sc. or equivalent with minimum 45% marks (2nd Division).
 - (ii) Entry Test.
- (k) BS Home Economics (6 Years)**
- (i) Matric or equivalent with minimum 45% marks (2nd Division).
 - (ii) Entry Test.

(I) BS Islamic Studies (4 Years)

- (i) F.A./ F.Sc. or equivalent with minimum 45% marks (2nd Division).
- (ii) Entry Test.

(2) Bachelor Degree in Faculty of Science (4 Years)

(a) BS Biotechnology

- (i) F.Sc. (Pre-Medical) or equivalent with minimum 50% marks.
- (ii) No D-Grade in academic record.
- (iii) Entry Test.

(b) BS Botany

- (i) F.Sc. (Pre-Medical) or equivalent with minimum 45% marks (2nd Division).
- (ii) No D-Grade in academic record.
- (iii) Entry Test.

(c) BS Chemistry

- (i) F.Sc. (Pre-Medical) in Biology, Chemistry and Physics or equivalent with minimum 45% marks (2nd Division).
- (ii) No D-Grade in academic record.
- (iii) Entry Test.

(d) BS (CS)/ BS (IT)

- (i) 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.
- (ii) Entry Test.

(e) BS Mathematics

- (i) F.Sc. (Pre-Engineering), ICS in Mathematics and any one of Physics, Statistics or Economics or equivalent or F.A. in Mathematics, Statistics and Economics with minimum 45% marks (2nd Division).
- (ii) No D-Grade in academic record.
- (iii) Entry Test.

(f) BS Physics

- (i) F.Sc. (Pre-Engineering) in Physics, Mathematics (Math. A & B) or equivalent with minimum 45% marks (2nd Division).
- (ii) No D-Grade in academic record.
- (iii) Entry Test.

2. GRADUATE PROGRAMMES**(1) FACULTY OF ARTS****(a) MBA (3.5 Years)**

- (i) B.A./ B.Sc./ B.Com. or equivalent with minimum 45% marks (2nd Division).
- (ii) Entry Test.

(b) MBA Executive (2 Years)

- (i) 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.
- (ii) Entry Test.

(c) MBA (1.5 Years)

- (i) B.Com. (Hons.) or BBA (Hons.) with 2.50/4.00 CGPA or minimum 45% marks (2nd Division).
- (ii) Entry Test.

- (d) M.Com. (2 Years)**
 - (i) B.Com. or equivalent with 2.50/4.00 CGPA or minimum 45% marks (2nd Division).
 - (ii) Entry Test.
- (e) M.A. Education (2 Years)**
 - (i) B.A./ B.Sc. or equivalent with minimum 45% marks (2nd Division).
 - (ii) Entry Test.
- (f) B.A. LLB (5 Years)**
 - (i) F.A./ F.Sc. or equivalent with minimum 45% marks (2nd Division).
 - (ii) Entry Test.
- (g) M.Sc. Economics (2 Years)**
 - (i) B.A./ B.Sc./ B.Com./ BBA with Economics or equivalent with minimum 45% marks (2nd Division).
 - (ii) Entry Test.
- (h) M.A. English (2 Years)**
 - (i) B.A. or equivalent with minimum 45% marks (2nd Division).
 - (ii) Entry Test.
- (i) M.A. Islamic Studies (2 Years)**
 - (i) B.A. in Islamic Studies as elective subject or equivalent with minimum 45% marks (2nd Division).
 - (ii) Entry Test.

(2) FACULTY OF SCIENCE (2 Years Programmes)**(a) M.Sc. Botany**

- (i) B.Sc. or B.S.Ed. in Botany with minimum 45% marks (2nd Division).
- (ii) No 3rd Division in academic record.
- (iii) Entry Test.

(b) M.Sc. Chemistry

- (i) B.Sc. in Chemistry excluding Geography, B.S.Ed. in Botany, Zoology and Chemistry with minimum 45% marks (2nd Division).
- (ii) No 3rd Division in academic record.
- (iii) Entry Test.

(c) MCS

- (i) 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).
- (ii) Entry Test.

(d) M.Sc. Mathematics

- (i) B.Sc. in Mathematics (A & B Courses) or B.S.Ed. in Physics and Mathematics with minimum 45% marks (2nd Division).
- (ii) No 3rd Division in academic record.
- (iii) Entry Test.

(e) M.Sc. Physics

- (i) 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).
- (ii) No 3rd Division in academic record.
- (iii) Entry Test.

(f) M.Sc. Zoology

- (i) B.Sc. in Botany, Zoology, Chemistry or B.S.Ed. in Botany, Zoology, Chemistry with minimum 45% marks (2nd Division).
- (ii) No 3rd Division in academic record.
- (iii) Entry Test.

3. 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
B.A. LLB	5-Years	10	7-Years	14
BS Home Economics	6-Years	12	8-Years	16

CHAPTER-29
REGULATIONS FOR MS, M.PHIL.
AND M.Sc. (ENGINEERING) DEGREE PROGRAMMES

1. SCHEME OF STUDIES

The scheme of studies for 18-years MS, M.Phil. and M.Sc. (Engineering) degree programme shall be as under:

- (1) Course work in accordance with the recommendations for the discipline in which the candidate is registered for the degree (24 credit hours).
- (2) Thesis, on a topic approved by the Advanced Studies & Research Board (06 credit hours).
- (3) Seminar of 1 credit hour.
- (4) Viva-Voce examination.
- (5) Total Credit Hours: 31

Note: The scholar should defend his/ her thesis before the committee.

2. DURATION OF COURSE AND SEMESTER

The duration of the degree will not be less than three and more than eight regular semesters and less than six and more than ten semester for part time.

3. CALENDAR YEAR

Normal Semester:	Teaching:	(16 weeks)
	Examination and Result	(02 weeks)
Spring Semester:	3 rd Week of February to 3 rd Week of June	
Fall Semester:	1 st Week of September to 4 th Week of January	
Semester Break:	1 st and 2 nd Week of February	

4. A recommendation letter by the supervisor countersigned by the Chairperson/ Director and Dean of the Faculty will be required for extension through 5th- 8th semesters for regular and 7th- 10th semesters for part time scholars, if required.

5. ADMISSION PROCEDURE

- (1) Applications for admission to MS, M.Phil. and M.Sc. (Engineering) degree programme shall be invited through advertisement in the national press and electronic media by the Registrar. Director Students Affairs (DSA) will coordinate with the departments for the content of the advertisement well in advance.
- (2) The candidate will submit his/ her application on prescribed Admission Form to the relevant admission desk of the University within the prescribed time limit.
- (3) The Admission Committee will grant admissions subject to the approval by the Advanced Studies & Research Board (ASRB). The cases need to be submitted before the start of sessional examination of the first semester. The ASRB will be responsible to respond back before the start of terminal examination of the first semester.
- (4) The number of scholars to be admitted shall be such as may be determined by the competent authority in consultation with the Chairperson/ Director of the department.

6. ADMISSION REQUIREMENTS

- (1) A candidate seeking admission to MS, M.Phil. and M.Sc. (Engineering) degree programme as a whole time/ part time scholar must:
 - (a) Have passed 16-years education with following minimal grades:

Education	Semester Based Examinations		Annual
	CGPA	Percentage	
16-Year	2.50 out of 4.00 3.00 out of 5.00	60%	2 nd Division

- (b) Candidate should have no 3rd Division in his/ her academic career provided that in case of the teachers of the University/ Degree Colleges engaged in postgraduate teaching and employees of research organizations engaged in research, the Vice Chancellor may relax the

condition of one 3rd Division in Matriculation or F.A./ F.Sc. examinations passed by them on compassionate grounds.

