SEMESTER RULES AND REGULATIONS

UNDERGRADUATE PROGRAMS

Abdul Wali Khan University Mardan, Pakistan

Approved in
15th meeting of the Academic Council &
31st meeting of the Syndicate

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1. SHORT TITLE, COMMENCEMENT AND APPLICATION

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1.1. These Rules and Regulations framed under section 29(a) of the Khyber Pakhtunkhwa Universities Amendment Act, 2016, shall be known as Semester Rules and Regulations for undergraduate program.

1.2. These Rules and Regulations shall come into force with immediate effect.

1.3. These Rules and Regulations shall apply to all undergraduate students of both, semester and annual system where applicable of Abdul Wali Khan University Mardan.

2. DEFINITIONS

a) **Academic Program or Program.** Means a Program of studies, which leads to the award of a Degree to the students, after successful completion of all its requirements.

b) **Assessment.** Means evaluation of performance of students in academic Program, including examinations, assignments, practicals, project work, seminars and tutorials.

c) **Cease.** Means that a student is declared unsuitable for further studies.

d) **Class Assignment.** Means a task relevant to a course of study to substantiate the course contents. An assignment may or may not be graded.

e) **Contact Hour.** Means one hour spent on teaching, lab work, practicals, research work, projects, seminars, workshops, internships, etc.

f) **Controller.** Means Controller of Examinations of the University.

g) **Credit Course.** Means a course required for a degree and is counted towards CGPA.

h) **Credit Hour (Crd. Hr).** Means a lecture of one-hour duration per week in a semester for a subject countable towards a student's Cumulative Grade Point Average (CGPA). A practical of two hours is equivalent to one credit hour.

i) **Dean.** Means Dean of a faculty of the University.

j) **Director Academics.** Means Director Academics of the University.

k) **Department.** Means an Academic Department of the University.

l) **Examiner.** Means a person appointed to conduct an examination.

m) **Faculty.** Means Faculty of the University having two or more departments.

n) **Freeze.** Means Freezing of studies.

o) **Grade**. Means a letter grade which represents certain points earned by a student.

p) **Grade Point (GP).** Means number of points assigned to a letter grade.

q) **Grade Point Average (GPA).** Means the average of points earned by a student in a

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semester.

r) **Cumulative Grade Point Average (CGPA).** Means the average of grade points earned in all courses in two or more than two semesters of an Academic Programme.

s) **Chairperson** Means Chairperson of an Academic Department of the University.

t) **Non-Credit Course.** Means a course of study, successful completion of which is required for a degree but not counted towards CGPA.

u) Probation. Means a student is said to be on probation if his GPA/CGPA in a semester is lower than required for promotion to the next semester.

v) ***Director Admissions*****.** Means ***Director Admissions*** of the University.

w) Registration. Means Registration of the student in a Teaching Department of the University.

x) University. Means Abdul Wali Khan University Mardan

y) Vice Chancellor. Means Vice Chancellor of Abdul Wali Khan University Mardan

z) ***Director QEC, Means the Director QEC of the University***

aa) **He.** Pronoun stands for both he and she.

3. ACADEMIC PROGRAM / SCHEME OF STUDIES

3.1. Abdul Wali Khan University Mardan shall offer undergraduate study Program as per the Khyber Pakhtunkhwa Universities Amendment Act, 2016.

3.2. Undergraduate study Program includes all Bachelor and equivalent Programs.

3.3. Four-year Bachelor's Degree Program:

a. shall spread over a minimum of 08 semesters (4 years) and a maximum of 12 semesters (6 years), excluding summer semesters, if any.

b. Shall be of a minimum of 130 credit hours.

c. Shall have the scheme of study with Program Student Learning Outcomes (PSLOs) aligned with the Departmental Educational Objectives and the University's Mission.

d. Shall have each course of the scheme of study with a set of Students Learning Outcomes (SLOs), from the Program Student Learning Outcomes.

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e. Shall have assessment of each course to measure the achievement of the corresponding SLOs using assignment/internship/project/presentation and quizzes/midterm/final examinations. The intensity of the assignment/internship/project and the time of the activity will be determined by the concerned department.

