

KARAKORAM INTERNATIONAL UNIVERSITY GILGIT- BALTISTAN

SEMESTER RULES AND REGULATIONS

UNDERGRADUATE 4 YEARS PROGRAMS



Provisionally Approved by the Academic Council vide Agenda item 6th of in its 1st meeting held on September 19, 2014, referred to Head of Academic Departments for final Approval. Approved by the Head of Academic Departments chaired by Vice Chancellor vide Agenda item 1st of in its meeting held on October 27, 2014

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KARAKORAM INTERNATIONAL UNIVERSITY GILGIT-BALTISTAN

SEMESTER RULES AND REGULATIONS

UNDERGRADUATE 4 YEARS PROGRAMS

1) SHORT TITLE, COMMENCEMENT AND APPLICATION

- 1.1. These Rules and Regulations, framed under KIU order 2008, shall be known as Semester Rules and Regulations for undergraduate program.
- 1.2. These Rules and Regulations shall come into force with immediate effect.
- 1.3. These Rules and Regulations shall apply to all BS (4 years program) students of Karakoram International University.

2) DEFINITIONS

- a. **Academic Program:** Means a Program of studies, which leads to the award of a Degree to the students, after successful completion of all its requirements.
- b. **Admission Office:** Means admission section of the University.
- c. **Assessment:** Means evaluation of performance of students in academic Programs, including examinations, assignments, practicals, project work, seminars and tutorials.
- d. **Assignment:** A task relevant to a course of study assigned by concerned faculty member to substantiate the course contents. The assignment may or may not be graded.
- e. **Cease.** Means that a student is declared to discontinue for further studies.
- f. **Class Assignment:** Means a task relevant to a course of study to substantiate the course contents. An assignment may or may not be graded.
- g. **Contact Hour:** Means one hour spent on teaching, lab work, practicals, research work, projects, seminars, workshops, internships, etc.
- h. **Controller:** Means Controller of Examinations of the University.
- i. **Course:** Means a course of study leading to the successful completion of the degree.
- j. **Credit Course:** Means a course required for a degree and is counted towards CGPA.
- k. **Credit Hour (C.H.):** 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.
- l. **Dean:** Means Dean of a faculty of the University.
- m. **Department:** Means an Academic Department of the University.
- n. **Department Council:** A committee including concerned Head of the Department and there

senior faculty members of the department.

- o. Drop out:** Drop out means that a student considered unsuitable for further studies at the University is removed from the roll of the Program.
- p. Examinations:** Means the semester Examination.
- q. Examiner:** Means a person appointed to conduct an examination.
- r. Faculty:** Means Faculty of the University having two or more departments.
- s. Fee:** Fee charged for every course attended by a registered student.
- t. Freeze:** Means Freezing of studies.
- u. Grade:** Means a letter grade which represents certain educational standard earned by a student.
- v. Grade Point (GP):** Means number of points assigned to percentage of marks obtained.
- w. Grade Point Average (GPA):** Means the average of GP earned by a student in a semester.
- x. Cumulative Grade Point Average (CGPA):** Means the average of GP earned in all courses in two or more than two semesters of an Academic Program.
- y. Chairperson:** Means Chairperson of an Academic Department of the University.
- z. Non-Credit Course:** Means a course of study, successful completion of which is required for a degree but does not count towards GPA.
- aa. Practical/Lab Test:** These tests include all examinations that ascertain the level of competency of practical application of knowledge acquired.
- bb. Project:** Project is a research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use at BS program.
- cc. Probation:** Means a period for which a student is said to be on probation if his GPA/CGPA in a semester is lower than the required for promotion to the next semester.
- dd. Provost:** Means provost of the university.
- ee. Registrar:** The Registrar of the University.
- ff. Registration:** Means Registration of the student in a Teaching Department of the University.
- gg. Subject or Course:** A “Subject” or “Course” means asset of topics or contents related to an academic Program, which is to be studied by a student for a fixed number of hours during a semester. Each subject will carry a specific discipline code and number.
- hh. Undergraduate Student:** means Students of BS (4 year) Degree .
- ii. University:** Means Karakoram International University.
- jj. Vice Chancellor:** Means Vice Chancellor of the Karakoram International University Gilgit-Baltistan
- kk. S/He:** Pronoun stands for both she and he.

3) ACADEMIC PROGRAMS / SCHEME OF STUDIES

- 3.1. Karakoram International University shall offer undergraduate study Programs as per KIU Order, 2008.
- 3.2. Undergraduate study Programs include all Bachelor and equivalent programs (16 years of education).
- 3.3. Four-year Bachelor Degree Programs:
 - a. shall spread over a minimum of 08 semesters (4 years) and a maximum of 12 semesters (6 years), excluding summer semesters, if any.
 - b. shall be of a minimum of 124 credit hours.
- 3.4. All Academic departments shall be responsible for developing schemes of studies, and syllabi/courses for their academic programs in the light of the HEC approved curricula. The scheme of study and syllabi shall be reviewed and finalized by the respective Department Council. The same shall be submitted to the Faculty Council and Academic Council. The scheme of studies and syllabi shall become effective from the date of approval by the Academic Council or any other date as the Academic Council may determine. However, the Vice Chancellor may grant approval in anticipation on the recommendation of Chairperson and Dean concerned.

4) ELIGIBILITY CRITERIA FOR VARIOUS PROGRAMS

Each degree program will have eligibility conditions for admissions set by Departmental Council and conveyed to Admission Office, Deputy Registrar (Student Affairs and Alumni). Annex-A

5) ADMISSION PROCEDURE

- 5.1. Admissions for BS/Bachelor (4 years) degree programs shall be made every year for spring semester only.
- 5.2. Admission to BS/Bachelor (4 years) will be announced preferably after the declaration of the results of Intermediate examinations and the whole process shall be completed preferably one month prior to commencement of the semester.
- 5.3. Admission will be open to all eligible candidates as per following;
 - a. From Gilgit Baltistan 80% of total seats in each discipline in each department.
 - b. From all over Pakistan (excluding Gilgit-Baltistan) 20% of total seats in each discipline in each department.
 - c. Foreign students seeking admission in the University shall be required to submit their

applications through the HEC, Government of Pakistan. Such students shall be included in 20% as described in (b) above.

- 5.4. Admission will be open to all eligible candidates without discrimination on the basis of caste, creed, and gender.
- 5.5. The University shall invite applications for admission to various academic programs on prescribed application form, through an advertisement by the Admission Office, Deputy Registrar (Student Affairs and Alumnai) indicating clearly number of open-merit seat as well as those on quota basis. The number of seats in each degree program will be decided by the departmental council and conveyed to the Admission Office.
- 5.6. The advertisement shall be published in at least in one local and one national level daily news papers together with University Website.
- 5.7. Candidates shall be required to submit application forms (Annex-B), within the stipulated time, complete in all respects, along with the following documents duly attested by an officer (BPS-17) and above.
 - a. Attested copies of S.S.C, H.S.S.C or equivalent examination certificates.
 - b. Attested copies of detail marks certificates.
 - c. Attested copy of character certificate from the head of the institution last attended.
 - d. Attested copy of domicile certificate.
 - e. Three passport size photographs.
 - f. Migration certificate (original) within 15 days after admission.
 - g. Attested copy of computerized national identity card or form 'B'.
 - h. Every application shall be accompanied by an affidavit(Annex-C) signed by the applicant and countersigned by his father/guardian stating that s/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.
- 5.8. Candidates applying for admission to more than one campus / discipline and category (quota) will be required to submit a separate application form along with all supporting documents, for each campus / discipline and category (quota).
- 5.9. Admission shall be granted strictly on merit based on scored obtained calculated as follows.

$$a = \frac{\text{Marks obtained in SSC}}{\text{Total Marks of SSC}} \quad \text{X 40}$$

$$b = \frac{\text{Marks obtained in HSSC}}{\text{Total Marks of HSSC}} \quad \text{X 60}$$

Score obtained = a + b

Note: For preferred/relevant subject 20 Marks will be added to the marks obtained in HSSC prior to determination of merit. In case of improvement of division or passed examination(s) in

parts, 10 marks will be deducted from the marks obtained by the candidate in SSC and HSSC prior to determination of merit respectively.

