

# The University of Larkano Examinations Regulations 2024



<b>Proposed By:</b>	The Controller of Examination The University of Larkaan	<b>Date of submission for approval</b> 8/7/2024
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## **1. DEFINITIONS**

### **1.1 Short Title and Commencement**

- i. These Regulations may be called “The University of Larkano Examinations Regulations 2024”.
- ii. These Regulations shall come into force for 24 Batch of Engineering and Agriculture Faculty and (F) 24 Batch of Science Faculty.

### **1.2 Definition**

In these Regulations, unless the context otherwise requires the expressions and the meaning hereby assigned to them:

- ❖ “University” means The University of Larkano.
- ❖ “Syndicate” means the Syndicate of The University of Larkano.
- ❖ “Vice Chancellor” means the Vice Chancellor of The University of Larkano.
- ❖ “Dean” means the Dean of the concerned Faculty of The University of Larkanao.
- ❖ “Focal Peron” means the Focal Peron of the concerned Faculty of The University of Larkanao.
- ❖ “Controller of Examinations” Means Controller of Examinations of the University of Larkano.
- ❖ “Chairman” means the Chairman of a Teaching Department of The University of Larkano.
- ❖ “Academic Year” means the Academic Year of the University.
- ❖ “Spring / Fall Semester” means a period of 21 weeks out of an academic year for teaching and evaluation and /or guidance of the students of the University.
- ❖ “Summer Semester” means a period of 08 weeks out of an academic year for teaching and evaluation and /or guidance of the students of the University.
- ❖ “Director” means the Director of Post Graduate Studies of the University of Larkano.
- ❖ “Teacher” means any Lecturer, Assistant Professor, Associate Professor, or Professor teaching a subject/course in The University of Larkano.
- ❖ “Discipline Committee” means the Discipline Committee of the University to be constituted with the approval of the Vice-Chancellor.
- ❖ Unifair Means Control Committee” means the Committee to be appointed by the Vice-Chancellor to scrutinize the reported cases of unfair means/malpractice of the University for Recommendation to the Discipline Committee / Vice Chancellor.
- ❖ “Vigilance/ Inspection Committee” is the Vigilance/ Inspection committee constituted by the Vice-Chancellor to monitor the overall conduct of the Examination of the University.
- ❖ “Head Invigilator” means the concerned Dean of the faculty appointed by the Vice-Chancellor as Head Invigilator for overall monitoring of Examination of the University.
- ❖ ” External/Internal Head Invigilator” means the Teacher of the University (at least Associate Professor) appointed by the Vice-Chancellor as External/ Internal Head Invigilator on the recommendation of the concerned Dean for supervising the overall conduct of Regular/Supplementary/Summer/Crash Examinations.
- ❖ “Factotum” means the Chairman or his/her nominee, the next senior person at the rank of associate professor of the concerned department appointed by the Vice-Chancellor for conducting regular/ Supplementary Examinations of the receptive Department.

- ❖ “Invigilator” means any Teacher/ Instructor appointed by the concerned factotum for the conduct of Regular/Supplementary/Summer/Crash Examination of the concerned Department.
- ❖ “Tabulator/Checker” means the Teacher/Officer/Instructor of the University possessing experience and a good understanding of the Examination system appointed by the Vice-Chancellor on the recommendation of the Controller of Examination for completion and scrutiny of results of candidates of the university.
- ❖ “Credit Hours (C.H.)” have been defined in section 2.1.
- ❖ “Quality Point (Q.P.), Grade Point Average (G. P.A.), and “Cumulative Grade Point Average (C.G. P.A.) have been defined in section 2.10.

## 2. GENERAL TERMS

### 2.1 CREDIT HOUR DISTRIBUTION

A credit hour means teaching/learning a theory course for one hour each week throughout the semester.

The credit hours are denoted by two digits within brackets with a plus in between. The first digit represents the theory part while the second (right side) digit represents the practical. Table 1 gives the possible distribution of Theory and Practical Credit hours.

One credit hour in laboratory or practical work/project would require lab contact of three hours per week throughout the semester.

#### A. Bachelor of Engineering

A Bachelor of Engineering Degree Program usually includes theory courses, community work/thesis/research report/project and internship.

