



**RULES AND REGULATIONS FOR
POSTGRADUATE EXAMINATIONS
(MS / MSc / M Phil PROGRAMS)**

EXAMINATIONS BRANCH



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GRAND ASIAN UNIVERSITY SIALKOT

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RULES AND REGULATIONS FOR POSTGRADUATE EXAMINATIONS (MS / MSc / M Phil PROGRAMS)

COMMENCEMENT AND APPLICABILITY

- These Regulations shall be called “Grand Asian University Sialkot; Rules and Regulations for Postgraduate Examinations (MS / MSc / M Phil Programs)”.
- These rules shall come into force with immediate effect for Masters degree programs of the University and will be applicable for all enrolled students.
- In these regulations, the pronoun ‘he’ and its derivatives are used for both male and female persons. Depending upon the context, the words imparting the singular number include the plural number as well and vice-versa.

DEFINITIONS

- i. “University” means the Grand Asian University Sialkot.
- ii. “Vice-Chancellor” means the Vice-Chancellor of the University.
- iii. “Dean” means the head of a Faculty of the University.
- iv. “Head of Department (HoD)” means the Head of Department of the University or Principal of a constituent college.
- v. “Student” means a student registered for the Postgraduate (Masters) degree program of the University.
- vi. “Supervisor” means a person holding PhD degree in the relevant field having demonstrated capability to conduct / supervise the Masters level research.
- vii. “Internal Examiner(s)” means such examiner(s) appointed under these rules.
- viii. “External Examiner(s)” means such examiner(s) to be appointed under these rules.
- ix. “Controller of Examinations” means the Controller of Examinations of the University.
- x. “Academic Year” means a year consisting of two teaching semesters (Fall and Spring) of 18-20 weeks duration each inclusive of examinations, research or any other academic activity.
- xi. “Board of Postgraduate Studies (BPGS)” means the Board of Postgraduate Studies of each Academic Department of the University offering Postgraduate programs.
- xii. “Board of Advance Studies and Research (BASAR)” means the Board of Advanced Studies and Research of the University.
- xiii. “Board of Governors (BoG)” means the Board of Governors of the University.

- xiv. "Board of Faculty (BoF)" means the Board of each Faculty of the University.
- xv. "Academic Council" means the Academic Council of the University.
- xvi. "Semester Grade Point Average (SGPA)" means the credit-hour weighted average of the Grade Points earned for all the courses in a semester.
- xvii. "Cumulative Grade Point Average (CGPA)" means the credit-hour weighted average of the Grade Points earned for all the courses in all the semesters attended.
- xviii. "Director Postgraduate Studies" means the Director Postgraduate Studies of the Department concerned.
- xix. "Director Board of Advanced Studies and Research" means the Director Board of Advanced Studies and Research of the University.

1 POSTGRADUATE (MASTERS) ACADEMICS

1.1 COURSES OF STUDY

The respective Board of Postgraduate Studies (BPGS) of the Department and Board of Faculty (BoF) shall submit the courses of study and syllabi for various degree programs of the University to the Academic Council and the Board of Governors (BoG) for approval. Such courses and syllabi shall become effective for teaching and examinations from the date of approval by BoG or on such other dates as the BoG may determine.

1.2 ORGANIZATION OF TEACHING AND RESEARCH

- (a). Teaching and research in various programs shall be conducted in the University Academic Departments through lectures, tutorials, discussions, seminars and practical work in laboratories, field work and other methods of instructions approved by the Academic Council.
- (b). Medium of instruction shall be English.
- (c). Each student shall follow the syllabi and courses of studies as prescribed by the Academic Council / BoG from time to time.
- (d). The Board of Postgraduate Studies (BPGS) of the Academic Departments will normally meet in the first week of every month during academic session to deal with matters pertaining to postgraduate studies.
- (e). The Director Postgraduate Studies of each academic department shall maintain all records pertaining to conduct of postgraduate classes, course wise attendance of students in each semester and all other matters relating to postgraduate studies.
- (f). Each postgraduate faculty member will maintain a Course File. All the academic details and activities relevant to a course covered during the semester will be preserved in the file. The file will contain information on topics covered in the course, date-wise course plan, samples of quizzes, short tests, mid-semester tests, laboratory work, semester projects, final examination and student's grade list etc. The course file will be presented to the Vice Chancellor at the termination of the semester for appraisal.

