



ISLAMIA COLLEGE, PESHAWAR

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100th
of Glory

No. 3998 /Acad:

Dated: 28 /02/2021

NOTIFICATION

On the recommendation of 9th meeting of Academic Council held on 24/04/2019, the Syndicate in its 24th meeting held on 30/12/2020 accorded approval to the "*Islamia College Peshawar Admission, Registration & Examinations Regulations for BS & Equivalent Program 2019*" as provided under sub-section-2 of section-29 of the Khyber Pakhtunkhwa Universities Act-2012.

Registrar

Copy to:

1. All members of the Syndicate, ICP
2. All Members of the Academic Council, ICP
3. Heads of all Teaching Departments, ICP
4. All Sectional Heads, ICP
5. The Deputy Registrar (Academics), ICP
6. The Deputy Registrar (Meetings), ICP
7. PS to Vice-Chancellor, ICP
8. Master file

Registrar



ISLAMIA COLLEGE PESHAWAR
ADMISSION, REGISTRATION AND EXAMINATION REGULATIONS FOR BS
AND EQUIVALENT PROGRAMS 2019


Assistant Registrar
(Academics)
Islamia College Peshawar
28/02/2021

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1. Short Title, Commencement and Application

1.1 These regulations shall be known as **Islamia College Peshawar Admission, Registration and Examination Regulations for BS and Equivalent Programs 2019**, framed under Section 31 of the Khyber Pakhtunkhwa Universities Act 2012.

1.2 These Regulations shall come into force with immediate effect.

2. Definitions

2.1 **Thesis Supervisor/ Academic Advisor:** A permanent faculty member who is assigned to supervise/guide thesis/dissertation of a registered student.

2.2 **Co-Supervisor/Co-Advisor:** A faculty member/specialist from outside the university in a specific field in which requisite expertise/facilities are not available within the university who assists in supervision/guidance of thesis/dissertation of a registered student.

2.3 **Academic Program:** A program of studies, which leads to the award of a University Degree to the students, after successful completion of all the requirements.

2.4 **Assessment:** Evaluation of performance of students in academic programs, assignments, practicals, project work, seminars and tutorials.

2.5 **Class Assignment:** A task (whether graded or ungraded) relevant to a course of study assigned to a student by the concerned teacher to substantiate the course contents.

2.6 **Credit Hour:** Teaching a theory course of one-hour duration per week per semester for a subject shall be considered as 1 credit hour.

2.7 **Contact Hour:** One contact hour means one hour spent on academic/research related activities including instructional work/tutorials, lab work (practical), research work, projects, seminars, workshops, internships, etc. during the course of studies at the University. In case of practical/lab/research work/ projects etc. three (3) contact hours will be dealt as 1 credit hour.

2.8 **Course:** A course of study duly approved by the University for a Particular Academic Program.

2.9 **Credit Course:** A course of study which is mandatory for the award of a degree and counted towards CGPA.


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2.10 Examination: The evaluation of a student by means of written, oral, academic visits, seminars etc.

2.11 Examiner: Means a person appointed to conduct the examination.

2.12 Grade: A mark (letter grade or number) indicating the quality of students' academic performance.

2.13 Grade Point (GP): Number of points representing the letter grades scored by a student in a course.

2.14 Semester Credit Hour (SCH): Means the total credit hours in one semester.

2.15 Semester Grade Point Average (SGPA): Means total number of grade points earned in one semester i.e. $SGPA = \sum (GP * CH) / SCH$.

2.16 Cumulative Grade Point Average (CGPA) : The summation of semester grade points (SGPAs) of all semester including thesis, divided by the sum of all Semesters credit hours taken by a student, i.e. $CGPA = \sum (SGPA * SCH) / \sum SCH$ Or $CGPA = \sum (GP * CH) / \sum TCH$.

2.17 Non-Credit Course: A "non-credit course" means a course in scheme of studies whose successful passing is necessary for the overall degree requirement, but its grade and GPA shall not count in CGPA.

2.18 Practical/Lab Test: Any test which is meant to ascertain the level of competency of practical application of knowledge acquired.

2.19 Project: 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.

2.20 Research Report: Documentation of a research in the form of thesis, dissertation or any other prescribed manner, that is counted towards the fulfillment of the requirements for a degree.

2.21 Registration: Registration of a student with the relevant office of the University.

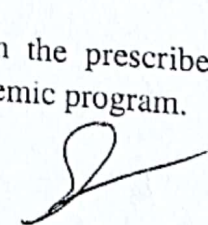

2.22 Semester: A "Semester" means an academic period covering one prescribed set of courses in 18 weeks (16 for teaching and 02 for exams).

2.23 Academic Year: An academic year shall consist of two semesters, fall and spring.

2.24 Course Code: An alphanumeric code containing three or four alphabets (reflecting the subject) followed by 3 digits specific to the course.

2.25 Admission Committee: A committee appointed in the prescribed manner for selecting suitable candidates for enrollment in an academic program.


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2.26 University: Means The Islamia College Peshawar.

2.27 Masculine pronoun shall refer to all genders for the purpose of these regulations.

2.28 All other terms shall have the meaning assigned to them in the Act and Statutes of the University.

Abbreviations	Interpretation
CH	Credit Hour
SCH	Semester Credit Hour
TCH	Total Credit Hours
GP	Grade Point
SGPA	Semester Grade Point Average
CGPA	Cumulative Grade Point Average


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3 Academics



3.1 Academic Calendar

3.1.1 The Controller of Examination shall prepare the academic calendar of the University based on the details to be provided by each department at least two months before the commencement of academic year i.e. Fall Semester. The tentative schedule of the semester examinations shall be clearly mentioned in the academic calendar.

3.2 Academic Programs

3.2.1 Undergraduate study program means an academic study program that allows admission to intermediate qualified applicants having completed 12 years of formal education subject to meeting other eligibility criteria of the respective disciplines. Undergraduate study programs include BBA/BS 4-Year Degree Programs or 16 years education and LLB/LLB Shariah and Law 5-Year Degree Program or 17 years education.

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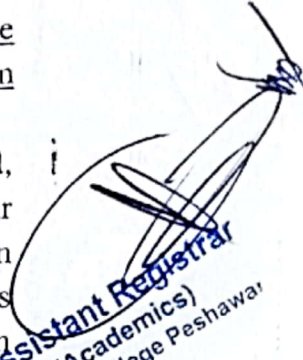
3.4 Evaluation of a Teacher

- 3.4.1 The evaluation of a teacher shall be initiated on semester basis. The Quality Enhancement Cell shall be involved in this exercise and the record of each evaluation shall be kept for assessing faculty improvement profile in this regard.
- 3.4.2 It shall be done in the last week of the semester in the absence of the course teacher so as to maintain impartiality.
- 3.4.3 This evaluation shall be objective and shall be shared with the teacher concerned.
- 3.4.4 Evaluation of a teacher's performance by the students shall be completely anonymous without showing their identity.

3.5 Question Paper

3.5.1 The Internal Controller of the department concerned shall ask all course teachers to prepare question papers. He shall also print all the question papers and keep them in his custody.

3.5.2 All question papers are set by the respective faculty and duly scrutinized, approved and conducted in accordance with the Islamia College Peshawar policy. As per the spirit of Semester System, there shall be no choice in attempting the questions. It shall 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. In case the teacher concerned is not present at the time of the examination, the Chairman/Head of the Department may appoint another teacher for the purpose.


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3.6 Research Report

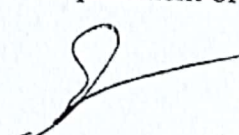
3.6.1 BS students shall write a Research Report comprising 25 to 30 pages of the actual text. They shall be given only 6 weeks after the final term exam of the final semester. They shall defend their research synopses/ proposals to a Departmental Board comprising the HoD, the Internal Controller, the supervisor concerned and all the PhD faculty of the department concerned. A teacher shall be allowed to supervise the theses of only six (06) students at the BS level. However, the number may be increased to 10 by the Chairman of the department concerned in special cases/circumstances.

3.6.2 Research Report for the BS degree shall not be accepted earlier than eighth semester and later than 12th semester after the date of enrollment. Similarly the constraint of time for thesis acceptance of M.Sc. degree shall be fourth and sixth semesters. However, further extension for Research Report could be given by the competent authority.

