



RULES AND REGULATIONS FOR UNDERGRADUATE EXAMINATIONS

EXAMINATIONS BRANCH



2022
GRAND ASIAN UNIVERSITY, SIALKOT

TABLE OF CONTENTS

RULES AND REGULATIONS FOR UNDERGRADUATE EXAMINATIONS	4
COMMENCEMENT AND APPLICABILITY	4
DEFINITIONS	4
ACADEMIC CALENDAR.....	6
1 SEMESTER SYSTEM.....	7
1.1 GENERAL	7
1.1.1 DURATION OF DEGREE PROGRAM.....	7
1.1.2 CREDIT HOURS FOR THE AWARD OF DEGREE	7
1.1.3 MINIMUM CGPA FOR THE AWARD OF DEGREE	7
1.1.4 MEDIUM OF INSTRUCTIONS.....	8
1.1.5 SUMMER INTERNSHIP	8
1.2 SEMESTER REGISTRATION	8
1.3 ATTENDANCE REQUIREMENTS.....	9
1.4 GRADING MECHANISM	10
1.5 COMPUTATION OF GRADE POINT AVERAGE (SGPA AND CGPA).....	10
1.6 EVALUATION COMPONENTS.....	12
1.6.1 THEORY COURSE	12
1.6.2 LAB COURSE	12
1.7 ACADEMIC DEFICIENCIES	13
1.7.1 ACADEMIC DISMISSAL	13
1.7.2 RE-ADMISSION	13
1.7.3 RELEGATION TO LOWER SEMESTER	14
1.8 REPETITION AND IMPROVEMENT OF COURSES	14
1.9 SUMMER SEMESTER	14
1.10 FREEZING OF SEMESTER(S)	15
1.11 DEPARTMENTAL SEMESTER COMMITTEE	16
1.11.1 CONSTITUTION OF THE COMMITTEE	16
1.11.2 FUNCTIONS OF THE COMMITTEE	16
1.12 UNIVERSITY SEMESTER COMMITTEE	17
1.12.1 CONSTITUTION OF THE COMMITTEE	17
1.12.2 FUNCTIONS OF THE COMMITTEE	17
2 EXAMINATION SYSTEM	18
2.1 CONDUCT OF EXAMINATION AND NOTIFICATION OF RESULTS	18
2.2 INSTRUCTIONS FOR STUDENTS DURING EXAMINATION	18
2.3 RESULT COMPUTATION AND SUBMISSION	19
2.3.1 THEORY COURSE	19
2.3.2 LAB COURSE	20
2.3.3 FINAL YEAR PROJECT	20
2.4 RE-CHECKING OF ANSWER SCRIPTS	21
2.5 INCOMPLETE (I) GRADE.....	21

2.6	WITHHOLDING OF COMPREHENSIVE RESULT	22
2.7	TRANSFER OF CREDITS	22
2.8	AWARD OF DEGREE	23
2.9	AWARD OF HONORS	23
2.10	AWARD OF MEDALS	24
2.11	ISSUANCE OF CERTIFICATES/ DEGREE	24
2.11.1	SEMESTER GRADE SHEET	24
2.11.2	TRANSCRIPT OF AWARDS	24
2.11.3	PROVISIONAL CERTIFICATE	24
2.11.4	UNIVERSITY DEGREE	24
2.12	UNFAIR MEANS	25
2.12.1	CONSTITUTION OF THE COMMITTEE	25
2.12.2	FUNCTIONS OF THE COMMITTEE	25
2.13	PERMISSION OF WRITER FOR SPECIAL STUDENTS	25
2.14	DAMAGED/ LOST ANSWER SCRIPT	25
2.15	CHARGES/ FEES	26

RULES AND REGULATIONS FOR UNDERGRADUATE EXAMINATIONS

COMMENCEMENT AND APPLICABILITY

- These Regulations shall be called “Grand Asian University Sialkot; Rules and Regulations for Undergraduate Examinations”.
- These rules shall come into force with immediate effect for undergraduate 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. “Academic Council” means the Academic Council of the University.
- iv. “Academic Year” means a year normally consisting of two regular (Fall and Spring) semesters of 18-20 weeks duration each and one optional (Summer) semester of 9-10 weeks duration inclusive of examinations, internships, or any other academic activity.
- v. “Board of Undergraduate Studies” means the Board of Undergraduate Studies of the concerned Academic Department of the University.
- vi. “Candidate” means a student who intends to appear in an Examination.
- vii. “Casual Student” means a student who has not completed minimum degree requirements with his class / session but is otherwise eligible to take the courses and to appear in the examination. He shall, however, be governed by the University Examinations and Discipline Rules & Regulations.
- viii. “Controller of Examinations” means the Controller of Examinations of the University.
- ix. “Contact Hours” means the total number of lecture hours per week in a theory course and total number of laboratory hours per week in case of a lab course.
- x. “Course” means a separate Theory or Practical part of a subject as prescribed in the detailed syllabi approved by the competent authority / statutory body, whose successful completion shall be the requirement of the Degree.
- xi. “Course Teacher” means a person appointed by the competent authority, who teaches a course and then evaluates the students as per University rules and procedures.