- **Theory:** A theory course is 02 to 03 credit hours as per the requirement of the discipline.
- **Final Year Design Project:** Every student should work on Final Year Design Project and write a project report/thesis/research report/project/ internship in the final year up to a maximum of 06 credit hours individually or in group on a topic approved by the Faculty.
- **Internship:** it is mandatory of Engineering students to do the internship in the related industry or organization of the concerned discipline. A minimum of 12 credit hours are required for internship.

#### B. Bachelor of Agriculture

Bachelor of Agriculture Degree Program includes theory courses, practical work and **internship of 4-week mandatory in final year.**

#### C. Bachelor of English/ Business Administration / Computer Science

A Bachelor of Social Science Degree Program has theory courses, community work/thesis/research report/project and internship.

Table 1. Credit Hour Distribution

Credit Hour	Distribution in Theory and Practical Credit Hour
01	(0+1)
02	(2+0)/(0+2)
03	(3+0)/(2+1)/(0+3)
04	(3+1)/(0+4)

## 2.2 SEMESTERS AND COURSE LAYOUT

4-year undergraduate degree programs are composed of 130-140 Credit Hours, in which 130 represents the minimum and 140 represents the maximum credit hours required to be completed.

**A. For Engineering programs:** The courses for the Engineering & Computer Science programs will consist of a minimum 130 credit hours out of which a minimum of 85 credit hours of engineering and computer science courses and a minimum of 30 credit hours of non-engineering (mathematics, humanities and natural sciences) courses offered over a period of four years (8 semesters), subject to meeting the requirement of the respective Accreditation Councils.

**B. For Computer Science programs:** The courses for the Computer Science program will consist of a minimum 130 credit hours, out of which a minimum of 100 credit hours of Computing and Computer Science courses and a minimum of 30 credit hours of general and university courses, subject to meeting the requirement of the respective Accreditation Councils.

**C. For Social & Basic Sciences programs:** The courses for social and basic sciences disciplines will consist of 60-65% of the curriculum towards the discipline specific areas, and 35-40% minor/electives, subject to meeting the requirement of the respective Accreditation Councils.

**D. For Agriculture**

## 2.3 FALL/SPRING SEMESTER

There will be two regular semesters (Fall and Spring) in an academic year. Following is the breakup:

Table 2. Activity Plan During Fall/Spring Semester

S.No .	Activity	No. of Weeks
1.	Teaching duration of the Fall Semester	16 Weeks
2.	Conduct of Mid Semester Exam	01 Week
3.	Preparation of final Fall Semester Exam	01 Week
4.	Conduct of final Fall Semester Exam	02 Weeks
5.	Semester Break	01 Week
6.	Teaching duration of Spring Semester	16 Weeks
7.	Conduct of Mid Semester Exam	01 Week
8.	Preparation of final Spring Semester Exam	01 Week
9.	Conduct of final Spring Semester Exam	02 Weeks
10.	Semester Break	01 Week
11.	Summer Break / Summer Semester	08 Weeks
12.	Winter Break	02 Weeks
	<b>Total</b>	<b>52 WEEKS</b>

## 2.4 SUMMER SEMESTER

Summer semester will be offered as an optional semester of 08 weeks duration. Students will be offered courses to remove deficiencies and can register for up to 12 credit hours for the summer semester. Moreover, a student who has either failed or has been stopped from taking the examination due to a shortage of class attendance or wishes to improve his/her grade (if obtained 'C' Grade) is allowed to register in the summer semester.

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

All the qualifying rules for the Fall/Spring semester will apply to the summer semester.

There will be no supplementary/special examination after the adoption of the summer semester.

The course in the Summer Semester will be offered with a minimum course registration of 05 students (where the intake of students is small, the minimum course registration should be 50% failure students).

## **2.5 ACADEMIC CALENDAR**

The calendar will include the following information: to be adopted from the next academic year.

1. Date of start of classes
2. Conduct mid-semester
3. Date of suspension of classes
4. Schedule of examination
5. Display of sessional marks
6. Examination preparation up to
7. Conduct of final semester exam
8. Announcement of results
9. Mark sheet / Transcript issues dates

The academic calendar will be prepared for the Fall Semester and Spring Semester of each academic year.

In case a university is closed due to unusual circumstances, then makeup classes may be arranged converting weekends, holidays, or evening classes to working days or evening classes to cover the lapsed period of the students.

## **2.6 REPEATING COURSES/IMPROVEMENT OF CGPA**

Undergraduate students may be allowed to repeat a course in which she/he has obtained a grade "C". In such a case both the previous and new grades obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA.

