

UG SEMESTER REGULATIONS 2015 & 2016

1.0 Introduction

The following regulations govern the Semester System of teaching and examination for the Undergraduate degrees awarded by MNS University of Engineering and Technology (MNS-UET), Multan.

- a) The Undergraduate degrees offered at the University under Semester System are in Engineering disciplines and Engineering Technology disciplines.
- b) Masculine gender used in the following regulations implies male students as well as female students.
- c) The term faculty member or instructor or teacher when mentioned in these regulations would refer to the concerned faculty member or instructor or teacher, if not mentioned as such.
- d) The medium of instructions and examinations shall be English for all subjects except Islamic Studies and Pakistan Studies for which the medium of instructions and examinations may be either Urdu or English.
- e) The term "Academic Year" refers to the period of study at the University spread over one calendar year period. Academic year is further divided into semesters.
- f) The term "Contact Hour" refers to a 50 minutes period of contact with the students.
- g) The term "Credit Hour (CH)" refers to a unit of academic credit during a semester. Each credit hour is related to a one or more "Contact hours per week" according to subject type and the semester in which it is offered as defined in these regulations.
- h) The term "Pre-requisites" refers to subjects that must be successfully completed prior to registration in a subject requiring these pre-requisites.
- i) The term "Co-requisite" refers to subjects that must be registered simultaneously if studied for the first time. During repetition, simultaneous registration of such subjects is not necessary.
- j) The term "Tutor" refers to a teacher appointed as an advisor and counselor to a group of students and the term "Tutorial" refers to a scheduled session with their tutor.

2.0 Degree Duration

- a) The minimum duration of the undergraduate degree programs shall not be less than four academic years in case of Engineering and Engineering Technology.
- b) The maximum duration of the degree program shall not be more than six academic years for programs with a minimum duration of four academic years and seven academic years for programs with a minimum duration of five academic years.

2.1 Extension Beyond Maximum Duration

- a) The Vice Chancellor may grant extensions up to a maximum period of one year

beyond the maximum duration for completing requirements for the award of degree. Students requiring extension may apply to the Vice chancellor for this purpose.

- b) A student would be separated from the University if he requires extension beyond one year.
- c) Separated students can apply to the Vice Chancellor for re-admission. If their application is accepted, the concerned department will transfer subjects from the previous registration in accordance with the prescribed rule and assign them to an Entry Session for the purpose of computing their maximum degree duration. They will be allotted new entry session as per the recommendation of the department and new registration number.
- d) A re-admitted student will not be granted second re-admission if he is separated second time from the University.

3.0 **Student Status**

- a) Students shall be classified (1) on the basis of number of credit hours registered in a semester and (2) on the basis of credit hours completed.
- b) The students are classified as per the following nomenclature on the basis of credit hours registered during a semester:
 - i. Students registering in at least 12 credit hours during fall and spring semesters and 6 credit hours during summer semester within the minimum duration of their respective degree program shall be called "Regular".
 - ii. Students shall be classified as "Casual" students if they register in less than 12 credit hours during fall and spring semesters and less than 6 credit hours during summer semester; Or they register in subjects after completion of their minimum degree duration period.
- c) The students are classified as per the following nomenclature on the basis of credit hours completed:
 - i. "First Year" students if they have successfully completed less than or up to 32 credit hours of prescribed syllabus;
 - ii. "Second Year" students if they have successfully completed more than 32 credit hours but up to 68 credit hours of prescribed syllabus;
 - iii. "Third Year" students if they have successfully completed more than 68 credit hours but up to 104 credit hours of prescribed syllabus;
 - iv. "Fourth Year" students, in case of five years degree program only, if they have successfully completed more than 104 credit hours but up to 136 credit hours of prescribed syllabus
 - v. "Final Year" students if they have successfully completed more than 104 credit hours, in case of a four degree program and more than 136 credit hours, in case of a five years degree program, of prescribed syllabus

4.0 **Credit Hours Requirements**

The credit hours required for the award of degree may range from a minimum of 130 to a maximum of 136 for degree programs with minimum duration of four academic years and from a minimum of 162 to a maximum of 170 for degree programs with minimum duration of five academic years. These will include a minimum of 6 credit hours of "final year design project" or equivalent spread over two semesters.

