



**THE REGISTRAR**  
**FRONTIER WOMEN UNIVERSITY PESHAWAR**

ACADEMICS SECTION  
Near Qila Bala Hisar, Peshawar  
Phone .No: 091-9239297

No: 242 /RSR/A-I/Academics/FWUP  
Dated: Monday, September 17<sup>th</sup>, 2011

**Notification**

**Subject: Frontier Women University, Peshawar, Revised Semester Regulations 2011**

On the recommendation of the Academic Council made in its 3<sup>rd</sup> meeting held on 2<sup>nd</sup> March, 2011 the Syndicate in its 7<sup>th</sup> meeting held on 2<sup>nd</sup> July, 2011 has approved the “Frontier Women University, Peshawar Revised Semester Regulations 2011” applicable to all examination conducted under semester system w.e.f. Session 2011-12 and onward (copy attached).

Assistant Registrar Academics  
Frontier Women University Peshawar

No: 1605-1609 /FWUP/SRE/Acad-I

**Copy forwarded to:**

1. The Dean, Faculty of Social Sciences, FWUP.
2. The Sectional Heads, FWUP.
3. The Heads of All Teaching Departments, FWUP.
4. The P.S to Vice Chancellor, FWUP.

Assistant Registrar Academics  
Frontier Women University Peshawar



# **FRONTIER WOMEN UNIVERSITY PESHAWAR**

## **SEMESTER SYSTEM REGULATIONS 2011**

**Academics Section**

**Shaheed Benazir Bhutto Women University, Peshawar**



# FRONTIER WOMEN UNIVERSITY PESHAWAR

**Title:**

**“FRONTIER WOMEN UNIVERSITY SEMESTER SYSTEM  
REGULATIONS 2011”**

**Approved from Statutory Bodies:**

- 3<sup>rd</sup> Meeting of the Academic Council held on Wednesday, 2<sup>nd</sup> March, 2011.
- 7<sup>th</sup> Meeting of the Syndicate held on Saturday, 2<sup>nd</sup> July, 2011.

**Compiled By:** Academics Section.  
Registrar Office, Frontier Women University, Peshawar.

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# FRONTIER WOMEN UNIVERSITY PESHAWAR

## SEMESTER SYSTEM REGULATIONS 2011

### SHORT TITLE

These regulations, which have been framed in pursuance of Section- 30 of the Frontier Women University Peshawar Act 2004, may be called the “FRONTIER WOMEN UNIVERSITY SEMESTER SYSTEM REGULATIONS 2011”

### COMMENCEMENT

These rules shall come into force with immediate effect.

### DEFINITIONS

- a. **Admission** means provisional enrollment of a qualified student in an approved discipline by the Admission Committee provided that the enrollment is confirmed for registration by the Vice Chancellor under these regulations.
- b. **Admission Committee** means Central Admission Committee to be appointed by the Vice Chancellor to perform such functions as may be determined.
- c. **Affiliated College** means an educational institution affiliated to the University but not maintained or administered by it.
- d. **Constituent College** means a college maintained or administered by the University.
- e. **Admission Section** means the section established by the University for the purpose of examining the suitability of the candidate for admission and selecting candidates for provisional admission.
- f. **Coordinator** means in charge of the department for assisting the Dean in the absence of Head of the Department.
- g. **Teaching Department** means a teaching institution administered or recognized by the University.
- h. **Registration** means the entry of the candidate enrolled to a class in the University Registration register. The Enrollment of the Students will be done by the Academic

- Section after full verification of eligibility and particulars and payment of prescribed fee. The Enrollment list will be forwarded to the Examination Section for further registration processing of the students. The Examination Section will issue a serially numbered Registration Card in token of completion of University Registration.
- i. **Migration Certificate** means the certificate of transfer of a student on roll in a institution within the jurisdiction of another University or Board of Intermediate and Secondary Education to any of the teaching departments, constituent or affiliated college of this University with the consent of the respective institution provided the student is eligible for admission under these Regulations or otherwise.
  - j. **Transfer Certificate** means the certificate granted to a student of having attended a college or teaching department within the jurisdiction of this University for admission or transfer in an affiliated college or Teaching department within the jurisdiction of this University.
  - k. **Department** means institute, affiliated college, constituent college, Teaching department, unless otherwise specified.
  - l. **Competent Authority** means any of the authorities of the University specified in the Section 19 of the Frontier Women University Act 2004.
  - m. **Head** means Chairperson / Director / Coordinator / In charge of a Department / or Principal of a Constituent / Affiliated College.
  - n. **Central Semester Committee** means a committee that will faithfully follow/implement the Semester Regulations and take decisions on matters related to the students. The Central Semester Committee decisions on matters not covered by these regulations will be final.

All other expressions shall have the same meaning as assigned to them under Section - 2 of the Frontier Women University Act 2004.

# CHAPTER-I

## ADMISSION

Under Section 301(c) (d)(e)(f), of the Frontier Women University Act 2004 and amended Act 2010, the Regulations for Admission, Examinations and Fee structure are framed with concurrence of the relevant bodies. These Regulations are subject to amendment / modification by the Competent Authority from time to time.

### 1. GENERAL REGULATIONS FOR ADMISSIONS

- i. Admissions to various degree programmes under semester system shall be governed by the admission policy laid down by the University.
- ii. The commencement of new session will invariably be in fall unless specified otherwise.
- iii. Schedule of Admission: Regular Admissions to BS-4year, Master-2year will be announced within one week of the declaration of Intermediate and Bachelor Examinations results respectively and shall be completed preferably within one month.
- iv. Admissions at higher education level not being a matter of right shall be selective on the basis of merit, aptitude and ability to benefit from a particular stream of learning and subject to availability of academic and physical facilities but it shall be without any discrimination on account of caste, creed, color with the exception in case of reservations on account of belonging to a particular segment of population as may be determined by the Syndicate in each case.
- v. As far as possible, seats for each discipline shall be fixed well in advance for each session and printed in the prospectus.
- vi. Applications for admissions will be invited by the Admissions Section in case of University Teaching Departments and by the Principals in case of Affiliated Colleges, for the stipulated number of seats on the prescribed form to reach the Chairman / Head of the Department / College concerned, by due date.
- vii. A candidate may apply for admission in more than one discipline on a single form; however, admission will be offered in order of preference.

- viii. In case an applicant is selected for admission in higher preference, she will be dropped from successive preference even if she has higher marks than the selected candidates of the respective preference.
- ix. Applications for admission will be scrutinized by the Admission Committee consisting of at least three members to be appointed by the Dean in case of University Teaching Departments and by Admission Committee appointed by Principals, in case of Colleges. In case of Post-graduate classes in affiliated Colleges, one of the members of Admission Committee shall be a nominee of the Vice Chancellor.
- x. Admissions shall be made strictly on merit i.e. on the basis of marks obtained in the qualifying examinations. The Admission Committee shall prepare and notify a criteria indicating the relevant weight-age assigned to the following factors of merit on the basis of which admission shall be granted:
  - i. The weightage breakup for candidates' division in B.A/ B.Sc, in case of admission in Masters programme and F.A/F.Sc, in case of Admission in Bachelors programme will be as follows:

*“The 100% weight-age is divided as 60% weightage given to obtained marks and 40% weightage given to the relevant subject / entry test”*
  - ii. The Merit Lists will be signed by all the members of the Admission Committee before the public display.
- xi. Admission granted by Admission Committee shall be provisional and will not mean any commitment or entail any legal liability till it is confirmed by the Vice Chancellor and the registration process is completed by the University.
- xii. If any candidate fails to appear before the Admission Committee for interview at the fixed time she shall not be considered for admission.
- xiii. In case of doubtful or undefined validity of any academic qualification the recognition of the qualification will be determined by an Equivalence Committee constituted by the Academic Council.
- xiv. Incomplete forms shall not be entertained and the applicant shall not claim any admission on the basis of incomplete forms. If the documents requirement is fulfilled at the time of admission then the decision of the Admission Committee

concerning the merit of the candidate will be notified by the admission committee via a public notice.

- xv. All applications must be submitted by hand so as to reach the Admission Office by the last date of admission. Applications sent by post shall not be entertained.
- xvi. Every application should be accompanied by a declaration by the applicant, countersigned by her Legal guardian that she would abide by the Statutes, Rules and Regulations of the University and instructions given to her from time to time by her teachers, Chairperson of the department, Dean of Faculty/ Principal of the college and the Vice Chancellor.
- xvii. Late admission up to one month after the last date of admission may be allowed by the Vice Chancellor on the recommendation of the Admission Committee under these regulations subject to the availability of seats and on payment of a late fee as prescribed by the University in addition to the prescribed registration fee.

