



### NOTIFICATION

On the recommendations of Academic Council made in its 20<sup>th</sup> (1/2024) meeting held on 16.02.2024, the Syndicate in its 65<sup>th</sup> (1/2024) meeting held on 28.02.2024 has approved the "Undergraduate Semester Regulations 2023" for implementation w.e.f. Fall 2023 (Annex-'A').

  
(WAQAR AHMAD)  
Additional Registrar (General)

No. SU/Acad/24/176

Dated: 15.03.2024

Copy of the above is forwarded to the following for information and necessary action:

- Pro-Vice Chancellor
- Deans of the Faculties
- Principals / Directors / Chairpersons / Incharges of Constituent Colleges / Institutes / School / Teaching Departments
- Controller of Examinations
- Director Implementation
- Director Academics
- Director QEC
- Director ORIC
- Director IT (with the request to upload on university website)
- Director Sports
- Deputy Registrar (Affiliation)
- Deputy Registrar (Registration)
- Secretary to the Vice-Chancellor
- PA to Registrar
- Notification file

**University of Sargodha**  
**Undergraduate Semester Regulations – 2023**

**1. Preamble**

Notwithstanding anything contrary to the provisions of University of Sargodha Ordinance, 2002 / Amendment Act 2004, the University shall offer 1-year Post graduate Diploma, 1.5 years B.Ed, 2-year Associate Degree, Undergraduate (4-year/5-year, Licensure/Non-Licensure) etc. level degree programs or equivalent programs approved by the Authority. Provided that rules and regulations mentioned hereinafter regarding admission, registration and examination shall be applicable on each undergraduate and diploma courses offered by the University.

**2. Short Title and Commencement**

The regulations described hereunder shall be called “Undergraduate Semester Regulations-2023”, University of Sargodha and shall come into force w.e.f Fall semester 2023.

**3. Definitions**

In these rules and regulations unless the subject or context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- 3.1 “University” means the University of Sargodha.
- 3.2 “Vice Chancellor” means the Vice Chancellor of the University.
- 3.3 “Syndicate” means the Syndicate of the University.
- 3.4 “Authority” means any of the Authorities of the University specified in the Ordinance.
- 3.5 “Board of Studies” means the board comprising of specified members for each subject or group of subjects taught in any Department/College/Institute/School.
- 3.6 “Dean” means the Chairperson of the Board of Faculty.
- 3.7 “Director” means director of and Institute/School/Centre.
- 3.8 “Principal” means the head of Constituent College.
- 3.9 “Chairperson” means head of an academic department
- 3.10 “Academic Department” means a teaching, research and technological development department maintained and administered by the University.
- 3.11 “College” means a constituent college of University.
- 3.12 “Institute” means an institute maintained and administered by the University.
- 3.13 “School” means a school maintained and administered by the University.
- 3.14 “Controller of Examinations” means the Controller of Examinations of the University.
- 3.15 “Prescribed” means prescribed by Statutes, Regulations or Rules;
- 3.16 “Academic Year” means a year consisting of two regular semesters namely; Fall and Spring;
- 3.17 “Semester” means duration of eighteen weeks inclusive of examinations i.e.; sixteen weeks for teaching (including midterm exam), one week for conduct of final term examination and one week for preparation and submission of results.
- 3.18 “Credit Hour” means one hour student-teacher classroom contact per week per semester in theory or two to three hours contact in practical/lab work per week per semester;
- 3.19 “Deficiency Course” means a course in which a student has been adjudged deficient by the concerned Department/College/Institute at the time of admission/transfer of credits/migration;
- 3.20 “Non-credit Course” means a course that shall be mandatory to pass but shall not be counted in calculating GPA/CGPA.

- 3.21 "Pre-requisite" means a course required to provide basic knowledge of the follow up course;
- 3.22 "Internship" means a period of 6-8 weeks duration spent by the student in any organization relevant to the field of study.
- 3.23 "Capstone Project" preferably undertaken after the fourth semester, allows students to bring together the concepts, principles and methods that they have learned in their course of study and to apply their knowledge and acquired competencies to address the real world problems.

#### 4. Introduction

Following are the guidelines, procedures, rules and regulations to be administered by all the Departments/Colleges/Institutes/School, running Semester System.

- 4.1 Each Department/College/Institute/School in the beginning of an academic session shall arrange an "Orientation" to familiarize the admitted students with semester system and their degree requirements.
- 4.2 A copy of printed Semester Regulations shall be made available in all the Departments/Colleges/Institutes/School as well as the University Library and Website for guidance.
- 4.3 The regulations inscribed here are subject to amendment/change and repletion by the Competent Authority.
- 4.4 Medium of instruction and examination shall be English except for language courses and for Islamic Studies compulsory which can be offered in English or Urdu.

#### 5. Courses, Scheme of Studies and Structure of Degree programs

- 5.1 The curricula and schemes of studies of various degree programs shall be developed and recommended by the respective Boards of Studies and other statutory bodies. Such curricula and schemes of studies shall become effective from the date of approval by the Syndicate on the recommendations of the Academic Council or any other date as determined by the Competent Authority.
- 5.2 A student shall normally be required to take the prescribed courses but not more than eighteen credit hours work load shall be offered by the Department/College/Institute/School in each semester. However, in special circumstances, s/he can add maximum one course with prior approval of the Director/Principal/Chairperson/In-charge concerned. The permission must be obtained within seven days from the commencement of the semester.
- 5.3 The students shall pursue the notified scheme of studies to be approved by the Competent Authority from time to time.
- 5.4 No student shall take any course unless s/he has qualified the prerequisites for it as determined in the curriculum.
- 5.5 Structure of 5-year degree program (Pharm-D/LLB (Hons) etc.) will be as defined/set by relevant accreditation council of minimum 160-credit hours. Structure of 4-years Degree program will be as follows:

Undergraduate Semester Regulations-2023

329

Courses Requirements	Minimum Credit Hours Requirement*			
	Single Major	Single Major + One-Minor	Single Major + Two-Minor	Double Majors**
General Education	30	30	30	30
Major	72	72	72	72
Interdisciplinary / Allied	12	12	12	12
Field Experience / Internship	03	03	03	03
Capstone Project	03	03	03	03
Minor	X	12	12	X
Minor-II	X	X	12	X
Major-II	X	X	X	72*
<b>Total</b>	<b>120-144</b>	<b>132-144</b>	<b>144-168</b>	<b>162-192</b>

\*In addition to above the courses of Translation of the Holy Quran (Non-Credit) and Seerat of Holy Prophet (SAW) (one credit hour) shall also be taught to the students.