- (c) The candidates must have passed the GAT/ NTS general test or any other test as required by the University.
 - (d) The selected candidates will have to produce HEC attested degree of previous class within a month of their admission.
 - (e) Admissions shall be granted to M.Sc. (Engineering) in the discipline in which he/ she is registered with relevant accreditation bodies.
- (2) Admissions will be granted on open merit basis (there is no quota seat). However, foreign candidates will be selected through the Federal Ministry of Education, Government of Pakistan.
 - (3) The candidate has to produce at the time of the first enrolment, a certificate from the Medical Officer of any public sector hospital to the effect that he/ she is free of any communicable disease or mental or physical disability which is likely to stand in the way of his/ her pursuit of higher studies and research.
 - (4) The candidate must also produce character certificate issued by the Head of Institution last attended by the student testifying good moral character of the student. All those candidates, who were punished by any Degree Awarding Institutions (DAI's) for acts of indiscipline and other undesirable activities and were awarded major penalties, shall not be admitted to postgraduate studies in the University under any circumstances. All other candidates, who were, awarded minor penalties for more than once shall not be admitted to the postgraduate studies in the University either.
 - (5) All the employees of public sector organizations have to produce the certificate of study leave to pursue the studies as a regular student from their respective head offices.
 - (6) The employees of the University appointed on permanent/ adhoc/ contract basis shall be allowed to join the programme, classes as whole time regular scholars without obtaining leave of

absence. Such employees shall have to produce a certificate from the concerned Head to the effect that the normal work of the department will not be affected.

- (7) A candidate shall be selected on the basis of cumulative merit to be determined from his/ her past academic record and achievements in the written tests conducted by the Controller of Examinations and Interview by Admission Committee of the concerned discipline.
- (8) The allocation of marks for determining merit shall be as follows:

Academic Record	55 marks
Admission Test	35 marks
Interview	10 marks

- (9) A candidate will be selected on the basis of cumulative merit to be determined from his/ her past academic record and achievements in the written tests conducted by the Controller of Examinations and Interview by Admission Committee of the concerned discipline.
- (10) The distribution of marks allocated to the academic record shall be as under:
- (a) $[\text{Marks obtained in B.Sc. (Engg.)/ BS (4 years)} \div \text{Total Marks}] \times 40 + [\text{Marks obtained in F.A./ F.Sc.} \div \text{Total Marks}] \times 15.$
- (b) $[\text{Marks obtained in M.A./ M.Sc.} \div \text{Total Marks}] \times 20 + [\text{Marks obtained in B.A./ B.Sc.} \div \text{Total Marks}] \times 20 + [\text{Marks obtained in F.A./ F.Sc.} \div \text{Total Marks}] \times 15.$
- (c) $[\text{Marks obtained in BS (5 years)} \div \text{Total Marks}] \times 40 + [\text{Marks obtained in F.A./ F.Sc.} \div \text{Total Marks}] \times 15.$
- (d) $[\text{Marks obtained in BS (6 years)} \div \text{Total Marks}] \times 55.$

7. ADMISSION COMMITTEE

- (1) There shall be an admission committee for each department which shall perform functions as specified from time to time. The four members committee shall have tenure of three years. It shall consist of the following:

Dean of the concerned Faculty (Chairperson of the Committee), Chairperson/ Director of the concerned Department/ Institute/ Centre/ School/ College/ Affiliated Institution, two Senior faculty members of the relevant discipline to be nominated by the Dean on the recommendation of concerned Head, approved by the Vice Chancellor.

- (2) The admission committee shall perform the following functions:
 - (a) To process the applications received for admission.
 - (b) To conduct interview of the candidates and prepare the merit according to marks distribution and formulate recommendations for admission to the ASRB along with merit list.
 - (c) To propose a supervisor for each scholar at the start of 3rd semester for regular and in 5th for part time scholars. The proposal should reach the ASRB before the start of 5th week of 3rd semester for regular and 5th week of 5th semester for part time.

8. TEACHING/ RESEARCH

Only following faculty shall be eligible to teach MS, M.Phil. and M.Sc. (Engineering) classes:

- (1) Ph.D. faculty shall be preferable to teach and supervise research at MS, M.Phil. and M.Sc. (Engineering) level.
- (2) MS/ M.Phil./ M.Sc. (Engineering) faculty may teach and supervise where the Ph.D. faculty is not available.

9. SUPERVISOR

- (1) After a candidate has been enrolled for 3rd semester, the ASRB on the recommendations of the Chairperson/ Director/ Principal through respective Dean shall approve a supervisor for the candidate.
- (2) The supervisor can be a Ph.D./ MS/ M.Phil./ M.Sc. (Engineering) faculty member as the case may be with atleast one year remaining in the service.

- (3) A Supervisor can supervise a total 12 Ph.D./ MS/ M.Phil./ M.Sc. (Engineering) scholars at a time with not more than 5 of these scholars being Ph.D. scholars.
- (4) If any outstanding specialist in the relevant field of study is available outside the University where supervisor intends to carry on research work, he/ she may be appointed by the ASRB to act as Co-supervisor.
- (5) The Supervisor will be responsible to:
 - (a) Identify and ask to take up the deficiency/ audit courses at the start of research, if required.
 - (b) Plan the research work in consultation with the scholar.
 - (c) Send the progress report at the end of 3rd semester for regular and 5th semester for part time. In case the extra semesters (5th and 6th for regular and 7th to 10th for part time) are also involved, the progress report of 5th/ 7th semester will be required.
 - (d) The Supervisor shall be required to submit biannual progress report of the M.Phil. students each after six months. In case, he/ she submits unsatisfactory report, the University will issue 'Warning' to the student advising him/ her to improve the progress, failing which his/ her enrollment as M.Phil. student shall be cancelled and he/ she shall be dropped from the University roll. In case the Supervisor submits two consecutive unsatisfactory progress reports, enrollment of the student shall be cancelled forthwith and he/ she shall be dropped from the University roll.
 - (e) Propose a panel of evaluators for thesis examination.

10. COURSES OF STUDY

(1) Registration

Duration of degree programmes is as follows:

3-8 semesters (Regular)

6-10 semesters (Part time)

(2) Registration for Courses

- (a) Scholars are required to register the courses opted for on the prescribed fee and departmental course registration forms. The duly filled-in forms will be segregated by the department and a copy will be sent to the ASRB through DSA, Registration and Examination branch each within 30 days of commencement of the semester.
- (b) The regular scholars may register 12 credit hours per week while the part time may register 6 credit hours per week.
- (c) A taught course may have a credit value up to 3 credit hours.
- (d) Research course (thesis) will be registered only in the 3rd/ 5th semester of the programme.

(3) Semester Extension

- (a) In case, the thesis is likely to be submitted within four weeks of the 5th/ 7th semester, this extension may be granted by the ASRB on the request of the scholar and due recommendation of the supervisor, Chairperson and Dean of the Faculty. Any further delay will be counted as next semester.
 - (b) Semester extension of 5th to 8th in case of regular and 7th to 10th in part time.
- (4) The 7/8 figures (alphabets and digits) course descriptor will be used to identify each course. All courses will be designated by number 7xaa separated by a hyphen from the preceding three to four alphabets for the name of the department.

