

ABDUL WALI KHAN UNIVERSITY MARDAN
SEMESTER RULES AND REGULATIONS
MA / MSc (02-YEARS) / BEd / MEd PROGRAMMES

1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- 1.1 These Rules and Regulations, framed under section 29(a) of the Khyber Pakhtunkhwa Universities (Amendment) Act, 2015, shall be known as Semester Rules and Regulations for MA / MSc (02-years), BEd and MEd (01-year) programs.
- 1.2 These Rules and Regulations shall come into force with immediate effect.
- 1.3 These Rules and Regulations shall apply to all MA / MSc (02 years), BEd, and MEd (01-year) students of Abdul Wali Khan University Mardan.

2. DEFINITIONS

- (a) **Academic Programme.** Means an “Academic Programme” means a Programme of studies, which leads to the award of a Degree to the students, after successful completion of all its requirements.
- (b) **Assessment.** Means evaluation of performance of students in academic Programmes, including examinations, assignments, practicals, project work, seminars and tutorials.
- (c) **Cease.** Means that a student is declared unsuitable for further studies.
- (d) **Class Assignment.** Means a task relevant to a course of study to substantiate the course contents. An assignment may or may not be graded.
- (e) **Contact Hour.** Means one hour spent on teaching, lab work, practicals, research work, projects, seminars, workshops, internships, etc.
- (f) **Controller.** Means Controller of Examinations of the University.
- (g) **Credit Course.** Means a course required for a degree and is counted towards CGPA.
- (h) **Credit Hour (Crd. Hr).** Means a lecture of one-hour duration per week in a semester for a subject countable towards a student’s Cumulative Grade Point Average (CGPA).A practical of two hours is equivalent to one credit hour.
- (i) **Dean.** Means Dean of a faculty of the University.
- (j) **Director Academics.** Means Director Academics of the University.
- (k) **Department.** Means a teaching Department of the University.
- (l) **Examiner.** Means a person appointed to conduct an examination.
- (m) **Faculty.** Means Faculty of the University having two or more departments.

- (n) **Grade.** Means a letter grade which represent certain points earned by a student.
- (o) **Grade Point (P).** Means number of points assigned to a letter grade.
- (p) **Grade Point Average.** Means the average of points earned by a student in a semester.
- (q) **Cumulative Grade Point Average (CGPA).** Means the average of grade points earned in all courses in two or more than two semesters of an Academic Programme.
- (r) **Chairperson.** Means Chairperson of an Academic Department of the University.
- (s) **Non-Credit Course.** Means a course of study, successful completion of which is required for a degree but not counted towards CGPA.
- (t) **Probation.** Means a student is said to be on probation if his GPA in a semester is lower than the required GPA for promotion to the next semester.
- (u) **Provost.** Means Provost of the University.
- (v) **Dissertation.** Means it is a report comprising the original research of a student which is counted towards the partial fulfillment of his Master degree.
- (w) **Registration.** Means Registration of the student in a Teaching Department of the University.
- (x) **University.** Means Abdul Wali Khan University Mardan
- (y) **Vice Chancellor.** Means Vice Chancellor of the Abdul Wali Khan University Mardan
- (z) **He.** Pronoun stands for both he and she.

3. ACADEMIC PROGRAMMES

- 3.1 Abdul Wali Khan University Mardan shall offer MA / MSc (02-years), BEd, and MEd (01-year) Programmes as per the Khyber Pakhtunkhwa Universities (Amendment) Act, 2015.
- 3.2 Two-year Master Degree Programmes:
- shall spread over a minimum of 04 semesters (02-years) and a maximum of 06 semesters (03-years), excluding summer semesters, if any.
 - On compelling grounds, the extension in duration of studies could be granted on the approval of Advanced Studies and Research Board (ASRB).
 - shall be of a minimum of 66 credit hours.
 - the scheme of study of a particular department shall require a student to undertake research assignment/internship/project, in addition to the course work, and submit a report describing the activities covered. The intensity, the time of the activity and credit hours of the assignment/internship/project will be determined by the concerned department.
- 3.4 One year MEd and various diplomas
- Course of study of MEd shall comprise of a minimum of 02 and maximum of 03 semesters, excluding summer semester.
 - MEd shall be of 36 credit hours.
- 3.5 All teaching departments shall be responsible for developing schemes of studies, and syllabi/courses for their academic programmes in the light of the HEC approved curricula. The scheme of study and syllabi shall be reviewed and finalized by the respective Boards of Studies. The same shall be submitted to the Board of Faculty, Academic Council for approval. The scheme of study and syllabi shall become effective from the date of approval by the Academic Council or any other date as the Academic Council may determine. However, the Vice Chancellor may grant approval in anticipation on the recommendation of Chairperson and Dean concerned.