\*\*Exemption up to 30 credit hours can be granted for similar courses in case of double major through concerned Board of Studies.

5.6 Structure of 2-year Associate Degree program will be as follows:

Courses Requirements	Min. Credit Hours Requirement*
General Education	30
Major	30-42
Field Experience / Internship**	03
<b>Total</b>	<b>60-72</b>

\* In addition to above the courses of Translation of the Holy Quran (Non-Credit) and Seerat of Holy Prophet (SAW) (one credit hour) shall also be taught to the students.

\*\*If internship/field experience of 03 credit hours is required by any council then in that case major requirements will be 30-39 credit hours.

5.7 In case a program is accredited with council then structure of the degree program may be altered to fulfil the requirements of respective council.

5.8 Internship in all academic programs shall be managed under internship frame work approved by the statutory bodies.

6. Course Code and Credits

6.1 Each course shall be assigned credit hours. The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3-0) means three credit hours of theory only, while 4(3-1) means a total of four credit hours, of which three are reserved for theory and one credit hour is for laboratory/studio work/field work/practical work as per requirement of discipline.

6.2 Each Board of Studies shall assign and prescribe the course codes, credit hours and work load up to a maximum of eighteen credit hours for each semester for a given scheme of studies. In case of relevant accreditation council requirements, work load for each semester may increase or decrease.

6.3 Course codes shall be divided into two parts *i.e.*, letters and digits.

Letters: Four characters representing the course of the subject concerned, e.g;

CHEM	=	04 letters
MATH	=	04 letters
ISLS	=	04 letters
ECON	=	04 letters
PKST	=	04 letters
ENGL	=	04 letters

**Undergraduate Semester Regulations-2023**

**330**

**Digits:**

There shall be four digits, among which 1<sup>st</sup> shall represent level of the program

- ✓ First digit will represent the level of the program, for example
  - Level 5 represents BA/BSc (Pass), Associate degree and first four semesters or first 2 years (13<sup>th</sup> and 14<sup>th</sup> year of education) of all undergraduate degrees to be offered after intermediate.
  - Level 6 represents BS, BSc(Hons), BE, B.Arch, BSc(Eng.), LL.B, B.Com (Hons) etc 15<sup>th</sup>, 16<sup>th</sup> or 17<sup>th</sup> year of education i.e. 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year of all undergraduate degrees to be offered after intermediate and BS 5<sup>th</sup> semester intakes of all the relevant degrees.
  - Level 7 represents Masters (MPhil/MS/MBA, LL.M, MSc(Eng.), ME, MArch etc) 17<sup>th</sup> and 18<sup>th</sup> year of education.
  - Level 8 represents Doctoral (PhD), 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> year of study.
- ✓ Second Digit of coding will represent the number of degree of same level i.e. all BS 16 year degrees, hence will be numbered as 1, 2 and 3 onward. All the departments offering more than one degrees of same level and of similar nature, will number their programs as "1", "2", ... as second digit of their coding scheme of the relevant degrees. Please note that BS 5<sup>th</sup> semester intake will not be considered as a separate degree and coding scheme will be same as that of BS program (5<sup>th</sup> semester and onward).
- ✓ Third and fourth digit will represent the number of course i.e. all the courses offered in a particular program will be numbered as '01' '02' '03' ..... '99'.

**Undergraduate (BS/B.Com/BBA etc.)**

Example – 1 (first digit should be 5 in first 2 semesters)

Course	Degree Level (BS)	No. of Degree	No. of Course	Course Code	Credit Hours
ENGL	5	1	01	ENGL-5101	3(3-0)
PHYS	5	1	02	PHYS-5102	4(3-1)
ENGL	5	1	03	ENGL -5103	2(2-0)
ISLS	5	1	04	ISLS -5104	3(3-0)

Example – 2 (in case of 2<sup>nd</sup> bachelor degrees in the same department)

Course	Degree Level (BS)	No. of Degree	No. of Course	Course Code	Credit Hours
ENGL	5	2	01	ENGL-5201	3(3-0)
ENGL	5	2	02	ENGL-5202	3(3-0)
ENGL	5	2	03	ENGL-5203	3(3-0)
ENGL	5	2	04	ENGL-5204	3(3-0)

**Undergraduate (BS/B.Com/BBA etc. and all BS 5<sup>th</sup> semester intakes)**

Example – 1 (first digit should be 6 in all semesters after 4<sup>th</sup>)

Course	Degree Level (BS)	No. of Degree	No. of Course	Course Code	Credit Hours
ENGL	6	1	36	ENGL-6136	3(3-0)
PHYS	6	1	37	PHYS-6137	4(3-1)
ENGL	6	1	38	ENGL -6138	2(2-0)
ISLS	6	1	39	ISLS -6139	3(3-0)

**Graduate degree (B.Ed etc.)**

Example – 1 (first digit should be 6 all semesters)

Course	Degree Level (BS)	No. of Degree	No. of Course	Course Code	Credit Hours
EDUC	6	1	01	EDUC-6101	3(3-0)
EDUC	6	1	02	EDUC-6102	4(3-1)
EDUC	6	1	03	EDUC-6103	2(2-0)
EDUC	6	1	04	EDUC-604	3(3-0)

Example – 2 (in case of 2<sup>nd</sup> graduate degree in the same department)

(second digit should be 2 in all semesters)

Course	Degree Level (BS)	No. of Degree	No. of Course	Course Code	Credit Hours
EDUC	6	2	01	EDUC -6201	3(3-0)
EDUC	6	2	02	EDUC -6202	3(3-0)
EDUC	6	2	03	EDUC -6203	3(3-0)
EDUC	6	2	04	EDUC -6204	3(3-0)

- 6.4 Following general education courses (where applicable) shall be offered in all Undergraduate degrees with same course titles, contents and course codes in first four semesters only.

