

UNIVERSITY OF JHANG

GENERAL REGULATIONS, 2022 *REGARDING* UNDERGRADUATE, GRADUATE AND POST GRADUATE PROGRAMS



APPROVAL FROM ACADEMIC COUNCIL

UNIVERSITY OF JHANG

_____, 2022

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GENERAL REGULATIONS 2022 REGARDING UNDERGRADUATE, GRADUATE AND POST GRADUATE PROGRAMS

1. SHORT TITLE AND COMMENCEMENT

- 1.1. These regulations shall be called the University of Jhang General Regulations 2022 regarding Undergraduate, Graduate and Post Graduate Programs.
- 1.2. These regulations shall come into force from the implementation date as approved by the Syndicate; however, the students admitted prior to that date will not be affected.
- 1.3. These regulations shall apply to all the degree/diploma/certificate programs offered by the University unless any exceptions/additions are made through approval of the appropriate forum.

2. SCHEDULE OF SEMESTERS

- 2.1. **There will be two regular semesters (fall, spring) in an academic year. Fall/Spring semester will spread over 16-18 weeks (inclusive of 2 weeks for exams). Explanation: Out of 18 weeks of a semester, 16 weeks shall be actual teaching durations; the rest may be utilized for enrollment, the conduct of examinations and declaration of results, etc.**
- 2.2. **University may offer summer semester of 08 weeks during summer break. Each department may offer maximum of 9 credit hour courses of its choice to the students who have failed or withdrawn from a course or has been stopped to take the examination due to shortage of class attendance or who want to improve their CGPA as per Clause 13 of General Regulations 2022 regarding Undergraduate, graduate and post Graduate programs**
- 2.3. Credit hours for Undergraduate, Graduate and Post Graduate Programs
 - 2.3.1. A credit hour, for a theory course means one hour of teaching per week for a whole semester and for a practical course it is 3 hours of lab per week for the whole semester.
 - 2.3.2. Each course in a scheme of study has a credit hour equation representation $x = a + b$ where a denotes the total number of credit hours of theory, b denotes the total number of credit hours of practical while x is the sum of a & b .

3. Course Load For Fall And Spring Semesters

3.1.1. Undergraduate Students BS Programs

- a) An undergraduate program of instruction generally includes a 12-18 credit hours course load in a regular semester.

- b) In exceptional cases, the student may be allowed to take minimum of 12 and maximum of 24 credit hours with the permission of concerned Chairperson/HOD.

3.1.2. MS/M.Phil. Programs

MS/ M.Phil program will consist of two regular semesters of 12 credit hours each and 06 credit hours for research.

3.1.3. MBA 18 years/ MBA executive program

A graduate program of instruction generally includes four semesters. Each semester will be 12-18 credit hours of course load and total number of credit hours for complete program will be 60-66.

3.1.4. Ph.D. Program

Ph.D degree program will consists of 18-24 credit hours course work and research according to HEC Guidelines.

4. ADMISSION PROCEDURE

4.1. General Admission Criteria

Admission shall be made on the basis of open merit in accordance with following Admission Regulations.

- 4.1.1.** The University reserves the right to choose appropriate media for the advertisement of admission and it is entirely the responsibility of the candidate to follow such announcements.
- 4.1.2.** Admission will be made by the concerned Admission Committee with the approval of the Vice Chancellor on the recommendations of the concerned Chairperson/Head of Department.
- 4.1.3.** The Admissions will be made against approved number of seats on open merit in accordance with approved merit calculation policy for each program.
- 4.1.4.** The candidates with 3rd division (i.e. less than 45% aggregate marks) in the terminal degree required for admission, will not be considered for admission.
- 4.1.5.** The candidates wanting to pursue more than one degree program simultaneously, will be dealt in accordance with HEC criteria.
- 4.1.6.** Candidates seeking admission shall submit applications on the prescribed form in prescribed manner complete in all respects within due date.
- 4.1.7.** Applications incomplete in any respect or received after the last date fixed for the submission of applications for admission, shall not be entertained.
- 4.1.8.** In case of any unusual or non-standard qualifications, the cases may be referred to the equivalence committee of University of Jhang.

- 4.1.9.** A student who has been rusticated/expelled or whose entry in any other university, campus/University of Jhang/ affiliated college was banned for any reason whatsoever at any time during his/her academic career or has been involved in criminal case of moral turpitude, shall not be admitted to any program unless the Syndicate allows admission of such candidates on the recommendations of the University Admission Committee. Every student is required to submit his/her undertaking for the same.
- 4.1.10.** General merit list of all the eligible applicants in each program shall be displayed publically.
- 4.1.11.** According to the approved number of seats in each program, specific merit list with offer of admission, shall be announced separately as per approved admission schedule forwarded by Admission committee and approved by the Vice chancellor.
- 4.1.12.** The Chairperson/HOD concerned may allow the admission of the candidates who were offered admission in any merit list but were unable to pay the dues/fee in stipulated period provided that the seats are still available. Such a request for admission shall be entertained within two weeks from the commencement of classes.
- 4.1.13.** The University reserves the right to cancel the admission of a student at any time who is found to have obtained his/her admission by making any false statement or concealing a material fact, as well as, whose admission is found to be in violation of admission regulations.
- 4.1.14.** The cancellation of admission will follow the same process as the award/offer of admission.
- 4.1.15.** **The University reserves the right to rectify any typographical or clerical mistake at any time in the admission lists etc. without incurring any liability. The concerned Chairperson/HOD/Admission Committee shall be authorized to take such action under intimation to the Registrar Office/Controller Office.**
- 4.1.16.** **Where there are more than one applicants with equal score on the merit list, in such cases candidate who is eldest in age can be granted admission depending upon the number of seats available.**
- 4.1.17.** The selected candidates will be required to pay their dues according to the approved schedule, failing which the offer of admission shall stand cancelled.
- 4.1.18.** **Maximum Age limit for BS Program is 24 years. However, 02 years age relaxation can be granted by the Vice Chancellor of the University on the special request of the candidate.**

4.2. Reserved Seats for BS Programs

There are some reserved seats in addition to merit seats in Certificate/Post Graduate Diploma/BS programs as under; however, the candidates applying on reserved seats should fulfill general conditions for admission in the University and must satisfy minimum admission criteria, prescribed for each degree program.

- 4.2.1. Two percent seats in each degree program at each department are reserved for children/spouse/real brothers or sisters of the University of Jhang teachers/employees in regular service or retired. Preference will be assigned to the relation in the same order.
- 4.2.2. One percent seats are reserved in each degree program at each department for children of martyrs of the Defense Forces / Police Forces or in the absence of this category children of the serving or retired personnel of the Defense Forces /Police Forces to be nominated by GHQ Adjutant General Branch and Concerned IG Office.
- 4.2.3. Five percent seats in each degree program, AJK and rest of applicants from FATA / Baluchistan nominated by the concerned authority.
- 4.2.4. Two percent seats in each degree program at each Department are reserved for disabled persons certified as such by the Social Welfare Board/DHQ.
- 4.2.5. Two percent seats in each Bachelor degree program at each Department are reserved on sports basis for those who have excelled in particular sports. The merit will be decided on the basis of the best sports persons of National/Provincial/Divisional/District standing to be ascertained by the Sports Committee of the division/campus concerned.
- 4.2.6. Two percent seats, with a minimum of one seat, are reserved for the overseas Pakistanis in each degree program at each Department of the University.
- 4.2.7. In case any seats in the reserved quota remains vacant by the commencement of classes, such reserved seats shall be transferred to the open merit seats.
- 4.2.8. **One seat in each discipline for transgender.**

Note: Quota Seats will be given on Merit.