3.7 Scheme of Studies

3.7.1 Academic Departments shall develop their own courses and syllabi as per requirements of the respective academic programs but in line with the standard scheme of studies of the University and the requirement of Higher Education Commission (HEC).

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3.2.2 Graduate study program means an academic study program that allows admission to applicants who have acquired 14 years of education and fulfill other eligibility criteria of respective disciplines. Graduate study programs include MA and MSc 2-Year Degree Program.

3.2.3 Admission to the University is open to all eligible candidates without distinction of caste, creed, gender, or place of origin or domicile. Applications for admission to various courses of study shall be invited from all over the world. However, foreign students seeking admission to the University shall be required to submit their applications through the Ministry of Education, Government of Pakistan.

3.2.4 Academic year of the University shall comprise two semesters, each of a minimum duration of 18 weeks including 16 weeks of teaching, 1 week for mid-term, and 1 week for final exams. If the University remains closed due to any reasons, the semester shall be extended for that much period of time as elapsed due to that closure.

3.3 Course File

3.3.1 Each teacher shall maintain a Course File.

3.3.2 The "Course File" shall have a complete record of every relevant activity that happens during the semester.

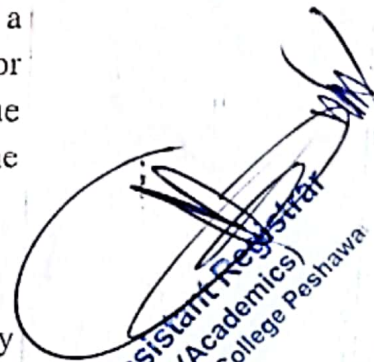
The course file shall contain:

3.3.2.1 Description of Course (Course contents, course objectives, course learning outcomes, textbooks, reference books).

3.3.2.2 Weekly Teaching schedule

3.3.2.3 Result of Sessionals/tests, Assignments, Mid and Final paper.

3.3.2.4 Difficulties/Problems faced during classroom / course delivery if any.


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- 3.7.2 Bachelor Degree Program shall spread over a minimum of 4 years and a maximum of 6 years covering a minimum of 8 and a maximum of 12 semesters. In the case of LLB and LLB Shariah and Law, the degree program shall spread over a minimum of 5 years and a maximum of 7 years covering a minimum of 10 and a maximum of 14 semesters. If a student fails to complete his program in the specified period as mentioned above, he shall seek extension from the Academic Council.
- 3.7.3 Master Degree Program (MA, MSc, MEd and BBS) shall spread over a minimum of 2 years and a maximum of 3 years covering a minimum of 4 and a maximum of 6 semesters. If a student fails to complete his program in the specified period as mentioned above, he shall seek extension from the Academic Council.
- 3.7.4 Four-Year Bachelor's Degree program shall offer a study of a minimum of 124 and a maximum of 140 credit hours consisting of various courses and other academic activities. In the case of LLB and LLB Shariah and Law, the degree program shall offer a study of a minimum of 160 and a maximum of 180 credit hours consisting of various courses and other academic activities.
- 3.7.5 Master's Degree Program shall offer a study of a minimum of 64 and a maximum of 76 credit hours consisting of various courses and other academic activities.
- 3.7.6 A regular student shall be allowed a maximum course load of 18 credit hours. In case of repeating a course(s), a student may be allowed to take a maximum of 21 credit hours on the recommendation of the Chairperson of the respective department. However, in case of LLB/LLB Shariah and Law the maximum limit may be extended to 24 credit hours.
- 3.7.7 The maximum limit of credit hours may be relaxed up to 24 credit hours in the last 2 semesters for a student who wants to repeat a course. In case of LLB/LLB Shariah and Law, it may be relaxed up to 27 credit hours.
- 3.7.8 The scheme of study of a particular department may require a student to undertake internship/project, in addition to the course work, and submit a report describing the activities covered in the internship/project. The particular scheme of study shall determine the number of credit hours of the internship/project report and the time of the activity.
- 3.7.9 List of Non-Credit Courses shall be published by the department concerned.
- 3.7.10 The University shall offer every required course at least once in an academic year.


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3.8 Structure & Layout of Scheme of Studies for Four-Year Integrated Program.

(This shall be as prescribed by the Statutory Bodies of the University)

HEC Standardized Format for Bachelor's Degree in Basic, Social, Natural and Applied Sciences

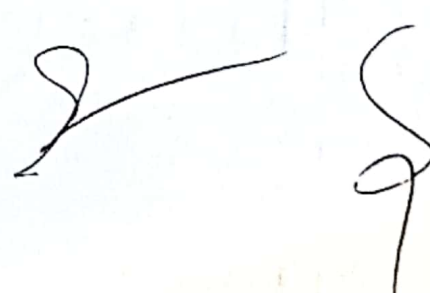
3.8.1 Structure

S.No	Categories	No. of Courses Min-Max	Credit Hours Min-Max
1	Compulsory Requirement (No Choice)	9-9	25-25
2	General Courses to be Chosen from Other Departments	7-8	21-24
3	Discipline Specific Foundation Courses	9-10	30-33
4	Major Courses Including Project /Thesis / Internship Report/Courses	11-13	36-42
5	Electives within the Major	4-4	12-12
6	Noncredit Courses	No Limit but only the above courses will be mentioned in the transcript with credit hours towards the requirement for the degree.	
	Total	40-44	124-136


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- Number of Courses per Semester : 4-6 (not more than 3 labs/practical courses)

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3.8.2 Layout

Compulsory Requirements (the students have no choice)		General courses to be chosen from other departments		Discipline specific Foundation Courses		Major Courses including Project/Thesis/Internship Report		Electives within the Major	
9 courses		7-8 courses		9-10 courses		11-13 courses		4 courses	
25 Credit hours		21-24 credit hours		30-33 credit hours		36-42 credit hours		12 credit hours	
Subject	Cr	Subject	Cr	Subject	Cr	Subject	Cr.	Subject	Cr
1 English I	3								
2 English II	3								
3 English III	3								
4 English-IV/ University Optional*	3								
5 Pakistan Studies	2								
6 Islamic Studies/Ethics	2								
7 Mathematics I	3								

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Mathematics	3
University	
Optional**	
Introduction	3
Computer	
	25

The University may recommend any other course in lieu of English IV

The University may recommend any other course in lieu of Mathematics II

3.8.3 Guidelines for Designing Scheme of Studies

3.8.3.1 The courses of study and syllabi shall be reviewed and finalized by respective Boards of Studies. The same shall be submitted to the Academic Council for approval.

3.8.3.2 Every course offered at Islamia College Peshawar shall be identified by a unique alpha-numeric code, three or four letters followed by three digits. For instance if we were to assign code to a foundation course of physics in 2nd year of the study for BS program, we shall write "PHY 204".

3.8.3.3 The letters of the course code must represent the Major Department/Subject (NOT COURSE).

3.8.3.4 The first digit represents the level of study. For example; a course offered to the 3rd year students of a regular BS degree program will carry the digit 3; the first year MSc/MA program will also be assigned 3.

3.8.3.5 The second digit represents the broad area of the course. Each department classifies all the courses offered into broad areas. The digit '0' at this position normally refers to the basic introductory level general courses of the discipline.

3.8.3.6 The third digit stands for the sequence of the course offered in the same area of the course.

3.8.3.7 Each department shall be responsible for assigning codes to only their major courses. All codes for General/Minor/University/Optional courses shall be assigned by the department concerned. For example code for "Introduction to Psychology" shall be assigned by the Department of Psychology.

3.8.3.8 Pre-requisites for a subject make it mandatory that its courses are taught in the right order.

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3.8.3.9 A subject with lab shall be clearly mentioned in the prescribed Scheme of Studies.

3.8.3.10 Course code for lab shall be the same as that of the subject followed by a letter "L". For example if a subject title is "Introduction to Computer" and its code is "COMP 201" then its Lab code shall be "COMPL 201".

3.9 Teaching Methodology

3.9.1 The Academic Departments shall offer courses, as per requirements of the respective disciplines/schemes of studies, approved by relevant statutory bodies as defined in the Islamia College Peshawar Act, 2012.