- xii. "Credit Hour" means one hour of teaching each week throughout the semester in case of theory course and three hours per week throughout the semester in case of laboratory course.
- xiii. "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.
- xiv. "Dean" means the head of a Faculty of the University.
- xv. "Department" means a teaching department maintained and administered by the university in prescribed manner.
- xvi. "End Semester Examination" means the examination to be held at the end of each semester for a theory and lab course on such dates as the University may determine.
- xvii. "External Examiner" means a person holding suitable qualification in the relevant discipline who is neither a teacher of the University nor has taught the course to the class/section during the semester for which the examination is being held.
- xviii. "Faculty" means an administrative and academic unit of the university consisting of one or more departments or constituent colleges as may be prescribed.
- xix. "Grade" means the letter grade earned by a student in Theory and Practical course depending on his performance.
- xx. "Grade Points" means the points (numerical value) associated with each letter grade.
- xxi. "Head of Department" means the Head of a Department of University or Principal of a constituent college.
- xxii. "Internal Examiner" means the teacher/ person appointed by the competent authority who has been teaching the course to the class/ section during the semester for which the examination is being conducted.
- xxiii. "Lab Teacher" means a person appointed by the competent authority, who teaches a lab course and then evaluates the students as per University rules and procedures.
- xxiv. "Mid Semester Examination" means the examination to be held after eight weeks of teaching in case of regular semesters and after four weeks of teaching in case of optional summer semester on such dates as the University may determine.
- xxv. "Neutral Examiner" means a teacher of the University holding suitable qualification in the relevant discipline who has not taught the course to the class/section during the semester for which the examination is being held.
- xxvi. "Regular Student" means a student who is enrolled for the minimum duration of a degree program of this University and who does not maintain admission simultaneously in any other degree/diploma program of this University or any

other institution.

xxvii. "Semester" means a declared duration of 18-20 weeks in case of regular semester and 9-10 weeks in case of optional summer semester, including teaching and examinations.

xxviii. "Semester Grade Point Average (SGPA)" means the credit-hour weighted average of the Grade Points earned for all the courses in a semester.

ACADEMIC CALENDAR

The degree program in case of Bachelor of Studies (BS) for both Natural and Social Sciences, Bachelor of Science in Engineering (BSc Engineering), undergraduate degrees in Business Studies, Computer Science, Education and Technology shall be spread over four academic years (minimum Eight Regular Semesters).

While the degree programs Doctor of Pharmacy (Pharm D) and Bachelor of Law (LLB) will be spread over five academic years (minimum Ten Regular Semesters).

Also the Two Year Associate Degree Program (ADP) will consist of two academic years (minimum Four Regular Semesters).

Each academic year shall consist of two regular teaching semesters that is Fall and Spring and an optional Summer semester. In case of regular semesters (Fall and Spring), there shall be sixteen weeks of teaching while in case of Summer semester there shall be eight weeks of teaching with double workload.

The Director Academics shall prepare an academic calendar of a complete year in consultation with the Heads of Academic Departments, the Controller of Examinations, the Director Student Affairs, the Director Quality Enhancement Cell and the Director Sports in line with policies and guidelines of the University. This academic calendar shall be notified by the Director Academics after approval from the Vice Chancellor in the meeting of Deans' Committee.

The academic schedule will include the following:

- (a). Semester registration date
- (b). Semester starting date
- (c). Teaching weeks
- (d). Mid semester examination week
- (e). End semester examination week(s)
- (f). Summer semester
- (g). Others (like sports/ students' weeks, semester/ eid breaks, summer/ winter vacation etc.)

Students shall be responsible to meet the requirements and deadlines published for each semester in the academic calendar. Students shall also be expected to know and adhere

to the rules, regulations, course loads and policies of the University as well as those of the departments in which they are enrolled.

1 SEMESTER SYSTEM

1.1 GENERAL

1.1.1 DURATION OF DEGREE PROGRAM

- (a). The minimum duration of the four year degree program shall be four academic years (Eight Regular Semesters). While the maximum duration allowed is seven years.
- (b). In case of five year degree program, the minimum duration shall be five academic years (Ten Regular Semesters). While the maximum duration allowed is nine years.
- (c). In case of two year associate degree program, the minimum duration shall be two academic years (Four Regular Semesters). While the maximum duration allowed is three and a half years.
- (d). Despite anything to the contrary contained in these regulations, no candidate shall be admitted to an examination after the expiry of maximum allowable time period of the degree program concerned. This period shall be counted from the date of his registration to the first semester in the University.
- (e). In case a candidate is admitted directly to a higher class (by migration or transfer of credits), he shall not be admitted to an examination after the expiry of the remaining period for the session to which he is admitted.

1.1.2 CREDIT HOURS FOR THE AWARD OF DEGREE

The total number of credit hours required for the award of different degree programs shall be as under:

- (a). 124 – 140 credit hours for four year degree program
- (b). 160 – 198 credit hours for five year degree program
- (c). At least 60 credit hours for two year degree program

While the number of credit hours for a regular semester shall be 15-18 (exclusive of additional courses). The courses of study, the credit hours allocated to each course, the total credit hours offered in a semester and the detailed syllabi shall be as approved by the competent authority / statutory bodies.

1.1.3 MINIMUM CGPA FOR THE AWARD OF DEGREE

A minimum CGPA of 2.0/4.0 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 less than C within the maximum

allowable time period.