Late Admission will however be allowed only in case of illness certified by a registered medical consultant / specialist, accident involving confinement in hospital certified by the Superintendent of the hospital concerned, or any other situation beyond human control duly verified by the Admission Committee.

- xviii. If a candidate fails to enroll in the second and subsequent semester within seven days of the date of her result, her registration shall stand cancelled. Registration can be restored on appeal to the Central Semester Committee, whose decision shall be final.
- xix. If any of the particulars given by the candidate in her application for admission are found incorrect or false or facts suppressed, she shall be refused admission.
- xx. If incorrect or false statements or the suppression of facts are detected at any stage after a candidate has been granted admission, her admission shall be cancelled.
- xxi. In all cases where these regulations are silent or where there is difference of opinion about their interpretation, the instructions of the Vice Chancellor shall be final.
- xxii. In case of real hardship, the Vice Chancellor may relax these regulations for reasons to be recorded in writing.
- xxiii. In case where the operation of these regulations causes undue hardship to a student, the Vice Chancellor may on the recommendations of the Dean/ Admission



Committee for reasons to be recorded by her in writing, relax any of these regulations in her favor.

- xxiv. The University reserves the right to cancel any scheduled programme or Course due to low enrolment or non-availability of faculty. Minimum required strength for offering of optional Courses is ten students.
- xxv. The University reserves the right to form new sections and adjust / transfer students to other sections at any stage of the course.
- xxvi. The University reserves the right to shift a discipline from One campus to another at any stage of during the academic year.

## **2. ADMISSIONS ELIGIBILITY**

- i. Admissions to Masters level shall be open to candidates who have passed Bachelors Examination of the Frontier Women University Peshawar or any other recognized University securing at least 45% marks in the aggregate as well as in the subject in which she is seeking admission in Masters' classes.
- ii. Admissions to Bachelors level shall be open to candidates who have passed the Intermediate Examination of any Board of Intermediate and Secondary Education of Pakistan or equivalent qualifications in at least 2<sup>nd</sup> Division.
- iii. Candidates passing in the Supplementary examination shall not be eligible for admission in the same year.
- iv. Foreign students shall be eligible for admission only if their cases are sponsored by the Federal Ministry of Education before the commencement of the relevant session in which admission is sought provided they have obtained 75% marks in the qualifying examination from a recognized Foreign Institution or at least 2<sup>nd</sup> division from a Pakistani Institution.
- v. Foreign students are required to produce the following documents along with their admission application form.
  - a. No Objection Certificate (NOC) from the Ministry of Education, Government of Pakistan, Islamabad.
  - b. For admission to any Bachelors program foreign students will produce equivalence certificate for Higher Secondary School

Certificate from The Inter Board Committee of Chairmen (IBCC), Islamabad.

- c. For admission to any Masters program foreign students will produce equivalence certificate of Bachelors Degree from The Director General, Attestation & Accreditation, Higher Education Commission, Islamabad.
- vi. For the purpose of admission, twenty marks shall be added for candidates who are Hafiz-e-Quran.
- vii. In the first semester, a student may be allowed to change her discipline to a desired discipline within seven days of her admission provided that seats are available in the desired discipline and the admission committee of the concerned Department / College agrees.
- viii. A student who remains absent in the first month after the commencement of first or subsequent semester shall be dealt with in accordance with the attendance rules in vogue, and shall be issued with a warning of 75% Mandatory attendance completion rule in the beginning.
- ix. Enrollment format will be two letters (capital) abbreviation of the concerned department followed by admission and the serial number, according to the merit of the department and a small letter to denote whether the student belongs to the University or the department of on affiliated College.

If a department has classes simultaneously in morning and evening shifts for the same session, then it will be indicted by M or E within small brackets after the admission merit Serial No.

For Example:

<b>CS-01 U/11</b>	<b>CS-01 f /11</b>
<b>MT-01 U/11</b>	<b>MT-01 n /11</b>
<b>PY-01 (M) U/11</b>	
<b>PY-31 (E) U/11</b>	

Where:

CS stands for Computer Science

01 for Admission merit serial no

U denotes that the student belongs to the department of the University

(M) & (E) for the Morning & Evening shift student

11 denotes the Admission year

For Affiliated Colleges

**HP-01 f/11**

**HE-01 g/11**

**EC-01 n/11**

Where:

HP is subject abbreviation

01 in the serial no of Admitted student

f stand for identification of affiliated college

11: Date/Year for Admission

**Note:-I** Enrolment list will be issued by the Admission Section or Head of Department of the University within 15 days after admission a confirmed.

Whereas in case of the affiliated colleges the same will be issued by the HOD/Coordinator of the department concerned by consulting the Admission Section and will sent its copies to the Controller of Examinations and Assistant Registrar Admission Section.

- x. A student, who is suffering from contagious disease, after admission is granted will be required to appear before the reposted as University's medical board for examination and upon the report thereof, the decision of the board will be binding upon.
- xi. Struck off notices on account of admission and failure to achieve the desired SGPA / CGPA for promotion to the next higher semester, will be issued by the Head of the concerned teaching Department under intimation to all concerned. The same procedure will be followed by the affiliated colleges.

### **3. AGE REGULATIONS**

- i. For a candidate seeking admission to first year class on the basis of Matriculation, the maximum age limit shall be 20 years.
- ii. A candidate seeking admission to 4 – year or 2 – year Bachelor degree program, the maximum age limit shall be 22 years.
- iii. For a candidate seeking admission to 2 – year Master degree program, the upper age limit shall be 24 years.
- iv. For candidates taking admission to B.Ed. or M.Ed., the upper age shall be 26 year and 28 year, respectively.

## **UNIVERSITY REGISTRATION**

1. Every student admitted to a Degree/Diploma/Certificate programme in a constituent Department or Affiliated College and being enrolled shall be allotted a proper University Registration No., if not already allotted, within one month from the date of enrollment.

The allotted Registration numbers will be forwarded to the concerned Department College for information of the student and record.

2. Subsequent / desired changes in Registration number will be made through the prescribed procedure.
3. Cancellation of Registration number will be effected after cancellation of admission notification is issued by the Admission office.
4. Registration number of a student repeating a year on readmission will remain unchanged.

# CHAPTER-II

## GENERAL REGULATIONS

**4. Academic Session:** The Academic Session will extend from September 1<sup>st</sup> to August 31<sup>st</sup> of the next year and will comprise of two regular semesters and a non-regular semester as follows:

i. **Fall Semester:**

Starting in September (Date to be announced by the University)  
and will end up in January.

ii. **Spring Semester:**

Starting in February (Date to be announced by the University)  
and will terminate in June.

iii. **Summer Semester** (to be offered on the recommendation of Central Semester Committee )

Mid June to 31<sup>st</sup> August (9 weeks).

**5. Duration of Semester**

Every regular semester will be of 18 weeks duration (16 weeks for Teaching and 2 weeks for Examinations i-e Mid Term & Final Term Exams) whereas, the Summer Semester will be of 8 - 9 weeks span with double credit / contact hours of that of a regular 18 weeks semester.

**Note:-II**

In case starting of Semester is delayed or disrupted in the middle then the CSC may decide to compensate for the time lost.

## 6. Programme of Studies

	<b>BS (4 – year)</b>	<b>BS (3 – year)</b>	<b>Master (2 – year)</b>	<b>B.Ed / M.Ed (1½ year)</b>	<b>PG Diploma (1 year)</b>
Total No. of Credit Hours	*132-144	*96-108	*64-72	*48-57	*34-40
Total No. of Regular Semester	8	6	4	3	2
Course load per Semester	16-18 CH	15-18	16-18 CH	16-19	17-20

\* Excluding internship /thesis

## 7. Time limit for Completion of Degree

<b>Degree/ Certificate Program</b>	<b>Time limit</b>		A student who fails to fulfill all requirements of the degree by the maximum time limit shall not be eligible for award of degree. However, in exceptional deserving cases, the VC may relax the maximum time limit for reasons to be recorded for the information of the Syndicate.
	<b>Min</b>	<b>Max</b>	
<b>Postgraduate</b>	2 years	4 years	
<b>Undergraduate</b>	4 years	6 years	
<b>B.Ed/M.Ed</b>	1½ year	2½ year	

## 8. Credit Hour

Credit hour means:

1. **Theory:** One hour teaching per week.
2. **Practical:** Two hours of practical / lab work per week.
3. Two hours practical/lab work shall be denoted as 1(0, 1) credit hour. Whereas one credit hour for theory with no lab work will be denoted as 1(1, 0) while one credit hour theory and one credit hour lab work will be denoted as 2(1, 1).