3.9.2 All stakeholders (teachers, students, examiners, etc.) shall follow the syllabi and courses of study prescribed/ approved by the relevant statutory bodies from time to time.

3.9.3 Teaching in various courses shall be conducted in the University departments/ constituent/affiliated institutions, in an appropriate method as per requirements of the respective course. Teaching methods may include lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work and any other methods of instructions approved by the Academic Council.

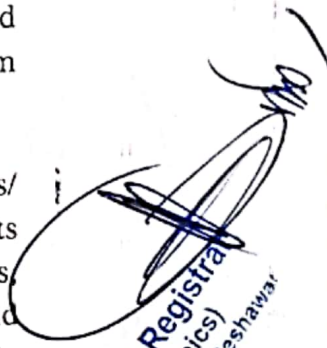
3.9.4 The medium of instructions shall be English, except in language courses.

3.9.5 Teaching in each department/institute shall be the responsibility of the University teachers including Professors, Associate Professors, Assistant Professors, and Lecturers, or such other persons as may be declared "teachers" by the University.

3.9.6 Teachers shall distribute the academic workload in proportion to their category/grade. A professor shall teach 6 as normal workload of credit hours per week; an associate professor, 8 credit hours per week; an assistant professor, 10 credit hours per week; and a lecturer, 12 credit hours per week. In case of additional duty 1 credit hour shall be relaxed.

3.9.7 The permissible limit of extra workload shall be determined by the Academic Council from time to time.

3.9.8 Bill for extra work load shall be prepared by the Internal Controller, countersigned by the Chairperson and submitted to the Internal Auditor for perusal and processing for payment.



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4.1 Admission

- 4.1.1 The University shall invite applications for admission to various academic programs, on the prescribed application form, through advertisement by the Director Admission after consulting the HoDs/Chairpersons.
- 4.1.2 A student shall be admitted in a department of his interest on the basis of merit. Minimum number of the students to be admitted in a subject shall be 20. Admission shall be closed at least one week before commencement of classes.
- 4.1.3 Eligible candidates shall be required to submit an application form, within the stipulated time, complete in all respects, along with attested copies of the following documents.
- 4.1.3.1 SSC, HSSC, B.A./B.Sc. or Equivalent Examination Certificates/Degrees or a Surety Certificate in case of Non-Declaration of Result.
- 4.1.3.2 Detail Marks Certificates.
- 4.1.3.3 Character Certificate from the Head of the Institution Last Attended.
- 4.1.3.4 Provisional Certificate;
- 4.1.3.5 Domicile Certificate.
- 4.1.3.6 Two Passport Size Photographs.
- 4.1.3.7 Migration Certificate.
- 4.1.3.8 An Undertaking as per Specimen Appended in the Prospectus;
- 4.1.3.9 Computerized National Identity Card or "B" form or CNIC of Father/Guardian
- 4.1.3.10 Every application shall be accompanied by a declaration signed by the applicant and countersigned by his father/guardian stating that he shall abide by the Statutes, Rules and Regulations of the University and instructions issued to him, from time to time, by the Vice Chancellor, Dean, Chairman/Chairperson, or/and his teacher.
- 4.1.4 Candidates applying for admission to more than one discipline shall be required to mark it in the application form along with all supporting documents, for each category.


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- 4.1.5 The Academic Departments may set specific eligibility requirements for admission to their respective study programs. The minimum general eligibility requirements are, however, given below.
- 4.1.6 A person holding FA/F.Sc., or an equivalent certificate/diploma from any recognized institution, with at least 50% marks/ equivalent CGPA (for other than annual system), shall be eligible for admission to the Bachelor Degree Programs.
- 4.1.7 A person holding a bachelor/ equivalent degree from a recognized university, with at least 50% marks/equivalent CGPA (for semester system), shall be eligible for admission to the Master Degree Programs. However, students who join the University after completing 02 years Bachelor Degree Program shall have to complete a minimum of 64 and a maximum of 76 credit hours course to earn Master's degree.
- 4.1.8 Candidates considered eligible for admission for all degree programs shall appear before the Selection Committee for test and/or interview.
- 4.1.9 The Academic Departments shall determine the criteria for admission to their respective study programs. Admission shall be carried out strictly on the basis of merit. Wherever quota system/reserved seat(s) exists, the criterion of merit shall be applied within each group.
- 4.1.10 The list of nominees for the quota seats shall be received through the departments/agencies concerned etc. The nominees shall have to submit application forms prior to their test/interview by the Selection Committee. The University may not accept any advance copy for admission from any candidate.
- 4.1.11 The number of open merit and quota seats shall be determined by the Syndicate on the recommendations of the Academic Council.
- 4.1.12 The Board of Studies of a department may reserve up to 10% of the total seats for students having passed that particular subject as optional paper in intermediate exam.
- 4.1.13 Admission process shall be conducted by the Director Admissions through the Admission Committees. The Director Admissions shall keep a record of the students admitted with intimation to the head of the department concerned.
- 4.1.14 The Admission Committee headed by the Chairman of the Department concerned shall forward final merit list of the selected and reserved candidates in their order of merit to the Director Admission for the notification and completion of the admission process. The merit list shall be sent through the respective Dean to the Director Admission for notification/ further processing.


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- 4.1.15 Admissions shall remain provisional till verification of all the credentials/information of newly admitted students by the Director Admissions.
- 4.1.16 If a candidate fails to appear before the Admission Committee for test and/or interview, at the specified time and venue, he shall not be considered for admission and the seat shall be offered to next candidate.
- 4.1.17 If two or more candidates have equal merit, both/all of the candidates shall be considered.
- 4.1.18 All the candidates shall be required to bring the relevant original documents for verification at the time of the interview.
- 4.1.19 All the foreign certificates/degrees must have their equivalence certificates duly issued by the IBCC or the HEC as the case may be. Admission application not accompanying equivalence certificate of relevant body shall not be entertained for further processing. However, the subject relevancy of the degree may be equated / determined by the Equivalence Committee of the Islamia College Peshawar, if necessary.
- 4.1.20 Foreign students shall be considered for admission after prior approval of the Ministry of Education, Government of Pakistan, Islamabad.
- 4.1.21 All candidates selected for admission, on open merit /reserved seats shall be required to submit an Undertaking/Agreement. A copy of the Undertaking/Agreement shall be provided in the Prospectus.
- 4.1.22 The name, percentage, date of birth, examination passed with year, roll number, marks, division, the institution last attended and the course to which a candidate has been admitted shall be reported to the Vice Chancellor on the prescribed form within 15 working days of completion of admission, with the recommendations of the Admission Committee after due verification of particulars of candidates and payment of dues from them through Director Admission, for registration in the University Students Register at Controller Examination office.
- 4.1.23 Incorrect information or concealment of facts, in application form, shall entail refusal of admission and of expulsion from the University even if admission has already been granted.
- 4.1.24 Late admission may be allowed to only those candidates who are on waiting list. They shall be informed about their selection and shall be required to finalize the admission requirements within the notified period.



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- 4.1.25 Late admission may be granted in very special cases by the Vice Chancellor up to one week after the commencement of classes with the late fee of Rs. 2000/-
- 4.1.26 Candidates selected for admission shall be required to finalize the admission requirements within the notified period, failing which their right of admission shall be forfeited and the seats will be allotted to the deserving candidates on waiting list.
- 4.1.27 For registration, a student upon promotion to the next semester shall deposit all dues within two weeks of commencement of classes. In case of any problem, the student is required to deposit Rs. 5000/- within two weeks of the commencement of the semester and the remaining dues/payments with a penalty @ 1% per month in addition to the normal amount shall be paid before mid-term examination
- 4.1.28 Admission to Master's Degree Program after Two Years Bachelor's Degree Program: For those students who join the Department/Institute after completing Two Years Bachelor Degree Program (annual system); they have to complete 68 credit hours courses to earn a Master's degree or as determined by the Higher Education Commission for a particular discipline. In case of Three Years MBA, the students have to complete 98 credit hours courses.
- 4.1.29 Admissions shall be finalized after verification of the academic documents from the respective Boards/Universities. The admission of a candidate whose documents are found fake/forged/tempered shall be cancelled immediately.
- 4.1.30 Admission shall be subject-specific and enrollment in one subject shall in no way make a student entitled to claim a right to be enrolled in any other subject.
- 4.1.31 **Ineligibility:** Those who have been expelled from this University shall not be eligible for admission to any program in this University.
- 4.1.32 **Dual Degree:** HEC rules/policy shall be followed in this regard.
- 4.1.33 **Age Limit:** The maximum age limit for admission to various programs is as follow.
- 4.1.33.1 Admission to BS or Equivalent Program after 12 years education: 24 years.
- 4.1.33.2 Admission to Master's Program after 14 years education: 26 years.
- 4.1.33.3 Age limit for admission to a diploma/certificate shall be announced from time to time and case to case bases.