5.0 Semesters Nomenclature , Duration and Registration Matters

- a) There shall be two regular semesters, namely Fall and Spring semesters, and an optional summer semester during each academic year.
- b) Fall and spring semesters will be spread over 16 to 18 weeks including examinations with at least 15 study weeks during the semester. The duration of summer semester will be 8 weeks including examinations with weekly contact hours being double from those of fall and spring semesters.
- c) The maximum and minimum permissible number of students to be allowed registration in a subject section will be decided by the concerned Board of Studies.
- d) Students may consult their tutors for registration guidelines.
- e) Registration limits for students are given as under:
 - i. First year and second year students may be allowed to register in at most 18 credit hours during fall and spring semesters such that the contact hours per week do not exceed 26;
 - ii. Students of third year and beyond may be allowed to register in at most 20 credit hours during fall and spring semesters such that the contact hours per week do not exceed 30. Students, because of repetition of subjects or fulfillment of graduation requirements, may apply to the concerned Dean for one credit hour relaxation in the 20 credit hours registration limit
 - iii. At most 8 credit hours during summer semester such that the contact hours per week do not exceed 24.
- f) Registration will only be allowed in a subject if the prerequisites, if any, of this subject have been completed successfully.
- g) Registration in a subject section will be closed if the maximum permitted number of students has registered in it.
- h) A subject section will be closed if less than the minimum numbers of students register in that section. Such students who have been denied registration due to a closure of a section may add some alternate subject(s) during add and drop period.
- i) During summer semester, selected subjects will be offered in accordance with departmental policy for summer semester.

6.0 Curriculum and Classification of Subjects

- a) The curriculum, subject identification numbers, the credit hours allocated to each subject and detailed syllabus shall be according to the proposals made by the Board of Studies and the Board of Faculty concerned and approved by the Syndicate on the recommendations of the Academic Council.
- b) Subjects are classified as:
 - i."Theory" wherein the primary mode of teaching shall be lectures given by teachers supplemented by home assignments. For the purpose of these regulations, subjects of this type shall be referred to as Type-A;
 - ii."Practical" wherein the primary mode of teaching shall be experiments, studio laboratory, designs, drawings, assignments and projects conducted/executed by students as specified in the syllabus. For the purpose of these regulations, subjects of this type shall be referred to as Type-B;

- iii. "Comprehensive Projects" wherein students engage in design and development of a project under direct supervision of teachers in a laboratory/ studio/ workshop/ industry, spread over one or two regular semesters in an academic year. For the purpose of these regulations, subjects of this type shall be referred to as Type-C.

7.0 Type-A Subjects Evaluation and Contact Hours

- a) In Type-A subjects, there shall be a mid-term examination of at least one hour duration and a comprehensive final examination of at least one and a half hour duration. These examinations shall carry 30 and 40 percent weight respectively. The comprehensive final examination will include 20% questions from pre-mid term syllabus. The teacher shall schedule additional assessment instruments such as quizzes, assignments, presentations, seminars, group discussions, field study reports etc. as specified in the syllabus or as determined by the teacher. These assessment instruments shall carry the remaining 30% weight of the subject.
- b) There shall be one contact hour per week during Fall and Spring semesters and two contact hours per week during Summer semester for each credit hour assigned to Type-A subjects.

8.0 Type-B Subjects Evaluation and Contact Hours

- a) In Type-B subjects, each Experiment, Studio work, Jury Presentation, Design, Drawing, Project or Assignment shall be considered as an independent assessment instrument. Cumulative performance in all independent assessment instruments shall form the basis for evaluating a student.
- b) There shall be two to three contact hours per week during Fall and Spring semesters and four to six contact hours per week during Summer semester for each credit hour assigned to Type-B subjects.

9.0 Type-C Subjects Evaluation and Contact Hours

- a) In Type-C subjects, each exercise, project or assignment shall be assessed for process during its life time (Continuous Assessment) while the end product shall be assessed, right after its submission, through Viva-Voce /Jury examination (Terminal Assessment).
- b) Continuous Assessment and Terminal Assessment of Type-C subjects may carry 60 and 40 percent weight respectively.
- c) External Examiners/ Jurors shall be involved in the assessment of all Type-C subjects.
- d) There shall be two to four contact hours per week during Fall and Spring semesters for each credit hour assigned to Type-C subjects.