## 9. Courses and Scheme of Studies

- a. The courses of studies and syllabi of various degree programs of the University shall be developed and recommended by the respective Board of Studies for consideration of the Faculty Board and relevant Bodies. Such Courses and syllabi shall become effective from the date of approval by the relevant Bodies or any other date as determined by the Competent Authority and notified by the Academic Section mentioning the session from which it shall be effective.
- b. All courses shall be in conformity with HEC scheme of studies unless duly modified and approved by the relevant bodies.
- c. The students shall pursue the notified scheme of studies duly approved by the Competent Authority from time to time in anticipation of ratification by the relevant Bodies.
- d. No student shall take any course unless she has qualified /fulfilled the prerequisite course for it as determined in the scheme of studies.
- e. Each Board of Studies shall determine the Scheme of Studies for the subject(s) and prescribe the course code as per following coding scheme:-

## 10. Course Code & Course Number

The course codes shall be divided into two parts i.e. letters and digits.

- i. Among letter, there shall be 02 to 04 characters representing the course concerned.
- ii. For each course number, there shall be 03 digits, among which the 1<sup>st</sup> shall represent the relevant level / year, 2<sup>nd</sup> shall represent semester and 3<sup>rd</sup> shall represent the sequence of course.

ECO	03 letters
MT	02 letters
MBIO	04 letters

	Year	Semester	Sequence
Bachelors	3	1	1
Masters	5	1	1

## **11.Organization of Teaching**

- a. Teaching in various courses shall be organized in a University Department through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, project, and any other method of instruction approved by the University.
- b. Teaching in each Department shall be conducted by the University teachers or such other persons as may be declared to be teachers by the authority.
- c. Teaching in each Department shall be organized through courses specified for each discipline.
- d. No course shall be conducted unless there are at least 10 students enrolled for general courses and six for major areas. In special cases, however, if the students are less than the required number, permission of the Dean of the Faculty concerned shall be required to conduct the course/s.

## **12.Academic Calendar**

To facilitate students, tentative Academic Calendar specifying the following details shall either be included in the Admission Prospectus or released before the commencement of classes:

- i. Fall Semester: Commencement and termination date.
- ii. Spring Semester: Commencement and termination date.
- iii. Summer Semester: Commencement and termination date.
- iv. Schedule of Holidays during the semester.
- v. Inter Semester Break / holidays.
- vi. Mid and Final Term Examination dates.
- vii. Schedule of sports week or other co curricular/ official events.

## **13.Course File**

It will be binding on each course teacher to maintain Course File and to submit the same after termination of final semester examination to the concerned Dean's office for record till completion of degree. Maintenance of Course File is mandatory for the teacher during the semester. The course file shall contain:



1. Title Page.
2. Mission and Vision of the Program.
3. Program objectives.
4. Course Specification.
5. Lectures' outline.
6. Attendance Record of the Students.
7. Copy of Assignments.
8. Keys of Assignments.(Marking / Answer)(Model Solution)
9. Marked Assignments.(Best, Worst, Average)
10. Copy of Tests.
11. Keys of Tests.(Marking / Answer)
12. Marked Tests (Best, Worst, Average)
13. Copy of Presentations.
14. Keys of Presentations. (Marking / Answer)
15. Marked Presentations. (Best, Worst, Average)
16. Copy of Quizzes.
17. Key of Quizzes. (Marking / Answer)
18. Marked Quizzes. (Best, Worst, Average)
19. Copy of Mid-Term Examinations Question Paper.
20. Copy of the marked Mid-Term papers (Best, Worst, Average)
21. Key of Mid-Term Examination Question Paper.
22. Copy of Final Term Examination Question Papers.
23. Copy of the marked Final Term papers (Best, Worst, Average)
24. Key of Final Term Examination Question Paper. (Marking / Answer)
25. Complete Result of the Course.
  - a. Continuous Assessment (Copy of the Award list submitted to Examination Section)
  - b. Mid-Term Examination(Copy of the Award list submitted to Examination Section)
  - c. Final-Term Examination(Copy of the Award list submitted to Examination Section)

- d. Aggregated mark sheet(Copy of the Award list submitted to Examination Section)
26. Student Course Evaluation Result.
27. Implementation Plan of Student Course Evaluation Result.
28. Status of follow-up on implementation Plan of student Course Evaluation Result.
29. Faculty Course Review Report.

### **Lab Content List**

1. Lab Specification.(Lab Objectives, Lab Contents, Weekly Lecture Plan)
2. Attendance Record of the Students.
3. Copy of material given to students.
4. Copy of Assignments.
5. Keys of Assignments.(Marking / Answer)(Model Solution)
6. Marked Assignments. (Best, Worst, Average)
7. Copy of Tests.
8. Keys of Tests. (Marking /Answer)(Model Solution)
9. Marked Tests (Best, Worst, Average)
10. Copy of Quizzes.
11. Key of Quizzes.(Marking / Answer) (Model Solution)
12. Marked Quizzes. (Best, Worst, Average)
13. Copy of Mid-Term Examination Question Paper.
14. Copy of the marked Mid-Term Papers (Best, Worst, Average)
15. Key of Mid-Term Examination Question Paper.  
(Marking/Answer)(Model Solution)
16. Copy of Final-Term Examination Question Papers.
17. Copy of the marked Final-Term papers (Best, Worst, Average)
18. Key of Final-Term Examination Question Paper. (Marking / Answer)(Model Solution)
19. Complete Result
  - a. Continuous Assessment (Copy of the Award list submitted to Examination Section)

- b. Mid-Term Examination(Copy of the Award list submitted to Examination Section)
- c. Final-Term Examination(Copy of the Award list submitted to Examination Section)
- d. Aggregated mark sheet(Copy of the Award list submitted to Examination Section)

20. Student Course Evaluation Result.

21. Implementation Plan of Student Course Evaluation Result.

22. Status of follow-up on implementation Plan of student Course Evaluation Result.

The course files shall be submitted through the Head of Department to QEC for verification by the Dean of the concerned faculty. Copy of the same shall be kept for record in the QEC. Course file will be issued before the start of each semester and the course instructor will maintain it during the semester. The complete file will be resubmitted to the Head of the Department at the end of each semester. In case a teacher give up her job, the Head of Department will hand it over to the substitute provided. In case the course is completed it shall be submitted to QEC as per prescribed procedure.

#### **14. Attendance**

##### **i. Attendance Requirement**

A minimum of 75% attendance will be mandatory to appear in the Examinations. Students short of 5% attendance will be dealt with as per University policy.

##### **ii. Attendance Rules**

- a. A regular student who remains continuously absent for one week without intimation shall be reported by the concerned teacher to the Head of the Department/Institution who shall issue a warning to the student in writing with a copy thereof to the parents. In case the student remains absent for <sup>2nd</sup> consecutive week, she shall be issued struck-off notice. “The effected student shall have the right of appeal to the Vice-Chancellor, within one week after the issuance of struck-off notice. The Vice-Chancellor may either reject the appeal or accept it. In case of acceptance the student will be readmitted on payment of tuition fee.
- b. Absentees on medical or any other genuine ground, for one week or more shall not lead to struck off but shall be counted towards shortage of attendance.

- c. The final authority for condoning 5% shortage in attendance in hardship cases will rest with Central Semester Committee.
- d. If a student fails to fulfill 75% Mandatory attendance requirement in a single course or all courses, she will not be eligible to appear in the final semester examinations of that course or as whole in all courses.
- e. A student who fulfills 75% attendance in particular course/courses shall be eligible to appear in the final term examinations of the course/courses.
- f. Sanctioned leave granted by the Vice Chancellor on recommendations of the CSC shall not be counted towards shortage of attendance.

### iii. **Maternity Leave**

Maternity leave up to a maximum of 4 weeks shall be granted, within a running semester on submission of valid Documentary evidence one week before EDD, by the CSC on recommendation of HoD. A candidate who requires leave in excess of 4 weeks shall be considered for Semester Freezing.

**15. Semester Freezing (SF)** Due to unavoidable circumstances faced by students on account of prolonged illness, or any other genuine problem, SF may be granted. This option will be exercised only once during the entire course of studies. The SF will be granted by the Vice Chancellor on recommendation of the Central Semester Committee subject to the following:

- i) SF shall not be allowed in 1<sup>st</sup> semester.
- ii) SF once sanctioned shall not be cancelled as a whole or a part thereof.
- iii) After availing SF the syllabus in vogue will be followed.
- iv) The student after availing semester freezing shall be readmitted to the same semester as per prescribed procedure.
- v) A Student availing SF shall be required to pay 20% of the tuition fee for retention of her registration.
- vi) SF shall not be permissible after mid-term examinations.