4. ELIGIBILITY CRITERIA FOR VARIOUS PROGRAMMES

4.1 The following shall be the eligibility criteria for each discipline:

Sr#	Discipline	Eligibility Criteria
1	BBS (02 years)	BA/BSc with social science subjects/BBA (02 years)/B.Com or equivalent with at least 2 nd Division (45% Marks)
2	MCS	BSc Computer Science/BSc Mathematics A&B/BSc Mathematics A, Physics Computer Science/BSc Maths A, Statistics, Computer Science with at least 2 nd Division (45% Marks)

3	MSc Botany	BSc (with Botany) with at least 2 nd Division (45% Marks)
4	MSc Biochemistry	BSc (Chemistry) or equivalent with at least 2 nd Division (45% Marks)
5	MSc Biotechnology	BSc Chemistry / Biochemistry with any two of the following subjects with at least 2 nd Division (45% Marks): Botany, Zoology, Microbiology, Physiology, Genetics and Pathology.
6	MSc Chemistry	BSc (with Chemistry) at with least 2 nd Division (45% Marks)
7	MSc Physics	BSc (with Physics, Mathematics) at least 2 nd Division (45% Marks)
8	MSc Economics	BA/BSc (Economics preferred subject) / B.Com with at least 2 nd Division (45% Marks)
9	MSc Statistics	BA/BSc with Statistics and Math-A with at least 2 nd Division (45% Marks) or BA/BSc with Statistics at least 2 nd Division (45% Marks) with Maths at Inter Level
10	MSc Psychology	BA/BSc with Psychology / Applied Psychology, or Sociology or Education or Statistics or Social Work with at least 2 nd Division (45% Marks) or BSc in Behavioral Sciences / Home Economics with at least 2 nd Division (45% Marks) or BSc (Hons) Psychology (03-years) with at least 2 nd Division (45% Marks)
11	MSc Microbiology	1. a. BSc (Microbiology) with at least 2 nd Division (45% Marks), b. BSc/BSc(Ed) 3 years with at least 2 nd Division (45% Marks) with two of the following subjects: Botany/Chemistry/Zoology/Microbiology/Biochemistry/Biotechnology. 2. BSc (Hons. 3 years) Microbiology/Botany/Zoology/Genetics/Biochemistry with at least 2 nd Division (45% Marks). 3. Candidates with BSc Medical Laboratory Technology are not eligible.
12	MA English	BA (with English Elective) with at least 2 nd Division (45% Marks)
13	MEd	BA/BSc with at least 2 nd Division (45% marks) plus BEd or equivalent at least 2 nd Division (45% Marks)
14	MA International Relations (IR)	BA/BSc (Political Science preferred subject) with at least 2 nd Division (45% Marks)
15	MA Islamic Studies	BA (Islamic Studies preferred subject) with at least 2 nd Division (45% Marks)

16	MA Journalism and Mass Communication	BA/BSc with at least 2 nd Division (45% Marks)
17	MSc Mathematics	BSc (with Maths A&B) with at least 2 nd Division (45% Marks)
18	MA Physical Education	BA/BSc with at least 2 nd Division (45% Marks)
19	MA Pashto	BA/BSc with at least 2 nd Division (45% Marks)
20	MA Political Science	BA/BSc (Political Science preferred subject) with at least 2 nd Division (45% Marks)
21	MA Sociology	BA/BSc (with Social Science subjects) with at least 2 nd Division (45% Marks)
22	MA Arts and Design	BA/BSc with at least 2 nd Division (45% Marks)
23	MA Tourism and Hospitality	BA/BSc with at least 2 nd Division (45% Marks)
24	MSc Zoology	BSc (with Zoology) with at least 2 nd Division (45% Marks)
25	MPH	<ul style="list-style-type: none"> a. MBBS/BDS employed in Government / Autonomous / Non-Government Organizations (NGO). b. Nursing / Paramedical staff and or other staff employed in the Management of the above organizations. c. Graduates in Pharmacy / Health related fields / Public Administration / Sociology / Social Work / Business Administration / Economics / Mass Communication or Journalism with 03 years experience in health related area with at least 2nd Division (45% Marks).