10.0 Award of Letter Grades

- a) The subject teacher, having interacted with the students, taught them and having assessed them over the semester, shall award letter grades to the students. Chairman of the concerned degree awarding department will be consulted while finalizing the letter grades. Letter grade in each Type-A subject shall be awarded on a Relative Scale whereas, letter grade in Type-B and Type-C subjects may be awarded on an absolute scale if deemed fit by the subject teacher.

- b) Following steps in awarding letter grades on a relative scale may be followed:
- i. Minimum marks threshold linked to content mastery shall be established for award of a passing letter grade. Students earning marks below this threshold shall be awarded "F" grade;
 - ii. Expected maximum marks threshold shall also be established. Student(s) crossing the maximum threshold, if any, will be awarded "A+" grade. The grade points of "A+" and "A" are same. As such, it is expected that only exceptional students demonstrating outstanding results are given recognition by award of this grade.
 - iii. Students earning marks between the maximum and minimum thresholds are listed in descending order of merit and the average and standard deviation is computed;
 - iv. Passing letter grades are awarded according to the table given below, with "A" being the highest passing grade and "D" being the lowest passing grade.
 - v. The cluster of students falling within half standard deviation of average marks may be graded as "C+" or "B-";
 - vi. Other passing letter grades may be awarded on the basis of clusters of students within narrow ranges for a population less than 100; Or on a normal curve basis if the population of students is more than 100;
 - vii. It is not essential that every class should have all letter grades awarded, that is, it is possible that a class does not have any student below the minimum threshold; Or in another scenario in which no student, in the opinion of the instructor, is eligible for the award of "A" grade. There may be cases where no student qualifies for some intermediate grade.
 - viii. An upper limit on percentage of students in a subject who can earn a particular passing grade may be placed, if required.
- c) The letter grades and their corresponding grade points (GP) are given in the table below.

Table
Letter Grades & Corresponding Grade Points

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F	W	WF	I	IP
4.0	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0	-	-	-	-

- d) Subjects repeated to improve grades, excluding "W" or "WF" grades, will be shown on the transcript with a suffix "R".
- e) The subject teacher may award an "F" grade to a student if he is convinced, while checking the answer script of mid-term or final examination that the student has cheated. The subject teacher will give opportunity to the student to defend himself before award of this "F" grade.

11.0 Result Matters

11.1 Result Computation Method

The Grade Point Average (GPA) and Cumulative Grade point Average (CGPA) shall be computed according to the following formula:

$$GPA = \frac{\sum (GP_x * CH_x)}{\sum CH_x}$$

$x = 1$ to n , where n is the number of subjects in the semester for which GPA is computed.

$$CGPA = \sum (GP_y * CH_y) / \sum CH_y$$

$y = 1$ to m , where m is the number of total subjects covered in all semesters up to the semester for which CGPA is to be computed.

11.2 Authority to Compute Results

Grade points (GP) in each subject, Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) of each student shall be computed and notified by the Controller of Examinations at the end of each semester.

12.0 Award of "W" , "WF" , "I" and "IP"

Grades

12.1 Withdrawal ("W" Grade)

A student may be allowed to withdraw from a subject in which he is registered. Applications (Form 1) to withdraw from a subject shall be entertained latest up to the 6th study week during Fall and Spring semesters and up to 3rd study week during Summer semester. Withdrawn subjects shall appear in the transcript with a letter grade "W", and shall not be used in computation of GPA. In the transcript, subjects repeated after withdrawal will not be suffixed with a "R".

12.2 Forced Withdrawal ("WF" Grade)

A student registered in a subject may not be permitted to continue due to shortage of attendance or other disciplinary action. Such students shall be awarded a "WF" (Forced Withdrawal) grade. It shall appear in the transcript as such, and shall not be used in computation of GPA. Subjects repeated after forced withdrawal will not be suffixed with "R". A student who does not drop a subject nor appear in any assessment instrument will not be eligible for "WF" grade and will be awarded a "F" grade.