3.4. All Academic departments shall be responsible for developing schemes of studies, and syllabi/courses for their academic Program in the light of the HEC approved curricula. The scheme of study and syllabi shall be reviewed and finalized by the respective Boards of Studies. The same shall be submitted to the Board of Faculty and Academic Council. The scheme of studies and syllabi shall become effective from the date of approval by the Academic Council or any other date as the Academic Council may determine. However, the Vice Chancellor may grant approval in anticipation on the recommendation of Chairman and Dean concerned.

4. ELIGIBILITY CRITERIA FOR VARIOUS PROGRAM

There are various programs where admission criteria are followed. The following are the criteria for each discipline; those programs not mentioned here can incorporate via notifications from Director Academics following proper procedures:

Sr#	Discipline	Eligibility Criteria
1.	BSc (Hons) Agriculture	FSc or equivalent at least 2nd Division (45% Marks)
2.	BS Banking & Finance	FSc/FCS/D.Com/FA (Statistics, Maths, Economics) or equivalent, at least 2nd Division (45% Marks)
3.	BBA (Hons)	FSc/FCS/D.Com/FA (Statistics, Maths, Economics) or equivalent, at least 2nd Division (45% Marks)
4.	BCS (Hons)	FSc (Pre-Engineering), FCS (Computer Science, Physics, Maths) or equivalent at least 2nd Division (45% Marks)
5.	BCS-Software	FSc (Pre-Engineering), FCS (Computer Science, Physics, Maths) or equivalent at least 2nd Division (45% Marks)
6.	Bed **(B. Ed) (Hons)**	FA/F.Sc ***or equivalent*** at least 2nd Division (45% Marks)
7.	BS Biochemistry	FSc or equivalent at least 2nd Division (45% Marks)
8.	BS Biotechnology	FSc (Pre-Medical) or equivalent at least 2nd Division (45% Marks)

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9.	BS Botany	FSc (Pre-Medical) or equivalent at least 2nd Division (45% Marks)
10.	BS Chemistry	FSc or equivalent at least 2nd Division (45% Marks)
11.	DPEd	FA/FSc ***or equivalent*** at least 2nd Division (45% Marks)
12.	BS Education	FA/FSc or equivalent at least 2nd Division (45% Marks)
13.	BS Environmental Sciences	FSc or equivalent at least 2nd Division (45% Marks)
14.	BS English	FA (English Elective preferred)/FSc or equivalent at least 2nd Division (45% Marks)
15.	BS Geology	FSc ***or equivalent*** at least 2nd Division (45% Marks)
16.	BS Islamic Studies	FSc / FA ***or equivalent*** (Islamic Studies preferred subject) at least 2nd Division (45% Marks)
17.	BS Journalism and Mass Communication	FA/FSc or equivalent at least 2nd Division (45% Marks)
18.	LLB (05 year)	FA/FSc or equivalent at least 2nd Division (45% Marks) **(Passing the LAT test is compulsory)**
19.	BS Mathematics	F.Sc (Pre-Engineering)/FCS/FA (Statistics, Maths, Economics) or equivalent at least 2nd Division (45% Marks)
20.	BS Physics	FSc with Physics or equivalent at least 2nd Division (45% Marks)
21.	BS Physical Education	FSc / FA (Health and Physical Education preferred subject) ***or equivalent*** at least 2nd Division (45% Marks)
22.	BS Political Science	FA (Civics preferred)/FSc or equivalent at least 2nd Division (45% Marks)
23.	BS Sociology	FA/FSc (Sociology Preferred subject) or equivalent at least 2nd Division (45% Marks)
24.	BS Statistics	FA/FSc or equivalent at least 2nd Division (45% Marks)
25.	BS Tourism and Hospitality	FA/FSc or equivalent at least 2nd Division (45% Marks)
26.	BS Zoology	FSc (Pre-Medical) or equivalent at least 2nd Division (45% Marks)
27.	BS Microbiology	FSc (Pre-Medical) or equivalent at least 2nd Division (45% Marks)
28.	BS Fine Arts	FA/FSc or equivalent at least 2nd Division (45% Marks)
29.	BS Design	FA/FSc or equivalent at least 2nd Division (45%