4.2 Maximum age limit for admission to Graduate Program shall be 30 years. The competent authority may, however, grant relaxation in upper age limit on the recommendation of the Chairperson of the concerned Department and Dean of the faculty in exceptional cases for reasons to be recorded. After depositing the required fee by the concerned student and fulfillment of all the codal formalities, notification in this regard will be issued by the Director Academics.

5. ADMISSION PROCEDURE

5.1 Admission is open to all eligible candidates without discrimination on the basis of caste, creed, gender, place of origin or domicile from all over Pakistan. Foreign students seeking admission in the University shall be required to submit their applications through the Ministry of Education, Government of Pakistan.

5.2 The University shall invite applications for admission to various academic programmes on prescribed application form, through an advertisement by the Director Academics/Director Admissions.

5.3 Candidates shall be required to submit application forms, within the stipulated time, complete in all respects, along with the following documents.

- a. Attested copies of certificates and degrees of SSC, HSSC, BA/BSc or equivalent.
- b. Attested copy of character certificate from the head of the institution last attended.

- c. Attested copy of domicile certificate.
- d. Three passport size photographs.
- e. Migration certificate (original) within 15 days after admission.
- f. Attested copy of computerized national identity card or form 'B'.
- g. Every application shall be signed by the applicant and countersigned by his father/guardian stating that he will abide by the Statutes, Rules and Regulations of the University and instructions issued from time to time, by the Vice Chancellor, Dean, Chairperson, or teacher.

5.4 Candidates applying for admission to more than one campus / discipline will be required to submit a separate application form along with all supporting documents.

5.5 A candidate declared eligible for admission to a programme shall appear before the Admissions Committee for interview and or test (if required).

5.6 Admission shall be granted strictly on merit to be determined as follows.

$$a = \frac{\text{Marks obtained in SSC}}{\text{Total Marks of SSC}} \times 20$$

$$b = \frac{\text{Marks obtained in HSSC}}{\text{Total Marks of HSSC}} \times 30$$

$$c = \frac{\text{Marks obtained in BA/B.Sc}}{\text{Total Marks of BA/B.Sc}} \times 50$$

Score obtained = a + b + c

Note: For preferred subject 20 Marks will be added to the marks obtained in BA/BSc prior to determination of merit.

5.7 In case of admission on reserved seats, the applicants / nominees shall apply through proper channel. If no candidate applies for reserved seats / quota then the reserved seats will be converted to open merit.

5.8 Admission on reserved seats will be granted on the basis of merit determined amongst the applicants.

5.9 The details of reserved seats are as under:

- a. FATA / Balochistan 05% per discipline
- b. Sports 02% per discipline
- c. Afghan Nationals 02 seats per discipline
- d. Employees Children 01 seat per discipline
- e. Disable 01 seat per discipline

5.10 Hafiz e Quran will get twenty marks in the admission.

5.11 There shall be a Departmental Admission Committee consisting of the following:

- | | | |
|----|---|-----------------|
| a. | Chairperson of the Concerned Department | Convener |
| b. | Two Senior most Faculty Members | Members |
- 5.12 Wherever needed, the equivalence of academic qualifications shall be determined by the following Faculty Equivalence Committee (FEC):
- | | | |
|----|--|-------------------------|
| a. | Dean of the concerned faculty | Convener |
| b. | Chairperson of the concerned department | Member |
| c. | Two senior most teachers of the concerned department | Members |
| d. | Controller of Examinations | Member |
| e. | Director Academics | Member/Secretary |
| f. | Provost | Member |
- 5.13 If any candidate fails to appear before the Admission Committee at the specified time and venue, he shall not be considered for admission and the seat shall be offered to the next candidate on merit.
- 5.14 If two candidates have equal merit, the one senior in age shall be given preference over the other for the purpose of admission.
- 5.15 All the candidates shall be required to bring the relevant original documents for verification at the time of the interview.
- 5.16 Candidate selected for admission must finalize the admission requirements within the notified period, failing which their right of admission will be forfeited and the admission will be offered to the next candidate on waiting list.
- 5.17 Equivalence of HSSC academic qualification shall be determined by the Inter Board Committee of Chairman (IBCC).
- 5.18 All candidates selected for admission will be required to submit an undertaking, on a judicial stamp paper of Rs. 50, as per specimen provided in Annex – A.
- 5.19 Within 15 days of completion of admission, the concerned department shall send profiles of all the newly admitted students along with original receipts to the Provost office for verification of dues. The profile shall include their name, father name, date of birth, examinations passed with year, roll number, marks obtained, divisions, the institution last attended and number with date of the deposit slip.
- 5.20 The Provost office shall send the profile to the Controller of Examinations for verification and registration in the University's Students Register.
- 5.21 All admissions shall remain provisional till verification of all the documents of newly admitted students by the Provost. If any student is found guilty for submission of fake documents, his admission shall be cancelled immediately without any notice at any stage.
- 5.22 Admission to one department shall not give any student a right to migrate to another department.