12.3 Incomplete "I" Grade

A student, who because of illness or any other acceptable fails to complete the required instruments in any subject may be awarded an "I" (Incomplete) grade as an interim grade. Students having less than 50% attendance will not be eligible for award of this grade. This grade shall appear in the transcript temporarily until it is replaced by the actual grade and will not be treated as "F" grade. The student receiving such a grade shall make up the unfinished portion of his subject to the satisfaction of the faculty member who awarded this grade, and is given a letter grade as per regulation 10 at the discretion of the faculty member without prejudice to the previous grade "I". In case, the student fails to complete the unfinished portion within the following semester his "I" grade would be converted to "F" grade by the Controller of Examinations. The responsibility for completing the unfinished portion and satisfying the faculty member lies with the affected student.

12.4 In Progress "IP" Grade

- a) Type "C" subjects, like theses, projects, studio work etc., spread over more than one semester may be graded as "IP" until completion of these subjects. This grade shall be recorded in the transcript and will not be treated as "F" grade.

- b) Each portion of a Type “C” subject spread over two semesters may have been prescribed different nomenclature and different subject code. First portion of such a subject may be graded as “IP” upon completion, if the department decides to award the final letter grade upon completion of the second portion.
- c) It shall appear in the transcript as such, and shall not be used in computation of GPA. Grades assigned in the semester in which the subjects are completed will be used in computation of Semester GPA with total credit hours of the subjects being counted for this purpose.

13.0 Repetition of Subjects

- a) Students are permitted to repeat subjects to improve their grades in a semester within their maximum credit hours registration limit.
- b) Separate repetition of Type B part or Type A part of a subject, which is combination of Type A and Type B, is permitted.
- c) In case of repetition of a subject, the new grade earned shall replace the previous grade, whether high or low.

14.0 Academic Probation and Separation

- a) A student will be placed on Warning if his GPA falls below 2.0 in any semester with his CGPA remaining greater than 2.0.
- b) A student will be placed on Probation if his CGPA falls below 2.0 after any semester.
- c) A student will be separated from the University if he remains on probation for two consecutive regular semesters. Advantage of repetition in Summer semester, falling in between or after the two regular semesters on probation, being give to the student.
- d) Separated students can apply to the Vice Chancellor for re-admission. If their application is accepted, the concerned department will transfer subjects from the previous registration in accordance with the prescribed rule and assign them to an Entry Session for the purpose of computing their maximum degree duration. They will be allotted new entry session as per the recommendation of the department and new registration number.
- e) A re-admitted student will not be granted second re-admission if he is separated second time from the University.

15.0 Changing Discipline after Admission

- a) A student, after first year of study at the University, may opt for change in discipline. The minimum admission merit of the discipline, being opted for, must be equal or lower than the merit of the opting student at the time of his admission.
- b) The student opting to change his discipline after first year must apply to the Vice Chancellor through his Chairman and the Dean. Acceptance shall depend on the availability of seats in the opted discipline.
- c) On acceptance of his request, the student shall start afresh with credit being given for any University core subjects studied in the first year in the original discipline. He will be issued new registration number and his maximum permissible duration count will start afresh.
- d) Students cannot opt for change in discipline after their second year at the

University.

16.0 Award of Degree and Merit Position

- a) Students, who are eligible for the award of degree, are required to submit a Degree Requirements Completion Form (Form 2) to their respective chairman for onward submission to the Controller of Examinations. Degree status would be decided only after receipt of this form.
- b) Students shall qualify for the award of undergraduate degree if they earn a minimum CGPA of 2.0 and they satisfy the following conditions:
 - i. Have no compulsory outstanding subject with "W", "WF", "I" and "F" grades during all semesters of a degree program.
 - ii. Have repeated elective subjects in which "W", "WF" or "F" grades have been earned or have studied alternate elective subjects in lieu of these to fulfill the credit hours requirement.
 - iii. Have completed the prescribed number of credit hours.
- c) Students shall qualify for a "Degree with Honours" if they satisfy the following conditions:
 - i. Have earned a CGPA of 3.70 or above out of a maximum of 4.00;
 - ii. Have not repeated a subject;
 - iii. Have not withdrawn from a subject with a "W" or "WF" grade; and
 - iv. Have not earned an „F" grade in any core or elective subject during the course of study.
- d) Medals and merit positions will only awarded to students having earned degree with honours. The awards will be based on the CGPA earned at the time of graduation. Comparison will be made within the students of same entry session graduating in the minimum permissible duration. Immigrating and re-admitted students will not be eligible for any medal or merit position.