The SF shall not effect the total duration prescribed for completion of programme as prescribed in these regulations. During SF the student concerned shall not claim any facilities or benefits - even the benefits enjoyed shall cease. Such student will continue after expiry of SF but shall not be considered for any award or distinction on completion of degree.

## CHAPTER- III

### EXAMINATIONS

**16. Schedule of Examination** A uniform schedule of Examination will be followed by all teaching units. The schedule for conducting Mid-Term and Final-Term Examinations will be notified by the Controller of Examinations office, whereas, the date sheet will be set by each department within the scheduled dates duly notified and copy forwarded to the Controller of Examinations.

### 17. THEORY EXAMINATION

a) Mid-Term Examination: Weightage.30%

Mid-Term Examinations will be conducted after 8 weeks of teaching with the following proposed components / structure of question papers.\*

Mode of Question	Marks / Weightage
Objective Type (20 items each of ½ mark)	10
Short Answer Questions (5 question each of 2 marks)	10
Essay Type Questions (2 question each of 5 marks)	10
Total Time	1½ to 2.00 Hrs.

b) Final-Term Examination: Weightage 50%

The Final term Examination will be conducted after 16 weeks of teaching with the following components /structure of question papers.\*

Mode of Question	Marks /Weightage
Objective Type As above	10
Short Answers As above	10
Long Answers (3 question each of 10marks)	30
Total Time	2½ to3.00 Hrs.

\* The components/structure of question paper is mandatory and may not be changed without prior consent of the convener Central Semester Committee.

c) Internal Assessment: Weightage 20%

Marks Distribution	Task
5%	Assignments(at least one per course)
5%	Presentations(Based on assignments) or Seminars
10%	Quizzes/Test( Surprise test etc )

## 18. LAB EXAMINATIONS

a) Internal Assessment (Lab Requirements) (20%).

Lab attendance	5%
Notebook completion*	5%
Compliance with lab requirements / Presentation / Practical Demonstration	10%

\* (Before next practical)

b) Mid term Examination (30%)

Task*	Marks /Weightage	Time
Viva Voce	10%	3 hr
Practical performance/Solution of problem	20%	

c) Final term Examination (50%)

Task*	Marks /Weightage	Time
Viva Voce	10%	3 hr
Practical performance based on Lab work	40%	

\*Tasks are not mandatory and may be changed as per requirement of the course/discipline.

**NOTE: -III** Lab work specified in CH as separate entity will carry 100 marks. Whereas, Lab Work required as part of theory Course will carry proportionate weight on the basis of CH assigned to it in the Course.

**19.** The final term Semester Examination will be based on the entire Course for the Semester with 30% weightage given to pre-Midterm and 70% to past Midterm material.

**20. Examination Stationary** No sooner than the schedule for Examinations is announced, the concerned departments shall forward demand for Answer books & Continuation sheets in duplicate, out of these one copy will be returned to the department and one retained by the stationary incharge in Examination Section. In case of affiliated colleges stationary for Mid Term Examinations shall be provided by the college concerned whereas, for Final Term Examination stationary will be provided by the University on demand.

**21. Printing of Question Papers** Every course Teacher in University & Affiliated Colleges is required to submit two sets / copies of Model Question Papers in her course for final semester examination in duly sealed separate envelopes, with following information printed on the envelop to the Controller of Examinations not later than one month (30 days) before the canceling of Semester as specified in the academic calendar. The Controller of Examinations will forward the Model Question Paper to external Examiner for final setting. All printing must be accomplished at least Five days before the commencement of exam.

Information required on sealed envelope containing Model Question Paper.

- |                             |                               |
|-----------------------------|-------------------------------|
| 1. Department/College:_____ | 2. Session_____               |
| 3. Semester_____            | 4. No. of Students_____       |
| 5. Course Code_____         | 6. Course Title_____          |
| 7. Course Teacher_____      | 8. No.of copies enclosed_____ |
| 9. Contact No_____          | 10. Signature_____            |

**NOTE:-IV** The Final Question paper set by external Examiner will be printed and delivered to the constituent Departments as well as the affiliated Colleges through a prescribed procedure.

## **22. Compilation & Declaration of Result**

Compilation and result declaration of each semester Examination will be done (strictly in accordance with the schedule) by the Controller's office as soon as possible after the termination of Examination.

To expedite declaration each course teacher must submit the award list(s) alongwith Answer Books within 3 and 5 days depending upo whether the programme is singular

or multiple in nature after the exam in her course/paper has been conducted. Each course teacher shall prepare three copies of award list out of these the teacher will retain one copy for record to be placed in the course file, and shall submit two copies to the Coordinator who will retain one copy and forward the original copy to Controller of Examinations.

**NOTE:-V** Compilation and declaration of consolidated results based on CGPA's of all semesters examinations will depend on early submission of research project/thesis evaluation report as per University policy.

Comprehensive/ Consolidated transcripts will be issued by Controller's office on prescribed fee payable along with the exam fee of final semester of the programme or at the time of apply for Transcript.

**23. Maintenance of Record** Complete record including Sessional marks and Answer books of each Semester Examination will be maintained for one year by the Controller's office, whereas, the award lists will be maintained for two year, and four year for the 2 year and 4 year, degree programmes respectively by the Controller's Office.

**24. Invigilation & Remuneration** The names of course teachers to act as supervisory staff shall be forwarded by the Coordinator /HoD immediately after notification of examinations schedule. The Departmental Coordinator / HoD along with the concerned course teacher will supervise a class of 40 students. For students over 40, one invigilator will be nominated by the Coordinator for appointment by the Controller's office.

The remuneration for final term exam payable to the Invigilating Staff, the Supporting Staff and Scrutinier will be half (50%) of the remuneration payable to their counterparts in the Conventional System of Examinations for which remuneration rates are already approved by the Competent Authority / relevant Bodies.

**25. Make-up Examination:** A student who has fulfilled all the requirements but fails to appear in a scheduled Examination on account of genuine grounds, supported by documentary evidence shall be given a make-up examination within two weeks after the termination of the scheduled Exam on the recommendation of the Departmental Coordinator / HOD with concurrence of the Central Semester Committee (CSC), on Examination fee as prescribed by the University for each Course. Such students will



be deemed to have passed the exam in parts. Authority for fee waiver in genuine hardship cases will rest with Central Semester Committee.

## **26. Eligibility for Make-up Examination**

1. When a student met a fatal accident immediately before or during the exam and has been hospitalized.
2. When maternity leave synchronies with scheduled exam.
3. When Rukhsati synchronize with a scheduled exam date.
4. When death of a family member (Parents/Siblings/Spouse) occur during a running exam.
5. Any other mishap or natural calamity, beyond human Control, barring the student from taking exam.

## **27. Explanations on Make-up Examination**

In order to rationalize the make up exam, no student will be given a make up exam unless her case is approved by the CSC and notified by the Controller of Examinations.

- a. Make up exam may be given as a whole or a part thereof. Request for make up exam shall be submitted within five days of the termination of scheduled exam.
- b. A student who is failing in a single course in her last semester examination of the Degree programme by not more than 5 marks and having obtained a CGPA 2.0, shall make a request within 5 days from the date of declaration of result, through the Head of Department to the CSC for make up examination. The decision of CSC will be final.
- c. A student who has missed an exam by availing official leave to attend national /international event on behalf of the University / State shall be considered for make up exam on approval of the CSC.
- d. Whenever there is a make up exam, it will be properly notified; Date Sheet will be released, and will be conducted either by the Controller of Examinations office or the concerned Department depending upon the number of students.
- e. A student who fails to avail / appear in the make up exam for any reason will not be given another make up exam.

- f. A student who fails in make up exam in a course/semester of the final term shall be required to repeat that course/semester when it is offered.
- 28. Grading** Students will be rated on the basis of Absolute Grading System. Letter grades A, B, C & D, with four performance levels be used. The numeric equivalent of these letter grades on the basis of grade points along with percentages will be subjected to the following guidelines.
- i) A fraction of 0.005 and above in the 3<sup>rd</sup> decimal point shall be rounded up to 0.01 whereas, a fraction of 0.004 and below in the 3<sup>rd</sup> decimal shall be disregarded in the final calculation of, SGPA and CGPA, Both SGPA and CGPA will be calculated to two decimal points.
- ii) SGPA & CGPA will be calculated as under:  
 SGPA= 
$$\frac{\text{Sum of the product of C.H and Numerical value of Grade in a single Semester.}}{\text{Sum of CH in semester}}$$

$$= \sum (GP) / \sum (CH)$$
 whereas GP= grade points earned in a single Semester  
 and CH= No. of Credit Hours in a single Semester
- CGPA= 
$$\frac{\text{Sum of the product of CH \& Numerical value of Grade taken over all semesters}}{\text{Sum of CH over all semesters}}$$

$$= \frac{\sum_{all\ semesters} (GP)}{\sum_{all\ semesters} (CH)}$$
- Whereas GP=CH of a course x Numerical value of %age marks (grade) obtained in that course.
- iii) A course withdrawn shall neither be counted as F nor shall be used in calculation of GPA/CGPA.
- iv) Likewise CH of incomplete grade, I, shall not be counted towards calculation of GPA/CGPA.