1.1.4 MEDIUM OF INSTRUCTIONS

The medium of instructions and examinations shall be English for all subjects except Islamic Studies and Pakistan Studies for which the medium of instructions and examinations shall be either Urdu or English.

1.1.5 SUMMER INTERNSHIP

Every student shall be required to participate in six to eight weeks of practical training during the summer vacation of their degree program and submit a formal report to the Head of the department.

1.2 SEMESTER REGISTRATION

The registration of the students for each semester other than the first semester shall be made by the concerned Academic Department of University. The registration for the first semester shall be made by the admission office of the University.

- (a). Regular semester fee is normally payable ten days before the start of every semester (Fall or Spring). Accounts Office working under the Treasurer of the University, notifies the fee schedule for all programs well before the start of every new semester.
- (b). The registration of the students for each semester shall be completed ten (10) days prior to the start of the semester by the Heads of the academic departments in accordance with the Academic Calendar notified by the Director Academics. The application forms (or the online registration) shall be completed on or before this closing date. (i.e. 10 days prior to the start of a regular semester class).
- (c). In case of a regular semester, if a student fails to register himself for some cogent reasons, a fine of Rs. 100/- per day or as determined from time to time will be charged till the one month of the commencement of classes. During this period HoD can permit such candidate for late registration with payment of fine till that date.
- (d). If a student fails to get himself registered for a regular semester till one month after start of semester he will be treated as suspended from the department. The suspension can be lifted by the orders of the Dean of Faculty along with payment of re-admission fee and fine of Rs. 4000/-. Application to this effect shall be submitted to the Dean through the Head of the department.

For above both cases (c & d) the student will not claim any other relaxation in the rules governing teaching, attendance, and examinations etc.

- (e). The students who fail to register themselves for a regular semester upto the specified time, their names will be removed from the rolls of the University.

- (f). After one month of the start of a regular semester, Heads of all Academic departments will notify the complete list of the registered students to all concerned. These lists will also include the students who have frozen their semester or who have registered themselves for additional courses with junior batches and the names of students who are removed from the rolls of the University due to absence.
- (g). The students, who are removed from the rolls of the University due to absence, or any other reason, can apply for re-admission. In such cases, the applications will be routed through Departmental Semester Committee and will be placed before the Dean for final decision. The HoD will notify the decision to all concerned. Re- admission fee, fine or any other penalty approved by the Dean will be applicable.

1.3 ATTENDANCE REQUIREMENTS

No candidate shall be eligible to appear in an end semester examination unless the following conditions are fulfilled:

- (a). He has been on the rolls of the University during the semester for which the examination is being held.
- (b). He is not debarred from taking the examination under the University rules and regulations enforced for the time being.
- (c). He has attended a minimum of 75% of the total number of lectures delivered, the laboratory periods held, design and practical work done in a course during the Semester for which the examination is being held. The Head of the concerned department may, for valid reasons, condone this deficiency up to 10% after consultation with the course teacher concerned.
- (d). If a student does not fulfill the condition of attendance, he shall be awarded an 'F' grade in that course, whether theory or Lab. He will have to re-register himself for that course in the summer semester if offered or in a regular semester (as an additional course) in which the course is being offered.
- (e). The course teacher(s)/Lab teacher(s) concerned will maintain the attendance record for their courses. They will display and forward the list of such candidates who do not fulfill the condition of attendance to the Controller of Examinations through the Head of the Department and the Dean of Faculty, immediately after the completion of the teaching session. Such candidates shall not be allowed to appear in the End Semester Examination of that course.
- (f). At the end of each month, the teacher concerned shall send to Head of the Department a statement giving the total number of lectures delivered or labs conducted by him together with the number of lectures or labs attended by each student.

1.4 GRADING MECHANISM

Course grades shall be awarded to the students on the basis of Absolute Grading (percentage of marks). Grades shall be indicated by letters. There shall be 4 letter grades i.e. A, B, C and D for individual courses with 10 performance levels; A, A-, B+, B, B-, C+, C, C-, D+ and D. Moreover, 'F' grade stands for Fail which will be awarded to all students having less than 50% aggregate in any course. Grades will be finalized by the course teacher in consultation with the Head of respective department. The 'I' Grade represents an Incomplete grade. The percentage, letter grades and grade points assigned to letter grades shall be indicated as under:

Percentage obtained in a Course	Grade	Grade Points
85 and above	A	4.00
80 - 84	A-	3.66
75 - 79	B+	3.33
71 - 74	B	3.00
68 - 70	B-	2.66
64 - 67	C+	2.33
61 - 63	C	2.00
58 - 60	C-	1.66
54 - 57	D+	1.33
50 - 53	D	1.00
Below 50	F	0.00

1.5 COMPUTATION OF GRADE POINT AVERAGE (SGPA AND CGPA)

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.

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.