Example:

Department	Basic Courses	Advanced Courses	Seminar-I	Thesis
Engineering	CSE-5101	CSE-6201	CSE-7001	CSE-7002
Physics	PHY-5105	PHY-6210	PHY-7001	PHY-7002
Economics	ECO-5106	ECO-6211	ECO-7001	ECO-7002

Explanation: It is mandatory for all Departments/ Institutes/ Centres/ Schools/ Colleges/ Affiliated Institutions that the course code for Seminar and Thesis must be fixed same.

(3) Tests and Examinations

- (a) All the examinations are to be held on-campus.
- (b) There shall be two examinations (Mid Term and Terminal) during each semester. The scholar shall be evaluated in each course on the basis of Periodical Test(s), Assignments(s), Term Papers, Quizzes, etc. The determination of the form of these examinations and assignments will be left to the teacher who will be solely responsible for the conduct of examination as well as evaluation in his/ her course. The grade given in the course by the teacher shall be final.
- (c) There shall be a written examination for each course at the end of each semester on the dates fixed by the Examination Committee. The Controller of Examinations will be intimated about the date sheet for each terminal examination.
- (d) The scholar shall be allowed to appear in the examination provided that he/ she has been on the rolls of the department during that semester, has registered himself/ herself for the courses of study and has attended atleast 75% of the lectures/ laboratory work and completed the course work to the satisfaction of the teacher.
- (e) The marked answer scripts of each course (Mid Term and Terminal) shall be shown to the scholars. Marked answer scripts will be retained by the teacher concerned up to next semester. These will be sent to the Controller of Examinations through concerned Chairperson.
- (f) The examinations will be held as under:
 - (i) The Mid Term shall be held during 9th week of the semester which shall carry 30% of the total allocated marks for the course. This examination shall be held by the teacher concerned who shall determine the form of the examination.

- (ii) In addition, quizzes, special home assignments and/ or semester papers etc. shall carry 20% of the total marks allocated which shall be uniformly spread over the whole semester.
 - (iii) The final examination to be held at the end of the semester shall carry 50% of the total marks allocated.
 - (iv) For the purpose of evaluation, each course will carry 100 marks.
- (g) Following weightage shall be given to the examination, home assignments, term papers, etc.
- | | | |
|---|------|---------------------------|
| Mid Term Examination | (01) | 30% |
| Assignments | (02) | 10% |
| Quizzes | (02) | 10% |
| Terminal Examination (covering the entire course) | | 50% |
| | | <u>Total: 100%</u> |
- (h) The minimum pass marks for each course shall be 50%.
 - (i) The teacher shall send the final award list for the course to the Examination Committee which will prepare the result and send the consolidated result sheet along with the award lists to the Controller of Examinations within two weeks after the end of the semester.
 - (j) A scholar who fails to make up the deficiency in his/ her grade point average, in the number of chances permitted, shall cease to be on the rolls of the University.

12. GRADING AND ACADEMIC STANDING

The grading system for the programmes shall be as follows:

Maximum Cumulative Grade Point Average (CGPA): 4.00

Minimum CGPA for obtaining Degree : 2.75

Grade	Value	Marks (%)
A	4	80 and above
B	3.00-3.99	65-79
C	2.00-2.99	50-64
F	0	below 50

13. PROMOTION REGULATIONS

- (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 GPA/ CGPA 2.25 or more but less than 2.50 then he/ she will be allowed to register in the 3rd semester on probation. If he/ she is already on probation shall be dropped.

OR

If a scholar fails to obtain CGPA 2.50 at the end of 2nd semester he/ she will be allowed to repeat the failed courses in 3rd semester.

- (5) 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.
- (6) 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.
- (7) For calculating Grade Point based on Letter Grades and corresponding Numerical Grades, the formula used is:
Every increase of 1.5 marks increases GP equal to 0.1

(a) Table for Grade 'C' Range of Numerical Value

From 50 to 63.5%

Percentage	Grade Point (GP)
50.0	2.0
51.5	2.1
53.0	2.2
54.5	2.3
56.0	2.4
57.5	2.5
59.0	2.6
60.5	2.7
62.0	2.8
63.5	2.9

(b) Table for Grade 'B' Range of Numerical Value

From 65 to 78.5%

Percentage	Grade Point (GP)
65.0	3.0
65.5	3.1
68.0	3.2
69.5	3.3
71.0	3.4
72.5	3.5
74.0	3.6
75.5	3.7
77.0	3.8
78.5	3.9
80 and above	4.0

Note:

- (i) For Numerical Grade of 63.5 and 64 and in Grade 'C' GP value shall be the same i.e. 2.9.
- (ii) For Numerical Grade of 78.5 and 79 in Grade 'B' GP value shall be the same i.e. 3.9.

- (iii) If the second fraction after decimal is 4 or less, it shall not be counted. However, if the second fraction is 5 or more, it will be taken into account by raising the first fraction to the next higher digit. The third and higher digits shall not be counted. Thus GP for 'A' shall be for 4.0, 'B' from 3.0 to 3.9, for 'C' from 2.0 to 2.9 and zero for F.
- (iv) GPA, CGPA shall be calculated based upon the marks obtained in the light of above tables.
- (v) The Cumulative Grade Point Average (CGPA) at the end of semester shall be the Grade Point Average of all the Courses, which have been registered up to that time.
- (vi) Semester result card will be issued by the Controller of Examinations on the request of the scholar.

14. MEDICAL CASES

Special Mid Term/ Terminal Examination(s) will be arranged for the scholars 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 of the examination or one day earlier. However, a medical certificate by a registered medical practitioner of the University for the incapability of the scholar 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 favour may also be granted to the applicant. The special examination must be conducted within 15 days of the normal date sheet.

15. SEMESTER FREEZING

For genuine medical reasons, a scholar 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 scholar 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 Departmental Council of concerned department. However, the duration of the degree will remain the same.

16. 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 scholar. Departmental Examination Committee will conduct Mid and/ or Terminal examination within 15 days as a special case failing which he/ she shall be considered failed in that course(s).

17. THESIS EVALUATION/ EXAMINATION

- (1) One soft and hard copy of the thesis formatted as per the thesis manual of University shall be submitted by the scholar in the Department/ Institute/ Centre/ School/ College/ Affiliated Institution. A panel of three examiners with complete contact details including telephone number, e-mail and postal addresses will be submitted by the concerned Head. This process should be completed within one week.
- (2) The Director ASRB will check the format of thesis as per requirement of thesis manual and forward the same with the panel of examiners, title of thesis as approved by the ASRB and plagiarism report to the Controller of Examinations. The Controller of Examinations will seek the approval for the appointment of examiners in the order of priority from the Vice Chancellor.

