



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR
REGISTRAR OFFICE (ACADEMICS SECTION)

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No: 116/17th Acad./42nd Syn/Reg/SBBWUP
Dated: Wednesday, 16th November, 2022

NOTIFICATION

Subject **REVISION IN SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR MS/M.PHIL/PH.D REGULATIONS (REVISED-2017)**

Upon the recommendation of Academic Council made in its 17th meeting held on 22nd September, 2022, the Syndicate in its 42nd meeting held on 18th-19th October, 2022 approved the "*Revision in Shaheed Benazir Bhutto Women University Peshawar MS/M.Phil/Ph.D Regulations (revised-2017)*" which was previously approved in 20th meeting of the Syndicate held on Friday 26th May, 2017.

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Assistant Registrar Academics

Enclosure: Revised Shaheed Benazir Bhutto Women University Peshawar MS/ M.Phil/Ph.D Regulations (Revised-2022)

No: 1354-57/Acad/SBBWUP

Copy to:

1. Controller of Examinations, SBBWUP
2. Deputy Registrar Admission, SBBWUP
3. PS to Vice-Chancellor, SBBWUP
4. PA to Registrar, SBBWUP

Amal Khan
Assistant Registrar Academics



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR

Title:

**Shaheed Benazir Bhutto Women University Peshawar MS/M.Phil/Ph.D
Regulations**

Approved from Statutory Bodies

- 3rd Meeting of the Academic Council held on Wednesday, 2nd March, 2011 and 7th Meeting of the Syndicate held on Saturday, 2nd July, 2011
- 20th Meeting of the Syndicate held on Friday, 26th May, 2017(1st Revision)
- 17th Meeting of the Academic Council held on 22nd September, 2022 and 42th Meeting of the Syndicate held on 18th -19th October, 2022 (2nd Revision)

Shaheed Benazir Bhutto Women University Peshawar
MS / M.Phil / Ph.D Regulations (2022 and onwards)

Short Title, Commencement and Application:

- i. These regulations shall be called the “Shaheed Benazir Bhutto Women University Peshawar Regulations for MS / M.Phil / Ph.D Regulations (2022 and onwards)”.
- ii. These regulations shall come into force with effect from Fall Semester, 2022 (academic session 2022- 2023).
- iii. These regulations shall be applicable to all graduate degree programs offered by the Shaheed Benazir Bhutto Women University Peshawar or its constituent or affiliated institutions.

Definitions:

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

- iv. “University” means the Shaheed Benazir Bhutto Women University, Peshawar.
- v. “Vice-Chancellor” means the Vice-Chancellor of Shaheed Benazir Bhutto Women University, Peshawar.
- vi. “Dean” means Dean of a Faculty of Shaheed Benazir Bhutto Women University, Peshawar.
- vii. “Head” means Chairperson of a Department, or Principal of a College, or Director of an Institute/Academy/Centre.
- viii. “Institution” means a constituent or affiliated Department/College/Institute/Centre/Academy of Shaheed Benazir Bhutto Women University, Peshawar.
- ix. “Graduate Scholars’ Advisor (GSA)” means a faculty member of the Institution who has been assigned the duty under these regulations.
- x. “Graduate Studies Committee (GSC)” means a committee constituted under these regulations.
- xi. “Board” means Advanced Studies and Research Board (ASRB).
- xii. “Scholar” means a student of the graduate degree program.

Part-I
MS and MPhil

1. Criteria for Launching of the Program

- a. There should be at least two relevant full time PhD faculty members in the Institution.
- b. No Objection Certificate (NOC) from Higher Education Commission (HEC) before launching the program.

2. Eligibility of the Candidate for the Program

- a. Candidates possessing the relevant BS/MA/MSc degree or equivalent (minimum 16 years of education) with at least CGPA of 2.5 (out of 4 in semester system) or 2nd Division (in annual system) from a HEC recognized University, shall be eligible for admission.
- b. The candidates should have to pass (50%) GAT (General) conducted by NTS/ETS or University own departmental test according to HEC guidelines/requirements (where applicable as eligibility requirements).