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		Marks)
30.	BS Pashto	FA/FSc or equivalent at least 2nd Division (45% Marks)
31.	BS Commerce	FA/FSc or equivalent at least 2nd Division (45% Marks)
32.	Pharm-D (5 Years Degree Programme)	F.Sc. (Pre-Medical) or equivalent with at least 60% marks in aggregate.
33.	***BPA (Bachelor of Public Administration)***	FA/FSc or equivalent at least 2nd Division (45% Marks)
34.	***Psychology***	FA/FSc or equivalent at least 2nd Division (45% Marks)
35.	IR	FA/FSc or equivalent at least 2nd Division (45% Marks)
36.	***Pakistan Studies***	FA/FSc or equivalent at least 2nd Division (45% Marks)
37.	***Economics***	FA/FSc or equivalent at least 2nd Division (45% Marks)
38.	***DVM***	FSc (Pre-Medical) or equivalent with 1st Division (60% Marks)

Note: *Eligibility criteria for any other program may be added once the program is approved from the bodies*

5. ADMISSION PROCEDURE

5.1. Admission is open to all eligible candidates without discrimination on the basis of caste, creed, gender, and place of origin or domicile from all over Pakistan. Foreign students seeking admission in the University shall be required to submit their applications a***s per HEC rules/policy.***

5.2. The University shall invite applications for admission to various academic programs through the university online admission portal along with submission of printed filled admission form in hard to Directorate of Admissions.

5.3. Candidates shall be required to submit application forms, within the stipulated time, complete in all respects, along with the following documents.

a. Attested copies of S.S.C, H.S.S.C. or equivalent examination certificates / degrees.

b. Attested copies of detailed marks certificates of all academic certificates.

c. Attested copy of character certificate from the head of the institution last attended.

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d. Attested copy of domicile certificate.

e. Three passport size photographs.

f. Migration certificate (original) to be submitted within 15 days after admission.

g. Attested copy of computerized national identity card or form 'B'.

5.4. After confirmation of admission the applicant shall be required to submit an affidavit signed by the applicant and countersigned by his father/guardian stating that he will abide by the Statutes, Rules & Regulations of the University and instructions issued from time to time by the Vice Chancellor, Dean, Chairperson or Teacher

5.5. Candidates applying for more than one disciplines, campuses and categories (quota) will be required to submit a separate application form along with all supporting documents for each discipline, campus and category (quota).

5.6. A candidate declared eligible for admission to a program shall appear before the Departmental Admission Committee for interview and or test (if required).

5.7. Admission shall be granted strictly on merit determinants as follows.

$$a = \frac{Marks\ obtained\ in\ SSC}{Total\ Marks\ of\ SSC} \times 30$$

$$b = \frac{Marks\ obtained\ in\ HSSC}{Total\ Marks\ of\ HSSC} \times 70$$

Score obtained = a + b

5.8. In case of apply for admission on reserved seats, the applicants / nominees shall proceed through proper channel. If no candidate applies for reserved seats/quota then the reserved seats shall be converted to open merit.

5.9. Admission on reserved seats will be granted on the basis of merit determined amongst the applicants.

5.10. The details of reserved seats are as under:

a.	***Ex*** FATA	05% per ***program***
b.	Baluchistan	01 seat per ***program***
c.	Sports	02% per ***program***
d.	Afghan Nationals	02 seats per ***program***

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e. Disable 01 seat per ***program***

f. ***AWKUM*** Employees Children 01 seat per ***program***

g. Minorities 01 seat per ***program***

Note: 20 marks added in FA/FSc marks for Hafiz-e-Quran

5.11. There shall be a Departmental Admission Committee consisting of the following:

a. Chairman of the Concerned Department Convener

b. Three Senior Faculty Members Members

c. One Nominee of the Dean from the same Department Member

5.12. If any candidate fails to appear before the Admission Committee at the specified time and venue, he shall not be considered for admission and the seat shall be offered to the next candidate on merit.

5.13. If two candidates have equal merit, the one senior in age shall be given preference over the other for the purpose of admission.

5.14. All the candidates shall be required to bring the relevant original documents for verification at the time of the interview.