17.0 Dean's Honour Roll

At the end of each semester, there shall be a "Dean's Honour Roll" of students earning a Semester GPA of 3.7 and above without any "W" or "WF" or "F" grade while registered in at least 15 credit hours during that semester. There shall not be any Deans's Honour Roll for summer semester result.

18.0 Grievance Committee and Grade Change Request

- a) The examination regulations provide sufficient transparency by mandating teachers to show result of all assessment instruments including final examination to their students. Sufficient time is provided to students, even after finalization of the award list, to point out errors and omissions and get them rectified. As such, the following aspects will neither be reviewed nor discussed while interpreting the provisions of this regulation:
 - i. Marks awarded by the teacher in any of the assessment instruments;
 - ii. Letter grade thresholds;
- b) A student has two options for redress of grievances. The first option can only be exercised during the semester and the second option after declaration of semester results.

- i. During the semester: A student may file a grievance petition with the Chairman of his department during a semester if sufficient opportunity is not provided to him to review the assessment instruments as prescribed in the Examination regulations. The Chairman will form a 3 member departmental Committee headed by a senior faculty member to redress the grievance. It will be mandatory on the Committee to hear both sides (student and the teacher), and recommend corrective action within 5 days after filing of the grievance. The recommendations of the Committee will be binding on the teacher as well as the student.
- ii. After Declaration of Semester Result: A student may submit a Grade Change Request (Form 3) to the Chairman's Office stating the specific reason for change in grade. Grade Change requests must be submitted not later than one week after the first grade was posted or within the first week of the following semester, whichever is later. The request will be routed to the concerned faculty member. Normally, the only person who can change a grade is the faculty member who gave the grade; however, in case that faculty member is no longer available or cannot be reached, the department chairman has the authority to evaluate the situation and change a grade, if required. When a grade is to be changed, the chairman shall forward the case to the Dean with justification for change. The result will be modified after approval of the Dean.

19.0 Students Registration

- a) Regular and casual students may register for subjects being offered during that semester within their maximum permissible credit hours registration limit.
- b) The student may add or drop subjects within first two weeks of Fall and Spring semesters and within first week of Summer semester.
- c) A student, who is fulfilling requirements of an "I" grade in a semester, is not required to register in the subject in which he has been awarded an "I" grade.
- d) Students deciding not to register in a semester must inform the department of their decision. Failure to register without any prior intimation may result in separation from the University.

20.0 Hostel Accommodation

Local casual students will not be eligible for hostel accommodation. However, foreign casual students may be allowed to continue staying in hostels by the Senior Warden after approval of the Vice Chancellor.

21.0 Attendance Requirements

- a) Students failing to maintain a minimum attendance of 75% in a subject during a semester shall be awarded a "WF" grade. Chairman in consultation with the respective Dean shall review cases of students seeking relaxation of up to 10% in attendance requirement. The relaxation shall be allowed after approval by the Dean. Any relaxation in excess of 10% shall be forwarded to the Vice Chancellor through the respective Dean for final decision.
- b) Leaves availed by a students after approval of the Chairman will not be counted towards attendance;
- c) Students eligible for award of an "I" grade will be awarded such a grade only if their attendance is at least 50%.

- d) Students not registering in a particular semester are required to intimate the department in writing about their decision. Failure to register without prior intimation may result in separation from the University.