For example, the result of a student can be tabulated in terms of SGPA and CGPA calculation as under:

1ST SEMESTER (FALL – 2021)

Course Name	Credit Hours (Cr. Hr)	Marks Obtained	Letter Grade	Numerical Value of Grade (N.V)	Points (Cr. Hr) x (N.V)
ABC	3	86 / 100	A	4.00	(3 x 4.00) = 12.00
DEF	2	72 / 100	B	3.00	(2 x 3.00) = 6.00
GHI	1	52/ 100	D	1.00	(1 x 1.00) = 1.00
Total Credit Hours	6	-	Total Points		19.00

SGPA of 1st Semester = Total Points of 1st Semester / Total Credit Hours of 1st Semester

$$= 19.00 / 6 = \underline{\underline{3.17}}$$

CGPA upto 1st Semester = 3.17

2ND SEMESTER (SPRING – 2022)

Course Name	Credit Hours (Cr. Hr)	Marks Obtained	Letter Grade	Numerical Value of Grade (N.V)	Points (Cr. Hr) x (N.V)
JKL	4	72 / 100	B	3.00	(4 x 3.00) = 12.00
MNO	3	61 / 100	C	2.00	(3 x 2.00) = 6.00
PQR	2	86 / 100	A	4.00	(2 x 4.00) = 8.00
Total Credit Hours	9	-	Total Points		26.00

SGPA of 2nd Semester = Total Points of 2nd Semester / Total Credit Hours of 2nd Semester

$$= 26.00 / 9 = \underline{\underline{2.89}}$$

CGPA upto 2nd Semester = (Total Points of 1st Semester + Total Points of 2nd Semester)

(Total Credit Hours of 1st Semester + 2nd Semester)

$$= \frac{(19.00 + 26.00)}{(6 + 9)} = \frac{45}{15} = \underline{\underline{3.00}}$$

The SGPA and CGPA of preceding Semesters can be calculated in similar way as per the method described above.

1.6 EVALUATION COMPONENTS

The course teacher shall be responsible for the evaluation of work/ performance of the students of his class and for the award of grades to them. Theory and lab courses are evaluated separately based on the following evaluation components.

1.6.1 THEORY COURSE

1.6.1.1 QUIZZES, ASSIGNMENTS, PROJECTS AND PRESENTATIONS

There shall be an appropriate number of quizzes, assignments, course project and presentations etc.

1.6.1.2 MID SEMESTER EXAMINATION

There shall be one Mid Semester Examination of 1.5 to 2.0 hours duration for each course in a semester after eight weeks of teaching in case of regular semester and after four weeks of teaching in case of summer semester.

1.1.1.1 END SEMESTER EXAMINATION

There shall be separate End Semester Examination for every course. The duration of this exam will be 2 to 3 hours covering the entire syllabus at the end of each semester. The examination shall be held after sixteen weeks of teaching of each regular semester and after eight weeks of teaching in case of summer semester.

1.6.1.3 WEIGHTAGE OF EVALUATION COMPONENTS/ ASSESSMENTS

The final grade of a course shall depend on the marks obtained in each of the evaluation components listed above. The weightage given to each component is as follows:

Evaluation Components/ Assessment Type	Weightage
Quizzes	5 - 10%
Assignments/ Projects/ Presentations	15 - 30%
Mid Semester Examination	20 - 25%
End Semester Examination	40 - 50%
Total Weightage of Theory Course	100%

1.6.2 LAB COURSE

1.6.2.1 WEIGHTAGE OF EVALUATION COMPONENTS/ASSESSMENTS

The final grade of a Lab course shall depend on the marks obtained in each of the evaluation component, listed in the table along with weightage given to each component.

Evaluation Components/ Assessment Type	Weightage
Lab Assignments, Lab Performance, Lab Report, Lab Project, Presentation, Mid Semester Examination	50%
End Semester Viva & Practical Examination	50%
Total Weightage of Lab Course	100%

Note: Absence in any of the evaluation components shall be awarded zero marks whereas the absence in the End Semester Examination or in the End Semester Viva & Practical examination shall be awarded an 'F' grade irrespective of the sessional marks.

1.7 ACADEMIC DEFICIENCIES

A student who obtains one or more of the following in a semester shall be considered academically deficient:

- (a). One or more 'F' grades in a semester
- (b). One or more 'I' grades in a semester
- (c). SGPA less than 1.0 at the end of 1st semester
- (d). CGPA less than 2.0 at the end of 2nd semester and onwards

An academically deficient student can have following three options:

- (a). Academic Dismissal
- (b). Re-Admission
- (c). Relegation to Lower Semester

1.7.1 ACADEMIC DISMISSAL

A student who fails to obtain a minimum GPA of 1.0 at the end of 1st semester of a degree program shall be placed on academic probation for the 2nd semester being academically deficient. In case, he fails to improve his CGPA to 1.0 at the end of 2nd semester, his name shall be removed from the Rolls of the University. Students dismissed on academic grounds shall, however, be furnished with an official transcript indicating the courses completed along with grades earned in registered courses.

1.7.2 RE-ADMISSION

Re-admission in the first year, without going through the admission process, is granted to only those undergraduate students who have been dismissed on academic grounds but only for once. There is no second re-admission. In this case, on the request of the student and recommendations of the HoD concerned, admission office shall issue a re-admission notification.

1.7.3 RELEGATION TO LOWER SEMESTER

An academically deficient student can apply to the Head of Department concerned for Willing Relegation to lower semester to overcome his academic deficiencies. The HoD will refer his case to the Departmental Semester Committee for appropriate decision. The case will be forwarded to the Controller of Examinations after approval by the Dean concerned for subsequent notification. The Willing Relegation to lower semester can only be availed once during the entire degree program subject to written consent of the parents/ guardians.