4.3. Calculation of Merit

- 4.3.1. The merit will be calculated on the basis of percentage (%age) of marks; however, if the percentage is not available, then CGPA will be converted to percentage of marks as per following formula.

$$\%age = \left(\frac{\text{Obtained CGPA}}{\text{Maximum CGPA}} \times 100 \right)$$

4.3.2. Entry after 12 years of Education

$$= \left[\left(\frac{\text{Marks Obtained in SSC}}{\text{Total}} \times 30 \right) + \left(\frac{\text{Marks Obtained in HSSC}}{\text{Total}} \times 70 \right) \right]$$

4.3.3. Entry after 16 years of Education including other degree program (Except MS/M.Phil.)

$$= \left[\left(\frac{\text{Marks Obtained in SSC}}{\text{Total}} \times 10 \right) + \left(\frac{\text{Marks Obtained in HSSC}}{\text{Total}} \times 15 \right) + \left(\frac{\text{Marks Obtained in BA/BSc}}{\text{Total}} \times 25 \right) + \left(\frac{\text{Marks Obtained in MA/MSc}}{\text{Total}} \times 50 \right) \right]$$

4.3.4. Some programs may have additional admission criteria mentioned in the relevant scheme of studies.

4.4. Admission Procedure for MS/M.Phil. / MBA 18 Years Program

4.4.1. Minimum CGPA 2.5 out of 4.0 in the semester system or 2nd division in the annual system in MA/MSc/BS/Equivalent degree is required to be eligible for admission in MS/M.Phil program.

4.4.2. The applicants shall be required to take University of Jhang Subject Based Entry Test and secure a minimum score of 60% to become eligible for admission.

4.4.3. The merit shall be determined based on the following criteria:

- a) Academic qualifications 80 marks
- b) Interview 20 marks

4.4.4. There shall be a Post Graduate Program Committee (PGPC) in the concerned Department for each discipline in which MS/M.Phil. Degree program is offered. The committee will be headed by concerned Chairperson/HOD whereas two senior most faculty members of concerned discipline having doctoral degrees will be the member of committee. The committee will be notified by the Registrar after the approval of the Vice Chancellor.

4.4.5. The PGPC Committee shall recommend a list of candidates (who fulfill the prescribed admission criteria) for approval of Vice Chancellor.

Breakup of 80 marks for academic qualification

		% age marks					
		45% - 49%	50%- 54%	55%-59%	60% -69%	70% -79%	≥80%
Matric	Marks	5	6	7	8	9	10
FA/F.SC	Marks	5	6	7	8	9	10

BA/BSc	Marks	10	12	14	16	18	20
MA/MSc (Annual System)	Marks	20	24	28	32	36	40
	CGPA						
		2.5 – 2.9	3.0-3.3	3.4 -3.7		≥3.8	
MA/MSc (Semester System)	Marks	20	28	36		40	
Bachelor's Degree (4years)	Marks	30	42	54		60	

4.5. Admission Procedure for Ph.D. Program

- 4.5.1. Minimum CGPA 3.0 out of 4.0 and 4.0 out of 5.0 in the semester system or first division (60%) in the annual system and first division (70%) in semester system in M.Phil./MS/Equivalent degree is required to be eligible for admission in Ph.D. program.
- 4.5.2. The applicants shall be required to take Subject Based Entry Test and meet the qualifying criteria.
- 4.5.3. **The Students will be eligible when he/she has scored 70% marks in Departmental test or 60% for GAT subject test or GAT General (if GAT Subject test is not available).**
- 4.5.4. There will be a Department Doctoral Program Committee (DDPC) headed by the Chairperson/HOD of the concerned Department. All the faculty members holding doctoral degree in the discipline will be members of the committee.
- 4.5.5. The potential applicant will submit the application accompanied with a concept paper/research proposal that he/she intends to undertake, to the admission office of the relevant Department. He/she may also be required to justify the concept paper/research proposal before the Departmental Doctoral Program Committee (DDPC) at the time of interview.
- 4.5.6. Recommendation of the DDPC Committee after interview of the applicant is mandatory.
- 4.5.7. The Department Doctoral Program Committee (DDPC) after duly assessing all the applicants on the basis of following criteria shall submit its recommendations through concerned Chairperson/HOD to the Vice Chancellor for provisional admission.

	% age marks						
		45% - 49%	50% - 54%	55% - 59%	60% - 69%	70% - 79%	≥80%
Matric	Marks	3.5	7	8.75	10.5	12.25	14

FA/FSc	Marks	3.5	7	8.75	10.5	12.25	14
BA/BSc	Marks	3.5	7	8.75	10.5	12.25	14
MA/MSc (Annual System)	Marks	3.5	7	8.75	10.5	12.25	14
MS/ M.Phil. (Annual System)	Marks	0	0	0	10.5	12.25	14
		CGPA 2.5 to 4.0					
		2.5 – 2.9	3.0 – 3.3	3.4 – 3.7		≥3.8	
Bachelor's Degree (4years)	Marks	17.5	21	24.5		28	
MA/MSc (Semester System)	Marks	8.75	10.5	12.25		14	
MS/ M.Phil. (Semester System)	Marks	0	10.5	12.25		14	

- a) Academic qualifications 70 marks
- b) Publications in HEC approved Journals 10 marks
(2 marks per publication)
- c) Interview 20 marks

4.5.8. The admission to the program shall be provisional until:

- a) The candidate has passed the Comprehensive Examination.
- b) The synopsis/research proposal is approved by the BASR (Board of Advance Studies Research) and notified by the Registrar.

5. STUDENT ATTENDANCE

- 5.1.** The minimum attendance requirement to appear in the Final Term Examination of a course will be 75% of the classes held in that course.
- 5.2.** A student having less than 75% attendance shall not be allowed to take the Final Term examination of relevant Department; however, the Vice Chancellor may, on special grounds, condone up to 5% of the attendance.
- 5.3.** **The instructor will report student's absence and the student is placed on attendance probation by his/her Dean/HOD. A student is dropped from the University in case s/he violates the terms of such probation.**
- 5.4.** **A student may apply for the leave of absence in case of illness and in emergency. The length of leave will have to be mentioned and the circumstances should be explained in the application. The length of leave of absence will be a deciding factor whether he/she can continue his studies for the rest of the semester. If the leave is**

longer than a specified period, the student may apply for the Freeze of the semester.

5.5. A student may apply for leave(s) in case of illness or medical emergency. The maximum length of leave with related terms and conditions are as under:

A.	<p>Medical Leave for major diseases (Surgery, major accident, maternity & Operation etc.)</p> <p><i>Note: Medical Leave for major diseases (Surgery, major accident, Operation and maternity (BS Programmes 2 time in a Programme Ph.D. 2 time in a Programme and MA/MSc and M.Phil. one time in Programme)</i></p>	<p>1) Maximum up to 30 days (including weekend).</p> <p>2) The leave will be granted on provision of Medical Certificate of Medical Superintendent DHQ level Hospital and subsequent on the recommendations of University Medical Officer.</p>
B.	<p>Medical Leave for minor diseases other than above medical leave</p>	<p>1) Maximum up to 09 days leave (including weekend).</p> <p>2) The leave will be granted on provision of Medical Certificate of Medical Superintendent, DHQ level Hospital and subsequent on the recommendations of University Medical Officer.</p> <p>3) The leave days will be exempted from his/her attendance account</p>
C.	<p>Marriage Leave/Ex Pakistan Leave and other etc</p>	<p>1) Maximum up to 09 days leave (including weekend)</p> <p>2) The leave days will be exempted from his/her attendance account</p>

6. MEDIUM OF INSTRUCTIONS

The medium of instructions, examination and thesis shall be English for all programs except Faculty of Islamic Studies and Pakistan Studies, which may be Urdu or their relevant subject languages OR the cases except languages other than English OR where it is approved otherwise by the competent authority.