22.0 Special Provisions

- 22.1 In all cases where the regulations are silent, the decision of the Vice Chancellor shall be final.
- 22.2 Interpretation of these rules and regulations by authorized officers of the University shall be final.
- 22.3 The University authorities reserve the right to make any changes in the existing regulations, rules, fee structure and courses of study that may be considered necessary at any time without prior notice.
- 22.4 No student is allowed to maintain simultaneous enrollment in any other program of studies in the University or any other educational institution within or outside Pakistan, unless permitted by the competent authority as an Exchange Student.
- 22.5 In case a student enrolled in this University is found to be a regular student of some other University/institution whether local or foreign, his admission in this University shall be canceled.
- 22.6 Students are required to know the rules and regulations mentioned in the prospectus and notified time to time. Ignorance of rules and regulations does not absolve them of their responsibilities and shall not be treated as an excuse.
- 22.7 The Vice Chancellor has been authorized by the Syndicate, on the recommendations of the Deans, to make amendments in these regulations and remove any difficulties faced during implementations of these regulations.

Examination Regulations

1.0 Evaluation Process of Subjects

1.1 Evaluation of Type-A Subjects

- a) For mid-term and final examinations of Type-A subjects, the teacher of a subject shall set the question paper of that subject, supervise its examination, mark the answer books and prepare the award list. Any teaching resource provided to assist a teacher cannot be tasked to mark mid-term and final examinations answer books.
- b) Every teacher of Type-A subjects shall return the marked quizzes, assignments, etc. and mid-term examination scripts to the students for review, and in case of presentations etc. communicate the earned score to the student within one week of the event. Mid-term scripts, however, would be recovered from the students and deposited with the chairman concerned.
- c) At the end of scheduled teaching period of a semester but before commencement of the final examinations, the teacher shall prepare and display the Interim Award List. Composition, display, correction, and reporting requirements/procedures of Interim Award List shall be as prescribed in these rules.
- d) Teachers would mark the final examination scripts, and prepare and display complete Award List, excluding letter grades, within one week after the examination of the subject.
- e) The students may be shown the final examination marked scripts before submission of Comprehensive Award List to the Controller of Examinations, if they so desire.

1.2 Evaluation of Type-B Subjects

- a) Teachers of Type-B subjects shall keep all students informed of their performance at every stage in each category of task performed. Immediately after the end of each stage/assessment event, teachers shall prepare and communicate the earned score to the student in that stage/assessment event.
- b) At the end of semester and before the end of examination period, teachers shall prepare and display the Interim Award List. Content and other requirements regarding Interim Award List shall be as prescribed in these rules.
- c) After following the procedures and requirements regarding Interim Award List, the teachers shall prepare and display complete Award List, excluding letter grades, within one week after the end of scheduled teaching period.

1.3 Evaluation of Type-C Subjects

- a) Teachers of Type-C subjects shall keep all students informed of their performance at every stage in each category of task performed. Immediately after the end of each stage/assessment event, teachers shall prepare and display a list of earned score of each student in that assessment instrument.
- b) At the end of first of the two semesters of a Type-C subject and before the end of examination period, teachers would prepare and display an Intermediate Award List. This list would be similar to the Comprehensive Award List of Type-A and Type -B subjects except that letter grade assignment based upon this list will be limited to "IP" Grade.
- c) At the end of second of the two semesters of a Type-C subject and before the end of examination period, teachers shall prepare and display the Interim Award List.

Content and other requirements regarding Interim Award List shall be as prescribed in these rules.

- d) Within one week of the conduct of Viva-voce/Jury examination, internal and external examiners shall prepare and display complete Award List excluding the letter grades.

1.4 Interim Award List

- a) Interim Award List would show the percentage as well as weighted score of each stage/assessment instrument of that subject including the mid-term examination in case of Type-A subjects.
- b) The Interim Award List will be communicated to all students via electronic means or/and displayed on the Notice Boards for at least two working days to permit students to point out any anomalies, errors, omissions etc. in the list.
- c) The teachers shall give due consideration to any anomalies, errors, omissions etc. in the list pointed out by any student, and may correct the list.
- d) Any further processing of the list shall be carried out only after it has been displayed on the Notice Boards for the mandatory period and decisions regarding all matters pointed out by students have been taken.