5.15. Candidate selected for admission must meet/fulfill the admission requirements within the notified period, failing which their right of admission shall stand forfeited and the admission will be offered to the next candidate on waiting list.

5.16. Equivalence of academic qualifications by the concerned Board, Inter Board Committee of Chairmen (IBCC), shall only be acceptable.

5.17. All candidates selected for admission will be required to submit an undertaking, on a stamped paper of Rs. 30, as per specimen provided in Annex – A. **(counter signed or validated by the Oath Commissioner).**

5.18. Within 15 days of completion of admission, the concerned department shall send profiles of all the newly admitted students to the Directorate of Admission for registration. The profile shall include name of student, father name, date of birth, examinations passed with year, roll number, marks obtained, divisions and number and date of the deposit slip. The Directorate of admission will assign registration number and will notify the admission.

5.19. All admissions shall remain provisional till verification of all the documents of newly admitted students by the **Director Admissions**. If any student is found guilty for

submission of fake documents, his admission shall be cancelled immediately without any notice at any stage.

5.20. Admission to one department shall not give any student a right of admission/migration to another department.

5.21. The University may suspend any particular discipline if the number of applicants is less than 15 or due to any other reasons. In such cases, the applicants may be considered for admission to another discipline subject to meeting prescribed eligibility criteria, merit and availability of seats.

5.22. The following categories of candidates shall not be eligible for admission:

a. who have got third division in the pre-requisite qualification for admission to the specific programme.

b. who have ceased to be students of this University on disciplinary grounds.

c. who is already registered in any degree programme in any institute. In case of dual registration, admission of the student will be cancelled without any prior notice.

6. MIGRATION

6.1. Migration in the first semester is not allowed.

6.2. Intra-district migration between the affiliated colleges is not allowed.

6.3. Migration to any program of less than two years is not allowed.

6.4. Migration from AWKUM is allowed from second semester onwards, only if the student has cleared/qualified all his courses and his CGPA is not less than 2.0.

6.5. Migration to AWKUM is allowed from second semester onwards with the approval of the concerned Dean, subject to the:

a. availability of seats.

b. merit of the student should not be less than the last admitted student in the same programme.

c. suitability of the candidates and equivalence of academic qualification shall be determined by Faculty Equivalency Committee (FEC). The FEC will be notified by the Director Academics with the recommendation of Dean concerned. The composition of FEC shall comprise of the concerned Dean, Chairperson of the department, two teachers of the same department nominated by concerned Dean, the

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Director Academics or his nominee (not below the rank of Deputy Director Academics) and Controller of Examinations or his nominee (not below the rank of Deputy Controller of Examinations)

d. Completion of the residency requirement i.e at least half of the normal duration, at AWKUM, of the program will be mandatory in BS and Master Program.

e. The Candidate shall have CGPA not less than 2.00 with no failed subjects in his previous semesters from the last institute.

7. SEMESTERS

7.1. REGULAR SEMESTERS

a. There shall be two regular semesters, Fall and Spring, in an academic year or as per the approved academic calendar.

b. Each semester shall be of 18 weeks duration, out of which 16 weeks shall be reserved for teaching and two weeks for examinations. However, if teaching in the whole University is suspended due to unavoidable circumstance the compensation shall be made accordingly with the approval of the competent authority.

c. The University will observe semester break, winter, spring and summer vacations on dates to be announced by the University as per academic calendar.

7.2. SUMMER SEMESTER

a. A specific department may offer a special semester during summer vacations with the approval of the Dean on the recommendation of the Chairperson.

b. Summer semester shall not be considered a regular semester and will offer opportunity to those students who have failed courses or want to improve certain courses as allowed by rules.

c. Summer semester will be of 8 weeks duration with double contact hours to regular semester. For example, a 3 credit hours course in a regular semester will be taught as 6 contact hours course.

d. A student shall be allowed to take a maximum of three courses in the summer semester.

e. A student registered for the summer semester shall be charged under the following formula/structure (50% of the semester fee + Rs. 2000 per course).