1.3 GENERAL

1.3.1 DURATION OF DEGREE PROGRAM

1.3.1.1 FULL TIME STUDENTS

The minimum duration of Master's degree program for full time students shall be 3/4 semesters (1.5 / 02 years) and maximum duration to complete the degree program will be three (03) years.

1.3.1.2 PART TIME STUDENTS

The minimum duration of Master's degree program for part time students shall be eight (08) semesters (04 years) and maximum duration to complete the degree program will be six (06) years.

For part time students, the duration is further extendable for one (01) year with the approval of Statutory Bodies.

1.3.2 ACADEMIC CALENDAR

An academic year of the University comprises two semesters (Fall and Spring) each of sixteen weeks duration for teaching and research. The admission process will start from 1st Week of June and shall be completed up to 31st of August in all respect. The Director BASAR shall be authorized to prepare and issue the Academic Calendar including teaching, mid and end semester examinations, weeks and holidays etc. for Postgraduate studies after approval by the Competent Authority.

The semester duration shall be as under:

- **Fall Semester** – 1st Week of September to 2nd Week of January
- **Spring Semester** – 1st Week of February to 2nd Week of June

1.3.3 REQUIREMENTS FOR THE AWARD OF DEGREE

The degree shall be awarded for successfully completing studies of 30 credit hours with minimum CGPA of 2.50 at the scale of 4.00 under following options:

(a). **Thesis Option**

Under thesis option, the candidate will pass a minimum of eight (08) postgraduate level courses (24 credit hours) and successfully complete postgraduate research thesis (06 credit hours).

(b). **Non – Thesis Option**

Under non-thesis option, the candidate will pass a minimum amount of ten (10) postgraduate level courses (30 credit hours) followed by a Comprehensive Examination covering the content of all studied courses.

The BPGS of a department shall determine to offer its postgraduate program under Thesis or Non-Thesis option in accordance with the policies, instructions or guidelines issued by the Higher Education Commission (HEC) and / or accreditation bodies concerned.

A student will be required to take core courses defined by the Department from particular specialization called major area.

1.3.4 TRANSFER OF CREDIT HOURS

1.3.4.1 NON-RESIDENTIAL CREDIT HOURS

The credit of maximum 03 courses (09 credit hours) passed at a percentage of at least 70% or Grade "B" at an institute recognized by Accreditation Body concerned may be transferred at this University, provided that the course(s) for which the student is applying for transfer must be studied at other institution / university being a regular student of the same degree (MS / MSc / M Phil) program in which he got admission before his transfer of credit is considered and that the concerned BPGS allows such transfer of credit hours by assessing the relevance and contents of that courses being the same.

1.3.4.2 RESIDENTIAL CREDIT HOURS

The credit of maximum 03 courses (09 credit hours) passed at a percentage of at least 70% or Grade "B" at this University may be transferred; provided that the course(s) for which the student is applying for transfer must be studied at this University being a regular student of the relevant degree (MS / MSc / M Phil) program in which he got admission before his transfer of credits is considered and that the concerned BPGS allows such transfer of credit hours by assessing the relevance and contents of the courses being the same.

1.3.5 SEMESTER WORKLOAD

- (a). A postgraduate course shall comprise three (03) credit hours per week. One credit hour shall be equal to one class hour of lecture and three lab hours for lab work / research.
- (b). A full-time student can be registered for maximum of four postgraduate level courses (i.e., 12 credit hours) while part-time student for three courses in a semester.

1.3.6 WEEKLY CLASS SCHEDULE

Weekly postgraduate teaching / research schedule prepared by the Departments and duly approved by the Vice Chancellor shall be announced one week prior to the commencement of a semester.