Note: In both the above cases (1.7.2 and 1.7.3), the maximum duration of degree program shall remain the same which will be considered from the date of his first semester registration.

1.8 REPETITION AND IMPROVEMENT OF COURSES

- (a). An academically deficient student, either regular or casual, shall be allowed to repeat/improve the courses during the summer semester, if offered, as well as during the regular semesters whenever the teaching and examination schedule makes it possible for him to register himself for the additional courses with junior classes and to take the Mid and End Semester Examinations.
- (b). An academically deficient regular student shall be allowed to get himself registered for as many additional courses with junior classes, such that his total semester load does not exceed 21 credit hours, provided that contact hours also do not exceed the total number of available work hours per week.
- (c). An academically deficient casual student will be allowed to get himself registered for as many courses in his post final semester such that his total semester load does not exceed 21 credit hours, provided that contact hours also does not exceed total number of available work hours per week.
- (d). In case of repetition/improvement of a course, the student shall pay course registration and examination fee as prescribed by the University. It shall be noted that a student can only improve a grade lower than C (i.e. C-, D+, D and F).
- (e). If a student registers himself for improvement of a course and completes it, the better grade obtained by him shall be considered for the computation of SGPA and CGPA.
- (f). In case a student repeats an elective course, which has already been taken, and in case a student takes a new course in lieu of that elective course in which he failed, both the courses along with grades shall be reflected on his transcript.

1.9 SUMMER SEMESTER

- (a). Summer semester shall be primarily for those students who want to repeat/improve certain courses to make up for their academic deficiencies.

- (b). An academically deficient student, either regular or casual, shall be allowed to get himself registered for maximum of 08 credit hours, provided that contact hours also do not exceed total number of available work hours per week.
- (c). The minimum strength to offer a course in Summer Semester will be Ten students. However, the Dean of Faculty may relax the condition of ten students on the recommendations of the Head of the academic department concerned only for the graduating and casual students. In case if such course is offered, it will be open for registration to other students as well. Fee as prescribed by the University will be charged from all such registered students.
- (d). Teaching Shall be mandatory for all offered courses in summer semester.
- (e). The contact hours during the summer semester shall be doubled to ensure that the course is completely taught in a summer semester with half of the duration compared to regular semester.
- (f). No 'I' grade will be awarded in summer semester.
- (g). The registration, attendance, conduct of examination and result display policies etc. during the summer semester shall be the same as in regular semester.
- (h). It is in the best interest of the students to clear their failed courses or the courses where they want to improve their grades by repeating the courses as early as possible. The University will not be responsible to offer failed or improvement courses of lower semesters in the final year unless and until the other conditions of summer semester registration are fulfilled.

1.10 FREEZING OF SEMESTER(S)

- (a). Students will be allowed to freeze one or two semester(s) only once during the entire degree program owing to some extreme and genuine reason to be determined by the DSC. Students shall not be allowed to freeze their First and Second Semesters in any circumstances. Only those students who have completed their first academic year at the University shall be eligible to avail this facility. A student must apply to the Head of the department, in writing, for freezing of one or two consecutive semesters within fifteen days of commencement of the semester. A student can request for freezing of at most two consecutive semesters with Summer Semester not being counted. The Dean of Faculty concerned will approve the case of freezing on the recommendation of the DSC, and the Controller of Examinations shall notify the freezing of semester(s) with copy to all concerned accordingly.
- (b). In case of freezing two consecutive semesters, the student on his return will be registered in the same semester with next junior class and his courses shall be evaluated by the concerned Head of Department to determine their relevance to

the changes made in the curriculum (if any). In such case, the student shall be required to modify the degree plan to ensure conformity to the recent curriculum. Also, students will be required to pay the difference of University fee (if any) besides the re-registration fee.

- (c). In case of freezing one semester, the student may rejoin his own class or may request for further extension of freezing next/ forthcoming regular semester. The deficiency created by one frozen semester shall be made up after completing the remaining courses with his class that is after final semester by enrolling as a casual student.
- (d). The students allowed to freeze their semester(s) for proceeding abroad under Educational Exchange Programs, will be eligible to register themselves for deficient courses in forthcoming Summer and / or Regular Semesters to overcome their academic deficiencies, provided the requirements for registration in Summer and/or in Regular Semesters (as additional courses) are fulfilled as prescribed in the prevailing regulations.
- (e). The maximum duration of the degree program shall remain the same, which will be counted from the date of his first semester registration including the frozen semester(s).

1.11 DEPARTMENTAL SEMESTER COMMITTEE

1.11.1 CONSTITUTION OF THE COMMITTEE

Each Department shall have a Departmental Semester Committee (DSC) constituted by the Vice Chancellor on the recommendation of the Head of Department and Dean of Faculty concerned, comprising the following:

- (a). Head of the Department
- (b). Two/ three senior most faculty members
- (c). The teacher concerned may be co-opted in case of complaint of the students.

1.11.2 FUNCTIONS OF THE COMMITTEE

- (a). Ensure content coverage of courses by comparing with the course outlines and work plan provided by the teacher.
- (b). Monitor classrooms activities as reflected in the course outlines.
- (c). Examine all problems regarding uniformity before the declaration of the results.
- (d). Address and decide solutions to student's complaints/ appeals regarding sessional/ grades, awards, etc.
- (e). Examine and approve students requests for award of 'I' grade, and retake of Mid Semester Examination.