3. Duration of the Program

- a. The normal duration is from 1.5 to 2 years. However, it can be extended up to 4 years (maximum).

4. Admissions Procedure and Criteria

- a. Admission shall be advertised by the Directorate of Advanced Studies in consultation with the Head of Department.
- b. The number of scholars to be admitted shall be determined by the Head according to the availability of supervisors.
- c. Applications on prescribed forms (hard) shall be submitted to the Director Advanced Studies and Research Board, within the prescribed period and will be forwarded to the concerned Head for further processing. The Director Advance Studies shall keep a record of all the applications received.
- d. The Head/Convener through GSC shall conduct the Departmental Assessment Test and interview, for determining merit of the applicants.
- e. The merit shall be determined on the following criteria:
 - i. 50% weightage shall be given to the marks obtained in the last qualifying examination.
 - ii. 30% weightage shall be given to the Departmental assessment test.
 - iii. 20% weighting shall be given to the performance in interview.
- f. Passing marks of Departmental Assessment test should be 60%.
- g. Passing marks of interview shall be 50%.

- h. The names of the provisionally admitted candidates shall be forwarded to the Head of Concerned Department within one month of selection.
- i. The Directorate of Advanced Studies shall maintain a register and assign a registration number to each student/scholar at the time of provisional admission in the concerned Department.
- j. The provisional admission of a scholar(s) may be confirmed by the Head of the department after successful completion of the required coursework through a notification.

5. Scheme of Studies

- a. Coursework in the major (compulsory/optional) subjects, in which a scholar is registered from the approved syllabus of the program.
- b. Coursework in subject(s) related to the major subject from the approved syllabus of the program
- c. Thesis, on a topic approved by the Board.
- d. Viva-Voce / Public Defense, as the case may be.

Note: However, there will be no thesis and viva-voce requirements for MPhil/MS Course-based programs.

6. Coursework Requirements

- a. Research-Based Program: A scholar admitted in MPhil/MS program shall have to complete a minimum of 24 credit hours coursework with a minimum CGPA of 3.0, in consultation with the supervisor, in the major(s)/related subjects (700 & above course code).
- b. Course-Based program: A scholar admitted in MPhil/MS course-based program shall have to complete a minimum of 30 credit hours coursework with a minimum CGPA of 3.0, in consultation with the supervisor, in the major(s)/related subjected (700 & above course code).
- c. In case the CGPA falls below 3.00, a scholar shall be allowed to improve the CGPA by repeating two course(s) of her own choice already taken in the following semester(s), failing which she shall be considered as withdrawn.
- d. The scholar shall have to attend at least 75% of the total contact hours of a course.

7. Research Work Requirements

- a. On successful completion of the required course work, the scholar shall submit a research proposal in consultation with the approved supervisor/co-supervisor for the approval of the Board through concerned GSC along with anti-plagiarism certificate from the concerned office.
- b. The Research scholar shall write a thesis in the field of her major subject.
- c. A copy (in hard and soft form) of the thesis shall be submitted to the Head of the Department for onward submission to the Directorate of Advanced Studies, for the purpose of examination along with a panel of examiner(s).

- d. Thesis soft copy should be submitted both in word and PDF format via institutional e-mail.
- e. The hard copy (duly signed by the supervisor) and the anti-plagiarism certificate will be submitted in original for official record to the Directorate of Advanced Studies and Research Board.
- f. The thesis shall be of 6 (six) credit hours and there shall not be any numerical grade.
- g. There are no thesis requirements for the MPhil/MS course-based degree program. However, these degree holders are also eligible for taking admission in PhD program upon the completion of other requirements in vogue.

8. Appointment of Examiners and Their Recommendations

- i. The supervisor, through respective Dean, shall send a panel of three examiners from within the country, out of whom one examiner be appointed for evaluation of the thesis by the Vice-Chancellor.
- ii. The Directorate of Advanced Studies shall send the thesis to the examiner (through online mechanism/email/hard copy), who shall examine the thesis and communicate the result to the Director with his/her comments/decision.