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f. ***The minimum number of students required for the course to be offered in the summer semester shall be 5***

7.3. ACADEMIC CALENDAR

The University will publish a schedule of complete academic year, including fall and spring semesters for the convenience of the students, staff and faculty members. The calendar will include the following information:

i. Semester starting date
ii. Holidays during the semester
iii. Semester ending date
iv. Mid Term / Final Term Exam
v. Result notification date
vi. All other necessary information, if any.

8. CREDIT HOURS

8.1. A credit hour means teaching a class of one contact hour per week.

8.2. A course shall be defined on the basis of credit hours being taught in a week.

8.3. One credit hour in laboratory or experimental work means at least two contact hours per week.

8.4. The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit (left side) represents the theory part while the second (right side) digit represents the practical.

8.5. A course of 03 credit hours with a denotation of 3(3-0) means three credit hours of theory with no practical.

8.6. A course having 03 credit hours with denotation of 3(2-1), means two lectures of one hour each and one practical of 02 hours per week.

8.7. A course having 04 credit hours with denotation of 4(3-1), means three lectures of one hour each and one practical of 02 hours per week.

8.8. For BS level the class duration for a lecture is not more than 1 hour.

9. SEMESTER RENEWAL AND COURSE REGISTRATION

9.1. A student must enroll / register in each semester till the completion of his studies.

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9.2. Registration will be completed only when a student submits properly filled registration form along with fee deposit slip within the notified period of time as mentioned in academic calendar.

9.3. A full-time regular student will be allowed a maximum workload of 18 credit hours per semester.

9.4. A student may be allowed to a maximum of 21 credit hours per semester in case of repeating course(s) by the Dean on the recommendation of Chairperson concerned.

9.5. A student may be allowed to register in an additional course as non-credit course, which may not be in excess of the maximum workload of 18 credit hours per semester. The additional course, if successfully completed, will be reflected on the transcript as non-credit course, without any impact on CGPA of the student.

9.6. Academic departments shall display the list of courses offered, well before the start of the semester. All students shall register courses from that list as per requirements of their degree Program before the start of semester.

9.7. If a student fails to enroll / register in any semester within a month after the commencement of classes, he shall be considered dropout from that semester. However, the student can be re-registered in that semester with the approval of Dean concerned after the recommendation of Chairperson with a fine of Rs. 2000/- till the start of midterm examination.

The following procedure will be followed by a student for semester renewal;

i. Student will collect the Semester Renewal Form from his respective department, will fill in all his information which will include the courses to be taken and the courses to be repeated in that semester along with the fee records of previous semesters.

ii. The Departmental student coordinator verifies all this data to make sure that the courses selected are not in excess to the allowed course load and that the information about past fee submissions are correct.

iii. After the student coordinator verification, the concerned Chairperson puts signature on the form.

iv. The student then visits Transport and Provost office about the fee clearance for transport and hostels, respectively.

v. The students then visit the bank and submit their current semester fee. They keep one

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receipt for their own record and the attach the other one with the semester renewal form.

vi. The student then visits Admission office with original and photocopies of Semester renewal form and bank receipt.

vii. The Admission office staff sign both the form and keeps the original form at Admission office for data entry and return photocopy to the student.

viii. The students submit this photocopy at the concerned department.

10. ATTENDANCE

10.1. A student will be allowed to appear in final term examination only if he has attended 75% of the lectures delivered to his class in each course and 75% of the practical prescribed for the respective courses.

10.2. Calculation of attendance shall start from the date of commencement of classes.

10.3. A date-wise record of the attendance of students shall be maintained by the respective teacher in each course. One week before the commencement of the final-term examination, the teacher of each course shall send to the Chairman of the Department a statement in duplicate showing the total number of lectures delivered and practical conducted together with the total number of lectures and practical attended by each student.

10.4. The period of absence in case of participation in co-curricular and sports activities with the permission of the Dean concerned may not be counted as absence.

10.5. Absence from class for two consecutive weeks or more without any genuine reason shall entail cancellation of admission in the course by the class teacher which would only be restored on appeal to the concerned teacher made within 05 days of the cancellation order with payment of Rs.1000/- by the approval of the Chairperson.

10.6. Absence from a class for four consecutive weeks will debar the student from examination and the course will be considered dropped. The student will be required to repeat the said course.