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4.1.33.4 Any one beyond the prescribed age shall not be admitted unless the relaxation is granted by the Vice Chancellor. The Vice Chancellor may grant age relaxation for a maximum of 5 years. If a candidate is overage but has secured higher marks than or equal marks to the last admitted candidate, he may be given age relaxation. The eligibility for attainment of age limit of 24 and 26 years shall be counted from the date of advertisement for admission.

4.1.33.5 The Academic Council may prescribe other criteria for determining merit for admission to various programs from time to time.

4.2 Freezing of Studies

4.2.1 A Student having verifiable valid reasons may request for freezing of studies for a maximum of one academic year i.e. two semesters. 1st academic year cannot be frozen.

4.2.2 The approval of the freezing request shall be granted by the Chairman/HOD of the Department concerned. The Chairman after granting permission of freeze shall inform the Director Admission and controller of Exams within a week for notification/ record etc.

4.2.3 For the frozen semester, the student shall be required to pay 50% of the tuition fee per semester to continue his registration with Islamia College Peshawar.

4.2.4 A student shall submit clearance in the D.A before freezing a semester, and the D.A shall notify the frozen semester to all the departments/offices concerned including the Controller Office.

4.2.5 The session of the student shall remain the same on transcript for the frozen period.

4.2.6 The Maximum duration allowed for completion of degree (12 semesters for BS, 6 semesters for MSc) shall not be extended due to freeze.

4.3 Registration and Migration

4.3.1 Migration Certificate shall be submitted before final term exam of 1st semester.

4.3.2 The result of a student shall be kept pending until he submits Migration Certificate to the Examination Section.

4.3.3 A suitable penalty shall be levied on students failing to submit Migration Certificate in time.

4.3.4 Clearance shall be submitted to the CE Office before getting Migration Certificate.

4.3.5 Transcript, reflecting all the courses attempted and credit hours, shall be issued to migrating students.


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4.4.1 Fall / Spring Semester:

4.4.1.1 There shall be two regular semesters (Fall and Spring) every year.

4.4.1.2 Each semester shall be spread over 16-18 weeks (inclusive of examinations).

4.4.1.3 The University/ its Institutes are at liberty to enroll students (if they fulfill their criteria) for any semester or for any single course and issue transcript with letter grades at the end of the semester. Similarly, the University/its institutes may refuse admission to a student in the succeeding semester if he is found truant, negligent, trouble maker and violator of the rules during the preceding semester. He shall, however, be given the details of the credit earned in the previous semesters to pursue his studies in institutions of their convenience.

4.4.1.4 All transcripts, provisional or final, shall be issued from the office of the Controller of Examinations under his signature.

4.4.1.5 The Fall Semester shall start in the first week of September and the Spring Semester shall start in the third week of January every year. In case teaching in the University is suspended because of some exigency, the duration of the semester shall be extended to compensate the time lost.

4.4.1.6 At the beginning of each semester, a student shall register himself on the prescribed registration form in APARO.

4.4.1.7 A student may register additional non-credit course(s) out of the prescribed courses. On successful completion, these course(s) shall be included in the transcript, without including its credit.

4.4.1.8 The Director APARO shall forward all the courses with the registration forms/cards to the Controller of Examinations within seven days from date of the commencement of the semester.

4.4.1.9 A student who does not register himself in any course in a semester shall not use any facility of the University during that semester.

4.4.1.10 Non-credit course shall not affect CGPA for Gold Medal/ Merit Certificate.


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5.1 A student shall be declared failed if he has attended less than 75% of the lectures/seminars delivered to his class in each course. Likewise, he shall also be declared failed if he has attended less than 75% of the practical/laboratory demonstrations prescribed for the respective courses. The minimum required attendance may be relaxed in special deserving cases up to the maximum of 65% as minimum attendance.

5.2 Counting of attendance shall start from the date of commencement of classes.

5.3 A date-wise record of the attendance of students shall be maintained by each teacher in a register and shall be communicated on monthly basis, countersigned by the Chairperson, to Internal Departmental Controller for record.

5.4 At the end of the semester, the teacher shall submit the overall number of lecture delivered and other results (Assignment I and II; Sessional I and II; Mid-term and Final term, etc) to the Controller of Examination for declaration of result.

5.5 A student having shortage of attendance in a particular course shall be required to repeat the course when it is offered again.

5.6 Absence from a class for two consecutive weeks or more (two weeks means six classes for a three credit hours course and four classes for a two credit hours course) reason shall automatically entail cancellation of admission in the course by the Director APARO. The admission of such a student may be restored only once in the whole program by the concerned chairman after the student applies for the same with verifiable genuine reason for the absence and pay a fine of RS. 1000/-. The class teacher shall inform the Chairman of the Department regarding cancellation and restoration of admission in the course. The chairperson/coordinator shall inform the APARO regarding cancellation and restoration.

5.7 Leave up to 05 days shall be sanctioned by the Chairman of the Department concerned. Sanction of leave beyond one week shall be granted by the Dean on the recommendation of the Chairperson concerned. The maximum leave period to be availed in exceptional cases on very genuine grounds in one semester shall not exceed twelve (12) working days, otherwise the student shall be considered failed due to absentees.

5.8 Relaxation in attendance may be given to sportsmen only for the actual days which he is outside the University. The teacher concerned shall adjust leaves as presents after getting recommendation from the Director Physical Education.

5.9 The Examination Section shall only consider the adjusted attendance of the sportsmen sent by the teacher concerned.

5.10 In a normal Spring or Fall Semester, maximum required classes for 1 credit hour course shall be 16, for 2 credit hours course 32, for 3 credit hours course 48 and for 4 credit hours course 64.

5.11 In a normal Spring or Fall Semester, minimum required classes for 1 credit hour course shall be 13, for 2 credit hours course 26, for 3 credit hours 40 and for 4 credit hours course 52.


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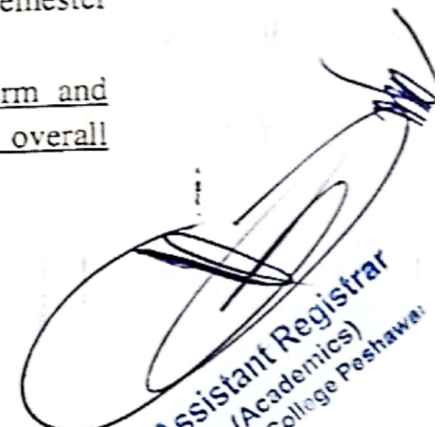


Examination
A subject/course having the number of classes below the minimum limit shall not be graded and shall be considered as failed subject/course.

- 6.1.1 A student shall be eligible to appear in the terminal/final examinations provided that he has
- 6.1.1.1 been on the roles of the University during that semester;
 - 6.1.1.2 registered himself for the courses of study, and
 - 6.1.1.3 paid all the University dues including tuition and hostel fees (if he is a boarder) etc.
 - 6.1.1.4 Completed the attendance requirement and passed other exam/test that are pre-request.
- 6.1.2 There shall be two sessionals, two assignments, one Mid-Term Semester and one Final Semester Examination.
- 6.1.3 The Attendance, Assignment/Practical, Sessional I & II, Midterm and Final Exam shall have different weightage and contribute to overall assessment in percent marks as given below.