The examiner shall either:

- a. Recommend the thesis for the award of degree in the present form. or
- b. Recommend the thesis for the award of degree with minor changes/revision, or
- c. Recommend the thesis for the award of degree with major changes/revision.
 - i. If the examiner feels that the thesis, despite having some shortcomings, is of sufficient merit, the scholar may be allowed to improve and submit the thesis to Directorate of Advanced Studies within 6 months and there will be no need of Re-evaluation.

However, the supervisor will submit a certificate that the comments/changes/suggestions have been rectified and addressed by the scholar in the revise version of the thesis.

OR

- d. Recommend the thesis for resubmission/re-evaluation with major changes/revisions
 - i. If the examiner feels that the thesis needs major revision and requires re-evaluation, the scholar may be allowed to improve/revise the thesis as per comments/changes/ suggestion ns of the examiner/evaluator within six months of re-submission and fresh evaluation by the same examiner. In addition, the supervisor will submit a certificate that the comments/changes/suggestions have been rectified and addressed by the scholar in the revised version of the thesis.
- e. Reject the thesis, for the award of the degree, with valid reasons

- i. In such a case, the Board will assess the reasons that if there is any possibility with which the Board doesn't agree it can approve the decision of the examiner or can give another chance to the candidate for evaluation by another examiner from the panel.
- f. The evaluator will be given one month for submission of evaluation report. In case of no response, a reminder will be sent to the evaluator after one month and then second reminder after a week. In case of no response after 45 days, the reviewer will be changed without his/her reply and the thesis will be sent to another evaluator approved by the Vice-Chancellor.
- g. After revision of the thesis, in light of the reviewer's comments/suggestions, the scholar must submit the itemized responses to the comments in tabulated form and it should be signed by him/her and also by the concerned supervisor along with correction certificate.
- h. At the result declaration stage, a certificate shall be provided by both scholar and supervisor that the soft and hard copies of the thesis are explicitly and implicitly the same.

9. Viva-Voce

- a. The scholar shall pass a viva-voce related to her research work. This examination shall be conducted by the approved examiner in the presence of her supervisor/co-supervisor or any other faculty members from the concerned department.

10. Re-Viva-Voce

- a. If the thesis is adjudged as adequate but the scholar fails in the Viva-Voce, as the case may be, the scholar may be given a chance to reappear in the Viva-Voce, as the case may be, within a period not exceeding six months.

11. Thesis Format

- a. The thesis format should be as follows
 - i. A cover page having Title of thesis, University Monogram, Scholar Name, Institution and session.
 - ii. A title page (inner page) having Title of thesis, University Monogram, Name of the scholar & supervisor(s), session, and Institution.
 - iii. Paper size shall be A4 with both side printing.
 - iv. Font size for chapter names shall be in capital letters 14 (bold), headings shall be 12 bold and capital letters and subheadings shall be 12 bold small letters.
 - v. Font size and type shall be 12 and Times New Roman (normal) with 1.5-line spacings.
 - vi. Thesis (5 copies) shall be hard bound in Pink Color (same as that in the university monogram)

- vii. The spine should have the name of the scholar, the year in which the thesis was submitted and the name of the degree for which the thesis was presented i.e. MPhil/MS.
- viii. English shall be the medium of instruction and examinations for thesis of all subjects, except languages in which the medium shall be either the language itself or English. However, the medium for Islamic Studies shall be Arabic/Urdu and/or English.

12. Extension in the Study Period

- a. In special circumstances, with reasons to be recorded, extension in the study period for up to a maximum of 2 years may be allowed by the Board on the recommendation of the supervisor, as per the HEC criteria, subject to the payment of normal fee, etc.

Part-II

PhD

13. Criteria for Launching of the Program

- a. There should be at least three relevant full-time PhD faculty members in the Institution.
- b. NOC from HEC before launching the program.