- (f). Examine and approve students requests for freezing of semester(s).
- (g). Examine and approve students requests for willing relegation to lower semester(s) only for the purpose of overcoming their academic deficiencies.
- (h). Examine and approve transferred courses and corresponding credits for migration cases.
- (i). Examine and approve deficit courses for the student who freezes his two consecutive semesters and the curriculum of next session has been changed.
- (j). Recommend Neutral/ External Examiners for Lab courses.

Recommendations of the DSC will be approved by the Dean of Faculty concerned and will be notified by the Controller of Examinations.

1.12 UNIVERSITY SEMESTER COMMITTEE

1.12.1 CONSTITUTION OF THE COMMITTEE

There shall be a University Semester Committee to be constituted by the Vice Chancellor comprising the following:

- (a). Deans of all Faculties (Senior Dean will chair the meeting)
- (b). Director Quality Enhancement Cell
- (c). Director Academics
- (d). Controller of Examinations (Secretary)

1.12.2 FUNCTIONS OF THE COMMITTEE

- (a). Provide consultation to the Academic Departments in all academic related matters and faculty development for the latest knowledge and technology.
- (b). Monitor the implementation of semester system and address various issues arising with relation to its implementation.
- (c). Recommend necessary amendments in the semester rules & regulations, if needed.

2 EXAMINATION SYSTEM

2.1 CONDUCT OF EXAMINATION AND NOTIFICATION OF RESULTS

- (a). The Controller of Examinations shall issue date sheets of theory papers for each Mid and End Semester Examination. Mid Semester Examination shall be held on consecutive days excluding holidays, which means that no gap shall be allowed between two papers. While the End Semester examination shall be held on alternate days.
- (b). The Controller of Examinations shall notify the invigilation/center staff for the conduct of mid and end semester examinations on the recommendations of the Heads of academic departments according to the set rules depending upon the number of students appearing in the examination.
- (c). The final award received by the office of the Controller of Examinations can be liable to a subsequent change on the recommendations of the Departmental Semester Committee.
- (d). As soon as possible after the completion of the examinations and submission of award lists by the academic departments, the Controller of Examinations shall notify the results after scrutiny from the scrutineers.

2.2 INSTRUCTIONS FOR STUDENTS DURING EXAMINATION

- (a). The answer script should not be used for any purpose other than writing answers to questions in the examination hall. Illegal use of answer script would lead to prosecution.
- (b). The candidate begins to write answers from the back of the title page of the answer script. This page must not be left blank in any case.
- (c). Candidates to write on both sides of each leaf.
- (d). Candidates guilty of making appeals to the course teacher(s) in their answer script will entail the penalty of cancellation of the answer script through which such appeal is made.
- (e). No answer script or paper of any kind is to be taken in or removed from examination hall/room except the question paper.
- (f). No leaf from the answer script is to be torn off.
- (g). Any candidate creating disturbance during the examination or is misbehaving in or around the examination hall/room shall be expelled therefrom and shall be liable to disciplinary action.
- (h). The answer script must be delivered to the center superintendent even if no question has been answered.
- (i). Candidates are not permitted to leave the examination hall/room until the expiry

of half time after the distribution of question paper.

- (j). Candidates found using UNFAIR MEANS shall be liable to disciplinary action.
- (k). Use of programmable calculator is prohibited unless specially allowed by the course teacher and clearly mentioned in the question paper.
- (l). Only blue/ black ball pen is allowed to be used. The use of marker/ pen or ball pen of any other color is prohibited.
- (m). Use of white fluid and ink remover is strictly prohibited which can result into the cancellation of entire Answer Script.
- (n). Mobile phone is not allowed in the examination hall/room. Violation will lead to unfair means case.

2.3 RESULT COMPUTATION AND SUBMISSION

2.3.1 THEORY COURSE

- (a). The teacher concerned shall prepare detailed sessional awards. He shall display a copy of the same on the notice board before the start of End Semester Examination.
- (b). The marked scripts of each examination component i.e., quizzes, assignments, lab reports, Mid and End Semester Examination shall be shown to the students by the teacher concerned. In case, a student is not satisfied with his awards and /or clarification from the teacher concerned, he may make written request to the Head of the Department who will refer his case to the DSC and the decision of the Committee shall be final.
- (c). The course teacher(s) shall be responsible to set the question papers for mid and end semester examinations, mark the answer scripts and prepare the award lists.
- (d). There shall be no choice of questions in any of the evaluation component.
- (e). The course teacher after setting the question paper shall get it photocopied from examinations branch or from the department, in accordance with the number of students, seal these question papers in an envelope and deliver it to the center superintendent on the date of examination as per date sheet.
- (f). On receipt of answer scripts from the center superintendent, the course teacher shall mark the scripts for each examination and prepare the award lists. After the end semester examination, he shall send the result (hard and soft copies) along with the marked scripts and two sets of question papers of Mid and End Semester Examinations to the Controller of Examinations through the Head of the concerned department under a sealed cover. Further, he will display the list of students having 'F' grades in his course on notice board and send the copy of the same to the Academic Cell of the department concerned.