Marks Distribution

<u>Exam</u>	<u>Percentage</u>
<u>Assignment I & II</u>	<u>10%</u>
<u>Sessional I & II</u>	<u>10%</u>
<u>Mid-term Exam</u>	<u>30%</u>
<u>Final Exam</u>	<u>50%</u>


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Aggregate Marks = Sessionals (10%) + Assignments (10%) + Mid Term (30%) + Final Exam (50%)

- 6.1.4 Mid-Term Semester Examination shall be held in the 9th week of each semester and the Final Semester Examination shall be held at the end of each semester on the dates fixed by the Controller of Examination with consultation of the Deans and the HoDs. The Controller office shall announce the semester calendar at the beginning of the semester.
- 6.1.5 Minimum time allowed for a paper in Mid Semester Examination shall be 01:30 hours and that for the final examination shall be two hours.



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6.1.6 After marking sessionals, assignments and Mid Semester examination, the papers/scripts/answer books shall be shown to the students and discussed with them in the class. Any question relating to marking shall be discussed with individual students.

6.1.7 The Final Term answer books shall be shown to a student after he applies for rechecking and deposits the prescribed rechecking fee.

6.1.8 The evaluation shall be internal, except for the thesis examination for which an external examiner shall be consulted.

6.1.9 About one week before the final examination, the teacher in each course shall send to the Chairman /Director of the Department / Institute a statement in duplicate giving the total number of lectures delivered (and practical conducted) by him together with the total number of lectures and practicals attended by each students.

6.1.10 A handicapped/disabled (blind) student shall be provided writer/amanuensis at the expense of the student concerned on the recommendations of the Chairman concerned. The writer/amanuensis shall be of a lower grade of education than that of the candidate. He shall be allowed the following allocations for solving the question paper over and above the time stipulated for a question paper.

For one hour and half hours paper: 20 minutes

For 2-hour paper: 40 minutes

For 3-hour paper: 50 minutes

6.1.11 Examination Aids:

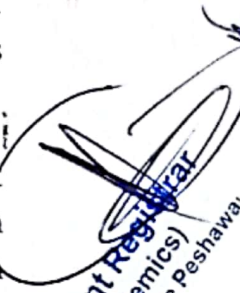
6.1.11.1 The only items students can take into the examination room are writing material (pens, pencils, an eraser, a ruler, a calculator, and allowed tables).

6.1.11.2 All bags, textbooks and notes etc. shall be left outside or at the front of the room.

6.1.11.3 Mobile telephone in the examination room shall not be permitted. If captured, the invigilation staff and the University shall not be responsible for its loss or damage. Moreover, it shall be kept for record being UFM support material.

6.1.11.4 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 shall have those items either confiscated for the duration of the examination or, in marginal cases, kept for record being UFM support material.

6.1.11.5 **Open Book Examinations/Tests:** In case of an open exam, in addition to writing materials, students may take those text books, notes, files, or a calculator into the examination room which are specifically authorized for that purpose. Laptops, palm computers, mobile telephone sets and other electronic devices shall not be permitted. Students enrolled may be advised during semester regarding specific items or limits.


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6.1.12 Practical/Lab Work: If a course includes a Practical/Lab Work, the practical examination shall be held once and at the end of the course. Laboratory course shall carry separate 100 marks. A student shall pass theory as well as practical examination separately. The teacher concerned shall be required to submit the result of the Practical Examination to the Examination Section for record.

6.1.13 A teacher teaching Practical/Lab Work shall make his students write each experiment, keep its record in a file and submit it the chairman on weekly basis. The teacher concerned shall take viva from his students at the end of the semester on the basis of the experiments recorded in the file.


6.1.14 Field Work: In Departments/Institutions where field work is involved, the method of evaluation shall be as given in Section 15 titled Grading Policy.

6.1.15 Missing Mid/Final Examination

6.1.15.1 If a student fails to appear in a Mid Term or Final Term paper(s) due to some genuine reason, the Controller Examination shall conduct the missing paper(s) after he is recommended by the Chairperson/Dean of the Department concerned.

6.1.15.2 Missed paper(s) of Mid Term shall be arranged before the Final Term examination and missed paper(s) of the Final Term Examination shall be arranged within a month of the termination of the Final Term Examination.

6.1.15.3 Remunerations shall be paid to the paper setter and checker for the special arrangement of the paper.


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6.2 Panel of Examiners

- 6.2.1 The Chairman concerned shall recommend three names of external examiners for the Research/Project Report viva to the Controller of Examination who shall appoint one out of them. The External Examiner shall examine the theses and send the result in a sealed envelope to the Controller of Examinations directly.
- 6.2.2 The external examiner shall evaluate research/project report and conduct viva-voce examination of the student on the date and time given by the Chairman of the department concerned.
- 6.2.3 In case the research/project report is found inadequate by the external examiner, he may reject it or ask the student to revise the same.
- 6.2.4 The student shall submit revised version of the research/project report within a period of three months from the date of viva-voce examination. Revised version of the research/project report shall be examined by the Supervisor and External Examiner. On the basis of viva-voce of the project report, grade shall be allotted and mentioned separately in the transcript.
- 6.2.5 Plagiarism report shall be attached with each copy of research/project report for BS/MSc students. The date of submission of The research/project report shall be counted from the date of plagiarism certificate.
- 6.2.6 Originality Index (percentage) may be decided by the QEC.
- 6.2.7 research/project report shall only be included in 8th semester for CGPA calculation.
- 6.2.8 BS/MSc research/project report shall be of 6 credit hours and its title shall be included in the transcript.
- 6.2.9 A student shall submit his Project Report along with plagiarism certificate within 6 months to the Chairmen of the Department concerned after the termination of the final semester examination.
- 6.2.10 Hard copy of the Project Report along with all necessary documents of pass students shall reach Examination Section after/within one week of the conduct of Viva.
- 6.2.11 A student who submits his research/project report within 6 months after the termination of the final term examination shall be eligible for the award of Gold Medal/Merit Certificate.
- 6.2.12 A student who fails to earn the required credit hours of a program within 6 months after the final term exam of last semester shall pay half semester fee as penalty/fine. research/project report supervisor will be the internal examiner in the viva voce.
- 6.2.13 The result of revised version received from the Supervisor/Chairman of the department concerned shall be declared and no further extension shall be granted in case the revised version of the project report/thesis has been rejected.


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6.2.14 In case of BS/LLB/BBA/BCS/MA/MSc after the viva-voce examination, the successful student shall submit two hardbound copies (one for library and examination and for the department) of the research/project report to the department for onward transmission to the quarters concerned for the declaration of the result.

6.2.15 The result of the student shall not be declared unless he has submitted two hardbound copies of the project report to the department.

6.3 Makeup Examination

6.3.1 Makeup exam shall be arranged for a student who fails one paper or is on probation.

6.3.2 Makeup shall not be arranged twice in the same semester.

6.3.3 Makeup cannot be arranged for the purpose of improvement. It can only be arranged for failed papers.

6.3.4 Paper shall be of 100 marks and the duration of the paper shall be 3 hours. This paper shall be conducted by the Examination Section.

6.4 Repeating Courses/ Improvement

6.4.1 A student failing in any course/subject due to some genuine reason/shortage of attendance shall have to repeat that or an equivalent course whenever offered.

6.4.2 A maximum of only six repeat courses shall be mentioned on the transcript as per the HEC policy. A student who repeats more than six, shall be dropped out.

6.4.3 In case a student repeats the course which has already been taken, the old grade will be replaced with the new grade (for CGPA calculation).

6.4.4 In case a student takes a new course in lieu of the course which he has failed, both the grades will be reflected on his transcript, i.e. old course grade and new course grade.

6.4.5 A student shall not be allowed to improve a subject/course having 3.0 or above GPA. In case, his CGPA is below 3.0, he shall be allowed to improve his CGPA by re-taking the course(s)/subject(s) in which his GPA is less than 3.00.

6.4.6 If a student's CGPA is 3.00 or more, he shall not be allowed for improvement.

6.4.7 A student desirous of improving grade(s) in selected courses shall be allowed by the Head of the relevant department, with information to the Controller of Examinations. Improvement in any four subjects may be allowed up to two years for BS/LLB, and one year for M.A/M.Sc, after the completion of degree (Session).