In the case of CGPA improvement, it would be recorded with (Imp) on the transcript.

## **2.7 ATTENDANCE**

A minimum 75% attendance in a course is required to appear in the examination of that course. (Condonation may be limited to 70%).

## **2.8 EXAMINATION**

In each semester, students may be required to appear in quizzes, tests, mid-semester, final semester examinations, presentations (individual/group), group discussions, and submit projects/assignments/lab reports, etc. These assessment marks (to be determined by the teacher concerned) may have different weights contributing towards the overall assessment in percent marks. This weightage may be determined on the basis of the table below:

Table 3. Marks Distribution for Theory Course of 100/50 Marks

S. No.	Nature of Examination	Weightage (100 mark theory/50 mark theory)
1	Quizzes/Test	10 /5
2	Mid Semester Examinations	20/10
3	Assignments/Presentations/ Practical	10 /5
4	Final Examination	60/30

Table 4. Marks Distribution for Practical of 100 Marks for Engineering

S. No.	Nature of Examination	Weightage (100 Marks Practical)
1	Lab Rubrics	30%
2	Mini project/Open Ended Lab	10 %
3	Semester Lab Exam	60% (30% objective test, 30% viva)

Table 5. Marks Distribution for Practical of 100 Marks for Computer Science

S. No.	Nature of Examination	Weightage (100 Marks Practical)
1	Sessional Work	40%
2	Semester Lab Exam	60% (30% objective test, 30% viva)

Table 6. Marks Distribution for Practical of 100 Marks for Agriculture

S. No.	Nature of Examination	Weightage (100 Marks Practical)
1	Attendance	10%
2	Practical General	10 %
3	Semester Lab Exam	80%

## 2.9 CALCULATING G.P.A AND C.G.P.A

### A. *Quality point (Q.P)*

For the computation of the G.P, the Q.P is first determined by multiplying the value of the grade earned with the credit hours of that course. For example, if the student obtained “A+” for a three credit hour course then quality points would be calculated as:  $Q.P = 4 \times 3 = 12$

### B. *Grade Point Average (G.P.A)*

This is a figure ranging preferably from 0.00 to 4.00 to be used to indicate the performance of a student in the semester concerned.

$$G.P.A = \frac{\text{Sum over all courses in a Semester}(\text{Course Credit Hours} \times \text{Grade Point Earned})}{\text{(Total Semester Credit Hours)}}$$

### C. *Cumulative Grade Point Average (C.G.P.A)*

The Cumulative Grade Point Average (C.G.P.A) is the expression describing the performance of a student in all semesters and is determined in the following way:

C. G. P. A

= Sum overall taken courses in a Semester(Course Credit Hours x Grade Point Earned)  
/ (Total Semester Credit Hours Taken in All Semesters)

## 2.10 GRADE EQUIVALENT

### A. Engineering

Table 7. Grade Equivalent for Engineering Faculty

S. No.	Grade	Grade Point	Percentage of Marks for Theory/Practical/Project (Maximum Marks 100)	Percentage of Marks for Theory/Practical/Project (Maximum Marks 50)
1	A+	4.00	$\geq 90\%$	$\geq 45\%$
2	A	3.50	89%-81%	44%-40%
3	B+	3.00	80%-73%	39%-36%
4	B	2.50	72%-65%	35%-32%
5	C+	2.00	64%-60%	31%-30%
6	C	1.50	59%-55%	29%-27%
7	C-	1.00	54%-50%	26%-25%
8	F	0	$\leq 49\%$	$\leq 24\%$

### B. Agriculture

Table 8. Grade Equivalent for Agriculture Faculty

S. No.	Grade	Grade Point	Percentage of Marks for Theory/Practical/Project (Maximum Marks 100)
1	A	4.00	$\geq 80.00$
2	A <sup>-</sup>	3.67-3.99	73-79
3	B <sup>+</sup>	3.33-3.66	66-72
4	B	3.00-3.32	60-65
5	B <sup>-</sup>	2.67-2.99	56-59
6	C <sup>+</sup>	3.33-2.66	53-55
7	C	2.00-2.32	50-52
8	C <sup>-</sup>	1.67-1.99	46-49
9	D <sup>+</sup>	1.33-1.66	43-45
10	D	1.00-1.32	40-42
11	F	0.00	$\leq 39$