5.10. In case a student has passed his/her HSSC or equivalent examination before the current session, an affidavit must be submitted to this effect, that he has not been registered in any other institution/university and has not completed a regular degree program already.

5.11. 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.

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

5.13. The number of open merit and quota seats shall be determined by the Academic Council on the recommendations of the Departmental Council and Faculty Council.

5.14. The details of reserved seats are as under:

a. Sports	01 seat per discipline per department
b. Hafiz-e-Quran	01 seat per discipline per department
c. Disable	01 seat per discipline per department

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

Chairperson of the Concerned Department	Convener
Three Senior Faculty Members	Members

5.16. All the candidates shall be required to bring the relevant original documents for inspection by the Departmental Admission Committee.

5.17. If two candidates have equal merit, the one senior in age shall be given preference over the other for the purpose of admission.

5.18. 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.

5.19. 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.

5.20. Late admission will be allowed to only those candidates who are on waiting list. They will be informed about their selection by placing information on the University notice board and will be required to finalize the admission requirements within the notified period.

- 5.21. Equivalence of academic qualifications by the concerned Board, Inter Board Committee of Chairmen (IBCC), shall only be acceptable.
- 5.22. All candidates selected for admission will be required to submit an undertaking at time of checking of documents, on a judicial stamp paper of Rs. 30, as per specimen provided in Annex – L.
- 5.23. Within 15 days of completion of admission, the Admission Office, Deputy Registrar (Student Affairs and Alumnai) shall send profiles of all the newly admitted students to the Internal Examinations and concerned Departments. The profile shall include registration number, name of student, father name, date of birth, examinations passed with year, marks obtained, divisions and number with date of the deposit slip.
- 5.24. All admissions shall remain provisional till verification of all the documents of newly admitted students by the Admission Office, Deputy Registrar (Student Affairs and Alumnai). If any student is found guilty for submission of fake documents, his admission shall be cancelled immediately without any notice at any stage.
- 5.25. Admission to one department shall not give any student a right of admission/migration to another department.
- 5.26. The University may suspend any particular discipline if the number of applicants is less than 10 or due to any other reasons. In such cases, the applicants may be considered for admission to another discipline subject to meeting prescribed eligibility criteria, merit and availability of seats.
- 5.27. The following categories of candidates shall not be eligible for admission:
- a.** Who have got a degree/certificate with ‘third division’ in annual system or ‘less than 50% marks or equivalent for other than annual system’ in the required qualification for admission to the specific program.
 - b.** Who have ceased to be students of this University/ any other university on disciplinary grounds.
 - c.** Who is already registered in any degree program in any institute. In case of dual registration, admission of the student will be cancelled without any prior notice.
- 5.28. If a student fails to join a program during the first two weeks of the commencement of the semester as per announced schedule, his admission shall stand cancelled automatically without any notice.
- 5.29. No change of discipline once the admission finalized.

6) CHANGE OF DISCIPLINE/DEPARTMENT

- 6.1. Any student admitted in the first semester can change his discipline/department within the 15 days of the start of the semester through recommendations of the concerned departments and approval by the concerned Dean(s). The admission office shall help the departments in this regard.
- 6.2. However, the students changing to any department must be eligible as per admission criteria of the department and subject to;
 - a. Availability of seats.
 - b. Merit of the student should not be less than the last admitted student in the same program
- 6.3. Any student after first semester cannot change his/her discipline/department.

7) MIGRATION

- 7.1. Migration in the first semester is not allowed.
- 7.2. Migration from KIU is allowed from second semester onwards.
- 7.3. Migration to KIU is allowed from second semester onwards with the approval of the concerned Dean on recommendation of concerned Chairperson of the Department, 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 courses to be determined by the Departmental Admission Committee.
 - d. Completion of the residency requirements of the said program.

8) SEMESTERS

There shall be two regular semesters, Spring and Fall, in an academic year. In addition to this there may be summer semester if required or otherwise.

9) REGULAR SEMESTERS

- 9.1. Each regular 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 circumstance the compensation shall be

made accordingly.

- 9.2. The spring semester shall start in the last week of February and will end in the last week of June. Fall semester shall start in the last week of August each year and will end in the last week of December.
- 9.3. The University will observe semester break, winter, spring and summer vacations on dates to be announced by the University.

10) SUMMER SEMESTER

- 10.1. At times, a specific Department may offer a special semester during summer vacations if feasible with the approval of the Vice Chancellor.
- 10.2. Summer semester shall not be a regular semester and will offer opportunity only to those students who are short of the required GPA/CGPA for promotion to the next semester.
- 10.3. Those students who have failed/withdrawn from a course or required to improve his GPA/CGPA as per semester rules may be allowed to register in summer semester if the same or an equivalent course is offered.
- 10.4. Summer semester will be of 7 weeks duration with double contact hours.
- 10.5. A student shall be allowed to take a maximum of three courses in summer semester.
- 10.6. Students would have to pay the semester/course fee as notified by the admission office of the university.
- 10.7. The instructor/teaching staff, who will teach in summer, shall be paid with extra remuneration.

11) CREDIT HOURS

- 11.1. A credit hour means teaching a theory course for one hour each week throughout the semester for minimum of 16 weeks.
- 11.2. A course shall be defined on the basis of credit hours being taught in a week.
- 11.3. A course that shall be counted in calculation of GPA/CGPA is called 'credit course', while a course that shall be mandatory to pass but shall not be counted in calculating GPA/CGPA is called 'non-credit course'. Audited course is also a non-credit course that a student takes by choice.
- 11.4. One credit hour in laboratory or experimental work would require a contact of at least two hours per week throughout the semester.
- 11.5. 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.

- 11.6. A course of 3 credit hours with a denotation of 3(3-0) means three credit hours of theory with no practical.
- 11.7. A course having 3 credit hours with denotation of 3(2-1), means two lectures of one hour each and one practical of 2 hours per week.
- 11.8. A course having 4 credit hours with denotation of 4(3-1), means three lectures of one hour each and one practical of 2 hours per week.

12) SEMESTER RENEWAL AND COURSES REGISTRATION

- 12.1. A student must have to enroll / register in each semester till completion of his studies.
- 12.2. Registration will be completed only when a student submits properly filled registration form (Annex-E) along with fee deposit slip within the notified period of time by the Admission/Students Affair's.
- 12.3. A full-time regular student will be allowed a maximum work load of 18 credit hours per semester. However, a student may register 21 credit hours if the student has CGPA more or equal to 3.5.
- 12.4. In case a student repeats some courses, s/he may be allowed a maximum of 21 credit hours per semester irrespective of CGPA in the last semester. Additional fee will be charged for repeating course(s).
- 12.5. 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 on the transcript as non-credit course, without any impact on GPA/CGPA of the student.
- 12.6. A student may freeze his studies for a maximum one academic year.
- 12.7. Academic 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 program before start of the semester.
- 12.8. If a student fails to register in any semester the student shall cease the semester so that s/he may be on the roll of the University.