- (3) The office of the Controller of Examinations will get the consent by email/ telephone from the appointed person (Examiner-1) before sending the hard copy of the thesis.
In case, the examiner does not respond the request for consent in 10 days, (Examiner-2) will be asked for the consent to evaluate the thesis and so on.
- (4) Once the examiner consents to be the evaluator of the thesis, hard copy of the thesis will be sent to him/ her along with the request to send back the evaluation report on prescribed proforma within one month of the receipt of the thesis.
In case, the report is not sent back within the stipulated time, a reminder through email will be sent to the said examiner to furnish the report within next 15 days.
- (5) The Department/ Institute/ Centre/ School/ College/ Affiliated Institution will also be kept in picture by the relevant offices about the process, though the names of the examiners will be kept confidential.
- (6) After the receipt of report, the office of the Controller of Examinations will send the report along with the details of the examiner to the Department/ Institute/ Centre/ School/ College/ Affiliated Institution to arrange for the viva-voce examination as per their convenience.
- (7) If the examiner suggests to improve the thesis, the Department/ Institute/ Centre/ School/ College/ Affiliated Institution will ensure that all the necessary corrections/ suggestions proposed by the examiner are incorporated before fixing the date of final examination. In case the examiner sends adverse report, the Controller of Examinations shall inform the concerned Department/ Institute/ Centre/ School/ College/ Affiliated Institution and take further necessary action, if required.
- (8) The Controller of Examinations will fix date for the viva-voce examination of the candidate. The concerned Department/ Institute/ Centre/ School/ College/ Affiliated Institution shall arrange for the viva-voce examination.

- (9) The thesis will be graded, out of 200 marks and then GP calculated as per formula.

18. GENERAL

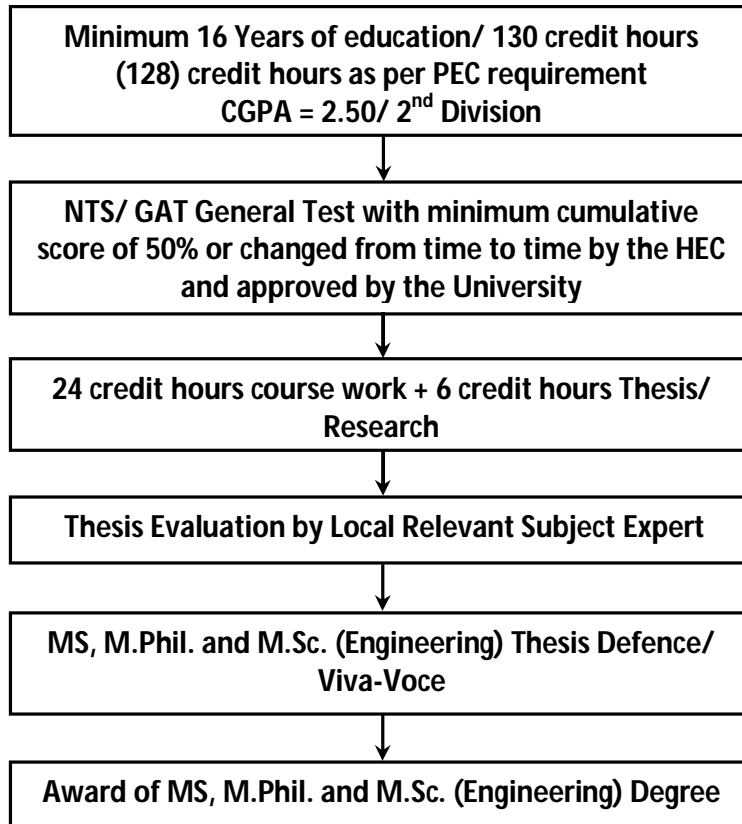
- (1) The final transcript will be issued by the Controller of Examinations.
- (2) A candidate who fulfills all the requirements prescribed for the course shall be awarded the degree.

19. FEE

The University fee shall be charged at the time of registration for each semester as prescribed from time to time. However, the scholars availing the opportunity of extra semester shall be charged special subsidized fee prescribed from time to time.

**FLOW DIAGRAM FOR MINIMUM QUALITY CRITERIA FOR
MS, M.PHIL. AND M.Sc. (ENGINEERING) DEGREE PROGRAMMES**

Duration: 1.5 Years to 4 Years



CHAPTER-30

REGULATIONS FOR Ph.D. DEGREE PROGRAMMES

1. Scheme of Studies

The scheme of studies for Ph.D. degree programme shall be as under:

- (1) Total credit hours for the degree programme shall be seventy. Minimum 18 credit hours course work is required in maximum four semester duration. The deficiency courses, if any, will be extra than the required 18 credit hours.
- (2) Two Seminars, one credit hour each (02 credit hours).
- (3) Synopsis to be submitted at the end of third semester.
- (4) Comprehensive examination (Written + Oral).
- (5) Thesis defense at Department/ Institute/ Centre/ School/ College level on a topic approved by the Advanced Studies & Research Board (50 credit hours).
- (6) A Ph.D. scholar is required to publish atleast one research paper from his/ her Ph.D. research work in the HEC recognized journal before the award of the degree.
- (7) Evaluation of thesis by two foreign external examiners from technologically advanced countries and one local external examiner.
- (8) Open Public Defense.

2. Duration of Scheme

The duration of the course for the degree of Ph.D. shall not be less than six semesters and more than sixteen semesters for whole time scholar. Extension in duration may be granted by the ASRB on recommendation of the supervisor. The letter by the supervisor countersigned by the concerned Head and Dean of the Faculty will be required for extension to the next semester(s), if required. The letter will be sent to the ASRB for necessary action.

3. Calendar Year

Normal Semester:	18 working weeks.
	Teaching: 16 weeks.
	Examination and Result: 02 weeks.
Spring Semester:	2 nd Week of February to 2 nd Week of June.
Fall Semester:	2 nd Week of September to 2 nd Week of January.
Semester Break:	Last Week of January to First Week of February.

4. Admission Procedure

- (1) Applications for admission to Ph.D. degree programme shall be invited through advertisement in the electronic and print media. Director Students Affairs (DSA) will coordinate with the Departments/ Institutes/ Centres/ Schools/ Colleges for the advertisement well in advance.
- (2) The candidate will submit his/ her application on prescribed Admission Form to the relevant admission office/ DSA office of the University within the prescribed time limit.
- (3) The Departmental Admission Committee will grant admissions subject to the approval by the ASRB. The Departments/ Institutes/ Centres/ Schools/ Colleges will forward the cases to the ASRB before the start of sessional examination of the first semester. The ASRB will complete the admission process before the start of terminal examination of the first semester.
- (4) Number of scholars, to be enrolled shall be determined by the Departments/ Institutes/ Centres/ Schools/ Colleges, depending upon the availability of faculty.

5. Admission Requirements

The eligibility criteria for admission to the Ph.D. degree programme shall be as under:

- (1) Have passed MS, M.Phil and M.Sc. (Engineering) or equivalent 18-years education with atleast CGPA 3.00/ 4.00 and atleast CGPA 3.50/ 5.00 (atleast 65% marks) in semester system and 1st Division (60% marks) in annual system of examination.
- (2) Candidate should have no 3rd Division in his/ her academic career provided that in case of the teachers of the University/ Degree Colleges engaged in postgraduate teaching and employees of the research organizations engaged in research, the Vice Chancellor may relax the condition of 3rd Division in Matriculation or F.A./ F.Sc. examinations on compassionate grounds.
- (3) The candidate must have passed the GRE subject test or equivalent as per HEC/ University requirements.
 - (a) In the case of Graduate Assessment Test (GAT) (<http://www.nts.org.pk/gat/gatsubject.asp>) a minimum of 60% score is required.
 - (b) In the case of GRE subject test a minimum of 60% (for admissions thereafter) percentile score is required.
 - (c) If the test is not available in NTS subject, then a University committee consisting of atleast 3 Ph.D. faculty members in the subject area, approved by the HEC will conduct the Test at par with GRE Subject Test and qualifying score for this test will be 70%.
- (4) Admissions will be granted on open merit basis. However, foreign candidate will be selected through the Federal Ministry of Education, Government of Pakistan.
- (5) The candidate has to produce a certificate from the Medical Officer of any public sector hospital to the effect that he/ she is free of any communicable disease or mental or physical disability which is likely to stand in the way of his/ her pursuit of higher studies and research.