7. MODES OF ASSESSMENT

- 7.1. In each semester, students may be required to appear in sessional, quizzes, tests, mid-term semester examinations, Final term examinations, presentations (individual/group), group discussion, and submit projects/assignments/lab reports etc. The course content will not deem to be substituted by presentation/assignments.
- 7.2. The mode of Mid-term Semester examination and Final Term Examination shall be essentially written.
- 7.3. Assessment and evaluation of students shall be generally as per given break down however depending upon the nature it may differ as per decision of statutory of body of the University:

- a) Mid-Term Examination 30%

b) Sessional	20%
c) Final Term Examination	50%

*Final Term Examination (at the end of semester for UOJ Department)

- 7.4. The weightage assigned to summative examination will be divided into theory and practical parts in proportion with their credit hours.
- 7.5. For the Final term examination, all the syllabus taught during the semester will be included.
- 7.6. In all the courses, where practical is involved, a candidate must pass the written and practical part of the course separately.
- 7.7. Any student absent in final examination shall be considered as Fail.
- 7.8. The record of marked answer scripts of final term examination for a semester shall be preserved by the Controller of Examinations for one year after the notification of the results for that semester.

8. CODE OF EXAMINATIONS FOR DEPARTMENTS

- 8.1. There shall be two mandatory examinations in each semester i.e. Mid Term and Final Term. Any student absent in the final examination shall be considered fail.
- 8.2. The mid-semester examination shall be held during 9th week of the semester & the final term examination shall be held in the 18th week of the semester.
- 8.3. All tests and examinations shall take place in the premises specified by the Controller of Examination.
- 8.4. The duration of examination shall be as under:

Mid-Semester Examination	(One hour to 1 ½ Hours)
Final Examination	(Two Hours to 2 ½ Hours)
- 8.5. The Invigilation Staff for each centre shall be appointed by the Chairperson/HOD of the concerned department before the date fixed for the Test/ Examination & Controller of Examination will notify.
- 8.6. The Invigilation staff shall call upon the students to search their pockets and to surrender all papers, books, notes, any electronic device or any possession which could be helpful in any form in the examination.
- 8.7. No latecomer shall be admitted unless a written request mentioning the genuine reason satisfies the invigilator of that examination centre. In no case he/ she shall be admitted in the examination centre half an hour after the commencement of the examination.
- 8.8. No student shall be allowed to leave the examination centre before the half time is over. If he/ she leaves, he/ she should handover the question paper and answer script to the invigilator of Examination Centre.

- 8.9. No student shall be allowed to sit in the examination centre without University Student ID Card / Fee Receipt.**
- 8.10.** The question paper shall be prepared by the relevant teacher.
- 8.11.** All the assessment shall be conducted by the teacher, teaching that course.
- 8.12.** The marked/evaluated answer scripts of mid-term semester examination and final term examination must be shown to the students by the concerned teacher and taken back immediately.
- 8.13.** The answer scripts of mid-term semester examination shall be retained by concerned Departments for a period of one year.
- 8.14.** The award list of each course along with the marked answer scripts of final examination shall be submitted by the relevant teacher to the Chairperson/HOD of concerned Departments within time period mentioned in the academic calendar. The same shall be sent by the Chairperson/HOD of concerned Departments to the Controller of Examinations within 08 days at the end of examination.
- 8.15.** The Controller of Examinations shall notify the semester results within one week. The Controller of Examinations shall issue a complete Academic Transcript to a student only on completion after notification of examinations. However, the Chairperson/HOD of the concerned Department may issue a provisional certificate at any time based on results, notified by the Controller of Examinations.

9. CODE OF EXAMINATIONS FOR AFFILIATED COLLEGES

- 9.1.** The schedule of mid-term semester examination shall be notified by the Controller of Examinations, University of Jhang in consultation with the Head of Institute of respective affiliated college, two weeks before the commencement of examination.
- 9.2.** Model question paper of mid-term/final term semester examination shall be prepared by the relevant teacher at affiliated college and be submitted to the Controller's office. However, the Controller of Examination will get prepared the final question paper.

Following table will be followed for Preparing of Question Paper (Mid Term and Final Term) – Non Practical Course

a. Midterm Examination	30 %
b. Sessional	10 %
c. Final Term Examinations	60 %

Practical Course

a. Midterm Examination	30 %
b. Sessional	10 %
c. Final Term Examinations	45 %
d. Practical	15%

- 9.3.** The Midterm examination shall be conducted by the teacher teaching that course.
- 9.4.** The marked/evaluated answer scripts of mid-term semester examination shall be shown to the students by the concerned teacher and taken back immediately.

- 9.5. The award lists for the mid-term semester examination shall be forwarded by the Head of Institute of the concerned affiliated college to the Controller of Examinations within two week before commencement of final term examinations.
- 9.6. The university reserves the right to review, at any time, the processes, mechanisms etc. used for the mid term examination.
- 9.7. Under normal circumstances, schedule of examinations shall be adhered to strictly. Under special circumstances, however, the Controller of Examinations with the approval of the Vice Chancellor may change the schedule of Exams.
- 9.8. All exams shall be conducted by the Controller of Examinations at the end of each semester. List of paper setter shall be approved by HOD of each department of UOJ.
- 9.9. All Exams shall take place at any centre as assigned by the UOJ.
- 9.10. All the processes regarding exams including approval of examiners, paper setting, paper printing, appointment of exam supervision staff, central marking of answer scripts, preparation & declaration of results shall be done by the Controller of Examinations.
- 9.11. A list of three head examiners and five sub-examiners from University of Jhang teachers, relevant to each course, shall be recommended by the concerned Board of Studies for every Exam. The lists of recommended paper setters/head examiners/sub-examiners shall be forwarded to the Controller of Examinations by the convener of the concerned Board of Studies. The list recommended by the Board of Studies shall be valid for 4 years more than 4 years.
- 9.12. The names of head examiners and sub-examiners for each course in a semester shall be approved by the Vice Chancellor, from the list recommended by the Board of Studies.
- 9.13. For examination of all levels, each paper shall have the following weightage in general however depending upon the nature of subject, teacher may devise their own weightage scheme accordingly after approval from Head of Department: :
- | | |
|--------------------|-----|
| a) Subjective Type | 70% |
| b) Objective Type | 30% |
- 9.14. In the courses involving practical the weightage shall be as follows:
- | | |
|--------------------|---|
| a) Subjective Type | 55% |
| b) Objective Type | 30% |
| c) Practical | 15% (External Examiner shall be appointed by UOJ) |
- 9.15. Paper setter will provide two sets of question papers and the key for the MCQs section.
- 9.16. The Controller of Examinations will randomly select one of the papers, without opening envelopes, for examination.
- 9.17. The paper setter will act as head examiner. In case, the head examiner is not available, the name of the alternate head examiners will be approved by the Vice Chancellor.

9.18. The Controller of Examinations shall notify the semester results within a reasonable time and issue academic transcript on the completion of all the program requirements. The Head of Institute of the concerned affiliated college may issue incomplete transcript on the basis of results notified by the Controller of Examinations.