General Education Cluster	Name of Courses	Course Code	No. of Courses	Credit Hours
Arts & Humanities	Course-I: Fables, Wisdom Literature and EPIC Course-II: Space, Place and Experience	URCG-5112 URCG-5113	1	02
Natural Sciences	Course -I: Basic Science Course-II: The science of Global Challenges	URCG-5114 URCG-5115	1	3(2-1)
Social Sciences	Course -I: Science of Society-I Course -II: Science of Society-II	URCG-5116 URCG-5117	1	02
Functional English	Functional English	URCG-5118	1	03
Expository Writing	Expository Writing	URCG-5119	1	03
Quantitative Reasoning	Course-I: Exploring Quantitative Skills Course-II: Tools for Quantitative Reasoning	URCG-5120 URCG-5121	2	06
Islamic Studies (OR) Religious Education / Ethics	Islamic Studies (Compulsory) or Ethics (For Non-Muslims)	URCG-5105 URCG-5126	1	02
Ideology and Constitution of Pakistan	Ideology and Constitution of Pakistan	URCG-5122	1	02
Applications of Information Communication Technologies (ICT)	Applications of Information Communication Technologies	URCG-5123	1	3(2-1)
Entrepreneurship	Entrepreneurship	URCG-5124	1	02
Civics and Community Engagement	Civics and Community Engagement	URCG-5125	1	02
Total			12	30

- 6.5 In addition to above general education courses the following courses shall be offered in all degrees with same course titles, contents and course codes:

Category	Name of Course	Course Code	No. of Courses	Credit Hours
Holy Quran with Translation, Tajveed and Tafseer	Translation of the Holy Quran – I Translation of the Holy Quran - II Translation of the Holy Quran - III	URCG-5111	1	Non- Credit

**Undergraduate Semester Regulations-2023**

**332**

	Translation of the Holy Quran – IV			
Seerat of the Holy Prophet (SAW)	Seerat of the Holy Prophet (SAW)	URCG-5127	1	1(1-0)

- 6.6 Re-organization of courses according to the requirements or availability of teaching faculty in the Department/College/Institute/School shall be permissible during the session with the approval of Principal/Director/Chairman under intimation to Dean concerned provided that students shall be informed well before the commencement of the semester concerned.
- 6.7 Each faculty member will develop course folder(s) for the assigned course(s). The course folder should include at least the following:
- a. CV of the teacher
  - b. Course Outline/Weekly lecture plan
  - c. Copy of Time Table
  - d. List of Students
  - e. Attendance record
  - f. Copies of Quizzes duly marked
  - g. Model assignments duly marked
  - h. Copies of mid-term and final term question papers
  - i. Award list
  - j. Suggestions for improvement in the course
- 6.8 The content of the course folder can be modified keeping in view the requirements of the accreditation councils/HEC.

**7. Attendance**

- 7.1 A student having less than 75% attendance in lectures and practical (if applicable) separately shall not be allowed to take the final examination of the course. The Department/ College/Institute/Centre shall notify the list of such students at least one week before the final examination week.
- 7.2 The Chairperson/Principal/Director of the Department/ College/Institute/Centre may condone, for valid reasons, deficiency up to 5% of the total number of lectures. The Dean of the Faculty on the recommendations of the Chairperson/ Principal/ Director of the Department/College/Institute/Centre may, on special grounds, condone up to another 5% of the total number of lectures.
- 7.3 If a student who has missed three consecutive lectures without any reason in a course, a verbal/written warning from the course teacher may be given to the student.
- 7.4 If a student who is found habitual of missing lectures in a course, s/he shall not be allowed to sit in the class without the approval of the Chairperson/Principal/ Director.
- 7.5 If a student makes him/herself absent from the Department/College/Institute/ School/Centre for ten consecutive working days (without approval of Chairman/Director/In-charge or without medical emergency), his/her name shall be struck off from the rolls of the Department/College/Institute/Centre. Such student shall not be re-admitted without the approval of the Chairman/Director/In-charge under intimation to the Dean concerned. The student shall have to pay the prescribed re-admission fee/dues under intimation to the Treasurer and the Director Academics.
- 7.6 At the end of each semester, the teacher concerned shall submit the statement showing the total number of lectures delivered and practical (if applicable) conducted, by him/her together to the Chairperson/Principal/Director of the Department/ College/Institute/Centre with the total number of lectures and practical (if applicable)

attended by each student. The cumulative attendance record will be communicated to the students on monthly basis by the teacher concerned.

- 7.7 The absence as a result of late admission or change of course(s) shall also be counted for dropping from the course(s).
- 7.8 For a student participating and representing the University in sports/co-curricular activities of national or international level events, as verified by the Director of sports/co-curricular, the days actually spent by the student in such events shall be counted as present towards the attendance requirement.
- 7.9 If a student is required to participate in sports/co-curricular activities representing the University, on the date/dates of examination, arrangement will be made by the Department/ College/Institute/Centre for holding Special Examination for him/her as soon as his/her sports/co-curricular activities are ended.