13) ATTENDANCE

- 13.1. A student will be allowed to appear in examination only if s/he has attended at least 75% of the lectures delivered to his class in each course. In case of theory and practical the same will be applied on both separately.

- 13.2. The Chairperson will have the power to waive off 10% of shortage of attendance in case of genuine reason/s on the recommendation of the Departmental Semester Committee by charging Rs. 1000 (each course). This relaxation clause will be applicable to a maximum of 6 papers only in the entire course of study, be recorded in the file of the student and will be reconsidered by the relevant bodies after a period of five years.
- 13.3. A student who does not satisfy the requirements of attendance (at least 75% in each course) shall be ineligible to appear for the final-term examination of that course and s/he may/shall repeat that course as regular student whenever it is offered again.
- 13.4. Calculation of attendance shall start from the date of commencement of classes to last class.
- 13.5. 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 and final-term examinations, the teacher of each course shall send the attendance record 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.
- 13.6. If a student represents the university, province or country in sports, or any other officially sponsored activities during a semester, s/he will be given benefit in attendance up to 10% in that semester, by the Competent Authority, on the recommendation of the Chairperson of the Department concerned.
- 13.7. Absence from class for two consecutive weeks or more without any genuine reason shall entail cancellation of admission in the course by the chairperson on the recommendation of class teacher which would only be restored on appeal to the head of the Department made within 05 days of the cancellation order with payment of Rs.1000.
- 13.8. Absence from a class for four consecutive weeks will debar the student from examination and the course will be considered dropped. S/He will be required to repeat the said course.
- 13.9. A maximum of 02 weeks of leave on medical grounds will be considered on case to case basis sanctioned by the Chairperson of the Department concerned.
- 13.10. Sanction of leave beyond two week will be granted by the Dean on the recommendations of the Chairperson. The maximum leave period to be availed in exceptional cases on very genuine grounds in one semester will not exceed Thirty (30) days. (However the total percentage of attendance must be 75%, failing which student will not be eligible to appear in Terminal Exam.

14) EXAMINATIONS

- 14.1. 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.

14.2. A student shall be eligible to appear in the examination provided that s/he has:

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

14.3. 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 %weight.

a. Evaluation Category “A” (in case of non-practical courses)

Component	Marks
Quizzes, Assignments, Presentations etc	20%
Mid Term	30%
Final Term examination	50%

b. Evaluation Category “B” (in case of courses with practical of one credit hour)

Component	Marks
Quizzes, Assignments, Presentations etc	15%
Mid Term	25%
Practical Examinations	20%
Final Term Examination	40%

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

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

14.6. In order to pass a course, a student must obtain at least 50% marks in aggregate in that course, i.e. marks obtained in class tests/assignments, etc plus marks obtained in mid- term plus marks obtained in final examination. It will also be essential to pass practical examination separately, where applicable.

14.7. After marking the class tests, quizzes, mid-term examination and final examination papers the same must be shown to the students and discussed with the class. Any question relating to marking should be discussed with individual students but the answer papers, projects

assignments, term paper etc, should be taken back from the students immediately after the students have seen their performance and discussed the questions, if any, with the instructor to be kept safely for record.

- 14.8. In case of any discrepancy a student shall have the right of appeal to the Chairperson of the department concerned within one week after relevant activity.
- 14.9. All evaluations in semester system shall be internal. The concerned teachers in all respective courses shall evaluate the students.
- 14.10. The instructor/teacher/evaluator has to ensure the submission of the result to examination office within 7 days of the exam of relevant subject, countersigned by the Chairperson.
- 14.11. The finalized results of each student shall be displayed by the examination office on the notice board of the university within 30 days after the last paper of examination.
- 14.12. Course Project/internship reports shall be evaluated by the Departmental Council after recommendation of concerned teacher. Department Council shall devise appropriate procedures for the evaluation of project/internship report.
- 14.13. 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.

14.14. Examination Aids

- a.** The only items students can take into the examination room are writing material (pens, pencils, eraser, and ruler). Writing materials are not permitted to have any annotations relevant to the content of the Unit.
- b.** All bags, textbooks and notes etc must be left outside or at the front of the room.
- c.** Bringing of mobile telephone to the examination room is NOT permitted. The mobile telephones will fall in the category of prohibited examination aid. If captured such material by the invigilating staff, its damage/loss will not be the responsibility of the University and the same will be kept for record being a UFM support material.
- d.** Where a particular examination states that candidates are allowed to bring and use specific aids, any candidate bringing items that exceed or contradict that statement will have such items either confiscated for the duration of the examination or, in marginal cases, handed in with their examination scripts.

14.15. Open Book Examinations

In addition to writing materials, students may take text books, notes, files, or a calculator into the examination room. Laptops, palm computers, mobile telephone sets and other electronic

devices are NOT permitted. Students enrolled will be advised during semester, of any specific items or limits.

14.16. Practical/Lab work

If a course includes a Practical/Lab work, the practical examination shall be held once, at the end of the course. But also, each day an experiment of laboratory work will be evaluated. Laboratory course will carry separate marks. It will be essential to pass separately in Laboratory work i.e, a student shall have to pass theory as well as practical examination separately.

14.17. Field Work

In Departments/Institutions where field work is involved, the method of evaluation shall be determined by the concerned Department.

14.18. All cases pertaining to UFM shall be dealt with in accordance with the provisions made under the regulations relating to UFM/malpractices in the examinations. Annex-F

14.19. A disabled student will be provided writer/amanuensis at the expense of the student concerned on the recommendations of the Chairperson of the teaching Department at least a day before of examination. The writer shall be of a lower grade of education than the candidate. S/He would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.

15) GRADING POLICY

The grade points (G.P) policy will be followed as per annexure K.

% age of Marks etc	Value	Grade	Remarks
49 and below	0.0	F	Fail
I	--	I	Incomplete
W	--	W	Withdrawal
P	--	P	Pass (Non-Credit Course)
R	65	B	Repeat/Improve

M/O = Marks Obtained

GP = Grade Point

Q.P = Grade points X Credit Hours

C.H One credit hour will be equal to 60 minutes,
students/teacher contact interaction per week during one semester

GPA = Grade Point Average

CGPA = Cumulative Grade Point Average

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

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

Formula to calculate GPA =
$$\frac{\text{Sum of the quality point (QP) of all courses of a semester}}{\text{Sum of the Credit Hours (CH) of all courses of a semester}}$$

Formula to calculate CGPA =
$$\frac{\text{Sum of the quality point (QP) of all courses of all semester}}{\text{Sum of the Credit Hours (CH) of all courses of all semester}}$$

Example: Calculation of GPA without withdrawal of courses:

Course Code	M/O	Grade	G.P	C.H	Q.P
CSC511	65	B	3.00	3	09.00
ICT513	72	B	3.47	3	10.14
CSC515	80	A	4.00	3	12.00
CSC517	51	C	2.13	4	08.52
CSC451	85	A	4.00	2	08.00
MTH519	42	F	0.00	3	00.00
Total				18	47.66

$$\text{GPA} = 47.66 / 18$$

$$\text{GPA} = 2.65$$

Example: Calculation of GPA with withdrawal of courses:

Course Code	M/O	Grade	G.P	C.H	Q.P
CSC511	65	B	3.0	3	09.00
ICT513	72	B	3.4	3	10.20
CSC515	80	A	4.0	3	12.00
CSC517	51	C	2.1	4	08.40
CSC451	85	A	4.0	2	08.00
MTH519	30	W	--	--	--
Total				15	47.66

$$\text{GPA} = 47.60 / 15$$

$$\text{GPA} = 3.18$$

16.2. **CGPA Required For Completion of Degree.** Minimum qualifying CGPA for the award of Bachelor degree shall be 2.5.