10. GRADING POLICY

10.1. For BS/MS/M.Phil./Ph.D Programs

Final evaluation of each course shall be in a whole number; if not, the result will be rounded off to the nearest whole number.

Absolute grading system with following ranges* will be used

Equivalence in numerical grades, letter grades and grade points will be as follows:

Grade	Marks in Percent in Semester System	Grade Points
A	85 & Above	4.00
A-	80 – 84	3.70
B+	75 – 79	3.30
B	70 – 74	3.00
B-	65 – 69	2.70
C+	61 – 64	2.30
C	58 – 60	2.00
C-	55 – 57	1.70
D	50 – 54	1.00
F	Below 50	0.00

- a) Maximum possible Grade Point Average is 4.00
- b) A fraction of mark in a course is to be counted as ‘1’ mark e.g. 64.1 or 64.9 is to be shown 65.
- c) Letter Grade and Grade Point for a course will be calculated as given above.

10.2. Conversion of Annual System marks to GPA/CGPA

Grade	Marks in Percent in Annual System	Grade
A	85 and Above	4.00
A-	70% - 84%	3.66 – 3.99
B	55% - 69%	2.66 – 3.65
C	45% - 54%	1.66 – 2.65
D	33% - 44%	1.00 – 1.65
F	Less than 33% Fail	0.00

- a) The range of marks defined above for a particular grade may be split further to reflect incremental grade point.
- b) This conversion table is only for the purpose of students who have obtained degree under the annual system.

10.3. Computation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

Grade Point Average (GPA) is a number ranging from 0.00 to 4.00 to be calculated as below:

$$GPA = \frac{\sum (\text{Grade Point} \cdot \text{Credit Hours}) \text{ of courses offered during any single semester}}{\sum (\text{Credit Hours}) \text{ of courses offered during any single semester}}$$

$$CGPA = \frac{\sum (\text{Grade Point} \cdot \text{Credit Hours}) \text{ of courses offered during all semesters}}{\sum (\text{Credit Hours}) \text{ of courses offered during all semesters}}$$

10.4. CGPA required for the completion of Undergraduate, Graduate and Postgraduate Degree

10.4.1. For completion of the degree, the minimum qualifying CGPAs for BS, MS/M.Phil. and Ph.D. level students are 2.00, 2.50 and 3.00 respectively.

10.4.2. In order to be eligible for research work in MS/M.Phil program, a student must have to attain a minimum of 2.50 CGPA out of 4.00 in the Course Work.

10.4.3. In case a student secures less than the minimum qualifying CGPA at the end of final semester, he/she may be allowed to repeat maximum six courses for BS and three courses for MS /M.Phil in which his/her Grade are lowest, along with the forthcoming semester, provided there is no bar due to other regulations.

10.4.4. A student of Ph.D. must have to qualify for Research Work as per HEC.

11. WITHHOLDING OF PROGRAM'S FINAL SEMESTER RESULT

The result of final examination of the students, who are allowed to appear in final semester examination while carrying failed courses of previous semesters, shall not be declared till he/she clears all courses of previous semesters.

12. PROBATION

12.1. For BS Programs

- 12.1.1. A student who secures GPA 1.70 or more but less than 2.00 will be promoted to the next semester on **probation**.
- 12.1.2. There will be **maximum two academic probations** in four-year Bachelor degree program. Both the probations cannot be granted / availed in first four semesters. A student who is on probation 2nd time even after attending summer semester in first four semesters shall be **dropped/removed from rolls** of university / DAI. However, s/he can take re-admission only once during 4 years BS degree program.
- 12.1.3. A student securing GPA / CGPA less than 1.70 in any semester will be **dropped** from University and he/she will have to repeat the complete semester from where he/she had dropped regardless of whether some courses have passed or not.
- 12.1.4. If a student fails in any paper(s) of a semester but maintains the minimum required CGPA for that semester, he/she will be **conditionally promoted** to the next semester.
- 12.1.5. There will be maximum two chances to repeat a failed paper (maximum 03 chances in total). If a student fails to clear his/her failing paper after availing the maximum chances, he/she will cease to continue the next semester.
- 12.1.6. Marks for missed Sessional/Mid/Final will be ZERO.

12.2. For MS/M.Phil. Programs

- 12.2.1. A student who secures GPA 2.00 or more but less than 2.50 will be promoted to the next semester on **probation**.
- 12.2.2. An MS/M.Phil. student can have **maximum of one probation**.
- 12.2.3. A student securing GPA / CGPA less than 2.00 in any semester will be **dropped** from University rolls and will have to repeat the complete semester from where he/she had dropped regardless of whether some courses have passed or not.
- 12.2.4. A student exceeding the allowed number of probations will be dropped from University rolls and will have to repeat the complete semester from where he/she had dropped regardless of whether some courses have passed or not
- 12.2.5. If a student fails in any paper(s) of a semester but maintains the minimum required CGPA for that semester, he/she will be **conditionally promoted** to the

next semester.

12.2.6. There will be maximum two chances to repeat a failed paper (maximum 03 chances in total). If a student fails to clear his/her failing paper after availing the maximum chances, he/she will cease to continue the next semester.

12.2.7. Marks for missed Sessional/Mid/Final will be ZERO.

12.2.8. In order to qualify for Research work, a must have to acquire minimum 2.5 CGPA in course work.

12.3. For Ph.D. Programs

12.3.1. A student who secures GPA 2.50 or more but less than 3.00 will be promoted to the next semester on **probation**.

12.3.2. A Ph.D student can have **maximum of one probation**.

12.3.3. A student securing GPA / CGPA less than 3.00 in any semester will be **dropped** from University rolls and will have to repeat the complete semester from where he/she had dropped regardless of whether some courses have passed or not.

12.3.4. If a student fails in any paper(s) of a semester but maintains the minimum required CGPA for that semester, he/she will be conditionally promoted to the next semester.

12.3.5. There will be maximum two chances to repeat a failed paper (maximum 03 chances in total). If a student fails to clear his/her failing paper after availing the maximum chances, he/she will cease to continue the next semester.

12.3.6. Marks for missed Sessional/Mid/Final will be ZERO.

12.4. Dropped Cases

12.4.1. A student exceeding the allowed number of probations will be dropped from University rolls and will have to repeat the complete semester from where he/she had dropped regardless of whether some courses have passed or not.

12.4.2. Dropped students will be re-admitted in the same semester where they dropped except 1st Semester.

12.4.3. If he/she will be dropped in 1st semester he/she will have to come on open merit.

12.4.4. If he/she will be dropped in any semester except 1st Semester he/she will have right to re-admission.

12.4.5. The student will seek readmission by applying in writing to concerned Chairperson/HOD and will pay all the applicable fees and funds

12.4.6. A student will be allowed readmission only once in a degree program in all the cases.

13. REPEATING COURSES/IMPROVEMNET OF CGPA

- 13.1. If a student gets 'F' grade or has been stopped to take the examination due to shortage of class attendance, s/he will be required to repeat the course whenever offered.
- 13.2. There will be provided two chances to pass a course by registering for the course again in the same semester of the subsequent years. If a student fails to pass the course after availing these two chances, he/she will be dropped from the rolls of the University.
- 13.3. Undergraduate students may be allowed to repeat a course in which s/he has obtained grade "C" or "D". The Institution may define maximum number (<6) of courses that student may be allowed to repeat in an eight semester degree program.
- 13.4. A graduate student (MS/MPhil) with a 'C' or "D" grade can repeat the course if s/he desires to improve the grade. The Institution may define the maximum number of courses (<3) that a student may repeat at the Graduate level.
- 13.5. In case of CGPA improvement, it would be recorded with (Imp) on the transcript.