#### 8. Change and Withdrawal of Course(s)

- 8.1 A student may withdraw a maximum of 50% of the courses offered i.e.; two out of five or three out of six courses..
- 8.2 The enrolled students may be allowed to enroll/change the offered course(s) within one week and withdraw during 1-4 week from the date of commencement of the semester with the permission of Head of Department/College/Institute. In case of withdraw, the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.
- 8.3 A student withdrawing after the 4<sup>th</sup> week shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript.
- 8.4 The students availing withdrawal of courses cannot register advanced level course(s) in next semesters for which the withdrawn course(s) are pre-requisite.
- 8.5 The teacher shall provide a detailed course outline to the students within 7-days of the beginning of the semester and shall send a copy of course outline and work plan to the Head of Department/College/Institute.

#### 9 Semester Freeze

- 9.1 A student may discontinue his/her studies by seeking semester freeze during the semester before the final term examination on medical grounds or circumstances beyond his/her control with written permission of Chairperson/Principal/Director of the Department / College / Institute/School concerned subject to the condition that semester fee shall not be transferred/refunded. However, freezing in 1<sup>st</sup> semester is not allowed.
- 9.2 A student may discontinue his/her studies by seeking semester freeze prior to enrollment in the second/subsequent semester on medical grounds or circumstances beyond his/her control with written permission of Chairperson / Principal / Director of the Department / College/Institute/School concerned subject to fulfillment of condition that the student has passed the final examination of the previous semester with minimum prescribed GPA/CGPA required for academic standard of the University to remain on roll. The student shall have to pay the semester fee; the fee will be transferred to the next semester if frozen in first week of commencement of the classes or before the commencement of the semester in case s/he joins the program within maximum time prescribed for semester freeze. In case of semester freeze after one week of commencement of classes fee will not be transferred.
- 9.3 A student who sought discontinuation of a semester shall have to get approval from the Chairperson/Principal/Director to rejoin the program before the commencement of the semester to be rejoined. The student may seek semester unfreeze even if relevant semester to be rejoined is not currently being offered. In that case s/he may



repeat/improve failed courses of previous semesters by following other codal formalities.

- 9.4 The Chairperson/Principal/Director of the Department/College/Institute/School concerned will notify in both the cases; the semester freeze and rejoining the program under intimation to the Treasurer and the Director Academics.
- 9.5 During the semester freeze, bonafide status of the student shall remain suspended provided that discontinuation shall not be allowed for more than two regular semesters in any case in whole degree program subject to maximum time limit for completion of degree.

#### 10. Evaluation

The course teacher will be responsible for students' evaluation and grading as per the following weight-age:

##### For all disciplines other than Engineering and Technology

Courses without practical		Courses with practical	
Assessment	%age	Assessment	%age
Mid	30	Mid	15
Sessional	20	Sessional	15
Final	50	Final	45
--	--	Practical	25

##### For Engineering and Technology Disciplines

Courses without practical		Courses with practical	
Assessment	%age	Assessment	%age
Mid	30	Mid Term Exam	20
Sessional	20	Lab Performance	30
Final	50	Final Exam /Viva	50

- 10.1 Sessional: Test(s)/quiz(s)/assignment(s)/presentation(s)/seminar(s)/class participation /attendance/term paper. The course teacher will decide the marks distribution according to the nature of the course.
- 10.2 Mid-term Examination from the syllabus prescribed for the midterm will normally be conducted after first eight weeks of teaching during a semester.
- 10.3 Final Examination covering the full syllabus with at least 25% of the course of mid-term shall be held at the end of each semester.
- Note:** Courses involving project/practical/ field work may deviate from the above given marks distribution to accommodate the marks of the project/ practical/field work. However, prior approval from the Chairperson/ Principal/ Director is required under intimation to the office of the Controller of Examinations.
- 10.4 The schedule of each examination shall be notified/displayed on the Notice Board well in time.
- 10.5 The duration of examinations shall be as under:
- Mid Term Examination: One to Two Hours
  - Final Term Examination: Two to Three Hours
- 10.6 Examination should be held on consecutive days excluding holidays which means that no gap shall be allowed in the papers.
- 10.7 Question paper for midterm and final term examinations shall be set by the respective Teacher. However, Chairperson / Principal / Director shall ensure the quality and standard of the question paper set by the teacher through examination committee.
- 10.8 The pass marks in each course shall be 50%.

- 10.9 The scripts of each examination shall be shown to the students by the teacher to review their grades awarded. The Department/College/Institute/School concerned shall keep such record for one semester.
- 10.10 Sessional marks awarded on the basis of assignment, test, quiz etc. shall be displayed/shown to the students 14 days before the final term examination.
- 10.11 In case a student is not satisfied with his/her award even after checking his/her answer book, or clarification from the teacher, s/he may make written application to the Chairperson/Principal/Director of the Department/College/Institute/School within one week of announcement of result for decision by the Departmental Examination Committee.
- 10.12 After holding the final term examination, each teacher shall prepare four copies of the results of the sessional, mid-term and final term examinations on award lists duly signed by the teacher concerned for submission to offices of the Controller of Examinations, Dean, Chairperson/Principal/Director and teacher concerned.
- 10.13 Teacher shall submit a copy of the award list duly approved by the Chairperson/Principal/Director along with the scripts within seven days of the respective examination to the In-charge Examinations of the Department/College/ Institute/School concerned.
- 10.14 The In-charge Examinations shall prepare the final consolidated result and submit it before the Departmental Examination Committee for consideration. After deciding the appeals/written complaints/incomplete results, if any, the Departmental Examination Committee shall forward the result for notification by the office of the Controller of Examinations within two weeks of closing of final term examination. The result should show student's ID, name, father's name, marks obtained, grade points, letter grade and GPA/CGPA. A copy of the result by the office of the Controller of Examinations shall be submitted to the Dean and Chairperson/Principal/Director concerned.
- 10.15 In case a student did not appear in the mid and final examinations due to discontinuation of the semester, his/her GPA/CGPA should not be calculated.
- 10.16 Semester and final transcripts shall be issued by the office of the Controller of Examinations to the students on request by depositing the prescribed fee for this purpose.
- 10.17 Each student shall have to pay the prescribed degree notification fee.
- 10.18 For the degree programs where research is offered, the students are required to submit the Thesis/Project report within two months from the end of final examination of the last semester. However, this time duration may be extended with the permission of the Chairperson/Principal/Director of the Department/ College/Institute/School. The evaluation of the project shall be made by the panel of three examiners comprising the Chairperson/Principal/Director, external examiner (to be recommended by the Board of Studies and appointed by the Dean or in case of absence of Dean any Chairperson nominated by the Vice Chancellor) and the supervisor. The plagiarism check must be conducted on the dissertation/theses offered to undergraduate students by Central Library before its submission to the department.
- 10.19 Examination Unfair Means Cases shall be reported to the Chairperson/Principal/Director who may refer the case to the Departmental Examination Committee or University Discipline Committee, as the case may be, for necessary action under the rules.
- 10.20 The disciplinary action by the Chairperson/Principal/Director of the Department/ College/Institute/School against the student(s) for unfair means/discipline case(s) may be taken in one or more of the following forms depending upon the severity of the offence:

- 10.20.1 A written warning may be issued to the student(s) concerned and a copy of the same may be displayed on the Notice Board under intimation to his/her parents/guardians;
- 10.20.2 A student may be fined. The fine imposed shall have to be deposited under intimation to the Treasurer;
- 10.20.3 The paper may be cancelled.
- 10.20.4 A student may be placed on probation for a fixed period of a semester. If during the period of probation s/he fails to improve his/her conduct, the case shall be forwarded to the University Discipline Committee.
- 10.21 A student shall be awarded incomplete grade 'I' on medical grounds or the circumstances beyond his/her control determined by the Departmental Examination Committee in the following cases:
- 10.21.1 If a student fails to complete any assignment, test, quiz, term paper, presentation etc. assigned to him/her by the teacher for the purpose of internal assessment.
- 10.21.2 If a student is unable to appear in a part or whole of the Mid Term or Final Term examination of a semester.
- 10.22 The student may be allowed to appear in the Special Mid/Final Examination of the semester to be held by the Department/College/Institute/Centre before the commencement of the next semester. However, the student must have:
- 10.22.1 Fulfilled attendance requirement.
- 10.22.2 Been admitted as patient in a recognized hospital. If s/he has not been hospitalized, the student will be examined by the University Medical Officer.
- 10.23 The result of such student shall be withheld till conduct of special examination before the commencement of next semester. If the student does not appear in the special exam s/he will be considered fail in that course(s) and result will be updated accordingly.
- 10.24 There shall be no provisions of special examination for the students who have already appeared in final examinations.

## 11. Promotion, Dropout and Re-admission

- 11.1 If a student fails to obtain 1.75 GPA at the end of 1st semester or fails in more than 50% offered courses in 1<sup>st</sup> semester s/he shall be dropped from the program. Furthermore, if a student fails to obtain prescribed CGPA at end of second and onward semesters or fails to pass more than 50% of offered courses in each semester, s/he shall be dropped in the same semester and shall not be promoted to the next semester. A student who has been declared to be dropped in any academic year due to less than prescribed CGPA or failure in more than 50% courses, may be readmitted only once to the relevant/previous\* semester with the following conditions:
- 11.1.1 The student has to pay prescribed re-admission fee in addition to regular semester fee under intimation to the Treasurer and the Controller of Examinations.
- 11.1.2 Permission to re-admission shall be obtained from the Chairperson/Principal/Director within one week of commencement of classes.
- 11.1.3 In case of readmission to 1<sup>st</sup> semester the student will be awarded new roll number and s/he will study as per rules applicable to the session along with which s/he has sought readmission. In case of readmission to semester other than 1<sup>st</sup> semester the roll number will remain same and the rules of the previous session will be applicable

*\*Relevant semester is any semester which satisfies the following conditions:*

- a) After readmission maximum time limit shall not be affected
- b) The semester from which s/he can continue and improve CGPA

c) *The semester is being offered at the time of request for readmission*

- 11.2 The student who has already been readmitted once will be "Dropped" from university rolls/program if s/he is again dropped from any semester.
- 11.3 A student will only be allowed to repeat 2-3 courses of up to 09 credit hours (if any) with the permission of the Chairperson/Principal/Director in summer semester.
- 11.4 A student may repeat fail courses and/or improve the grade/s of the already pass course(s) in summer semester or relevant semester or where the course/s is/are being offered within prescribed maximum time limit of the program. In this case, a student shall enroll the course(s) by paying the prescribed fee. Such course(s) shall be marked under asterisk (\*) in the provisional and official transcript.
- 11.5 In case of improvement (credit/non-credit course), the better grades shall be reflected on the provisional /official transcript. However, such students shall not be considered eligible for a position/scholarship.
- 11.6 **Promotion Criteria.**
- 11.6.1 For promotion to second semester a student must pass at least 50% courses with minimum 1.75 GPA in the first semester.
- 11.6.2 For promotion to subsequent semesters a student must pass at least 50% of the offered courses in each semester and must obtain minimum CGPA given below at the end of each semester to remain enrolled and continue his/her studies in the program, otherwise, s/he may be granted re-admission only once into relevant/previous semester in the light of Regulation No. 11.1, 11.1.1 and 11.1.2 stated above.

**Minimum CGPA to be obtained at the end of each semester**

Semester	1-year Program	1.5-year Program	2-year (Associate Degree)	3-year Program	4-year Program	5-year Program
1 <sup>st</sup>	1.75	1.75	1.75	1.75	1.75	1.75
2 <sup>nd</sup>	2.50	2.10	1.75	1.75	1.75	1.75
3 <sup>rd</sup>		2.50	2.00	2.00	2.00	2.00
4 <sup>th</sup>			2.00	2.00	2.00	2.00
5 <sup>th</sup>				2.10	2.10	2.10
6 <sup>th</sup>				2.50	2.20	2.20
7 <sup>th</sup>					2.25	2.25
8 <sup>th</sup>					2.50	2.30
9 <sup>th</sup>						2.40
10 <sup>th</sup>						2.50
Degree Completion Requirement	2.50	2.50	2.00	2.50	2.50	2.50

- 11.6.3 For students admitted in 5<sup>th</sup> semester of BS program the promotion criteria mentioned above for 5<sup>th</sup> and onward semesters of BS 4-year program shall be followed.

