

Women University of Azad Jammu and Kashmir Bagh

Semester Regulations

Part-I

1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- 1.1 These regulations shall be known as Semester Regulations 2016 for the under-graduate, graduate and post-graduate academic programs, framed under Section 26 of the Women University of Azad Jammu and Kashmir Bagh Act VII of 2014.
- 1.2 These regulations shall come into force from the date of approval from the Senate of the University.
- 1.3 These regulations shall apply to all registered students of the Women University of Azad Jammu and Kashmir Bagh.

2. DEFINITIONS

- i. **“Academic Program”** means a Program of studies, which leads to the award of a Degree to the students, after the successful completion of all its requirements.
- ii. **“Academic Council”** means the Academic Council of the University.
- iii. **“Assessment”** means evaluation of performance of students in academic Program, including examinations, assignments, practical, project work, seminars and tutorials.
- iv. **“Class Assignment”** means a task relevant to a course of study to substantiate the course contents. An assignment may or may not be graded.
- v. **“Contact Hour”** means one hour spent on teaching, lab work, practicals, research work, projects, seminars, workshops, internships, etc.
- vi. **“Credit Course”** means a course required for a degree and is counted towards CGPA.
- vii. **“Credit Hour (Crd. Hr.)”** means lecture of one-hour duration per week in a semester for a subject countable towards a student’s Cumulative Grade Point Average (CGPA). A practical of two hours is equivalent to one credit hour.
- viii. **“Department”** means an Academic Department of the University.
- ix. **“Faculty”** means the Faculty of the University having two or more departments.
- x. **“Fee”** means Fee charged for every course attended by a registered student.
- xi. **“Freeze”** means freezing of a semester on the request of the student.

- xii. **“Grade”** means a letter grade which represents certain points earned by a student.
- xiii. **“Grade Point (GP)”** means the number of points assigned to a letter grade.
- xiv. **“Grade Point Average (GPA)”** means the average of points earned by a student in a semester.
- xv. **“Cumulative Grade Point Average (CGPA)”** means the average of grade points earned in all courses in all semesters of an Academic Program.
- xvi. **“Head of the Department (HoD)”** means the Chairperson/Head of the academic department of the university.
- xvii. **“Non-Credit Course”** means a course of study, successful completion of which is required for a degree but not counted towards CGPA.
- xviii. **“Probation”** means placing a student on probation if /her GPA in a semester is lower than the required GPA for promotion to the next semester.
- xix. **“Thesis/Dissertation”** means a report comprising the original research of a student which is counted towards the partial fulfillment of her degree.
- xx. **“Registration”** means registration of the students in a Teaching Department of the University.
- xxi. **“Semester”** means an academic period, in which a set of courses in any disciplines are offered.
- xxii. **“Subject or Course”** means a subject or course of an academic program, which is to be studied by a student for a fixed number of Credit hours during a semester.
- xxiii. **“University”** means the Women University of Azad Jammu and Kashmir Bagh.
- xxiv. **“Vice Chancellor”** means the Vice Chancellor of the Women University of Azad Jammu and Kashmir Bagh.
- xxv. **“Registrar”** means the Registrar of the Women University of Azad Jammu and Kashmir Bagh.
- xxvi. **“Controller”** means the Controller of Examinations of the Women University of Azad Jammu and Kashmir Bagh.
- xxvii. **“Treasurer”** means the Treasurer the Women University of Azad Jammu and Kashmir Bagh.
- xxviii. **“Dean”** means the Dean of a Faculty.
- xxix. **“Director Academics”** means the Director Academics of the Women University of AJ&K, Bagh

3. SEMESTER REGULATIONS

Following semester regulations shall apply to the award of all the degrees offered by the Women University of Azad Jammu and Kashmir Bagh unless otherwise specified:

3.1 Undergraduate programs

- For undergraduate degree programs 124-136 Credit Hours are required (124 represents the minimum and 136 represents the maximum credit required). However, keeping in view the HEC guidelines the Board of Studies of the respective discipline shall determine the required number of credit hours for degree program.
- The credits hours must be 51-63 taken in courses prescribed for the major. Credit points are earned in courses based upon the amount of time and effort required for those courses. Most courses carry 3 credit hours.
- 34 Credit Hours must be earned taking courses outside the prescribed course for the major but within the same school as the major; meaning core, basic science.
- 30 Credit Hours must be earned taking multi-disciplinary courses outside the school of major.
- **Internship/Project:** Every student should write a project report or will do internship in any organization relating to the discipline chosen for as specialization.
- 1 credit hour shall mean : 1-hour lecture per week
- 1 credit hour shall mean : 2-hours lab./practical work per week
- The minimum number of credit hours for four years professional degree program shall be 124-136. However, the Board of Studies of the respective discipline shall determine the required number of credit hours for degree program, which not be less than 135 credits. Credit hours per teaching course should not exceed 4 credits. Lab course should not exceed two credits (8-hours per week) and shall be conducted in the evening.
- The minimum number of credit hours for two years master degree program in Sciences shall be 55. However, the Board of Studies of the respective discipline shall determine the required number of credit hours for degree program, which not be less than 55 credits. Credit hours per teaching course should not exceed 4 credits.
- The minimum number of credit hours for one year master degree program in MBA shall be 33. However, the Board of Studies of the respective discipline shall determine the required number of credit hours for degree program, which should not be less than 33 credit hours.

3.2 Course Descriptions

- a. The Board of Studies (B.O.S) of the respective discipline shall be responsible to revise the contents of a course(s) or may introduce a new course from time to time depending on the international/national/industrial/market needs.

- b. All courses approved by the B.O.S of the respective discipline shall be assigned two to three alphabets indicating the name of the subject and three digits. For example:
Masters in Computer Sciences shall start with MCS.
Botany course shall start with BOT.
Economics course shall start with ECO.
Sociology course shall start with SOC.
- c. Three digits shall designate all the courses of a given program:
- i. First digit shall indicate the **Year** of the program.
 - ii. Second digit shall indicate number of the **semester**.
 - iii. Third digit shall indicate the **Course Number**.
- d. Hyphen (-) shall be used to conduct the Alphabets and digits. If the number of Elective courses exceeds the required semester coding numbers, the general coding schemes can be established after the final semester subject code number. For example different MCS courses will be designated as:

First Year Course

1st Semester MCS-111, MCS -112

2nd Semester MCS-121, MCS-122

Second Year Course

3rd Semester MCS-231, MCS-232

4th Semester MCS-241, MCS-242

Third Year Course

5th Semester MCS-351, MCS-352

6th Semester MCS-361, MCS-362

Fourth Year Course

7th Semester MCS-471, MCS-472

8th Semester MCS-481, MCS-482

4. ACADEMIC CALANDER

Normal Semester:	Working weeks	18 weeks
	Teaching	16 weeks
	Examination & Result	02 weeks

Semester	Registration of Courses	Start of Semester	Mid Term Examination	Terminal Examination	Declaration of Results
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Fall	2 nd /3 rd week of October	4 th week of October	3 rd week of December	1 st week of May	2 nd week of May
Spring	2 nd /3 rd week of May	4 th week of May	3 rd week of July	1 st week of October	2 nd week of October

4.1 Schedule of an Academic Year

NOTE: In case the university is closed owing to the circumstances beyond the control then special makeup classes may be arranged converting weekends or holidays to working days to cover the lapsed time of the students.

4.2 Allowed Course Load in Regular Semester

- An undergraduate student may be allowed to take up to 18 credit hours and a graduate student up to 12 credit hours (being maximum course load) only if she has a C.GPA of 3.5 or above subject to the permission of the Head of the Department.
- The Head of the Department may also allow maximum course load to any student, graduate or undergraduate when the student is graduating in that very semester, e.g. an undergraduate student with C.GPA of 3.2 needs 18 credit hours to graduate or a Masters. Student with a C.GPA of 3.2 needs 15 credit hours to graduate. In this situation the Head of Department can make an exception for any particular student by allowing her to take maximum course load as this will be the student's last and graduating semester.
- A full time regular student shall be allowed a maximum work load of 15-18 credit hours per week in a semester.
- In case a student repeats some courses, she may be allowed a maximum of 21 credit hours per week.
- A student may be allowed to register an additional course as non-credit course, which may not be in excess of the maximum work load of 7 courses in a semester. The additional course, if successfully completed, will be reflected in the transcript as non-credit course, without any impact on CGPA of the student.
- A student may register a minimum of 3 credit hours per week in a regular semester but the maximum completion period shall remain the same, i.e. 12 semesters for 4 year Bachelor degree Program and 06 semesters for 02 year Master degree Program.
- If a student does not wish to register in any course in a semester, she will be required to freeze the particular semester as per rules.
- Academic departments shall display the list of courses being offered one week before the start of the semester. All students shall register courses from that list as per requirements of their degree program before start of the semester.
- After submission of registration forms by the students, the Chairperson of each department shall forward the same to the Controller of Examinations till the end of second week of the semester.

- The University shall offer every required course at least once in an academic year.

4.3 ADMISSION PROCESS

The Women University of Azad Jammu and Kashmir Bagh specifies the following criteria for admission in undergraduate and graduate degree programs offered in various disciplines:

4.4 Eligibility Criteria

04 Years Undergraduate Programs							
S. No	Degree Program /Discipline	Eligibility	Min-Max Duration	Credit Hours per Semester Min-Max	Total Credit Hours	Thesis/ Project	Internship
01	BS (Botany)	F. Sc. Pre-Medical with at least 2 nd division (45 % Marks)	8-12 semesters / 4-6 years	12-24	124-136	Yes	
02	BS (Physics)	F. Sc. (Pre-Engineering) at least 2 nd Division (45% Marks)	8-12 semesters / 4-6 years	12-24	124-136		
03	BS (Chemistry)	F. Sc. Pre-Medical with at least 2 nd division (45 % Marks)	8-12 semesters / 4-6 years	12-24	124-136		
04	BS (Zoology)	F. Sc. Pre-Medical with at least 2 nd division (45 % Marks)	8-12 semesters / 4-6 years	12-24	124-136		
05	BS(Mathematics)	F. Sc. (Pre-Engineering) at least 2 nd Division (45% Marks)	8-12 semesters / 4-6 years	12-24	124-136		
06	BS (Bio-Tech.)	F. Sc. Pre-Medical with at least 2 nd division (45 % Marks)	8-12 semesters / 4-6 years	12-24	124-136		
07	BCS (Hons.)	F. Sc. (Computer Science, Physics and Math's) at least 2 nd Division (45% Marks)	8-12 semesters / 4-6 years	12-24	124-136	Yes	

08	BS(IT)	F. Sc. (Computer Science, Physics and Math's) at least 2 nd Division (45% Marks)	8-12 semesters / 4-6 years	12-24	124-136	Yes	
9	BBA	FA/F. Sc./or equivalent at least 2 nd Division (45% Marks)	8-12 semesters / 4-6 years	9-24	124-136		Yes
10	B.Com (Hons.)	FA/F. Sc./or equivalent at least 2 nd Division (45% Marks)	8-12 semesters / 4-6 years	9-21	124-136		Yes
11	BS (Islamic Studies)	FA/F. Sc./or equivalent at least 2 nd Division (45% Marks)	8-12 semesters / 4-6 years	12-24	124-136		
12	BS (Pak Studies)	FA/F. Sc./or equivalent at least 2 nd Division (45% Marks)	8-12 semesters / 4-6 years	12-24	124-136		
13	BS (Education)	FA/F. Sc./or equivalent at least 2 nd Division (45% Marks)	8-12 semesters / 4-6 years	12-24	124-136		
14	BS (English)	FA/F. Sc./or equivalent at least 2 nd Division (45% Marks)	8-12 semesters / 4-6 years	12-24	124-136		
15	BS (Sociology)	FA/F. Sc./or equivalent at least 2 nd Division (45% Marks)	8-12 semesters / 4-6 years	12-24	124-136		
16	BS (Economics)	FA/F. Sc./or equivalent at least 2 nd Division (45% Marks)	8-12 semesters / 4-6 years	12-24	124-136		
M.A/M. Sc. 02 Years Master Programs							
01	Economics	B.A/ B.Sc. with at least 2 nd division (45 % Marks)	4-6 semesters / 2-3 years				

02	Sociology	B.A/B. Sc. with at least 2 nd division (45 % Marks)	4-6 semesters / 2-3 years				
03	English	B.A/B. Sc. with at least 2 nd division (45 % Marks)	4-6 semesters / 2-3 years				
04	Pakistan Studies	B.A/B. Sc. with at least 2 nd division (45 % Marks)	4-6 semesters / 2-3 years				
05	Islamic Studies	B.A/B. Sc. with at least 2 nd division (45 % Marks)	4-6 semesters / 2-3 years				
06	Mathematics	B.A/B. Sc. with at least 2 nd division (45 % Marks)	4-6 semesters / 2-3 years				
07	Zoology	B. Sc. with at least 2 nd division (45 % Marks)	4-6 semesters / 2-3 years				
08	Botany	B. Sc. with at least 2 nd division (45 % Marks)	4-6 semesters / 2-3 years				
09	Computer Science	BCS/B. Sc. with at least 2 nd division (45 % Marks)	4-6 semesters / 2-3 years		73		
10	Physics	B. Sc. with at least 2 nd division (45 % Marks)	4-6 semesters / 2-3 years				
11	Chemistry	B. Sc. with at least 2 nd division (45 % Marks)	4-6 semesters / 2-3 years				
12	Bio-Tech	B. Sc. with at least 2 nd division (45 % Marks)	4-6 semesters / 2-3 years				
13	Commerce	B.A/BBA/B.Com with at least 2 nd division (45 % Marks)	4-6 semesters / 2-3 years				
14	MBA 3.5 Year	B.A//BBA/B.Com with at least 2 nd division (45 % Marks)	7-9 semesters / 2-3 years		93		

Note: The enrolment in each semester shall be made according to the scheme of study approved by the board of studies, keeping in view the HEC guidelines.

4.5 Advertisement

The University shall advertise its admission for all the disciplines of undergraduate /graduate program through electronic media, print media and website of the Women University of Azad Jammu and Kashmir Bagh before the declaration of intermediate results.

4.6 Admission procedure

- a. Candidate interested in admission for any degree shall submit an application for admission, in response to advertisement by the University, on a prescribed form within the time period.
- b. Candidates seeking admission on reserved seats for the provinces of Punjab, Khyber Pakhtunkhwa, Sindh, Baluchistan, FATA, and Northern Areas must apply through their respective Provincial Departments/Nomination Authorities.
- c. Candidates shall be required to submit application forms, within the stipulated time, complete in all respects, along with attested copies of the following documents.
 - i. S.S.C., H.S.S.C., B.A/B. Sc. or equivalent examination certificates/ degrees.
 - ii. Detail marks certificates of all the certificates and degrees.
 - iii. Character certificate from the head of the institution last attended.
 - iv. Domicile certificate.
 - v. Four passport size photographs.
 - vi. Migration certificate (original) within 15 days after admission.
 - vii. Computerized national identity card or form "B".
- viii. Every application shall be accompanied by an affidavit signed by the applicant and countersigned by his father/guardian stating that he will abide by the Statutes, Rules and Regulations of the University and instructions issued from time to time, by the Vice Chancellor, Dean, Chairperson, or teacher.
- d. Candidates applying for admission to more than one discipline / category will be required to submit a separate application form along with all supporting documents, for each category/discipline.

4.7 Admission Fee

The Admission Fee shall be deposited after the verification of admission of a student by the respective semester desk/Bank.

5. REGISTRATION

Students are required to choose the courses they wish to enroll in, prior to the start of a semester. For this purpose the university will publish a schedule for enrollment of students.

5.1 Course Registration and Withdrawal from Course(s)

- Every student should register for the courses offered in the Semester on the prescribed proforma (UGS), submitted to the office of the DSA, before commencement of classes.
- A student may be allowed to change a specific course on a proper request within one week of the registration.
- A student may be allowed to withdraw a specific course on a proper request within 8 weeks of the start of the semester. In such case the course will be reflected on the transcript with letter W and request for any refund will not be entertained.
- A student withdrawing after the 8th week shall be automatically awarded 'F' grade which shall count in the GPA.

Registration of non-credit courses

- A student may register additional non-credit course(s) out of the prescribed faculty courses. On successful completion such course(s) shall be mentioned in the final transcript in the form of S/U basis. Such course(s) may be offered provided that the resources in the disciplines are available.

Late Registration

- The late registration within one week after the start of any semester (in which student seeks registration) will be allowed @ 10% of regular semester registration fee. In case a student fails to register herself within the stipulated period of time she may seek readmission in the same semester next year with the approval from Vice Chancellor on the recommendations of HoD/Dean or the subsequent year with the permission of the academic council on the recommendations of HoD/Dean, provided he/she has not exhausted the maximum residential requirements for the course.

Repeating Course

- Repeating a course shall entail all the essential components of a course including attendance, assignments, class tests, mid term and terminal examination.
- If a student gets 'F' grade, she will be required to repeat the course.
- Undergraduate students may be allowed to repeat a course in which he/she has obtained Grade 'C'. In such a case both the course and the grade obtained, will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA. The student can repeat a maximum of 6 courses to repeat in a four/five years degree programs.

- A student can repeat a maximum of 3 courses in a two years degree program. In such a case, both the course and the grade obtained will be recorded on the transcript, however, only the better grade shall be calculated in the **CGPA**.

6. DISCONTINUATION

- A student enrolled in a semester may discontinue his/her studies with the permission of the admission office due to illness duly certified by a Registered Medical Practitioner, countersigned by the University Medical Officer or under the circumstances beyond her control, to be determined in each case on a written application of the student. The Director Students Affairs would duly notify this.
- If a student has passed the final examination of the previous semester with minimum GPA/CGPA required for the academic standard of the University to remain on roll, does not get enroll in the next semester, it will be assumed that she has availed discontinuation.
- The minimum period of discontinuation of studies by a student would be for one semester in a two year degree program and for two semesters in a four years degree programs.
- Discontinuation period shall not be counted towards academic residence.
- The academic session of the student shall remain the same in which she was initially enrolled/registered.
- If discontinuation is prior to enrollment in a semester, she does not have to pay the fees.
- HEC scholarship holders shall be allowed to discontinue her studies for six months only.

7. STUDENTS ORIENTATION

The Directorate of Student Affairs shall organize undergraduate/graduate students' orientation in consultation with Deans of the respective faculties.

8. ATTENDANCE

- A student will be allowed to appear in examination only if she has attended 75% of the lectures/seminars delivered to her class in each course and 75% of the practicals prescribed for the respective courses.
- Calculation of attendance shall start from the date of commencement of classes.
- A date-wise record of the attendance of students shall be maintained by the respective teacher in each course. One week before the commencement of the final examination, the teacher of each course shall send to the Director Students Affairs a statement showing the total number of lectures delivered and practicals conducted together with the total number of lectures and practicals attended by each student.

- The period of absence in case of participation in co-curricular/sports activities with the permission of the Competent Authority may not be counted, as absence.
- Students having class attendance less than 75% in a particular course shall be awarded “F” grade in that course and s he shall be required to repeat the same course.
- Absence from class for two consecutive weeks or more without any genuine reason shall entail cancellation of admission in the course by the class teacher which would only be restored on appeal to the concerned teacher made within 05 days of the cancellation order with payment of Rs.1000. The class teacher will inform the Chairperson of the Department regarding cancellation and restoration of admission in the course.
- Absence from a class for four or more consecutive weeks will debar the student from examination and the course will be considered dropped. She will be required to repeat the dropped course.
- No leave what so ever shall be counted as relaxation in attendance requirement.

9. DEGREE REQUIREMENTS

A student shall be awarded the degree in her respective discipline provided that she completed the faculty courses, project/field work/thesis, internship/practical training and comprehensive oral examination within the prescribed period. The description of various courses is as follows:

10. Fundamental Courses (Four and Five Years Professional Programs):

Fundamental Courses shall include Islamic Studies (2 Credits), Pak Studies (2 Credits), Arabic (3 Credits), English Comprehension (3 Credits), Statistics (3-4 Credits) and Computer/Applied Computer (3-4 Credits) shall be compulsory for all the students. The Board of Studies of the respective discipline shall opt the fundamental courses according to their specific degree requirements from: Mathematics, Physics, Chemistry, Biology, and Technical report writing. These courses shall be designed by the Board of Studies of respective discipline according to their degree requirements.

