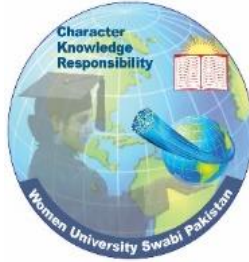


WOMEN UNIVERSITY, SWABI

Revised Semester Regulations Undergraduate program



Approved in 11th Meeting of the Academic Council, held on April 10th, 2019

Short Title, Commencement and Applications

- i. Following Regulations shall be called “Women University, Swabi” Semester Regulations 2016 (amended till date).
- ii. These Regulations shall come into force with immediate effect.
- iii. These regulations shall be applicable to all the degree programmes offered by the Women University Swabi, and its affiliated colleges, under semester system.

Definitions

In these regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them;

1. **“Head”** means chairperson of a department, or principal of a college.
2. **“Dean”** means Dean of a Faculty of Women University, Swabi.
3. **“Institution”** means an affiliated college/ department of the University.
4. **“Departmental Coordinator of Semester System”** means a faculty member of the department / College who has been assigned the duty of coordinating semester system in a department by the Head of respective department.
5. **“Departmental Semester Committee”** means a committee constituted under these regulations.
6. **“Controller of Examination”** means the Controller of Examinations of the Women University, Swabi.
7. **“Academic Programme”** means a Programme of studies which will lead to the award of a Degree to the students upon successful completion, provided that all pre-requisites of the programme are met by the student.
8. **“Assessment”** means an evaluation of the performance of students in any academic Programme, based on the examinations, assignments, practical works, project works, seminars, tutorials or any other tasks that may accordingly be assigned to the students.
9. **“Ceased”** mean that a student has been declared unsuitable for continuing her studies.
10. **“Class Assignment”** means the assigning of a task to the students, relevant to their respective course of study, to substantiate the course contents. An assignment may not, necessarily, be graded.
11. **“Contact Hour”** means one hour that is to be spent on the teaching work, lab work, practical work, research work, projects, seminars, workshops, internships etc.
12. **“Credit Course”** means teaching a theory class for **01 hour** or laboratory/Practical work of **02 hours** or a field work of **One day every week throughout the semester**.
13. **“Director Academics”** means Director of Academics of the University.
14. **“Examiner”** means an individual appointed to conduct an examination.
15. **“Freeze”** means Freezing of studies during a programme that may be resumed in due time, provided the requirements are duly met.
16. **“Grade”** means a grade represented by a letter that indicates certain points earned by a student.

17. **“Grade Point” (P)** means number of points assigned to a letter grade.
18. **“Grade Point Average” (GPA)** means the average of points earned by a student in a semester.
19. **“Cumulative Grade Point Average” (CGPA)** means the average of grade points earned in all courses in two or more than two semesters of an Academic Programme.
20. **“Non-Credit Course”** means a course of study, which is required for the successful completion of a degree but not counted towards CGPA.
21. **“Probation”** means a student on probation, if his GPA/CGPA in a Semester is lower than that of required for promotion to the next semester.
22. **“Provost”** means The Provost of the University.
23. **“Registration”** means The Registration of the students in a Teaching Department of the University.
24. **University** means Women University, Swabi.
25. **Vice Chancellor** means The Vice Chancellor of the Women University, Swabi.

1. Duration of Semester

- i. **Each semester** shall be of **18 weeks** duration; out of which 16 weeks shall be reserved for teaching, and 2 weeks for examinations.
- ii. A “**Summer Semester**” shall be of 10 weeks duration i.e. 8 weeks for teaching and 2 weeks for examination. However the contact hours during the summer semester will be enhanced to ensure that the course is completely taught/ covered.
- iii. There shall be a ‘Teaching break’ to be called ‘Semester Break’ of 2 weeks after every semester. This break will be used for preparation/ submission of results and admission/ registration process for next semester.
- iv. If teaching in whole of the University is suspended due to some exigency, the period of the semester shall be either extended to the extent of duration lost due to this or by offering additional teaching / contact hours per week during the remaining part of the semester.
- v. There will be two terms/ test in One semester i.e. Mid Term Examinations (8 weeks teaching + 9th week for examination) and Final Term Examinations (8 weeks for teaching + 18th week for examination) .
- vi. A semester shall be considered as valid if 80% lectures are delivered.
- vii. There shall be no classes on Saturdays and Sundays or any other day declared as National holiday(s) by the government.

2. Academic Year/ Session

The Academic year/ session shall comprise of two regular and optional summer semesters as follow;

- i. Fall Semester starting from last week of August or first week of September to Second Week of January.
- ii. Spring Semester starting from Second week of January to end of May/early June.
- iii. Summer Semester during summer vacations to be used for offering minor/ related or special courses or in special circumstances, particularly during the first academic year of students, the Head of the Department may conduct summer semester classes during summer semester.

Note-1. In case the teaching in the whole or part of the semester is suspended because of some exigency, the Head of the Department may work out its own mechanism to compensate for the time lost.

3. Academic Programmes/ Scheme of Studies

- i. Women University Swabi shall offer undergraduate study Programs as per the Khyber Pakhtunkhwa Universities Act, 2012 as amended till date.
- ii. Undergraduate study Programmes include all of the Bachelor and equivalent programmes offered by the University.