- (6) The candidate must have good moral character. All those candidates, who were punished by any Degree Awarding Institutions (DAI's) for acts of indiscipline and other undesirable activities and were awarded major penalties, shall not be admitted to postgraduate studies in the University under any circumstances. All other candidates, who were, awarded minor penalties for more than once shall also not be admitted to the postgraduate studies in the University.
- (7) All the employees of public sector organizations have to produce the certificate of study leave/ NOC to pursue the studies as a regular scholar from their respective head office.
- (8) The employee(s) of the University appointed on permanent/ adhoc/ contract basis shall be allowed to join the programme as whole time regular scholar(s) without obtaining leave of absence. Such employees shall have to produce a certificate from the concerned Head of Department to the effect that the normal teaching work of the employee will not be affected.

6. Criteria for Merit Determination

- (1) The merit for admission will be determined by the following criteria:

Academic Record	80 marks
Interview	15 marks
Publications	05 marks
Total	100 marks

- (2) Distribution of marks allocated to the academic record shall be as under:
- (a) $[\text{Marks obtained in M.Sc. (Engg.)} \div \text{Total Marks}] \times 25 + [\text{Marks obtained in B.Sc. (Engg.)/ BS (4 years)} \div \text{Total Marks}] \times 40 + [\text{Marks obtained in F.A./ F.Sc.} \div \text{Total Marks}] \times 15.$
- (b) $[\text{Marks obtained in M.Phil.} \div \text{Total Marks}] \times 25 + [\text{Marks obtained in M.A./ M.Sc.} \div \text{Total Marks}] \times 20 + [\text{Marks obtained in B.A./ B.Sc.} \div \text{Total Marks}] \times 20 + [\text{Marks obtained in F.A./ F.Sc.} \div \text{Total Marks}] \times 15.$

- (c) $[\text{Marks obtained in M.Phil.} \div \text{Total Marks}] \times 25 + [\text{Marks obtained in BS (5 years)} \div \text{Total Marks}] \times 40 + [\text{Marks obtained in F.A./ F.Sc.} \div \text{Total Marks}] \times 15.$
- (d) $[\text{Marks obtained in M.Phil.} \div \text{Total Marks}] \times 25 + (\text{Marks obtained in BS (6 years)} \div \text{Total Marks}) \times 55.$

7. Admission Committee

- (1) There shall be an admission committee for each Department/ Institute/ Centre/ School/ College. The tenure of committee shall be three years. It shall consist of the following:

(a)	Dean of the Faculty	Convener (Ex-officio)
(b)	Concerned Head	Member (Ex-officio)
(c)	Two Senior most teachers of the field to be nominated by the Dean on the recommendation of the concerned Head	Members

- (2) The admission committee shall perform the following functions:
- (a) To process the applications received for admission.
- (b) To conduct interview of the candidates and formulate recommendations for admission.
- (c) To propose a supervisory committee for each scholar.
- (d) To process admission cases of the scholars for submission to the ASRB and such other functions as may be specified from time to time.

8. Supervisory Committee

- (1) When a candidate has been enrolled for his/ her first semester, the ASRB shall constitute a supervisory committee for the candidate. This committee shall be formed on the recommendation of Admission Committee forwarded by the concerned Head/ Dean.
- (2) Supervisory committee shall consist of three members of the relevant field of studies. One of the members shall be supervisor.

- (3) In case of split programme, if any outstanding specialist in the relevant field of study is available at the institution outside the University where scholar intends to carry out research, may act as co-supervisor.
- (4) Only academically qualified and competent teachers by virtue of their experience should be allowed to supervise the work of the Ph.D. scholars. Normally, the supervisor of a Ph.D. scholar must possess the following qualifications and experience:
 - (a) Must be HEC approved supervisor.
 - (b) Must have atleast three years of service remaining.
 - (c) If otherwise essential, co-supervisor(s) shall be appointed by the ASRB on the recommendation of the supervisory committee. The concerned Head shall be an ex-officio member of the supervisory committee.
- (5) If the schedule of courses pursued by a candidate for his/ her earlier degree does not provide adequate background for the Ph.D. course which he/ she intends to take up, he/ she may be required to rectify the deficiency by taking additional courses as determined by the supervisory committee.

9. Functions of the Supervisory Committee

The committee shall perform the following functions:

- (1) To recommend and plan the courses of studies.
- (2) To determine topic of research in consultation with the research scholar.
- (3) To supervise and review the progress of the research scholar.
- (4) To recommend registration of the research scholar through the concerned Dean to the ASRB.
- (5) To propose a panel of experts for the thesis evaluation and for viva-voce examination.
- (6) The supervisors of Ph.D. scholars shall submit a report with regard to each Ph.D. scholar showing general progress particularly in research. Such report shall be submitted on prescribed form after each semester to the ASRB through the concerned Head as the case may be.

- (7) The Supervisor shall be required to submit biannual progress report of the Ph.D. students each after six months. In case, he/ she submits unsatisfactory report, the University will issue 'Warning' to the student advising him/ her to improve the progress, failing which his/ her enrollment as Ph.D. student shall be cancelled and he/ she shall be dropped from the University roll. In case the Supervisor submits three consecutive unsatisfactory progress reports, enrollment of the student shall be cancelled forthwith and he/ she shall be dropped from the University roll.

10. Registration of Courses

- (1) Scholars shall be required to register the courses opted by them on the prescribed fee and course registration forms. The duly filled-in forms will be segregated by the Department/ Institute/ Centre/ School/ College and a copy of each will be sent to the ASRB and Controller of Examinations within 30 days of commencement of the semester.
- (2) A scholar shall not be enrolled for more than 12 and less than 6 credit hours of taught courses in a semester except in the last semester. These credits will not include the credits earned in respect of deficiency course(s).
- (3) A taught course may have a credit value up to 3 credit hours.
- (4) Candidates may be admitted at the beginning of the fall or the spring semester. A scholar may register the courses in the 1st week of the semester with normal fee and in the 2nd week with an extra 10% late fee. No registration will be allowed after two weeks.
- (5) A candidate admitted to the course shall, for so long as he/ she has not submitted his/ her thesis, enroll himself/ herself for each semester provided that he/ she may discontinue his/ her studies on account of sickness duly certified by the University Medical Officer or due to circumstances beyond his/ her control, before appearing in the final examination, with the permission of the Vice Chancellor on the recommendation of the Dean. Provided further that a candidate will not ordinarily be allowed to discontinue studies during first semester.
- (6) Candidates so permitted to discontinue will be allowed to resume their studies by the concerned Dean.