**12. Award of Degree**

- 12.1 Minimum credit hours required for 4-year undergraduate degree program are as follows or as per requirements of relevant Accreditation Councils (if any):

Degree Offering	Minimum Credit Hours Requirement*
Single Major	120
Single Major with one minor	132
Single Major with two minors	144
Double Major	192**

\*In addition to above the courses Translation of the Holy Quran (Non-Credit) and Seerat of Holy Prophet (SAW) (one credit hour) shall also be taught to the students

*\*\*Exemption up to 30 credit hours can be granted for similar courses in case of double major through Board of Studies. In that case degree requirement will be minimum 162 credit hours.*

- 12.2 A minimum of 160 credit hours are required for 5-year undergraduate degree or as per requirements of relevant Accreditation Councils (if any).
- 12.3 A minimum of 60 credit hours are required for 2-year degree program.
- 12.4 A minimum of 30 credit hours are required for 1-year diploma program.
- 12.5 Degree shall be awarded to the students only who have completed all the degree requirements by passing all courses specified in scheme of studies by securing minimum required CGPA (2.50 for programs other than 2-year associate degree and 2.00 for 2-year associate degree) for completion of degree.
- 12.6 Students enrolled in the undergraduate/equivalent degree program shall be allowed to exit from the program with an Associate Degree provided that the following requirements are met:
- 12.6.1 The student must have completed minimum of 60 credit hours in at least four (04) semesters of the undergraduate/equivalent degree program including general education courses comprised of 30 credit hours:
- 12.6.2 The minimum CGPA is maintained at 2.00/4.00.
- 12.6.3 The name of the subject field on the degree shall remain the same in which a student was initially enrolled for the undergraduate/equivalent degree program;
- 12.6.5 The option of exit from the undergraduate/equivalent degree program with an Associate Degree is not allowed in disciplines accredited under the councils i.e. PM&DC, PNC, PVMC, PEC, PCP, CATP; PBC, NTC, NCT, NAEAC AND NCH
- 12.6.6 The option of exit from the undergraduate /equivalent degree program with an Associate Degree is allowed in disciplines accredited under the councils i.e. NCEAC, NBEAC and NACTE.
- 12.7 In case a student has sought exit from BS program then s/he cannot rejoin the BS program. However, s/he may seek fresh admission in 5<sup>th</sup> semester intake as and when offered.

### 13. Awards: Scholarship/Position

- 13.1 Scholarship to the students shall be awarded on the basis of academic performance in a semester and shall be determined on the basis of semester GPA. In case of tie between two or more students having equal GPA, their marks obtained in the semester shall be taken into account. If their marks obtained are also equal, the older in age will be awarded the scholarship than the younger one.
- 13.2 Award of position on completion of the degree program shall be determined on the basis of CGPA. In case of tie between two or more students having equal CGPA, their overall percentage of marks obtained in all the semesters shall be considered. A student with higher percentage shall be awarded the first position and so on. However, if their overall percentage of marks is also equal, they shall be considered on the same position.

### 14. Grade Improvement

- 14.1 A student may repeat the course(s) during the course of study to improve the grades. In this case student shall enroll the course(s) with the permission of the Chairperson/Principal/ Director of the Department/College/ Institute/School in the semester in which the course(s) is being offered, by paying the prescribed enrollment fee. Such course(s) shall be marked under asterisk (\*) in the semester/official transcript.

- 14.2 A student who has obtained the final transcript issued by the Controller of Examinations can also improve his/her grades by enrolling the course(s) within the prescribed time limit of the program.
- 14.3 In case of improvement, the better grades shall be reflected on the semester/official transcript. However, such students shall not be considered eligible for a position/scholarship in the relevant examination.
- 14.4 In case a student repeats the course(s) which s/he has already studied, better grades will be reflected on the transcript. Further, in case of elective subjects if a student studies a new course due to non-offering of previously studied course, either due to change in scheme of studies or discontinuation of program etc., better grades will be reflected on the transcript.

### 15. Grading System

- 15.1 The grading shall be done on a scale of 4.
- 15.2 Equivalence between Letter grading and Numerical grading shall be as follows:

**GRADING TABLE**

%age Marks	Grade Point	Letter Grade	%age Marks	Grade Point	Letter Grade
85-100	4.00	A+	57	2.43	C
80-84	4.00	A	56	2.36	C
79	3.94	B+	55	2.30	C
78	3.87	B+	54	2.24	C-
77	3.80	B+	53	2.18	C-
76	3.74	B+	52	2.12	C-
75	3.67	B+	51	2.06	C-
74	3.60	B	50	2.00	C-
73	3.54	B	49	1.90	D
72	3.47	B	48	1.80	D
71	3.40	B	47	1.70	D
70	3.34	B	46	1.60	D
69	3.27	B-	45	1.50	D
68	3.20	B-	44	1.40	D
67	3.14	B-	43	1.30	D
66	3.07	B-	42	1.20	D
65	3.00	B-	41	1.10	D
64	2.92	C+	40	1.00	D
63	2.85	C+	Below 40	0	F
62	2.78	C+	Result Late	---	RL
61	2.70	C+	Withdrawal		W
60	2.64	C+	Repeat		R
59	2.57	C	Incomplete	0.00	I
58	2.50	C	--	--	--

Minimum passing marks for a course = 50%

- 15.3 Fraction of total marks obtained in a course shall be counted as one mark, e.g. 60.1 and 60.9 shall be considered as 61.