- 5.23 The University may suspend any particular discipline if the number of applicants is less than 15 or any other reason(s). In such cases, the applicants may be considered for admission to another discipline subject to meeting prescribed eligibility criteria, merit and availability of seats.
- 5.24 The following categories of candidates shall not be eligible for admission:
- a. who got more than one third division in the entire career.
 - b. who have ceased to be students of this University on disciplinary grounds.
 - c. who have already obtained MA/MSc or an equivalent degree from this University except MEd & PGDs.
 - d. who is already registered in any other degree programme in any institute. Admission of the student will be cancelled without any prior notice in case of dual registration.
- 5.25 If a student fails to join a programme during the first two weeks of the commencement of the semester as per announced schedule, his admission shall stand cancelled automatically without any notice.

6. MIGRATION

- 6.1 Migration from the Main Campus to Sub-campuses will be allowed and not the vice-versa.
- 6.2 Migration in the first semester is not allowed.
- 6.3 Intra-district migration between the affiliated colleges is not allowed.
- 6.4 Migration to any graduate program of less than two years is not allowed.
- 6.5 Migration from AWKUM is allowed from second semester onwards.
- 6.6 Migration to AWKUM is allowed from second semester onwards with the approval of the concerned Dean, subject to the:
- (a) availability of seats.
 - (b) merit of the student should not be less than the last admitted student in the same program.
 - (c) suitability of the candidates and equivalence of academic qualification will be determined by Faculty Equivalency Committee.
 - (d) completion of the residency requirement i.e at least half of the normal duration of the program will be mandatory in BS and Master Programmes.
 - (e) The Candidate should have CGPA not less than 2.00, preferably with no failed subject(s).

7. SEMESTERS

7.1 REGULAR SEMESTERS

- a. There shall be two regular semesters, Fall and Spring, in an academic year.
- b. Each semester shall be of 18 weeks duration, out of which, 16 weeks shall be reserved for teaching and two weeks for the conduct of examination. However, if teaching in the whole University is suspended due to unavoidable circumstances, the compensation shall be made accordingly.
- c. Fall semester shall start in the first week of September each year and will end in the second week of January the next year. The spring semester shall start in the first week of February and will end in the second week of June.
- d. The University will observe semester break, winter, spring and summer vacations on dates to be announced by the University.

7.2 SUMMER SEMESTER

- a. At times, a specific department may offer a special semester during summer vacations on the recommendation of the concerned Dean with the approval of the competent authority on full semester fee,
- b. Summer semester shall not be a regular semester. It will offer an opportunity only to those students who are short of the required GPA for promotion to the next semester.
- c. Those students who have failed/withdrawn from a course may be allowed to register same or equivalent course in summer semester.
- d. Those students who are required to improve their GPA/CGPA as per semester rules are allowed to register in summer semester.
- e. Summer semester will be of 8 weeks duration with double contact hours.
- f. A student shall be allowed to take a maximum of four courses in summer semester subject to a maximum of 12 credit hours.

8. CREDIT HOURS

- 8.1 A credit hour means teaching a theory course for one hour each week throughout the semester for minimum of 16 weeks.
- 8.2 A course shall be defined on the basis of credit hours being taught in a week.
- 8.3 One credit hour in laboratory or experimental work would require a contact of at least two hours per week throughout the semester.
- 8.4 The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit (left side) represents the theory part while the second (right side) digit represents the practical.
- 8.5 A course of 03 credit hours with a denotation of 3(3-0) means three credit hours of theory with no practical.
- 8.6 A course having 03 credit hours with denotation of 3(2-1), means two lectures of one hour each and one practical of 02 hours per week.
- 8.7 A course having 04 credit hours with denotation of 4(3-1), means three lectures of one hour each and one practical of 02 hours per week.