- (g). The marked answer scripts of a Mid and End Semester Examinations shall be retained in the office of the Controller of Examinations for a period of one year. After this period, the scripts shall be disposed off accordingly.
- (h). The course teacher(s) shall be responsible to ensure that there is no discrepancy in the marks entered in the award lists, the marks entered on the cover page of the scripts and the marks awarded to the questions in the scripts. A fraction of half or more shall be counted as one mark and less than half shall be ignored in grand total only.
- (i). The time limit for marking the scripts shall be ten (10) days from the date of last paper of end semester theory examination. Head of the department concerned will ensure the timely submission of result.
- (j). A student who fails to take his Mid Semester Examination due to some unavoidable circumstances (beyond his control) shall apply in writing to the HoD for retake of mid semester examination. The HoD will refer his case to the DSC for consideration and decision. The decision shall be communicated to the Controller of Examinations in writing for its notification. In case a student is allowed to retake Mid Semester Examination, the examination will be conducted by the course teacher concerned before the End Semester Examination of the same semester on the payment of prescribed fee by the student.

2.3.2 LAB COURSE

- (a). The lab teacher, in consultation with the course teacher will be responsible for the conduct of practical courses in lab.
- (b). During the semester with appropriate distribution among various components, as mentioned in section 1.6.2, sessional evaluation is done which will contribute 50% to the result of the lab course.
- (c). The end semester viva and practical examination will be conducted jointly by Lab teacher(s) and a Neutral/ External Examiner. This component contributes remaining 50% to the result of lab course.
- (d). The Neutral/ External Examiners for lab courses shall be appointed by the Heads of the relevant departments. The result will be signed by the lab teacher(s), neutral/ external examiner(s) and Head of the Department.
- (e). Usually end semester Viva and Practical Examination is conducted after the End Semester theory examination or otherwise according to the schedule notified by the Director Academics or the Head of the department.

2.3.3 FINAL YEAR PROJECT

In the final year, students shall be required to do a project which is assigned six credit hours. A list of available projects shall be notified by the concerned department at the start of the academic year. Students shall be required to consult their faculty advisors for the

selection of a project. Students shall be required to complete their projects and present their reports (in hard-bounded form) after the End Semester Examination of their final semester. A three members committee nominated by the Head of the Department including the project supervisor and approved by the Vice Chancellor shall evaluate these projects. The final semester project evaluation shall be held after the examination weeks and shall be followed by an open presentation.

2.4 RE-CHECKING OF ANSWER SCRIPTS

There shall be no re-evaluation of answer scripts of the Mid and End Semester 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 days of the declaration of result. The Dean of the Faculty concerned may condone the delay up to a maximum period of ten 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 will be charged as re-checking fee. There shall be no re-evaluation or re-checking of practical examination.

2.5 INCOMPLETE (I) GRADE

A student may request for the award of an 'I' (Incomplete) grade, if for some genuine reasons (beyond his control), he fails to appear in an End Semester Examination or final year project. 'I' grade will not be awarded for any other deficiency in a course (e.g., shortage in attendance etc.). For the award of an 'I' grade, the student will apply on a

prescribed form, 'I' Grade Application Form, to the Head of the concerned department, who will refer his case to the DSC for consideration. The DSC will make its recommendations based on the genuineness of the case and based on his performance in mid semester examination, lab work, home assignments, quizzes, class participation etc. In case the student is allowed an 'I' grade in a course(s) the recommendations of DSC will be forwarded to the Controller of Examinations for its notification. He would be allowed to take only end semester examination of that course on payment of prescribed fee. The 'I' grade must be completed before the commencement of the forthcoming end semester examination, failing which the 'I' grade will automatically be converted to 'F' Grade. 'I' grade will not be awarded in summer semester.

2.6 WITHHOLDING OF COMPREHENSIVE RESULT

The comprehensive result of a candidate, who is allowed to appear in the final semester examination while carrying courses of the lower semesters, shall not be declared till he clears all such courses of lower semesters as a casual student. His comprehensive result will be declared with the session in which he clears his last course of the degree program. After the declaration of final semester result, the students with status 'Passed', shall be required to submit the "DEGREE REQUIREMENTS COMPLETION FORM" complete in all respects, within four days of the notification. After which the comprehensive result will be notified, and students will have no claim to improve their grades afterwards. Moreover, if the students with status 'Passed' are interested in improving their grades (C- D+ or D) and the students with status 'Failed' shall be required to submit the "CASUAL STUDENT ENROLLMENT FORM" complete in all respects, for registration as casual student in the office of the Controller of Examinations before notification of the Comprehensive Result, after which no claim will be entertained.

2.7 TRANSFER OF CREDITS

Transfer of credits shall be applicable only for those students who have migrated to this University. Credits for only those courses shall be transferred which fulfill the following criteria:

- (a). Credits can only be transferred from an academic program of an institution duly accredited by accreditation bodies concerned.
- (b). The students who availed any educational exchange program may get transferred their courses taken, if they fulfill the prescribed criteria of the University.
- (c). A course with similar title, standard, credit hours and matching course description as available in the relevant academic program of the University will be considered for transfer. It will be ensured that the course equates well in description and laboratory work (if any) with the similar course of the relevant academic program of the University. The duration of course must be the same or more than the duration of the course in the program of the University.