**Example:**

Examination	Weight	Marks Obtained
Mid Term	30	19.0
Sessional	20	10.3
Final Term	50	40.1
<b>Total</b>	<b>100</b>	<b>69.4</b>

The score shall be rounded to 70

However, CGPA shall not be rounded off

- 15.4 In order to calculate the GPA, multiply GP with the Credit Hours of each Course to obtain total grade points of the course, add up to Cumulative Grade Points and divide by the total number of Credit Hours to get the GPA for the semester.

**For 4-Year Program**

In order to calculate the GPA, multiply GP with the Credit Hours of each Course to obtain total grade points of the course, add up to Cumulative Grade Points and divide by the total number of Credit Hours to get the GPA for the semester.

**Example-I (Semester – I) (Must obtain minimum 1.75 GPA and pass 50% courses)**

Course	Marks Obtained	Grade Point	Letter Grade	Credit Hours	Total GPS
C1	45	1.50	D	3	$1.50 \times 3 = 4.50$
C2	53	2.18	C-	3	$2.18 \times 3 = 6.54$
C3	45	1.50	D	4	$1.50 \times 4 = 6.00$
C4	42	1.20	D	3	$1.20 \times 3 = 3.60$
C5	43	1.30	D	3	$1.30 \times 3 = 3.90$
<b>Total</b>				<b>16</b>	<b>24.54</b>

$GPA = 24.54 \div 16 = 1.53$  (Dropped due to low GPA/failure in more than 50% courses)

**Example-II (Semester – I) (Must obtain minimum 1.75 GPA and pass 50% courses)**

Course	Marks Obtained	Grade Point	Letter Grade	Credit Hours	Total GPS
C1	87	4.00	A	3	$4.00 \times 3 = 12.00$
C2	68	3.20	B-	3	$3.20 \times 3 = 9.60$
C3	45	1.50	D	4	$1.50 \times 4 = 6.00$
C4	60	2.64	C+	3	$2.64 \times 3 = 7.92$
C5	73	3.54	B	3	$3.54 \times 3 = 10.62$
<b>Total</b>				<b>16</b>	<b>46.14</b>

$GPA = 46.14 \div 16 = 2.88$  (Promoted)

**Example-III (Semester-II) (Must obtain minimum 1.75 CGPA and pass 50% courses)**

Course	Marks Obtained	Grade Point	Letter Grade	Credit Hours	Total GPS
C6	72	3.47	B	3	$3.47 \times 3 = 10.41$
C7	69	3.27	B-	3	$3.27 \times 3 = 9.81$
C8	80	4.00	A	3	$4.00 \times 3 = 12.0$
C9	38	0.00	F	3	$0.00 \times 3 = 0.00$
C10	Withdraw	--	W	0	----
<b>Total</b>				<b>12</b>	<b>32.22</b>

$GPA = 32.22 \div 12 = 2.69$  (promoted)

**For all BS 5<sup>th</sup> semester intake programs**

**Example-I (Semester-I) (Must obtain minimum 2.10 GPA and pass 50% courses)**

Course	Marks Obtained	Grade Point	Letter Grade	Credit Hours	Total GPS
C1	51	2.06	C-	3	$2.06 \times 3 = 6.18$
C2	53	2.18	C-	3	$2.18 \times 3 = 6.54$
C3	45	1.50	D	4	$1.50 \times 4 = 6.00$
C4	52	2.12	C-	3	$2.12 \times 3 = 6.36$
C5	61	2.70	C+	3	$2.70 \times 3 = 8.10$
<b>Total</b>				<b>16</b>	<b>33.18</b>

$GPA = 33.18 \div 16 = 2.07$  (Dropped due to low GPA)

For calculating CGPA, sum total of GPs in all semesters earned in different courses multiplied by respective credit hours of a course and divided by total number of credit hours.

$$\text{CGPA} = \frac{\text{Total (GP x Credit Hours) of all courses}}{\text{Total Credit Hours of all courses}}$$

Total grade points in till 2<sup>nd</sup> semester = 46.14 + 32.22 = 78.36

Total credit hours till 2<sup>nd</sup> semester = 16+12 = 28

$$\text{CGPA} = 78.36 / 28 = 2.79 \text{ (Promoted)}$$

**Example-III (Semester-II) (Must obtain minimum 2.00 CGPA and pass 50% courses)**

Course	Marks Obtained	Grade Point	Letter Grade	Credit Hours	Total GPS
C11	51	2.06	C-	3	2.06 × 3 = 6.18
C12	67	3.14	B-	3	3.14 × 3 = 9.42
C13	47	1.70	D	3	1.70 × 3 = 5.10
C14	38	0.00	F	3	0.00 × 3 = 0.00
C15	35	0.00	F	0	0.00 × 3 = 0.00
<b>Total</b>				<b>15</b>	<b>20.70</b>

$$\text{GPA} = 20.70 \div 15 = 1.38$$

For calculating CGPA, sum total of GPs in all semesters earned in different courses multiplied by respective credit hours of a course and divided by total number of credit hours.

$$\text{CGPA} = \frac{\text{Total (GP x Credit Hours) of all courses}}{\text{Total Credit Hours of all courses}}$$

Total grade points in till 3<sup>rd</sup> semester = 46.14 + 32.22 + 20.7 = 99.06

Total credit hours till 3<sup>rd</sup> semester = 16+12+15 = 43

$$\text{CGPA} = 99.06 / 43 = 2.30 \text{ (Dropped due to failure in more than 50% courses)}$$

On the similar pattern GPA and CGPA may be calculated and promotion status may be determined in the light of regulation 11.6

#### 16. Migration/Transfer of Credits

Under extra-ordinary circumstances, the Vice Chancellor, on the recommendations of the Chairperson/Principal/Director of the Department/College/Institute/School, may allow migration/transfer of credits of students from HEC recognized Institutions to a Department/College/Institute/School/sub campus of the University and vice versa, provided that:

- 16.1 The institutions concerned agree for the migration/transfer of credits of such a student.
- 16.2 Migration/transfer of credits cases shall initially be scrutinized by the Department/College/Institute/School concerned. Eligible candidates must satisfy the following conditions:
  - 16.2.1 S/he falls in the merit list drawn by the University for the respective session with which s/he wants to continue studies.
  - 16.2.2 S/he has to provide NOC from the institution from where migration is required.
  - 16.2.3 After migration the transferred student(s) must study at least 50% courses of the Program at the Department/College/Institute/School to become eligible for degree.
  - 16.2.4 A student, who has been dropped out, rusticated, expelled, or whose entry in the parent institute was banned for any reason whatsoever at any time during his/her academic career, the case for transfer of credits shall not be considered.
  - 16.2.5 Courses with credit hours and course contents equivalent to the Department/College/Institute/School courses, shall be considered for transfer.



- 16.2.6 Accepted courses along with their credit hours shall be displayed on the final/official transcript but their grades obtained from the parent institution will not be displayed. Such subjects will be marked as "Transferred Credits" (TR).
- 16.3 The concerned teaching department during the initial scrutiny of application will also prepare a list of courses accepted for transfer (keeping in view the marks obtained and availability in scheme of studies) and deficiency courses, if any, and submit the list to office of the Registrar along with recommendations.
- 16.4 All University regulations for migration/transfer of credits shall apply.
- 17. Departmental Examinations Committee**
- Each Department/College/Institute/School shall have a Departmental Examination Committee comprising three to seven members appointed by the Dean of the Faculty. The Chairperson/Principal/Director of the Department/College/Institute/School will be the Convener and one of the members will be In-charge Examinations as the member & Secretary of the Committee. The Committee will perform the following functions:
- 17.1 To decide the appeal/written complaints of the students;
- 17.2 To decide the unfair means cases;
- 17.3 To examine and decide all the matters regarding uniformity before the declaration of result and any other related matter.
- 17.4 Ensure content coverage of courses in line with the course outline and work plan provided by the teacher during the semester.
- 17.5 The decision of the committee shall be final.
- 18. Time Frame for Completion of Degree Programs**
- 18.1 Maximum duration for the completion of various programs shall be as under:
- | Program | Maximum Duration |
|---------|------------------|
| 1-Year  | Two Years        |
| 2-Year  | Three Years      |
| 3-Year  | Five Years       |
| 4-Year  | Six Years        |
| 5-Year  | Seven Years      |
- 18.2 In case a student is unable to secure degree within the prescribed timeframe and requests for extension in duration, the Head of the department/college/institute/school will forward the case on hardship basis, as per procedure prescribed in regulation 19.7, to University Semester Committee. In the event of force majeure (i.e., delay on account of circumstance beyond the control of student), the University Semester Committee university may recommend extension in the maximum time period for approval of the Vice Chancellor.
- 19. University Semester Committee**
- There shall be a University Semester Committee to be constituted by the Vice Chancellor. The Committee shall perform the following functions
- 19.1 Provide consultation to the Department/College/Institute/School converting to semester system from the annual system.
- 19.2 Provide support in the implementation of semester system by arranging short courses for the faculty on its various aspects.
- 19.3 Monitor and report on the implementation of Semester Regulations and address various issues arising thereof.
- 19.4 Recommend necessary amendments in the Semester Regulations, if needed, for approval from relevant statutory bodies. Further, in unforeseen situations or where the semester

regulations or procedures are silent/ambiguous/contradictory, University Semester Committee may issue guidance/interpretation after approval of Vice Chancellor.

19.5 Vice Chancellor can extend the degree time period on the recommendations of Semester Committee.

19.6 Deal with the individual student hardship cases studying under the semester and term system of affiliated colleges.

19.7 Procedure:

19.7.1 University Students shall submit the application in the office of respective Chairperson/Principal/Director. The application shall be submitted along with processing fee @Rs. 500 in prescribed University account. Chairperson/Principal/Director shall forward the application to the Chairman Semester Committee with clear recommendations about acceptance/rejection of student's hardship.

19.7.2 Whereas, the students studying under term system (affiliated colleges) shall submit application in office of Principal of college and Principal shall forward the application to the Controller of Examinations of the University. The application shall be submitted along with processing fee @Rs. 500 in prescribed University account. The Controller of Examinations shall forward the application to the Chairman University Semester with clear recommendation keeping in view student's hardship.

19.7.3 The University Semester Committee after reviewing the cases shall submit the recommendations to the Vice Chancellor for necessary approval.

20 Schedule of Semesters:

20.1 There shall be two regular semesters (Fall and Spring) in an academic year.

20.2 Each semester shall be of 18 weeks. Sixteen weeks for teaching and one to two weeks for examination. In case of deficiency of delivered lectures, the teacher will arrange make-up classes with the approval of Head of Department/Institute/College.

20.3 During the Summer Break, University may offer Summer Semester of 06-08 which will provide opportunity to meet up deficiency or to improve grades and internship. The following will be the standard operating procedures for Summer Semester:

20.3.1 A student can enroll maximum 02-03 courses during summer semester with the approval of Head of Department/Institute/College.

20.3.2 No student can enroll courses during summer semester if enrolled for internship in that particular summer semester.

20.3.3 The minimum class size during summer semester will be 10. In case of less than 10 students the course may be offered on coaching/consultancy basis.

20.3.4 A student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer. A student can enroll withdrawn course only in case regular class for that course is being offered in summer semester.

20.3.5 The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

20.3.6 During summer semester for the students who intend to repeat/improve compulsory/General Education courses combined class will be offered in the parent/relevant department and the students from all other departments who intend to repeat/improve such courses shall join that class in the relevant department.

**Repeal:** The existing regulations may be repealed. However, the cases arising under the repealed regulations shall be governed by those regulations.