Programmes				
Particulars	Bachelor Degree (4-years)	LLB Degree (5-years)	BBA (4-year)	B.Ed. (2.5 years)
Total No. of Credit Hours	124-140*	163-172	124-136	92-98
No. of Semesters	8	10	8	5
Maximum Duration** (In semester)	12	14	12	7
Course Load for Studies (In Cr. Hrs.)	15-18	15-18	15-18	15-18

* Excluding Internship /Viva Voce

** Maximum Duration implies the compensation for time lost due to unavoidable circumstances

4. Total Duration of Study

- i. Four-year Bachelor's Degree Programmes shall spread over a minimum of 08 semesters (4 years) and a maximum of 12 semesters (6 years), excluding summer semesters, if any. And shall be of a minimum of 124 credit hours.
- ii. The scheme of study of a particular department shall require a student to undertake assignment/internship/project in addition to the course work, and submit a report describing the activities covered. The intensity of the assignment/internship/project and the time of the activity will be determined by the concerned department.
- iii. All Academic departments shall be responsible for developing schemes of studies, and syllabi/courses for their academic programmes in light of the HEC approved curricula. The scheme of study and syllabi shall be reviewed and finalized by the respective Boards of Studies. The same shall be submitted to the Board of Faculty and Academic Council. The scheme of studies and syllabi shall become effective from the date of approval by the Academic Council or any other date as the Academic Council may determine. However, the Vice Chancellor may grant approval in anticipation on the recommendation of Chairperson and Dean concerned.

5. Credit Hours

- i. “Credit Hours” means teaching a theory class for 01 hour or laboratory/Practical work of 02 hours or a field work of One day every week throughout the semester.
- ii. The Credit Hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3+0) means three Credit Hours of theory, while 3(2+1) means a total of three credit hours, of which two are for theory and one credit hour is for practical.
- iii. One credit hour in laboratory or experimental work would require a contact of at least two hours per week throughout the semester.
- iv. The weekly contact hours of a 3(3+0) course will be three, while the contact hours of a 4(3+1) will be four such that three contact hours for theory and one contact hour for laboratory.
- v. A course that shall be counted in calculation of GPA/CGPA is called ‘Credit hours’ , while a course that shall be mandatory to pass but shall not be counted in calculating GPA/CGPA is called ‘Non-Credit Course’.

6. Admission

- i. Eligibility Criteria

No	Discipline	Eligibility Criteria
1	BBA (Hons)	FSc/FCS/D.Com/FA (Statistics, Math’s, Economics) or equivalent, at least 2 nd Division (45% Marks)
2	BS Eastern medicines	FSc Pre-medical or equivalent at least 2 nd Division (45% Marks)
3	BS Botany	FSc (Pre-Medical) or equivalent at least 2 nd Division (45% Marks)
4	BS Chemistry	FSc or equivalent at least 2 nd Division (45% Marks)
5	BS Education	FA/FSc or equivalent at least 2 nd Division (45% Marks)
	B. Ed (1.5 years)	MA/MSc at least 2 nd Division (45% Marks)
	B. Ed (2.5 years)	BA/BSc/ADE at least 2 nd Division (45% Marks)
6	BS English Language & Literature	FA (English Elective preferred)/F.Sc. or equivalent at least 2 nd Division (45% Marks)
7	BS Islamic Studies	FSc / FA (Islamic Studies preferred subject) at least 2 nd Division (45% Marks)

8	BS Journalism and Mass Communication	FA/FSc or equivalent at least 2 nd Division (45% Marks)
9	BS Mathematics	F.Sc (Pre-Engineering)/FCS/FA (Statistics, Maths)
10	BS Physics	FSc (Pre-Engineering), FCS (Computer Science with Physics) or equivalent at least 2 nd Division (45% Marks)
11	BS Political Science	FA (Civics preferred)/FSc or equivalent at least 2 nd Division (45% Marks)
12	BS Sociology	FA/FSc (Sociology Preferred subject) or equivalent at least 2 nd Division (45% Marks)
13	BS Zoology	FSc (Pre-Medical) or equivalent at least 2 nd Division (45% Marks)
14	BS Computer Science	F.SC (Pre-Engineering /Pre-Medical), ICS with at least 2 nd Division (45 % marks).
15	BS Art Design & Cultural Studies (Textile Design)	F.A. /F.Sc or equivalent with at least 2 nd Division (45 % marks).
----	BS Art Design & Cultural Studies (Fashion Design)	F.A. /F.Sc or equivalent with at least 2 nd Division (45 % marks).
16	BS Psychology	F.A./F.Sc or equivalent with at least 2 nd Division (45 % marks).
17	BS Gender Studies	F.A. (Sociology Preferred) / F.SC. or equivalent with at least 2 nd Division (45 % marks).
18	BS Pakistan Studies	F.A. (Civic / History preferred) / F.Sc or equivalent with at least 2 nd Division 45 % marks)
19	BS Urdu	F.A. /F.Sc or equivalent with at least 2 nd Division (45 % marks)
20	LLB (5 Years)	F.A. /F.Sc or equivalent with at least 2 nd Division (45 % marks).
21	BS Social Work	F.A. (Sociology preferred) / F.Sc or equivalent with at least 2 nd Division (45 % marks)
22	BS Archeology	F.A. /F.Sc or equivalent with at least 2 nd Division (45 % marks)

23	BS Health and Physical Education	F.A. (Sociology preferred) / F.Sc or equivalent with at least 2 nd Division (45 % marks)
24	BS Statistics	F.Sc (Pre-Engineering)/FCS/FA (Statistics, Math)

Note. The admissions shall be offered in all the programs approved from Academic Council timely.