10.7. A maximum of 02 weeks of leave on medical grounds will be considered on case to case basis by the concerned Dean with the recommendation of the concerned Chairman.

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11. EXAMINATIONS

11.1. All students shall be required to take Mid Term and Final Term examinations in a semester on notified dates, besides class tests, assignments, etc. All examinations shall be conducted as per notified academic calendar.

11.2. A student shall be eligible to appear in the examination provided that he has:

a. been on the role of the University during the semester;

b. registered himself for the concerned course(s) of study;

c. attended 75% lectures and practical's;

d. paid all the University dues.

11.3. A student shall be evaluated in each course on the basis of various components of the study including class attendance, assignments, projects, lab work, presentation, quizzes, Mid Term, and Final Term examinations according to the following weightage.

Evaluation Category

Component	***Marks***
Quizzes, attendance, assignments & presentations etc.	*20%*
Midterm	*30%*
Final Term	*50%*

11.4. If any student fails to appear in the final term, no separate/makeup exam will be arranged and shall be treated as absent. Minimum time allowed for midterm and final examination will be 60 minutes and 120 minutes respectively.

11.5. In order to pass a course, a student must obtain at least 50% marks in aggregate in that course, i.e. marks obtained in class tests/assignments etc. plus marks obtained in midterm plus marks obtained in final examination. It will also be essential to pass practical examination separately, where involved.

11.6. There shall be no re-evaluation/rechecking of answer books, only re-totaling of marks and showing of paper will be allowed as per the written request of the student with a deposition of Rs. 500/- per subject as re-totaling fee, within one week after the result display as per the academic calendar.

11.7. All evaluations in semester system shall be internal. The concerned teachers in all respective courses shall evaluate the students.

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11.8. Project / internship reports shall be evaluated by the departmental committee comprised by Teacher concerned and two other faculty members. Academic departments shall devise appropriate procedures for the evaluation of project/internship report.

11.9. In subjects, where External examiner(s) are required to be appointed, Controller of Examinations shall appoint such external examiner by the recommendation of Dean and Chairman concerned.

11.10. Each department shall have a Departmental Examination Committee, consisting of at least 3 members with chairman as head to decide all problems regarding evaluation, UFM cases and quality of question papers. The decision of the committee shall be final.

11.11. A disabled student will be provided writer at the expense of the student concerned on the recommendations of the Chairman of the teaching department. The writer shall be of a lower grade of education than the candidate. He would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.

11.12. The supervisor concerned will be responsible to check plagiarism of assignments / projects of BS level through plagiarism software (Turnitin). The maximum limit of similarity index for assignments / projects of BS level will be 30%.

11.13. Mobile phones or any other use of unfair means shall not be allowed in examinations, if someone found guilty, disciplinary action shall be initiated against such student(s), as per rules.

11.14. The Departmental Examination Committee shall be responsible to submit a copy of the final results countersigned to the Controller of Examinations within 15 days of the declaration of result.

11.15. The weightage of the final paper will be based on the following table;

Course Distribution in paper	Marks
First quarter of course syllabus	15%
Second quarter of course syllabus	15%
Third quarter of course syllabus	35%
Fourth quarter of course syllabus	35%

12. GRADING POLICY

The following grading policy will be implemented upon students admitted during Fall 2016 and

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onward.

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

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90---100	4.00	A+

13. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

13.1. Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPA) will be calculated using the following formulas:

$$GPA = \frac{Sum\ of\ (Credit\ Hours\ of\ a\ Course \times Obtained\ G.P)\ of\ all\ courses\ of\ a\ semester}{Sum\ of\ Credit\ Hours\ of\ all\ Courses\ of\ a\ Semester}$$

$$CGPA = \frac{Sum\ of\ (Credit\ Hours\ of\ a\ Course \times Obtained\ G.P)\ of\ all\ courses\ of\ all\ semester}{Sum\ of\ Credit\ Hours\ of\ all\ Courses\ of\ all\ Semester}$$

13.2. CGPA Required for Completion of Degree:
Minimum qualifying CGPA for the award of Bachelor degree shall be 2.00.

14. REPEATING A COURSE(s)

14.1. If a student fails to secure a minimum of 50% marks in any course, he shall be required to repeat the same course whenever offered.