1.3.7 PRE-REQUISITES

At the time of enrollment in a postgraduate degree program, the student's previous academic credentials shall be assessed. In case, a deficiency is found at Bachelor's level, Head of the Department concerned may direct the student to take courses at the undergraduate level to overcome this deficiency. In such a case, the student shall be required to attend the classes in these courses and qualify a test / examination.

1.3.8 IMPROVEMENT OF GRADES

The candidate can improve a course already passed with Grade “C” or less. He can also take new courses for improvement of his CGPA.

1.4 REGISTRATION OF COURSES

1.4.1 ACADEMIC ADVISOR

Immediately after joining postgraduate program, an Academic Advisor shall be assigned by the HoD concerned to the student for academic guidance and counseling. In consultation with his academic advisor, the student shall prepare a tentative course plan on the prescribed form and submit it to the HoD concerned for approval.

1.4.2 SEMESTER COURSES

The BPGS of the department shall recommend the courses along with names of course teachers. Courses to be offered in a semester shall be approved by the Dean of Faculty concerned and notified by the Director BASAR at least two weeks prior to the commencement of the semester.

1.4.3 REGISTRATION PROCEDURE

- (a). At the start of each semester, a student shall register himself for the courses being offered by the Department on a prescribed registration forms in line with the course plan.
- (b). After approval of course registration, the student shall deposit dues as prescribed by the University in the University Account's Office duly countersigned by Director BPGS / Dealing Assistant and submit one copy of dues slip in the office of HoD concerned. This registration shall be once in a semester and there shall be no further registration at the time of End Semester / Final Examination.
- (c). A student can apply to the Head of Department concerned for withdrawal of a course within 04 weeks from the start of registration. In this case, the course will not appear in the registration list as well as in the transcript.

1.4.4 CHANGE IN COURSES

A student may change or drop the courses within fifteen (15) days from the date of commencement of semester classes on the recommendation of Academic Advisor / HoD concerned.

1.4.5 REGISTRATION DEADLINE

No registration or change of courses shall be allowed after 15 days from the date of commencement of semester classes.

1.4.6 REGISTERED STUDENTS LIST

- (a). The Admission Office shall forward the registration forms to the Head of each Department within two (02) weeks of registration of only those students who have cleared their dues with Account's Office of the University.
- (b). The Academic Departments will then prepare the Registration List of these students after scrutiny and forward it to the BASAR, along with these forms within two (02) weeks.
- (c). The BASAR will then prepare and forward the final lists of registered students to all concerned on prescribed form not later than six (06) weeks from the date of commencement of the semester classes.

1.4.7 RE-ENROLLMENT

- (a). If a student interrupts his program of studies for one semester or more, Dean of Faculty concerned shall allow re-enrollment of the student on the recommendation of the HoD concerned. If re-enrollment is allowed, the student shall pay all pending dues along with re-enrollment fee. The BASAR shall notify re-enrollment of the student.
- (b). If the curriculum has been changed during the period of interruption of the studies, the student shall be required to modify his degree plan to ensure conformity to the latest version of the curriculum.
- (c). Any such interruption shall not be allowed in first semester. A student who does not appear in the first semester examination shall not be eligible for re-enrollment. Such students can however seek fresh admission.

2 POSTGRADUATE (MASTERS) EXAMINATIONS

2.1 STUDENT COURSE WORK EVALUATION

- (a). A student shall be evaluated in each course based on Sessional Work called Part – I and Final Theory Examination called Part – II.
- (b). Sessional Work (Part – I) shall include quizzes, home assignments, case studies, laboratory work, field work, studio work, mid semester examination, term projects and presentation of case studies etc.
- (c). Final Examination (Part – II) shall comprise comprehensive theory examination to be held at the end of each semester.
- (d). The teacher who has taught the course during the semester shall normally be the Examiner for evaluation of Examination in Part – I and Part – II of that course.
- (e). The distribution of marks in each course shall be as under:

Examination Part	Evaluation Components / Assessment Type	Marks
Part – I	Sessional Work Mid Semester Examination	20%
	Assignments, Labs / Field Work, Quizzes etc.	20%
	Course Project, Case Study, Presentations etc.	20%
Part – II	Final Comprehensive Theory Examination	40%
Total		100%

2.2 FINAL EXAMINATION

- (a). Final examination shall be held during last week of each semester after 16 weeks of teaching.
- (b). The Controller of Examinations shall notify the date sheet of final examination at least fifteen (15) days prior to the commencement of examination.