17) REPEATING A COURSE

- 17.1. If a student was not allowed to take the examination of any subject due to shortage of attendance in that subject, s/he shall be required to register himself/herself in that subject whenever offered again, attend the classes regularly and appear in the examinations.
- 17.2. If a student fails to secure a minimum of 50% marks in any course, s/he shall be required to repeat the same or an equivalent course whenever offered.
- 17.3. 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. but in case a student takes a new course in lieu of the course in which s/he failed, both the grades will reflect on his/her transcript i.e. old course grade and new course grade. The higher grade will be counted.
- 17.4. A student may be allowed to repeat a course with grade C for improvement.
- 17.5. To attain the minimum required CGPA for graduation i.e. 2.5, a student may repeat a maximum of 6 (total 18 credit hours) courses with grade C in a 08 semester academic program.
- 17.6. Repeating a course shall entail all the essential components of a course including attendance, assignments, class tests, mid-term and terminal examination.
- 17.7. A student who misses Mid-Term or Final-Term examination in all the subjects in a semester, s/he will have to repeat the same semester subject to fulfillment of the required residency / duration of a program.

18) ORGANIZATION OF TEACHING

- 18.1. Teaching in various courses shall be organized through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, projects, or any other method of instruction approved by the University.
- 18.2. Teaching shall be conducted by the university teachers or such other persons as may be declared to be teachers by the Regulations/Statutes/Rules.
- 18.3. The University has to offer every required course at-least once in an academic year.
- 18.4. English shall be the medium of instructions and examinations for all courses, except where it is otherwise approved by the relevant bodies/authority.

19) CHANGE OF COURSE/S

A student, with the permission of relevant Chairperson of Department, may be allowed to change

the course/s (where applicable) within two weeks of the commencement of a semester. No change of course shall be allowed beyond this time limit.

20) DROP/ADDITION OF COURSE/S (APPLICABLE TO INTEGRATED PROGRAM OF STUDIES WHENEVER INTRODUCED):

- 20.1. A student, with the permission of respective Chairperson of Department may be allowed to drop/add a course within two weeks of the commencement of semester subject to the provisions of minimum and maximum semester work load.
- 20.2. The dropped course will be deemed not to have taken by the student ab-initio and will not appear on his/her transcript altogether. Such a drop will be at the risk and cost of the student concerned.

21) WITHDRAWAL FROM COURSE/S

- 21.1. Withdrawal from a course will be allowed latest up to one week before the mid-term examination on the recommendation of the concerned teacher with the approval of the respective Chairperson of Department up to a maximum of 06 courses in the whole program.
- 21.2. Withdrawn course shall be represented by the letter grade 'W' on the transcript and will not be treated as 'F' grade, i.e. the credit hours of a 'W' course will not be taken into account while calculating GPA/CGPA of the student. Such withdrawal will be at the risk and cost of the student concerned.

22) IMPROVEMENT OF GRADES

- 22.1. A student desirous of improving grade(s), from Grade C, in selected course(s) may be allowed by the Chairperson after declaration of the result of the Final semester (at the end of program).
- 22.2. Such improvement shall be allowed for not more than any 08 (total 24 credit hours) courses if offered, and shall be done within two semesters after declaration of the result of the final semester. Fee for such improvement will be charge per course.
- 22.3. If a student failed to improve marks/CGPA in an attempt to improve, the previous result shall stand effective.
- 22.4. Attendance will not be mandatory in the courses for which one has registered for improvement of grades. Class quizzes, assignments, presentations and practical(s) etc shall remain the same.

23) MAKE-UP EXAMINATION

- 23.1. Make up test will be given on the request of those students who have fulfilled all requirements for appearing in the Mid/Final term examinations but could not appear for any genuine reason/s or due to attending national/international event/s on behalf of the university. Genuine reason refers to a condition/situation beyond human control. A certificate to this effect shall be produced for the consideration of semester committee.
- 23.2. Make-up examinations shall be conducted within 2 weeks of the end of the examination. In case of delay, reason/s must be recorded in writing.
- 23.3. The pattern, i.e. nature and number of questions and weight of the Make-up examination shall remain similar to that of the Mid/Final Term examination.
- 23.4. Those students who missed Mid/Final term examination due to attending national/International events on behalf of University shall be charged with normal examination fee, while those who missed the said examination due to some genuine/personal reasons shall be charged with double examination fee. Annex-G.
- 23.5. Any student failing to appear in the Make-up examination shall be required to re-register for the same semester as and when that semester starts in future. Such students will be required to re-register on the prescribed form issued by the Admissions Office/concerned Chairperson of Department.
- 23.6. Those students who avail makeup examination, it shall be reflected in the transcript. Such students shall not be entitled for any award/distinction (Gold Medal, Merit Certificate etc). This clause will not be applicable to students who attend national/ international events on behalf of the University as per rules.
- 23.7. A special chance of examination will be given to a student who face drop-out, only once in the entire program of study. Such a student will be allowed to appear in up to 6 papers/courses (total 18 credit hours) that are either failed or in which a student have grade C. In all such papers only latest marks shall be considered toward the calculation of CGPA. These papers/courses that are attempted under this relaxation will not be considered under improvement of grades/CGPA. It should be reflected on their DMCs accordingly. The student will pay double fee for each paper/course.
- 23.8. There will be no Special Examination in a semester for failed students; if a student fails in a course, s/he is required to repeat it.

Note 3: A student who completes all other requirement for the completion of degree and is failed in one or more papers will be required to pass these papers within a span of two years.

24) PROBATION

- 24.1. In a 08 Semester Academic Program there will be 2 Probations.
- 24.2. When GPA/CGPS of a student in a semester is more than 1.00 and less than 2.00, s/he will be promoted to the next semester and will be placed on probation.
- 24.3. If a student does not improve his GPA/CGPA to 2.00 in the first probation, s/he will be on (second) last probation.
- 24.4. If a student does not improve his GPA/CGPA in last probation, s/he will be re- admitted in semester they were placed on 1st probation.
- 24.5. If a student fails to complete successfully a minimum of 124 credit hours by the end of the 12th semester, s/he shall not be awarded degree and shall cease to be a student of the University.
- 24.6. The minimum required GPA/CGPA by each student in the respective semester(s) would as following.

Semester	Required CGPA
1 st	2.00
2 nd	2.00
3 rd	2.00
4 th	2.00
5 th	2.25
6 th	2.25
7 th	2.50
8 th	2.50

25) DROP OUT

- 25.1. Drop out means that a student is considered unsuitable for further studies at the University and is dropped out from the program.
- 25.2. A student will drop out by the Chairperson of the concerned Department.
- 25.3. If a student is found involved in any sort of political or agitational activities his/her case will be forwarded to Disciplinary Committee for recommending cancellation of admission or any other appropriate disciplinary action/punishment which may include punishment financially or expel from the academia.
- 25.4. 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.

25.5. If the student remains absent for four consecutive weeks will be dropped out from the semester/subject.

25.6. The dropped out students may re-admit himself in dropped semester whenever offered again by charging admission fee.

25.7. If his GPA decreases from 1.00 in any Semester will be dropped out from the semester.

25.8. A student who has been declared to be dropped in 1st, 2nd or subsequent semester due to GPA/CGPA less than 2.0 after availing the chance of 21.4 will be dropout from the academic program.

25.9. The rules of drop out from the academic program shall apply to students of 1st to 6th semester. There shall be no drop out from the academic program during 7th and 8th semesters.