11. Courses of Study

- (1) The 7/ 8 course descriptor will be used to identify each course. All courses will be designated by number 7xaa separated by a hyphen from the preceding three to four alphabets for the name of the department. The following example may be followed:

Department	Basic Courses	Advanced Courses	Seminar-I	Seminar-II	Thesis
Engineering	CSE-7101	CSE-7201	CSE-7998	CSE-7999	CSE-8000
Physics	PHY-7105	PHY-7210	PHY-7998	PHY-7999	PHY-8000
Economics	ECO-7106	ECO-7211	ECO-7998	ECO-7999	ECO-8000

- (2) The outlines of courses and detailed syllabi shall as may be approved by the relevant Departmental Council from time to time.
- (3) A scholar may opt for the intra-departmental course(s) with the consent of the teacher(s) offering the course(s) and the Head of the concerned Department/ Institute/ Centre/ School/ College, provided that the courses are relevant to the field of study of the scholar.
- (4) No scholar will take any advanced course unless he/ she has cleared the pre-requisite for it as determined by the supervisory committee.
- (5) Credits earned for a course shall lapse on the expiry of maximum duration for the programme. The ASRB may, however, revalidate the lapsed courses for special reasons to be recorded. The deficiency courses once qualified will not lapse and shall not be called into question again and need not to be revalidated.

12. Examination Committee

There shall be an examination committee in each Department/ Institute/ Centre/ School/ College for conducting, controlling and supervision of examinations. It shall consist of concerned Head as its Chairperson and two Senior most teachers of the department as members.

13. Functions of the Examination Committee

The examination committee shall perform the following functions:

- (1) To make arrangements for conducting and supervision of examinations.
- (2) To submit an advance copy of the tabulated result on prescribed proforma for transcript showing courses taken, teacher, time duration, detailed marks subject-wise, aggregate and grade to the Controller of Examinations.
- (3) To submit tabulated results to the Controller of Examinations within two weeks after end of the semester.

14. Tests and Examinations

- (1) There shall be two examinations (sessional test and terminal examination) during each semester. The scholar shall be evaluated in each course on the basis of Periodical Test(s), Assignments(s), Term Papers, Quizzes etc. The teacher shall be authority for the assessment of the form of these examinations and evaluation of course. The marks awarded by the teacher in the course shall be final.
- (2) There shall be a written examination for each course at the end of each semester on the dates fixed by the examination committee. The Controller of Examinations will be intimated about the date sheet for each terminal examination.
- (3) The scholar shall be allowed to appear in the examination provided that he/ she has been on the rolls of the Department/ Institute/ Centre/ School/ College during that semester, has registered himself/ herself for the courses of study and has attended atleast 75% of the lectures and completed the course work to the satisfaction of the relevant teacher.
- (4) The marked answer scripts of each course will be retained by the teacher concerned up to next semester. These will be sent to the Controller of Examinations through the Head of the Department/ Institute/ Centre/ School/ College.

- (5) The examinations will be held as under:
- (a) The sessional tests shall be held during the 9th week of the semester which shall carry 30% of the total allocated marks for the course. This examination shall be held by the teacher concerned.
 - (b) In addition, quizzes, special home assignments and/ or semester papers etc. shall carry 20% of the total marks allocated which shall be uniformly spread over the whole semester.
 - (c) The final examination to be held at the end of the semester shall carry 50% of the total marks allocated.
 - (d) For the purpose of evaluation, each course will carry 100 marks.

- (6) Following weightage shall be given to the examination, home assignments, terms papers etc.

Mid Term Examination	(01)	30%
Assignments	(02)	10%
Quizzes	(02)	10%
Terminal Examination (covering the entire course)		50%

Total: 100%

- (a) The minimum pass marks for each course shall be 50%.
- (b) The teacher shall forward the final award list of the courses to the examination committee which will prepare the result and send the consolidated result sheet along with the award lists to the Controller of Examinations within two weeks after the end of the semester.
- (c) A scholar, who fails to make up the deficiency in his/ her grade point average, in the number of chances permitted, shall cease to be on the rolls of the University.

15. Grading System

- (1) The grading system for the programmes shall be as follows:

Maximum Cumulative Grade Point Average (CGPA): 4.00

Minimum CGPA to fulfill the Degree requirements: 3.00

Grade	Value	Marks (%)
A	4	80 and above
B	3	65-79
C	2	50-64
F	0	Below 50

- (2) The Grade Point based on Letter Grades and corresponding Numerical Grades shall be calculated in accordance with the following formula:

Every increase of 1.5 marks increases GP equal to 0.1

(a) TABLE FOR GRADE 'C' RANGE OF NUMERICAL VALUE

From 50 to 63.5%

Percentage	Grade Point (GP)
50.0	2.0
51.5	2.1
53.0	2.2
54.5	2.3
56.0	2.4
57.5	2.5
59.0	2.6
60.5	2.7
62.0	2.8
63.5	2.9

(b) TABLE FOR GRADE 'B' RANGE OF NUMERICAL VALUE

From 65 to 78.5%

Percentage	Grade Point (GP)
65.0	3.0
65.5	3.1
68.0	3.2
69.5	3.3
71.0	3.4
72.5	3.5
74.0	3.6
75.5	3.7
77.0	3.8
78.5	3.9
80 and above	4.0

Note:

- (i) For Numerical Grade of 63.5 and 64 and in Grade 'C' GP value shall be the same i.e. 2.9.
- (ii) For Numerical Grade of 78.5 and 79 in Grade 'B' GP value shall be the same i.e. 3.9.
- (iii) If the second fraction after decimal is 4 or less, it shall not be counted. However, if the second fraction is 5 or more, it will be taken into account by raising the first fraction to the next higher digit. The third and higher digits shall not be counted. Thus GP for 'A' shall be 4.0, for 'B' from 3.0 to 3.9, for 'C' from 2.0 to 2.9 and for F zero.

- (iv) Grade Point Average (GPA) with Credit Hour (CHR) shall be calculated in accordance with the following formula:

Grade Point Average:

$$\text{GPA} = \frac{\sum \text{CHR} \times \text{GP}}{\text{Total CHR}}$$

- (v) The Cumulative Grade Point Average (CGPA) at the end of semester shall be the Grade Point Average of all the Courses, registered up to that time.

16. Promotion Criteria

- (1) The scholar should obtain GPA/ CGPA of 3.00 for enrolment to the next semester. In case a scholar obtains GPA/ CGPA 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 GPA/ CGPA and if he/ she fails to obtain 3.00 in the next semester, his/ her admission shall stand cancelled.
- (2) A scholar, who obtains CGPA 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.

17. Comprehensive Examination

- (1) A scholar admitted to the degree course shall take a comprehensive examination within two semesters after he/ she has successfully completed the approved course work.
- (2) After completion of course work, the scholar will register himself/ herself for the comprehensive examination. A maximum of two attempts will be allowed to pass the examination.
- (3) The comprehensive examination will cover the three branches of the subject and will consist of a written part followed by an oral part. It will be designed to ascertain whether the scholar

has attained sufficient knowledge and the intellectual maturity necessary to become a successful scholar in his/ her chosen discipline. It will not be a mere re-examination of previous courses but will test the scholar's ability to integrate and assimilate the knowledge obtained from the courses, seminars and independent studies.

- (4) The Board of Examiners for the comprehensive examinations (written as well as oral) shall be constituted by the Vice Chancellor from amongst the teachers of the Department/ Institute/ Centre/ School/ College. The board will comprise four members including the supervisor as one of the members while concerned Head will act as the Chairperson of the board.
- (5) To pass the comprehensive examination, a scholar must obtain not less than 50% marks in the written and the oral parts, separately.
- (6) A scholar shall not be eligible to sit in the oral part, unless he/ she has qualified in the written part of the examination.
- (7) An application for admission to examination or re-examination as provided in these regulations shall be submitted on the prescribed form.
- (8) A scholar who has passed the comprehensive examination shall be deemed to have become a candidate for admission to Ph.D. degree.