**c. Social Sciences**

Table 9. Grade Equivalent for Science Faculty

S. No.	Grade	Grade Point	Percentage of Marks for Theory/Practical/Project (Maximum Marks 100)
1	A <sup>+</sup>	4.0	$\geq 85.00$
2	A	3.6	80-84
3	B <sup>+</sup>	3.2	75-79
4	B	2.8	70-74
5	C <sup>+</sup>	2.4	65-69
6	C	2.0	60-64
7	D <sup>+</sup>	1.5	55-59
8	D	1.0	50-54
9	F	0.00	$\leq 49$

**3. CONDUCT OF EXAMINATION RULES**

**3.1 General Instructions**

- ❖ No person other than the candidates, University Officer and/ or University representatives, Head Invigilators, Factotums, Invigilators, and other workers appointed for the Examinations work will be allowed to enter the premises of any center for an examination.
- ❖ The Head Invigilators/Factotum must see, from day to day, that each candidate is required to produce the Admit Card issued to him by the University, and that each Invigilator affixes his signature on the space provided on the cover of all the answer books and supplements of all the candidates under his/her supervision for each and every sitting immediately before handing over the answer books to the Factotum or Head Invigilator and that they obtain signature of all the candidates at every sitting without fail on the form supplied to them for this purpose.
- ❖ No candidate shall be admitted to the Examination, who arrives at the place of examination late by more than a quarter of an hour after the time fixed for a paper.
- ❖ No additional time should be allowed to any candidate for answering a paper, on the grounds of illness, accident, or other cause, save when any loss of time is caused to the candidate by any act of omission on the part of the University or its agents.
- ❖ The distribution of answer books should be done by the Invigilators after the candidates have occupied seats and not before. Additional answer books (Supplements) shall be given only when the books previously given are written in. Candidates must be told to write on both sides of the pages in the answer books.
- ❖ Head Invigilator/Factotum shall instruct the Invigilators that they should take particular care to collect from candidates all answer books supplied to them, whether used or unused.



### **3.2 Head Invigilators/Factotum should see that Invigilators**

- ❖ do not engage in conversation with the candidates during the examination and do not read what the candidates write;
- ❖ do not give any kind of explanation connected with any question set;
- ❖ do not do any private or office work during the hours of supervision, nor on any account admit outsiders to the place of Examination;
- ❖ do not give copies of the question papers set to anyone, who is not a candidate sitting for the examination; and
- ❖ must give the required answer books and supplements to the candidates.

### **3.3 Instructions to Candidates**

- ❖ Write on both sides of the page but do not write on the reverse of the perforated slip (page)
- ❖ . When necessary, rough work should be done on the left-hand side in pencil or in the last page of answer copy.
- ❖ Before you write anything on the answer book or the supplement enter your roll number and other particulars as indicated on each.
- ❖ Do not write your name in any part of your answer books. Do not write your Name/ Seat No. except in the space specifically provided for the purpose. If by direct or indirect means you attempt to disclose your identity you are liable to be expelled and debarred from admission to the University and from appearing at University Examinations.
- ❖ Pages shall not be torn from the answer books provided.
- ❖ Nothing shall be written on the question paper or the blotting paper. Nothing shall be written on any part of the body, clothes, or any foreign body or materials other than the answer books.
- ❖ Each answer must be commenced on a fresh page and the number of questions or sub-questions as shown in the question paper must be indicated in the margin.
- ❖ You will not be permitted to leave the Examination Hall until half an hour after the question papers are distributed.
- ❖ If you want anything, draw the Invigilator's attention by standing up, but do not leave your seat on any account. Before leaving, give up all answer books. During the last ten minutes, you will not be allowed to leave the Hall.
- ❖ A warning will be given ten minutes before the close of the Examination and at the second warning the collection of answer books, will begin. You should not leave seat until all the answer books in your block have been collected by the Invigilators.
- ❖ Smoking is prohibited in the Examination Hall.
- ❖ Candidates should bring their pen and pencil.
- ❖ You are liable to be instantly expelled and your name reported to University authorities for further action if:-
  - (i) You bring any book, notes, or scribbling paper into the Examination Hall,
  - (ii) Speak to, or communicate in any other way with another candidate while the examination is going on,
  - (iii) take with you any blank answer book, or books while leaving the Examination Hall,
  - (iv) disobey any instruction issued by the Invigilators,

- (v) are guilty of rude or disobedient behaviour,
- (vi) infringe any of the instructions given above, and
- (vii) you write on the unsigned Answer-Book or supplement supplied by Invigilator.