85 and above	4.0	A	Excellent
70-84	3.0-3.9	B	Very Good
60-69	2.0-2.9	C	Good
50-59	1.0-1.9	D	Average
<50	<1.0	F	Fail
I	-	I	Incomplete
W	-	W	Withdrawn
P	-	P	Pass (Non-Credit)

<b>Marks %</b>	<b>Value</b>	<b>Letter Grade</b>	<b>Interpretation</b>
100	4.0	A	Excellent
99	4.0	A	Excellent
98	4.0	A	Excellent
97	4.0	A	Excellent
96	4.0	A	Excellent
95	4.0	A	Excellent
94	4.0	A	Excellent
93	4.0	A	Excellent
92	4.0	A	Excellent
91	4.0	A	Excellent
90	4.0	A	Excellent
89	4.0	A	Excellent
88	4.0	A	Excellent
87	4.0	A	Excellent
86	4.0	A	Excellent
85	4.0	A	Excellent
84	3.9	B	Very Good
83	3.9	B	Very Good
82	3.8	B	Very Good
81	3.7	B	Very Good
80	3.7	B	Very Good

79	3.6	B	Very Good
78	3.5	B	Very Good
77	3.5	B	Very Good
76	3.4	B	Very Good
75	3.3	B	Very Good
74	3.3	B	Very Good
73	3.2	B	Very Good
72	3.1	B	Very Good
71	3.1	B	Very Good
70	3.0	B	Very Good
69	2.9	C	Good
68	2.8	C	Good
67	2.7	C	Good
66	2.6	C	Good
65	2.5	C	Good
64	2.4	C	Good
63	2.3	C	Good
62	2.2	C	Good
61	2.1	C	Good
60	2.0	C	Good
59	1.9	D	Average
58	1.8	D	Average
57	1.7	D	Average
56	1.6	D	Average
55	1.5	D	Average
54	1.4	D	Average
53	1.3	D	Average
52	1.2	D	Average
51	1.1	D	Average
50	1.0	D	Average
<b>Below 50</b>	<b>&lt;1.0</b>	<b>F</b>	<b>Fail</b>

<b>I</b>	-	<b>I</b>	Incomplete
<b>W</b>	-	<b>W</b>	Withdraw
<b>P</b>	-	<b>P</b>	Pass

**29. Prescribed Fee** Examination fee as prescribed in the semester admission fee will be charged at the beginning of semester. Repeater will pay the fee prescribed per course. In case of affiliated colleges the Exam fee prescribed by the University will be remitted at least one month before commencement of each semester Final Term Exam along with list of eligible candidates. The examination fee will be enhanced @ 10% per annum.

**30. Repeating Courses**

- a. A student barred / detained from taking examination on the ground of attendance shortage in a single Course or more Course shall be required to register for that Course or Courses when offered and shall attend the classes regularly in order to fulfill the attendance requirement.
- b. The CH of repeat Courses (at the most 2) shall not be counted towards maximum semester load of the student.
- c. A student who fails in a Course / Subject shall be required to register for that Course whenever offered.
- d. In case a Course is not offered due to revision of syllabus then the repeater may be allowed to change the Course with similar Course being offered.
- e. A Course (s) repeated shall be shown in the transcript with Rpt.
- f. A student who fails her more than 60% Courses in a Semester or is having shortage of attendance in more than 60% Courses shall be required to repeat the Semester as a whole.

**31. Award of Degree** The minimum CGPA for award of degree will be 2.0. A student who obtains a CGPA of less than 2.0 and having passed all subjects shall be required to repeat a maximum of 4 Courses at the master level, and 6 Courses at undergraduate level in order to improve her CGPA. Such a student may avail the number of chances admissible within the maximum period for completion of degree.

To improve grade during course of studies only one Course can be offered per semester for which the prescribed fee as fixed by the University will be paid after

permission is granted to offer the Course. In reoffering a Course already passed to improve grade neither attendance nor exceeding the maximum number of CH will be mandatory. In case a student improves her grade(s) she will be awarded the new grade(s) and the transcript shall carry the word Improved against the grades improved.

### **32. Promotion**

1. At the end of first semester, a student must obtain a  $1.0 \leq \text{SGPA} < 1.5$  and must also pass atleast 60% of the courses in order to be promoted to 2<sup>nd</sup> semester on probation.
2. At the end of second semester, a student already on probation will be required to improve her CGPA to atleast 1.5 and also must pass atleast 60% of the courses in order to be promoted to 3<sup>rd</sup> semester. In case the student fails to improve her CGPA, i.e. obtain a  $\text{CGPA} < 1.5$  she shall be struck off.
3. At the end of 3<sup>rd</sup> semester, a student must obtain a CGPA of atleast 2.0, and must have passed atleast 60% of the courses. For promotion to 4<sup>th</sup> semester, a student must obtain a CGPA of atleast 2.0 and must have passed atleast 60% of the courses and preferably have cleared all failed courses of 1<sup>st</sup> semester. In case requirements for promotion are not fulfilled, the semester will be repeated as a whole.
4. For promotion from 4<sup>th</sup> semester to 5<sup>th</sup> semester, a student must obtain a CGPA of atleast 2.0 and must pass atleast 60% of the courses and preferably must have cleared all failed courses of 2<sup>nd</sup> semester. In case the student fails to meet the promotion requirements, the current semester will be repeated.
5. A student in 5<sup>th</sup> semester will be promoted to 6<sup>th</sup> semester provided she has achieved a CGPA of atleast 2.0 and have passed atleast 60% of the courses and also must have passed 100% courses of 1<sup>st</sup> and 3<sup>rd</sup> semester. In case one of the requirements is not fulfilled, the semester will be repeated as a whole. Promotion shall not be granted unless all failed courses of 3<sup>rd</sup> and 1<sup>st</sup> semester are cleared irrespective of having fulfilled the criteria for promotion to 6<sup>th</sup> semester.
6. For promotion from 6<sup>th</sup> semester to 7<sup>th</sup> semester, a student shall be required to achieve a CGPA of atleast 2.0 and pass atleast 60% courses and must have passed 100% courses of 4<sup>th</sup> and 2<sup>nd</sup> semester. If one of the requirements is not met, the semester will be repeated as a whole. Promotion shall not be granted unless all failed courses of 2<sup>nd</sup> and 4<sup>th</sup> semester are cleared irrespective of having fulfilled the promotion criteria.

7. A student in 7<sup>th</sup> semester will be promoted to 8<sup>th</sup> semester provided the requirement of achieving a CGPA of atleast 2.0 and passing atleast 60% courses of 7<sup>th</sup> semester and 100% courses of 5<sup>th</sup> semester are met. In case one of the requirements is not fulfilled, the semester will be repeated.
8. At the end of 8<sup>th</sup> semester, a student shall be declared passed if she has achieved a CGPA of atleast 2.0 and have cleared 100% courses of 8<sup>th</sup> semester and have also passed 100% courses of 6<sup>th</sup> and 7<sup>th</sup> semester.
9. Furthermore, in case a student has not met the requirement of passing 100% courses of 8<sup>th</sup> semester, she will be required to repeat the failed courses of 8<sup>th</sup> semester with the next session.
10. In case a student has passed 100% courses of 8<sup>th</sup> semester but is failing any course of 6<sup>th</sup> or 7<sup>th</sup> semester, her consolidated result shall not be declared.