9. SEMESTER RENEWAL AND COURSES REGISTRATION

- 9.1 A student must enroll / register in each semester till completion of his studies.
- 9.2 Registration will be completed only when a student submits properly filled registration form along with fee deposit slip within the notified period of time to the Chairperson of the Department.
- 9.3 A full-time regular student will be allowed a maximum work load of 18 credit hours per semester. In case a student repeats some courses, he may be allowed a maximum of 24 credit hours per semester subject to the approval of Chairperson.
- 9.4 A student may be allowed to register an additional course as non-credit course, which may not be in excess of the maximum work load of 18 credit hours per semester. The additional course, if successfully completed, will be reflected in the transcript as non-credit course, without any impact on CGPA of the student.
- 9.5 Teaching departments shall display the list of courses being offered one week before the start of the semester. All students shall register courses from that list as per requirements of their degree Programme before start of the semester.
- 9.6 If a student fails to enroll / register in any semester he shall cease to be on the roll of the University.

10. FREEZING OF STUDIES

- 10.1 Freezing of studies in first semester is not allowed.
- 10.2 The minimum period of freezing will be one year.
- 10.3 A student may be allowed to freeze studies for two consecutive semesters (one year) once in the whole 04 semester academic programme on medical ground/genuine reason. The freezing of studies may, however, be required to be approved by the concerned Dean on the recommendations of Chairman. During the freeze period the student will be required to pay 25% of tuition fee of both freeze semesters to continue his registration in the University. Furthermore, the freezing time will not be counted towards maximum duration of study of a programme. In case the student uses the institutional facilities (such as library, labs, help from faculty etc.) he/she will be required to pay 50% of tuition fee during the freeze period.
- 10.4 A student wishing to freeze studies under normal condition shall apply for the same within the first month of the start of the semester, failing which he will be not allowed to freeze the studies.
- 10.5 Maximum duration of the degree programme shall remain the same. The frozen period shall count towards the maximum requirement of completion period for the degree programme.

- 10.6 Upon expiry of the frozen period, the student will be allowed to resume studies. The student will, however, be required to successfully complete all the semesters of his degree programme as described in respective scheme of study.
- 20.7 Freezing is not allowed in one year program.

11. ATTENDANCE

- 11.1 A student will be allowed to appear in examination only if he has attended 75% of the lectures / seminars delivered to his class in each course and 75% of the practicals prescribed for the respective courses.
- 11.2 Calculation of attendance shall start from the date of commencement of classes.
- 11.3 A date-wise record of the attendance of students shall be maintained by the respective teacher in each course. One week before the commencement of the mid term final term examinations, the teacher of each course shall send to the Chairperson of the Department a statement in duplicate showing the total number of lectures delivered and practicals conducted together with the total number of lectures and practicals attended by each student.
- 11.4 The period of absence in case of participation in co-curricular and sports activities with the permission of the Competent Authority may not be counted, as absence.
- 11.5 Absence from class for two consecutive weeks or more without any genuine reason shall entail cancellation of admission in the course by the class teacher which would only be restored on appeal to the concerned teacher made within 05 days of the cancellation order with payment of suitable fine to be deposited in the concerned departmental account. The class teacher will inform the Chairperson of the Department regarding cancellation and restoration of admission in the course.
- 11.6 Absence from a class for four consecutive weeks will debar the student from examination and the course will be considered dropped. He will be required to repeat.
- 11.7 A maximum of 02 weeks of leave can be granted by the concerned chairperson.

12. EXAMINATIONS

12.1 All students shall be required to take Mid Term and Final Term examinations in a semester on notified dates, besides class tests, assignments, etc. All examinations will be conducted as per notified academic calendar.

12.2 A student shall be eligible to appear in the examination provided that he has:

- a. been on the role of the University during the semester;
- b. registered himself for the concerned course(s) of study;
- c. attended 75% lectures and practices;
- d. paid all the University dues.

12.3 A student shall be evaluated in each course on the basis of various components of the study including class attendance, assignments, projects, lab work, presentation, quizzes, Mid Term, and Final Term examinations according to the following weightage.