11. Faculty Courses

The faculty courses shall be related to the need of the relevant discipline and shall be determined by the Board of Studies of the respective discipline in the range of 12 to 16 courses. These include:

- i. Compulsory Courses
- ii. Elective Courses (where applicable)

The students must take at least 35 credit-hours compulsory courses. The change/revision of faculty courses shall be made by the board of studies of the

respective disciplines as per international/nationals/industrial needs. There shall be 3-7 days field work of the field oriented course(s), where applicable. Selection of elective course(s) shall be subject to the availability of relevant qualified staff.

12. Audit Courses

A student can register herself with the consent of both host and parent department. Both the host and parent department shall be agreed on the audit course(s) according to their resources including teachers, space in class rooms/labs. An audit course shall be non-credit or S/U basis (Satisfactory/Unsatisfactory). Satisfactory shall mean at least 50% marks and below 50% shall mean Unsatisfactory. The marks secured in an audit course shall not be counted towards the total marks and hence shall have no effect on GPA/CGPA etc.

13. Field Courses (where Applicable)

These courses can be offered within respective department of the Women University of AJ&K or any other organizations/institutes/universities. These can be conducted in semester breaks, summer semester and weekends.

14. Deficiency Courses

- If the course qualified by a candidate does not provide adequate background for the degree course which he/she intends to take up, he/she may be required to make up the deficiency by taking one or more additional course(s) as may be prescribed/determined by the departmental board of studies.
- Deficiency courses will be mandatory to pass but these will not be counted in calculating GPA/CGPA and will not have any effect on the academic position of student.

15. Fieldwork Report (where Applicable)

- Fifteen days of fieldwork is compulsory in each professional year of BS Applied Geology Degree Program. It can be conducted within semester/subsequent semester/ Semester breaks/weekends in each professional year in BS Applied Geology. There will be fieldwork report 4 credit in each professional year. However, the number of days and credits in other disciplines (if any) can vary and will determine by the Board of Studies of the respective disciplines. Fieldwork report shall be evaluated by a committee comprising of Dean/Director/ Chairperson, respective supervisor(s)/external examiner(s).

16. Project/Thesis Proposal

The students of BS or equivalent/M. Sc. or equivalent shall have to submit a project/thesis proposal of 1-2 pages indicating her area of interest. The chairperson/HoD will formulate a Project Evaluation Committee for the department which will review these proposals and allot a relevant supervisor to the student.

17. Project Report/Thesis Report

- In the final year of degree program in BS (CS), Bs Sociology and MBA the student is required to do a 3-6 credit hours compulsory project/thesis report in her respective discipline. Project report/thesis shall be evaluated by a committee comprising of Dean/Director/Chairperson and respective supervisor(s)/external examiner(s).
- In the final year of master degree program in sciences, the student is required to do a 6-24 credit hours compulsory project/thesis report in her respective discipline. Project report/thesis shall be evaluated by a committee comprising of Dean/Director/Chairperson and respective supervisor(s)/external examiner(s).
- Project/Thesis shall be compulsory (where applicable).
- The student shall submit a 1-2 page project/thesis proposal.
- Project/thesis include fieldwork, (where applicable), laboratory work, thesis writing and open public defense.
- The open public defense committee shall comprise:
 - a. Internal Examiners
 - b. External Examiners
 - c. Dean/HoD respectively.
- The thesis is extendable if required but not exceed duration of degree program.
- Project reports/thesis shall be evaluated by the concerned teacher/supervisor (internal) and external examiners.
- External examiner(s) shall be appointed, with prior approval by the Competent Authority.
- The student shall submit Research/Internship report comprises of 30-50 pages of text (printed, on letter size page, normal font size i.e. 12 pts.) to the committee and shall present her talk in the institute/department.
- Internship/research project shall be conducted in the final semester of the degree program of respective discipline and its duration shall be 6-8 weeks.
- Internship/ research project shall be of qualifying nature, evaluated in light of the letter/certificate from the organization of his/her internship and the talk presented at the department and is repeated in case of unsatisfactory report from organization. The chances shall be open until he/she passes the Internship/Practical Training.

18. EXAMINATION

In each semester, students may be required to appear in quizzes, midterms, final examinations, presentations (individual/group), group discussion and submit projects/assignments/lab reports. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks.

18.1 Examination Committee

- There shall be a departmental examination committee constituted by the Chairman/HoD, comprising of HoD and two other members in each discipline.
- There shall be an examination committee for dealing minor/other courses at faculty level.

18.2 Function of the Examination Committee

- Ensure contents coverage of course according to the course outline provided by the teacher.
- Monitor classroom activities as outlined in the course outline.
- Examine all problems regarding uniformity before the declaration of result.
- Address and decide student complaints/appeals regarding grade awards. The decision of the Committee shall be final.
- Examination committees will conduct and monitor the examinations.
- Examination committee deputed teaching/staff member to perform the duties of invigilator in exam hall – it will be binding on deputed teaching/staff member to comply the duties – failing the compliance in this regard on part of respective teaching/staff member will be duly reported to concerned HoD and Dean of the faculty.
- Deputed invigilators and examination duty staff of the department/faculty will report to the Superintendent/Deputy Superintendent/examination committee 30 minutes before the commencement of examination and will ensure.

18.3 Examination Procedure

- A mid-term Examination shall carry 32-50% of the total marks, allocated for the course. This Examination shall be held by the teacher concerned who shall determine the form of the Examination.
- In addition, quizzes, special home assignments and / or term papers shall carry 10% of the total marks allocated for the course, which shall be uniformly split over the whole semester.
- The final Examination shall be held at the end of the Semester and shall carry 35-50% of the total marks allocated for the course.

- For the purpose of evaluation, each course shall carry 100 marks. These marks shall be divided in accordance with the credit assigned to theory/practical for the each course.
- The student shall have to pass theory and practical examination separately. Failure in any one shall result in failure of subject and student shall have to repeat the whole course including theory and practical examination, if eligible otherwise.
- One credit hour of theory shall be equivalent to two credit hours of practical in terms of time.
- There shall be no break in the date sheet for examination.
- Award list of the mid-term examination shall be submitted to the departmental examination committee and controller of examination one week before the commencement of the terminal examination.

Example:

Credits	Sessional Marks			Sessional Exam.	Terminal Exam.	Practical Exam.	Total Marks
	Mid Test	Quiz	Assignment				
4(3-1)	25	5	5	35	40	25	100
3(2-1)	25	5	5	35	45	20	100
3(3-0)	30	10	10	50	50	00	100
2(2-0)	30	10	10	50	50	00	100
1(1-0)	30	10	10	50	50	00	100
4(4-0)	30	10	10	50	50	00	100
2(0-2)	00	00	00	00	00	100	100

18.4 Examination Rules and Regulations

- In case a student joins a course after it has started, she will claim no compensation for any missed quizzes, assignments and lectures. The concerned teacher may, however, give assignments, projects, Labs and any other class activity, if possible.
- If a student misses a class test because of an emergency or because of his illness, for which he has obtained prior permission from the teacher concerned, in writing, he shall take a test. A test will be arranged only once. A student, who fails to appear in the test, will be awarded zero marks in that particular test.
- Minimum time allowed for midterm examination shall be one hour and that for the Final Term examination shall be 2 hours.
- There will be no supplementary/special examination in semester system, if a student fails he will have to repeat the course as per rules.
- In order to pass a course, a student must obtain at least 50% marks in aggregate in that course, i.e. marks obtained in class tests/assignments, etc., plus marks obtained in midterm plus marks obtained in final

examination. It will also be essential to pass practical examination separately, where involved.

- In case of any field work, in any specific discipline, the concerned department/institution shall determine an appropriate method of evaluation.
- After marking the class tests, quizzes, midterm and the final examinations the answer sheets must be shown to the students and discussed with the class. Any question relating to marking should be discussed with the individual student but the answer sheets, projects, assignments, term papers, etc., should be recollected from the students immediately after the students have seen their performance and kept safely for record.
- There shall be no re-evaluation of answer books, only re-checking/re-totaling of marks will be allowed.
- All evaluations in semester system shall be internal. The concerned teachers in all respective courses shall evaluate the students.
- Each department shall have a Departmental Examination Committee, consisting of at least 3 members to decide all problems regarding evaluation. The decision of the committee shall be final.
- A handicapped/disabled student will be provided writer at the expense of the student concerned on the recommendations of the Chairman of the teaching department. The writer shall be of a lower grade of education than the candidate.
- He/she will be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.

18.5 Examination Aids

- Students will take only writing material (pen, pencil, eraser, ruler, etc.) into the examination room. Writing materials are not permitted to have any annotations relevant to the content of the paper.
- All bags, textbooks and notes etc. are not allowed in the Examination room.
- Bringing mobile telephone to the examination room is NOT permitted. Mobile telephones will fall in the category of prohibited examination aid. If the invigilating staff captures such material its damage/loss will not be the responsibility of the University and the same will be kept for record being an unfair means (UFM) support material.
- Where a particular examination states that candidates are allowed to bring and use specific aids, any candidate bringing items that exceed or contradict that statement will have such items either confiscated for the duration of the examination or, in marginal cases, handed over with their examination scripts.

18.6 Open Book Examinations

- At times, a teacher may allow open book examination in a specific course, with the permission of the Chairman concerned. In such case the students may be allowed to use text books, notes, files, calculator etc. Laptops, palm computers, mobile telephone sets and other electronic devices shall not be allowed.
- All cases pertaining to UFM shall be dealt with according to the provisions made under the regulations relating to UFM/Malpractices in the examinations.

18.7 Maintenance of Examination Records

- The Examination scripts of midterm and final examinations will be sent to the Controller of Examinations who will keep the record in his/her custody.
- Controller of Examination will retain the records of the examination till the completion of the degree of respective program.
- The result will be announced by the department.
- The Controller's office shall act as Central Record Office.
- The teacher concerned will prepare five copies of the results. He/She shall retain one copy with him/her, display one copy on the notice board and remaining three copies will be handed over to the Departmental Examination Committee.

18.8 Results

- Result of each course shall be declared within 10 days after the examination and the result along with the scripts shall be sent to the Controller Examinations.
- Late submission of the result creates serious problems in implementation of the clause 12 (repeating a course) and 16.1 to 16.9 (computation of GPA/CGPA). Therefore, all teachers must submit the results in time failing which the concerned teacher will be held responsible.

18.9 Examination Schedule

The examination office of the respective department/institute/center will publish the examination schedules at least one week prior to the commencement of the Mid Term / Final Term examination and forward a copy of the schedule to Controller Examinations.

18.10 Conduct of Examination

The Chairperson (HoD)/Director/Principle of concerned Department/ Institute/College will approve the detailing of Faculty/Officers as

Superintendent/Deputy Superintendent for the conduct of Mid/Final Term Examinations. Superintendent and Deputy Superintendent will ensure the following:

Examinees are seated in the examination room according to the seating plan prepared by the examination officer of the Department. All answer books used in the examination are initialed by them. No other answer books are to be used. Answer books will be issued to the invigilators 05 minutes before the commencement of the examination and collected back at the end of the each paper. Absentee report, if any, is prepared and forwarded to the Departmental Examination Officer. All the Examination material will be provided by Controller of Examinations and record of the answer books/answer sheets will be kept by Chairman concerned.

18.11. Use of Reference material during test/exam

Prior to class test/mid/terminal examinations the concerned faculty/invigilator shall announce such books, notes or other material which can be referred to by the students during the tests/Examinations. Examinee will not be in possession of any other book, notes, papers or material etc.

18.12 Question Paper

All question papers are set by respective faculty and duly scrutinized, approved and conducted in accordance with the University policy. As per the spirit of Semester system, there will be no choice in attempting the questions (40% will be all types objectives, 20% short questions and 40% will be subjective). It will also be ensured that the question papers are balanced with respect to the examination policy and have been prepared to cover essentials of the whole prescribed syllabus. In case the teacher who teaches a course is not present at the time of the examination, the Chairperson/Head of the Department may appoint another teacher for the purpose.

18.13 Instructions for candidates

- Candidates will report half an hour before the time fixed for the examination on the first day and 10 minutes on subsequent days. No books, notes or documents are to be taken to the examination room except those authorized by the examiner.
- No candidate shall be allowed to enter the examination centre after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria the Centre Superintendent may provisionally allow into the examination hall a candidate who is late up to fifteen minutes after commencement of the examination, provided the candidate is required to fill in a Late Arrival Form giving valid reasons, subject to concurrence of the departmental examination officer.

- In case the examination starts late, for any reasons to be recorded in writing by the Superintendent and forwarded to the Chairman concerned. The Superintendent shall extend the time for the period that has been lost.
- No candidate shall leave the examination hall without the permission of the Superintendent.
- No candidate shall be allowed to leave the examination until half the scheduled time of that examination has passed. In case candidate has to leave the examination hall in emergency situation before this time, for any reasons to be recorded in writing by the Hall Superintendent, she shall not be allowed to take the question paper with her.
- No candidate shall be allowed to re-enter the examination hall if he leaves after handing over the answer book.
- No candidate shall be allowed to use toilet facilities until at least one hour after the commencement of the examination, and during the last thirty minutes of the examination.
- The candidate shall fill in the details on the title page of the answer book.
- Candidate shall not ask for, and shall not be given any explanation about the question paper. In case any clarifications i.e., misprint/error, is required for any valid reasons, as ascertained by the Hall Superintendent, it shall be done strictly after obtaining permission of the Chairman concerned.
- Candidate shall not borrow anything from other candidates during the examination.
- Candidate shall not talk or disturb other candidates after commencement of the examination.
- Candidate shall not remove a leaf or a part there of, from the answer book.
- While leaving the examination hall candidate shall handover all answer books/papers etc. to the Supervisory staff.
- Candidate who tries to use unfair means or creates law and order situation during the conduct of the examination or otherwise shall be dealt with under “Unfair Means Regulations”.
- In case answer book of a candidate is lost after having been received by the Hall Superintendent, and if he passes in all other subjects of the examination, her result will be prepared on overage marks of passed papers of the said semester. If, on reappearing, he obtains pass marks he shall be deemed to have passed the examination. In case of any dispute as to whether a candidate’s answer book was duly received by the Superintendent or not, the findings of the Departmental Examination Committee subject to the approval of the Vice Chancellor, shall be final.

18.14 Unfair Means/Practices

- Any student found using unfair means or assisting another student during a test/examination or copying from another student would be liable to disciplinary action. A student found guilty of such act by the Unfair Means Committee, will be dealt with in the light of policy in vogue. Use of unfair means generally covers the following:

- An attempt to have access to the question paper before the test / examinations; direct or indirect communication with an examiner with the intention of getting to disclose any question or questions set or to be set by him/her or with the object of influencing him/her in the award of marks.
- Direct or indirect communication with 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.
- Use / possession of unauthorized reference material during test / Examination room while the test / Examination is in progress;
- Unauthorized entry into faculty's office or that of staff with the intention of having an access to or tampering with the official record / exam paper etc.
- Receiving assistance from other persons in the examination.
- Giving assistance to another candidate or allow her to copy from her answer book in the examination.
- Removing a leaf or leaves from the answer book.
- Using abusive or obscene language in the answer book or with the Superintendent of the examination center/hall or any other person connected with the supervision of an examination.
- Smuggling an answer book in or out from the examination hall.
- Direct or indirect communication with any official of the University with the intention of obtaining any information connected with the examination, which such official is bound not to disclose.
- If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons, such communications may be deemed to have been made by the candidate himself/herself and shall be liable for penalty according to the UFM rules.
- If a candidate gains admission to the examination or attempts to gain admission by making a false statement in his admission form.
- Producing a false document forging another person's signature on a document allowing another person to impersonate her.
- 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.
- 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.
- 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, such enrolled student shall be dealt with according to UFM rules.
- Strict disciplinary action shall be taken against any supervisory staff involved in unfair means.

18.15 PENALTIES

- Any candidate who, after announcement made by Superintendent, fails to part with or is found to have access to books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, 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 the case be reported to the Departmental Examination Officer/Chairperson of the Department.
- 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 / misbehaving / disturbing may be disqualified from appearing in examination for a period which may extend to two semesters and fine imposed from Rs.1000/- to 5000/-.
- Decision given by the examination committee will be final.
- She shall be disqualified (i.e. both the candidate and the impersonator), shall be liable to expulsion and to be debarred from admission to any class and from appearing at any examination for a period not exceeding five years with a fine of Rs.3000/- to Rs.10,000/-
- 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 examination committee shall register a case with the Police, and shall send intimation to this effect to the Vice Chancellor/Registrar for cancellation of her Degree/Diploma. In case of his/her conviction by a court of law for cheating by impersonation will render himself/herself liable to punishment under section 419 P.P.C. to imprisonment which may extend up to seven years, or fine, or both.
- 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.
- 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 her regular admission from the department/institute be cancelled. In addition a fine as deemed suitable be imposed by the Discipline Committee.
- 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.

- 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.
- Any candidate found guilty of forging another person's signatures on his application or admission form may be disqualified for a period of one year (02 semesters).
- Any candidate found guilty of intentionally spoiling/parting/damaging his or any other candidate's answer script 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.10,000/- be imposed.
- Any candidate found guilty of smuggling/taking answer script/related document with him or stealing of blank answer script/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 be cancelled. In addition a fine as deemed suitable be imposed by the Discipline Committee.
- If a candidate is found guilty of disclosing her 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.
- 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.
- Any candidate who refuses to obey the Exam Superintendent or changes her seat with another candidate, or changes her roll number, shall be expelled from the Examination room and her answer book shall be cancelled.
- Any candidate, who interchanges his answer script (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 candidate(s) shall be cancelled and a suitable fine be imposed.
- 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.
- 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, she shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted.
- 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, such candidate shall be liable to be expelled from the University for a period not exceeding three years, inclusive of the year in which the offence occurred.

- The above penalties may be imposed in addition to any other penalty to which the offender may be liable under any law for the time being in force.
- Act of Supervisory/Departmental Staff. If Supervising Staff, Paper Evaluator, Practical Examiner or any other person employed in connection with an examination fails to comply with any instruction issued by The Women University of AJ&K 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.
- 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.

18.16 Committee dealing cases of unfair means in examination (UFC)

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” to deal with cases of the alleged use of unfair means, or other matters affecting the discipline of the students in connection with examinations.

- The Unfair Means Committee shall comprise of a minimum of three and a maximum of five members. The Controller of Examinations shall be its Member/Secretary.
- Each member shall have a single vote.
- The senior most member shall be the Chairperson of the Committee.
- The members of the Committee shall hold office for 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.
- The quorum of the Committee shall be two-third of its total membership.
- In case of difference of opinion among the members, the decision of majority shall be regarded as the decision of the Committee.
- If the entire Committee disagrees 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.
- No penalty shall be imposed on a candidate unless she has been given a reasonable opportunity of showing cause against the action, proposed to be taken against him/her.
- 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.
- A candidate, aggrieved by the decision of the Unfair Means Committee, may bring it into the notice of the Vice Chancellor along any new facts

within seven days of the receipt of such decision. The Vice Chancellor may reconsider the case and give his/her decision or refer it to the Appellate Committee.

- 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.

18.17 APPELLATE COMMITTEE

two The Vice Chancellor may appoint an Appellate Committee to hear appeals against decisions of the Unfair Means Committee. The Committee shall comprise senior faculty members not below the rank of Professor. The decision of the Appellate Committee shall be binding and final and shall not be challengeable in any court of law except the Supreme Court of Azad Jammu and Kashmir.

18.18 DESTRUCTION/DISPOSAL OF QUESTION PAPERS/ANSWER BOOKS/ RESULT SHEETS

The following policy for destruction of Question Papers/Answer Books/result sheet of all types of University examinations will be adopted.

- Question paper, if not part of the answer book, will be disposed off after the conduct of the examination.
- Answer scripts along with a sample question paper will be preserved for one year after the declaration of the terminal result.
- Soft copies will be retained for-ever as duplicate record at a different and secure place.