14. DURATION OF DEGREE

Degree	Minimum Duration	Maximum Duration
B.Ed. (1.5 Years)	1.5 Years (3 Semesters)	2.5 Years
BS (4 Years)	4 Years (8 Semesters)	06 Years
MBA 18 years	2 Years (4 Semesters)	04 Years
MS/M.Phil.	2 Years (4 Semesters)	04 Years
Ph.D.	3 Years (6 Semesters)	08 Years

15. RECHECKING OF ANSWER SCRIPT

The HODs shall conduct a faculty meeting for their respective departments for rechecking of Award List and Paper Scripts and HODs are responsible to send minutes of Meeting to the Controller of Examinations.

16. LOST/DESTROYED ANSWER SCRIPT

In an exceptional case, where an answer script is destroyed, lost or destroyed due to unavoidable circumstances, then the students may be given the following options:

- 16.1. Average marks shall be awarded to the student in that subject/course.

16.2. In case of Midterm examination, if the candidate so desires, he/she shall be given another chance as a special case to take the Examination in that subject/course.

17. PERMISSION OF WRITER FOR SPECIAL STUDENTS

17.1.A visually impaired student may be allowed to attempt the mid-term semester examination/Final term examination of the University on Braille/Computer/any other means of facilitation.

17.2.In case a UOJ Departments student is physically handicapped/visually impaired, he/she may apply to the concerned Chairperson/HOD (with medical certificate as proof of his/her disability) for permission to engage a writer in Tests/ Examinations of the University two weeks before the start of Tests/ Examinations.

17.3.For Comprehensive Examination, the physically handicapped/visually impaired student is required to apply to Controller of Examinations, UOJ (with medical certificate as proof of his/her disability) for permission to engage a writer in Tests/ Examinations of the University two weeks before the start of Tests/ Examinations.

17.4.The students engaging writer, will be allowed 25% extra time to solve the question paper.

17.5.The qualification of the person who, acts as writer of a handicapped student, must be at least one step lower Degree than that of the student in the next examination and no examination fee shall be charged from the student.

18.MATTERS RELATED TO DEGREES CONFERMENT

18.1.The degree may be conferred by the University on the occasion of convocation held annually.

18.2.Urgent degree can be issued as per policy of University upon the request of student.

18.3. Duplicate degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost/damaged or in case of any change/error. The candidate has to apply to the Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof as per University rules are written Bellow:

1) National Daily News

2) Affidavit

18.4.The Duplicate Degree shall be signed by the Controller of Examinations only.

19.AWARD OF MEDALS (CGPA Based)

19.1. There shall be one Gold medal for 1st Position and one Silver medal for 2nd holders for each degree offered by the University.

19.2.Positions for the award of medals shall be decided on the basis of percentage of marks for annual system and CGPA for Semester System obtained subject to the following conditions:

- a) The student has not received any disciplinary or unfair means punishment/penalty during that degree.
- b) Every course is passed in the 1st attempt. No C grade or lower grade is secured in any course in the entire program.
- c) In case of tie between more than one students, all of them shall be awarded the relevant medal.
- d) In case the result of the candidate is not declared within the prescribed time of the degree, then no medal will be awarded.
- e) No Medal/Roll of Honor will be awarded in the case of improving CGPA.

20. COMPREHENSIVE EXAMINATION FOR M.Phil. & Ph.D.

20.1. There shall be a comprehensive examination at the completion of the course work consisting of one paper only comprising of all the courses studied.

20.2. A PGPC/DDPC committee will be constituted by the Vice Chancellor consisting of the following three members:

20.2.1.	Convener of concerned BOS	Chairperson
20.2.2.	One nominee of the concerned BOS	Member
20.2.3.	One nominee of the Vice Chancellor	Member

20.3. The PGPC/DDPC committee will be responsible for paper setting and marking of the answer scripts. However, the conduct of the examination and declaration of the results (in accordance with the approved academic calendar) will be the responsibility of the Controller of Examinations.

20.4. M.Phil. Program

20.4.1. One paper shall comprise of courses studied in the both semester (1st and 2nd).

20.4.2. In the Comprehensive Examination, a student must obtain a minimum of 50% marks in each paper to pass the examination.

20.4.3. A scholar shall have two consecutive chances to qualify the Comprehensive Examination.

20.5. Ph.D. program

20.5.1. One paper will be comprised of compulsory /core courses and the second paper will consist of all elective courses studied by the particular student.

20.5.2. After being eligible for the Comprehensive Examination, the Ph.D. student must pass the comprehensive examination by obtaining 70 %

marks within three consecutive semesters for which he/she remains on the role of University.

20.5.3. If a student fails to qualify Comprehensive examination, he/she can avail one more chance to qualify the exam within one academic year.

21. RESEARCH PROJECT IN BS PROGRAMS

21.1. The student will have to complete all the degree requirements including research project within the maximum allowable duration.

21.2. The topics of research Project and names of supervisors shall be approved in a formal meeting of the faculty of each subject chaired by the Chairperson/HOD of the concerned Department/affiliated college.

21.3. A candidate shall submit three copies of the thesis through his/her supervisor along with plagiarism report who will forward it to the Chairperson/HOD of concerned Departments/affiliated college for further processing.

21.4. The Research Project of B.Ed. (Hons)/BS programs will be submitted in hard bound in Maroon with Silver script and Royal Blue with Gold script respectively.

21.5. After a research project is submitted, the Supervisor will request the Chairperson/HOD of the concerned Department/affiliated college to fix date for viva voce.

21.6. Research Project Evaluation Committee will comprise of following four persons:

a)	Chairperson/HOD of Department/affiliated college	Convener
b)	One subject expert may be appointed by Chairperson/HOD from some other Institute/affiliated college	Member
c)	Supervisor/co-supervisor concerned	Member
d)	Incharge Internal Examinations of relevant department	Member

21.7. In case the Chairperson/HOD is the supervisor of the student, the next senior most teacher of the concerned Department/affiliated college would convene the evaluation committee.

21.8. The result of viva voce of Research Project shall be sent to the Controller of Examinations by the Chairperson/HOD of the concerned Department/affiliated college within four days of the conduct of viva voce on the prescribed format.

21.9. After the examination, the three copies submitted will be distributed as:

- a. One copy in the concerned Department/affiliated college library.
- b. One in the UOJ Library.
- c. One by the Supervisor

22. THESIS/PROJECT IN MS/M.PHIL. PROGRAMS

22.1. Supervision of Thesis

- 22.1.1. Every MS/M.Phil. Candidate shall have a supervisor who shall be a full time faculty member of the UOJ and meets HEC guidelines/criteria for thesis supervision. However, the PGPC Committee may allow a co-supervisor from either inside or outside the UOJ on the request of Supervisor concerned.
- 22.1.2. Before the end of the second semester every student shall submit an application on a prescribed proforma including the names and consent of three proposed supervisors and the board titles to the PGPC (Post Graduate Program Committee) who shall finalize the names of the supervisors and titles before the beginning of 3rd semester.
- 22.1.3. PGPC in the relevant discipline will recommend the name of external examiners for the approval by the Vice Chancellor. The names of the external examiners will be proposed by the supervisor concerned and the list of external examiner will be approved by BOS and further mentioned in Academic Counsel.
- 22.1.4. The maximum number of MS/M.Phil students under the supervision of a full time faculty member shall be as per HEC guidelines.
- 22.1.5. Within three months from the declaration of result of Comprehensive Examination, the MS/M.Phil student shall submit research proposal consisting of minimum 2000 words through his/her Supervisor to the PGPC for its approval.**
- 22.1.6. In real hardship, an extension of three months in the submission of research proposal may be granted by concerned Chairperson/HOD on the recommendation of the supervisor.
- 22.1.7. The Supervisor shall not be changed except in case of real hardship case. The process of changing the Supervisor shall be same as that for appointment. However, in case of any conflict, the matter will be referred to the Vice Chancellor.