12.4(a) **Evaluation Category “A” (in case of no practical)**

Component	Marks
Attendance	05%
Class Test, Quizzes, Assignments, Presentations etc	15%
Mid Term	20%
Final Term examination	60%

12.4(b) **Evaluation Category “B” (in case of practical)**

Component	Marks
Attendance	05%
Class Test, Quizzes, Assignments, Presentations etc	15%
Mid Term	20%
Practical Examinations	30%
Final Term Examination	30%

12.5 If any student fails to appear in the final term exam, due to any reasons, no separate/make up exam will be arranged for him and he shall be treated as absent and failed.

12.6 If a student misses a class test because of an emergency/official assignment, for which he has obtained prior permission from the Chairperson concerned, in writing, he shall take the test. A test will be arranged only once.

12.7 Minimum time allowed for mid term examination will be 60 minutes and that for the Final Term examination shall be 90 minutes.

12.8 In case of any discrepancy a student shall have the right of appeal to the Chairperson of the department concerned within one week.

12.9 There shall be no re-evaluation of answer books, only re-checking/re-totaling of marks will be allowed as per rules.

- 12.10 All evaluations in semester system shall be internal. The concerned teachers in all respective courses shall evaluate the students.
- 12.11 Project reports/thesis shall be evaluated by the concerned teacher/supervisor. Teaching departments shall devise appropriate procedures for the evaluation/supervision of project reports/thesis.
- 12.12 In subjects where External examiner(s) are required to be appointed, Controller of Examinations shall appoint such external examiner.
- 12.13 Each department shall have a Departmental Examination Committee, consisting of at least 3 members to decide all problems regarding evaluation. The decision of the committee shall be final.
- 12.14 A handicapped/disabled student will be provided writer at the expense of the student concerned on the recommendations of the Chairperson of the teaching department. The writer shall be of a lower grade of education than the candidate. He would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.
- 12.15 Assignments / projects of MA/MSc level will be passed through plagiarism software. The maximum limit of similarity index for assignments / projects of MA/MSc level will be 50%.

13. GRADING POLICY

The following grading policy will be implemented upon students admitted during Fall 2016 and on ward.

% age Marks	Grade Point	Letter grade
Below 50	0	F
50	2.00	C-
51	2.05	
52	2.10	
53	2.15	
54	2.20	
55	2.25	C
56	2.30	
57	2.35	
58	2.40	
59	2.45	
60	2.50	C+
61	2.55	
62	2.60	
63	2.65	
64	2.70	
65	2.75	B-
66	2.80	
67	2.85	
68	2.90	
69	2.95	
70	3.00	B
71	3.05	
72	3.10	
73	3.15	
74	3.20	
75	3.25	B+
76	3.30	
77	3.35	
78	3.40	
79	3.45	
80	3.50	A-
81	3.55	
82	3.60	
83	3.65	
84	3.70	
85	3.75	A
86	3.80	
87	3.85	
88	3.90	
89	3.95	
90---100	4.00	A+

14. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

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

$$\text{GPA} = \frac{\text{Sum of (Credit Hours of a Course x Obtained G. P) of all courses of a semester}}{\text{Sum of a Credit Hours of all Courses of a semester}}$$

$$\text{CGPA} = \frac{\text{Sum of (Credit Hours of a Course x Obtained G. P) of all courses of all semesters}}{\text{Sum of Credit Hours of all Courses of all semester}}$$

14.2 **CGPA Required For Completion of Degree.** Minimum qualifying CGPA for the award of Master Degree shall be 2.50.

15. REPEATING A COURSE

15.1 If a student fails to secure a minimum of 50% marks in any course, he shall be required to repeat the same or an equivalent course whenever offered.

15.2 If a student repeats a course, the old grade will be replaced with the new grade, however, such course will be reflected as repeat course on the final transcript.

15.3 A student may be allowed to repeat a course for improving his GPA/CGPA, if it is less than 2.50.

15.4 To attain the minimum required CGPA for graduation i.e. 2.50, a student may repeat suitable of 6 courses on the approval of the concerned Dean.

15.5 Repeating a course shall entail all the essential components of a course including attendance, assignments, class tests, mid-term and terminal examination.

15.6 A student who misses Final-Term examination in all the subjects in a semester, he will have to repeat the same semester subject to fulfillment of the required residency of a program.

15.7 Chairman of the department will arrange special classes for students who failed in single paper in last semester for the degree programme. Such students will deposit fee for failed paper.

16. PROBATION

(a) When GPA/CGPA of a student in a semester is more than 1.00 and less than 2.00, he will be promoted to the next semester and will be placed on probation.