18.19 COMPUTATION AND APPROVAL OF RESULTS

After the results are received from each department, the Departmental Examination Officer compiles the final results of each class within 15 days after the last day of the examination. The final results show grades obtained in each course of the semester, the “Semester GPA” and the “Cumulative GPA” of each student. The result sheets also indicate the tentative disposal (probation, dropped out, withdrawal, incomplete etc) of students failing to achieve required standard. The final result will be finally announced by the Controller Examination.

18.20 RECORD OF RESULT

- **Award Lists:** The teacher concerned shall prepare five copies of the awards for each course taught by him/her. He/She shall retain one copy with him/her and shall handover the four copies to the Chairman of the Department concerned for onward process.
- The final result is recorded on the Provisional Semester Transcript of each student. The Departmental Examination Officer of respective

Department/Institute prepares four copies of individual student semester transcript. The original copy is sent to the Controller of Examinations, the second copy to the Director Students Affairs for record, the third copy to the student. The fourth copy is retained in the student's personal file at the Department/Institute. The complete semester result is sent to Examination Department of the University for Formal Notification.

18.21 ISSUE OF ACADEMIC TRANSCRIPT/DETAIL MARKS SHEET

A student desirous of obtaining Academic Final detailed Marks Sheet (Semester wise) / Transcript may apply to the Controller Examinations along with the prescribed fee as per the policy issued on the subject by the Controller of Examination.

18.22 Paper Checking

- The answer scripts of each examination shall be shown to the students by concerned teachers after checking and taken back immediately.
- In case a student is not satisfied with his/her award even after checking his/her answer book, or clarification from the teacher, he/she may file a written complaint to Dean/Director/Chairman who will refer her case to the examination committee of the department/Institute/University college.
- The decision of the examination committee shall be considered as final.

18.23 Duration of Examinations

Mid-Term Examination	60 minutes
Final Examination	2 hours during examination week

The mid-term examination shall be held eight weeks after the commencement of semester. However, the terminal examination shall be held at the end of the semester according to the schedule provided by the University.

Examination should be held on consecutive days excluding holidays which means that no gap shall be allowed between the papers. The schedule of paper showing shall be displayed along with the examination schedule.

18.24 Maintenance of Examination Record

- The teacher concerned should prepare four copies of the awards. He/she shall retain one copy with him/her, shall send one copy to the departmental examination committee, one copy to the semester desk and one copy to the controller of Examination in advance for later references.
- The teacher shall keep the papers and assignments of a course in his/her custody for one year or till the notification of the result, whichever earlier.
- All the examinations will be conducted and administered by the Departmental Examination Committee.

18.25 Incomplete Grade (I) on Medical Grounds

- In case a candidate is unable to appear in part or whole of the Final Examination of a semester on medical grounds, she may be allowed to appear in a special final Examination to be arranged by the Department/Institute/College, provided that:
- She fulfils the condition of minimum required attendance i.e. **75%**.
- Medical Officer of a Public Sector Hospital, Controller Examination (or his/her nominee) and Director Students' Affairs (or his/her nominee) will check the genuineness of the case and its decision shall be considered as final.

18.26 Repeating Failed Courses

- A student shall repeat the failed course(s) as soon as the course(s) is/are offered next e.g. if a student fails in a paper in 1st semester she should register herself in that particular course(s) in 3rd semester provided that her total number of credits in that semester should not exceed 24 and department resources are met. No special arrangement for such failed courses shall be made what so ever.
- If the CGPA of the student is below the total CGPA required for the completion of the degree, the student is allowed to repeat the courses, in which she has secured lower grade, of her own choice within the maximum residency period allowed for that degree.
- The student shall have to pay additional fee for the enrollment of failed courses.

18.27 Relaxation on Death Basis

- In case of death of blood-relatives (brother /sister /mother /father /grandmother /grandfather) of a candidate, subject to the provision of death certificate from concerning authority the departmental examination committee will conduct mid-term and/or terminal

examination within 15 days as a special case failing which he/she shall be considered failed in that course(s).

18.28 GRADING SYSTEM

- Maximum possible grade point average (GPA) will be 4.00
- Minimum GP will be 2.00 on 50% marks and with the increase of 1.5% marks GP value will be as:

Marks Obtained (%)	Grade Point	Letter Grade	Marks Obtained (%)	Grade Point	Letter Grade
Below 50 %	0.0	F	65.0	3.0	B
50.0	2.0	C	65.5	3.0	B
50.5	2.0	C	66.0	3.0	B
51.0	2.0	C	66.5	3.1	B
51.5	2.1	C	67.0	3.1	B
52.0	2.1	C	67.5	3.1	B
52.5	2.1	C	68.0	3.2	B
53.0	2.2	C	68.5	3.2	B
53.5	2.2	C	69.0	3.2	B
54.0	2.2	C	69.5	3.3	B
54.5	2.3	C	70.0	3.3	B
55.0	2.3	C	70.5	3.3	B
55.5	2.3	C	71.0	3.4	B
56.0	2.4	C	71.5	3.4	B
56.5	2.4	C	72.0	3.4	B
57.0	2.4	C	72.5	3.5	B
57.5	2.5	C	73.0	3.5	B
58.0	2.5	C	73.5	3.5	B
58.5	2.5	C	74.0	3.6	B
59.0	2.6	C	74.5	3.6	B
59.5	2.6	C	75.0	3.6	B
60.0	2.6	C	75.5	3.7	B
60.5	2.7	C	76.0	3.7	B
61.0	2.7	C	76.5	3.7	B
61.5	2.7	C	77.0	3.8	B
62.0	2.8	C	77.5	3.8	B
62.5	2.8	C	78.0	3.8	B
63.0	2.8	C	78.5	3.9	B
63.5	2.9	C	79.0	3.9	B
64.0	2.9	C	79.5	3.9	B
64.5	2.9	C	80.0 and above	4.0	A

Formula:

$$\text{GPA} = \frac{\text{Sum over Courses in Semester (Course Credit Hours X Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGP} = \frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours X Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semesters}}$$

18.29 Promotion Criteria

- For graduation, the minimum qualifying C.GPA is 2.50/4.00 for Bachelors and Masters Students.
- Whenever an undergraduate or a graduate students C.GPA decreases from 2.5, she will be on 1st probation for the next semester. If the student does not come out by increasing his/her C.GPA to 2.5, then again, he/she will go on “Last Probation”. If the student who was earlier on 1st probation, does not come out in the last probation by achieving the minimum desired C.GPA the student will be demoted and allowed to repeat the whole semester (last attended) once only by sitting with the students of junior session. If still she fails to achieve the required CGPA she shall be dropped from the Department/Institute/College.

18.30 Calculation of Grade Points/Letter Grade

- The Calculation of Grade Points/Letter Grade will be assigned for each course according to above mentioned table.
- A fraction of marks in a course shall be rounded by the teacher concerned as 0.25-0.49 will be rounded back while 0.50 and above will be rounded forward.
- Rounding of marks shall be applicable only on the aggregate % age marks in a subject and shall be computed by the teacher concerned on the final award list.
- Overall CGPA shall be rounded to two decimal place e.g. CGPA of 2.955 shall be rounded to 2.96 whereas CGPA of 2.954 shall be rounded to 2.95.
- Relation between % age marks in a subject, letter grade, GPA or CGPA and overall letter grade in that subject shall be as following

Numeric (NV)	Value	Letter (LG/GP)	Grade
80% and above		A/4.00	
65% to 79.9%		B/3.0-3.9	
50% to 64.9%		C/2.0-2.9	
Below 50%		F/-2	
Course Withdrawn		W	

18.31 Calculation of Grade Point Average (GPA) for a Semester

Semester GPA = $\frac{\text{sum of (credits in course x correspondence GP of course)}}{\text{Total credits in semester.}}$

Example No.1 with courses of equal credits:

Course No.	Credit Hours	Aggregate %age Marks	Grade Point
ENT-301	3	78.0	3.8
ENT-302	3	85.5	4.0
ENT -303	3	64.8	2.9
ENT -304	3	63.0	2.8
ENT -305	3	45.9	0.0

Grade Point Average will be calculated as follows:

$$\begin{array}{rcl} 3 \times 3.8 & = & 11.4 \\ 3 \times 4.0 & = & 12.0 \\ 3 \times 2.90 & = & 8.7 \\ 3 \times 2.8 & = & 8.4 \\ \underline{3 \times 0.0} & = & \underline{0.0} \\ \text{GPA} = 40.5/15 & = & 2.70 \end{array}$$

Example No.2 courses with different credits

Course Code	Credit Hours	Marks (%)	Grade Point
ENT-301	4	77.5	3.8
ENT-302	3	80.8	4.0
ENT -303	4	62.8	2.8
ENT -304	2	52.2	2.1
ENT -305	2	67.0	3.1

Grade Point Average will be calculated as follows

$$\begin{array}{rcl} 4 \times 3.8 & = & 15.2 \\ 3 \times 4.0 & = & 12.0 \\ 4 \times 2.8 & = & 11.2 \\ 2 \times 2.1 & = & 4.2 \\ \underline{2 \times 3.1} & = & \underline{6.2} \\ \text{GPA} = 48.8/15 & = & 3.25 \end{array}$$

A student securing less than 50% marks in a course shall be awarded an 'F' Grade and marks shall be counted as zero.

Cumulative Grade Point Average (CGPA) of a student for his/her consecutive Semesters shall be computed as follows:

$$\text{CGPA in 3}^{\text{rd}} \text{ Semester} = \frac{\text{Sum of credits in course} \times \text{corresponding GP of course}}{\text{Sum of credits in 1}^{\text{st}}, \text{2nd and 3}^{\text{rd}} \text{ semester}}$$

Overall Cumulative Grade Point Average (CGPA) shall be computed after a student passes all the credit hour courses. The CGPA shall be computed as follows:

$$\text{CGPA} = \frac{\text{Sum of (credits in course} \times \text{correspondence GP of course)}}{\text{Total credits in the degree}}$$

Both GPA and CGPA shall be computed up to 2 decimal places however, in order to determine the position it can be up to any decimal place.

18.32 Transcripts

- The final award of each paper shall be sent to the controller of examinations.
- The controller of examinations shall be responsible to issue the computerized result cards at the end of each semester.
- The controller of examinations shall issue the details marks certificate and degree after the completion of degree requirements.
- The **Detail Marks Sheet** of a successful candidate shall reflect the latest grade points in a course(s) and previous grade points below 2.0 i.e. 0 shall not be reflected in the final transcript. The detail marks sheet shall also reflect overall CGPA Letter Grade and % age.
- The controller of examinations shall be responsible to issue the distinction certificates.

18.33 Award of Distinction and Medal

- A student, who completes his/her degree requirements in his/her respective department in minimum residential period and obtains overall CGPA at least 3.5 and also stands first in his/her class shall be awarded Gold Medal, provided that he/she did not fail any course(s) during his/her for this particular degree.
- If two or more students obtain same CGPA between 3.5 and 3.9 then Gold Medal will be decided by computing their CGPA up to any decimal point. If two or more students obtain CGPA of 4.0 then the Gold Medal will be awarded on their (Exclusively) overall percentage basis.
- Grant of distinction and medal shall not be admissible to the student who has been involved and convicted (major Penalty) in an act of University indiscipline.

18.34 Award of the Degree

- The degree of the successful candidates shall normally be ready for issuance after one year of passing the examination. However, the degree may be issued on the candidate's request (on urgent basis within one month) on payment of the prescribed fee.
- The degree will be conferred to the successful candidates at the convocation and issued to the recipient after the ceremony on production of proof of his/her identity and his/her registration for the convocation. For this purpose the candidate shall have to register himself/herself at the convocation. The candidate who cannot participate in the convocation may be granted the degree in absentia on request and payment of the prescribed fee.
- If the request of the candidate is received from abroad, the degree may be issued to his/her nominee provided that the student concerned send his/her request/authority letter attested by the Pakistani Mission abroad along with the attested copy of his/her own National Identity Card. The request/authority letter must include the C.N.I.C number of the nominee, who will receive the degree. The nominee must provide satisfactory proof of his identity.

19. Scholarships/Financial Assistance

Applicants must fulfill the conditions unless otherwise set forth in each category of scholarship/financial assistance/teaching assistantship for consideration against specific category:

- All enrolled students shall be considered eligible for any scholarship/financial assistance irrespective of their category of admission (regular or self – supporting program).
- Students enrolled in any semester beyond minimum residency period shall not be eligible for any merit scholarship/financial assistance.
- Students admitted in any degree program during an academic year shall be considered as single class for all types of merit scholarships.
- Scholarships and financial assistance shall be available for every semester. However, the merit scholarship shall not be paid for the semester which is spent on internship.
- Students shall be eligible to get only one scholarship / financial assistance from the university's own resources. If a university student has obtained the financial assistance in a semester and also qualify a merit scholarship than she has to surrender one of them.
- An awardee of University scholarship/financial assistance is also eligible to obtain scholarship from any other external source in lieu of services rendered by her family.
- If an awardee of University scholarship/financial assistance is also selected for a scholarship of an external source from the quota allocated to

the University, she shall have to surrender the University scholarship/financial Assistance. However, if the amount of scholarship received from external source against the University Quota is smaller than the University one, he/she shall be entitled to retain the differential amount of the University scholarship/financial Assistance.

- Slots of Financial Assistance shall be allocated to different Faculties, Institutes and Division in proportion to the share of their enrolled students.
- Merit Scholarships shall be decided on the basis of CGPA of two semesters, if the CGPA of two or more students within a degree program coincide then merit shall be decided on percentage of the marks of the marks obtained in that semester. If GPA and Percentage of the marks obtained in a semester coincide then semester, marks obtained in the last certificate/degree shall be used as basis of the decision.
- In case of any ambiguity/discrepancy, discretionary powers of final decision shall rest with the Vice Chancellor.
- Scholarship/Financial Assistance shall not be awarded to the Part Time Students.
- Grant of University Financial Assistance shall not be admissible to the student who has been involved and convicted (major Penalty) in an act of University indiscipline.

20. Migration/Transfer of Credits

- Migration of a student may be allowed subject to the Migration Regulations of the Women University of AJ&K and the credits earned in the previous university/institution may be permitted to be transferred, provided the earned credits coincide with the prescribed curricula of Women University/HEC.
- The migration will be allowed only in genuine cases determined by the Directorate of Students Affairs.

21. Course File

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

The course file shall contain:

- Attendance record
- Detail description/outlines of the course
- Weekly teaching schedule
- Date of mid-term and final term examinations
- Details of marks allocation/grading,
- Copy of each homework assignment
- Copy of each quiz/class test,
- Copies of the question paper of midterm and final term examinations
- Grades/result sheets of the students,

- Difficulties/problems faced during course delivery and recommendations

22. University Semester Implementation Committee

There shall be a semester implementation Committee to be constituted by the Vice Chancellor. The Committee shall perform following functions:

- Provide consultation to the departments/institutes converting to semester system from the annual system.
- Provide support in the implementation of semester system by arranging short courses for the faculty on its various aspects.
- Monitor the implementation of semester system in University Administration/ University Colleges/ Institutes/ Departments.
- Address various issues arising with relation to the implementation of semester system.
- Recommend necessary amendments in the semester system and regulations if needed.

23. Honorarium

- The honorarium for paper setting and paper checking shall be given to the teacher concerned as per university rules.
- The honorarium for supervisor(s) /external examiners evaluating the project report/ thesis report/ project thesis/ field report shall be given as per University rules.

PART-II

Regulations for MS/M. Phil and Ph. D Programs

These Regulations shall be applicable to MS/M. Phil and Ph. D level research studies offered by the Women University of AJ&K Bagh.

1. Introduction

Following are the guidelines, procedures and regulations to be administered by the Department/College/Institute/Center where MS/M. Phil and Ph. D programs are in vogue.

- 1.1. A copy of printed Rules and Regulations shall be made available in all the Departments/Colleges/Institutes/Centers as well as the University Library for guidance.
- 1.2. The rules and regulations inscribed here are subject to amendment/change and repletion by the Competent Authority.

2. Pre-Requisite to Start MS/M. Phil and Ph. D Programs

- 2.1. Any Teaching Department of the University can launch MS/M. Phil and Ph. D programs provided it fulfills the criteria laid down by the HEC in terms of facilities, resources and M. Phil/Ph. D Faculty.
- 2.2. The Department/College/Institute/Center before launching any research program shall ascertain the number of seats, program details and facilities available. Provided that to start M. Phil program, the department concerned must have at least two Ph. D degree holder permanent faculty members in the department and at least three Ph. D degree holder faculty members to launch the Ph. D program.
- 2.3. The admission to MS/M. Phil and Ph. D programs shall be advertised in the beginning of each academic session as per approved academic calendar.

3. Eligibility Criteria

- a) The candidates having second division or CGPA equal to or above 2.50 out of 4.00 in BS/M.A / M. Sc. (16-year education); with 124 -136 credit hours) degree in the relevant subject or equivalent from an HEC recognized institution shall be eligible for admission.
- b) The Directorate of Advanced Studies will organize a subject test for qualifying admission. A minimum of 50% cumulative score will be required to pass the test at the time of admission to MS/M. Phil. programs and a minimum of 60% cumulative score will be required to pass the test for Ph. D program. This test will be compulsory until any change notified by the University.

5. Scheme of Studies

Scheme of studies for MS/M. Phil degree program shall comprise of:

- i. Course work in accordance with the recommendations for the discipline in which the scholar is registered for the degree (24 credit hours).
- ii. Synopsis to be submitted along with the result of 2nd semester.
- iii. Thesis on a topic approved by the Board (06 credit hours).
- iv. Viva-voce examination.

6. Duration and Requirements of Degree Program

- i. The duration for the Degrees of M. Phil/MS shall not be less than four

and more than six semesters in full residence and not less than six and more than ten semesters for the University employees admitted as part time students.

- ii. The employees of the government/other agencies nominated for M. Phil/MS degree at this university shall have to take study leave to pursue studies as a regular student, failing which he/she shall not be admitted.
- iii. The supervisors of M. Phil/MS students submit a report with regard to each M. Phil/MS student showing general progress partially in research, such report shall be submitted on prescribed form after each semester to the Directorate of Advanced Studies and Research through the Chairman of the Department/Dean concerned.
- iv. There shall be 2 semesters (Fall and Spring) of 18 weeks each and a winter session of 8 to 10 weeks in each academic year. The commencement of semesters shall be regulated by the Academic Council. Out of 18 weeks, 16 weeks shall be actual teaching time and the rest may be utilized for enrolment, conduct of examinations and declaration of results, etc.
- v. Winter session shall be optional. Students, who desire to take deficiency courses as approved in their course work programs, failed courses and the courses in which they are allowed to improve their grades under the rules, may enroll during this session. It shall not count towards residential requirements.
- vi. In winter session double classes will be held to compensate the normal study hours of a regular semester and 75% attendance in theory practical separately for each course, shall be observed.
- vii. The optional semester will be allowed by the Dean of concerned faculty after recommendations/justifications of HoD only if a minimum of 5 students are there to register.
- viii. A student shall present an acceptable thesis in addition to completing her approved Course work in order to qualify for the award of the degree.
- ix. She shall take minimum 30 credits (excluding 6 credits for thesis research). Deficiency/minor course(s) shall not be counted toward the minimum credit hours requirement.
- x. The credit hours in the course work shall be two third from the major and one third from the minor field(s) of study. The minor field(s) of study may be one or two but shall not exceed three.
- xi. The ratio of major and minor courses would be 2:1 and shall not apply to credits taken over and above the minimum requirement of 30 credits. The number of minimum credit hours under major and minor courses will be 20 and 10.
- xii. A letter by the supervisor countersigned by HoD and Dean of the faculty will be required for extension to 5th/6th semesters if required.