2.3 ELIGIBILITY AND ATTENDANCE REQUIREMENTS

- (a). No candidate shall be admitted to final examination of a semester unless he fulfills the following conditions:
 - (i) He has registered himself for the courses of studies as per registration rules.
 - (ii) He has been on the rolls of the University during that semester.
 - (iii) He has not been debarred from taking the examination under any other regulation.
 - (iv) He has attended each course in which he requires to be examined not less than 75% of total number of lectures delivered, the periods of laboratory practical / design work during that semester in which the examination is to be held. The Dean of Faculty may condone to the extent of 10% deficiency for valid reasons in the above-mentioned percentage.
- (b). The Controller of Examinations shall be provided a list of registered students from the HoD concerned at least two (02) weeks before the commencement of final examination.

2.4 GRADING MECHANISM

- (a). Students' grades in a course shall be determined according to the percentages as described in the following table:

Percentage Marks Obtained	Grade	Grade Points
90 and above	A	4.00
85 – 89	A-	3.66
80 – 84	B+	3.33
75 – 79	B	3.00
70 – 74	B-	2.66
65 – 69	C+	2.33
60 – 64	C	2.00
55 – 59	D+	1.33
50 – 54	D	1.00
Below 50	F = Fail	0.00

(b). Computation of Grade Point Average (GPA)

- (i) The Semester Grade Point Average (SGPA) shall be calculated by multiplying the grade points earned in a course with the number of credit hours of that course, taking the sum of such products for each course taken in that semester and finally dividing the result by the total number of credit hours attempted in that semester. Semester Grade Point Average (SGPA) shall be computed as under:

Course Name	Letter Grade	Numerical Value of Grade (N.V)	Credit Hours (Cr. Hr)	Grade Points (Cr. Hr) x (N.V)
Course 1	A-	3.66	03	(03 x 3.66) = 10.98
Course 2	B+	3.33	03	(03 x 3.33) = 9.99
Course 3	C+	2.33	03	(03 x 2.33) = 6.99
Total			09	27.96

$$\text{SGPA} = \frac{\text{Total Grade Points earned in a Semester}}{\text{Total Credit Hours attempted in a Semester}}$$

$$= \frac{27.96}{9} = \mathbf{3.11}$$

- (ii) The Cumulative Grade Point Average (CGPA) shall be calculated similarly (as that for SGPA) for all the courses taken in all the semesters of the degree program. The Cumulative Grade Point Average (CGPA) shall be computed as under:

$$\text{CGPA} = \frac{\{((\text{Credit Hours per Course}) \times (\text{Grade Point earned in the Course})) + \{\dots\}\}}{(\text{Total number of Credit Hours in the Program})}$$

2.5 PASSING MARKS

The minimum pass marks for each course shall be 50%. Minimum CGPA for the Award of Degree is 2.50 at the scale of 4.00 for the total passed semesters of a degree program shall be required for the award of degree. The student affected by this regulation shall have the option to repeat the courses in which his grade is "C" or below within the maximum allowable time period.