14.2. If a student repeats a course, the old grade will be replaced with the new grade, however, such course will be reflected as repeat course on the final transcript.

14.3. A student may be allowed to repeated course(s) for improvement, if the marks of the students in the respective papers are less than 60% of the total ***subject marks***.

14.4. Repeating a course shall require all the essential components of a course including attendance, assignments, quizzes, class tests, mid-term and terminal examination.

14.5. The outgoing students who have completed the required time in the degree program (e.g. 8 semesters in BS) and have failed some courses can repeat them by the approval of the concerned Dean on the recommendation of the respective Chairperson. After the normal duration (8 Semesters in BS), the student will have to pay the rationalized semester fee as compared to the full semester fee, i.e. 18 credit hours will be considered as a full semester and 9 credit hours to be considered as half semester and similarly 4 or

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3 credit hours will be considered as quarter semester. In case of maximum 2 failed subjects only in 8th semester, the department will arrange makeup final exams within fifteen days, with the approval of Dean concerned, after the result declaration.

15. PROBATION

15.1. A student is placed on probation when his GPA/CGPA (GPA in case initial two semesters) falls below 2.00 in a Semester. The student will be promoted to the next semester and will be placed on Probation-I.

15.2. A Student is placed on Probation-II when his GPA/CGPA (GPA in case initial two semesters) falls below 2.00 for two consecutive semesters.

15.3. A Student is dropped from the Program when his GPA/CGPA (GPA in case initial two semesters) falls below 2.00 for three consecutive semesters.

15.4. The Departmental Examination Committee shall be responsible to notify the list of all students who are dropped or on probation(s) at the time of Final term result display as per the academic calendar.

16. DROPOUT

16.1. Dropout means that a student is considered unsuitable for further studies in a particular semester/programme.

16.2. If the student remains absent for two consecutive weeks and does not re-admit himself within 15 days, he will be dropped out from the semester/subject. To re-admit himself a student has to appeal to the concerned teacher, made within 05 days of the cancellation order with the payment of Rs.1000/- by the approval of the Chairperson.

16.3. If he does not improve his CGPA to 2.00, after two consecutive probations, he will be dropped out from the academic programme.

16.4. The rules of dropout from the academic program shall apply to students of 1st to 7th semester. There shall be no dropout from the academic program after 7th semester.

17. DEPARTMENTAL EXAMINATION COMMITTEE

17.1. Each department shall have a 03-member Departmental Examination Committee headed by a ***Chairperson or*** senior faculty member to be constituted by the

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Chairperson concerned.

17.2. Main functions of the Committee will be:

a. to maintain uniformity of standards in the courses taught in the department by individual teachers.

b. to make arrangements for the conduct and supervision of examination.

c. To decide the UFM cases as per the given table:

S.No	Nature of Offence	Punishments/Penalties
1	a. Cheating by force b. Misbehave with invigilating staff c. Possession of Ammunition	Paper Cancellation and Fine of Rs. 2000 - 5000
2	Smuggling/ Tearing of Answer Book	Paper Cancellation and Fine of Rs. 4000 - 6000
3	Bringing mobile or any other electronic devices (only calculator is allowed)	Fine of Rs. 3000 - 6000
4	a. Possession of Cheating materials b. Receiving/ Taking help from each other/exchange of answer sheets	Copied question shall be cancelled and Fine of Rs. 2000 - 5000

d. to hear appeals arising from evaluation of papers.

e. to suggest provision of seminars, assignments etc.

e. timely preparation and announcements of results of midterm and final term examinations.

f. to submit tabulated result showing subject wise detailed marks, percent marks, grade point and grades, to the Controller of Examination duly countersigned by the Chairman of the Department.

g. the maintenance or checking of course files.

18. APPEALS

18.1. A student must submit an appeal to the Chairman/HOD of the Department/Dean for any grievance on grade, UFM decisions within 7 days of the declaration of result ***after submission of Rs. 500/- fee***.

18.2. The Chairman/HOD of the Department shall forward it to the examination committee and it will be binding on the committee for hearing both sides (student and the teacher), and will give a final decision within 5 days.