- ii. Admissions for 4- years (BS) undergraduate Programme to all undergraduate shall be announced within two weeks of the declaration of results of intermediate or equivalent respectively and the process shall be completed within one to one and half month prior to the commencement of semester.
- iii. If the number of students admitted in a programme is less than 10, the admission will be considered cancelled.
- iv. The Regulations for Admission and Eligibility Requirements for various programmes of studies are prescribed and described as below and will be described in the prospectus.
- v. There is no age limit for applicants, who want to enroll in the academic program of the University, except those applying against Sports quota, Age limit should be 22-26 and 25-30 years for BS.
- vi. For LLB program law admission test (LAT) is mandatory.

7. Admission Procedure

- i. Admission is open to all eligible candidates without any discrimination on the basis of caste, creed, color and place of origin or domicile from all over Pakistan. Foreign students seeking admission in the University shall be required to submit their applications through the Ministry of Education Government of Pakistan/HEC, Islamabad.
- ii. The University shall invite applications for admission to various academic programmes on prescribed application form, through an advertisement by the Director Academics/ Director Admissions/ Provost prior to the approval from the competent authority.
- iii. Candidates shall be required to submit application forms, within the stipulated time, complete in all respects, along with the following documents.
 - a. Attested copies of S.S.C, H.S.S.C, B.A / B.Sc. or equivalent examination certificates / degrees.
 - b. Attested copies of detail marks certificates and degrees.
 - c. Attested copy of character certificate from the head of the institution last attended.
 - d. Attested copy of domicile certificate.
 - e. Three passport size photographs.
 - f. Migration certificate (original), to be submitted within one month after the admission.
 - g. Attested copy of computerized National Identity Card or form 'B.'

- h. Every application shall be accompanied by an affidavit signed by the applicant and countersigned by her father/guardian stating that she will abide by the Statutes, Rules and Regulations of the University and instructions issued time to time, by the Vice Chancellor, Dean, Chairperson or the teachers.
- v. Candidates applying for admission to more than one discipline and category (quota) will be required to submit a separate application form along with all supporting documents, for each discipline and category (quota).
- vi. All the candidates declared eligible for admission to a programme shall appear before the Selection Committee for interview, or take a written test, if required.
- vii. Admission shall be granted strictly on the basis of merit which is F.A. /F.SC. Or equivalent with at least 2nd Division (45 % marks).
- viii. In case of admission on reserved seats, the applicants / nominees shall apply through proper channel. If no candidate applies for reserved seats / quota then the reserved seats will be filled against open merit.
- ix. Admission on reserved seats will be granted on the basis of merit determined amongst the applicants applying for reserved seats.
- x. The details of reserved seats are as under:
 - a. Newly merged seven district of FATA to KP/ Baluchistan 05% per discipline
 - b. Sports 02% per discipline
 - c. Afghan Nationals 02 seats per discipline
 - d. Hafiz-e-Quran 01 seat per discipline.
 - e. Disable 01 seat per discipline

There shall be a **Departmental Admission Committee** comprising the following:

- a. Chairperson/HoD of the Concerned Department Convener
- b. Three Senior Faculty Members Members
- xi. If any candidate fails to appear before the Admission Committee at the specified time and venue, she shall not be considered for admission and the seat shall be offered to the next candidate on merit.
- xii. All the candidates shall be required to bring along the relevant original documents for verification at the time of the interview.
- xiii. All the Candidates selected for admission must fulfil the admission requirements within the notified period, failing which their right of admission will be forfeited and the admission will be offered to the next candidate on waiting list.
- xiv. Equivalence of academic qualifications shall be accepted only by the concerned Board, Inter Board Committee of Chairpersons (IBCC.)
- xv. All candidates selected for admission will be required to submit an undertaking, on a judicial stamp paper of Rs. 30, as per specimen provided in Annex – A.
- xvi. Within the 15 days of the completion of admission, the concerned Department shall send profiles of all newly admitted students to the Controller of Examinations. The profile shall include the enrolment No. name of student, father's name, date of birth,

- examinations passed with year, roll number, marks obtained, divisions and number of the deposit slip along with the date of submission.
- xvii. All the admissions shall remain provisional until the verification of all the documents of newly admitted students is completed by the Provost. If any student is found guilty of submitting a fake document, her admission will stand cancelled immediately without any notice, at any stage.
 - xviii. Admission to one department shall not give any student a right of admission/migration to another department.
 - xix. The University keeps the right to suspend any particular discipline if the number of applicants is less than 10 or due to any other reasons. In such case, the applicants may be considered for admission to another discipline, subject to meeting prescribed eligibility criteria, merit and availability of seats.

Following categories of the candidates shall not be eligible for admission:

- a. All the candidates who have passed, a pre-requisite qualification for the admission to a specific programme, with a third division.
 - b. All the candidates who have ceased to be the students of this University on disciplinary grounds.
 - c. All the candidates who are already registered in any degree programme in any institute. In case of dual registration, admission of the student will be cancelled without any further notice.
 - d. Students having 3rd Divisions shall not be considered for admission.
- xxi. If a student fails to join a programme during the first two weeks of the commencement of the semester, as per the announced schedule, her admission shall stand cancelled, automatically, without any further notice.

8. Migration

- i. Migration during first semester will not be allowed.
- ii. Migration from Women University, Swabi will be allowed from second semester onwards.
- iii. Migration to Women University Swabi will be allowed from second semester onwards with the approval of the concerned Dean/ Incharge Faculty, provided that:
 - a. Availability of seats.
 - b. The merit of the migratory is not below than that of the last admitted student in the same programme.
 - c. The suitability of the migratory and equivalence of the courses has been determined by the Central semester Committee/ HoD.
 - d. The residency requirements of the said programme have been completed

9. Semesters

A. Regular Semesters

- i. There shall be two regular semesters, fall and spring, in an academic year.
- ii. Each Semester shall be of 18 weeks duration, out of which 16 weeks shall be reserved for teaching and two weeks for conducting the examination. However, if teaching is suspended in all the departments of the University, due to any unavoidable circumstances, the compensation shall be made accordingly.
- iii. The University will observe semester breaks during fall and spring and a summer vacation on the dates to be announced by the University.