18. Comprehensive Examination (Written Part)

- (1) The examination committee will fix the date for comprehensive examination and intimate the same to all concerned.
- (2) All papers of the comprehensive examination will be held in one session.
- (3) A scholar shall answer questions set by each member on a separate answer book, which shall be sent by the Controller of Examinations to the member concerned for evaluation.

- (4) After the receipt of the answer books, each member shall mark them and send the award list to the examination committee within seven days.
- (5) To pass the written examination, a scholar must secure not less than 50% marks in the set of questions asked by each member, separately.

19. Comprehensive Examination (Oral Part)

- (1) The examination committee will fix a date for the oral examination of only those candidates who have qualified the written part within the same semester.
- (2) The Chairperson of the Board of Examiners shall be responsible for conducting the oral examination and shall determine the order in which each member of the board shall put questions to the scholar. The members shall be free to ask any number of questions.
- (3) At the end of the oral examination, each member shall separately grade the scholar and the Chairperson of the Board of Examiners shall forward the award list (prepared on the basis of the average) to the Controller of Examinations.
- (4) The committee will prepare the consolidated result sheet and send to the Controller of Examinations for notification of the result.

20. Thesis Evaluation/ Examination

- (1) A candidate who has passed the comprehensive examination shall be allowed to submit his/ her thesis, provided, he/ she has defended thesis at the Department/ Institute/ Centre/ School/ College level. This presentation shall be evaluated by the supervisory committee. In case, committee considers the thesis as satisfactory, it may allow submission of the thesis for evaluation.
- (2) Four soft bound copies of the thesis formatted as per thesis manual of University should be submitted by the scholar in the Department/ Institute/ Centre/ School/ College along with soft PDF formatted file and plagiarism report.

21. Thesis Evaluation by Foreign Examiners

- (1) A panel of five foreign examiners from the technologically advanced countries with complete contact details including telephone numbers, email and postal address will be submitted by the supervisor through Principal/ Chairperson/ Director and relevant Dean of the Faculty to the Director ASRB.
- (2) The Director ASRB will check the format of thesis as per requirement of thesis manual and forward the same with the panel of examiners, title of thesis as approved by the ASRB and plagiarism report to the Controller of Examinations.
- (3) The Controller of Examinations will seek the approval for the appointment of three examiners in the order of priority from the Vice Chancellor.
- (4) The office of the Controller of Examinations will get the consent by email from the three examiners before sending the hard and soft copy of the thesis to them. In case, the examiner(s) does not respond the request for consent in 10 days, the next approved examiner(s) will be asked for the consent to evaluate the thesis and so on.
- (5) Once the consent of the examiners for evaluation of the thesis is received, hard/ soft copy of the thesis will be sent to them along with prescribed proforma with the request to send back the evaluation report within two months of the receipt of the thesis.
 - (a) In case, the report is not sent back within the stipulated time, a reminder through email will be sent to the examiners to furnish the report within next 30 days.
 - (b) The examiner(s) will be asked to clearly express their opinion about the thesis and whether or not the same forms the basis for the award of the Ph.D. degree to the candidate. The examiners may check one of the following remarks for the purpose:
 - (i) Recommended;
 - (ii) Recommended with some minor corrections;
 - (iii) Recommended with major revision;
 - (iv) Not recommended.

- (6) The Department/ Institute/ Centre/ School/ College will be kept informed by the relevant offices about the process, though the names of the examiners may be kept confidential.
- (7) The office of the Controller of Examinations will send all the evaluation reports to the Departments/ Institutes/ Centres/ Schools/ Colleges and the Supervisor for making any amendments/ corrections, if required.
- (8) On receipt of atleast two positive reports from the foreign examiners, the ASRB after due approval of the board will inform the Controller of Examinations for further process.
- (9) Two positive reports from the foreign examiners shall be one of the compulsory requirements for the award of the Ph.D. degree to the candidate

22. Thesis Evaluation by External Examiner (Local)

- (1) A panel of three external examiners with complete contact details including telephone numbers, email and postal address will be submitted by the supervisor through relevant Principal/ Chairperson/ Director and the Dean of the Faculty to the Director ASRB.
- (2) The Controller of Examinations will seek the approval for the appointment of the examiner in the order of priority from the Vice Chancellor.
- (3) The office of the Controller of Examinations will get the consent by email/ telephone from the approved external examiner before sending the hard copy of the thesis to him/ her. In case, the examiner does not respond the request for consent in 10 days, the next approved examiner will be asked for the consent to evaluate the thesis and so on.
- (4) Once the consent of the examiner for evaluation of the thesis is received, hard/ soft copy of the thesis will be sent to him/ her along with prescribed proforma with the request to send back the evaluation report within two months of the receipt of the thesis.

- (a) In case, the report is not sent back within the stipulated time, a reminder through email will be sent to the examiner to furnish the report within next 30 days.
- (b) The examiner will be asked to clearly express his/ her opinion about the thesis and whether or not the same forms the basis for the award of the Ph.D. degree to the candidate. The examiner may check one of the following remarks for the purpose:
 - (i) Recommended;
 - (ii) Recommended with some minor corrections;
 - (iii) Recommended with major revision;
 - (iv) Not recommended.
- (5) The Department/ Institute/ Centre/ School/ College will be kept informed by the relevant offices about the process, though the names of the examiners may be kept confidential.
- (6) The office of the Controller of Examinations will send all the evaluation reports to the Departments/ Institutes/ Centres/ Schools/ Colleges and the Supervisor for making any amendments/ corrections, if required.
- (7) On receipt of the positive report from the local examiner, the ASRB after due approval of the board will inform the Controller of Examinations for further process.
- (8) Positive report from the external examiner (local) shall be one of the compulsory requirements for the award of the Ph.D. degree to the candidate.