### **3.4 Distribution of Question Papers**

- ❖ The sealed covers containing question papers be opened in a closed room unless the papers are opened directly in the examination hall, not more than 15 minutes before the time fixed for each paper in the presence of the Head Invigilators /Factotum.
- ❖ No person other than the Head Invigilators /Factotum and/ or the University Officers be allowed to be present at the time when the packets containing question papers are opened.
- ❖ Question papers for various blocks should be distributed among the various Invigilators not more than 5 minutes before the time fixed for each paper.
- ❖ Question papers should be distributed amongst the candidates exactly at the time fixed for the paper and not earlier.
- ❖ The Head Invigilator should, as soon as the Examination has commenced, go round the hall and personally take back from the Invigilators every copy of the question paper, left with them after the distribution of copies thereof to the candidates.
- ❖ The Head Invigilator/Factotum shall see that no candidate leaves his seat within the first half an hour and once the time is over and Invigilators have collected all the answer books of the candidates.
- ❖ If and when supplied with “Code- letters” the Head Invigilators/Factotum should see that all the answer books and supplements supplied to the candidates for a particular day are stamped with the code letter fixed for that day.

### **3.5 Offence and Expulsion**

- ❖ The Head Invigilators /Factotum are requested to instruct the Invigilators to bring to their notice all attempts of copying or communication by candidates to one another and should report to the Controller.
- ❖ The Head Invigilators /Factotum shall expel any candidate found copying or for any other offence considered serious by him and report cases of expulsion and/ or of offenses to the Controller together with an explanation of the candidate (if he has any to make) and the report of the Invigilator concerned.

### **3.6 Packing of Answer Books etc**

- ❖ The Invigilators should be asked to make three copies of their report for each paper.
- ❖ The Head Invigilator should countersign all reports made by the Invigilators at the end of the Examination in each paper.
- ❖ At the conclusion of each paper, the answer books should be carefully packed in the presence of the Head Invigilators /Factotum as given below:
  - (a) There should be separate packets/ covers for each subject.
  - (b) Each packet/ cover should not contain all answer scripts of the same subject from all blocks.
  - (c) One copy of each of the Invigilators reports should be put in each packet/ cover and 2 copies, together with the signature sheet, should be forwarded in a separate cover to the Examination office.

1. Each packet-cover should bear:-
  - i) Name of the subject.
  - ii) Name of the department and faculty.
  - iii) Seat numbers of the candidates.
  - iv) Total number of the answer books packed in it.
  - v) No. of Block; and
  - vi) The Centre of Examination.
2. The answer books of the local centers should be delivered personally to the office of the Controller of Examinations and of the other centers should be sent to the Controller of Examinations through Special Messenger or by post under the insured parcel.
3. The Head Invigilators /Factotum will be responsible for the safe delivery of all answer books in the office of the Controller of Examinations.

#### **4. UNFAIR MEANS IN EXAMINATIONS REGULATIONS**

##### **4.1 CONSTITUTION OF EXAMINATION DISCIPLINE COMMITTEE**

There shall be an Examination Discipline Committee which shall consist of:

- i.* One Dean to be appointed as chairman by the Syndicate.
- ii.* One Senior Professor of the University to be appointed by the Syndicate.
- iii.* Two senior faculty members, one being a lady to be appointed by the Syndicate.
- iv.* The Controller of Examinations.

##### **4.2 FUNCTIONS**

1. The functions of the Examination Discipline Committee shall be:
  - i.* To deal with and scrutinize the cases of the alleged use of unfair means by the candidates appearing at any University examination,
  - ii.* To deal with all other matters affecting the discipline of the candidates at University examination,
  - iii.* To award punishment, subject to the approval of the Vice-Chancellor, to candidates who adopt malpractice and create indiscipline at the examination.
2. The Committee may call a candidate alleged of unfair means at the examination for hearing him/her in person before any decision is taken.
3. A candidate aggrieved by the decision of the Examination Discipline Committee may appeal to the Syndicate against the decision of the Committee within thirty days from the date of receipt of the decision of the Committee, and the decision of the Syndicate shall be final, and shall not be called in question in any court.
4. The quorum for a meeting of the Examinations Discipline Committee shall be three members.