B. Summer Semester

- i. At times, a specific department may offer a special semester during summer vacation, subject to the approval of the competent authority.
- ii. Summer semester shall not be a regular semester and will offer opportunity only to those students who have courses deficiency and short of the required GPA/CGPA for promotion to the next semester.
- iii. Those students who have failed/withdrawn/expelled from a course or required to improve their GPA/CGPA as per semester rules may be allowed to register in a summer semester if the same or an equivalent course is offered.
- iv. Summer semester will be of 10 weeks (8 for teaching and 2 for examinations) duration with be double contact hours.
- v. A student shall be allowed to take a maximum of 3 courses in a summer semester.

10.Attendance

- i. A student will be allowed to appear in final examination only if she has attended 75% of the lectures delivered to her class in each course and 75% of the Practical prescribed for the respective courses.
- ii. Calculation of attendance shall start from the date of commencement of the classes.
- iii. A date-wise record of the attendance of students shall be maintained by the respective teacher in each course. One week before the commencement of the final-term examinations, the teacher of each course shall send to the Chairperson of the Department a statement in duplicate showing the total number of lectures delivered and practical conducted together with the total number of lectures and Practicals attended by each student.
- iv. The period of absence in case of participation in co-curricular and sports activities with the permission of the Competent Authority may not be counted as absence.
- v. An absence from the class for two consecutive weeks or more without any genuine reason shall entail cancellation of admission in the course by the class teacher which would only be restored on payment of penalty, to the concerned teacher, made within 05 days of the cancellation order with payment of Rs.1500. The class teacher will inform the Chairperson of the Department regarding cancellation and restoration of admission in the course.

- vi. An absence from a class for four consecutive weeks will lead to the expulsion of the student from examination and the course will be considered dropped. She will be required to repeat the said course.
- vii. A leave on medical grounds will be considered only for a maximum period of 02 weeks, depending on the severity of the case.

11. Examination Assessment Regulation

- i. A student shall be evaluated in each course on the basis of Mid Term, Final Term Examinations and Internal Assessment (quizzes/ assignment(s)/group discussion(s)/presentations, these to be determined by the teacher concerned) during the semester.
- ii. A date-wise record of the attendance of students shall be maintained by each teacher for whole semester.
- iii. The courses having lab work shall be evaluated 30% of marks on the basis of field work/practical/viva voce/practical notebook etc.

11.1. To Pass a Course

- i. In order to pass a course, a student must obtain 50% aggregate of the total marks of the course and must have attempted the final term examination.
- ii. For courses with practical/lab, obtaining 50% marks in practical/lab is mandatory to pass.
- iii. The marks distribution (weight-age) of each course having theory as well as practical/lab and course without lab should be determined, based on the following guidelines:

A: For Main Campus

Nature of Examination	Course With Lab	Course Without Lab
Mid Semester Examination	20%	30%
Final Term Examination	40%	50%
Quizzes/ Assignments / Presentations	10%	20%
Practical/Lab Exam	30%	—

B: For affiliated colleges:

Nature of Examination	Course With Lab	Course Without Lab
Mid Term Examination	20%	20 %
Quizzes/Assignments/Presentations	10%	10%
End Semester Examination	40%	70%
Practical/Lab Exam	30%	-

Teacher (Internal) must evaluate a student out of 30% weight-age (and shall submit the obtained marks in the award list. The rest 70% will be evaluated by the external Examiner.

11.2. Project/ Thesis

- i. The students of those departments where project/thesis is a requirement for the program will be required to carry out research on a project/thesis of minimum 6 credit hours as a requirement for partial fulfillment of their programs in the relevant disciplines. The Supervisor and External Examiner will have a total of 50% marks each to evaluate the thesis/project.
- ii. The research project will be completed in the last two semesters.
- iii. In order to pass project/thesis a student must obtain 50% aggregate of the total marks.
- iv. The result of the student shall not be declared unless she has not submitted three hard bound copies of the project report/thesis to the department.

11.3. Special Practical/Optional Courses

The students who opted for Special Practical/Optional courses for the program, they will be required to complete Special Practical/Optional courses equal to 6 credit hours in the last two semesters.

11.4. Important Notes related to Examinations

- i. If a student misses a class test because of an emergency or an official assignment, for which she has obtained a prior permission, in writing, from the concerned Chairperson, shall be allowed to take the test. The test will be arranged only once in such cases.
- ii. There will be no make-up examination for the students who had failed. If a student fails she will have to repeat the course whenever offered.

- iii. In order to pass a course, a student must obtain at least 50% marks in aggregate in that course, i.e., marks obtained in class tests/assignments etc with marks obtained in midterm plus and final examination. It will also be essential to pass practical examination separately, where applicable.
- iv. The department is responsible to display the result of each test/ assignment well in time.
- v. In case of any discrepancy a student shall have the right of appeal to the Chairperson of the concerned department within two weeks for rectification.
- vi. There shall be no re-evaluation/Rechecking of answer books, only re-counting/totaling of the marks will be allowed as per rules.
- vii. All evaluations in semester system shall be internal. The concerned teachers in all respective courses shall evaluate the students.
- viii. Project/internship reports shall be evaluated by the concerned teacher. Academic departments shall devise appropriate procedures for the evaluation of project/internship reports.
 - a) In subjects where External examiner(s) are required to be appointed, controller of Examination shall appoint such external examiner(s.)
 - b) Each department shall have a Departmental Examination Committee, consisting of at least 3 members, to sort out all the problems regarding evaluation. The decision of the committee shall be final in any such event.
 - c) A disabled student will be provided with a writer to facilitate her, at the expense of the concerned student, on the recommendation of the Chairperson of the concerned department. The writer shall have a lower qualification than the concerned candidate. She would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.

