

## **Amendments in a few sections of “Islamia College Peshawar Admissions, Registration & Examinations Regulations for BS & Equivalent Programs 2019”**

In compliance of the directives of Convener Academic Standing Committee (Prof. Dr. Izhar Ahmad), amendments in a few sections related to the examination section are hereby submitted for further deliberation and incorporation.

These rules are recommended to apply on Fall Session 2021 and onwards. These rules are applicable to all BS programmes four years and five years LLB Sharia and Law programmes (morning and evening).

There were three main areas identified for amendments or modifications including dropout and probations, repeating fail papers and penalties relation to unfair means and violations of examinations code of conduct.

Each section is hereby quoted wherever is considered suitable to elaborate or replace a specific section of rule in practice “Islamia College Peshawar Admissions, Registration & Examinations Regulations for BS & Equivalent Programs 2019”.

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### **1. Minimum duration of a program (elaboration of subsection 6.7.8)**

- BS (4 years) programs' normal duration shall be four years consisting of eight equal semesters (i.e. Fall and Spring). The maximum duration for BS 4 years' programs shall be twelve semesters and not more than that.
- Associate degree (2 years) programs' normal duration shall be two years consisting of eight equal semesters (i.e. Fall and Spring). The maximum duration for BS 4 years' programs shall be six semesters and not more than that.
- LLB Shariah and Law (5 years) program's normal duration shall be five years consisting of ten equal semesters (i.e. Fall and Spring). The maximum duration for LLB Shariah and Law (5 years) shall be fifteen semesters and not more than that.
- If a student is unable to complete a degree in the specified minimum assigned semesters, then he/she shall be allowed by Departmental Students Grievance Committee to complete his/her degree within the maximum duration a programme as mentioned above.

### **2. Regular semester and its duration (elaboration of section 4.4)**

- Each regular semester shall be spread over eighteen weeks, with sixteen weeks of teaching and two weeks of examination and preparations.
- Fall semester shall start in the first week of September and its final term examination shall be held in the second week of January.
- Spring semester shall start in the first week of February and its final term examination shall be held in the second week of June.
- In special circumstances if required, an annual calendar may be rescheduled with the approval of Academic Council.

### **3. Semesters' break**

- Semesters break shall be observed after termination of Fall semesters' final examinations in January till the commencement of subsequent Spring semesters in first week of February.
- There shall be no winter or spring vacations apart from semesters' breaks.

### **4. Summer semester and its duration**

- Summer semesters shall only be arranged for repeating failed papers but not for improvements of grades.
- Summer semesters shall be of nine weeks including a week of examination(s), starting from 1st July and ending up to 31st August.
- The credit hours for a registered course in a summer session shall remain the same as mentioned by the board of studies/scheme of studies.

- A student shall be allowed to enroll maximum of three courses in one summer semester.
- There shall be minimum of ten students in a subject for whom summer semester has to be offered.
- Only those students shall be allowed to register in a summer session who have failed offered subjects in the previous two semesters (Spring and Fall semesters).
- Maximum number summer semesters shall be one for two years programme and two for four/five years programmes.
- Recommendations to register in a summer semester shall be provided by Departmental Students Grievance Committee.
- Half semester fee shall be applicable to register in a summer semester(s).
- Summer semester shall not be counted towards to total desired number of semesters in each programme.
- There shall be no assignment and no sessional in a summer semester. Only one paper for final examination of 100 marks shall be conducted at the end of summer semester.
- Results along with the attendance register shall be submitted to the Controller of examination within one week of time.
- Summer semester shall not appear on the final transcript. In case of failure the courses shall be next registered in a regular semester whenever offered.
- Teachers offering subjects in summer semester shall be provided honorarium at the rate of extra-work load for each subject.

**5. Special examination (amendments in section 6.1.15 replacing subsections 6.1.15.1 to 6.1.15.3).**

- A special examination shall be conducted for a student who fails to appear in the mid or terminal examination of course(s) on serious medical grounds or the demise of parents, spouse, children, or brother/sister, provided the incident or medical conditions happens within two weeks before the examinations dates.
- The student has to provide proofs with the following conditions and controller of examination shall grant permission, with the recommendations of Departmental Students Grievance Committee, before the special examination(s).
- To avail a special examination a student must be eligible to appear in a regular examination i.e. fulfilling the required 75% attendance and having submitted all the dues/fees.
- A student has to produce death certificate of the kin referred above from authorized officer.
- A student has to provide an evidence of serious illness i.e. proof of hospitalization or medical certificate of receiving an intensive treatment in a private or a government hospital.
- A student has to submit Rs. 1000/- (one thousand rupee) per credit hour for papers in which he/she required to appear in the special examination.
- Head of the department/chairman/director concerned has to ensure standards of a special examination.

- During the entire course of study, a student shall be allowed only twice for a special examination.
- Controller of examinations and the concerned department chairman/coordinator shall keep record to ensure the standards.
- Special examinations for both midterm and final term examinations shall be arranged within a week of termination of the examinations, and their results shall reach controller of examinations along with the results of the rest of the class.
- Special examinations shall not be allowed to those students who miss examinations due to their scheduled leaves (i.e. hajj, umrah, sports weeks, tournaments, competitions, marriages etc.).