**SUMMARY CHART FOR SEMESTER WISE PROMOTION FOR BS-4 YEARS AND MASTER-2 YEARS DEGREE PROGRAMME**

<b>Current Semester</b>	<b>Semester to be promoted to</b>	<b>Criteria for promotion</b>	<b>Explanation of criteria for promotion</b>
1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	Obtained SGPA $\geq$ 1.5 Passed atleast 60% courses of 1 <sup>st</sup> Semester	a) Promote to 2 <sup>nd</sup> Semester on probation if $1.0 \leq \text{SGPA} < 1.5$ . b) Struck off if $\text{SGPA} < 1.0$ in 1 <sup>st</sup> Semester.
2 <sup>nd</sup> Semester	3 <sup>rd</sup> Semester	Achieved a CGPA $\geq$ 2.0 Passed atleast 60% courses of 2 <sup>nd</sup> Semester	a) Promote to 3 <sup>rd</sup> Semester if $1.5 \leq \text{CGPA} < 2.0$ in 2 <sup>nd</sup> Semester b) Struck off if $\text{CGPA} < 1.5$ in 2 <sup>nd</sup> Semester.
3 <sup>rd</sup> Semester	4 <sup>th</sup> Semester	Obtained a CGPA $\geq$ 2.0	a) Promote if (i) & (ii) are

		Passed atleast 60% courses of 3 <sup>rd</sup> Semester.	satisfied simultaneously. b) Repeat 3 <sup>rd</sup> Semester if (i) & (ii) are not satisfied simultaneously.
4 <sup>th</sup> Semester	5 <sup>th</sup> Semester	i) CGPA $\geq$ 2.0 ii) Passed atleast 60% courses of 4 <sup>th</sup> Semester.	a) Promote to 5 <sup>th</sup> Semester if (i) & (ii) are satisfied simultaneously. b) Repeat 4 <sup>th</sup> Semester if (i) & (ii) are not satisfied simultaneously. c) Whereas, 4 <sup>th</sup> Semester being a terminal Semester for 2-year Master's Degree Programme, result of 4 <sup>th</sup> Semester will be declared if the student has i) Obtained CGPA $\geq$ 2.0 ii) Passed 100% courses of 4 <sup>th</sup> Semester iii) Passed 100% courses of 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Semester. <b><i>Otherwise consolidated result will not be declared unless 100% requirements are completed.</i></b>
5 <sup>th</sup> Semester	6 <sup>th</sup> Semester	i) CGPA $\geq$ 2.0 ii) Passed atleast 60% courses of 5 <sup>th</sup> Semester. iii) Passed all failed courses of 3 <sup>rd</sup>	a) Promote to 6 <sup>th</sup> Semester if (i), (ii) & (iii) are satisfied simultaneously. b) Repeat 5 <sup>th</sup> Semester if (i) & (ii) are not satisfied simultaneously.



		Semester and 1 <sup>st</sup> semester.	c) If (i) & (ii) are satisfied but (iii) is not satisfied then repeat all failed courses of 3 <sup>rd</sup> & 1 <sup>st</sup> semester before promotion is granted.
6 <sup>th</sup> Semester	7 <sup>th</sup> Semester	<ul style="list-style-type: none"> <li>i) CGPA<math>\geq</math>2.0</li> <li>ii) Passed atleast 60% courses of 6<sup>th</sup> Semester.</li> <li>iii) Passed 100% courses of 4<sup>th</sup> Semester and 2<sup>nd</sup> semester.</li> </ul>	<ul style="list-style-type: none"> <li>a) Promote if (i), (ii) &amp; (iii) are satisfied simultaneously.</li> <li>b) Repeat 6<sup>th</sup> Semester if (i) &amp; (ii) are not satisfied simultaneously.</li> <li>c) If (i) &amp; (ii) are satisfied but (iii) is not then repeat all failed courses of 4<sup>th</sup> &amp; 2<sup>nd</sup> semester before promotion is granted to 7<sup>th</sup> semester</li> </ul>
7 <sup>th</sup> Semester	8 <sup>th</sup> Semester	<ul style="list-style-type: none"> <li>i) CGPA<math>\geq</math>2.0</li> <li>ii) Passed 100% courses of 7<sup>th</sup> Semester.</li> <li>iii) Passed 100% courses of 5<sup>th</sup> Semester</li> </ul>	<ul style="list-style-type: none"> <li>a) Promote to 8<sup>th</sup> Semester if (i), (ii) &amp; (iii) are satisfied simultaneously.</li> <li>b) Repeat 7<sup>th</sup> Semester if (i) &amp; (ii) are not satisfied simultaneously.</li> <li>c) If (i) &amp; (ii) are satisfied but (iii) is not satisfied then repeat all failed courses of 5<sup>th</sup> semester prior to granting promotion to 8<sup>th</sup> semester.</li> </ul>
8 <sup>th</sup> Semester		<ul style="list-style-type: none"> <li>i) CGPA<math>\geq</math>2.0</li> <li>ii) Passed 100% courses of 8<sup>th</sup> Semester</li> <li>iii) Passed 100% courses of 6<sup>th</sup> and 7<sup>th</sup> Semester.</li> </ul>	<ul style="list-style-type: none"> <li>a) Declare passed if (i), (ii) &amp; (iii) are satisfied simultaneously.</li> <li>b) Repeat 8<sup>th</sup> Semester if any one of (i) &amp; (ii) are not satisfied.</li> <li>c) If (i) &amp; (ii) is satisfied but (iii)</li> </ul>

			is not then repeat all failed courses of 6 <sup>th</sup> & 7 <sup>th</sup> semester before declaration of consolidated result of all semesters.
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**33. Central Semester Committee** There shall be a Central Semester Committee comprising of one senior Dean as Convener and one Senior Professor and three Chairpersons / Coordinators and one Principal of the affiliated Colleges nominated by the Vice Chancellor as members. The Deputy Registrar Admissions will be the Ex-officio member of the committee. The Controller of Examinations will act as member / secretary of the committee. The TOR of CSC will be as under:

1. To approve academic calendar and uniform schedule of Examination for Mid & Final Term.
2. To monitor conduct of ongoing Examinations according to schedule.
3. To consider shortage of attendance cases.
4. To recommend Freezing of Semester.
5. To allow make up tests on genuine grounds.
6. To hear student grievances regarding irregularities in evaluation and conduct of Examinations.
7. To dispose off unfair means cases and impose penalties.
8. To resolve issues, hardship cases outside the ambit of these semester regulations.
9. To recommend honorarium and to consider any semester related issue not provided for under these regulations.
10. The quorum will be at least 4 members including the Convener.
11. The tenure of committee members will be for 2 years with effect from the date of approval with the exception of the Controller of Examinations and the Ex.Officio member.

**34. Improvement of Grades**

- i. Improvement of grades in any Course will be allowed, as and when it is offered, by the Head of the Department within 07 days after the declaration of result. The Admission Office will formally notify it after

receiving details from the HoD / concerned teacher for subsequent registration as per prescribed procedure.

- ii. Improvement shall be allowed during the Course of studies in a maximum of four Courses.
- iii. In case of failure to improve the grade, the existing grade(s) will remain unchanged.
- iv. Attendance will be mandatory in the course(s) offered for improvement.

**32. Summer Semester** Summer semester will be offered for those students who have failed in a Course (s) OR are required to repeat a course (s) OR are required to complete a semester OR are to cover deficiencies. A course will be offered only if a minimum number of 5 students are register in that course, subject to the following conditions:

- a. The student (s) shall have to deposit full tuition fee as prescribed for regular Semester for each course.
- b. The duration of summer semester will be 8-9 weeks and classes of  $1\frac{1}{2}$  hour, will be held for four days a week.
- c. A student will be allowed to enroll for not more than 12 credit hours.
- d. The concerned course Teacher will be paid honorarium as prescribed by the CSC.

**33. (i)Thesis / Research Project** will be embarked upon during the final year of studies under the guidance of a supervisor and will be submitted within 12-16 weeks from the date of the last theory paper of the final semester Examination. Thesis / Research Project will carry a weight of 6 Credit Hours. Result of the final semester exam will be declared after evaluation of thesis and submission of result / award lists to the Controller of Examinations. Minimum requirement to opt for thesis/research project will be 3.00 CGPA. No individual declaration of result will be made under any circumstances unless 50% of the result is compiled.

- (ii). **Evaluation of Thesis / Research Project** Evaluation will be done by an External examiner appointed by the Competent Authority on the recommendation of Coordinator / HoD. Viva voce examination will be conducted by the external examiner along with supervisor/ internal examiner and the HoD. Honorarium for evaluation will be payable to the Examiners including HoD.
- (iii). Where thesis / research projects is not mandatory the student will opt two optional courses each carrying 3 credit hours.

### **34. Guidelines for Submission of Research Project/Thesis**

- i. Every student will be required to submit the thesis by the last date of 14<sup>th</sup> week, after the last theory paper of the Final / End Semester Exam, to be notified by the Controller of Examinations. The two weeks i.e. 15<sup>th</sup> & 16<sup>th</sup> will be used for evaluation and declaration of results.
- ii. A student who fails to submit thesis by the deadline shall automatically switch over to the next session and her result will be declared as Re-thesis.
- iii. Extension in thesis submission period on genuine grounds may be granted by the CSC for one-two (1-2) semesters on payment of semester fee / penalty prescribed by Central Semester Committee and approved by the Competent Authority.
- iv. Four copies of the final thesis shall be submitted to the Supervisor. After examination one copy shall be kept in the Department Library, one copy to the main Library of the University, one copy shall be kept by the student and one forwarded to the Controller of Examinations, along with award list, for declaration of result.
- v. Thesis shall be submitted hard bound as per Format specified for thesis/projects.
- vi. The HoD/Supervisor shall fix date for Viva Voce Exam soon after the evaluation report is submitted by the External Examiner.
- vii. The External Examiner will be appointed by the Vice Chancellor or by Controller of Examinations, on delegation of authority, from a panel of three examiners proposed by the HoD.
- viii. Any issue regarding thesis may be referred to the CSC whose decision shall be final.