14. Eligibility of the Candidates for the Program

- a. Candidates possessing the relevant MS/MPhil (minimum 18 years of education) degree with at least CGPA of 3.0 (out of 4 in the semester system) or 1st Division (in the annual system) from HEC recognized University, shall be eligible for admission.
- b. The candidates should have to pass (60%) GRE (Subject based) conducted by NTS/ETS or University based test according to HEC guidelines/requirements (where applicable as eligibility requirements). The test shall be subject-based.
- c. A prior degree in the same discipline shall generally not be a requirement for admission to a PhD program; however, GSC will determine the relevancy.
- d. Submission of the Statement of Purpose by the scholar along with the application form.

15. Duration of the Program

- a. The normal duration is 3-5 years. However, it can be extended up to 8 years, provided that for scholars who are unable to complete the program within eight (8) years, the Board will determine whether the delay was caused by circumstances beyond the student's control, and if so, grant an extension in such exceptional circumstances, after the enrolment of the student in the program.
- b. The date of notification of the award of the PhD degree subsequent to the PhD defense shall be considered to be the date of the completion of PhD studies.

16. Admission Procedure and Criteria

- a. Admission shall be advertised by the Directorate of Advanced Studies and Research Board in consultation with the Head of Department.
- b. The number of scholars to be admitted shall be determined by the Head, according to the availability of supervisors.
- c. Applications on prescribed forms (hard) shall be submitted to the Director Advanced Studies and Research Board, within the prescribed period, who will forward them to the concerned Head after the closing date.
- d. The Head of department through GSC shall conduct the Institutional Assessment Test and interview, for determining merit of the applicants.
- e. The merit shall be determined on the following criteria:
 - i. 50% weightage shall be given to the marks obtained in the last qualifying examination.

- ii. 30% weightage shall be given to the Institutional Assessment Test.
- iii. 20% weighting shall be given to the performance in interview.
- f. Passing marks of Departmental Assessment Test shall be 70%.
- g. Passing marks of interview shall be 50%.
- h. The names of the provisionally admitted candidates shall be forwarded to the concerned department within one month of selection.
- i. The Directorate of Advanced Studies shall maintain a register and assign a registration number to each scholar at the time of provisional admission in the concerned Department.
- j. The provisional admission of a scholar(s) may be confirmed by the concerned head of the department after successful completion of the required coursework and comprehensive examination through a notification.

17. Scheme of Studies

- a. Coursework in the major (major) subjects, in which a scholar is registered from the approved syllabus of the program.
- b. Passing of Comprehensive Examination after completion of the required coursework.
- c. Publication of a research article/paper in HEC recognized Y category journal(s).
- d. Thesis, on a topic approved by the Board.
- e. Public Defense.

18. Coursework Requirements

- a. A scholar admitted based on MPhil/MS (18 year of education) program shall have to complete a minimum of 18 credit hours coursework in major subjects with a minimum CGPA of 3.0, in consultation with the supervisor (800 & above course codes).
- b. In case the CGPA falls below 3.00, a research scholar shall be allowed to improve the CGPA repeating the course(s) already taken in the following semester(s), failing which she shall be considered as withdrawn.
- c. The scholar shall have to attend at least 75% of the total contact hours of a course.

19. Research Work Requirements

- a. On successful completion of the required coursework and passing of comprehensive examination, the scholar shall submit a research proposal in consultation with the approved supervisor/co-supervisor for the approval of the Board through concerned GSC along with an anti-plagiarism certificate from the Office of Research, Innovation and Commercialization (ORIC).
- b. The scholar shall be required to publish at least one research paper (available in print or online form) as its first author during her doctoral studies (after her admission in the program but before defense) in an HEC approved Y category (or above) journal for the award of PhD degree.

- c. The scholar shall provide a certificate endorsed by her supervisor along with published research paper, stating that the paper is published from PhD research work/data.
- d. The student shall write a thesis in the field of her major subject. A copy in hard and soft form of the thesis shall be submitted to the Head of the Department for onward submission to the Directorate of Advanced Studies, through the Dean, for the purpose of examination along with panel of examiner(s).
- e. Thesis soft copy should be submitted both in word and PDF format via institutional e-mail.
- f. The hard copy (duly signed by the supervisor) and the anti-plagiarism certificate will be submitted for official record to the Directorate of Advanced Studies.
- g. The thesis shall be of 9 (Nine) credit hours and there shall not be any numerical grade.