## **6. Promotion, Probation and Dropout (Amendments in section 6.7 to replace subsections 6.7.1 to 6.7.7)**

- A student will be considered promoted to a next semester if he/she secures Cumulative Grade Point Average (CGPA) equal to higher than 1.0 at the scale of 4.0.
- The CGPA shall be calculated up to the total courses registered by a student till the last attempted examination. For the 1st semester, courses of 1st semester shall be used for the CGPA calculations.
- Whenever, a student fails to secure the minimum CGPA of 1.00, at the scale of 4.00, shall be "dropped".
- A student who secures CGPA equal to more than 1.00 and less than 2.00, at the scale of 4.00, for the first time shall be placed on probation-1.
- If a student does not secure 2.00 CGPA for the second time, he/she shall be given a warning of probation-2.
- Maximum of three probations shall be allowed to a student in four years of BS and five years of LLB Shariah and Law programmes. While a students of associate degrees and two years programmes or late entries in BS 5th semesters, shall avail the maximum of two probations.
- Third probation in two years, and fourth probation is four or five years programmes shall be "dropped".
- A dropped student of BS four years programme may get associate degree if he/she is otherwise eligible i.e. secured minimum of 2.00 CGPA up to fourth semester passing minimum of 60 credit hours.
- A dropped student shall be removed from the University role.

## **7. Handicapped/Disabled/Blind student/**

- Handicapped/disabled/blind student or any other student who require a help in writing shall be provided with a writer/amanuensis.
- The writer/amanuensis shall be a person who is at least one grade lower in education than the candidate.
- The expenses/fees of a writer/amanuensis shall be beared by the candidates.
- The chairman or head of the department has to ensure the requirements of the writer/amanuensis.
- The CNIC copy, previous degree/certificate attested copy, and at least one-page handwriting sample of a writer/amanuensis shall be shared with the controller of examination before the commencement of examinations.
- A writer/amanuensis shall be allowed only once for a specific examination and he/she shall not be allowed to assist another candidate with the same subjects' level/examinations.

## **8. Penalties and unfair means cases of examinations (amendments to replace subsections 6.13.1 to 6.13.7)**

- Mobile phones and other electronic devices shall be strictly prohibited during examinations.
- Examination Disciplinary Committee (EDC) shall deal cases if they are reported on a prescribed form and duly endorsed by the chairman/head of the department concerned.
- The invigilator/faculty member on examination duty has to report cases clearly indicating violation(s) to EDC via chairman or head of the department concerned.
- All cases related to EDC shall be reported to the controller of examination not later than one week, after the termination of an examination.
- EDC shall hold meeting within two weeks after the termination of the examinations.
- EDC shall call and interview the reporting and subject teachers before calling the students concerned if necessary.
- EDC shall assess and confirm the violations reported by the teachers concerned by interviewing the students on a scheduled date.
- EDC shall suggest penalties as per severity of violations, described in the table below.

S. No.	Violations	Penalties
1	Carrying cheating materials but not used for copy	Fine up to Rs. 2000/-
2	Use of mobile phone or any other electronic device e.g. blue tooth and others	Fine up to Rs. 5000/-
3	Whispering/talking or making disturbance in examination hall	Fine up to Rs. 5000/-
4	Copy of cheating materials attached or writing from another student or using electronic devices	Cancellation of the paper (i.e. marking zero in the paper reported either mid or final term as reported), or fine up to Rs. 5000/- or both.
5	Exchange or transferring of answer sheet(s) or answer book(s) among students	Cancellation of the subject or fine up to Rs. 5000/- (i.e. marking as "F" grade in the subject reported) or both.
6	Stealing and/or smuggling of answer books	Cancellation of the whole examination (i.e. marking "F" grade in all subjects registered in a semester) or banning up to two semesters or fine up to Rs. 30,000/-
7	Tearing or tampering an answer book/sheet or misbehaving with the duty staff	Cancellation of the examination (i.e. marking "F" grade in all subjects registered in a semester) or banning up to two semesters or fine up to Rs. 20,000/-
8	Threatening teachers or staff concerned	Cancellation of the examination (i.e. marking "F" grade in all subjects registered in a semester) or banning up to two years or fine up to Rs. 50,000/-
9	Impersonation	Cancellation of examination and banning of candidate from examinations up to two years. Recommendations of the impersonator for lodging FIR and handing over to the police.
10	Bringing armor/knife or any other threatening material to the examination hall.	Cancellation of the examination (i.e. marking "F" grade in all subjects registered in a semester) or recommending name of the accused for lodging FIR and handing over to the police.

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## **9. Grading of Theory and Practical courses.**

- Every course shall have total marks of 100, and marks distributions in theory courses for sessional, assignments, midterm and terminal examinations shall remain intact as per regulations 2019.
- Courses which have theory plus practical (i.e. 2+1 or 1+2) shall be examined by a separate laboratory paper/viva of 100 marks. Lab marks shall appear as a separate entry on the transcripts mentioning clearly the laboratory credit hours, while its theory (100) marks shall be written separately along with its credit hours.
- Those courses that are solely based on experimentation/laboratory/field work, or internship (i.e. 0+3 or 0+6) shall have 100 marks for final viva/written examination.