7. Admission to the Course

7.1. A candidate seeking admission to the degree must:

- (i) have sixteen years of schooling or 4 years education after F.A/ F. Sc. (at least 124-136 credit hours) with at least second division/CGPA 2.50 in the degree on the basis of which admission is requested.
- (ii) have qualified a GRE Type Test or subject test/NTS as may be prescribed by HEC and adopted by the Board of Advanced Studies and Research (BASR) of the University.
- (iii) produce at the time of the first enrolment, a certificate from the Medical Officer to the effect that she is free from any communicable (contagious) disease or mental or physical disability which is likely to stand in the way of her pursuing the chosen field of study.
- (iv) A teacher/researcher of the University (permanent, temporary, ad-hoc, or on contract basis) may be considered for admission as part time student; will be allowed to enroll maximum of two courses and one seminar in a semester and with the payment of prescribed university dues. In case, he/she intends to take maximum credit hours allowed to a full time student then he/she will have to take leave from the University and pay full University dues. Such employees shall have to produce a certificate from the HoD/Dean/relevant Director to the effect that the normal teaching work of the teacher will not be affected.
- (v) The administrative staff of the University (permanent, temporary, ad-hoc or on contract basis) may be considered for admission as part time student only under evening program; may be allowed to enroll maximum of two courses (6-8 credit hours) per semester with the payment of prescribed university dues. In case she intends to take maximum credit hours allowed to a full time student, or intends to take courses under morning program then she will have to take leave from the University and will pay full university dues.
- (vi) No objection Certificate from the employer is required to be attached with Admission Form and routed through Proper Channel in case of in-service applicants.

7.2 The admission to a degree program shall be made by the Advanced Studies and Research Board on the basis of merit list prepared by the Director Advanced Studies and Research.

- 7.3 A candidate admitted to a degree program shall, far so long as he/she has not submitted thesis, have to enroll for each semester.
- 7.4 A student may discontinue enrolled semester before appearing in the final examination with the permission of the Vice Chancellor obtained through the Board of Advanced Studies and Research (BASR) on the recommendations of the Dean/Director/Principal, on account of sickness duly certified by the Medical Officer or due to circumstances beyond her control. The facility of discontinuation can be availed only once during whole degree program.
- 7.5 A student so permitted to discontinue is required to resume her studies from next semester on the recommendations of Chairman/ Director/ Principal/ Dean concerned and notified by the Director Advanced Studies and Research.

8. Admission Procedure

- a) Applications for admission to M. Phil./MS degree programs shall be invited through advertisement in the national press and electronic media by the Registrar of the University. The Directorate of Advanced Studies & Research (DASR) will coordinate with the departments for the content of the advertisement well in advance.
- b) The candidate shall submit her application on prescribed admission form to the relevant admission desk (prescribed in the add.) of the university within the prescribed time limit. All applications shall be forwarded to the Directorate of Advanced Studies & Research (DASR) where these applications will be scrutinized for the eligibility with the help of HOD/Chairperson of the concerned Department.
- c) An application for enrolment on the prescribed form accompanied by proof of fee paid (bank receipt) shall be presented to the office of the Director Advance Studies and Research on the day(s) notified for enrolment.
- d) The Director Advanced Studies under special circumstances and on payment of late fee prescribed for this purpose, may permit a student to enroll within ten days after the commencement of the classes.
- e) The Vice Chancellor may allow a student to enroll till the last day of the 4th week after the commencement of classes under special circumstances, in individual cases and reasons to be recorded, with double late fee prescribed for this purpose.
- f) Enrolment in absentia is not allowed. Student is required to be present in person with a proof of identification (University Identity Card or Computerized National Identity Card etc.) for enrolment.

g) (i) If a student fails to enroll in any semester(s) without permission of the competent authority, she shall cease to be on the rolls of the University and in case she desires readmission, she shall have to apply for the same.

(ii) The Directorate of Advanced Studies and Research may readmit such a candidate subject to payment of readmission and full fee of semester(s) for the gap period if any and the period of gap semesters(s) will be counted toward residential period.

9. Registration of the Courses

- a) At the beginning of 1st semester the students shall register for the courses on the prescribed registration form (PGS-16) obtainable from the office of the Head of the concerned department.
- b) The Head of each department shall forward list of registered students to the Director ASR within 15 days of the commencement of the semester.
- c) A student can change / drop course(s) within 15 days from the date of commencement of the semester on the recommendations of supervisor and the Head of the Department concerned.
- d) A student must register for at least 50% of the credit courses in the first semester and the remaining credits in the second semester.

10. Specific Requirements for MS/M. Phil Program

- a) MS/M. Phil course shall comprise of a minimum of two years duration (04 semesters, 30 credit hours). The duration of the program may, however, be extended by one year (two more semesters) subject the approval of the Director Advanced Studies and Research on the recommendation of Supervisor and Head of the Department.
- b) The MS/M. Phil degree shall comprise of course work, research and thesis/ dissertation. A candidate is required to complete at least 24 credit hours of course work during the first year (two semesters) and a minimum of 6 credits hours of research work during the second year (two semesters) before submission of thesis.
- c) Nearly two-third of the credits for the course work shall be in the major field of study and one-third in the minor field of study. On the basis of the minimum requirements the minor field may be one or two but shall not exceed three.
- d) Dissertation of 06 credits based on research shall normally be completed by the end of the fourth semester.
- e) Each student shall follow the syllabi and courses of studies as may be prescribed by the Academic Council from time to time.
- f) A full time student can enroll up to 12 credits hours in a semester and 9 credits hours during winter semester. However, Graduate Studies and

Research Board may relax enrolment up to 2 credits hours for a semester/ summer session in special cases.

- g) Students would submit their course work program proforma (CWPP) during the first semester and Synopsis proforma/Synopsis with the result of 2nd semester.

11. Organization of Teaching

- a) Only Ph. D Faculty shall teach to the M. Phil Students.
- b) M. Phil thesis shall be supervised only by Ph. D Faculty.

12. Dissertation and appointment of Supervisors

- a) There will be a supervisory committee for each M.S/M. Phil student during 1st semester. Each M. Phil Student shall work under the supervision of a Ph. D Faculty member.
- b) Supervisory committee proposed by the respective supervisor and recommended by the Chairperson/Director of the institute/Dean of the faculty concerned shall be approved by the Directorate of Advanced Studies & Research and would be notified by the Director Advanced Studies and Research.
- c) Supervisory Committee shall consist of two teachers from the major field of study and one from the minor field of study. However, an outstanding specialist in a major or minor field of study within/outside the university may be taken as a Co- Supervisor on the Supervisory Committee. The adjunct faculty member may act as supervisor. Where necessary and desirable, a Co-Supervisor may be included in the supervisory committee from inside or outside the institution with justification.
- d) Supervisor of the student will act as chairperson of the Supervisory Committee.
- e) In case, a student duly recommended by the Chairman and Dean/Director/ Principal concerned to conduct her complete/part of thesis research in other institution/laboratory, is allowed by the Director Advanced Studies and Research and the helping scientist may be taken as Co-supervisor on the supervisory committee of the student.
- f) The Professor emeritus, Foreign Faculty members, HEC National Professors/ HEC eminent scientists may act as supervisor/member of the supervisory committee provided that they are appointed for three years.
- g) Ad-hoc/contract teachers may act as supervisor/member of the supervisory committee only where there is shortage of regular faculty members. Faculty on Tenure Track System (TTS) will be considered as regular faculty for the subject purpose.
- h) A student may be permitted to revise her enrollment form (PGS-16) within 20 days from the commencement of classes. After this period she may be allowed to revise PGS-16 up to 28th day from the commencement of classes on payment of prescribed PGS-16 revision fee.
- i) The students of first semester may be allowed to revise their PGS-16 within 30 days of the last date of enrolment.

- j) A Supervisor appointed for the M. Phil or equivalent degree must hold a Doctorate degree having relevancy with the topic and research experience and publications unless otherwise permitted by the Advanced Studies and Research Board.
- k) Each student shall select a topic for research, which will be recommended by the Supervisor and the Chairman of the Department concerned to the Advanced Studies and Research Board for approval within 15 days of the commencements of the third semester.
- l) The student shall be responsible to submit a synopsis related to general outlines and plan of his/her research work duly signed by the supervisory committee/Chairman/Dean concerned before the end of second semester.
- m) The synopsis/research proposal shall be presented to the Advance Studies and Research Board for approval. The Advanced Studies and Research Board shall schedule the meeting of the board for critical discussion on the synopsis submitted by the student. After approval of this synopsis from the board, student may able to initiate his research for thesis.
- n) Approved copies of the synopsis shall be sent to Offices of the Controller of Examinations and Chairman of the concerned Department for record.
- o) Each student will have to submit one soft bound copy of the dissertation approved by the supervisor to the controller of Examinations before the viva-voce examination at the end of 4th Semester completion of research to the satisfaction of Supervisor.
- p) The dissertation/thesis will be prepared according to the guidelines (post-graduate Thesis writing-Guidelines) prepared by DASR and approved by the board and notified according.

13. Examinations

- a) Student shall be evaluated in each course on the basis of periodical test(s), quizzes, assignments(s) and Mid Term, Final Term examination during the semester. Each course shall carry out 100 marks of which 40% shall be reserved for class test(s) and assignment(s) and 60% for the final examination. The following weightage shall be given to the examinations, home assignments;

(i) Mid-semester examination	30%
(ii) Home assignments quizzes	20%
(iii) Final examination	50%
Total:	100%
- b) The final examination for each course at the end of each semester will be conducted by the Departmental Examination committee in consultation with the Chairperson/HoD concerned/Supervisor on fixed dates.
- c) A student shall be allowed to appear in the examination provided that she has been on the rolls of the University during that semester, has registered herself for the courses of study within specific period of time and has attended at least 75% of the lectures/laboratory work.

- d) A student who has completed the following requirements shall be eligible for submission of thesis:
 - (i) That she has successfully completed the prescribed courses, including class assignment, seminars, colloquia and tutorials to the satisfaction of the teachers/Chairman of the Department concerned/Supervisor.
 - (ii) That she has been a student on regular basis in a teaching Department of the University for the prescribed period, or she has been allowed necessary extension as provided under clause 10 (a).
 - (iii) That she has completed a dissertation on research topic in accordance with the synopsis approved by the Board of Advanced Studies and Research (BASR).
- e) The thesis of the student will be submitted to the BASR duly approved and signed by the supervisor, supervisory committee, chairmen and Dean concerned. The DASR will monitor that all required criteria/requirements have been fulfilled.
- f) The DASR will send thesis to the controller of examination within 10 days' time. The office of the controller of examination is responsible to make necessary arrangements for thesis examination within 15 days after receiving thesis. The supervisor shall inform the Controller of Examination through the Head of the Department concerned about the date on which the viva-voce examination is to be held. The Vice-Chancellor shall on the advice of the Supervisor/Chairman, appoint an External Examiner from the panel of Examiners approved by the Vice Chancellor.
- g) The viva examination shall be held on the University Campus on such dates as may be notified by the Controller of Examinations in consultation with the Supervisor/Head of the Department concerned.
- h) The Viva-Voce Examination / Dissertation / Defense shall be conducted by a committee consisting of the Head of the Department concerned, Supervisor of the M. Phil student, member of the supervisory committee, and the External Examiner.

14. Grades, Promotions and Merit

- a) The minimum pass marks for each course shall be 60%.
- b) If a student fails to appear in the final examination in a course(s) on Medical or any other valid reason, she may be given a single chance of Makeup test.
- c) The supervisor shall submit progress report of a student at the end of each Semester to the Controller of Examinations/BASR. If all reports are unsatisfactory, she shall cease to be an M. Phil student.
- d) A student who fails to complete the requirements of the M. Phil or equivalent degree in the normal period of four semesters, she will cease to be an M. Phil or equivalent student unless provided the benefit of Clause 10 (a).

- e) In case a student fails to complete the M. Phil or equivalent degree requirements within the normal period of four semesters the Advanced Studies and Research Board may allow her extension for one semester on the recommendation of the supervisor duly endorsed by the Chairman. Extension for another semester may be allowed by the Advanced Studies and Research Board, provided the supervisor justifies the extension to the satisfaction of the Board by indicating the circumstances which led to non-completion of M. Phil studies within five semesters provided that no fellowship or any type of assistance ship shall be provided during the extended period of 5th or 6th semester.
- f) No extension beyond six semesters shall be granted under any circumstances.
- g) An M. Phil or equivalent degree student who is granted the benefit of **Clause 8.a** of the regulations shall be allowed to submit her dissertation within the extended period. She shall pay additional charges for the use of facilities as the University may prescribe from time to time.
- h) A student obtaining first position shall be awarded a Certificate of Merit provided that she obtains marks up to 3.00 CGPA and has not failed in, or has not repeated any course and has completed the entire requirements for M. Phil or equivalent degree within four consecutive semesters.
- i) The result of a student in each course whether passed or failed shall be indicated on the transcript given by the examination department. A separate transcript shall however, be issued to each student showing percentage of obtained marks and total marks.
- j) A regular student will normally be required to take a workload (for course work) of six to twelve credit hours in each semester.
- k) At the end of the first semester a student must obtain a minimum Grade Point Average (GPA) of 2.50 to be promoted to the second semester.
- l) In case a student is able to obtain GPA less than 2.50 in first semester, she will be promoted to the second semester on Probation. The student, who fails to secure GPA of 2.00 in the first semester, shall stand automatically dropped from the rolls of Department/College/Institute.
- m) In case a student is able to obtain CGPA less than 2.50 in second semester, she will be promoted to the third semester on Probation. The student, who fails to secure CGPA less than 2.00 in the second semester, shall stand automatically dropped from the rolls of Department/ College/ Institute.
- n) In the 3rd and 4th semesters a student will carry out research work/project under the supervision of his/her supervisor/co-supervisor and submit research thesis/project by the end of 4th semester (2nd year of the program).
- o) In the 3rd and 4th semester, a student will also be required to repeat those courses of the 1st and 2nd semester in which he/she had failed and maintained CGPA of 2.50 failing which he/she shall be dropped from the rolls of the Department/College/Institute.

- p) A student, who completes all the courses and has not been required to repeat any course(s), obtains $2.30 \leq \text{CGPA} < 2.50$ at the end of the 4th semester, may be allowed to repeat up to two courses in which he/she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.50 failing which he/she shall not be awarded the degree.
- q) Only those students who secure $\text{CGPA} \geq 2.50$ will be awarded degree.

15. GRADE POINT AVERAG

Grade point and Equivalence between letter grading and Numerical grading shall be as follows:

Grade	Value	Marks	Remarks
A	4	80-100	excellent
B	3	65-79	good
C	2	50-64	satisfactory
I	-	-	In progress
F	0	Below 40	F

Table for Grade A, B, C of numerical value from 50 to 80.0%

Percentage Marks	Grade Point (GP)	Percentage Marks	Grade Point (GP)
50.0	2.0	65.5	3.1
50.5	2.1	68.0	3.2
53.0	2.2	69.5	3.3
54.5	2.3	71.0	3.4
56.0	2.4	72.5	3.5
57.5	2.5	74.0	3.6
59.0	2.6	75.5	3.7
60.5	2.7	77.0	3.8
62.5	2.8	78.5	3.9
63.5	2.9	80.0	4.0
65.0	3.0	-	-

16. Ph. D Program

16.1 Admission Criteria

- i. For admission in Ph. D program a candidate shall be required to have MS/M. Phil (minimum 18 years of education) in the relevant subject with

minimum CGPA 3.0 out of 4.0 for semester system or minimum 60%, marks for the annual system.

- ii. A candidate with CGPA more than 3.0 in her MS/M. Phil degree shall be eligible for admission in Ph. D provided her CGPA when computed for the relevant 30 credit hour courses with best Grade Points (GPs) studied during MS/M. Phil degree is 3 or more. The evaluation committee constituted by Dean Research to assess the candidates shall decide the relevant courses with best GPs.
- iii. The eligible candidate must qualify HEC criterion for admission to a Ph. D program (e.g. have passed GAT (Subject) test conducted by NTS or any alternative criteria set by the HEC.
- iv. Transfer of a Ph. D student from an HEC recognized university/institute to Women University of AJ&K can take place subject to satisfying the criteria (i-iii) above. Student's course work must be certified through registration and examination office of the university she is leaving. The candidate has to complete the minimum period of 3 years at Women University and must pass the Comprehensive and Subject Qualifying examinations. Other admission procedures are needed to be completed. However, such candidates may apply for the credit transfer of relevant Ph. D level courses.

16.2 Admission Procedure

- i. GRE (International) subject test must be qualified before admission to the Ph. D program in accordance with the directions of HEC.
- ii. A candidate seeking admission to a Ph. D program shall apply on the prescribed form and submitted it to the Chairman of the department in which the student wishes to pursue his/her studies. All applications received in the department shall be scrutinized by the Departmental Admission Committee to be constituted by the Vice-Chancellor.
- iii. The Admissions Committee shall interview and recommend to the Advanced Studies & Research Board the candidates who are found eligible for admission to Ph. D program.
- iv. The Advanced Studies & Research Board shall approve the admission and shall issue a “notification of registration” to each candidate approved for admission to Ph. D program.
- v. Each student so selected shall be required to register and pay the dues within 30 days from the date of issuance of the notification of registration, failing which the admission of the selected candidate shall be deemed as cancelled.

16.3 Program of Studies

- i. The study period of Ph. D program shall be counted from the date of joining Ph. D/transfer to Ph. D studies till the submission of copies of the final thesis to Controller office for evaluation.
- ii. The minimum period for the completion of Ph. D studies shall be three years whereas the maximum period shall be five years for regular students and six years for part time students.
- iii. In special circumstances, upon recommendation of supervisor/co-supervisor and HoD, BASR may extend the maximum period by one year. In extraordinary situation, further extension (02 Years) shall be granted by the BASR with appropriate justification and after due recommendation of the BOS.
- iv. Student's plan of study recommended by the BOS /Departmental Committee shall be submitted to the BASR within three months after the joining. The plan of study shall include area of research and courses to be studied.
- v. The BASR will include plans of study in the agenda of the board meeting, and the Head of the Department/affiliated institute shall present/defend the plan of study if necessary.
- vi. The Director ASR will take appropriate measures to ensure the implementation of the plan of study.
- vii. Students shall submit the synopsis during the second year of their Ph. D studies. After due recommendation from the departmental BOS and supervisory committee, it shall be presented to the BASR for approval.
- viii. A student can take leave of one or more semesters within his/her study period provided that he/she is expected to complete Ph. D during the stipulated time.
- ix. The course work comprising graduate level courses with minimum of 18 credit hours shall be required.
- x. All Ph. D students shall be required to register in each regular semester at Women University of AJ&K for a minimum of 9 credit hrs. By the end of fourth week of each semester, the Department Heads shall forward the list of their Ph. D scholars along with the courses/research registration details to the Controller of Examinations and BASR. Failure to register in any semester may result in cancellation of Ph. D registration.
- xi. In case a student is registered in Research, one page progress report of the student, at the end of each semester, shall be evaluated by the supervisors with a Grade Satisfactory/Unsatisfactory and shall be communicated to

ASRB and a copy to Controller of Examinations.

- xii. For Ph. D students who have not studied core courses relevant to academic program shall pass the prescribed core courses in addition to 18 credit hours Ph. D level courses. These courses shall be mentioned in the plan of study as core courses. All the departments shall declare at least four core courses through respective Board of Studies for such cases.
- xiii. Each Ph. D student is required to take her course work and Director BASR may extend the period up to one year. Such requests shall be recommended by the concerned supervisor and forwarded through HoD.
- xiv. Ph. D student may be allowed course credit hours transfers, to be decided by a committee comprising the HoD, supervisor and two senior departmental faculty members. Credit hour transfer shall be allowed for the courses passed with A or B grades only at the Ph. D level after completing 18 years of education from an HEC recognized university.

16.4 Failure in Course Work

A Ph. D student registered in a regular course shall be declared fail in that if she obtains a GPA (grade point average) of less than 2.

A Ph. D student shall be required to maintain a minimum CGPA (cumulative grade point average) of 3.0 at the scale of 4.

If a student fails to maintain the minimum required CGPA in course Work then she should either improve it to meet the requirement OR opt for MS/M. Phil.

A student failing to qualify any of the courses of departmental or subject requirement in three attempts will cease to be a Ph. D student.

17. Supervision Monitoring and Honorarium etc.

There shall be a supervisory committee comprising of supervisor, (a co supervisor, if necessary) and two-three members chaired by supervisor confirmed by the Board of Advanced Studies and Research. The student is free to choose her supervisor from the Department/College/Institute/Center concerned.

The supervisory committee shall decide the field of research, title and outline of research project of the scholar.

A supervisor will be required to: -

have a Ph. D or equivalent degree;

have sufficient research experience; and

supervise not more than three Ph. D and four M. Phil students at a time;

On the request of the Ph. D student and in consultation with the Chairperson concerned, the Advanced Studies and Research Board may change the Supervisor, within a period of one year after registration.