- ix. An examiner who fails to submit evaluation report within one week shall be replaced by another examiner within the panel.
- x. A student whose Report/Project is rejected shall be required to resubmit the same within the next semester, a period of 16 weeks, for which extension will be granted as per prescribed procedure for evaluation by the same Examiner. In case the report/research project is rejected for the 2<sup>nd</sup> time the student will then appear in the optional Courses offered by the department provided the maximum time limit for completion of degree is not exhausted.

### 35. Thesis / Project Format Specifications

1. Paper Size	A4	All levels (Ph.D/M.Phil/Master/Bachelor)
2. Color	Purple Pink Marown Magenta	for Ph.D for M.Phil Master Bachelor
3. Final Copies (Five)	Hard Bound	All levels
4. Title	Golden Letter, On top of the Title Page	for All levels
5. Full Name of Scholar/Student	Middle of Title Page	for All thesis/projects
6. Surname of Scholar	On the spine	for Ph.D/M.Phil
7. Year of Submission of thesis/project	On the spine/On Title page	for Master/Bachelor
8. Name of Degree	On the spine On Title page	for Ph.D/M.Phil for Master/Bachelor
9. Logo of the University	Top left corner of the title page	All levels
10. Font Size	'12'	All levels
11. Composing/Typing	Double space	All levels
12. Page Margins	Top 1.0" Bottom 1.0" Left 1.5" Right 1.0"	All levels
13. Name of Deptt	Bottom of Title Page	All levels

### **36. Criteria for the Award of Gold Medal**

- a. There will be one Gold Medal in each discipline of studies at undergraduate/graduate degree programme.
- b. A candidate who has completed the two year degree programme within two years, without break and in the 1st attempt throughout, and the 4 year degree programme within 4 years without break or make up exam / repeating a Course and in 1st attempt throughout all semesters will be eligible for award of Gold Medal.
  - i) A single candidate securing highest CGPA by fulfilling the requirements in (b) above will be Awarded Gold Medal.
  - ii) If two or more candidates secure the same CGPA then the one having more number of “As” in courses of all semesters will be awarded Gold Medal.
  - iii) If two candidates have the same CGPA and the same number of “As” in all semesters, then the candidate having the highest cumulative marks in all semesters will be awarded Gold Medal.
  - iv) In case two or more candidates have the same CGPA, the same number of “As” and the same aggregate marks, then a candidate having maximum attendance over the whole duration of studies will be awarded Gold Medal.

### **37. Grant of Merit Certificate**

1. University Merit Certificate will be awarded to student who has secured 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position on the basis of highest CGPA and have passed every Semester Examination as a whole in 1<sup>st</sup> attempt.
2. A student who has qualified the Degree programme not as a whole but in parts by having availed make up exam or repeated a course or has improved her CGPA or have availed SF shall not be eligible for merit certificate.
3. In case of a tie between two students the 1<sup>st</sup> position merit certificate will be given to a student who is having obtained the highest number of AS.

4. In case two students having obtained the same number of AS then the one having the highest cumulative marks shall be given the top merit certificate.
5. A migrated student shall be considered for merit on the basis of Examinations passed from this University and not on the basis of her back record before Migration.

The final term examination will be based on the entire course for the Semester with 30% weightage given to pre midterm and 70% to post mid term material.

### **38. General Regulation**

- a. Withdrawal from a Course can be applied for at least two weeks before the mid semester exam to the Controller of Examination on recommendation of Head of Department. Withdrawn Course shall be reported by letter grade **W** on the transcript.
- b. There shall be no rechecking of script. However, Recounting/ Retotaling will be allowed through prescribed procedure within 15 days after the declaration of final term result.
- c. No student shall be allowed to appear in final term exam unless she fulfills 75% attendance requirement and has been issued clearance slip by the Student affairs section / Admission Section / Examination Section.
- d.
  - (i) A student may reappear in a failed Course(s) by repeating it in subsequent semester or in summer semester, if offered by the Department. A student who wishes to repeat failed Course(s) in subsequent semester will submit a written request to the Head of Department (HoD) who will forward it to the admission section for proper registration student shall be required to formally register herself to repeat a maximum of two Courses in a subsequent semester.
  - (ii) A candidate in higher semester in morning shift shall be allowed repeat a Course of the lower semester in the evening shift or vice versa.
  - (iii) A student currently in the higher semester but having attendance shortage in a Course in lower semester shall be required to repeat the Course as a whole by formally registering for it when it is available.

- g. If a student fails in one or two Courses in the Final Semester Examination, end of programme, she shall be considered for make up test provided she has not failed the paper (s) by more than 5 marks and provided she has secured a CGPA of at least 2.0 in the passed papers, otherwise, she will be required to re-register for the failed course (s), in next session. In case a student fails in more than two courses she shall be required to repeat that semester as a whole.
  - h. Award of grace marks is not permissible under semester system of examinations.
- 39.** Standard Operating Procedure for Adoption by Affiliated Colleges for the BS-4 year Programme Session 2011-2012 and onwards are attached as Annexure.



## Annexure

### **Standard Operating Procedure for Adoption by Affiliated Colleges for the BS-4 year programme Session 2011-2012 and onwards**

1. The Syllabi/Courses of studies of the University in each discipline shall be taught in the affiliated colleges.

Nevertheless, any change desired/suggested by the affiliated colleges shall be subject to approval of the relevant bodies of the University in accordance with the Regulations.

2. The University Semester Regulations shall invariably be followed by the affiliated colleges subject to the following:

- a) Mid term Examination, carrying 30% weightage, shall be conducted by the Affiliated Colleges strictly in accordance with the SOPs issued by the Project Management Unit (PMU).

- b) The result of Mid term exam shall be forwarded on the prescribed Award lists to the University within 10 days after the termination of Mid term Examinations.

For the sake of uniformity each Mid term Exam be conducted according to the schedule issued by the University.

- d) The stationary for Mid term Examinations shall be provided by the Affiliated College.

- e) The University reserve the right to carry out Inspection/monitoring of the Mid term Exam off and on.

- f) The final semester Examinations shall invariably be conducted according to the schedule issued by the University.

### **3. Modalities For setting of Q/Papers for Final Semester Examination**

- i) Every Course Teacher shall be required to set Model paper(s) in the Course(s) taught and to forward the same in a sealed envelope (having the following informations) through the Principal of the college directly to the Controller of Examinations SBBWUP one month or 30 days before the tentative date for the commencement of Examinations as given in the academic calendar issued by the University.

- |                             |                               |
|-----------------------------|-------------------------------|
| 1. Department/College:_____ | 2. Session_____               |
| 3. Semester_____            | 4. No. of Students_____       |
| 5. Course Code_____         | 6. Course Title_____          |
| 7. Course Teacher_____      | 8. No.of copies enclosed_____ |
| 9. Contact No_____          | 10. Signature_____            |

ii) The Model Paper shall cover the Course Material as under:

30% Pre-Mid Term Exam Material

70% Post Mid Term Exam Material

iii) The Final Question paper will be set by External Examiner on the basis of Model paper submitted by the affiliated colleges and the University Constituent Department.

iv) The same Question Paper set by External Examiner will be attempted at the University as well as in the Affiliated Colleges.

**4. Format of Question Paper/Model Paper shall be as follows**

- i) Section A-2Q Compulsory  
Reserved for objective type questions (10 Marks)
- ii) Section B (10 Marks)  
Short Question, Definition, Logical Reasoning Questions, Short notes, Statements narration etc.  
5 Questions out of 7 to be attempted.
- iii) Section C (30 Marks)  
Three questions out of 4 to be attempted.  
Essay type question to test command over the subject matter.  
[Guidelines for Question Paper Setter are attached].
- iv) Answer books will be marked by the respective Course Teacher subject to super checking of 10% or minimum of 5 Answer Books of Top scorer by the External Examiner / paper setter.
- v) A consolidated Award List including Mid Term, Internal Assessment and Final Term Marks, signed by the Course Teacher and duly attested by the Coordinator and countersigned by the Principal shall be submitted to the

COE within 3 days after the termination of Examinations alongwith Answer Books.