2.6 FAILURE / IMPROVEMENT OF COURSES

- (a). A student who obtains less than 50% marks in a course shall be deemed to have failed in that course and will be awarded "F" grade.
- (b). If a student fails to appear in the final theory examination (Part – II) of a course on medical grounds or any other reason, he shall be treated as absent and declared to have failed in that course with "F" grade.
- (c). A student obtaining "F" grade in a course may register himself again but only once for that course on the advice of Advisor / HoD. Student will repeat both Part – I and Part – II of the course after registration.
 - (i) The candidate can improve a course already passed with grade "C" or below. Both the grades shall be recorded on the Transcript; the Grade Points of higher shall be computed to calculate the CGPA.
 - (ii) The candidate can register himself for a new elective course or courses (which has / have not already been taken) for improvement of his CGPA. The grade points and credit hours of all new course(s) shall be included to calculate the SGPA and CGPA as well.
 - (iii) A student obtaining "F" Grade in an elective course may register for the course on the advice of Advisor / HoD. Student can repeat the course after registration. Both the grades shall be recorded on the transcript; the Grade Points of higher shall be computed to calculate CGPA.
 - (iv) A student obtaining "F" Grade in a major course has to register for the course on the advice of Advisor / HoD to pass it. The student can repeat the course after registration. All the grades shall be recorded on the transcript; the Grade Points of higher shall be computed to calculate CGPA.
- (d). **I – Grade:** The course teacher shall evaluate the genuineness of the case and shall be authorized to award "I" Grade to the students in Final Theory examination with the condition that the student will appear / pass the course within one year, failing which the "I" Grade shall automatically be converted to "F" Grade. The maximum duration of the degree program shall remain the same.

2.7 DECLARATION OF RESULTS

The Controller of Examinations shall declare the result within three (03) weeks of the completion of the final examination of a semester.

2.8 SEMESTER TRANSCRIPTS

A Transcript of Awards shall be issued to each student appearing in the Semester Examination. However, a complete Transcript of Awards shall be issued after completion of the degree program subject to payment of prescribed fee and clearance certificate.

The Transcript shall contain information about percentage marks, obtained in the courses, corresponding grades, SGPA and CGPA. The Transcript shall also embody the title of postgraduate research thesis and area of specialization.

2.9 PROVISIONAL CERTIFICATE

A candidate who fulfills all the requirements for the award of degree shall be issued a provisional certificate on the payment of prescribed fee along with the clearance certificate before the issuance of the degree. This provisional certificate will not itself confer any right or privilege for admission to the degree.

2.10 AWARD OF DEGREE

A candidate shall be admitted to the degree if:

- (a). He has earned total credit hours required for the degree within the prescribed duration of the degree program.
- (b). He has obtained pass grades in all the courses offered in a semester.
- (c). He has successfully defended the Research Thesis (in case of Thesis option)
- (d). He has passed all the semesters in the relevant discipline with at least 2.50 CGPA at the scale of 4.00 up to completion of a degree program.

2.11 RE-CHECKING OF ANSWER SCRIPTS

There shall be no re-evaluation of answer scripts of the Mid and Final Examinations. However, a candidate shall be allowed to have his answer script(s) rechecked by the Controller of Examinations on payment of prescribed fee within fifteen (15) days of the declaration of result. The Dean of the Faculty concerned may condone the delay up to a maximum period of ten (10) days on payment of double fee. The Controller of examinations shall certify that:

- (a). The script has not been changed as mentioned in the attendance sheet.
- (b). No portion of the script has been left unmarked.
- (c). The marks awarded in the script have been correctly brought out on its cover.
- (d). The grand total on the cover of the script is correct.
- (e). The grand total on the cover of the script is correctly transferred to the award list.
- (f). The result has been correctly posted and notified.

If any discrepancy is found in above cases, then the Controller of Examinations will:

- **Case (a):** call the superintendent of the concerned examination for clarification/rectification. If the matter is not satisfactory, then he will refer the case to Unfair Means Committee.
- **Case (b):** call the course teacher concerned to rectify the mistake, prepare new result and submit the same through the Head of the department concerned for re-notification.
- **Cases (c, d, e, and f):** rectify the mistake and re-notify the new result.

Fee prescribed by University per script shall be charged as re-checking fee. There shall be no re-evaluation or re-checking of other evaluation components.

2.12 UNFAIR MEANS

There shall be a Committee in the University to deal with the cases of alleged use of UNFAIR MEANS or other matters affecting the discipline of the students in connection with the examination.

3 RESEARCH WORK (THESIS OPTION)

3.1 RESEARCH THESIS

Each student for Postgraduate degree under thesis option must successfully complete postgraduate research thesis. The thesis should contribute to knowledge based on individual's original research work.