In case of a conflict between the supervisor and the candidate for recorded reasons the supervisor or co-supervisor may be changed by the BASR as described above.

The Supervisor will define, provide advice and guide regarding the research problems and design and help establish a timetable for the entire work (within the first three months of the admission).

The Supervisor will supervise the Ph. D research. He/she will ensure that sufficient consultation takes place between him & the Ph. D scholar. The Supervisor is answerable to the Advanced Studies and Research Board for the academic quality of the thesis, regarding both contents and report. He/She will also ensure the observance of all procedures related to the thesis and the graduation.

The Supervisor shall submit a detailed biannual report to the Advanced Studies and Research Board on the progress of the student.

The Supervisor will act as an examiner for the thesis.

The supervisor shall intimate the Chairman / Director to take appropriate action in case the student's progress is not satisfactory.

A Ph. D student will report quarterly to the Supervisor and submit:

(a) A progress report on the Ph. D research (including the planning for the next year);

(b) A complete list of research output (articles, papers, conference proceedings etc.).

Honorarium to the supervisor and co-supervisor shall be paid as per policy of the university, in vogue from time to time.

18. Comprehensive Examination

A Ph. D student shall be required to pass Comprehensive Examination. The details are as follows:

The Comprehensive examination shall be based on the Ph. D courses (18 credit hours) approved in the plan of study. The comprehensive examination shall consist of written and oral parts. The exam shall be conducted within six months of the completion of Ph. D courses. The mode of examination shall be comprehensive written test and oral examination and the grading shall be either pass or fail. The comprehensive examination shall be taken on the date to be decided by the department/Supervisor and notified by the Controller of Examinations.

Board of Examiners: A board of examiners for the comprehensive written and oral examination shall be constituted. For written examination, a panel of three examiners, two from major and one from minor subjects who have taught the courses to the student nominated by the supervisory committee appointed by the Vice Chancellor through Controller of Examination shall set three papers. The controller of Examination after having papers and approval from Vice Chancellor shall conduct the written examination.

For oral comprehensive examination a committee consisting of supervisory committee, paper setters of the written examination, chairman concerned

department, Dean of the concerned Faculty and one nominee of the Vice Chancellor shall conduct the oral examination.

If a student fails in the comprehensive examination (written), she will be allowed a second chance, failing which she will be dropped from the program. Similarly, a student who remains absent during the comprehensive examination will be given a second chance to sit in the examination subject to a condition that her circumstances of not being able to attend the examination are well justified and accepted by the Departmental Examination Committee. On the recommendation of the Departmental Examination Committee and the Chairperson / Principal/Director of the Department/College/Institute/Center, the respective Dean may allow such a student to appear in the comprehensive examination.

To qualify comprehensive examination, a student shall have to secure a minimum of 60% marks.

After passing the comprehensive examination, the student is required to give at least two seminars on his thesis topic of research, preferably one during third year and second just before submission of the thesis. Notifications of these seminars need to be circulated to all interested and copies be sent to all Deans.

19. Failure/Probation in Research Work

Ph. D student registered in research/dissertation course shall be required to maintain satisfactory Grade throughout his/her Ph. D studies. His/her progress report has to be submitted regularly by the supervisor to the ASRB and controller of examination at end of each semester.

Ph. D Student obtaining an unsatisfactory result at the end of any semester in research/dissertation course will be placed on probation.

A Ph. D Student obtaining two consecutive unsatisfactory results/reports or three total unsatisfactory reports in research/dissertation course shall cease to be a Ph. D student.

20. Option of MS/M. Phil

When a student registered for Ph. D is unable or not willing to continue after two years then she may opt for MS/M. Phil from Women University of AJ&K. Concerned Department will submit the case to BASR for consideration and approval. The BASR will make its decision after considering the student's performance and degree requirements, and its decision will be the final.

21. Disqualification as Ph. D Student

A Ph. D scholar cannot continue as a registered Ph. D student in either of the following cases:

She is unable to obtain a minimum CGPA 3.0 out of 4 in the course work after availing the chances of marks improvement.

She fails twice in either comprehensive written and oral examination.

Without any valid reason, he/she does not appear in the comprehensive examination within 24 months from the date of joining/transfer to Ph. D Program. She obtains two consecutive UNSATISFACTORY results in research/dissertation course.

She obtained three in total UNSATISFACTORY results in research/dissertation course.

22. Thesis Submission & Evaluation for the Award of a Ph. D Degree

The thesis submitted by a candidate for the Ph. D degree must comply with the following conditions.

(i) It must form a distinct contribution to knowledge and afford evidence of originality either by the discovery of new facts or by the exercise of independent critical judgment. It must not include research work for which a degree has been already conferred.

(ii) It must be written in English language and the presentation must be satisfactory for publication in a peer-reviewed indexed journal.

(iii) For any part of the thesis, which has been published before the submission of the thesis, a list of published work should be appended/attached at the end of the thesis.

(iv) The thesis must be formatted and bound in accordance with the specifications mentioned in the version of Thesis Writing Manual attached with these rules (Copies available in the concerned Department).

Upon completion of all requirements approved in the plan of study, the candidate shall submit to BASR through the HoD eight copies of thesis along with an application form duly approved by his/her Ph. D Supervisor/co-supervisor for the evaluation of her thesis. The Vice Chancellor shall appoint a Panel of External Examiners on the recommendations of the Head of Department and supervisor from the comprehensive list of examiners approved by BASR. This panel will include at least two Ph. D experts from technologically/academically advanced foreign countries. One examiner will be from HEIs in Pakistan. The thesis will be evaluated by this approved panel of examiners. The student must have at least two satisfactory reports and with no unsatisfactory report in order to defend his/her work in front of the Panel of Internal Examiners for final open defense of the thesis. The Vice Chancellor can include additional members from the approved comprehensive list if deems necessary. If two third or more of the External Examiners recommend that the thesis is wholly inadequate and it may be rejected, then the student shall be declared unsuccessful to obtain Ph. D degree.

If any examiner from the Panel of External Examiners suggests major modifications/ revisions of the thesis, the candidate will be required to resubmit a revised thesis within one year. The revised thesis will be re-evaluated by Departmental Committee. In this case, the student has to pay the thesis evaluation and processing fee again. A repeat major modification shall be treated

as failure in obtaining the Ph. D degree.

If any examiner from the Panel of External Examiners finds the thesis adequate but suggests minor modifications/revisions, this may be incorporated without referring again to the examiner, and supervisor will have to make sure that appropriate changes have been done in the thesis by the student before final defense.

In case, an external examiner does not respond within 3 months, then the new examiner(s) will be appointed accordingly. After the receipt of two or more satisfactory reports, the student will defend her work in front of the Panel of Internal Examiners for Final Defense of Thesis. The Vice chancellor shall appoint a Panel of Internal Examiners. This panel will include the supervisor, co- supervisor, Head of the Department, Dean, Director ASR and at least two experts from the comprehensive list of examiners approved by BASR.

The student shall make all the changes suggested by the external examiners, will prepare a point by point summary of the changes incorporated in the thesis. The point by point summary of the changes incorporated, and reports from external examiners shall be sent to all the internal examiners. The Vice chancellor can include additional members from the approved comprehensive list if deem necessary.

The Panel shall ask the student to give a presentation in an open gathering. However, the Panel members shall examine the candidate after the audience would leave the hall. The decision of the panel shall be by majority.

If the candidate fails to satisfy the examiners in the thesis defense examination, then the Panel of Internal Examiners may require the candidate to defend the thesis for the second and last time within a period of six months.

The student shall make all the changes suggested by the internal examiners, will prepare a point by point summary of the changes incorporated in the thesis. The point by point summary of the changes incorporated, and reports from internal examiners (if any) shall be submitted to BASR along with the hardbound copies of the thesis through the supervisor and Head of the Department.

23. Miscellaneous Issues

Comprehensive list of approved internal and external examiners: Upon the recommendation of HoD and Departmental Board of Studies, ASRB will approve internal and external examiners for the Department. The External Examiners will evaluate the thesis and Internal Examiners will conduct the final thesis defense examination. An updated comprehensive list of the approved internal and external examiners shall be maintained after every 2-3 years by the BASR.

Revision of the plan of study: The departmental board of studies can revise the plan of study at any stage of the Ph. D studies. The BASR will approve the change in its next meeting.

Change of supervisor: Student can apply for change of supervisor/co-supervisor in special circumstances. Head of the Department will recommend. The director ASR will approve the change and communicate to funding agency (if any).

Change of Department: The Director ASR and the Registrar of the University will allow the change of the department provided that both the Heads of the Departments and concerned Dean(s) agree on the change. The candidate shall be registered afresh in the new department.

Research in absentia: If a researcher of an established laboratory is registered in Ph. D at Women University of AJ&K, then after completing the course and qualifying requirements, the student may be allowed to do research in her own establishment under the supervision of an adjunct faculty member. The panel of internal examiners for such scholars (research in absentia) shall comprise minimum of five internal examiners besides his/her supervisor, co-supervisor, HoD and Dean.

Co-Supervisor. In case when supervisor is not a regular faculty member of Women University of AJ&K or scholar is conducting research in any other organization within the country, then HoD shall recommend a co-supervisor from Women University of AJ&K or other organization. A co-supervisor may also be recommended by the supervisor. A co-supervisor shall make sure that Women University of AJ&K's Ph. D rules and regulations are being observed and followed properly.

Acceptance/publication of at least one research paper in an HEC approved "X" category journal is essential for the award of Ph. D degree ("Y" in case of Social Sciences only).

A copy of Ph. D dissertation (both hard and soft) must be submitted to HEC for record in Ph. D Country Directory.

There should be at least 3 relevant full time Ph. D faculty members in a department to launch the Ph. D program.

The maximum number of Ph. D students under the supervision of a full time faculty member is **five** which may be increased to **eight** under special circumstances in certain teaching departments subject to prior approval of the Higher Education Commission (HEC).

24. Anti-Plagiarism Policy

The supervisor will check each of her post graduate students' thesis for plagiarism using the anti-plagiarism software. The concerned Chairman/HoD/Director will send the thesis to the Director, Advanced Studies through proper channel along with the Plagiarism/Similarity Index Report and also a certificate stating that the thesis has been checked against plagiarism and approved for submission if the similarity index is below 20%.

The thesis shall then be sent to two foreign evaluators from industrially advanced countries for evaluation. A list of 5 foreign evaluators shall be submitted and Vice Chancellor shall give the approval of 2 evaluators from industrially advanced country confidentially.

Before sending a Ph. D thesis for foreign evaluation, hard copy of the semi-final thesis, a CD/DVD containing the semi-final version of the thesis, a copy of the Plagiarism/Similarity Index report and the certificate issued/signed by the supervisor and the concerned chairman will be provided to the Director, Quality Enhancement Cell (QEC) for checking and clearance.

After foreign evaluation of the Ph. D thesis and prior to sending hard-bound copies of the final thesis to the Controller of Examination for result notification, the chairman of the concerned department would forward one ring bound copy of the final thesis after incorporation of the suggestions/ comments of the foreign examiner along with an Annotation Compliance Report, a certificate duly signed by the Supervisory committee and the concerned chairman and a CD/DVD of final thesis to The Director QEC. After due checking/clearance by the QEC the chairman will send six hard bound copies of the final thesis to the Controller of Examination through respective Dean for notification of result.

If plagiarism of any kind is found in the thesis at any stage in future, the concerned supervisor and the Chairman issuing the certificate would be responsible.

Part-III

1. Regulations Relating to the Degree of BBA (Hons.)

In addition to the general regulations the following regulations shall also be applicable to BBA (4 years) program.

Minimum Requirements for Award of Degree

- i. The minimum duration for completing the course for the degree of Bachelor of Business Administration (Hons.) shall normally be of 8 semesters and maximum of 12 semesters.
- ii. The course requirement will be 130-136 credit hours. However, the concerned Board of Studies (BOS) shall be responsible to increase the credit hours, course contents and number of courses according to their requirements.

Minimum Academic Requirements

- i. A person (female) holding Higher Secondary School Certificate or equivalent certificate from any recognized Institute with at least 45% marks shall be eligible for admission to BBA (Hons.) program.
- ii. Admission will be on open merit basis and merit will be calculated on the basis of marks obtained in the last Highest Degree/Certificate (Intermediate or equivalent).

Age

A candidate must not be more than 23 years of age on 1st October of the year of admission; provided that the Vice-Chancellor may relax age limit in very exceptional cases.

Admission Authority

The admission authority will be the Dean, Faculty of Law, Commerce, Management and Administrative Sciences.

Credit Hours

- i. Each student shall enroll herself in the first semester for all the credit hours prescribed for the semester.
- ii. Subsequently she shall have to register for courses carrying not less than 9 and not more than 21 credit hours whose pre requisites are met.

- iii. In the 7th and 8th semesters a student may register herself for the courses carrying the remaining credit hours; provided that the maximum does not ordinarily exceed 24 credit hours, allowed by the Dean, provided further that this limit may be extended by the Vice Chancellor up to 27 credit hours in 7th and 8th semester in special circumstances to be determined carefully in each individual case.
- iv. A student is required to internship in an organization of repute for a period of 6-8 weeks after the completion of 6th semester and will enroll for internship in the 8th semester. During this semester, the student will have to submit a report along with satisfactory completion certificate. The report will be evaluated by the departmental committee, to be constituted by the Director.

Grade Point Average

- a. Maximum Grade Point Average (GPA): 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum GPA/CGPA in each semester.

Semester	GPA/CGPA
1 st	0.75
2 nd	1.00
3 rd	1.25
4 th	1.50
5 th	1.75
6 th	2.00
7 th	2.25
8 th	2.50

- i. A student who maintains the minimum GPA/CGPA for promotion and meets the requirements will be promoted to the next semester.
- ii. A student who does not meet the above requirements may repeat the whole semester once only. The course grades that a student earns in the repeated semester shall replace the previously earned course grades.
- iii. In the 8th semester, if a student fails to achieve the 2.50 CGPA, she shall have to repeat the course/courses with lowest grades, so as to make CGPA of 2.5 within the maximum time period allowed for the degree.

2. Master of Business Administration (3.5 years)

In addition to general regulations, the following regulations shall also be applicable to MBA three and half year program.

Duration

The duration of the course for the Degree of Master of Business Administration:
In full residence shall not be:

- i. Less than seven semesters and more than ten semesters for a whole-time student.
- ii. Less than eight semesters and more than fourteen semesters for the part-time students.

Requirements

The requirements to be completed by each student for award of degree shall be:

- i. MBA program shall consist of minimum of 93 credit hours.
- ii. A candidate admitted to the course is required to be in residence at the University.
- iii. The University employees will be admitted only in evening classes as part time students.

Eligibility

A candidate seeking admission to the course of the degree of Master of Business Administration must hold a Bachelors degree with at least 45% marks or equivalent in BBA, B. Com, B.A/B. Sc.

Admission Authority

- i. The admission to the course shall be made by the Advanced Studies and Research Board on the recommendations of Selection Committee to be constituted by the Vice-Chancellor.
- ii. The Selection Committee shall consider the applications for admission to different program after the evaluation of academic record, aptitude test and interview of the candidates and formulate its recommendations for admission.
- iii. The admission authority may refuse admission to any candidate without assigning any reason.

Credit Hours

- i. Each student shall register herself in the first semester for all the credit hours prescribed for the semester.
- ii. Subsequently she shall have to register for courses carrying not less than 9 and not more than 21 credit hours whose pre requisites are met.
- iii. In her 6th and 7th semesters, a student may register himself /herself for the courses carrying the remaining credit hours; provided that the maximum does not ordinarily exceed 24 credit hours allowed by the Director; provided further that this limit may be extended by the Vice Chancellor up to 27 credit hours in

6th and 7th semester, in special circumstances to be determined carefully in each individual case.

- iv. A part time student shall not take more than four courses in a semester.
- v. The Advanced Studies and Research Board may, on the recommendations of the Board of Studies of the Institute, count towards the requirements of the course, credits concerned by a student at another recognized Institution, subject to maximum of 50% of the minimum credit requirements laid down in these regulations provided that:
 - a. The courses for which credit is claimed were identical with or similar to the course being taught in the Institute.
 - b. The courses for which credit is claimed have not been used for any other degree.
- vi. The Board of Studies of the Institute may waive courses studied by a student at another recognized Institution and claimed for another degree/certificate. But then she has to enroll other courses to complete the credits requirements for the respective degree program.

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50

Semester	GPA/CGPA
1 st	1.50
2 nd	1.75
3 rd	2.00
4 th	2.20
5 th	2.30
6 th	2.40
7 th	2.50

Explanation

- i. A student who obtains CGPA of 2.40 or above but less than 2.50, upon the completion of entire approved course work or minimum residency, may be allowed to repeat the course of the previous semesters in which she had obtained the lowest grades, in order to improve the CGPA so as to obtained the minimum of 2.50 within the maximum time allowed for the award of degree, failing which he shall cease to be on the roll.
- ii. A student will be required to repeat those courses of the previous semesters in which he/she had failed, at the first available opportunity, provided that his/her maximum work load, including the courses being repeated by her, will not exceed the normal workload.

3. B.Com (4years) Program

In addition to the general regulations the following regulations shall also be applicable to B. Com (Hons.) Program.

Minimum Requirements for Award of Degree

- i. The minimum duration for completing the course for the degree of Bachelor of Commerce (Hons.) shall normally be of 8 semesters and maximum of 12 semesters.
- ii. The course requirement shall be 133 credit hours. However, the concerned Board of Studies (BOS) shall be responsible to increase the credit hours, course contents and number of courses according to their requirements.

Minimum Academic Requirements

- i. A person (female) holding Higher Secondary School Certificate or equivalent certificate from any recognized Institute with at least 45% marks shall be eligible for admission to B.Com (Hons.) program.
- ii. Admission will be on open merit basis and merit will be calculated on the basis of marks obtained in the last Highest Degree/Certificate (Intermediate or equivalent).

Age

A candidate must not be more than 23 years of age on 1st October of the year of admission; provided that the Vice-Chancellor may relax age limit in very exceptional cases.

Admission Authority

The admission authority will be the Dean, Faculty of Law, Commerce, Management and Administrative Sciences.

Credit Hours

- i. Each student shall enroll herself in the first semester for all the credit hours prescribed for the semester.
- ii. Subsequently he/she shall have to register for courses carrying not less than 9 and not more than 21 credit hours whose pre requisites are met.
- iii. In the 7th and 8th semesters a student may register herself for the courses carrying the remaining credit hours; provided that the maximum does not ordinarily exceed 24 credit hours, allowed by the Dean, provided further that this limit may be extended by the Vice-Chancellor up to 27 credit hours in 7th

and 8th semester in special circumstances to be determined carefully in each individual case.

- iv. A student is required to internship in an organization of repute for a period of 6-8 weeks after the completion of 6th semester and will enroll for internship in the 8th semester. During this semester, the student will have to submit a report along with satisfactory completion certificate. The report will be evaluated by the departmental committee, to be constituted by the chairman/coordinator.

Grade Point Average

- a. Maximum Grade Point Average (GPA): 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum GPA/CGPA in each semester.

Semester	GPA/CGPA
1 st	0.75
2 nd	1.00
3 rd	1.25
4 th	1.50
5 th	1.75
6 th	2.00
7 th	2.25
8 th	2.50

- i. A student who maintains the minimum GPA/CGPA for promotion and meets the requirements will be promoted to the next semester.
- ii. A student who does not meet the above requirements may repeat the whole semester once only. The course grades that a student earns in the repeated semester shall replace the previously earned course grades.
- iii. In the 8th semester, if a student fails to achieve the 2.50 CGPA, she shall have to repeat the course/courses with lowest grades, so as to make CGPA of 2.5 within the maximum time period allowed for the degree.

4. B.Com (two-years) Program

General Regulations

1. The examination for the Degree of Bachelor of Commerce shall be held in two parts, i.e., Part-I Examination at the end of the First year and Part-II Examination at the end of the Second year.
2. Every candidate shall be examined in the subjects prescribed in the Outlines of Tests and Courses of Reading as approved by the Academic Council on the recommendation

of the Board of Studies. In cases where text books are prescribed, the candidates shall be required not only to show a thorough knowledge of the text books but also to answer questions of similar standard set with a view to testing their general knowledge of the subject. The Outlines of Tests and Courses of Reading may be changed from time to time by the Academic Council with the approval of the Syndicate. Such changes being always duly notified at least two years before the date of the relevant examination.