22.2. Plagiarism Check

- 22.2.1. The supervisor will check each of his/her MS/M.Phil students' thesis for plagiarism using the anti-plagiarism software. The concerned Chairperson/HOD will forward the thesis to the Controller of Examinations along with the plagiarism/similarity index report duly signed by the supervisor and the student. **The Controller of Examinations, in case of any discrepancy, shall return the thesis to Supervisor through proper channel.**
- 22.2.2. The MS/M.Phil candidate shall be held responsible for any plagiarized work, if revealed after the submission of thesis.

22.3. Submission of Thesis

- 20.3.1. The candidate shall submit one soft and four hard copies (five copies in case of co-supervisor) of the thesis and four copies of abstract, not exceeding 1000 words, to the concerned Chairperson/HOD with the approval of the Supervisor.
- 20.3.2. The thesis must not include research work for which a degree has been conferred to him or any other scholar by UOJ or any other institution.
- 20.3.3. The thesis format/referencing style shall be as per UOJ thesis manual and verified by Controller of Examination.

22.4. Evaluation of Thesis

- 22.4.1. The MS/M.Phil thesis, must be evaluated by one external examiner. The external examiner's list will be from standard list of external examiner. The HOD will recommend three external examiners, holding a doctoral degree in the relevant field, for the approval of the Vice Chancellor through Controller of Examinations.**
- 22.4.2. The Controller of Examinations shall get thesis evaluated within one month. Any delay beyond one month must be brought immediately to the notice of the Vice Chancellor who may allow extension in the period or approve a new examiner.
- 22.4.3. The examiner shall submit evaluation report as well as his/her recommendations, on the prescribed Performa, directly to the Controller of Examinations.
- 22.4.4. If the examiner approves the thesis and allows the viva voce examination to be conducted, it shall be implemented.
- 22.4.5. If a thesis is rejected by the examiner, the case will be referred to the 2nd examiner for evaluation. If the 2nd examiner also rejects the thesis the degree will not be awarded. He/she will have to repeat the thesis within stipulated time.**
- 22.4.6. If the examiner suggests major changes, the candidate shall incorporate the recommended changes and shall resubmit thesis within stipulated time which shall be reevaluated by the same examiner.
- 22.4.7. If the examiner suggests minor changes, the candidate shall incorporate the recommended changes, within one month, in accordance with examiner's comments and to the satisfaction of candidate's supervisor(s). The Supervisor will submit the thesis to the Controller of Examinations with a certificate of incorporation of changes.

22.5. Viva Voce Examination

- 22.5.1. The Vice Voce Committee for each candidate would comprise:

a)	Chairperson/HOD	Convener
b)	Thesis Supervisor/co-supervisor	Member
c)	External examiner	Member

22.5.2. In case the Chairperson/HOD is the Supervisors of the student, the next senior most teacher of the concerned Department having doctoral degree, would be the convener.

22.5.3. The concerned Chairperson/HOD will forward the detailed result of the candidates to Controller of Examinations for notification and issuance of transcript.

22.5.4. The successful candidate shall submit four hard copies of final version of thesis to the concerned Chairperson/HOD.

23. THESIS IN Ph.D. PROGRAMS

23.1. Supervision

23.1.1. Every Ph.D. student shall have a Supervisors to be approved by the PGPC who shall be a regular faculty member of the UOJ. The BOS may also allow a co-supervisor from either inside or outside the UOJ.

23.1.2. Before the end of the second semester, every student shall submit an application on a prescribed proforma indicating the area of research alongwith the name(s) and consent of proposed supervisor(s) to the DDPC who shall finalize the name(s) of the Supervisor(s) and forward them to the concerned Chairperson / HOD.

23.1.3. The thesis title of each student shall be finalized before start of 3rd semester.

23.1.4. The Ph.D. student shall submit research proposal/synopsis through his/her supervisor to the DDPC. The student shall have to defend his/her proposal/synopsis before the DDPC and obtain its approval.

23.1.5. The DDPC will either send the proposal to secretary BASR for further processing or return to the supervisor for revision, if needed.

23.1.6. The Ph.D. student shall be required to obtain approval of his/her research proposal/synopsis before the enrollment in 5th semester.

23.1.7. The Secretary to BASR will present the proposal in upcoming meeting of the BASR for approval. The successful proposal will be notified by the Secretary (Registrar) accordingly.

23.1.8. The Supervisor shall not be changed except in case of real hardship as determined by the DDPC. The process of changing the Supervisor shall be same as that for appointment.

23.1.9. The Ph.D. student shall submit six-monthly report on prescribed format through the Supervisor to the DDPC.

23.1.10. Ph.D. student's Supervisor and Examiner cannot be close relative of each other. In this regard, a declaration shall be furnished by the Supervisors and Examiners to the DDPC. In case of any violation to this effect, the candidature of the student may be cancelled, whereas the Supervisors will be banned for three years for supervision of any Ph.D. thesis.

23.2. Cancellation of Ph.D. Registration

Ph.D. registration shall be cancelled by the BASR on the recommendations of the DDPC, through Chairperson/HOD and the cancellation will be notified by Registrar, if the student/candidate:

- a) Does not qualify the Comprehensive examination within the available chances.
- b) Fails to defend his/her synopsis/Research proposal within the allowed time.
- c) Fails to submit two consecutive six-monthly progress reports.
- d) Earns adverse remarks from the supervisor on two consecutive six-monthly progress reports.
- e) Has availed the maximum permissible time for completing the Ph.D. thesis.

23.3. Plagiarism Check

23.3.1. The supervisor will check each of his/her Ph.D. students' thesis for plagiarism using the anti-plagiarism software. The concerned Chairperson/HOD will forward the thesis to the Controller of Examinations along with the Plagiarism/Similarity Index report duly signed by the supervisor and the student.

23.3.2. The Controller of Examinations for further process and in case of any discrepancy, thesis shall be returned to Supervisor through proper channel.

23.3.3. The Ph.D. candidate shall be held responsible for any plagiarized work, if revealed after the submission of the thesis.

23.4. Submission of Thesis

23.4.1. The submission of Ph.D. thesis shall include one soft and five hard copies (6 copies in case of co-supervisor) of the thesis and 6 copies of abstract, not exceeding 1000 words, through his/her Supervisor via concerned Chairperson/HOD to Controller of Examinations.

23.4.2. The formatting and the referencing style for Ph.D. thesis should be according to the prescribed/approved style (UOJ thesis manual) and will be verified by Controller of Examinations from the experts list.