6.4.8 Improvement/Repeat of major subject/courses shall only be allowed in the department concerned. However, minor courses shall be repeated/improved within the faculty. If a minor course is not offered within the faculty, it shall be repeated/improved outside the faculty provided credit hours of the subject/courses are same.


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6.4.10 In case a student discontinues his BS degree after completing 04 semesters (2 years) he will be awarded Associate Degree. He will be eligible to continue his BS degree program in future subject to ICP Regulations / Rules. Further, title of the degree will be "Associate Degree in Arts (ADA) or Associate Degree in Science (ADS)." (Supplementing Agenda, 9th Annual, item No-01 followed by 24th syndicate).

6.4.9 Repeat/Improve course shall be entered in the transcripts with the word Repeat/Improve in front of the corresponding subject/course repeated/improved.

6.5 Grading Policy

6.5.1 The University shall adopt absolute marking system for all examinations with immediate effect.

6.5.2 The minimum passing marks shall be 50 out of 100, and that students securing marks below 50 shall be deemed fail. The new formula of marks, letter grades, GPA and CGPA shall be as follows.

Letter Grade	Marks	GPA	Marks
A ⁺	90 and above	4	85 and above
A	85-89	3.9	84
A ⁻	81-84	3.8	83
B ⁺	75-80	3.7	82
B	71-74	3.6	81
B ⁻	65-70	3.5	80
C ⁺	60-64	3.4	79
C	55-59	3.3	78
C ⁻	50-54	3.2	77
		3.1	76
		3.0	75
		2.9	72-74
		2.8	70-71
		2.7	68-69
		2.6	66-67
		2.5	65
		2.4	62-64
		2.3	60-61
		2.2	58-59
		2.1	56-57
		2.0	55
		1.9	53-54
		1.8	51-52
		1.7	50

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6.5.3 Letter grading shall only be used for representing the individual courses and not the semester GPA/CGPA.

6.5.4 Grading shall be combined for BS and MSc and all other disciplines where students sit in the same room, under the supervision of the same instructor.

6.5.5 No rounding of Semester GPA or CGPA shall be allowed as per the HEC policy.

6.5.6 CGPA and SGPA shall be of 2 points precision. Subject GPA shall be of 1 point precision.

6.5.7 The percentage of marks or values of grades other than grade points and letter grade (A, B, C etc) shall not be reported on the transcripts.

6.5.8 The result of a student in each course having passed or failed shall be indicated on the transcript by a letter grade. The period of completion of Master's and Bachelor's (Hons) degrees shall be mentioned in their transcripts.

6.5.9 The grading of the research report/thesis/viva/internship shall be as per section 15 titled Grading Policy.

6.6 Conversion table of CGPA into percentage of marks on the scale of 4.00

Note: In case the Academic Council decides Absolute Grading System, the percentage of a student shall be calculated on the basis of Marks, not CGPA.

Total CGPA 4

cgpa >= 3.63	(cgpa - 0.3) / 0.037
cgpa >= 3.25	(cgpa - 0.29) / 0.037
cgpa >= 2.88	(cgpa - 0.36) / 0.036
cgpa >= 2.5	(cgpa - 0.28) / 0.037
cgpa >= 1.8	(cgpa + 1.65) / 0.069
cgpa >= 1	(cgpa + 2.16) / 0.079
cgpa > 0	(cgpa) / 0.0248

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6.7 Probation/Drop-out.

6.7.1 If a student fails 50% or more subjects for the first time in any semester, he shall be detained and shall have the option to repeat the semester with the next regular session.

6.7.2 If the same student fails 50% or more subjects again in the same semester, he shall be dropped out.

6.7.3 If a student fails more than one and less than 50% subjects in any semester, he shall be considered on probation and shall be conditionally promoted to the next semester as per the following terms:

6.7.3.1 The student shall be promoted to the next corresponding semester (even/odd) only after completely clearing the previous corresponding semester (even/odd).

Example: If a student fails more than one and less than 50% subjects of the first semester, he shall not be promoted to the third semester unless he clears all the subjects of the first semester and more than 50% subjects of the second semester.

- 6.7.4 The student who is put on probation shall be given one make-up exam chance before the final exam of the semester to which he has been conditionally promoted.
- 6.7.5 A student unable to clear the failed subject(s) in the make-up exam shall be considered detained and shall be treated as per Sub-Section 6.7.1.
- 6.7.6 A student once detained can avail no other detention and can avail only one probation in the entire academic program.
- 6.7.7 A student can avail only two probations in the entire academic program. It means that a student failing in any subject after availing two probations with all chances shall be dropped out.
- 6.7.8 The maximum permissible duration, including all extensions, of the academic programs shall be as follows:
- 6.7.8.1 B.S. = 06 years
- 6.7.8.2 Master/Equivalent to B.S. = 03 Years
- 6.7.8.3 B.S. LLB and B.S. LLB (Shariah) = 07 Years
- 6.7.9 The final result of a program when declared shall be considered final and shall not be subject to any amendment or improvement.

6.8 Requirement for Awarding Degree

- 6.8.1 A student shall have a proper admission in the Undergraduate program, and shall earn a minimum of 66 credit hours for MA/MSc and 133 credit hours for BS.
- 6.8.2 In a department where research is a requirement for Master/Bachelor degrees, a student shall carry out 6 credit hours research and submit a Research/Project Report as a requirement for partial fulfillment of their Master/Bachelor degrees.
- 6.8.3 A student shall select the topic of research in consultation with his supervisor during the 3rd or 4th semester in case of Master's degree and during 7th or 8th semester in case of Bachelor's degree.
- 6.8.4 The student shall do field work up to 8 weeks where necessary.
- 6.8.5 The student shall submit final project report along with Anti-plagiarism Test Certificate in spiral/loose binding through the supervisor to the department up to six months after the final term exam.
- 6.8.6 Degree shall be awarded to a student if his CGPA is equal to or higher than 2.00.

6.9 Maintenance of Examination Record

- 6.9.1 The result shall be officially announced by the Controller of the Examinations. The Controller shall maintain the records of the examination and issue the transcripts.
- 6.9.2 The scripts of mid and final examination shall be sent to Controller of Examinations who shall keep its record in his custody until the completion Bachelor's and Master's Degree program.
- 6.9.3 The scripts of mid-term and final term examination shall reach the office of the Controller of Examinations in the specified period of time after the termination of Final Term examination.

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6.10 Merit Certificates/Gold Medal

- 6.10.1 No token of academic distinction (certificates and medals) shall be awarded to a student in the same academic program who is failed in a subject and/or is found guilty of UFM in any examination in this university.
- 6.10.2 Gold medal shall be awarded on the basis of CGPA. In case of a tie in the CGPA between two or among more candidates, marks obtained as per weighted average shall be considered. If still there is a tie, decision shall be taken on the basis of the total marks obtained in the theory of all the major courses.
- 6.10.3 If the above three conditions do not resolve tie, then it shall be given to both students.
- 6.10.4 A student who repeats a course/paper or improves his grades or passes a course/paper in makeup exam or punished by the University in UFM or any other misconduct, shall not be eligible for gold medal/merit certificate or any other distinction. In this case, the make-up exam shall not include the make-up exam conducted for the missed Mid Term or Final term paper(s).
- 6.10.5 The Semester Topper shall be determined by Semester GPA.
- 6.10.6 There shall be one semester topper per program. In case of a tie, the position shall then be determined on the following grounds:
- 6.10.7 The weighted average of aggregate subject marks up to 6 decimal points shall be calculated and given to the one having the highest weighted average.
- 6.10.8 If there is a tie in the weighted average, then the sum of credit hours of the A+ grade subjects shall be calculated and given to the one having the highest.
- 6.10.9 If there is a tie in the sum of credit hours of A+ grades subject, then the sum of credit hours of the A grade subjects shall be calculated and given to the one having the highest.
- 6.10.10 All courses shall be passed on the First Attempt. First Attempt means that all requirements, i.e. midterm, assignments, practical and terminal examination of a subject are completed in time and are shown on the first award list submitted by the course instructor to the examination section. Incomplete result or result submitted on another award list shall be considered a second attempt.
- 6.10.11 A student who submits his Thesis/Research Report after 6 months of the Final Term examination of the Final Semester shall not be eligible for the award of Gold Medal/Merit Certificate.