18.3. The decision of the examination committee shall be final.

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19. COURSE FILE

19.1. Every teacher shall maintain a complete Course File of a subject he teaches.

19.2. The course file shall contain:

a. attendance record according to the timetable

b. detail description/outlines of the course (with description of Quizzes, Mid and Final exam portions)

c. weekly teaching schedule based on the course outlines

d. details of marks allocation/grading,

e. copy of each homework assignment,

f. copy of each quiz/Midterms/Final Exam paper solutions (the exams should cover the whole course)

g. Best, medium and worst students solved papers of at least two quizzes, midterm and final term

h. grades/result sheets of the students,

i. Course report describing difficulties/problems faced during course delivery and recommendations for future instructor

19.3. Each department will have a help desk to hold all course folders and to operate the system based on the timetable and also to keep the records of weekly based classes taken and missed.

19.4. The Departmental committee comprising the Chairperson and two faculty members, will evaluate course folder twice in a semester and will send the report to the Dean and to the Director QEC.

19.5. The concerned Dean and chairperson will evaluate the course folders from time to time, during the semester to ensure the importance of the practice.

19.6. The QEC will monitor the process of course folder two times (after Midterm and Final term examination with random checking the folders) during the semester and will record the report for the teacher evaluation process and for the HEC requirements.

20. FREEZING OF STUDIES

20.1. Freezing of studies in first semester is not allowed in any circumstances.

20.2. A student may be allowed to freeze studies for two consecutive semesters (one year)

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once in the whole academic programme on medical ground/genuine reason. The freezing of studies may, however, be required to be approved by the concerned Dean on the recommendations of Chairman. During the freeze period, the student will be required to pay **15% of the tuition fee of both the freeze semesters to continue his registration in the University** Furthermore, the freezing time will not be counted towards maximum duration of study of a programme. However, one semester freezing, in special circumstance, may be allowed only if the same courses are offered in the forthcoming semester.

20.3. A student wishing to freeze studies under normal condition shall apply for the same with in the first month (Before the Midterm Examination) of the start of the semester, failing which he/she will not be allowed to freeze the studies.

20.4. Maximum duration of the degree programme shall remain the same. The frozen period shall count towards the maximum requirement of completion period for the degree programme, however, it will not count to the normal period of the program.

20.5. Upon expiry of the frozen period, the student may be allowed to take admission. The student will, however, be required to successfully complete all the semesters of his degree programme as described in respective scheme of study. Freezing and unfreezing of study will be notified by the Director Academics with the recommendation of Chairperson and approval of Dean concerned.

21. TEACHER EVALUATION BY STUDENTS

A teacher will be evaluated as per the following HEC criteria.

21.1. Chairman of the Department/QEC will ensure to have every course teacher evaluated by the students on the prescribed proforma.

21.2. Evaluation shall be done in the last week of the semester, in the absence of the course teacher so as to maintain impartiality.

21.3. This evaluation will be objective and will be shared with the concerned course teacher for his knowledge and improvement.

21.4. Evaluation done by the students will be completely anonymous, i.e. the student is not supposed to indicate himself by name, or roll numbers, or registration numbers or by any other means whatsoever.

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21.5. The evaluation will be sent to concerned Dean for further necessary action.

22. AWARD OF MEDALS

22.1. In order of merit, 1st position holder in a discipline will be awarded a Gold Medal, 2nd position holder will be awarded Silver Medal and 3rd position holder will be awarded a Bronze Medal on the basis of higher CGPA/highest percentage marks.

Provided that the student has not failed in, or repeated any course and has completed the course work in the normal period in first attempt as prescribed for Bachelor's programme.

22.2. The award of Medals shall be decided by the following Committee:

i.	Dean of the concerned faculty	Convener
ii.	Chairman of the concerned department	Member
iii.	Registrar	Member
iv.	Director Academics	Member
v.	Controller of Examinations	Member/Secretary

22.3. If more than one student secures the same CGPA, a position will then be determined on the basis of percentage of marks obtained. Even if still a tie, all will be awarded Medals.

Note: Anomaly Committee is suggested comprising Deans, Director Academics, Director QEC, Director Admission and the Controller Examination to discuss and recommend the solution of issues, vague in the semester rules.

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