- (d). The candidate should have secured at least 'C' Grade in that course as per the grading system of the University.
- (e). A maximum of 50% of the total credit hours of the relevant academic program of the University shall be allowed for transfer.
- (f). Transfer fee, as prescribed by the University, shall be paid by the candidate.
- (g). Transfer of credits is considered on the basis of course contents and credit hours to be decided by the DSC of the department concerned of the University.
- (h). Transferred credits shall not be included in CGPA calculation, however, will be reflected on the Transcript as Transferred Credits.

2.8 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 passed all the semesters in the relevant discipline with at least 2.0 CGPA at the scale of 4.0 up to completion of a degree program.
- (d). He has submitted the Degree Requirements Completion Form.
- (e). In case of the degree in Civil Engineering, he has attended and satisfactorily completed survey camp organized by the University as certified by the Head of the Department.

2.9 AWARD OF HONORS

A candidate shall be declared to have obtained the Degree with Honors and the fact shall be recorded on the provisional certificate, as well as on the degree, provided that:

- (a). He has obtained CGPA of 3.7 or more.
- (b). He has completed the degree program within the minimum duration as specified in the regulations.
- (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 institutions.
- (f). He has not availed the facility of freezing of semester(s) during the entire degree program.

2.10 AWARD OF MEDALS

A candidate who fulfills all the requirements for the award of Degree with Honors shall be entitled to the award of a medal for best performance based on combined all semesters examinations result in each discipline as detailed below:

- (a). **University Gold Medal:** For obtaining 1st Position in a degree program
- (b). **University Silver Medal:** For obtaining 2nd Position in a degree program
- (c). **University Bronze Medal:** For obtaining 3rd Position in a degree program
- (d). **Donor Gold Medals:** For obtaining 1st Position in a degree program and/ or as per requirements of the Donors.

2.11 ISSUANCE OF CERTIFICATES/ DEGREE

Subject to fulfillment of requirements and submission of application on prescribed form with fee, Degree will normally be issued within two months of the receipt of application. Any other certificate or duplicate copy (other than degree) will be issued within six days of receipt of application.

2.11.1 SEMESTER GRADE SHEET

The semester grade sheet (SGS) will be provided at the end of each regular semester after the result notification. The fee prescribed by the University will be charged. The SGS shall indicate courses along with letter grades, grade points, SGPA, and CGPA. SGS may be received from the Examinations Branch before the next end semester examination.

2.11.2 TRANSCRIPT OF AWARDS

A transcript of awards shall be issued to each student after completion of the degree program subject to the payment of the prescribed fee and clearance certificate. However, on the request of the student, an incomplete transcript of awards can be issued on the payment of prescribed fee.

2.11.3 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.

2.11.4 UNIVERSITY DEGREE

The degree shall normally be issued to the graduates at the time of University Convocation. However, a graduate after obtaining the provisional certificate can apply for issuance of the degree before convocation on payment of the prescribed fee. The graduates who receive the degree in absentia after the convocation shall also be required to pay the prescribed fee.

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.

2.12.1 CONSTITUTION OF THE COMMITTEE

The Vice Chancellor shall appoint an Unfair Means committee on the recommendation of the Controller of Examinations comprising the following:

- (a). Chairman of the Committee (of Professor rank)
- (b). Three members from the Faculties (Professor/Associate Professor rank)
- (c). Controller of Examinations (Member/Secretary, Ex-officio)

The tenure of this committee shall be two years, except for Ex-officio member. The meeting of the committee may be convened having a quorum of at least three members, including COE, as and when required.

2.12.2 FUNCTIONS OF THE COMMITTEE

The Committee will function according to the approved "Unfair Means Rules and regulations."

2.13 PERMISSION OF WRITER FOR SPECIAL STUDENTS

- (a). A visually impaired student will be allowed to attempt the Mid/ End Semester Examinations of the University Braille/Computer/any other means of facilitation.
- (b). In case a student is physically handicapped/visually impaired, he will apply to the Head of the respective department (with medical certificate as proof of his disability) for permission to engage a writer in tests/examinations of the University two weeks before the start of tests/ examinations. He will be allowed 45 minutes (maximum) extra time to solve the question paper.
- (c). The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of student.

2.14 DAMAGED/ LOST ANSWER SCRIPT

In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, the student may be given the following options.

- (a). Average marks shall be awarded to the student in that subject/course.
- (b). In case of Final Examination, if the candidate so desires, he shall be given another chance as a special case to take the Examination in that subject/ course in the next examination and no examination fee shall be charged from the student.

- (c). In case of Internal Assessment, if the candidate so desires, he shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same semester.

2.15 CHARGES/ FEES

The rates for various certificates like Semester Grade Sheet, Transcript of Awards, Provisional Certificate, Degree before Convocation etc. or any other certificate are prescribed by the University. Moreover, different type of fees/ charges like course registration fee (for summer, or for improvement with regular semester, or for post-eight semester), fee for 'I' grade or mid semester retake examination and fee for rechecking of answer script etc. are also prescribed by the University. Rates of all above mentioned fees can be obtained from examinations branch.

The regular fees and charges to be paid by the students admitted to the undergraduate degree courses are mentioned in the Undergraduate Prospectus of the respective entry. The rate of fees and related regulation can be viewed there. Moreover, university website may also be consulted for current rates of all types of fees/charges etc.