26) CONDUCT OF EXAMINATION

26.1. All mid-term/terminal Semester Examinations of the University shall be held at concerned Academic Department.

26.2. Schedule (date sheet), for mid-term and final-term examinations, shall be notified by the Chairperson of Department in consultation with the Dean and Vice Chancellor, at least one weeks before the commencement of respective examination.

26.3. The examination department shall provide and maintain the answer sheets required. The examination department must get the receiving (handing over/ taking over) record of each answer sheet. The answer sheets would be provided by the Examination department on approval of the concerned chairperson of the Academic Department.

26.4. QUESTION PAPER

- a. All question papers are set by respective faculty member/Teacher.
- b. As per the spirit of Semester system, there will be no choice in attempting the questions.
- c. It will also be ensured that the question Papers are balanced with respect to the examination policy and have been prepared to cover the essentials of the whole syllabus completed by the faculty.
- d. In case the teacher who teaches a course is not present at the time of the examination, the Chairperson may appoint another teacher for the purpose.
- e. Every course teacher shall submit the sealed question papers to the course coordinator of the department concerned, at least 02 working days before the scheduled date of

mid/final term examinations.

- 26.5. The course coordinator shall make necessary arrangements for the conduct of examinations including date sheets, acquisition of stationary (answer books) from the Controller of Examinations' office, seating arrangement etc.
- 26.6. The course coordinator will ensure the following:
- 26.7. Candidates are seated in the examination room according to the seating plan prepared by the course coordinator of the Department.
- 26.8. All answer books used in the examination are initialed by them. No other answer books are to be used.
- 26.9. Answer books are issued to the supervisors 05 minutes before the commencement of the examination and retrieved at the end of the examination.
- 26.10. Absentee report, if any, is prepared and forwarded to the departmental Course coordinator.

26.11. EXAMINATION SUPERVISORS

Supervisors are deputed by the Department Course Coordinator after the approval of the Chairperson. They will report to the Course Coordinator 30 minutes before the commencement of examination and will ensure that

- a. The students are seated according to their seating plan.
- b. The students are warned against the use of unfair means and have been directed to surrender notes, papers or other unauthorized material before the commencement of the examination.
- c. That no Candidate is allowed to join the examination 30 minutes after its commencement.
- d. No Candidate is allowed to leave the examination room within one hour of commencement of examination. The visits to 'wash rooms' will be carefully controlled.
- e. The question papers and answer books of a Candidate detected using unfair means or assisting another candidate, or is copying from another candidate is taken away and the matter reported to the departmental course coordinator. Departmental Course Coordinator records all available evidence to be used as written proof later on.
- f. The Candidates write their examination roll/code/detail number on the front cover of each additional answer book used. If more than one answer book is used, they are handed over to the departmental course coordinator after the examination

26.12. USE OF REFERENCE MATERIAL DURING TESTS / EXAMS

Prior to class test/mid/terminal examinations the concerned faculty/invigilator shall announce

such books, notes or other material which can be referred to by the students during the tests/Examinations. Candidate will not be in possession of any other books, notes, papers or material etc.

26.13. STUDENTS RESPONSIBILITY/ INSTRUCTIONS TO CANDIDATES

- a. Candidates will report to the Examination Hall/Room, half an hour before the time fixed for the examination on the first day and 10 minutes on subsequent days. No books, notes or documents or other electronic devices like mobile .headphones, Bluetooth are to be taken in the examination place except those authorized by the examiner.
- b. All the female candidates will have to ensure their ears open to avoid the use of Electronic devices
- c. No candidate shall be allowed to enter the examination centre after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria the Chairperson may provisionally allow into the examination place a candidate who is late up to fifteen minutes after commencement of the examination, provided the candidate is required to fill in a Late Arrival Form (Annex-H) giving valid reasons, subject to concurrence of the Departmental Examination Officer.
- d. In case the examination starts late, for any reasons to be recorded in writing by the Departmental Examination Officer and forwarded to the Chairperson/HOD concerned, the invigilator shall extend the time for the period that has been lost.
- e. No candidate shall leave the examination hall without the permission of the invigilator.
- f. No candidate shall be allowed to leave the examination until half the scheduled time of that examination has passed. In case candidate has to leave the examination hall in emergency situation before this time, for any reasons to be recorded in writing by the Departmental Examination Officer, s/he shall not be allowed to take the question paper with him/her.
- g. No candidate shall be allowed to re-enter the examination hall if s/he leaves after handing over the answer book.
- h. No candidate shall be allowed to use toilet facilities until at least one hour after the commencement of the examination, and during the last ten minutes of the examination.
- i. The candidate shall fill in the details on the title page of the answer book.
- j. Candidate shall not ask for, and shall not be given any explanation about the question paper. In case any clarifications i.e., misprint/error, is required for any valid reasons, as ascertained by the departmental examination officer, it shall be done strictly after obtaining permission of the Chairperson concerned.

- k. Candidate shall not borrow anything like ruler pen etc. from other candidates during the examination in any circumstances.
- l. Candidate shall not talk or disturb other candidates after commencement of the examination.
- m. Candidate shall not remove a leaf or a part there of, from the answer book.
- n. While leaving the examination place candidate shall handover all answer books/papers etc to the Supervisory staff.
- o. Candidate who tries to use unfair means or creates law and order situation during the conduct of the examination or otherwise shall be dealt with under “Unfair Means Regulations”.
- p. In case answer book of a candidate is lost after having been received by the Departmental Examination Officer, and if s/he passes in all other subjects of the examination, s/he may be required to reappear in that one subject of which answer book is lost. If, on reappearing, s/he obtains pass marks, s/he shall be deemed to have passed the examination. In case of any dispute as to whether a candidate’s answer book was duly received by the departmental examination officer or not, the findings of the Departmental Examination Committee subject to the approval of the Vice Chancellor, shall be final.

27) UNFAIR MEANS (UFM) CASES

- 27.1. Duty teacher/invigilator shall report any unfair means (UFM) case to the Department Examination Officer and will be forwarded to Department Chairperson soon after the termination of the paper.
- 27.2. The Chairperson shall refer/report the UFM cases to the Department Examination Committee, which shall decide all such cases within three days of the termination of the examination.
- 27.3. The UFM cases shall be dealt with as per Annex- F

28) DECLARATION OF RESULTS

- 28.1. A faculty member/teacher is required to prepare the result of course/subject within 07 days after conducting paper.
- 28.2. After holding the mid-term examination of a semester, each teacher shall prepare four copies of the result/award lists on the prescribed award list (Annex-I) duly signed by the Chairperson of the Department and concerned Dean. S/he shall retain one copy and submit

three copies to the course coordinator along with answer books and question paper/s.

28.3. The Course Coordinator shall ensure that one copy of the award list is maintain in the record of the department, one copy in Dean office and one copy (along with answer sheets) sent to the Additional Examination (internal).

28.4. After holding the final-term examination of a semester, each teacher shall prepare four copies of the result/award lists (Annex-I) on the prescribed award list duly signed by the Chairperson of the Department and concerned Dean. S/he shall retain one copy and submit three copies to the Course Coordinator along with answer books and question paper/s.

28.5. The Course coordinator shall ensure that one copy of the award list is maintain in the record of the department, one copy in Dean office and one copy (along with answer sheets) sent to the Additional Examination (internal).

28.6. The examination office/section will ensure to display the results on the university notice board within 30 days after the date of result submission of final term examination of the semester.

29) ISSUE OF ACADEMIC TRANSCRIPT/DETAIL MARKS SHEET

A student desirous of obtaining Academic Transcript/detailed Mark Sheet may apply to the Chairperson/HOD along with the prescribed fee as per the policy issued on the subject by the Controller of Examination University.