(b) In a 02 Semester Academic Programme there will be no probation.

(c) In a 04 Semester Academic Programme there will be 01 probation.

(d) If a student does not improve his GPA to 2.00 in the probation he will be dropped out.

- 16.1 If a student fails to complete successfully a minimum of 66 credit hours by the end of the 6th semester, he shall not be awarded degree and shall cease to be a student of the University, unless extension in studies is granted by ASRB.

17. DROP OUT

- 17.1 Drop out means that a student is considered unsuitable for further studies at the University and is dropped out from the programme or dropped out from a subject due to shortage of attendance.
- 17.2 A students will be dropped out by the Chairperson of the concerned department from the program or concerned teacher from a subject.
- 17.3 A student may not be dropped out from 3rd semester and onward in master Programme. Such students may be allowed to set in summer Semester. Furthermore, re-admission will be allowed in the first semester.
- 17.4 If the student remains absent for two consecutive weeks and does not readmit himself within 15 days will be dropped out from the semester/subject.
- 17.5 If the student remains absent for four consecutive weeks in a semester/subject will be dropped out from the semester/subject, respectively.
- 17.6 If his GPA/CGPA decreases from 1.00 in any Semester will be dropped out from the semester.
- 17.7 If he does not improve his CGPA to 2.00 in the last probation will be dropped out from the academic programme.
- 17.8 Once a student is dropped out from an academic programme he will be eligible for re-admission on merit in first semester in any academic programme of the University.

18. DEPARTMENTAL EXAMINATION AND STUDENTS GRIEVANCE COMMITTEE

- 18.1 Each department shall have a 03 member Departmental Examination Committee headed by a senior faculty member to be constituted by the Chairperson concerned.
- 18.2 Main functions of the Committee will be:
- a. to maintain uniformity of standards in the courses taught in the department by individual teachers.
 - b. to make arrangements for the conduct and supervision of examination.
 - c. to hear appeals arising from evaluation of papers.
 - d. to suggest and assist holding of seminars, presentations etc.
 - e. timely preparation and announcements of results of mid term and final term examinations.
 - f. to submit tabulated result showing subject wise detailed marks, percent marks, grade point and grades to the Controller of Examination duly authenticated by the Chairperson of the Department.

19. APPEALS

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

20. COURSE FILE

- 20.1 Every teacher shall maintain a complete Course File of the subject he teaches.
- 20.2 The course file shall contain:
 - a. attendance record,
 - b. detail description/outlines of the course,
 - c. weekly teaching schedule,
 - d. date of mid-term and final term examinations,
 - e. details of marks allocation/grading,
 - f. copy of each homework assignment,
 - g. copy of each quiz/class test,
 - h. copies of the question paper of mid term and final term examinations,
 - i. grades/result sheets of the students,
 - j. difficulties/problems faced during course delivery and recommendations.

21. TEACHER EVALUATION

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

- 21.1 Chairperson of the Department will ensure to have every course teacher evaluated by the students on the prescribed proforma.
- 21.2 Evaluation shall be done in the last week of the semester, in the absence of the course teacher so as to maintain impartiality.
- 21.3 This evaluation will be objective and will be shared with the concerned course teacher for his knowledge and improvement.
- 21.4 Evaluation done by the students will be completely anonymous, i.e. the student is not supposed to indicate himself by name, or roll numbers, or registration numbers or by any other means whatsoever.
- 21.5 The evaluation will be sent to concerned Dean for further necessary action.

22. AWARD OF MEDALS

- 22.1 In order of merit, 1st position holder in a discipline will be awarded a Gold Medal, 2nd position holder will be awarded Silver Medal and 3rd position holder will be awarded a Bronze Medal on the basis of highest CGPA/highest percentage marks.
Provided that the student has not failed in, or repeated any course and has completed the course work in the normal period in first attempt as prescribed in these rules.

- 22.2 The award of Medals / Roll of Honor shall be decided by the following Committee:
- i. Dean of the concerned faculty **Convener**
 - ii. Chairperson of the concerned department **Member**
 - iii. Registrar **Member**
 - iv. Director Academics **Member**
 - v. Controller of Examinations **Member/Secretary**

22.3 If more than one student secures the same CGPA, the position will then be determined on the basis of percentage of marks obtained. Even if still a tie, all will be awarded Medals.