20. Comprehensive Examination

- a. On completion of the coursework, a PhD scholar shall have to pass the comprehensive examination with 50% in the subjects already studied in PhD program/discipline before writing up a research proposal.
- b. The Director Advanced Studies and Research Board in consultation with the Head of the Department shall arrange the comprehensive exam within six months from the date of completion of the coursework.
- c. There shall only be two chances for passing the comprehensive examination. However, the second comprehensive examination shall be held within three months of the first comprehensive examination.
- d. The comprehensive examination shall be conducted by the GSC.
- e. In case of failing the comprehensive examination:
 - i. A scholar admitted on the basis of MPhil/MS may get only a course completion certificate containing details of the courses studied with grades.

21. Appointment of Examiners and Their Recommendations

- a. The PhD thesis must be evaluated by at least three external experts, who may be either (i) Pakistan-based Distinguished National Professors, Meritorious Professors, or Tenured Professors, or (ii) PhD experts from academically advanced countries (approved list of academically advanced countries for evaluation of PhD thesis is provided in Annex-1 and subject to revision).
- b. The GSC, in consultation with the Supervisor, shall send a panel of examiners consisting of (a) at least five experts from Internationally Advanced Countries and at least three experts from within the country (having PhD) to the Directorate of Advanced Studies.
- c. The Directorate of Advanced Studies shall send the thesis to the examiners who shall examine the thesis and communicate the result as follows:

- i. The scholar may be recommended for the award of the degree, if report(s) of the evaluator(s) is/are positive.
 - ii. The scholar may be asked to revise the thesis for re-submission, if the evaluator(s) suggests so.
 - iii. The thesis may be recommended for the award of the PhD degree, if the majority (at least two) of the examiners so advise.
 - iv. If the examiners find that the thesis needs revision, the scholar shall be allowed to revise it. It shall be re-submitted for a fresh examination to the same examiner(s) within a period of twelve months.
 - v. If the majority of examiners feel that the thesis, despite some shortcomings, is of sufficient merit, the scholar may be directed to improve the thesis for re-submission within six months, but without a fresh examination. The re-submitted thesis must carry a certificate by the Supervisor that the shortcomings so identified have been rectified.
 - vi. Revised thesis with the panel of examiners will be sent to the Directorate of Advanced Studies for approval of public defense.
- d. In case of a delay in examiner(s) report(s), a reminder will be sent to the concerned evaluator(s) after 45 days and then a second reminder after two weeks. In case of no response after 60 days, then the evaluator(s) will be changed without his/her reply and the thesis will be sent to another evaluator approved by the Board.
 - e. After thesis revision in light of the evaluator's comments/suggestions, the scholar must submit itemized responses to the comments in tabulated form and it should be signed by the scholar and her supervisor along with a correction certificate.
 - f. At the result declaration stage, a certificate shall be provided by both the scholar and her supervisor that the soft and hard copies of the thesis are explicitly and implicitly the same.
 - g. The Directorate of Advance Studies will update the supervisor(s) regarding the evaluation process.

22. Public Defense

- a. The scholar shall pass a public defense related to her research work. This examination shall be conducted by the approved examiner(s) in the presence of her supervisor/co-supervisor and the members of Graduate Studies Committee.

23. Chances for Re-Submission of Thesis and Re-Public Defense

- a. Only one chance for re-submission of thesis shall be allowed to a scholar.
- b. If the revised thesis is not approved, it may be rejected, and the scholar may be allowed for one of the following
 - i. A scholar admitted on the basis of MPhil/MS may get only a course completion certificate containing details of the courses studied with grades.

- ii. If the thesis is adjudged as adequate but the scholar fails in the public defense, the scholar may be given a chance to reappear in the public defense within a period not exceeding six months.