30) THESIS/PROJECT

Thesis for the BS degree shall not be accepted earlier than 8th semester and later than 12th semester after the date of first registration..

31) CONDUCT OF THESIS EXAMINATION

At the end of his course of study, the candidate shall present three typed/written or printed copies of the thesis for examination. The candidate shall be required to attend an oral examination on his/her thesis.

32) RECORD KEEPING

All answer books shall be kept on record for five years (for 4 years programs) after the declaration of the final result at the Examination Section.

33) CGPA REQUIRED FOR THE AWARD OF DEGREES

Minimum requirement for the award of 4 year BS degree programs (16 years of education) shall be a CGPA of 2.5.

34) DEPARTMENTAL EXAMINATION AND STUDENTS GRIEVANCE COMMITTEE

34.1. Each department shall have a 03 member Departmental Examination Committee headed by a senior faculty member to be constituted by the Chairperson concerned.

34.2. 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 provision of seminars, assignments 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 internal Examination duly authenticated by the Chairperson of the Department.
- g. To review and analyze question paper on standard format and research evaluation.
- h. All the proceeding of the committee shall be recorded by the secretary and approved by the convener.

35) APPEALS

35.1. A student must submit an appeal to the Chairperson of the Department for any grievance on grade, within a week of the declaration of result.

35.2. The Chairperson of the Department shall forward it to the Department Examination Committee and it will be binding on the committee for hearing both sides (student and the teacher), and will give a final recommendation to the concerned Chairman within 5 days.

35.3. The recommendation of the examination committee and subsequent decision by the concerned Chairperson shall be final.

35.4. On the recommendation of the examination committee, the Chairperson may approve up to 5 grace marks in case the student has dropped out for scoring low in a single paper or in aggregate.

35.5. The Dean of Faculty , on the recommendation of the Chairperson of department and department examination Committee, may grant approval of up to 5 marks (one time) towards the end of completion of degree in cases where individual are deficient by a maximum of 5 marks for the next higher grade.

36) COURSE FILE

36.1. Every teacher shall maintain a complete Course File of the subject s/he teaches.

36.2. The course file shall contain:

- a. List of the students enrolled in class/subject
- b. Attendance record,
- c. Detail description/outlines of the course,
- 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.

37) FREEZING OF STUDIES

37.1. Freezing of studies in first and second semesters is not allowed in any circumstances.

37.2. A student may be allowed to freeze studies for two consecutive semesters (one year) once in the whole 08 semester academic program. The freezing of studies may, however, be required to be approved by the concerned Dean on the recommendations of Chairperson. During the freeze period the student will be required to pay 25% of tuition fee of both freeze semesters to continue his registration in the University. In case the student uses the institutional facilities (such as library, labs, help from faculty etc.), s/he will be required to pay 50% of tuition fee during the freeze period.

37.3. A student wishing to freeze studies shall apply for the same with in the first two weeks of the start of the semester, failing which s/he will be not allowed to freeze the studies.

37.4. Maximum duration of the degree program shall remain the same. The frozen period shall count towards the maximum requirement of completion period for the degree program.

37.5. Upon expiry of the frozen period, the student may be allowed to take admission. The student will, however, be required to successfully complete all the semesters of his degree program

as described in respective scheme of study.

38) UNIVERSITY SEMESTER COMMITTEE

38.1. There shall be a University Semester Committee to be constituted by the Vice Chancellor.

The committee shall comprise the following as members:

- a. All Deans
- b. Registrar or his nominee
- c. Dy. Registrar (Students Affairs & Alimni)
- d. Controller of Examinations or his nominee
- e. Director Quality Enhancement Cell (QEC)
- f. All Chairpersons

38.2. The Vice Chancellor shall make necessary arrangements for structuring of the semester committee in the absence of the above mentioned officers.

38.3. The Committee shall perform the following functions:

- a. Provide consultation to the Departments regarding implementation of semester system.
- b. Provide support in the implementation of semester system by arranging short courses for the faculty on various aspects.
- c. Monitor and report on the implementation of semester regulations and address various issues arising thereof.
- d. Recommend necessary amendments in the semester regulations, if needed.
- e. To deliberate on the reports to be submitted to Vice Chancellor by the QEC.

39) PANEL OF EXAMINERS

39.1. A panel of external examiners for evaluation of project report/dissertation and conduct of viva-voce examination shall be forwarded by Chairperson through the respective Dean for approval of the Vice-Chancellor.

39.2. The external examiner shall be appointed by the Chairperson from the approved panel of external examiners.

39.3. The external examiner shall evaluate the project report/dissertation and conduct viva-voce examination of the student on the date and time given by the Chairperson of the Department.

39.4. In case the project report/dissertation is judged as inadequate by the external examiner, s/he may reject the project report/dissertation or ask the student to revise the same.

39.5. The student shall be required to submit revised version of the project/report/dissertation within given time from the date of viva-voce examination. Revised version of the project

report/dissertation shall be examined by the Supervisor/Chairperson and a certificate will be issued to the effect that required changes have been made.

39.6. The result of revised version as received from the Supervisor/Chairperson concerned shall be declared and no further extension would be granted. If revised version does not fulfill the required changes, then the project/report/dissertation will be rejected and student will be considered as fail. In this case the student has to enroll and repeat the research after registration.

39.7. After the viva-voce examination, the successful student shall submit four hard binded blue color copies of the project report/dissertation to the department for onward submission to the examination section for declaration of the result. Annex-J

Note 4: Anti-plagiarism test will be conducted by the Project Coordinator or the concerned Supervisor countersigned by the HoD before submission of the work.

40) TEACHER EVALUATION

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

40.2. Director of the QEC will ensure to have every course teacher evaluated by the students on the prescribed proforma.

40.3. Evaluation shall be done in the last week of the semester, in the absence of the course teacher so as to maintain impartiality.

40.4. This evaluation will be objective and will be shared with the concerned course teacher for his knowledge and improvement.

40.5. 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.

40.6. The evaluation will be sent to concern Dean for further necessary action.

41) AWARD OF MEDALS

41.1. 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 higher CGPA/highest percentage marks.

41.2. 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 for Bachelor's program.

41.3. The award of Medals shall be decided by the following Committee:

Dean of the concerned faculty	Convener
Chairperson of the concerned department	Member
Registrar	Member
Controller of Examinations Internal	Member/Secretary

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

THE CRITERIA FOR BS 4 YEARS ADMISSION

Annex- A

Main Campus Gilgit			
PROGRAM TITLE	DEGREE	ENTRY REQUIREMENT	DURATION
Department of Computer Sciences			
Bachelor of Science in Computer Sciences	BS(CS)	HSSC(Maths,Physics,Computer)/ A Level or equivalent with at least second division (45% Marks)	4 years
Bachelor of Business Specialized in IT	BB (IT)	HSSC/A Level or equivalent with at least second division (45% Marks)	4 Years
Department of Mathematics			
Bachelor of Science in Mathematics	BS	HSSC(Maths,Physics,Computer)/ A Level or equivalent with at least second division (45% Marks)	4 years
Bachelor in Statistics	BS	HSSC (Math, Statistics) or equivalent with at least second division (45% Marks)	4 years
Department of Physics			
Bachelor in Physics	BS	HSSC (Math, Physics) A Level or equivalent with at least second division (45% Marks)	4 years
Department of Earth Sciences			
Bachelor in Earth Sciences (Petroleum Geology, Engg & Minerology)	BS	HSSC (Pre Med & Eng)/ A Level or equivalent with at least second division(45% Marks) for non-engineering and First division (60% Marks) for engineering disciplines	4 years
Department of Agriculture and Food Technology			
Bachelor in Agriculture & Food Technology	BS	HSSC /A Level (With Combination of Chemistry) with at least second division (45% Marks)	4 years
Department of Chemistry			
Bachelor in Chemistry	BS	HSSC /A Level (With Combination of Chemistry with at least second division (45% Marks)	4 years
Department of Biological Sciences			
Bachelor in Biological Sciences (Animal Sciences)	BS	HSSC Pre Medical /A Level or equivalent with at least second division (45% Marks)	4 years