11.5. Grading Policy

Grading System

- i. The grading shall be done on a scale of 1 – 4.
- ii. Equivalence between Letter grading and Numerical grading shall be as follows:

Marks % age	Value	Grade/Remark	Remarks
85 and above	4.0	A	Excellent
84	3.9		
83	3.9		
82	3.8		
81	3.7		
80	3.7		
79	3.6		
78	3.5		

77	3.5	B	Very Good		
76	3.4				
75	3.3				
74	3.3				
73	3.2				
72	3.1				
71	3.1				
70	3.0				
69	2.9	C	Good		
68	2.8				
67	2.7				
66	2.6				
65	2.5				
64	2.4				
63	2.3				
62	2.2				
61	2.1	D	Fair		
60	2.0				
59	1.9				
58	1.8				
57	1.7				
56	1.6				
55	1.5				
54	1.4				
53	1.3	F	Fail		
52	1.2				
51	1.1				
50	1.0				
49 and below	0.0				
I	--			I	Incomplete
W	--			W	Withdrawal
R				R	Repeat
P	--	P	Pass (Non-Credit Course)		

Fraction of marks obtained in a course shall be counted as one mark, e.g. 60.3 shall be considered as 60 while 49.5 or more is to be considered as 50.

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

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPA) will be calculated using the following formulas:

$$\begin{aligned} \text{SGPA} &= \text{sum of the product of the credit hours (CH) and numerical} \\ &\text{values of Grade/ sum of credit hours in a semester} \\ &= \Sigma (\text{GP}) / \Sigma (\text{CH}) \end{aligned}$$

$$\begin{aligned} \text{CGPA} &= \text{sum of the product of CH and numerical values of grades} \\ &\text{taken over all semesters / Sum of CH in overall semesters} \\ &= \Sigma (\text{GP of all semesters}) / \Sigma (\text{CH of all semesters}) \end{aligned}$$

Whereas GP = CH of a course x numerical values of grade.

13. CGPA Required For Completion of Degree.

Minimum qualifying CGPA for the award of Bachelor shall be 2.0.

14. REPEATING A COURSE

- i. If a student fails to secure a minimum of 50 % marks in any course, or drops out of a course, or withdraws from a course, she shall be required to repeat the failed course whenever offered.

Departmental Semester Committee will formally notify it after receiving details from HOD/Coordinator of the concerned department (within 1st week of the relevant semester) for subsequent enrolment in the departments per the prescribed procedure.

- ii. If a student repeated a course, the old grade will be replaced with the new grade/highest marks; however, such course will be reflected as repeat course on the final transcript.
- iii. A student may be allowed to repeat a course for improving her GPA/CGPA, if it is less than 70% (3.00 GPA).
 - a. Improvement of grades in any course will be allowed, as and when it is offered by HOD/coordinator of the department within 15 days after the declaration of the result.
 - b. Improvement shall be allowed during the course of studies in a maximum of 06 courses. The students may attend the classes for the for the failure/improvement courses.
 - c. In case of failure to improve the grades, the existing grade(s) will remain unchanged.
- iv. To attain the minimum required CGPA for graduation i.e. 2.0, a student may repeat/improve maximum of 6 courses in 08 semesters (BS) academic program. The fee for repeating a course shall be 25 % of the tuition fee.

- v. Repeating a course shall require all the essential components of a course including attendance, assignments, class tests, mid-term and terminal examination.
- vi. Student who misses Mid-Term or Final-Term examination in all the subjects in a semester, she will have to repeat the same semester subject for the fulfillment of the required residency / duration of a program.

15. Probation and Promotion

- i. If the GPA of a student is less than 1.0 (50% marks) in first semester, she will be dropped from the programme. When CGPA of a student in a semester of the degree course is more than 1.0 and less than 1.7, she will be promoted to the next semester and will be placed on first probation.
- ii. In 08 Semester Academic Programme there will be 2 Probations.
- iii. If a student does not improve her GPA/CGPA to 1.7 in the first probation, she will be on (second) last probation.
- iv. If a student does not improve her CGPA to 1.7 in the last probation, she will be dropped from the programme.
- v. A student must pass at least 60% of the courses in order to become eligible for registration in the next semester.

1st Semester

At the end of 1st semester students are required to get 1.8 or more GPA and must pass 60% courses, if a student gets GPA in range of 1.0-1.7 and has passed 60% courses then she will be promoted (Conditionally) to the 2nd Semester but will be on 1st probation. If her GPA is less than 1.0, she will be dropped from the University.

2nd Semester

In 2nd semester a student must improve CGPA to at least 1.8 and will pass 60% of courses in second semester, in order to be promoted to the 3rd semester. Students who secured CGPA 1.0-1.7 in the 2nd Semester in BS (8 semester's program) will be promoted to 3rd semester in order to avail 2nd/last probation. While student who fail to get CGPA 1.8 in 2nd semester in 4 semester program will be dropped out from the University.

3rd Semester

At the end of 3rd semester student shall obtain at least 1.8 CGPA and shall pass 60 % of the courses for promotion to the next semester.