24. Thesis Format

- a. The thesis format should be as follows
 - i. A cover page having title of thesis, University monogram, Name of the scholar, Institution, and session
 - ii. A title page (inner page) having title of thesis, University monogram, name of the scholar & supervisor(s), session, and Institution.
 - iii. Paper size shall be A4 with both side printing.
 - iv. Font size for chapter names shall be in capital letters 14 (bold), headings shall be 12 bold and capital letters and subheadings shall be 12 bold small letters.
 - v. Font size and type shall be 12 and Times New Roman (normal) with 1.5-line spacings.
 - vi. Thesis (5 copies) shall be hard bound in Blue color.
 - vii. The spine should have the surname of the scholar, the year in which the thesis was submitted and the name of the degree for which the thesis was presented i.e. PhD.
 - viii. English shall be the medium of instructions and examinations for thesis of all subjects, except languages in which the medium shall be either the language itself or English. However, the medium for Islamic Studies shall be Arabic/Urdu and/or English.

Part-III

General Regulations

25. Supervisor and Supervision

- a. In consultation with scholar, a teacher/expert in the relevant field shall be appointed as supervisor (HEC approved supervisor).
- b. The GSC shall forward the name of the supervisor working in the same institution through the Dean, who agrees to such supervision, for each scholar, for approval of the Board.
- c. A supervisor can supervise (as supervisor or co-supervisor) twelve (12) MPhil/MS/PhD scholars at a time, with no more than five (5) of these scholars being enrolled in PhD program. However, this number may be increased to 8 in special circumstances, which will be decided by the Board.
- d. A supervisor shall perform the following functions:
 - i. To recommend and plan courses of studies.
 - ii. To propose the topic of research in consultation with the scholar.
 - iii. To supervise and review the progress of the scholar periodically.
- e. In case of scholar's assessment and performance, the report/decision of the supervisor (regarding progress of the scholar) will be final.

26. Graduate Studies Committee (GSC)

- a. There shall be a Graduate Studies Committee (GSC) for a period of Two-years to be appointed by the Vice-Chancellor. The Dean, after consulting with the Head of the Institution, shall forward the names of the members of the GSC to the Directorate of Advanced Studies for approval of the Vice-Chancellor.
- b. The GSC shall consist of the following members:
 - i. The Head as Convener.
 - ii. Two seniors most teachers of the Institution having a PhD degree.
 - iii. Two experts, to be nominated by the Dean in consultation with the Head.
- c. If any member(s) is/are not attending GSC meeting (for at least three consecutive meetings) without any valid reason(s) or not contributing substantially to GSC activities, the Convener should recommend changes in GSC accordingly.

27. Functions of the GSC

- a. To process the applications received for admission by the Director Advanced Studies and Research Board.
- b. To manage and facilitate the smooth functioning of the graduate programs.
- c. To conduct and supervise the Institutional Assessment Test, interview and comprehensive examination.

28. Graduate Scholars' Advisor (GSA)/ Director Advanced Studies and her Functions

- a. Director Advanced Studies/ GSA will make all arrangements for GSC meetings, such as, preparation of agenda items and recording the minutes and ensuring the timely processing of all the related matters to the concerned quarters.
- b. Director Advanced Studies/ GSA will maintain all the records of the graduate scholars, through the dealing assistant/Clerk (who will work under her supervision).
- c. Director Advanced Studies/ GSA will provide guidance to the scholars from time-to-time.
- d. Director Advanced Studies/GSA will arrange the date sheets for mid/final term examinations and comprehensive test according to University calendar.
- e. All these responsibilities of GSA will be equivalent to one course (3 credit hours) in his/her Institutional workload.

29. Admission, Tuition Fee

- a. Fee shall be deposited by the scholar for each semester as per prescribed rates as defined by the statutory bodies of the University and changes in it approved from time to time.
- b. In case of extension in the study period normal semester fee will be paid by the scholar, along with Rs.1000/- per semester as extension fee/fine.
- c. Foreign nationals shall be required to pay tuition fee, etc., as prescribed by the HEC /Shaheed Benazir Bhutto Women University Peshawar foreign scholars' admission policy. Such candidates shall have to forward their cases of admission as per prescribed routes/rules.