Bachelor in Biological Science (Plant Sciences)	BS	HSSC Pre Medical /A Level or equivalent with at least second division (45% Marks)	4 years
Department of Business Management			
Bachelor of Business Administration	BBA	HSSC / A level or equivalent with at least second division (45% Marks)	4 years
Department of Educational Development			
Bachelors of Education Elementary 4 years	B.Ed	HSSC / A level or equivalent with at least second division (45% Marks)	4 years
Bachelors of Education Elementary 4 year	B.Ed	Completed 4 semesters (2 Years) ADE Program with at least second division (45% Marks)	2 years
Department of Modern Languages			
Bachelor in English	BA	HSSC / A level or equivalent with at least second division (45% Marks)	4 years
Department of International Relations			
Bachelor in International Relations	BS	HSSC / A level or equivalent with at least second division (45% Marks)	4 years
Department of Media and Communication			
Bachelor in Media and Communication Studies	BS	HSSC / A level or equivalent with at least second division (45% Marks)	4 years
Department of Environmental Sciences			
Bachelor in Environmental Sciences	BS	HSSC (Pre Med & Pre Eng)/ A Level or equivalent with at least second division (45% Marks)	4 years
Department of Economics			
Bachelor in Economics	BS	HSSC / A level or equivalent with at least second division (45% Marks)	4 years
Department of Behavioral Sciences			
Bachelor in Behavioral Sciences	BS	HSSC / A level or equivalent with at least second division (45% Marks)	4 years
Skardu Campus			
Department of Computer Sciences			

Bachelor of Sciences in Computer Sciences	BS(CS)	HSSC(Maths,Physics,Computer)/ A Level or equivalent with at least second division (45% Marks)	4 years
Bachelor of Business Specialized in IT	BB (IT)	HSSC / A level or equivalent with at least second division (45% Marks)	4 years
Department of Educational Development			
Bachelors of Education Elementary 4 years	B.Ed	HSSC / A level or equivalent with at least second division (45% Marks)	4 years
Department of Modern Languages			
Bachelor in English	BA	HSSC / A level or equivalent with at least second division (45% Marks)	4 years
Department of Business Management			
Bachelor of Business Administration	BBA	HSSC / A level or equivalent with at least second division (45% Marks)	4 years



KARAKORAM INTERNATIONAL UNIVERSITY

GILGIT BALTISTAN

Admission Form for the session 2013-14 Annex-B

Please Affix
Recent
Photograph

Application No. (Office use) _____

1. Application for admission in Department of _____

2. Program/Class _____

3. Applicant's Personal Record

a. Name (in block letters)

b. Father's Name

c. Guardian's Name

d. Date of Birth

 e. CNIC No.

f. Postal Address _____

g. Permanent Address _____

District _____ Tehsil _____ Village _____ PO _____

h. Father's Occupation

 Phone No.

i. Guardian's Occupation

 Phone No.

j. Applicant's e-mail _____ Mobile No. _____

4. Applicant's Academic Record

Examination	Year	Division	Marks		Major Subjects	Name of Board/ University
			Obtained	Total		
SSC						
HSSC						
Bachelors						
B. Ed						
MA/ M. Sc						
MS/ M. Phil						
Other						

5. Declaration by the Father / Guardian

Annex-C

I declare that in the event of admission of my son/ daughter/ ward to the University,

1. I (Father/ Guardian) will consider myself responsible for the payment of the University fee and my other dues.
2. I will also be responsible for making up any loss/ damage caused by the applicant to the University building and facilities during the course of his/ her enrolment in the University.
3. If, during the course of his/ her studies the applicant takes part in any political activity or becomes a member of a political or student organization, I will be responsible for that, and affirm that the Vice Chancellor will be within his rights to struck off the applicant's name from the University roll.
4. I affirm that the Vice Chancellor can bar the student from appearing in the University Examinations for poor attendance.
5. The Vice Chancellor is authorized to struck off the student's name from the University Roll for infringement under University Rules and Discipline.
6. If the documents submitted by my son/ daughter/ ward for admission are proved incorrect at any stage or found to be fake or to contain an incorrect statement or error which may affect the merit, will be held responsible and the University will have the authority to cancel his/ her admission and undertake disciplinary action against him/ her.
7. I undertake that in case my son/ daughter/ ward fail to meet the University attendance requirement (minimum 75%) he/ she will be barred from University examinations. If my son/ daughter/ ward fails to pay University fees by the due date he/ she will be suspended from the University bearing full responsibility for consequences. In such cases neither myself nor anyone else will file petition against the University for condiment.

6. Declaration by the Applicant

1. I pledge to abide by the Rules and Regulation of the University now in face or those issued from time to time and that I will not take part in political activity of any kind.
2. I understand that all University property is a national asset in our trust and any attempt to occupy any of it unlawfully or to cause damage will be considered a criminal act which may be handed over to the law enforcing agencies.
3. I pledge that I will not keep in my possession weapons of any kind on campus or at any University related function, whether licensed or unlicensed.
4. Affirm that I have not take admission in any other University or degree awarding institute. I also affirm that I will not take admission in any institute during my stay in this University. If proved otherwise at any time admission may be cancelled forthwith and all fees paid to the University forfeited.
5. I affirm that I have not been expelled by any institute at any time, no serious disciplinary action has taken against me and have never taken part in any unlawful activity while attending any institution.
6. I affirm that, if at any stage the documents submitted by me for admission are proved forged/ fake or carry any statement or clerical error which may affect the merit of my admission. I shall be held responsible and the University will be within its rights to cancel my admission and to take the necessary action against me.
7. I undertake not to join or support any student union, group or political organization during my stay in the University, if I do so the University is authorized to cancel my admission.
8. I undertake to attend to my academic obligations as close to 100 % as possible and agree that if I do not record at least 75 % attendance I will have no right to participate in University examinations. I undertake that in such a case neither myself nor my parents nor anyone else will have any right to file petition against the University for any consideration.
9. I undertake to pay all University fees and dues by the dates prescribed by the University, failing which I will be suspended from the University and that I will be responsible for the consequences. Neither myself nor my parents nor anyone else will have any right to petition or challenge the University in this respect.
10. I pledge that I will not be involved in any kind of copying, cheating and plagiarism and know the penalties as per HEC rules.
11. I will wear KIU student card all the time during my presence in campus.

Signature of Father/ Guardian

Signature of Applicant

Date _____

Note:

1. The Admission form should be submitted to the Student Affairs Office, Karakoram International University before the prescribed deadline along with 1000/- in shape of draft / pay order in favor of KIU Gilgit.