3. English/Urdu shall be the medium of examination in all subjects. An examination for the degree of Bachelor of Commerce shall ordinarily be held twice a year (I Annual and II Annual/Supplementary) at such places and on the dates to be fixed by the Vice-Chancellor every year. A candidate shall have the option of appearing in the examination either in Annual or in Supplementary. The system of evaluation in B. Com. shall be Head/Sub-head examiner system.

Part-I Examination

1. The examination shall be open to:-

(a) Any student who:-

- (i) has been enrolled in a college affiliated to the Women University of AJ&K, Bagh during the one academic year preceding the examination;
- (ii) has passed not less than one academic year previously the Intermediate Examination preferably in Commerce of the Board of Intermediate and Secondary Education, Mirpur or any other examination recognized equivalent thereto by the Academic Council for the purpose;
- (iii) has her name submitted to the Controller of Examinations by the Principal of the College, she has most recently attended;
- (iv) produces the following certificates signed by the Principal of the college, she has most recently attended;
 - of good character;
 - of having attended not less than two-third of the full course of lectures delivered in each of the subjects in which she is to be examined, provided that the Principal of the college may condone a deficiency up to 5 percent of total lectures delivered; and
 - of having satisfactorily completed the class work.

(b) A student who having attended the prescribed number of lectures in an affiliated college does not appear at the Annual or Supplementary Examination for sufficient cause, or having appeared at the examination within a period of three years without attending a fresh course of lectures.

Provided that the Syndicate or the determining authority shall have power to exclude any candidate from the examination if it is satisfied that such candidate is not a fit person to be admitted thereto.

2. The minimum number of marks required to pass the examination shall be 40 percent in each paper.

Provided that a candidate who fails in one paper by three marks or less shall be deemed to have passed the examination, provided that he takes the examination in all the papers at one time.

3. A candidate who appears in the Annual or Supplementary Examination and secures 40 percent or more marks in a paper/s but fails in the examination shall, if he/she so desires, be given exemption from appearing in such paper or papers in the following two examinations. Provided that, if he/she is unable to pass the examination in the subsequent two chances she shall have to appear in the whole examination.

Those candidates who fail in two papers only and earn exemption in rest of the papers shall be admitted to next higher class and be permitted to complete the prescribed course of higher class. They shall be permitted to appear in the higher examination with the lower examination. The condition of passing the examination in two chances will remain as above. The result of the higher examination shall not be declared unless such candidates have passed the lower examination.
4. As soon as possible after the termination of the examination, the Controller of Examinations shall publish a list of successful candidates, showing the total number of marks obtained by them.
5. Every candidate shall forward her application to the Controller of Examinations by the prescribed date for the Annual / Supplementary Examinations accompanied by the prescribed fee. A candidate who fails to pass or to present himself for the examination shall not be entitled to claim a refund of the fee.
6. Whenever the application or fee of the candidate is received more than three days after the last date prescribed above, he shall pay prescribed late fee. The candidates may be admitted to the examination on payment of double the ordinary admission fee after the last date for receipt of admission form and fee with late fee is over, provided that such applications shall only be entertained if these are received at least 10 days before the date of commencement of the examination.

B. Part-II Examination

1. The examination shall be open to:
 - (a) Any female student who;
 - (i) has been enrolled in a College affiliated to the Women University of AJ&K, Bagh the academic year preceding the examination;
 - (ii) has passed previously Part I Examination for Degree of Bachelor of Commerce of the Women University of AJ&K, Bagh;
 - (iii) has her name submitted to the Controller of Examinations by the Principal of the college, she has most recently attended;
 - (iv) produces the following Certificates signed by the Principal of the College she has most recently attended;
 1. of good character;
 2. of having attended not less than two-third of the full course of lectures delivered in each of the subjects in which he desires to be examined. Provided that the Principal of the College may condone a deficiency up to 5 percent of total lectures delivered;
 3. of having satisfactorily completed the class work ;
- (b) A student who having attended the prescribed number of lectures in a College affiliated in the Faculty of commerce does not appear at the Annual/ Supplementary Examinations for sufficient cause, or having appeared at the examination has failed,

may be allowed to appear at any subsequent examination within a period of three years without attending a fresh course of lectures.

Provided that the Syndicate or the determining authority shall have power to exclude any candidate from the examination if it is satisfied that such candidate is not a fit person to be admitted thereto.

2. The minimum number of marks required to pass the examination shall be 40 percent in each paper.

Provided that a candidate who fails in one paper by three marks or less shall be deemed to have passed the examination provided that he/she takes the examination in all the papers at one time.

3. A candidate who appears in the Annual or Supplementary examination and secures 40 percent or more marks in a paper/s but fails in the examination shall, if she so desires, be given exemption from appearing in such paper or papers in the following two examinations. Provided that if she is unable to pass the examination in the subsequent two chances, she shall have to appear in the whole examination.

4. Successful candidates who gain 60 percent or more of aggregate number of marks in Part I and Part II of the examination combined shall be placed in the first division, those who gain not less than 45 percent in the second division and all below in the third division.

Provided that if a candidate misses first or second division by 5 marks or less she shall be awarded grace marks up to a maximum of 5 marks and placed in the First or Second Division, as the case may be. A candidate who is declared successful after getting grace marks shall not be given grace marks for being placed in a higher division.

5. As soon as possible after the termination of the examination, the Controller of Examinations shall publish a list of successful candidates showing the total number of marks obtained by them.
6. Each successful candidate shall receive a degree of Bachelor of Commerce (Pass Course) stating the Division and marks obtained. In addition to passing the examination, a candidate before her admission to B.Com degree shall be required to have spent about three months continuously by undergoing approved practical training in a Bank or Commercial Office and to produce certificate from the Head of the Bank/ Officer where she has received such training of having done satisfactory work during the training period. The certificate shall be approved by the Principal of the college. Successful candidate shall be eligible to B.Com. degree only on the satisfactory completion of training.
7. Every candidate shall forward her application to the Controller of Examinations by the prescribed dates for the Annual/ Supplementary Examinations, accompanied by the prescribed fee. A candidate who fails to pass or to present herself for the examination shall not be entitled to claim a refund of fee.
8. Whenever the application or fee of the candidate is received more than three days after the last date prescribed above, she shall pay prescribed late fee. The candidates

may be admitted to the examination on payment of double the ordinary admission fee after the last date for receipt of admission form and fee with late fee is over, provided that such applications shall only be entertained if these are received at least 10 days before the date of commencement of the examination.

9. A candidate who obtains a third class shall be given two more chances to improve his/her division as a private candidate by appearing in Part II Examination only as a whole. A candidate who improves her division shall surrender her previous degree for cancellation by the University.

5. M. Com (2 years) Program

In addition to general regulations, the following regulations shall also be applicable to M. Com two years program.

Requirements

Eligibility

A candidate seeking admission to the course of the degree of Master of Commerce must hold a Bachelors degree in Commerce or Business administration with at least 45% marks.

Admission Authority

The admission authority will be the Dean, Faculty of Law, Commerce, Management and Administrative Sciences.

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum GPA/CGPA in each semester.

Semester	GPA/CGPA
1 st	1.50
2 nd	1.75
3 rd	2.00
4 th	2.50

Explanation

- i. A student who obtains CGPA of 2.00 or above but less than 2.50, upon the completion of entire approved course work or minimum residency, may be allowed to repeat the course of the previous semesters in which she had obtained

the lowest grades, in order to improve the CGPA so as to obtained the minimum of 2.50 within the maximum time allowed for the award of degree, failing which she shall cease to be on the roll.

- ii. A student will be required to repeat those courses of the previous semesters in which he/she had failed, at the first available opportunity, provided that her maximum work load, including the courses being repeated by her, will not exceed the normal workload.

Internship/Research Project

- i. During the 4th semester of M.Com, there shall be training in a research/teaching institute. After the completion of the term of internship, the students shall be required to submit a report and present a seminar; the evaluation for internship will be made as determined by the Board of Studies.
- ii. Instead a student can complete her research project and present a mini thesis.

6. BS (CS) Program

In addition to the general regulations, the following regulations shall also be applicable to the BS (CS) 04 years' degree.

Minimum Requirements for Award of Degree

- i. The minimum duration for completing the course for the degree of BS (CS) shall be 8 semesters and maximum 12 semesters.
- ii. The course requirement will be 130 credit hours. However, the concerned Board of Studies (BOS) shall be responsible to increase the credit hours, course contents and number of courses according to their requirements.
- iii. A full time student shall be required to take courses not less than 13 credit hours in a semester, provided that she qualifies the pre requisites of offered courses.

Minimum Academic Requirements

- i. A person holding Higher Secondary School Certificate (Pre-Medical/Pre-Engineering/General science group/Computer science/commerce) or an equivalent certificate from any recognized Institute with at least 60% marks, or any other marks specified shall be eligible to apply for admission.
- ii. Passing Entrance test is mandatory for admission.
- iii. Overall merit comprise of Academic Record and Entrance Test result.
- iv. Admission will be on open merit basis.

Age: A candidate must not be more than 23 years of age on 1st October of the

admission year, provided that the Vice-Chancellor may relax age limit in very exceptional cases.

Admission Authority

The admitting authority shall be the Dean, Faculty of Basic and Applied Sciences.

Minimum and Maximum Credit Hours

- i. Each student shall register herself in the first semester for all the credit hours prescribed for the semester.
- ii. Subsequently she shall have to register for courses not less than 4 and not more than 7 courses up to 6th semester, whose pre requisite are met.
- iii. In the last semester, a student may register herself for the courses carrying the remaining credit hours; provided that the maximum does not ordinarily exceed 8 courses, allowed by Director, provided further that this limit may be extended by the Vice-Chancellor up to 9 courses in 7th semester if no odd semester course is left behind and similarly she may be allowed to enroll up to 9 courses in 8th semester if no even semester course is left behind, in special circumstances to be determined carefully in each individual case. The same will be applicable to the 9th, 10th, 11th and 12th semester.

Grade Point Average

- a. Maximum Grade Point Average (GPA): 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA):2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum CGPA in each semester.

Semester	GPA/CGPA
1 st	0.75
2 nd	1.00
3 rd	1.25
4 th	1.50
5 th	1.75
6 th	2.00
7 th	2.25
8 th	2.50

- i. A student who does not meet the above requirement for promotion shall cease to be on the university roll. However, she may repeat the whole semester only once.

- ii. The course grades that a student earns in the repeated semester shall replace the previously earned course grades.
- iii. In the 8th semester, if a student fails to achieve CGPA of 2.50, she shall have to repeat the course/courses with lowest grades, so as to make CGPA of 2.50 within the maximum time period allowed for the degree.

7. MCS (2 years) Program

Minimum Requirements for Award of Degree

- ii. The minimum duration of the degree will be 04 semesters and maximum duration will be 06 semesters.
- iii. Minimum course requirement for the award of degree will be 73 credits. However, the concerned Board of Studies (BOS) shall be responsible to increase the credit hours, course contents and number of courses according to their requirements.

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum GPA/CGPA in each semester.
- d.

Semester	GPA/CGPA
1 st	1.50
2 nd	1.75
3 rd	2.00
4 th	2.50

Explanation

- i. A student who obtains CGPA of 2.00 or above but less than 2.50, upon the completion of entire approved course work or minimum residency, may be allowed to repeat the course of the previous semesters in which she had obtained the lowest grades, in order to improve the CGPA so as to obtained the minimum of 2.50 within the maximum time allowed for the award of degree, failing which he shall cease to be on the roll.
- ii. A student will be required to repeat those courses of the previous semesters in which she had failed, at the first available opportunity, provided that her maximum work load, including the courses being repeated by her, will not exceed the normal workload.

Internship/Research Project

- i. During the 4th semester of MCS, there shall be training in a research/teaching institute. After the completion of the term of internship, the students shall be required to submit a report and present a seminar; the evaluation for internship will be made as determined by the Board of Studies.
- ii. Instead a student can complete her research project and present a mini thesis.

8. BS (IT) Program

In addition to the general regulations, the following regulations are also applicable to the BS (IT) degree.

Minimum Requirements for Award of Degree

- i. The minimum duration for completing the course for the degree of BS (IT) shall be 8 semesters and maximum 12 semesters.
- ii. The course requirement will be 130 credit hours. However, the concerned Board of Studies (BOS) shall be responsible to increase the credit hours, course contents and number of courses according to their requirements.
- iii. A full time student shall be required to take courses not less than 13 credit hours in a semester, provided that she qualifies the pre requisites of offered courses.

Minimum Academic Requirements

- i. A person holding Higher Secondary School Certificate or an equivalent certificate from any recognized Institute with at least 45% marks, or any other marks specified shall be eligible to apply for admission.
- ii. Passing Entrance test is mandatory for admission.
- iii. Overall merit comprise of Academic Record and Entrance Test result.
- iv. Admission will be on open merit basis.

Age: A candidate must not be more than 23 years of age on 1st October of the admission year, provided that the Vice-Chancellor may relax age limit in very exceptional cases.

Admission Authority

The admitting authority shall be the Dean, Faculty of Sciences.

Minimum and Maximum Credit Hours

- i. Each student shall register herself in the first semester for all the credit hours prescribed for the semester.
- ii. Subsequently she shall have to register for courses not less than 4 and not more than 7 courses up to 6th semester, whose pre requisite are met.
- iii. In the last semester, a student may register herself for the courses carrying the remaining credit hours; provided that the maximum does not ordinarily exceed 8 courses, allowed by Director, provided further that this limit may be extended by the Vice Chancellor up to 9 courses in 7th semester if no odd semester course is left behind and similarly he/she may be allowed to enroll up to 9 courses in 8th semester if no even semester course is left behind, in special circumstances to be determined carefully in each individual case. The same will be applicable to the 9th, 10th, 11th and 12th semester.

Grade Point Average

- a. Maximum Grade Point Average (GPA): 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA):2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum CGPA in each semester.

Semester	GPA/CGPA
1 st	0.75
2 nd	1.00
3 rd	1.25
4 th	1.50
5 th	1.75
6 th	2.00
7 th	2.25
8 th	2.50

- i. A student who does not meet the above requirement for promotion shall cease to be on the university roll. However, she may repeat the whole semester only once.
- ii. The course grades that a student earns in the repeated semester shall replace the previously earned course grades.
- iii. In the 8th semester, if a student fails to achieve CGPA of 2.50, she shall have to repeat the course/courses with lowest grades, so as to make CGPA of 2.50 within the maximum time period allowed for the degree.

9. BS Botany (4 Years) Program

In addition to general regulations, the following regulations shall also be applicable to the four year BS Botany program.

Minimum Requirements for the Award of Degree:

- i. The duration of the course for completing the course for the degree of Bachelor of Sciences shall normally be 8 semesters and maximum 12 semesters.
- ii. The minimum course requirement is 124-136 credit hours. However, the concerned Board of Studies (BOS) may increase the credit hours, course contents and number of courses according to their requirements.
- iii. A full time student shall be required to take courses not less than 12 credit hours in a semester.

Minimum Academic Requirements

A person holding Higher Secondary School Certificate (Pre-Medical) or an equivalent certificate from any recognized Institute/College with at least 45% marks excluding Hafiz-e-Quran, or any other marks specified shall be eligible for admission to BS programs.

Admission Authority

The Dean, Faculty of Basic and Applied Sciences shall be responsible for admission to the program.

Age: A candidate must not be more than 23 years of age on 1st October of the year of admission, provided that the Vice-Chancellor may relax age limit in very exceptional cases.

Minimum and Maximum Credit Hours

- i. Each student shall register herself in the first and second semester for all the credit hours prescribed for these semesters.
- ii. Subsequently (except for 8th semester) she shall have to enroll for courses carrying not less than 12 and not more than 32 credit hours.
- iii. In his/her sixth and seventh semesters, a student may enroll herself for the course carrying the remaining credit hours; provided that the maximum does not ordinarily exceed 34 credit hours: provided further that this limit may be extended by the Vice Chancellor up to 38 credit hours in 6th semester if no even semester course is left behind and similarly she may be allowed to enroll up to 38 credit hours in 7th semester if no odd semester course is left behind,

in special circumstances to be determined carefully in each individual case. The same will be applicable to the 9th, 10th, 11th and 12th semester.

- iv. No course shall be offered during any semester, which does not fall within the “Scheme of Studies” in the respective semester.

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum CGPA in each semester.

Semester	GPA/CGPA
1 st	0.75
2 nd	1.00
3 rd	1.25
4 th	1.50
5 th	1.75
6 th	2.00
7 th	2.25
8 th	2.50

Explanation

- i. A student who maintains the minimum GPA/CGPA for promotion and meets the requirements will be promoted to the next semester.
- ii. A student who does not meet the above requirement may repeat the whole semester once only.
- iii. If a student fails to achieve CGPA of 2.5 in the 8th semester, he shall have to repeat the course/courses of lowest grade(s) to attain CGPA of 2.5 within the maximum time allowed for the degree otherwise she shall cease on the University rolls.

10. M. Sc. Botany (2 years) Program

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum GPA/CGPA in each semester.

Semester	GPA/CGPA
1 st	1.50
2 nd	1.75
3 rd	2.00
4 th	2.50

Explanation

- i. A student who obtains CGPA of 2.00 or above but less than 2.50, upon the completion of entire approved course work or minimum residency, may be allowed to repeat the course of the previous semesters in which she had obtained the lowest grades, in order to improve the CGPA so as to obtained the minimum of 2.50 within the maximum time allowed for the award of degree, failing which she shall cease to be on the roll.
- ii. A student will be required to repeat those courses of the previous semesters in which she had failed, at the first available opportunity, provided that her maximum work load, including the courses being repeated by her, will not exceed the normal workload.

Thesis

- i. A student shall be entitled to submit thesis for maximum after she has passed all the final examinations in the approved course work provided she also fulfilled the residential requirements.
- ii. The unbound thesis shall be referred to the examiner for evaluation duly certified by the supervisory committee that the content and the form of the thesis are satisfactory for submission.
- iii. Seven hard bound copies of corrected/modified version of the thesis shall have to be submitted within 2 months of viva voice examinations, failing which the candidature for the degree shall stand cancelled. However, in a hardship case, the student shall submit the hard bound thesis within extended period of one-month, but only after Vice Chancellor's permission obtained through proper channel on her request, containing special reasons of delay, duly certified by the Supervisor.
- iv. The final copies of thesis must be bound in following colors:
BS (4 Years)/B.Sc.: Navy Blue
MS/M. Sc.: Maroon
Ph. D: Green

Evaluation

- i. There shall be 6-10 credit hours allocated for the thesis which shall be counted towards calculation of CGPA.
- ii. Boards of examiners comprising members of the Supervisory Committee and one external examiner shall evaluate the thesis.

- iii. The chairman shall propose names of external examiners to the Directorate of Advance Studies and Semester Affairs out of the panel of name recommended by the Board of Studies.
- iv. The external examiner shall be appointed by the Vice Chancellor from the persons proposed by the Directorate of Advance Studies and Semester Affairs through Chairman Department.
- v. At least three members of board of examiners, of whom one must be an external examiner, shall for the purpose of evaluating the thesis, hold a viva voce examination.
- vi. The date, time and venue of thesis examination must be notified at least one week before the commencement. The faculty and student interested to participate in the oral presentation may be allowed. The notification to this effect may be made by the chairperson of the department concerned with intimation to the director advanced studies, controller of examinations and directors, Quality Enhancement Cell.
- vii. The controller of examination shall get the thesis evaluated within two weeks after the date of its submission or resubmission in his/her office. Any delay beyond two months must be brought to the notice of the Vice Chancellor.
- viii. All the members of the supervisory committee present shall sign the thesis after the viva voce examination after making necessary corrections and incorporating therein any suggestion by the board of examiners.
- ix. All the members of the board of examiners present shall sign the result sheet prescribed for this purpose at the end of the examination. The major supervisor will submit the result to the controller of examination within 24 hours.
- x. In case of disagreement among the examiners regarding the acceptance of the thesis, it shall be referred to another external examiner appointer by the Vice Chancellor whose decision shall be final.
- xi. If a candidate fails in the thesis examination she may enroll again and submit a revised thesis on payment of the prescribed examination fee but she shall not be entitled to resubmit his/her thesis before the expiry of the six months after the date of the declaration of the result of the last examination. She can avail this chance only once.