23.5. Evaluation of Thesis

- 23.5.1. The Ph.D. thesis must be evaluated by at least two foreign examiners from technologically/academically advanced countries as notified by HEC and one local examiner.
- 23.5.2. The Supervisor through PGPC shall provide a list of six foreign and four local examiners in the relevant field including their CVs, official emails, postal addresses alongwith their consent to the Controller of Examinations through PGPC.
- 23.5.3. The Controller of Examinations will scrutinize relevant documents, qualification and area of specialization of the foreign examiners and other ethical issues as mentioned by HEC. The Vice Chancellor will appoint two foreign and one local examiners from the list submitted by Controller of Examinations.
- 23.5.4. The Controller of Examinations shall get thesis evaluated within three months. Any delay beyond three months must be brought immediately to the notice of the Vice Chancellor who may allow extension in the period or approve a new examiner.
- 23.5.5. The examiners shall submit evaluation reports as well as their recommendations on the prescribed proforma, in hard or signed scanned copy through their official e-mail or postal addresses directly to the Controller of Examinations.
- 23.5.6. The Controller of Examinations will forward the examiners reports along with all relevant documents in the BASR.
- 23.5.7. If the examiners unanimously approve the thesis and allow the public defense to be conducted, it shall be implemented.
- 23.5.8. If a thesis is rejected by both the foreign examiners, the thesis shall stand rejected and the registration of the candidate will be cancelled.
- 23.5.9. If one of the foreign examiners rejects the thesis, it shall be sent to another foreign examiner, approved by the Vice Chancellor and in case of its rejection by that examiner, the thesis will stand rejected and the registration of the candidate will be cancelled.
- 23.5.10. If any of the examiners suggests correction(s) without requiring a re-evaluation, the candidate shall incorporate the recommended changes, within six months, in accordance with examiners' comments and to the satisfaction of his/her Supervisor. The Supervisor shall certify the incorporation of changes and shall resubmit the thesis.

- 23.5.11. If any of the examiners suggests corrections and requires a re-examination the candidate shall incorporate the recommended changes and shall resubmit thesis within three months for re-evaluation by the same examiner within stipulated period.
- 23.5.12. In the case of **22.5.10** or **22.5.11** stated above, if a thesis is resubmitted within the allowed time, it will be processed for defense else the registration of the candidate shall stand cancelled.

23.6. Thesis Defense

- 23.6.1. A public defense of the Ph.D. thesis will only be held if the candidate has at least one paper, based on the Ph.D. research, published in an HEC approved journal.
- 23.6.2. The publication will be submitted by the Supervisor through concerned Chairperson/HOD to Controller of Examinations.
- 23.6.3. The Vice Chancellor shall allow the thesis defense which shall be conducted by the thesis Defense Committee.
- 23.6.4. The Controller of Examinations, in consultation with the concerned Chairperson/HOD, shall schedule the thesis defense and notify the time, date and venue at least one week before the thesis defense. The above event will be publicized through web and other sources.
- 23.6.5. The Thesis Defense Committee will consist of the following:

Chairperson/HOD concerned	Convener
Supervisor	Member
Internal Examiner from PGPC to be appointed by Vice Chancellor	Member
External Examiner (to be appointed by the Vice Chancellor)	Member
Controller of Examinations or nominee	Secretary

- 23.6.6. The thesis defense committee shall conduct the defense and submit the report to the Controller of Examinations who will complete the process for notification of the result accordingly.
- 23.6.7. In case the candidate has failed to defend the thesis, the defense committee may ask, in consultation with the Supervisor, to the Controller of Examinations for rescheduling the defense only for one more time within 6 months from the date of 1st defense.
- 23.6.8. The maximum time for completion of all requirements for Ph.D. thesis including a successful defense and final notification by controller of

examination shall not in any case, exceed 8 years from the date of registration of the student.

23.6.9. In case of difference of opinion among the committee members, the final decision will be made on the basis of majority vote. Secretary of the committee will not have a vote.

23.6.10. The successful candidate shall submit two soft and four hard copies of final version of thesis to the Controller of Examinations.

23.6.11. The hard bound thesis will be submitted in Dark Green with Silver Script.

23.6.12. The Controller of Examinations shall forward the copies of the thesis as detailed below:

- a) One hard and one soft copy to HEC
- b) One hard copy to the library of the concerned Department
- c) One hard copy to the main library of the UOJ
- d) One hard copy and one soft copy shall be retained by the Controller of Examinations

24. UNIVERSITY ASSESSMENT REVIEW COMMITTEE

24.1. A University Assessment Review Committee may be constituted by the Vice Chancellor consisting of members as deemed necessary. The Controller of Examinations will act as Secretary of the Committee.

24.2. The committee may review a sample of question papers and marked answer scripts for quality assurance purposes.

25. FREEZING OF SEMESTER

25.1. A student may use the freezing of semester option once in upto two year programs and twice in more than two years programs.

25.2. A student will be allowed to freeze his/her semester before the beginning of the semester without mentioning any reason and without depositing any fee.

25.3. A student will be allowed to freeze his/her semester during a semester based on a valid reason as determined by the Chairperson/HOD. The deposited fee will be considered consumed.

25.4. The Chairperson/HOD will approve the freezing of semester and shall notify to the Controller of Examinations, Treasurer and Registrar offices accordingly.

25.5. During the “frozen period” the student will lose his/her studentship status and shall not be entitled to avail any facility like hostel, medical, transport etc. which the University extends to its regular students.

25.6. Unfreezing of the semester will be allowed by the concerned Chairperson/HOD on formal application by the student and will be notified accordingly.

25.7. The student will rejoin, after depositing the semester fee, the same frozen semester in his/her own Department/affiliated college with the approval of the concerned Chairperson/HOD, and in case of discontinuation of the program, in any other Department/affiliated college where the program is available. The University will not be bound to accommodate the student in case of total discontinuation of program in all Departments/ affiliated colleges.

Note: Students will not freeze his/her Semester in 1st Semester.

26. INDISCIPLINE IN EXAMINATIONS

26.1. The University Unfair Means Cases Committee will be constituted by the Vice Chancellor and shall consist of 04 faculty members to deal with cases for the alleged used of unfair means in connection of examination.

26.2. The cases of any candidates found guilty of following matters in Mid-term Semester Examination/Final-term Examination/Annual/Comprehensive Examination will be submitted to relevant Unfair Means Cases Committee:

- a) Removes a leaf from his/her answer script.
- b) Submits forged or fake documents in connection with the examination.
- c) Commits impersonation in the examination.
- d) Copies from any paper, book or notes.
- e) Mutilates the answer script.
- f) Possesses any kind of material, which may be helpful to him/her in the examination.
- g) Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
- h) Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
- i) Misbehaves or creates any kind of disturbance in or around the examination centre.
- j) Uses abusive or obscene language on the answer script.
- k) Possesses any kind of weapon in or around examination centre.
- l) Possesses any kind of electronic devices which may be helpful in the examination.

26.3. If a candidate is found guilty of removing a leaf from his/her answer book, the answer book shall be cancelled.

26.4. If a candidate is found having in her possession or accessible to him/her in the examination centre paper, books of note which might possibly be of assistance to him/her in solving any part of the question paper, her paper will be cancelled and for possession of electronic device he/she will be **heavily fined**. In case he/she has used

electronic device during examination in examination centre, his/her paper will be cancelled as well.

26.5.If a candidate is found guilty of any of the following offences her paper will be cancelled & she will be **heavily fined** according to the circumstances of the case:

26.5.1. Forging another person's signature on any document or tempering with any of the document already signed by the competent authority

26.5.2. Refusing to obey the Superintendent or any other member of the supervisory staff in or around any examination centre or refusing to give statements when found using unfair means.

26.5.3. Disclosing his/her identity directly by making peculiar marks in his/her answer book.

26.5.4. Copy from any paper, book or note.

26.5.5. Giving or receiving any assistance for solving any part of question paper or allowing another candidate to copy from his/her answer book.