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6.11 Conducting Semester Examinations

- 6.11.1 All Mid and Final Exams shall be conducted by the Controller of Examinations according to the Academic Calendar already issued.
- 6.11.2 The Examination Section shall publish the examination schedules (date sheet) at least 02 weeks prior to the commencement of the Mid/Final examinations.
- 6.11.3 Invigilators shall be detailed by the Internal Controller of the Department/Institute after the approval of the Chairman/HOD. The invigilation staff shall ensure that:
- 6.11.4 The students are seated according to their seating plan.
- 6.11.5 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.
- 6.11.6 No examinee join the examination 30 minutes after its commencement.
- 6.11.7 No examinee leave the examination room within one hour of commencement of examination. The visits to 'wash rooms' may be allowed only in special circumstances and shall be carefully controlled.
- 6.11.8 Electronic devices, such as cell phones, are not taken into the examination hall.


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6.12 Unfair Means/Malpractices

6.12.1 Any student found using unfair means or assisting another student during a test/examination or copying from another student shall be liable to disciplinary action. A student found guilty of such act by the Unfair Means Committee shall be dealt under the policy of the University. Use of unfair means generally covers the following:

- 6.12.1.1** An attempt to have access to the question paper before the test/examinations.
- 6.12.1.2** To access directly or indirectly an examiner with the intention of getting to disclose any question or questions set or to be set by him or with the object of influencing him in the award of marks.
- 6.12.1.3** To access directly or indirectly the Superintendent of the examination center/hall or any other person connected with the supervision of an examination for the purpose of inducing such person to give undue assistance or show undue favor to the candidate.
- 6.12.1.4** To use or possess unauthorized reference material during test/Examination.
- 6.12.1.5** Any forms of communication by the examinee with anyone inside or outside the examination room while the test/examination is in progress.
- 6.12.1.6** Unauthorized entry into faculty office or that of staff with the intention of having an access to or tampering with the official record/exam paper etc.
- 6.12.1.7** To receive assistance from other persons in the examination.
- 6.12.1.8** To assist another candidate or allow him to copy from his answer book in the examination.
- 6.12.1.9** To remove a leaf or leaves from his answer book.
- 6.12.1.10** To write abusive or obscene language in his answer book.
- 6.12.1.11** To smuggle an answer book in or out from the examination hall.
- 6.12.1.12** To access directly or indirectly any official of the University with the intention of obtaining any information connected with the examination, which official is bound not to disclose.
- 6.12.1.13** If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned in Para 23 (b) & (c) above with the object mentioned therein, such communication may be deemed to have been made by the candidate himself and shall be liable for penalty(ies) according to the UFM made.
- 6.12.1.14** If a candidate gains admission to the examination or attempts to gain admission by making a false statement in his admission form.
- 6.12.1.15** Producing a false document or forging another person's signature on a document.


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- 6.12.1.16 Allowing another person to impersonate him.
- 6.12.1.17 If a candidate possesses any firearms or anything capable of being used as weapon of offence in or around the examination center/hall/room or assaults or threatens to assault a person engaged in the conduct of an examination.
- 6.12.1.18 If a person on the rolls of the University abets a candidate in the commission of any of the offenses mentioned above, his act shall be taken as malpractice.
- 6.12.1.19 If a person on the rolls of the University obstructs any University official, the Inspector of any examination center or any person connected with the conduct of an examination, in the discharge of the duties, such a student shall be dealt accordingly with UFM penalties.

6.13 Punishments/Penalties to be Awarded to Candidates Guilty of UFM

- 6.13.1 Any candidate who, after announcement made by the Superintendent, fails to part with or is found to have access to books or notes, papers, bags, pencil cases, pagers, mobile phones, palmtop computers, tape recorders or any other material or equipment in his possession relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be expelled by the Superintendent from the Examination Room and his answer book shall be cancelled and case be reported to the Controller of Examinations.
- 6.13.2 Any candidate found guilty of copying from any paper, book or notes, or allowing any other candidate to copy his answer book, or creating disturbance in the hall by whispering/talking may be disqualified from appearing in examination for a period which may extend to two semesters and fine may be imposed from Rs.1000/- to 5000/-. The decision of the UFM committee in this regard shall be final.
- 6.13.3 Any candidate found guilty of impersonation shall be disqualified, expelled and to be barred from admission to any class and from appearing in any examination for a period not exceeding five years. He shall also be fined from 3000/- to 10,000/-. The same punishment shall be awarded to the candidate.
- 6.13.4 If the impersonator is not on the rolls of the university/affiliated institution but holds a degree or diploma conferred or granted by the University, the Controller Examination shall inform the Vice Chancellor/Registrar for cancellation of his Degree/diploma and lodge an FIR with the police.
- 6.13.5 Any candidate found guilty of resorting to physical assault on the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates shall be disqualified permanently.
- 6.13.6 Any candidate found guilty of possessing firearms, daggers, knives and other weapons/hazardous material, which may cause injury, shall be

disqualified for a period of three years to appear in any examination of the University and his regular admission from the department/institute be cancelled. In addition a fine as deemed suitable be imposed by the discipline committee.

- 6.13.7 Any candidate found guilty of instigating others to stage a walkout or resort to a pen-down strike shall be liable to expulsion by the Superintendent or the Departmental Examination Officer or any officer duly authorized by the Vice Chancellor and shall be disqualified for a period up to three years to appear in any examination of the University along with imposition of suitable fine.
- 6.13.8 Any candidate found guilty of obtaining admission to the examination on false statement made on his document by any means, shall be disqualified to appear in that examination.
- 6.13.9 Any candidate found guilty of forging another person's signatures on his/her application or admission form shall be disqualified for a period of one year (02 semesters).
- 6.13.10 Any candidate found guilty of intentionally spoiling/parting/damaging his or any other candidate's answer book or any other important document/item related to the examination, shall be barred from appearing in the examination for two consecutive semesters and a fine of Rs.5000/- to Rs.10000/- be imposed on him.
- 6.13.11 Any candidate found guilty of smuggling/taking answer book-related document with him or stealing of blank answer book/additional sheet/other document, shall be disqualified for a period of three years to appear in any examination of the University and his regular admission from the department/institute shall be cancelled. In addition a fine as deemed suitable shall be imposed by the discipline committee.
- 6.13.12 If a candidate is found guilty of disclosing his identity or making peculiar marks or using abusive or obscene language or making an appeal in his answer book to the examiner, the answer book of such candidate shall be cancelled.
- 6.13.13 Any candidate found guilty of influencing or attempting to influence the examiners or Supervisory Staff or the Departmental Examination Officer and other University Staff directly or through his relatives or guardians or friends with the objective of gaining benefit in the examination shall be disqualified for the examination.
- 6.13.14 Any candidate who refuses to obey the Exam Superintendent or changes his seat with another candidate or changes his roll number shall be expelled from the Examination room and his answer book shall be cancelled.
- 6.13.15 Any candidate who interchanges his answer book (or a part of it) with another candidate shall be expelled from the examination room and his answer book shall be cancelled. The entire examination of such

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candidate(s) shall be cancelled and an adequate fine shall be imposed on him.

6.13.16 Any candidate found guilty of cheating in the examination by way of depositing less fee and enhancing it through forgery on bank receipt shall be debarred to appear in that examination.

6.13.17 If a person on the rolls of the University abets a candidate in the commission of any of the offenses related to the malpractices/unfair means, he shall be liable to the same penalty to which the candidate is liable to in respect of the offence abetted.

6.13.18 If a person on the rolls of the University obstructs any University official, the Inspector of any examination center or any person connected with the conduct of an examination, in the discharge of such person's duties, shall be expelled from the University for a period not exceeding three years inclusive of the year in which the offence occurred.

6.13.19 The above penalties (Para 40 & 41) may be imposed in addition to any other penalty to which the offender may be liable under any law in force at that time.

6.13.20 Discipline Codes Of Examination Staff

6.13.20.1 If Supervising Staff, Paper Assessor, Practical Examiner or any other person employed in connection with an examination fails to comply with any instruction issued by the Islamia College Peshawar or any of its officers, commits any other irregularity, secures such appointment by supplying wrong information through alteration of facts, the department concerned shall report the matter to the Competent Authority for administrative action and/or take any other legal action that may be deemed necessary.