23. Thesis Open Public Defense

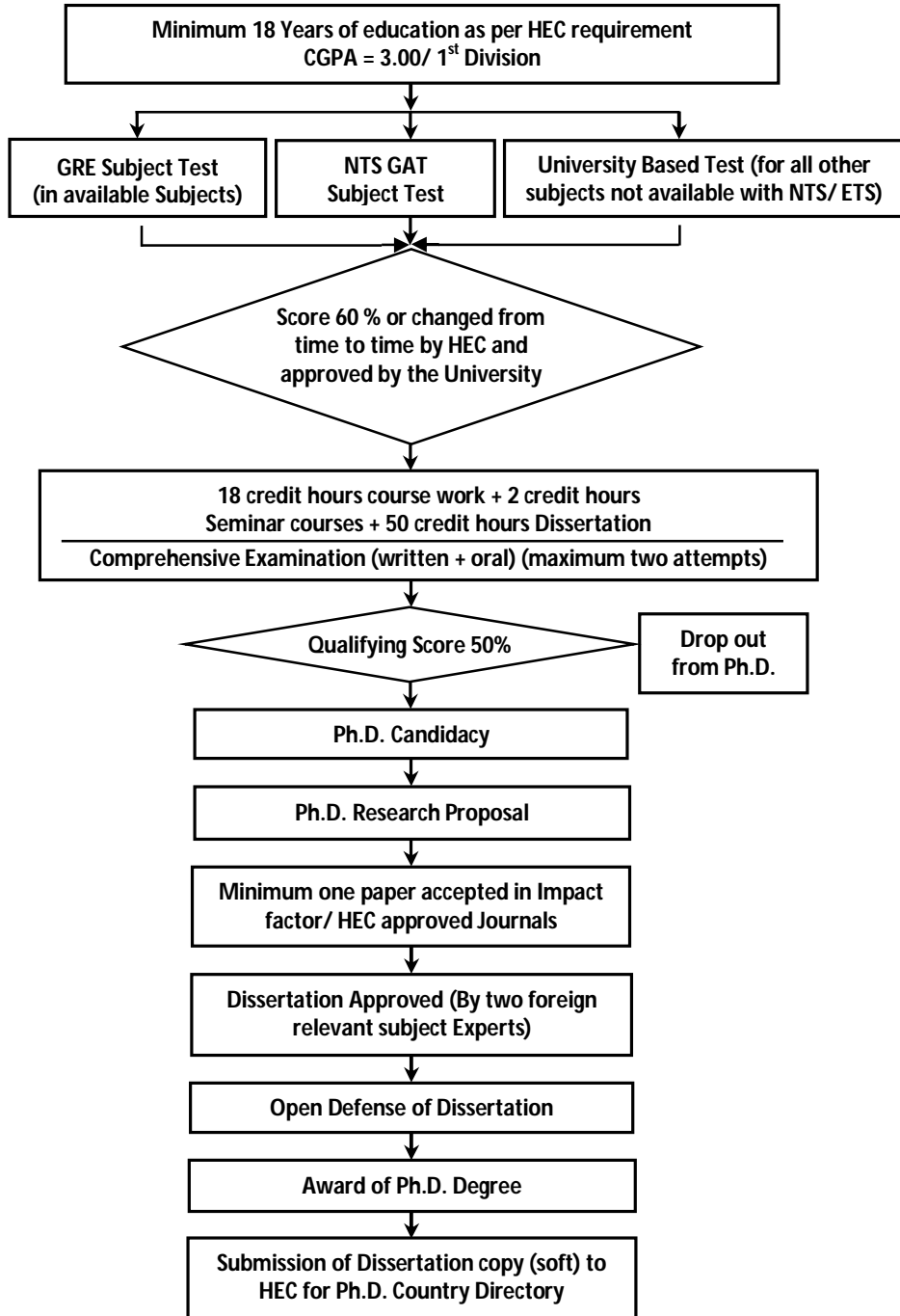
- (1) One soft bound copy of the thesis with all the corrections incorporated should be submitted by the scholar in the Department/ Institute/ Centre/ School/ College.
- (2) The Controller of Examinations will seek the approval of the date of open public defense and notify the same for information to all concerned. The Controller of Examinations will also invite the

external examiner, who has evaluated the thesis as local examiner, member of the supervisory committee/ Director ASRB and the Director QEC. In case, the local examiner is unable to attend the open public defense, another examiner from the approved list may be called for the open public defense.

- (3) The Controller of Examinations will notify the date for public defense of the thesis in consultation with concerned Department/ Institute/ Centre/ School/ College/ Affiliated Institution. The concerned Department/ Institute/ Centre/ School/ College/ Affiliated Institution will arrange for the open public defense of the thesis on the date fixed for the purpose.
- (4) The Controller of Examinations shall notify the result after receipt of positive reports of the Open Public Defense w.e.f the date of the public defense. The reports of the public defense shall be signed by the external examiner (local)/ respective Dean/ Principal/ Chairperson/ Director/ Supervisor and other members of the supervisory committee.
- (5) The supervisor of the candidate shall be required to issue certificate that the suggestions of the examiners/ required corrections have been incorporated/ made before the date of public defense. The external examiner (local) shall be required to endorse that the required corrections/ improvements as suggested by the examiners were made before the date of public defense.
- (6) A candidate who has fulfilled all the requirements prescribed for the course shall be awarded the Degree of Doctor of Philosophy in the relevant subject. The final transcript will be issued by the Controller of Examinations.

FLOW DIAGRAM FOR MINIMUM QUALITY CRITERIA FOR Ph.D. DEGREE PROGRAMME

Duration: 3 to 8 Years



CHAPTER-31
POLICY FOR TWO DEGREES AWARDED IN SAME YEAR OR SESSION
CLASH WITH SAME OR DIFFERENT MODE

1. The Higher Education Commission vide letter No. DUAL DEGREE/AD-1/QA/ HEC/ 2015/ 674, Dated: 13-11-2015 has formulated the following Policy for two degrees awarded in same year or session clash with same or different mode:

Sr. No.	Degree I	Degree II	Policy Decision
(1)	Bachelor/ Master degree obtained in regular mode in the Morning session in one university.	Bachelor/ Master degree obtained in regular mode in the Morning session in the same university.	Degrees with time clash are not allowed.
(2)	Bachelor/ Master degree obtained in regular mode in the Morning session in one university.	Bachelor/ Master degree obtained in regular mode in the Morning session in different university.	Degrees with time clash are not allowed.
(3)	Bachelor/ Master degree obtained in regular mode in the Morning session in one university.	Bachelor/ Master degree obtained in regular mode in the Evening session in the same university.	This combination of degrees is allowed provided that: (a) Admission requirements are met. (b) Written permission is obtained from university before joining programmes.

(4)	Bachelor/ Master degree obtained in regular mode in the Morning session in one university.	Bachelor/ Master degree obtained in regular mode in the Evening session in different university located in the same city.	This combination of degrees is allowed provided that: (a) Admission requirements are met. (b) Written permission is obtained from both universities before joining programmes.
(5)	Bachelor/ Master degree obtained in the regular mode in one university.	Bachelor/ Master degree obtained in the private mode in the same university.	This combination of degrees is allowed.
(6)	Bachelor/ Master degree obtained in the regular mode in one university.	Bachelor/ Master degree obtained in the private mode in different university.	This combination of degrees is allowed.
(7)	Bachelor/ Master degree obtained in the regular mode in the same session/ year.	Bachelor/ Master degree obtained through Distance Learning mode in the same session/ year.	This combination of degrees is allowed.
(8)	Bachelor/ Master degree obtained in the private mode in one university in the same session/ year.	Bachelor/ Master degree obtained in the private mode in the same university in other discipline in the same session/ year.	This combination of degrees is allowed.

(9)	Bachelor/ Master degree obtained in the private mode in one university.	Bachelor/ Master degree obtained in the private mode in different university.	This combination of degrees is allowed.
(10)	1-Year B.Ed. degree obtained in the private mode from one university in one academic year/ session.	2-Years M.A. in any discipline obtained in the private mode from the same university in the same academic year/ session.	This combination of degrees is allowed.
(11)	2-Years degree (Science) obtained in the regular mode in one university in one academic session/ year.	2-Years degree (Arts/ Social Science) in the private/ Distance Learning mode in the same or different university in one academic session/ year.	This combination of degrees is allowed.

2. Other Policy Guidelines

- (1) In the case of Professional Degrees, the permission of respective councils, for example, Pakistan Medical and Dental Council (PMDC) and Pakistan Engineering Council (PEC) would be required.
- (2) Degrees with time clash are not allowed in any case.
- (3) For all above mentioned degree programmes, if the policy of the University does not allow for any mode, the degree programme must not be started.
- (4) Students shall meet the pre-requisites viz admission requirements of programmes.

Note: The policy will be enforced with effect from Fall Semester-2015. All degree awarded previously fulfilling any of the above mentioned acceptable combinations, will be recognized. The degrees issued previously before the enforcement of the policy that are not in line with the provision of the policy shall not be recognized.