30. Conduct of Examination

- a. For each Semester, there shall be two examinations – mid-term and final-term, in addition to assignments etc.
- b. In courses where examinations are not required, the concerned teacher may change the evaluation procedure in consultation with the GSC, if already not specified in the curriculum.

31. Grades and Academic Standing

- a. The grading system for the graduate program courses (700 and above course codes) shall be done on a scale of 1-4.
- b. Equivalence between Letter grading and Numerical grading shall be as follows:

Marks (% age)	Value	Grade	Remarks
85&Above	4	A	Excellent
84	3.9	B	Good
83	3.9	B	
82	3.8	B	
81	3.7	B	
80	3.7	B	
79	3.6	B	
78	3.5	B	
77	3.5	B	
76	3.4	B	
75	3.3	B	
74	3.3	B	
73	3.2	B	
72	3.1	B	
71	3.1	B	
70	3.0	B	Satisfactory
69	2.9	C	
68	2.8	C	
67	2.7	C	
66	2.6	C	
65	2.5	C	
64	2.4	C	
63	2.3	C	
62	2.2	C	Pass
61	2.1	C	
60	2.0	C	
59	1.9	D	
58	1.8	D	
57	1.7	D	
56	1.6	D	
55	1.5	D	
54	1.4	D	Fail
53	1.3	D	
52	1.2	D	
51	1.1	D	
50	1.0	D	
Below 50	<1.0	F	

- c. 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.

Note: In case numerical grades are not feasible (e.g. field work, thesis) or not required (e.g. related courses), letter grade P (Pass) or F (Fail) shall instead be used, and not counted towards the CGPA.

32. Study Leave and No Objection Certificate

- a. An employed person may be considered as a full-time regular scholar with or without obtaining leave of absence, subject to the production of: "A No Objection Certificate (NOC) from the Employer concerned to the effect that studies of the scholar in graduate degree program would not be affected by official duties".

33. Leave of Absence

- a. On the recommendation of the Head and the approval of the Dean, a scholar may be allowed Leave of Absence up to two semesters on valid grounds.
- b. Leave of Absence/freezing shall be included in the total period of study. The scholar shall not be required to pay any fee during the leave of absence.
- c. Freezing is not allowed in the first semester.
- d. Application for freezing of semester must be initiated by the scholar before the mid-term examination.

34. Cancellation of Registration

- a. If a scholar does not fulfill the requirements as prescribed, her registration shall be cancelled.
- b. The admission of a scholar may be cancelled if her academic progress or conduct is found unsatisfactory at any stage by the Supervisor.
- c. The scholar shall abide by the rules and regulations framed by the University from time-to time.

35. Transfer of Credit Hours

- a. The transfer of credit hours will be allowed by meeting the following points.
 - i. The grade in the claimed courses must be "B" or higher.
 - ii. Credit hours transfer shall only be acceptable into this University after taking fresh enrollment subject to furnishing an NOC from the University where the scholar was enrolled previously.
 - iii. In case of fresh-admission after time-barred or cancellation, all the previously studied coursework (studied within five years) will be transferred totally, while 50% will be transferred, if the courses are studied before five years. In such cases, course transfer must be recommended by GSC and for the approval of the Board.

36. Repeal and Saving

- a. The MS/MPhil/PhD Regulations Revised 2017 are hereby repealed. All previous admissions, relating to MS/MPhil/PhD Degrees made prior to the promulgation of these Regulations, shall be governed under the MS/M.Phil/PhD Regulations Revised 2017.
- b. In cases where the operation of these regulations causes undue hardship to a scholar, the Board may, for reasons to be recorded in writing, relax any of these regulations in her favor.
- c. Where these regulations are silent, the Board shall have the discretion to make such decisions as it deems fit and proper to facilitate the scholars and run the academic programs smoothly.

Note: The date of notification of the award of the degree, subsequent to the viva-voce/defense, shall be considered to be the date of the completion of the relevant degree program.