3.2 SUBMISSION OF RESEARCH PROPOSAL

The student can start the research work for his thesis during the 2nd semester of enrollment in consultation with his perspective research supervisor. The research proposals shall be submitted to the Director BASAR duly evaluated by the BPGS of the Department concerned on prescribed format in the beginning of 2nd semester.

3.3 TITLE OF RESEARCH AND NAME OF RESEARCH SUPERVISOR

Title of Research / Synopsis and the name of Supervisor / Co-Supervisor shall be approved by the Dean of Faculty concerned on the recommendation of BPGS of the department. The department may recommend a Co-Supervisor if research is of multi-disciplinary nature and involves combining expertise from two or more departments / areas.

3.4 DURATION OF RESEARCH

The minimum duration for a student to conduct the research and prepare a thesis shall be six (06) months. This duration shall start from the date of approval of research proposal by the Dean of Faculty concerned.

3.5 SUBMISSION OF THESIS

- (a). On completion of his research work up to the satisfaction of research supervisor / co-supervisor, the student shall embody the result of his research work in a thesis on prescribed format.
- (b). Three copies of thesis shall be submitted to the Department concerned for the evaluation of thesis.

3.6 EVALUATION OF THESIS

- (a). A student must pass all courses before thesis evaluation is undertaken.
- (b). The student shall appear for final seminar after completion of his postgraduate research work with the consent of his supervisor.
 - (i) The final seminar on the research work shall be opened to other members of the academic community. The Director BPGS of concerned department shall notify the venue, date and time of the final seminar in consultation with the Head of Department.
 - (ii) The BPGS shall recommend the evaluation of the thesis based on his final seminar on the research work.
- (c). Evaluation of thesis shall be done by the Internal and External examiners. The research supervisor / co-supervisor shall normally act as the Internal Examiner(s). The External Examiner shall be appointed by the Vice Chancellor on the recommendation of the BPGS of the department concerned. The BASAR will notify the venue, date and time of examination in consultation with the Internal Examiner.
- (d). A student, whose thesis has not been approved by the examiners shall be permitted to revise his thesis. He shall submit the revised thesis for evaluation within the time decided by the examiners keeping in view the prescribed maximum time limit for postgraduate degree program. A student can appear three times in maximum for final examination as decided by the examiners.
- (e). If a student fails to submit his thesis / revised thesis within approved time period, his case will be referred by the Department to the Dean of Faculty concerned for dismissal from the program.
- (f). After successful completion of thesis evaluation examination within the stipulated time of completion for postgraduate degree program, to be verified by the HoD, the student shall be required to submit three copies of thesis (along with soft copy) complete in all respects in the Department.

3.7 RESEARCH PUBLICATION

The research publication in National / International Journals / Conferences is a requirement for the award of postgraduate degree, subject to the completion of other

requirements. The transcript shall be issued on the acceptance of research paper and degree shall be issued on the publication of research paper.

3.8 DISMISSAL FROM THE PROGRAM

- (a). If a student obtains "F" Grade in more than one courses at the end of 1st semester, he shall be dropped from the degree program.
- (b). If a student is placed on academic probation, Director BASAR shall issue him a warning letter. The degree shall not be awarded until the CGPA is greater than or equal to 2.50 at the scale of 4.00.

3.9 CERTIFICATE OF MERIT

The Controller of Examinations shall issue a Certificate of Merit to a student on fulfillment of the following:

- (a). He has obtained CGPA of 3.70 or more.
- (b). He has completed all the requirements for the award of degree within the prescribed time period of 24 months.
- (c). He has not obtained "F" Grade in any course during the entire degree program.
- (d). He has not improved any grade in the entire degree program.
- (e). He has not transferred any credit from other program or institutions.
- (f). He has not interrupted his studies during the entire degree program.

3.10 CRITERIA / LIMIT OF SUPERVISION

- (a). The faculty members having MS / MSc / M Phil or equivalent degrees (with / without thesis) along with minimum five years of relevant research / teaching / professional experience after getting MS / MSc / M Phil Or equivalent program students.
- (b). The supervisor can supervise maximum 05 scholars in MS / MSc / M Phil degree program.