##### **4.3 NOTICE AND EXPERT DECISION**

Notice of hearing shall be given to the candidate on postal address given by the candidate and if by given date and time the candidate does not appear before the

Committee, the Controller of Examinations shall repeat second notice to the accused candidate by giving him/ her fresh date and time to present himself/ herself before the Discipline Committee with a warning if he/ she fails to appear before the Examination Discipline Committee to give explanation, expert decision will be taken against him/ her. The notice will be sent by Registered post on the address given by the candidate and this will amount sufficient service.

#### **4.4 DECISION OF THE EXAMINATION DISCIPLINE COMMITTEE**

The Examination Discipline Committee after taking into consideration the Examination Discipline Committee after taking into consideration the evidence on record, and the explanation and evidence given by the candidate, will give their decision in writing and a copy of their decision will be supplied to the candidate.

#### **4.5 APPEALS**

If a candidate has valid reasons to appeal against the decision of the Examinations Discipline Committee he/ she may do so within one month from the date of receipt of the decision, addressed to the Vice-Chancellor, who may refer the appeal to the Syndicate.

#### **4.6 REPRESENTATION BY ANY LEGAL ADVISOR**

No Lawyer or any Legal Advisor shall be allowed to appear on behalf of or assist an accused candidate during the inquiry or appeal under these Regulations. Only the candidate shall be heard in person.

#### **4.7 POWERS OF VICE-CHANCELLOR TO AWARD PUNISHMENT IN CASES OF DISTURBANCES IN EXAMINATION**

The Vice-Chancellor shall have the powers to award suitable punishment without reference to the Examination Discipline committee, to any candidate or to any student on the rolls of recognized institution or to any person who creates disturbances of any kind during the examination or otherwise misbehaves in or around any examination hall or becomes arrogant or insolent with the Invigilation staff or Inspectors or the University Authorities.

#### **4.8 BEHAVIOR OF THE CANDIDATE IN THE EXAMINATION HALL AND AROUND THE EXAMINATION CENTRE**

Any candidate who refuses to obey the Head Invigilator or changes his/ her seat with another candidate or creates disturbance of any kind during a particular paper of an examination or otherwise misbehaves in or around the Examination

Hall may be expelled by the Head Invigilator and may be dis-allowed from appearing in the particular paper of the examination. He/ She may, however, be allowed to take the remaining papers of the examination if the Head Invigilator is satisfied that he/ she would conduct himself/ herself with propriety in the remaining papers.

In addition, if he/ she threatens to commit or commits breach of peace and law he/ she may be prosecuted under relevant law for the time in force and handed over to the Police, if it is a cognizable offence.

The Head Invigilator may inform to the Controller of Examinations without delay, every such case in detail and Controller of Examinations shall take steps to inform the Vice-chancellor of these cases for taking necessary action

#### **4.9 POSSESSION OF UN-AUTHORIZED MATERIAL MEANS UNFAIR MEANS**

If a candidate is found having in his/ her possession papers, books or any other material which might possibly be of assistance to him shall be deemed to have used unfair means.

#### **4.10 UNFAIR MEANS AND COPYING ETC**

Subject to the generality of the word as defined, unfair means shall also include the following:-

- (i) removing a leaf from his/ her answer book,
- (ii) using abusive or offensive language in his/ her answer book,
- (iii) making an appeal to the examiner in his her/ her answer book,
- (iv) making false representation in his/ her application form or any document produced by him/ her,
- (v) forging another person's signatures on his/ her examination form, or any other document,
- (vi) refusing to obey instructions issued to him/ her by the University in connection with an examination,
- (vii) refusing to obey Head Invigilator or any other staff member of person deputed for the purpose in the examination hall, or
- (viii) disclosing his/ her identity or making peculiar marks in his/ her answer book(s) for an examination whether or not any fictitious roll numbers are used by the University,
- (ix) giving or receiving assistance or allowing any other candidate or copy his/ her answer book,