Documents to be attached

1. Attested academic credentials (Two set)
2. Three recent PP size photographs
3. Domicile Certificate
4. Migration Certificate (in case of board other than KIU)

S. No: _____

Karakoram International University

Gilgit Baltistan

Registration of Course (Provisional)

Annex-D

Name: _____ F/Name: _____ Regn. No. _____

Department: _____ Class _____ Semester _____ CGPA _____

(COURSES TO BE OFFERED)

S. No	Code Corde	Course Title	Credit, hrs	Normal / Repeater
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Courses being offered as NON-CREDIT _____

Note:

- Certified that the particulars given above are correct.
- I have deposited the current semester fee vide Challan No. _____ Dated. _____

Dated:- _____

Signature of Student

Signature of Chairperson

Signature of Deputy Controller
(Internal Exam)

Signature of Deputy Registrar
Student Affairs & Alumni

S. No: _____

Karakoram International University

Gilgit Baltistan

Registration of Course (Provisional)

Name: _____ F/Name: _____ Regn. No. _____

Department: _____ Class _____ Semester _____ CGPA _____

(COURSES TO BE OFFERED)

S. No	Course Code	Course Title	Credit, hrs	Normal / Repeater
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Courses being offered as NON-CREDIT _____

Note:

- Certified that the particulars given above are correct.
- I have deposited the current semester fee vide Challan No. _____ Dated. _____

Dated:- _____

Signature of Student

Signature of Chairperson
Chairperson

Signature of Deputy Controller
(Internal Exam)

Signature of Deputy Registrar
Student Affairs & Alumni

ACTS OF UNFAIR MEANS AND PENALTIES FOR SUCH ACTS

Annex-F

(I) ACTS OF UNFAIR MEANS IN EXAMINATIONS:

A candidate appearing in an examination who makes himself responsible for any of the categories of reprehensible conduct enumerated below shall be liable to such punishment as mentioned in the relevant sub section.

- a. Giving or receiving assistance or copying from any book, paper or memorandum or another candidate's answer book or allowing any other candidate to copy from his answer-paper or using or attempting to use these or any other unfair means;
- b. Deliberately changing previous arrangements for cheating in the examination, smuggling of answer-book, or impersonation or misconduct of a serious nature;
- c. Obtaining admission to an examination on a false representation made in his application or admission form.
- d. Using abusive or obscene language in his answer-book.
- e. Forgering another person's signature on his application or admission form.
- f. Refusing to obey the lawful orders or the supervisory staff/ Inspector of the examination center in the examination hall/room or changing his seat or roll number card with another candidate or creating disturbance or any kind during the examination or otherwise misbehaving in or around an examination center.
- g. Being found in or around an examination centre in possession of fire arms or anything ordinarily used as a weapon of offence.
- h. Any one helping the candidate in cheating in and outside the examination hall.

(II) PENALTIES FOR ACTS OF UNFAIR MEANS IN EXAMINATIONS

ACT		PENALTY
Possession of cheating material		
1.	Not copied	Fine or Rs.500/- per paper
2.	Copied	Fine of Rs. 500/- per paper with cancellation of the particular paper(s)
3.	Making appeals of serious nature to examiners	Fine or Rs. 1000/-
4.	Removal of sheets from script or continuation sheet	Fine or Rs. 1000/-
5.	Using abusive/obscene language in answer books	Fine of Rs. 1000/- with cancellation of the particular paper
6	Staging a walkout or persuading others to do so	Fine of Rs. 1000/- with cancellation of the particular paper
7.	Writing wrong Roll No. to deceive inspector/supervisory staff	Fine of Rs. 1000/- with cancellation of the particular paper

8.	Smuggling of Question papers outside the hall	Fine of Rs. 1000/- with cancellation of the particular paper
9.	Refusing to handover cheating material	Fine of Rs. 2000/- and cancellation of the paper
10.	Disobeying supervisory staff	Fine of Rs. 2000/- and cancellation of the current exam
11.	Cheating by force	Fine of Rs. 2000/- and cancellation of the current exam
12.	Running/taking away answer book	Fine of Rs. 2000/- and cancellation of the current exam
13.	Smuggling Answer Books or sheets in/out of the examination hall	Exam cancelled, disqualified for the next exam and a fine of Rs. 3000/-
14.	Creating disturbance and misbehaving with the supervisory staff/Inspector	Exam cancelled, disqualified for next exam and a fine of Rs. 3000/-
15.	Possession or Display of fire arms/weapon of offence	Exam cancelled & disqualified For the next two Examinations and a fine of Rs. 3000/-
16.	Impersonation:	
	i. Real Candidate	Exam cancelled, disqualified for the next Exam and fine of Rs. 3000/-
	ii. Impersonator, if student of the university	Exam cancelled, disqualified for the next
		Exam and fine of Rs. 3000/-
	iii. Impersonator, outsider(not a student)	The case may be referred to police for treating under the law
17.	Threatening to/Assault on Supervisory staff/ inspector	Exam cancelled, disqualified for the next three examinations and fine of Rs. 3000/-
18.	If any member of the supervisory staff or inspector is found guilty of an act inconsistent with the fair discharge of his/her duty.	a. If detected and found guilty at the course of examination s/he may be removed from his duty immediately, by the Controller of Examinations and his case may be referred to the discipline committee for a decision as provided in "b" below.
		b. If reported after the termination of the examination his/her case may be referred to the discipline committee, which may disqualify him/her for a period up to ten years from the university Examinations duty.

**KARAKORAM INTERNATIONAL UNIVERSITY GILGIT, BALTISTAN
DEPARTMENT COMPUTER SCIENCE**

AWARD LIST

Annex-I

Semester: _____

Session: _____

Final Term Examinations: _____

Degree Name: _____

Semester: _____

Teacher's Name: _____

Credit Hours: _____

Course Title: _____

Date of Mid Exam: _____

Date of Final Exam: _____

S#	Reg. No.	Name	Mid Out of 20	Assign out of 30	Practical out 20(if Applicable)	Final out of 30	Total out of 100	(Rounded) G. Total out of 100	Grade	Marks in words
			Marks	Marks		Marks	Marks	Marks		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Grading Summary Total Students appeared: (Mid: _____ Final: _____)

Grade A: _____ B: _____ C: _____ D: _____ F: _____

CERTIFICATE: Further, it is hereby certified that none of the mentioned is my blood/close relative.

Teacher: _____

Verified by Chairperson: _____

Verified by Chairperson: _____

FOR THE USE OF CONTROLLER'S OFFICE

Checked by: _____ Dated: _____ Received on: _____

Faculty Member Signature: _____

DEPARTMENT OF COMPUTER SCIENCE

Thesis Performa

Annex-J

Name _____
(Miss/Mr.) Last Name First Name

Registration No: _____

Department: _____

Thesis Title: _____

Supervisor: _____

Department Representative / Chairperson _____

For office use only

- ☐ Approved without changes
- ☐ Approve with changes. (Detail required)
- ☐ Not Approved

Thesis Examination Committee

Examiner _____

Supervisor _____

Departmental Incharge/Chairperson _____

KIU Representative appointed by Vice Chancellor _____

On the recommendations of Deans _____

Date of approval of synopsis by Departmental faculty council _____

Date of Examination _____

Grading Policy

Annex-K

Marks out of 100			Marks out of 100			Marks out of 100		
% M/O	G.P	Grade	% M/O	G.P	Grade	% M/O	G.P	Grade
50	2.00	C	60	2.67	C	71	3.40	B
51	2.07	C	61	2.73	C	72	3.47	B
52	2.13	C	62	2.80	C	73	3.53	B
53	2.20	C	63	2.87	C	74	3.60	B
54	2.27	C	64	2.93	C	75	3.67	B
55	2.33	C	65	3.00	B	76	3.73	B
56	2.40	C	66	3.07	B	77	3.80	B
57	2.47	C	67	3.13	B	78	3.87	B
58	2.53	C	68	3.20	B	79	3.93	B
59	2.60	C	69	3.27	B	80	4.00	A
			70	3.33	B			