- vi) Likewise Award Lists for practical Examination, where applicable, shall be submitted within 3 days after the termination of practical Exam duly signed by both Internal and External Examiner, appointed by the COE, from the list of Examiners proposed by the Principal / Coordinator.

## **5. Conduct of Examination**

- a) The Final Semester Examination shall be conducted by the College on the lines of Mid Term Exam but strictly according to the schedule issued by the University with monitoring on daily basis by the University.
- b) Stationary for Final Semester exam shall be provided by the University on the basis of demand received from the College alongwith the list of Eligible Candidates at least two weeks before the commencement of Exam.
- c) The list of students whose names are forwarded by the College Principal alongwith prescribed fee for each shall be eligible to sit in the Examination provided that the student has completed 75% Compulsory attendance requirement in each Course for which she has already registered.
- d) Each Candidate will write her Enrollment Number allotted to her on the Answer Book. Name shall not be written on the Answer Book in any case, otherwise it will be considered as UFM case.
- e) Reported Cases of cheating and misconduct shall be dealt with by the University Examination Disciplinary Committee (EDC) / Central Semester Committee(CSC).
- f) The Principal/Coordinator of each College will make arrangement to deliver the packet of Answer Books to the concerned Course Teacher on proper acknowledgement receipt.

## **6. Declaration of Result**

1. Result of each final Semester for the Constituents Departments and the Affiliated Colleges will be declared simultaneously. Result cards/slips of the Constituent Departments and the Colleges will be issued by the respective programme Co-coordinators.

2. Result will be prepared by the University and scrutinized Result Grading Sheet will be forwarded to each College Coordinator for record, and generation and issuance of Result Cards duly signed by the concerned authorities.
7. **Promotion Criteria**  
As per promotion criteria of the University Semester Regulations.
8. **Make Up Examination**  
As per University Semester Regulations.
9. **Repeat Courses**  
As per University Semester Regulations
10. **Semester Freezing**  
As per University Semester Regulations
11. **Attendance Requirements**  
As per University Criteria.
12. **Registration Fee**  
Rs.1000/- per student.
13. **Declaration**  
The University Semester Regulations will be applicable to any point/issue not accounted for in these SOPs.

## CHAPTER: IV

### FEE

#### FEE CONCESSIONS & FINANCIAL AID

The University Fee Concession and Scholarship Policy have the following aspects.

#### 40. Student Fee Concession

Fee according to the structure notified by the university treasury section will be deposited on the prescribed slips within due dates. Fee will be annually raised by 10%. After due date students will submit the fee along with fine.

#### 41. Financial Aid

In case of the destitute, the University grants financial aid subject to availability of funds.

#### 42. Scholarship

- i. A student securing highest CGPA in final semester of each discipline will be awarded merit scholarship @  
Rs. 5000/- for First Position Holder
- ii. Students shall have to pass all the courses of respective semester described in the scheme of studies in order to qualify for the merit scholarship.
- iii. Any student who gets admission after the due date of fee deposit / scheduled test date / commencement of the semester, shall not be entitled to get merit scholarship in the first semester but she will be allowed to compete for merit scholarship in subsequent semesters.
- iv. A student who changes the program of study will not be entitled for merit scholarship in the first semester.
- v. Scholarships shall be awarded on the express condition that the students are the bonafide students of a college/department/faculty within the jurisdiction of the

University. If an eligible student does not accept the scholarship, it shall be awarded to the next eligible candidate on the list.

- vi. The scholarship shall be awarded to the youngest student if there is more than one candidate getting equal number of marks.

#### **43. Fee Concession to needy students / Freeships**

- i. The University provides fee concession to needy students. Such concessions are to be decided on case-to-case basis and shall be awarded half / full concession on the recommendation of the Fee Concession Committee which will be approved by the Competent Authority.
- ii. Students admitted to post-graduate departments and constituent colleges of the University shall be awarded full/half fee concession in tuition fee at the following rate on merit-cum-poverty basis
  - 15% of the total enrollment in each class will be awarded full/half fee concession in tuition fee.
- iii. Students notified as failures shall not be eligible for any concession in tuition fee.
- iv. Students admitted on self finance fee structure will not be allowed to avail any type of scholarship / concession.
- v. Students admitted on self finance fee structure will not be allowed to avail any Merit scholarship / Class Scholarship.

#### **44. Fee concession for siblings or Sisters Concession**

The University allows fee concession to siblings who are enrolled in the University. Such concession is granted as per following rules:

- i. The one in the highest class shall pay the full tuition fee prescribed for that semester and the other sibling will pay half of the full fee.
- ii. The siblings getting sister concession cannot apply for any other concession.
- iii. In case of two sisters concession or sibling concession will not be allowed to avail any kind of fee concession.

#### **45. Double Concession**

No student shall be entitled to avail herself of the double concession. Double concession means more than one scholarship or a scholarship and concession in tuition fee.

#### **46. Fee Installments**

1. The university may allow the less privileged students to deposit fee in two equal installments.
2. Students of 2 years program will avail only one installment in 2<sup>nd</sup> or 3<sup>rd</sup> semester fee.
3. Student of 4 years program will be allowed to avail two installments in 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> semester.
4. There will be no installment in 1<sup>st</sup> or final semester fee.
5. Students admitted on self finance fee structure will not be allowed to avail the facility of fee installment.

#### **47. Fee Refund Policy**

- a. The admission and registration fee deposited shall not be refunded to a student in any case.
- b. Security fee shall be refundable on prescribed forms subject to production of detailed marks certificate of the final examination and clearance certificate from the relevant quarters, i.e. The Head of department, Laboratory in charge, Library, Student Affairs Office, Hostel, Directorate of Archives & Library. When these requirements are fulfilled the Accounts section will issue their security fee.
- c. Prospectus charges and the application processing fee shall not be refunded.

- d. If any student requests for cancellation of her admission on normal fee structure to a University department she shall be entitled to refund of tuition fee as follows notified vide No: 10-1/HEC/A&C/2012/94; Dated: September 11, 2012.

PERCENTAGE (%) OF TUITION FEE	TIMELINE FOR SEMESTER SYSTEM
Full (100%) Fee Refund	Upto 7 <sup>th</sup> Day of convene of classes.
Half (50%) Fee Refund	From 8 <sup>th</sup> to 15 <sup>th</sup> Day of convene of classes.
No Fee (0%) Refund	From 16 <sup>th</sup> Day of convene of classes.

**e. Refund of Self Finance**

If any student requests for cancellation of her admission on Self Finance fee structure to a University department she shall be entitled to refund of tuition fee as follows:

1. 75% of the total fee will be refund when the admission is cancelled within 10 days after commencement of classes.
  2. 50% of the total fee will be refund when the admission is cancelled within 20 days after commencement of classes.
  3. No refund after 20 days after commencement of classes.
- f. Students admitted on normal and self finance fee structure will be allowed to claim to their security fee of 1<sup>st</sup> semester after completion their respective program by producing their whole program clear DMC and original copy of 1<sup>st</sup> semester depositor slip copy.
- g. Self Finance students will not be allowed to claim any kind of benefit from University.

Each student will be allowed to avail only one scholarship / concession. Any other regulation may be added to these regulations as and when deemed necessary.



#### **48. Merit Scholarship**

1. 1<sup>st</sup> position holder                      50% concession of semester fee
2. 2<sup>nd</sup> position holder                      40% concession of semester fee
3. 3<sup>rd</sup> position holder                      25% concession of semester fee

All of the above mentioned concession will be offered in whole program if they maintain their respective position in each semester otherwise they will be liable to pay their semester fee after losing their position.

#### **49. Class Scholarship**

1. 1<sup>st</sup> position holder                      40% concession of semester fee

The above mentioned concession will be offer in each even semester i.e. 2<sup>nd</sup> & 4<sup>th</sup> semester for master program and 2<sup>nd</sup> , 4<sup>th</sup> , 6<sup>th</sup> & 8<sup>th</sup> semester for 4 years BS program.

2. In case of repeater, the student will be liable to pay the fee 15 days of new class of semester.
3. Special classes arranged for students in special circumstances will have the following charges.
  - a)        @ Rs. 500/- per hour.
  - b)        @ Rs. 1000/- per hour. (If Course Instructor is Ph.D degree holder)

#### **50. Change of Subject and Adjustment of Fee**

Adjustment of fee after change of discipline.

1. The admission of student has been approved by the Dean or Vice Chancellor.
2. That both the head of the department agree to the change and the application is submitted to University concerned office within seven days of her attending the previous departments.
3. The head of department where the student desires to be transferred may clearly certify that the students shall be in a position to complete the prescribed course of lectures etc. for the immediately preceding examination.
4. In case of change of subject from one department to another all fees shall be adjustable.