- (x) communicating or attempting to communicate with examiners with the object of influencing them in the award of marks,
- (xi) creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall, or
- (xii) copying from any paper, book or note or by any other means,
- (xiii) making previous arrangement to cheat in the examination such as smuggling in or out a question paper or an answer book in whole or leaves thereof, impersonation or misconduct of a serious nature,
- (xiv) communicating or attempting or communicating directly or indirectly with an examiner with a view to influence him/ her in the award of marks,
- (xv) attempting to induce, directly or indirectly any official of the University or any person engaged in connection with an examination to give any kind of undue assistance to him/ her including disclosure of guarded information,
- (xvi) Misbehaving or creating any kind of disturbance in or around any examination center including staging of, or inciting for a walkout,
- (xvii) taking the whole or a part of any answer book or a supplement into or out of an examination center,
- (xviii) substituting the whole or a part of an answer book or a continuation/ supplement sheet of an answer book or a continuation/ supplement sheet not duly issued to him/ her for the examination,
- (xix) forging, mutilating, altering erasing or otherwise tampering with any document connected with an examination or making undue use of such document or abetting in the commission of such offences,
- (xx) a betting or attempting to use these or any other unfair Means.

## **5. GENERAL POLICIES**

### **5.1 PROBATION**

Probation is a status granted to the student whose academic performance falls below the minimum University standard.

- i) The students acquiring less than 2.00/4.00 GPA in a semester but passing all papers will be promoted with the condition of achieving more than 2.0 GPA in the next semester and s/he will be put on probation for the next semester.
- ii) The students acquiring a GPA 1.7 and above but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally. They will have to be registered for the summer semester to improve their grade.
- iii) Students acquiring a GPA less than 1.7 in two consecutive semesters and failing in any paper(s) even after attending the summer semester for one academic year will be dropped from the University rolls. However, s/he will be eligible to seek re-admission.

Re-admission will be allowed only once during 4 years degree program. Readmission will be

allowed after the payment of the full admission fee.

iv) Students on probation in two consecutive semesters even after attending the Summer Semester in one academic year will take re-admission in that particular academic year once only.

v) There will be a maximum of two academic probations in a four-year Bachelor degree program. Both the probations cannot be granted/availed in the first four semesters.

A student who is on probation 2<sup>nd</sup> time even after attending the summer semester in the first four semesters shall be removed from the rolls of university. However, s/he can take re-admission only once during 4 years degree program.

It is also mandatory to obtain at least 50% marks in Practical, Projects, Thesis, Assignments, Tests and Theory Paper separately/aggregate.

## **5.2 PERMISSION OF WRITER FOR SPECIAL STUDENTS**

A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.

In case a student is physically handicapped/visually impaired, s/he may apply to the Chairperson of the respective department (with a medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ Examinations of the University two weeks before the start of Tests/ Examinations. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.

The qualification of the person who acts as a writer for a handicapped student must be at least one step lower than that of the student. (e.g. for 6<sup>th</sup> semester students, the writer should be of 5<sup>th</sup> semester).

## **5.3 REFUND OF EXAMINATION FEE**

The entire fee may be refunded or held in reserve for future examination at the discretion of the Vice Chancellor when an application form of a candidate is rejected for technical reasons.

## **5.4 RULES REGARDING CORRECTION / CHANGE IN THE NAME / FATHER'S NAME/ SURNAME**

The correction in the name/father's name/surname may be made when the entries in the Matriculation and Intermediate Certificate are the same:

If a student gets his /her name/father's name/surname corrected from the concerned board and then applies for correction in the University record, he/she shall have to deposit Rs.5000/-in the University account for such correction as per present practice; such type of correction in name /father's name/surname may be allowed upto five (05) years after issuing of the correction letter by the concerned board.

## **5.6 RECHECKING OF EXAMINATION SCRIPT**

The answer book of a candidate shall not be re-assessed under any circumstances.

a. Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examination can arrange for re-checking of the examination script by any faculty member from the relevant discipline on the complaint/request of students. The Controller of Examination or any officer or re-checking committee appointed shall see that:

- (I) There is no computational mistake in the grand total on the title page of the answer book.
  - (ii) The total of various parts of a question has been correctly made at the end of each question.
  - (iii) All totals have been correctly brought forward on the title page of the answer book.
  - (iv) No portion of any answer has been left unmarked.
  - (v) Total marks in the answer book tally with the marks sheet.
  - (vi) The hand-writing of the candidate tally in the questions/answer book.
- b. The candidate or anybody on his behalf has no right to see or examine the answer books for any purpose.
- c. The marks of a candidate could even decrease in light of (a) (iii) above. In the event of a reduction of marks, the record shall be corrected accordingly and a revised transcript will be issued.