1.5 Comprehensive Award List

The Comprehensive Award List shall show, for each student:

- a) The weighted combination of the Interim Award and Final Examination award in percentage format and Letter Grades corresponding to the comprehensive award.
- b) Sealed Comprehensive Award List will be sent to the Controller by the concerned teacher with a copy to the Chairman for record only.

1.6 Delay in Submission of Results

After passage of 6 working days from the date of scheduled final examination period, Controller of Examinations will submit a report to the Vice chancellor on the status of submitted results. The Vice Chancellor will decide on the disposal of teachers failing to submit their results within the prescribed time.

2.0 Conduct of Examination of Type A Subjects Under Semester System

2.1 Question Papers

- i. All question papers are set by the concerned teacher.
- ii. The paper setters, who also ensure their correctness, supervise the photocopying or duplicating of the papers.
- iii. Question papers are kept in the safe custody of the teacher till the start of examination. He shall bear legal and moral responsibility for the safe custody and secrecy of the question papers.

2.2 Reference Material during Tests/ Examinations

Prior to class tests, mid term/final examination, the subject teacher announces such books, notes or other material that can be referred to by the students during the test or examinations. All other books, notes, papers, etc., are withdrawn from the examinees.

2.3 Examination Schedule

The Chairman of the department publishes the mid term and final examination

schedule at least two weeks before start of the examinations in accordance with the University academic calendar.

2.4 Conduct of Mid-Term and Final Examinations

a) The chairman shall depute teachers or staff as Deputy Superintendent and Invigilators for the conduct of examinations. The number of invigilators will be estimated on the basis of one invigilator for every 25 students.

b) The subject teacher shall be the Superintendent for the conduct of examination. The Superintendent shall ensure the following:-

- i. That all answer books used in the examination are signed or initialed. The teacher may require the students to answer on the question paper itself. No other answer books are to be used in these cases.
- ii. Answer books are issued to the invigilators 5 minutes before the commencement of the examination and retrieved at the end of the examination.
- iii. The absentee report, if any, is prepared and forwarded to the Chairman's office at the end of each examination.

2.5 Teachers or Staff acting as invigilators are detailed by the respective Chairman. They ensure the following:

- i. That the students are identified through means such as University identification card or a valid photo ID.
- ii. That the students are warned against the use of unfair means and have been advised to surrender mobile phones, notes, papers or other unauthorized material before the commencement of the examination.
- iii. That the students are not allowed to talk with or copy from other students during the examination.
- iv. That no student is allowed to join the examination 30 minutes after its commencement.
- v. That no student is allowed to submit the answer sheet and leave the examination room within 30 minutes of commencement of examination. Visits to toilets are carefully controlled.
- vi. That the question papers and answer books of a student detected using unfair means or assisting another candidate, are taken away and the matter is reported to the respective chairman. The superintendent records all available evidence to be used as written proof later on.
- vii. That the students write their registration numbers, name and class on the front cover of each additional answer sheet used. If more than one answer book is used, these are stapled together.

2.6 The subject teachers, being the Superintendent(s), shall:

- a) Supervise distribution of the question papers to the students according to the schedule published.
- b) Be available in the examination center during examination of their subject to clarify any query and to collect answer books after the examination. In case of multiple examination centers, they must remain available near the centers.
- c) Report any incidence of unfair means or disobedience or rowdy-ism detected in the examination center to the Controller of Examinations for processing under

rules governing use of unfair means during examinations. The report must include collected evidence (if any), written and signed statement by the invigilator detecting the incidence and of the candidate(s) found involved.

4.0 Disposal of Answer Scripts

Answer sheets of mid term and final examinations will be stored in the respective department for one semester after declaration of result of a semester. The sheets would be disposed off subsequently in a suitable manner as decided by the concerned Chairman.

5.0 Transfer of Credits of Subjects For Migrated Students

5.1 Students from other HEC approved universities and programs accredited by PEC or PCATP, may apply for migration to this University in the same programs, in accordance with University's Migration Rules. Following conditions shall govern transfer of subjects (credits) to the University for subjects studied elsewhere. Subjects that do not satisfy these conditions shall not be transferred nor given any credit.