6.13.20.2 In case of any emergency, the Vice Chancellor may award suitable punishment without reference to the Committee, in commensuration with the gravity of offence, to any candidate or to any student on the rolls of the University/affiliated college, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Centre/room.

6.14 Committee Dealing Cases of Unfair Means in the Examinations

6.14.1 The Vice Chancellor shall appoint a Committee on the recommendations of the Controller Examinations for a period of three years to be known as the "Unfair Means Committee/Examination Discipline Committee" to deal with cases of the alleged use of unfair means or other matters affecting the discipline of the students in connection with examinations on hearing from Controller of Examinations.

6.14.2 The Committee shall comprise five members to be nominated by the Controller Examination. The Controller of Examinations shall be its Member-cum-Secretary.

6.14.3 Each member shall have a single vote.

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- 6.14.4 The senior most members shall be the Chairman/Convener of the Committee.
- 6.14.5 The members of the Committee shall hold office for a period three years. In case of vacancy among the members, the Vice Chancellor shall appoint another person who shall hold office for the remaining period of the term.
- 6.14.6 The quorum of the Committee shall be not less than 50% of its total membership.
- 6.14.7 In case of difference of opinion among the members, the decision of the majority shall be regarded as the decision of the Committee.
- 6.14.8 If the entire Committee fails to reach a decision over an issue, the case shall be referred to the Vice Chancellor, who shall either decide the case himself or refer it to the Syndicate for its verdict.
- 6.14.9 No penalty shall be imposed on a candidate unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him/her.
- 6.14.10 The Unfair Means Committee shall be the Authority to determine the charge of a breach of the rules of examinations and formulate recommendation to the Vice Chancellor for approval.
- 6.14.11 A candidate, aggrieved by the decision of the Unfair Means Committee, may file an appeal to the Examination Appellate Committee within 10 days of the notification of the decision of the Unfair Means Committee for final recommendation to the Vice Chancellor. The Vice Chancellor may reconsider the case and give his decision or refer it to the Appellate Committee.
- 6.14.12 In case of an emergency, the Vice Chancellor shall be competent to award suitable punishment to a student for breach of any law/rules pertaining to examination.

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6.15 Appellate Committee

6.15.1 The Vice Chancellor may appoint an Appellate Committee to hear the appeals against the decisions of the Unfair Means Committee. The Committee shall comprise of two senior faculty members. The decision of the Appellate Committee shall be binding and final.

6.16 Disposal of Question Paper/Answer Books/Result Sheet

6.16.1 The following policy for destruction of Question Papers/Answer Books/Result Sheets of all types of University examinations shall be adopted.

6.16.2 Question paper, if not part of the answer book, will be disposed of after the examination.

6.16.3 Answer books along with a sample question paper shall be preserved for 6 months after the declaration of the terminal result.

6.16.4 Soft copies shall be retained forever as duplicate record at a different and secure place by the Controller of Examinations.

6.17 Computation and Approval of Results

6.17.1 *After the results are received from each department, the Examination Section shall compile and notify the results duly signed by the Controller Examinations.*

6.17.2 Award List:

6.17.2.1 Each teacher shall submit complete result of all the courses, duly signed by the HoD of the Dept concerned, within three weeks of the termination of the final term examination. Inability to do so shall be reported by the Controller Office to the Vice Chancellor with intimation to the HoD of the department concerned. Before submission of the final result, each teacher shall display the result on the departmental notice board and address the student's queries within three days. In case a student is still not satisfied, the grievance shall be addressed according to the following process.

6.17.2.2 There shall be a 3-member departmental committee comprising the HoD as Convener and two senior most staff members.

6.17.2.3 The student(s) shall write an application to the Convener of the committee within one week of the declaration of the final result.

6.17.2.4 The student(s) shall deposit Rs. 3000/- in the official account of the department concerned and attach the deposit slip to the application.

6.17.2.5 The committee shall address the grievance of the student(s) by re-evaluating the script and convey its decision (s) to the Controller Office within three days. The Controller Office shall upload the result within three days/immediately.

6.17.2.6 If the student's grievance proves genuine, the 3000 rupees shall be refunded to him.

6.17.2.7 Students shall deposit semester dues within ten days after the declaration of the result by the Controller Office. They shall submit


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deposit slips to the APARO. The APARO shall send the list of such students to both the department concerned and the Accounts Office.

6.17.2.8 The teacher concerned shall send award list of course(s) duly signed by him to the Controller of Examinations within a specified period and keep a duplicate copy in his own custody/office for record.

6.17.2.9 The final result shall be recorded on the provisional semester transcript of each student.

6.18 Issuing Academic Transcript/Detail Marks Sheet

6.18.1 A student desirous of obtaining Academic Final Transcript/detailed Marks Sheet may apply to the Controller Examinations along with the prescribed fee as per the policy issued on the subject by the Controller of Examination Islamia College Peshawar.

6.19 Research Report Examination

6.19.1 The candidate shall qualify the thesis examination by obtaining GPA of 2.7. If he fails, the Research Report may be rejected without the option of resubmission of the thesis.

6.19.2 If the examiners find that the Research Report need not be altogether rejected the candidate may be permitted to revise and submit his Research Report for a new examination within two months.

6.19.3 If there is a difference of opinion amongst the examiners about the adequacy of the Research Report the Dean of Faculty concerned on the recommendation of the Chairman/HOD shall appoint a third examiner. If the Research Report is adjudged adequate, a viva-voce examination shall/may be held for it.

6.19.4 Only one chance of resubmission shall be allowed to the student and if the revised Research Report is not approved under the aforesaid procedure, it shall be finally rejected.

6.20 Viva-Voce Examinations

6.20.1 The viva voce examination shall be conducted by the Internal and External examiners already appointed by Controller of Examinations.

6.20.2 If the candidate passes the viva-voce examination, he shall be awarded the degree. However, if the candidate fails the viva-voce examination he shall be permitted to re-appear only once in the viva-voce examination within two months.

6.20.3 If the candidate passes the aforesaid viva-voce examination, his result shall be declared and the candidate shall be awarded the degree.

6.20.4 The grading of the Research Report and viva-voce examination shall be included in the cumulative Grade Point Average of result.

6.21 **Remunerations (Annual):** On the recommendation of the Controller of Exams, The Academic Council may approve remuneration for examination staff and paper checkers etc. on annual basis.

6.22 **Remunerations (Semester)**

6.22.1 A remuneration amounting to 200 rupees per student per course per semester for paper setting, marking (Assignments, Sessionals, Mid, Final etc.) and invigilation duty shall be given to the teacher concerned;

6.22.2 A teacher failing to submit award list (hard and soft form) within the specified time may not be entitled to this remuneration.

6.22.3 One current basic pay per semester shall be given to all staff working in the Examination Section. However, this remuneration shall be subject to the satisfactory performance of the employee(s) to be ascertained by the Controller Examinations.

6.22.4 A remuneration of 1000 rupees shall be given to the setter-cum-checker of the makeup paper.

6.23 **Fee Structure**

6.23.1 A sum of 1000 rupees per credit hour for a makeup paper, and a sum of 1500 rupees for repeating a course/paper or improving grades in a paper shall be deposited by a student.

6.23.2 The result of a student shall be kept pending until he submits Migration Certificate and clearance of all dues to the Examination Section.

6.23.3 The University Employees daughters and sons shall be exempted only from tuition fee.

6.23.4 Other fees structure for different documents is given in the below table:

S.NO	Document	Duration	Fee
1.	Degree Verification	Normal	500
		Urgent	1000
2.	Transcript Verification	Normal	500
		Urgent	800
3.	Provisional Transcript Issuance	Normal	100
		Urgent	400


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4. Original Transcript Issuance	Normal	500
	Urgent	1000
5. Duplicate Transcript Original	Normal	1000
6. Degree Fee	Normal	1200
	Urgent	3000
7. Duplicate Degree	Normal	2000
8. Migration Certificate	Normal	1500
9. Migration Certificate Duplicate	Normal	2000
10. Merit Certificate	Normal	1000
11. Rechecking	Normal	300