26.5.6. Taking the whole or a part of any answer book or a continuation sheet out of the examination centre.

26.5.7. Using abusive or obscene language in the answer books/continuation sheet.

26.6.If a candidate is found guilty of any of the following offences, he/she will be **debarred** for appearing in following examinations Internal as well as external.

26.6.1. Possessing firearms or other tool capable of being used as weapon of offence in or around the examination centre.

26.6.2. Committing misconduct of a serious nature such as impersonating, abusing, assaulting or threatening to assault person engaged in connection with the examination or the official of the University.

26.7.Any candidate found guilty of cheating in the examination by way of depositing less fee and enhancing it through forgery on the challan form may be:

a) Punished for a period of one year.

b) Imposed fine upto Rs. 5,000/-.

c) Punished for a period of one year and imposed fine upto Rs. 5000/-

26.8.Candidates guilty of communicating, or attempting to communicate, with Examiners with the object of influencing them in the award of their marks, shall be deemed to have used, or attempted to use, unfair means within the meaning of clause # 25.5.1 and shall be punished accordingly. Communications of the nature addressed to the Controller of Examinations or other officers of the University shall be treated as falling in the same category and the candidate concerned shall be punished as specified in 25.5.1 above.

26.9. An approach made by a relative, guardian or a friend of a candidate, will, as a rule, be considered to be on behalf of the candidate who shall be punished as laid down

in this Regulation. The making of an appeal to the examiner through an answer script by a candidate is prohibited. The answer script in which such an appeal is made shall be liable to be cancelled.

- 26.10. In case of an emergency, the Vice Chancellor is authorized to award suitable punishment, without reference to the Disciplinary Committee, to any candidate or to any student on the rolls of the affiliated College, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any examination hall.
- 26.11. The Controller of Examination or the officer authorized by the Vice Chancellor shall on receiving a report from examination centre or the examiner against a candidate, register unfair means case. The authorized office will frame charges against the accused candidate and issue the charge sheet to him/her demanding her explanation in writing or hearing in front of unfair means cases committee. If no reply is received to the charge sheet within 08 days, the Controller of Examination shall issue a reminder to the accused candidate warning him/her that Ex-part action shall be taken against him/her if no reply is received within 05 days of issuing of reminder. On receipt of the written reply to a charge sheet, the Controller of Examination shall place it before the Unfair Means Cases Committee together with charge sheet.
- 26.12. When the Unfair Means Cases Committee is unanimous, its decision shall be final. If the committee is not unanimous, the matter shall be decided by the Vice Chancellor & it will be final.
- 26.13. If a candidate is not satisfied with the decision of Unfair Means Cases Committee, he/she may appeal against such decision within 15 days of receipt of decision in writing along with the receipt of Rs. 1000/-. The appeal shall be considered by the appeal committee comprising three persons to be nominated by the Vice Chancellor excluding the persons who may have dealt with the case at a previous stage. However, after personal hearing, the final decision shall be made by the Vice Chancellor.

27. INSTRUCTONS FOR PAPER SETTER FOR MID/FINAL

The paper setter should keep in view the following instructions to frame Question Pape for Mid/Final Term Examination.

- 27.1. Each theory paper shall of ONE hour duration in Mid Term & TWO hours duration in final term while Pakistan Studies Compulsory & Islamic Education Compulsory will be of HALF hour duration in Mid Term & ONE hour duration in final term examination.
- 27.2. Examiners have to do the curricula compliance and distribute their questions uniformly over the whole range of syllabus.
- 27.3. The examiner is required to submit the copy of curriculum along with the question paper in case of any complaint..

- 27.4. The marks assigned for each part of question should be indicated on the right hand of the paper.
- 27.5. Subject, Paper No, Title of the Paper, Time & Maximum Marks should be indicated at the top of the question paper.
- 27.6. The question paper should be handed over to the examination branch personally by the teacher concerned.
- 27.7. The examiners, in written papers having mathematical problems/objective questions should send the solution/key of the problems along with the question paper to the examination branch.
- 27.8. Question paper should be in typed form and all the scientific and technical terms should be in block letters.
- 27.9. The pass percentage for compulsory and elective subjects is 50%.
- 27.10. Every page of question paper should be duly signed by the teacher concerned/paper setter.
- 27.11. The examiner should submit the question paper on due date given by examination branch.
- 27.12. Only the Header of Question paper provided by Exam branch should be used.

28. GENERAL INSTRUCTIONS FOR EVALUATION

- 28.1. Qualifying marks are 50%.
- 28.2. Marks awarded to part of question paper should not be encircled. Only total marks awarded should be encircled.
- 28.3. No Marks shall be given to the questions attempted in a language not specified/approved for that examination.
- 28.4. While evaluating scripts, care must be taken that no question paper or any part of a question has been left unmarked.
- 28.5. No marks should be awarded to the answer with over writing in the objective question.
- 28.6. Marks should be posted in eligible writing in the award list.
- 28.7. Over writing should be avoided and all cuttings should be initialed.
- 28.8. Examiner should submit their results within due date allotted to them by the Controller of Examination. In case of Practical/Reports/Thesis, results should be handed over to the Controller's Office on the day of conduct of examination.
- 28.9. In case of discrepancy in the marking of Internal & External examiners/ any other unforeseen situation, the Vice Chancellor may appoint third examiner and the

evaluation/marking of third examiner will be considered final.

29. SUMMER SEMESTER

- 29.1. A student who either failed or has been stopped to take examination due to shortage of attendance or wishes to improve his/her grade is allowed to register in summer.
- 29.2. A student will only be allowed to register in 1-2 courses of 3-6 credit hours.
- 29.3. The contact hours per week during the Summer Semester will be doubled to ensure that the course is taught in summer session with half the duration as compared to a regular (Fall/Spring) semester.

30. COURSE FILE WITH LESSON PLAN

Maintaining the Course File is compulsory for all faculty members. It should have complete record of every activity that happens during the course. The course file should contain:

- 30.1. Course Code and Title.
- 30.2. Description of Course/Learning Outcomes.
- 30.3. Course syllabus and changes, if any, made over at least 3 semesters.
- 30.4. Weekly Teaching Schedule.
- 30.5. Dates of Mid-term Semester Examination.
- 30.6. Grading Policy will identify each activity such as Homework, Quizzes, Mid-term Semester Examination, Final Examination and Term Papers etc.
- 30.7. Copy of each Homework Assignment.
- 30.8. Copy of each Quiz Assigned
- 30.9. Copy of Question Papers for Mid-term Semester Examination.
- 30.10. Copy of Question Papers for Final/Semester End Examination.
- 30.11. Grading Sheets of the Course, Detailing Statistical Data on the Grades obtained by Students.
- 30.12. Difficulties/Problems faced by the Teacher and Students during Classroom/ Course Delivery.

31. SPECIAL CASES (Through the academic council)

- 31.1. Notwithstanding the above regulations, if an emergency so requires, the Vice Chancellor shall have the power to issue orders, directives or instructions in connection with the smooth working of the semester system.
- 31.2. Where the regulations are silent and in cases of ambiguity or discrepancy as regards the interpretation of these regulations, the decision of the Syndicate shall be final through the academic council.

Abbreviations

AJK	Azad Jammu Kashmir
BASAR	Board of Advance Studies and Research
CGPA	Cumulative Grade Point Average
DHQ	District Headquarter
FATA	Federally Administered Tribal Areas
GPA	Grade Point Average
HEC	Higher Education Commission
MCQs	Multiple Choice Questions
PGPC	Departmental Doctoral Program Committee