4th Semester

In 4th to 5th Semesters student shall secure 2.0 CGPA and shall pass 60 % of the courses.

5th to 6th Semester

Student shall have 2.0 CGPA and 60% of the courses shall be passed. 100% courses of 1st semester must be passed, promotion shall not be granted unless failed courses are cleared.

6th to 7th Semester

A student shall secure CGPA 2.00 and 60% courses must be passed along 100% courses of the 2nd semester must be passed, promotion shall not be granted unless failed courses are cleared.

7th to 8th Semester

A student shall secure CGPA 2.00 along 100% courses of the 3rd semester must be passed. For award of graduate and Undergraduate degrees, the students are required to passed all courses of all semesters along with CGPA is 2.0.

Promotion and probation Table for BS and MSc programmes

Promotion	Required to pass 60% of the Courses of	Required to pass 100% of the Courses of	Required to Reappear in fail courses/improve courses with less GPA courses offered in below mentioned semester	Required to get GPA/CGPA	If they get GPA/CGPA Range (GPA/CGP A)	Probation
1 st to 2 nd	1 st Semester	---	----	1.8	*1.0-1.7	1st
2 nd to 3 rd	2 nd Semester	---	----	1.8	**1.0-1.7	2 nd /last
3 rd to 4 th	3 rd . Semester	---	1 st Semester	Equal or > 2.00	----	----
4 th to 5 th	4 th . Semester	---	2 nd Semester	Equal or > 2.00	----	----
5 th to 6 th	5 th . Semester	1 st Semester	3 rd Semester	Equal or > 2.00	----	----
6 th to 7 th	6 th . Semester	2 nd Semester	4 th Semester	Equal or > 2.00	----	----
7 th to 8 th	7 th . Semester	3 rd Semester	5 th Semester	Equal or > 2.00	----	----

*Students who get 1.0-1.7GPA will be promoted into 2nd semester on 1st probation. While student get GPA less than 1.0 in first semester, will be dropped out from the University,

**Students who secured CGPA 1.0-1.7 in the 2nd Semester in BS (8 semester's program) will be promoted to 3rd semester in order to avail 2nd/last probation. While student who fail to get CGPA 1.8 in 2nd semester in 4 semester program will be dropped out from the University.

Promotion Criteria (LLB 5-years)

1st Semester

At the end of 1st semester students are required to get 1.8 or more GPA and must pass 60% courses, if a student gets GPA in range of 1.0-1.7 and has passed 60% courses then she will be promoted (Conditionally) to the 2nd Semester but will be on 1st probation. If her GPA is less than 1.0, she will be dropped from the University.

2nd Semester

In 2nd semester a student must improve CGPA to at least 1.8 and will pass 60% of courses in second semester, in order to be promoted to the 3rd semester. Students who secured CGPA 1.0-1.7 in the 2nd Semester in BS (8 semester's program) will be promoted to 3rd semester in order to avail 2nd/last probation. While student who fail to get CGPA 1.8 in 2nd semester in 4 semester program will be dropped out from the University.

3rd Semester

At the end of 3rd semester student shall obtain at least 1.8 CGPA and shall pass 60 % of the courses for promotion to the next semester.

4th Semester

At the end of 4th semester student shall obtain at least 1.8 CGPA and shall pass 60 % of the courses for promotion to the next semester.

5th to 6th Semester

In 5th to 6th Semesters student shall secure 2.0 CGPA and shall pass 60 % of the courses 1st Semester must be passed, promotion shall not be granted unless failed courses are cleared.

6th to 7th Semester

Student shall have 2.0 CGPA and 60% of the courses shall be passed. 100% courses of 2nd semester must be passed, promotion shall not be granted unless failed courses are cleared.

7th to 8th Semester

A student shall secure CGPA 2.00 along 100% courses of the 3rd semester must be passed. For award of Undergraduate degrees, the students are required to passed all courses of all semesters along with CGPA is 2.0.

9th to 10th Semester

A student shall secure CGPA 2.00 along 100% courses of the 4rd semester must be passed. For award of Undergraduate degrees, the students are required to passed all courses of all semesters along with CGPA is 2.0.

Promotion Table for LLB (5-year programme)	Required to pass 60% of the Courses of	Required to pass 100% of the Courses of	Reappear in fail courses/improve courses with less GPA courses offered in below mentioned semesters	Required to get GPA/CGPA Range of (GPA/CGPA)	If they get GPA/CGPA	Probation
1 st to 2 nd	1 st Semester	---	----	1.8	*1.0-1.7	1st
2 nd to 3 rd	2 nd Semester	---	----	1.8	**1.0-1.7	2 nd /last
3 rd to 4 th	3 rd . Semester	---	1 st Semester	Equal or > 2.00	**1.0-1.7	3 rd /last
4 th to 5 th	4 th . Semester	---	2 nd Semester	Equal or > 2.00	----	----
5 th to 6 th	5 th . Semester	1 st Semester	3 rd Semester	Equal or > 2.00	----	----
6 th to 7 th	6 th . Semester	2 nd Semester	4 th Semester	Equal or > 2.00	----	----
7 th to 8 th	7 th Semester	3 rd Semester	5 th Semester	Equal or > 2.00	----	----
8 th to 9 th	9 th Semester	5 th Semester	7 th Semester	Equal or >2.00	----	----
9 th to 10 th	8 th Semester	4 th Semester	6 th Semester	Equal or > 2.00	----	----

16. Drop out

- i Drop out means that a student is deemed ineligible for further studies at the University and is dropped out from the programme.
- ii A students will be dropped out by the Chairperson of the concerned department.
- iii If a student remains absent for two consecutive weeks and does not readmit within 15 days she shall be dropped out from the semester/subject.
- iv If the student remains absent for four consecutive weeks will be dropped out from the semester/subject
- v If her GPA (First Semester) /CGPA Fall short of 1.0 in any Semester will lead to dropped out from the semester.
- vi If she does not improve her CGPA to 1.8 in the last probation will be dropped out from the academic programme.
- vii The rules of drop out from the academic program shall be applied to students of 1st to 2nd semester. There shall be no drop out from the academic program during 7th and 8th semesters (except attendance).
- viii The dropped out student may apply for re-admission in the university as eligibility criteria of admission in the relevant discipline.