Thesis Research

- i. The subject approved for thesis research shall remain valid only for 8 semesters from the date of admission of the candidate to the course.
- ii. A student admitted to the course in partial residence shall undertake research work in a laboratory or institute approved by the syndicate on the recommendations of the academic council and advanced studies and research board.

11. BS Bio-Technology (4 Years) Program

In addition to general regulations, the following regulations shall also be applicable to the four year BS Bio-Technology program.

Minimum Requirements for the Award of Degree:

- iv. The duration of the course for completing the course for the degree of Bachelor of Sciences shall normally be 8 semesters and maximum 12 semesters.
- v. The minimum course requirement is 124-136 credit hours. However, the concerned Board of Studies (BOS) may increase the credit hours, course contents and number of courses according to their requirements.
- vi. A full time student shall be required to take courses not less than 12 credit hours in a semester.

Minimum Academic Requirements

A person holding Higher Secondary School Certificate (Pre-Medical) or an equivalent certificate from any recognized Institute/College with at least 45% marks excluding Hafiz-e-Quran, or any other marks specified shall be eligible for admission to BS programs.

Admission Authority

The Dean, Faculty of Basic and Applied Sciences shall be responsible for admission to the program.

Age: A candidate must not be more than 23 years of age on 1st October of the year of admission, provided that the Vice-Chancellor may relax age limit in very exceptional cases.

Minimum and Maximum Credit Hours

- v. Each student shall register herself in the first and second semester for all the credit hours prescribed for these semesters.
- vi. Subsequently (except for 8th semester) she shall have to enroll for courses carrying not less than 12 and not more than 32 credit hours.
- vii. In his/her sixth and seventh semesters, a student may enroll herself for the course carrying the remaining credit hours; provided that the maximum does not ordinarily exceed 34 credit hours: provided further that this limit may be extended by the Vice Chancellor up to 38 credit hours in 6th semester if no even semester course is left behind and similarly she may be allowed to enroll up to 38 credit hours in 7th semester if no odd semester course is left behind, in special circumstances to be determined carefully in each individual case. The same will be applicable to the 9th, 10th, 11th and 12th semester.
- viii. No course shall be offered during any semester, which does not fall within the “Scheme of Studies” in the respective semester.

Grade Point Average

- d. Maximum Grade Point Average: 4.00
- e. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- f. To remain on the roll of the university a student shall be required to maintain the following minimum CGPA in each semester.

Semester	GPA/CGPA
1 st	0.75
2 nd	1.00
3 rd	1.25
4 th	1.50
5 th	1.75
6 th	2.00
7 th	2.25
8 th	2.50

Explanation

- iv. A student who maintains the minimum GPA/CGPA for promotion and meets the requirements will be promoted to the next semester.
- v. A student who does not meet the above requirement may repeat the whole semester once only.
- vi. If a student fails to achieve CGPA of 2.5 in the 8th semester, he shall have to repeat the course/courses of lowest grade(s) to attain CGPA of 2.5 within the maximum time allowed for the degree otherwise she shall cease on the University rolls.

12. M. Sc. Bio-Technology (2 years) Program

In addition to general regulations, the following regulations shall also be applicable to the M, Sc. Chemistry (4 years) program.

Grade Point Average

- d. Maximum Grade Point Average: 4.00
- e. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- f. To remain on the roll of the university a student shall be required to maintain the following minimum GPA/CGPA in each semester.

Semester	GPA/CGPA
1 st	1.50
2 nd	1.75
3 rd	2.00
4 th	2.50

Explanation

- iii. A student who obtains CGPA of 2.00 or above but less than 2.50, upon the completion of entire approved course work or minimum residency, may be allowed to repeat the course of the previous semesters in which she had obtained the lowest grades, in order to improve the CGPA so as to obtained the minimum of 2.50 within the maximum time allowed for the award of degree, failing which she shall cease to be on the roll.
- iv. A student will be required to repeat those courses of the previous semesters in which she had failed, at the first available opportunity, provided that her maximum work load, including the courses being repeated by her, will not exceed the normal workload.

Thesis

- v. A student shall be entitled to submit thesis for maximum after she has passed all the final examinations in the approved course work provided she also fulfilled the residential requirements.
- vi. The unbound thesis shall be referred to the examiner for evaluation duly certified by the supervisory committee that the content and the form of the thesis are satisfactory for submission.
- vii. Seven hard bound copies of corrected/modified version of the thesis shall have to be submitted within 2 months of viva voice examinations, failing which the candidature for the degree shall stand cancelled. However, in a hardship case, the student shall submit the hard bound thesis within extended period of one-month, but only after Vice Chancellor's permission obtained through proper channel on her request, containing special reasons of delay, duly certified by the Supervisor.
- viii. The final copies of thesis must be bound in following colors:
 - BS (4 Years)/B.Sc.: Navy Blue
 - MS/M. Sc.: Maroon
 - Ph. D: Green

Evaluation

- xii. There shall be 6-10 credit hours allocated for the thesis which shall be counted towards calculation of CGPA.
- xiii. Boards of examiners comprising members of the Supervisory Committee and one external examiner shall evaluate the thesis.
- xiv. The chairman shall propose names of external examiners to the Directorate of Advance Studies and Semester Affairs out of the panel of name recommended by the Board of Studies.
- xv. The external examiner shall be appointed by the Vice Chancellor from the persons proposed by the Directorate of Advance Studies and Semester Affairs through Chairman Department.

- xvi. At least three members of board of examiners, of whom one must be an external examiner, shall for the purpose of evaluating the thesis, hold a viva voce examination.
- xvii. The date, time and venue of thesis examination must be notified at least one week before the commencement. The faculty and student interested to participate in the oral presentation may be allowed. The notification to this effect may be made by the chairperson of the department concerned with intimation to the director advanced studies, controller of examinations and directors, Quality Enhancement Cell.
- xviii. The controller of examination shall get the thesis evaluated within two weeks after the date of its submission or resubmission in his/her office. Any delay beyond two months must be brought to the notice of the Vice Chancellor.
- xix. All the members of the supervisory committee present shall sign the thesis after the viva voce examination after making necessary corrections and incorporating therein any suggestion by the board of examiners.
- xx. All the members of the board of examiners present shall sign the result sheet prescribed for this purpose at the end of the examination. The major supervisor will submit the result to the controller of examination within 24 hours.
- xxi. In case of disagreement among the examiners regarding the acceptance of the thesis, it shall be referred to another external examiner appointer by the Vice Chancellor whose decision shall be final.
- xxii. If a candidate fails in the thesis examination she may enroll again and submit a revised thesis on payment of the prescribed examination fee but she shall not be entitled to resubmit his/her thesis before the expiry of the six months after the date of the declaration of the result of the last examination. She can avail this chance only once.

Thesis Research

- iii. The subject approved for thesis research shall remain valid only for 8 semesters from the date of admission of the candidate to the course.
- iv. A student admitted to the course in partial residence shall undertake research work in a laboratory or institute approved by the syndicate on the recommendations of the academic council and advanced studies and research board.

13. BS Chemistry (4 Years) Program

In addition to general regulations, the following regulations shall also be applicable to the four year BS Chemistry (4 years) program.

Minimum Requirements for the Award of Degree

- i. The duration of the course for completing the course for the degree of Bachelor of Sciences shall normally be 8 semesters and maximum 12 semesters.

- ii. The minimum course requirement is 131 credit hours. However, the concerned Board of Studies (BOS) shall be responsible to increase the credit hours, course contents and number of courses according to their requirements.
- iii. A full time student shall be required to take courses not less than 12 credit hours in a semester.

Minimum Academic Requirements

A person holding Higher Secondary School Certificate (Pre-Medical/ Pre-Engineering) or an equivalent certificate from any recognized Institute/College with at least 45% marks excluding Hafiz-e-Quran, or any other marks specified shall be eligible for admission to BS programs.

Admission Authority

The Dean, Faculty of Basic and Applied Sciences shall be responsible for admission to the program.

Age: A candidate must not be more than 23 years of age on 1st October of the year of admission, provided that the Vice-Chancellor may relax age limit in very exceptional cases.

Minimum and Maximum Credit Hours

- i. Each student shall register herself in the first and second semester for all the credit hours prescribed for these semesters.
- ii. Subsequently (except for 8th semester) she shall have to enroll for courses carrying not less than 12 and not more than 32 credit hours.
- iii. In her sixth and seventh semesters, a student may enroll herself for the course carrying the remaining credit hours; provided that the maximum does not ordinarily exceed 34 credit hours: provided further that this limit may be extended by the Vice Chancellor up to 38 credit hours in 6th semester if no even semester course is left behind and similarly he/she may be allowed to enroll up to 38 credit hours in 7th semester if no odd semester course is left behind, in special circumstances to be determined carefully in each individual case. The same will be applicable to the 9th, 10th, 11th and 12th semester.
- iv. No course shall be offered during any semester, which does not fall within the “Scheme of Studies” in the respective semester.

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50

- c. To remain on the roll of the university a student shall be required to maintain the following minimum CGPA in each semester.

Semester	GPA/CGPA
1 st	0.75
2 nd	1.00
3 rd	1.25
4 th	1.50
5 th	1.75
6 th	2.00
7 th	2.25
8 th	2.50

Explanation

- A student who maintains the minimum GPA/CGPA for promotion and meets the requirements will be promoted to the next semester.
- A student who does not meet the above requirement may repeat the whole semester once only.
- If a student fails to achieve CGPA of 2.5 in the 8th semester, she shall have to repeat the course/courses of lowest grade(s) to attain CGPA of 2.5 within the maximum time allowed for the degree otherwise she shall cease on the University rolls.

14. M. Sc. Chemistry (2 Years) Program

In addition to general regulations, the following regulations shall also be applicable to the M, Sc. Chemistry (4 years) program.

Grade Point Average

- Maximum Grade Point Average: 4.00
- Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- To remain on the roll of the university a student shall be required to maintain the following minimum GPA/CGPA in each semester.

Semester	GPA/CGPA
1 st	1.50
2 nd	1.75
3 rd	2.00
4 th	2.50

Explanation

- i. A student who obtains CGPA of 2.00 or above but less than 2.50, upon the completion of entire approved course work or minimum residency, may be allowed to repeat the course of the previous semesters in which he had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.50 within the maximum time allowed for the award of degree, failing which he shall cease to be on the roll.
- ii. A student will be required to repeat those courses of the previous semesters in which she had failed, at the first available opportunity, provided that her maximum work load, including the courses being repeated by her, will not exceed the normal workload.

Thesis

- i. A student shall be entitled to submit thesis for maximum after she has passed all the final examinations in the approved course work provided she also fulfilled the residential requirements.
- ii. The unbound thesis shall be referred to the examiner for evaluation duly certified by the supervisory committee that the content and the form of the thesis are satisfactory for submission.
- iii. Seven hard bound copies of corrected/modified version of the thesis shall have to be submitted within 2 months of viva voce examinations, failing which the candidature for the degree shall stand cancelled. However, in a hardship case, the student shall submit the hard bound thesis within extended period of one-month, but only after Vice Chancellor's permission obtained through proper channel on his/her request, containing special reasons of delay, duly certified by the Supervisor.
- iv. The final copies of thesis must be bound in following colors:
BS (4 Years)/B. Sc.: Navy Blue
MS/M. Sc.: Maroon
Ph. D: Green

Evaluation

- i. There shall be 6-10 credit hours allocated for the thesis which shall be counted towards calculation of CGPA.
- ii. Boards of examiners comprising members of the Supervisory Committee and one external examiner shall evaluate the thesis.
- iii. The chairman shall propose names of external examiners to the Directorate of Advance Studies and Semester Affairs out of the panel of name recommended by the Board of Studies.
- iv. The external examiner shall be appointed by the Vice Chancellor from the persons proposed by the Directorate of Advance Studies and Semester Affairs through Chairman Department.

- v. At least three members of board of examiners, of whom one must be an external examiner, shall for the purpose of evaluating the thesis, hold a viva voce examination.
- vi. The date, time and venue of thesis examination must be notified at least one week before the commencement. The faculty and student interested to participate in the oral presentation may be allowed. The notification to this effect may be made by the chairperson of the department concerned with intimation to the director advanced studies, controller of examinations and directors, Quality Enhancement Cell.
- vii. The controller of examination shall get the thesis evaluated within two weeks after the date of its submission or resubmission in his/her office. Any delay beyond two months must be brought to the notice of the Vice Chancellor.
- viii. All the members of the supervisory committee present shall sign the thesis after the viva voce examination after making necessary corrections and incorporating therein any suggestion by the board of examiners.
- ix. All the members of the board of examiners present shall sign the result sheet prescribed for this purpose at the end of the examination. The major supervisor will submit the result to the controller of examination within 24 hours.
- x. In case of disagreement among the examiners regarding the acceptance of the thesis, it shall be referred to another external examiner appointer by the Vice Chancellor whose decision shall be final.
- xi. If a candidate fails in the thesis examination she may enroll again and submit a revised thesis on payment of the prescribed examination fee but she shall not be entitled to resubmit her thesis before the expiry of the six months after the date of the declaration of the result of the last examination. She can avail this chance only once.

Thesis Research

- i. The subject approved for thesis research shall remain valid only for 8 semesters from the date of admission of the candidate to the course.
- ii. A student admitted to the course in partial residence shall undertake research work in a laboratory or institute approved by the syndicate on the recommendations of the academic council and advanced studies and research board.

15. BS Physics (4 years) Program

In addition to general regulations, the following regulations shall also be applicable to the four year BS Physics programs.

Minimum Requirements for the Award of Degree

- i. The duration of the course for completing the course for the degree of Bachelor of Sciences shall normally be 8 semesters and maximum 12 semesters.
- ii. The minimum course requirement is 132 credit hours. However, the concerned Board of Studies (BOS) shall be responsible to increase the credit hours, course contents and number of courses according to their requirements.
- iii. A full time student shall be required to take courses not less than 12 credit hours in a semester.

Minimum Academic Requirements

A person (female) holding Higher Secondary School Certificate (Pre-Engineering) or an equivalent certificate from any recognized Institute/College with at least 45% marks excluding Hafiz-e-Quran, or any other marks specified shall be eligible for admission to BS programs.

Admission Authority

The Dean, Faculty Science and Technology shall be responsible for admission to the program.

Age: A candidate must not be more than 23 years of age on 1st October of the year of admission, provided that the Vice-Chancellor may relax age limit in very exceptional cases.

Minimum and Maximum Credit Hours

- i. Each student shall register herself in the first and second semester for all the credit hours prescribed for these semesters.
- ii. Subsequently (except for 8th semester) she shall have to enroll for courses carrying not less than 12 and not more than 32 credit hours.
- iii. In his/her sixth and seventh semesters, a student may enroll herself for the course carrying the remaining credit hours; provided that the maximum does not ordinarily exceed 34 credit hours: provided further that this limit may be extended by the Vice Chancellor up to 38 credit hours in 6th semester if no even semester course is left behind and similarly he/she may be allowed to enroll up to 38 credit hours in 7th semester if no odd semester course is left

behind, in special circumstances to be determined carefully in each individual case. The same will be applicable to the 9th, 10th, 11th and 12th semester.

- iv. No course shall be offered during any semester, which does not fall within the “Scheme of Studies” in the respective semester.

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum CGPA in each semester.

Semester	GPA/CGPA
1 st	0.75
2 nd	1.00
3 rd	1.25
4 th	1.50
5 th	1.75
6 th	2.00
7 th	2.25
8 th	2.50

Explanation

- i. A student who maintains the minimum GPA/CGPA for promotion and meets the requirements will be promoted to the next semester.
- ii. A student who does not meet the above requirement may repeat the whole semester once only.
- iii. If a student fails to achieve CGPA of 2.5 in the 8th semester, he shall have to repeat the course/courses of lowest grade(s) to attain CGPA of 2.5 within the maximum time allowed for the degree otherwise he/she shall cease on the University rolls.

16. M. Sc. Physics (2 years) Program

In addition to general regulations, the following regulations shall also be applicable to the M. Sc. Physics two years program.

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.5
- c. To remain on the roll of the university a student shall be required to maintain the following minimum GPA/CGPA in each semester.

Semester	GPA/CGPA
1 st	1.50
2 nd	1.75
3 rd	2.00
4 th	2.50

Explanation

- i. A student who obtains CGPA of 2.00 or above but less than 2.50, upon the completion of entire approved course work or minimum residency, may be allowed to repeat the course of the previous semesters in which he had obtained the lowest grades, in order to improve the CGPA so as to obtained the minimum of 2.50 within the maximum time allowed for the award of degree, failing which he shall cease to be on the roll.
- ii. A student will be required to repeat those courses of the previous semesters in which he/she had failed, at the first available opportunity, provided that his/ her maximum work load, including the courses being repeated by her, will not exceed the normal workload.

Thesis

- i. A student shall be entitled to submit thesis for maximum after she has passed all the final examinations in the approved course work provided she also fulfilled the residential requirements.
- ii. The unbound thesis shall be referred to the examiner for evaluation duly certified by the supervisory committee that the content and the form of the thesis are satisfactory for submission.
- iii. Seven hard bound copies of corrected/modified version of the thesis shall have to be submitted within 2 months of viva voice examinations, failing which the candidature for the degree shall stand cancelled. However, in a hardship case, the student shall submit the hard bound thesis within extended period of one-month, but only after Vice Chancellor's permission obtained through proper channel on his/her request, containing special reasons of delay, duly certified by the Supervisor.
- iv. The final copies of thesis must be bound in following colors:

BS (4 Years)/B.Sc.	:	Navy Blue
MS/M. Sc.	:	Maroon
Ph. D	:	Green

Evaluation

- i. There shall be 6-10 credit hours allocated for the thesis which shall be counted towards calculation of CGPA.
- ii. Boards of examiners comprising members of the Supervisory Committee and one external examiner shall evaluate the thesis.

- iii. The chairman shall propose names of external examiners to the Directorate of Advance Studies and Semester Affairs out of the panel of name recommended by the Board of Studies.
- iv. The external examiner shall be appointed by the Vice Chancellor from the persons proposed by the Directorate of Advance Studies and Semester Affairs through Chairman Department.
- v. At least three members of board of examiners, of whom one must be an external examiner, shall for the purpose of evaluating the thesis, hold a viva voce examination.
- vi. The date, time and venue of thesis examination must be notified at least one week before the commencement. The faculty and student interested to participate in the oral presentation may be allowed. The notification to this effect may be made by the chairperson of the department concerned with intimation to the director advanced studies, controller of examinations and directors, Quality Enhancement Cell.
- vii. The controller of examination shall get the thesis evaluated within two weeks after the date of its submission or resubmission in his/her office. Any delay beyond two months must be brought to the notice of the Vice Chancellor.
- viii. All the members of the supervisory committee present shall sign the thesis after the viva voce examination after making necessary corrections and incorporating therein any suggestion by the board of examiners.
- ix. All the members of the board of examiners present shall sign the result sheet prescribed for this purpose at the end of the examination. The major supervisor will submit the result to the controller of examination within 24 hours.
- x. In case of disagreement among the examiners regarding the acceptance of the thesis, it shall be referred to another external examiner appointer by the Vice Chancellor whose decision shall be final.
- xi. If a candidate fails in the thesis examination she may enroll again and submit a revised thesis on payment of the prescribed examination fee but she shall not be entitled to resubmit his/her thesis before the expiry of the six months after the date of the declaration of the result of the last examination. She can avail this chance only once.

Thesis Research

- i. The subject approved for thesis research shall remain valid only for 8 semesters form the date of admission of the candidate to the course.
- ii. A student admitted to the course in partial residence shall undertake research work in a laboratory or institute approved by the syndicate on the recommendations of the academic council and advanced studies and research board.

17. BS Zoology (4 Years) Program

In addition to general regulations, the following regulations shall also be applicable to the four year BS program.