- i. The subject must correspond to a subject offered by UET or be deemed equivalent in depth and intensity.
- ii. The student must have earned at least "40%" marks in case of absolute grading system or a minimum of "C" grade or higher in a letter grading system similar to the one in this University. In case of any other grading system, the department shall decide with the above minimum limits in perspective. In case, both letter grades and marks are mentioned on the transcript, only letter grade will be considered for the purpose of transfer of semester credits.

5.2 The accumulative credits accepted for transfer in any program should not exceed one-half (50%) of the total credits required to complete that particular program, in any case.

5.3 The credits transferred are counted towards the degree requirements of the student. However, GPA of transferred credits shall not be counted towards the calculation of CGPA, and that only "Transferred" shall be written against those subject(s) in which transfer of credits was allowed. In addition, migrated students shall neither be eligible for a merit position nor degree with Honours.

5.4 Migrating student may be deficient in subjects as compared to the class which he has joined. Such a student shall repeat these subjects. In case, he is studying a particular subject for the first time, it will not be classified as repeated subject for him.

6.0 Transfer of Credits of Subjects For Re-admitted Students

"Subjects" and "grades of subjects", studied during the previous five years from the date of re-admission, in which they have earned a grade of "C" or above shall stand transferred and the students shall be placed in the semester recommended by the department. In addition, re-admitted students shall neither be eligible for a merit position nor degree with Honours.

7.0 Transfer of Credits of Subjects For Double Degree Students

Credit hours of subjects, as recommended by the concerned department, in which they

have earned a minimum of 40% marks or a minimum grade of "C" (as the case may be) during their first degree program within the University shall stand transferred and they shall be placed in the semester recommended by the department. The credits transferred are counted towards the degree requirements of the student. However, GPA of transferred credits shall not be counted towards the calculation of CGPA, and that only “Transferred” shall be written against those subject(s) in which transfer of credits was allowed. In addition, double degree students shall neither be eligible for a merit position nor a degree with Honours.

8.0 Transfer of Credits of Subjects For Exchange Students

- a) Following conditions shall govern transfer of subjects (credits) to the University for subjects studied elsewhere as Exchange students under an HEC or University approved scheme. Subjects that do not satisfy these conditions shall not be transferred nor given any credit.
 - i. The subject must correspond to a subject offered by UET or be deemed equivalent in depth and intensity.
 - ii. The student must have earned at least “40%” marks in case of absolute grading system or a minimum of "C" grade or higher in a letter grading system similar to the one in this University. In case of any other grading system, the department shall decide with the above minimum limits in perspective. In case, both letter grades and marks are mentioned on the transcript, only letter grade will be considered for the purpose of transfer of semester credits.
- b) The credits transferred are counted towards the degree requirements of the student. However, GPA of transferred credits shall not be counted towards the calculation of CGPA, and that only “Transferred” shall be written against those subject(s) in which transfer of credits was allowed. In addition, such students shall neither be eligible for a merit position nor degree with Honours.

9.0 Final Transcript Issued by Examination Branch

Examination Branch will issue a final transcript after the student completes all the degree requirements. The recording of result on final transcript will be according to the following:

- a. The transcript will be chronological showing all subjects registered in each semester and corresponding grades earned.
- b. All “I” grades would be replaced by the grade earned or “F” grade if requirements have not been completed.
- c. “IP” grade in a subject or sequel of subjects would be shown in the semester(s) in which it has been awarded. It will not be counted towards computation of GPA or CGPA in these semesters.
- d. The semester grade awarded in a subject, which is a follow up of a subject or subjects in which “IP” has been awarded in previous semesters, would be counted towards computation of semester GPA and CGPA by considering the total credit hours assigned to the subject or a sequel of subjects.
- e. Elective subjects in which the student has earned “F” grades may not be counted towards computation of CGPA if alternate elective subjects have been studied in their place. This will not be automatic. The student must apply to the Controller Examination to avail this facility.

10.0 Results Declaration by Examination Branch

The student would be able to see his subject grades on the Examination portal as soon as those have been submitted by the teachers to the Controller Examinations. The status of these results would be “Provisional”. When all results have been received by the Branch, official results would be declared within one week following due process of scrutiny and verification. The status of these results would change to “Confirmed” after declaration.