17. Change of Course(s)

- i. A student, with the permission of relevant Dean/respective Head of Department, may be allowed to change the course/(s) within 10 days of the commencement of a semester. No change of course shall be allowed beyond the specified time limit.

18. Drop/Addition of Course(s)

- i. A student, with the permission of respective Head of Department may be allowed to drop/add a course within 7 days of the commencement of semester subject to the provisions of maximum and minimum semester work load.
- ii. The dropped course will be deemed not taken by the student *ab-initio* and will appear on his/her transcript altogether.

19. Withdrawal from Course(s)

- i. Withdrawal from a course will be allowed latest up to one week before the final-semester examination on the recommendation of the concerned teacher with approval by the respective Head of Department / Institute / Centre.
- ii. Withdrawn course shall be reflected by the letter grade 'W' on the transcript and will not be treated as 'F' grade, i.e. the credit hours of a 'W' course will not be take into account while calculating GPA/CGPA of the student.

20. Transfer of Credit Hours for Undergraduates

No credit hour of a course will be transferred if the grade is less than C (60%) (For undergraduates) and 'B' (for graduates); as per grading system of this University.

21. Improvement of Grades

A student desirous of improving grade(s), from C and D, in selected course(s) may be allowed by the Head of the relevant Department, with information to the Controller of Examinations, before or after declaration of the result of the Final (8th) Semester.

- i. Such improvement shall be allowed for not more than six courses, and shall be done within two semesters after declaration of the result of the Final Semester.
- ii. Upon improving subject, if one gets the grade less than the previous, the previous grade will be counted towards her passing.
- iii. Attendance will not be mandatory in the courses for which one has registered for improvement of grades. Nevertheless, it will be the sole responsibility of the concerned student to coordinate with the subject teacher regarding class quiz, assignments, presentation etc.

22. Semester Fee

- i. Semester Examinations Fee shall be collected along with admission fee and other dues by the Finance Section at the University at the time of admission to a Semester.
- ii. Semester examinations related stationery shall be provided by the Controller of Examinations.

23. Rechecking/Re-totaling

- i. Each department shall constitute a committee of three senior teachers of the department of which the HoD/Chairperson/Director shall be the convener, of hearing appeals of the students who may have a grievance concerning their grades. In case the concerned teacher is chairperson, then Dean of the respective faculty shall act as a Convener of the committee. In case of the concerned teacher is the Dean, then the chairperson/Director or senior most teacher(s) shall act as convener of the committee.
- ii. Appeals for re-totaling of paper(s) shall be lodged within seven days after declaration of results of each semester to the Controller of Examination with a payment of Rs. 1500 per paper. The decision of the committee shall stand final.
- iii. No re-evaluation/re-checking of papers is allowed.

24. Make-Up Examination

- i. Make-up test will be taken on the request of those students who have fulfilled all prerequisites for appearing in the Mid/Final Term Examination but could not appear for any genuine reason (as mentioned by HEC) or due to attending national/international event on behalf of the University.

- ii. Make-up Examination for mid Term shall be conducted before the commencement of final term exams.
- iii. Make up examination for final term examination shall be conducted within 2 weeks of the end of the semester/Examinations.
- iv. The fee for the makeup-examination shall be Rs.1000/= for each paper to be attempted.
- v. The pattern i.e. nature and number of questions and weightage of the Make-up Examination shall remain similar to that of the Mid/Final Term Examination.
- vi. Any student failing in the Make-up examination shall be required to re-register for the same semester as and when the semester commences in the future.
- vii. There will be no Make-up/Special Examination in a semester for failed students; if a student fails in a course, she is required to repeat it.

25. Unfair Mean (UFM) Cases

- i. Duty teacher/invigilator shall report any unfair means (UFM) case to the coordinator of the examinations soon after the conduction of the concerned paper. The coordinator of examination shall report the UFM cases to the UFM Committee which shall decide all such cases at the most after three days of end of respective mid-term/final-term examination.
- ii. The UFM cases shall be dealt with as per approved University's rules.

26. Departmental Semester Examination Committee

The Head of each Department shall constitute a Semester Examination Committee, comprising of 3 members including the Head of the Department as the Convener, one senior faculty members and Coordinator Examinations as the Secretary of the Committee, to perform the following functions:

- i. Periodic assessment of the progress of different courses being taught
- ii. Periodic assessment of the contents of different courses being taught
- iii. Inquiry of any anomaly in the assessment of any course taught
- iv. Periodic assessment of the teaching methodology, pattern of question papers, and any other relevant aspect.
- v. The Committee shall submit annual report on the academic performance and assessment of students to the respective Dean.
- vi. The Committee shall also submit a report, to the respective Dean, on the evaluation of teachers by the students and evaluation of the courses by the students, using the questionnaires available with the Director of Quality Enhancement Cell.
- vii. The Committee shall take care of the use of un-fair means during any examinations, and also the general behavior of students. The Committee shall be entitled to impose appropriate penalties as per university's rules.
 - i. To review and analyze the question paper on the standard format.
 - ii. All the proceedings of the Committee shall be recorded by the Secretary (Departmental Coordinator of Semester Examinations) and approved by the Convener.