### **5.7 DAMAGED/LOST ANSWER SCRIPT**

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

- Average marks shall be awarded to the student in that subject/course.
- In case of Final Examination, if the candidate so desires, s/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.
- In case of Internal Assessment, if the candidate so desires, s/he shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same academic session.

### **5.8 TRANSFER OF CREDIT HOURS FOR UNDERGRADUATES/GRADUATES**

Credits are transferred on course to course basis i.e. a person taking course A at a University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at Y University.

No credit hour of a course will be transferred if the grade is less than C.

## **6. DEGREES AND CERTIFICATES**

### **6.1 REQUIREMENT FOR THE AWARD OF DEGREE**

A student must have regular admission in the Undergraduate program of the Institution and should earn a minimum of 60 credit hours out of a total of 130-140 credit hours from the institution from whichs/he will be entitled to the degree.

The following certificates may be issued to the students by the Controllers of Examinations/ authorized

Dy. Controller of Examination on receipt of prescribed fees.

- (i) Pass certificate for each Degree Course
- (ii) Marks/ Grade certificate for each Term/ Semester.
- (iii) Transcript.
- (iv) Overall Cumulative G.P.A certificate for all years of the course.
- (v) Appearance certificate.
- (vi) Position/ Merit certificate.



## **6.2 FORMAT OF FINAL TRANSCRIPT**

The final transcript for the award of the degree includes the following information:

### ***Front Side:***

- Name of Student
- Father's Name
- Date of Birth
- Registration No. /Roll No.
- Name of the Programme
- Date of Admission into Degree Program
- Semester Wise Break-up with Dates
- Subjects Detail along with Credit Hours
- Type of Enrollment – Full-Time or Part Time
- Picture of the Applicant be Printed on Transcript
- Date of Completion of Degree Requirements
- Mode of Study – Regular or Private or Distance Learning
- Online Result Verification Key/ID (Front Side at the End of the Transcript)
- GPA/CGPA and Overall Percentage against earned CGPA (at the End of the front side of the Transcript)

### ***Back Side:***

- Basic Admission Requirement of the Programme
- Previous Degree held by the Student along with Institution Name
- Credit Hours Exempted/Transferred if any/applicable.
- CNIC No. for Pakistani and Passport No. for Foreign Students
- Grading System must be mentioned on the Back Side of the Transcript
- Charter Date of the University/DAI may be mentioned
- Name of Campus/College be mentioned along with HEC Permission Date
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)

## **6.3 AWARDS AND DISTINCTIONS**

- Medals/Positions will be awarded to the students passing their courses/papers in the Semester System in the first attempt only.
- In the Semester System, Letter Grades will be awarded based on GPA / CGPA and Positions will be given based on CGPA. The CGPA Calculation will be considered up to four decimal places for the award of positions. In case two or more students acquire the same CGPA up to four (4) decimal places, only then the positions will be shared among those students.
- No medal or position will be granted to candidates who pass the examination in 2nd attempt/summer semester attempt.
- No Medal/Roll of Honor will be awarded in the case of improving CGPA.
- In the disciplines where the number of students is less than 05, no position will be awarded in the semester system.

## 7. BILLS

Within a week of the conclusion of the whole examination, the Head Invigilator may forward to the Controller of Examinations statement showing the expenses incurred at the Centre, with the following bills, the respective vouchers, and a report on the conduct of the examination: -

- (a) Head Invigilator's/ Factotum's bill
- (b) Invigilator's bills
- (c) Other bills,if any.

### 7.1 PROPOSED RATES OF FEES FOR VARIOUS CERTIFICATES ISSUED BY THE EXAMINATION WING AND RELATED ASSIGNMENTS

S.No	Regular Students	Rates Fees
01	Pass Certificate	Rs.120/-
02	Marks Certificate	Rs.120/-
03	Degree	Rs.1200/-
04	Transcript Certificate	Rs.600/-
05	Verification Fee, Original document	Rs.1500/-
06	Verification Fee, Photo Copy	Rs.1000/-
07	Convocation Fees	Rs.3000/-
08	Gap Certificate	Rs.600/-
09	Medium of Instruction Certificate	Rs.600/-
10	Date of Declaration of Result Certificate	Rs.150/-
11	Appearance Certificate	Rs.220/-
12	Duplicate Degree Certificate	Rs.3000/-
13	Re-Totaling of Marks per subject	Rs.500/-

### 7.2 Remuneration (Annexure-I)