27. Central Semester Committee

There shall be a Central Semester Committee to be created by the Vice Chancellor. The Committee shall comprise the following as members:

- i. Senior Dean or his Nominee
- ii. Registrar or his nominee
- iii. Director Academics
- iv. Controller of Examinations or his nominee
- v. Director of Quality Enhancement Cell (QEC)

The Committee shall perform the following functions:

- i. Provide consultation to the Departments concerning implementation of semester system.
- ii. Provide support in the implementation of semester system by arranging short courses for the faculty on various aspects.
- iii. Supervise and report on the implementation of semesters' Regulations and address various issues arising thereof.
- iv. Recommend necessary amendments in the Semesters' Regulations, if needed.

28. Departmental Examination and Students Grievance Committee

- i. Each department shall constitute a 03 members Departmental Examination Committee headed by a senior faculty member to be established by the Chairperson concerned.
- ii. Main functions of the Committee will be: to maintain regularity of standards in the courses taught in the department by individual teachers
 - a. to make arrangements for the conduct and supervision of examination to hear appeals arising from assessment of papers
 - b. to suggest provision of seminars, assignments etc.
 - c. well-timed preparation and declaration of results of mid-term and final term examinations
 - d. to submit tabulated result presenting subject wise detailed marks, percent marks, grade point and grades, to the Controller of Examination duly authenticated by the Chairperson of the Department

29. Appeals

- i. A student must submit an appeal to the Chairperson of the Department/Director of Institute for any grievance on grade, within 7 days of the declaration of result.
- ii. The Chairperson of the Department shall forward it to the committee and it will be binding on the committee for hearing both sides (student and the teacher), and will give a final verdict within 5 days.
- iii. The decision of the examination committee shall stand final.

30. Course File

- i. Every teacher shall maintain a complete Course File of the subject she teaches.
- ii. The course file shall contain:

- attendance record,
- detail description/outlines of the course,
- Teaching modules,
- date of mid-term and final term examinations,
- details of marks allocation/grading,
- copy of each homework assignment,
- copy of each quiz/class test,
- copies of the question paper of mid-term and final term examinations,
- grades/result sheets of the students,
- Difficulties/problems faced during course delivery and recommendations.

31. Semester Freezing

- i Freezing of semester in first and second semesters is not allowed in any circumstances.
- ii Semester freezing will be granted by the respective Central Semester Committee on recommendation of the concerned HoD /Dean in response to a request made by the student with reasonable justification.
- iii A student may be allowed to freeze studies for two consecutive semesters (one year) once in the whole 08 semester academic programme. The freezing of studies may, however, be required to be approved by the CSC on the recommendations of Chairperson. During the freeze period the student will be required to pay 25% of tuition fee of both freeze semesters to continue her registration in the University.
- iv student wishing to freeze studies shall apply for the same with in the first two weeks of the start of the semester on the request of the student, it would be effective from the beginning of the respective semester, thus all the attendances, quizzes, assignments, mid-term etc. taken so far in the semester by the student would be deemed as not have taken place in respect of the concerned student.
- v Maximum duration of the degree programme shall be extended by the duration of semester freezing.
- vi Upon expiry of the frozen period, the student may be allowed to take admission in the same semester when offered again and shall have to opt for courses in place at the time of readmission.

Note. During the semester freezing the concerned student shall not be provided any facility by the university.

32. Teacher Evaluation

A teacher will be evaluated as per the following HEC criteria.

- i Chairperson of the Department will guarantee to have every course teacher evaluated by the students on the prescribed proforma.
- ii Evaluation shall be done in the last week of the semester, in the absence of the course teacher so as to maintain objectivity.

- iii This evaluation will be objective and will be shared with the concerned course teacher for her knowledge and improvement.
- iv Evaluation done by the students will be completely anonymous, i.e. the student is not supposed to indicate herself by name, or roll numbers, or registration numbers or by any other mean whatsoever.
- v The evaluation will be sent to the concerned Dean for further necessary action.

33. Record Keeping

- i. Record of all results of each semester provided by the concerned Head of the Department to the Controller of Examinations shall be kept on record by the Controller of Examinations.
- ii. All Answer Books shall be kept on record for two years after declaration of the final result that the concerned Department.

34. Award of Medals

- i. In order of merit, 1st position holder in a discipline will be awarded a Gold Medal, on the basis of higher CGPA/highest percentage marks. 2nd position holder and 3rd position holder will be awarded position/distinction certificate.
- ii. Provided that the student has not failed in, or repeated, nor appeared in makeup examination in any course and has completed the course work in the normal period in first attempt as prescribed for Bachelor's programme.
- iii. The award of Medals shall be decided by the following Committee:

a. Dean of the concerned faculty	Convener
b. Chairperson of the concerned department	Member
c. Registrar	Member
d. Director of Academics	Member
e. Controller of Examinations	Member/Secretary
- iv. If more than one student secures the same CGPA, the position will then be determined on the basis of percentage of marks obtained. Even if still a tie, all will be awarded Medals.

35. Award of Degree

Minimum requirement for the award of degree shall be that:

- A candidate shall qualify, in accordance with the existing Regulations in each one of the semesters from 1 to 8 by securing at least 2.0 CGPA.
- She shall have earned the prescribed number of credits required for the degree, i.e. 124–136, as the case may be for a particular BS (Four-Year) degree.