Minimum Requirements for the Award of Degree

- i. The duration of the course for completing the course for the degree of Bachelor of Sciences shall normally be 8 semesters and maximum 12 semesters.
- ii. The minimum course requirement is 133-136 credit hours. However, the concerned Board of Studies (BOS) shall be responsible to increase the credit hours, course contents and number of courses according to their requirements.
- iii. A full time student shall be required to take courses not less than 12 credit hours in a semester.

Minimum Academic Requirements

A person holding Higher Secondary School Certificate (Pre-Medical) or an equivalent certificate from any recognized Institute/College with at least 45% marks excluding Hafiz-e-Quran, or any other marks specified shall be eligible for admission to BS programs.

Admission Authority

The Dean, Faculty of Science and Technology shall be responsible for admission to the program.

Age: A candidate must not be more than 23 years of age on 1st October of the year of admission, provided that the Vice-Chancellor may relax age limit in very exceptional cases.

Minimum and Maximum Credit Hours

- i. Each student shall register herself in the first and second semester for all the credit hours prescribed for these semesters.
- ii. Subsequently (except for 8th semester) she shall have to enroll for courses carrying not less than 12 and not more than 32 credit hours.
- iii. In her sixth and seventh semesters, a student may enroll herself for the course carrying the remaining credit hours; provided that the maximum does not ordinarily exceed 34 credit hours; provided further that this limit may be extended by the Vice Chancellor upto 38 credit hours in 6th semester if no even semester course is left behind and similarly she may be allowed to enroll

upto 38 credit hours in 7th semester if no odd semester course is left behind, in special circumstances to be determined carefully in each individual case. The same will be applicable to the 9th, 10th, 11th and 12th semester.

- iv. No course shall be offered during any semester, which does not fall within the “Scheme of Studies” in the respective semester.

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum CGPA in each semester.

Semester	GPA/CGPA
1 st	0.75
2 nd	1.00
3 rd	1.25
4 th	1.50
5 th	1.75
6 th	2.00
7 th	2.25
8 th	2.50

Explanation

- i. A student who maintains the minimum GPA/CGPA for promotion and meets the requirements will be promoted to the next semester.
- ii. A student who does not meet the above requirement may repeat the whole semester once only.
- iii. If a student fails to achieve CGPA of 2.5 in the 8th semester, she shall have to repeat the course/courses of lowest grade(s) to attain CGPA of 2.5 within the maximum time allowed for the degree otherwise she shall cease on the University rolls.

18. M. Sc. Zoology (2 Years)

In addition to general regulations, the following regulations shall also be applicable to the M. Sc. Zoology (2 years) program.

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50

- c. To remain on the roll of the university a student shall be required to maintain the following minimum GPA/CGPA in each semester.

Semester	GPA/CGPA
1 st	1.50
2 nd	1.75
3 rd	2.00
4 th	2.50

Explanation

- i. A student who obtains CGPA of 2.00 or above but less than 2.50, upon the completion of entire approved course work or minimum residency, may be allowed to repeat the course of the previous semesters in which she had obtained the lowest grades, in order to improve the CGPA so as to obtained the minimum of 2.50 within the maximum time allowed for the award of degree, failing which he shall cease to be on the roll.
- ii. A student will be required to repeat those courses of the previous semesters in which she had failed, at the first available opportunity, provided that her maximum work load, including the courses being repeated by her, will not exceed the normal workload.

Thesis

- i. A student shall be entitled to submit thesis for maximum after she has passed all the final examinations in the approved course work provided she also fulfilled the residential requirements.
- ii. The unbound thesis shall be referred to the examiner for evaluation duly certified by the supervisory committee that the content and the form of the thesis are satisfactory for submission.
- iii. Seven hard bound copies of corrected/modified version of the thesis shall have to be submitted within 2 months of viva voice examinations, failing which the candidature for the degree shall stand cancelled. However, in a hardship case, the student shall submit the hard bound thesis within extended period of one-month, but only after Vice Chancellor's permission obtained through proper channel on her request, containing special reasons of delay, duly certified by the Supervisor.
- iv. The final copies of thesis must be bound in following colors:
BS (4 Years)/B.Sc.: Navy Blue
MS/M. Sc.: Maroon
Ph. D: Green

Evaluation

- i. There shall be 6-10 credit hours allocated for the thesis which shall be counted towards calculation of CGPA.

- ii. Boards of examiners comprising members of the Supervisory Committee and one external examiner shall evaluate the thesis.
- iii. The chairman shall propose names of external examiners to the Directorate of Advance Studies and Semester Affairs out of the panel of name recommended by the Board of Studies.
- iv. The external examiner shall be appointed by the Vice Chancellor from the persons proposed by the Directorate of Advance Studies and Semester Affairs through Chairman Department.
- v. At least three members of board of examiners, of whom one must be an external examiner, shall for the purpose of evaluating the thesis, hold a viva voce examination.
- vi. The date, time and venue of thesis examination must be notified at least one week before the commencement. The faculty and student interested to participate in the oral presentation may be allowed. The notification to this effect may be made by the chairperson of the department concerned with intimation to the director advanced studies, controller of examinations and directors, Quality Enhancement Cell.
- vii. The controller of examination shall get the thesis evaluated within two weeks after the date of its submission or resubmission in his/her office. Any delay beyond two months must be brought to the notice of the Vice Chancellor.
- viii. All the members of the supervisory committee present shall sign the thesis after the viva voce examination after making necessary corrections and incorporating therein any suggestion by the board of examiners.
- ix. All the members of the board of examiners present shall sign the result sheet prescribed for this purpose at the end of the examination. The major supervisor will submit the result to the controller of examination within 24 hours.
- x. In case of disagreement among the examiners regarding the acceptance of the thesis, it shall be referred to another external examiner appointer by the Vice Chancellor whose decision shall be final.
- xi. If a candidate fails in the thesis examination she may enroll again and submit a revised thesis on payment of the prescribed examination fee but she shall not be entitled to resubmit her thesis before the expiry of the six months after the date of the declaration of the result of the last examination. She can avail this chance only once.

Thesis Research

- i. The subject approved for thesis research shall remain valid only for 8 semesters from the date of admission of the candidate to the course.
- ii. A student admitted to the course in partial residence shall undertake research work in a laboratory or institute approved by the syndicate on the recommendations of the academic council and advanced studies and research board.

19. BS (4 Years) Mathematics Program

In addition to general regulations, the following regulations shall also be applicable to the four year BS Mathematics program.

Minimum Requirements for the Award of Degree

- i. The duration of the course for completing the course for the degree of Bachelor of Sciences shall normally be 8 semesters and maximum 12 semesters.
- ii. The minimum course requirement is 133 credit hours. However, the concerned Board of Studies (BOS) shall be responsible to increase the credit hours, course contents and number of courses according to their requirements.
- iii. A full time student shall be required to take courses not less than 12 credit hours in a semester.

Minimum Academic Requirements

A person holding Higher Secondary School Certificate (Pre-Engineering) or an equivalent certificate from any recognized Institute/College with at least 45% marks excluding Hafiz-e-Quran, or any other marks specified shall be eligible for admission to BS programs.

Admission Authority

The Dean, Faculty of Basic and Applied Sciences shall be responsible for admission to the program.

Age: A candidate must not be more than 23 years of age on 1st October of the year of admission, provided that the Vice-Chancellor may relax age limit in very exceptional cases.

Minimum and Maximum Credit Hours

- i. Each student shall register herself in the first and second semester for all the credit hours prescribed for these semesters.
- ii. Subsequently (except for 8th semester) she shall have to enroll for courses carrying not less than 12 and not more than 32 credit hours.
- iii. In her sixth and seventh semesters, a student may enroll herself for the course carrying the remaining credit hours; provided that the maximum does not ordinarily exceed 34 credit hours: provided further that this limit may be extended by the Vice Chancellor up to 38 credit hours in 6th semester if no even semester course is left behind and similarly she may be allowed to enroll

up to 38 credit hours in 7th semester if no odd semester course is left behind, in special circumstances to be determined carefully in each individual case. The same will be applicable to the 9th, 10th, 11th and 12th semester.

- iv. No course shall be offered during any semester, which does not fall within the “Scheme of Studies” in the respective semester.

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum CGPA in each semester.

Semester	GPA/CGPA
1 st	0.75
2 nd	1.00
3 rd	1.25
4 th	1.50
5 th	1.75
6 th	2.00
7 th	2.25
8 th	2.50

Explanation

- i. A student who maintains the minimum GPA/CGPA for promotion and meets the requirements will be promoted to the next semester.
- ii. A student who does not meet the above requirement may repeat the whole semester once only.
- iii. If a student fails to achieve CGPA of 2.5 in the 8th semester, she shall have to repeat the course/courses of lowest grade(s) to attain CGPA of 2.5 within the maximum time allowed for the degree otherwise she shall cease on the University rolls.

20. M. Sc. Mathematics (2 years) Program

In addition to general regulations, the following regulations shall also be applicable to the M. Sc. Mathematics (2 years) program.

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50

- c. To remain on the roll of the university a student shall be required to maintain the following minimum GPA/CGPA in each semester.

Semester	GPA/CGPA
1 st	1.50
2 nd	1.75
3 rd	2.00
4 th	2.50

Explanation

- i. A student who obtains CGPA of 2.00 or above but less than 2.50, upon the completion of entire approved course work or minimum residency, may be allowed to repeat the course of the previous semesters in which he had obtained the lowest grades, in order to improve the CGPA so as to obtained the minimum of 2.50 within the maximum time allowed for the award of degree, failing which she shall cease to be on the roll.
- ii. A student will be required to repeat those courses of the previous semesters in which he/she had failed, at the first available opportunity, provided that her maximum work load, including the courses being repeated by her, will not exceed the normal workload.

Thesis

- i. A student shall be entitled to submit thesis for maximum after she has passed all the final examinations in the approved course work provided she also fulfilled the residential requirements.
- ii. The unbound thesis shall be referred to the examiner for evaluation duly certified by the supervisory committee that the content and the form of the thesis are satisfactory for submission.
- iii. Seven hard bound copies of corrected/modified version of the thesis shall have to be submitted within 2 months of viva voice examinations, failing which the candidature for the degree shall stand cancelled. However, in a hardship case, the student shall submit the hard bound thesis within extended period of one-month, but only after Vice Chancellor's permission obtained through proper channel on his/her request, containing special reasons of delay, duly certified by the Supervisor.
- iv. The final copies of thesis must be bound in following colors:
BS (4 Years): Navy Blue
MS/M. Sc.: Maroon
Ph. D: Green

Evaluation

- i. There shall be 6-10 credit hours allocated for the thesis which shall be counted towards calculation of CGPA.
- ii. Boards of examiners comprising members of the Supervisory Committee and one external examiner shall evaluate the thesis.
- iii. The chairman shall propose names of external examiners to the Directorate of Advance Studies and Semester Affairs out of the panel of name recommended by the Board of Studies.
- iv. The external examiner shall be appointed by the Vice Chancellor from the persons proposed by the Directorate of Advance Studies and Semester Affairs through Chairman Department.
- v. At least three members of board of examiners, of whom one must be an external examiner, shall for the purpose of evaluating the thesis, hold a viva voce examination.
- vi. The date, time and venue of thesis examination must be notified at least one week before the commencement. The faculty and student interested to participate in the oral presentation may be allowed. The notification to this effect may be made by the chairperson of the department concerned with intimation to the director advanced studies, controller of examinations and directors, Quality Enhancement Cell.
- vii. The controller of examination shall get the thesis evaluated within two weeks after the date of its submission or resubmission in his/her office. Any delay beyond two months must be brought to the notice of the Vice Chancellor.
- viii. All the members of the supervisory committee present shall sign the thesis after the viva voce examination after making necessary corrections and incorporating therein any suggestion by the board of examiners.
- ix. All the members of the board of examiners present shall sign the result sheet prescribed for this purpose at the end of the examination. The major supervisor will submit the result to the controller of examination within 24 hours.
- x. In case of disagreement among the examiners regarding the acceptance of the thesis, it shall be referred to another external examiner appointer by the Vice Chancellor whose decision shall be final.
- xi. If a candidate fails in the thesis examination he/she may enroll again and submit a revised thesis on payment of the prescribed examination fee but he/she shall not be entitled to resubmit his/her thesis before the expiry of the six months after the date of the declaration of the result of the last examination. She can avail this chance only once.

Thesis Research

- i. The subject approved for thesis research shall remain valid only for 8 semesters from the date of admission of the candidate to the course.
- ii. A student admitted to the course in partial residence shall undertake research work in a laboratory or institute approved by the syndicate on the

recommendations of the academic council and advanced studies and research board.

21. BS Education (4 years) Program

In addition to general regulations, the following regulations shall also be applicable to the four years BS Education program.

Minimum Requirements for the Award of Degree

- i. The duration of the course for completing the course for the degree of Bachelor of Sciences shall normally be 8 semesters and maximum 12 semesters.
- ii. The minimum course requirement is 127 credit hours. However, the concerned Board of Studies (BOS) shall be responsible to increase the credit hours, course contents and number of courses according to their requirements.
- iii. A full time student shall be required to take courses not less than 12 credit hours in a semester.

Minimum Academic Requirements

A person (female) holding Higher Secondary School Certificate or an equivalent certificate from any recognized Institute/College with at least 45% marks excluding Hafiz-e-Quran, or any other marks specified shall be eligible for admission to BS Education program.

Admission Authority

The Dean, Faculty Education shall be responsible for admission to the program.

Age: A candidate must not be more than 23 years of age on 1st October of the year of admission, provided that the Vice-Chancellor may relax age limit in very exceptional cases.

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum CGPA in each semester.

Semester	GPA/CGPA
1 st	0.75
2 nd	1.00
3 rd	1.25
4 th	1.50
5 th	1.75
6 th	2.00
7 th	2.25
8 th	2.50

Explanation

- i. A student who maintains the minimum GPA/CGPA for promotion and meets the requirements will be promoted to the next semester.
- ii. A student who does not meet the above requirement may repeat the whole semester once only.
- iii. If a student fails to achieve CGPA of 2.5 in the 8th semester, he shall have to repeat the course/courses of lowest grade(s) to attain CGPA of 2.5 within the maximum time allowed for the degree otherwise he/she shall cease on the University rolls.

22. BS English (4 Years) Program

In addition to general regulations, the following regulations shall also be applicable to the four year BS English program.

Minimum Requirements for the Award of Degree

- i. The duration of the course for completing the course for the degree of Bachelor of Sciences shall normally be 8 semesters and maximum 12 semesters.
- ii. The minimum course requirement is 124-136 credit hours. However, the concerned Board of Studies (BOS) shall be responsible to increase the credit hours, course contents and number of courses according to their requirements.
- iii. A full time student shall be required to take courses not less than 12 credit hours in a semester.

Minimum Academic Requirements

A person (female) holding Higher Secondary School Certificate or an equivalent certificate from any recognized Institute/College with at least 45% marks

excluding Hafiz-e-Quran, or any other marks specified shall be eligible for admission to BS programs.

Admission Authority

The Dean, Faculty of Education shall be responsible for admission to the program.

Age: A candidate must not be more than 23 years of age on 1st October of the year of admission, provided that the Vice-Chancellor may relax age limit in very exceptional cases.

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum CGPA in each semester.

Semester	GPA/CGPA
1 st	0.75
2 nd	1.00
3 rd	1.25
4 th	1.50
5 th	1.75
6 th	2.00
7 th	2.25
8 th	2.50

Explanation

- i. A student who maintains the minimum GPA/CGPA for promotion and meets the requirements will be promoted to the next semester.
- ii. A student who does not meet the above requirement may repeat the whole semester once only.
- iii. If a student fails to achieve CGPA of 2.5 in the 8th semester, she shall have to repeat the course/courses of lowest grade(s) to attain CGPA of 2.5 within the maximum time allowed for the degree otherwise she shall cease on the University rolls.

23. MA English (2 years) Program

In addition to general regulations, the following regulations shall also be applicable to the M.A English two years program.

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA):2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum GPA/CGPA in each semester.

Semester	GPA/CGPA
1 st	1.50
2 nd	1.75
3 rd	2.00
4 th	2.50

Explanation

- i. A student who obtains CGPA of 2.00 or above but less than 2.50, upon the completion of entire approved course work or minimum residency, may be allowed to repeat the course of the previous semesters in which he had obtained the lowest grades, in order to improve the CGPA so as to obtained the minimum of 2.50 within the maximum time allowed for the award of degree, failing which she shall cease to be on the roll.
- ii. A student will be required to repeat those courses of the previous semesters in which she had failed, at the first available opportunity, provided that her maximum work load, including the courses being repeated by her, will not exceed the normal workload.

Thesis

- i. A student shall be entitled to submit thesis for maximum after she has passed all the final examinations in the approved course work provided she also fulfilled the residential requirements.
- ii. The unbound thesis shall be referred to the examiner for evaluation duly certified by the supervisory committee that the content and the form of the thesis are satisfactory for submission.
- iii. Seven hard bound copies of corrected/modified version of the thesis shall have to be submitted within 2 months of viva voice examinations, failing which the candidature for the degree shall stand cancelled. However, in a hardship case, the student shall submit the hard bound thesis within extended period of one-month, but only after Vice Chancellor's permission obtained through proper channel on her request, containing special reasons of delay, duly certified by the Supervisor.

- iv. The final copies of thesis must be bound in following colors:
BS (4 Years)/B.Sc.: Navy Blue
MS/M.A.: Maroon
Ph. D: Green

Evaluation

- i. There shall be 6-10 credit hours allocated for the thesis which shall be counted towards calculation of CGPA.
- ii. Boards of examiners comprising members of the Supervisory Committee and one external examiner shall evaluate the thesis.
- iii. The chairman shall propose names of external examiners to the Directorate of Advance Studies and Semester Affairs out of the panel of name recommended by the Board of Studies.
- iv. The external examiner shall be appointed by the Vice Chancellor from the persons proposed by the Directorate of Advance Studies and Semester Affairs through Chairman Department.
- v. At least three members of board of examiners, of whom one must be an external examiner, shall for the purpose of evaluating the thesis, hold a viva voce examination.
- vi. The date, time and venue of thesis examination must be notified at least one week before the commencement. The faculty and student interested to participate in the oral presentation may be allowed. The notification to this effect may be made by the chairperson of the department concerned with intimation to the director advanced studies, controller of examinations and directors, Quality Enhancement Cell.
- vii. The controller of examination shall get the thesis evaluated within two weeks after the date of its submission or resubmission in his/her office. Any delay beyond two months must be brought to the notice of the Vice Chancellor.
- viii. All the members of the supervisory committee present shall sign the thesis after the viva voce examination after making necessary corrections and incorporating therein any suggestion by the board of examiners.
- ix. All the members of the board of examiners present shall sign the result sheet prescribed for this purpose at the end of the examination. The major supervisor will submit the result to the controller of examination within 24 hours.
- x. In case of disagreement among the examiners regarding the acceptance of the thesis, it shall be referred to another external examiner appointer by the Vice Chancellor whose decision shall be final.
- xi. If a candidate fails in the thesis examination he/she may enroll again and submit a revised thesis on payment of the prescribed examination fee but he/she shall not be entitled to resubmit his/her thesis before the expiry of the six months after the date of the declaration of the result of the last examination. He/she can avail this chance only once.

Thesis Research

- i. The subject approved for thesis research shall remain valid only for 8 semesters from the date of admission of the candidate to the course.
- ii. A student admitted to the course in partial residence shall undertake research work in a laboratory or institute approved by the syndicate on the recommendations of the academic council and advanced studies and research board.

24. BS Economics (4 Years) Program

In addition to general regulations, the following regulations shall also be applicable to the four year BS Economics program.

Minimum Requirements for the Award of Degree

- i. The duration of the course for completing the course for the degree of Bachelor of Sciences shall normally be 8 semesters and maximum 12 semesters.
- ii. The minimum course requirement is 130 credit hours. However, the concerned Board of Studies (BOS) shall be responsible to increase the credit hours, course contents and number of courses according to their requirements.
- iii. A full time student shall be required to take courses not less than 12 credit hours in a semester.

Minimum Academic Requirements

A person holding Higher Secondary School Certificate or an equivalent certificate from any recognized Institute/College with at least 45% marks excluding Hafiz-e-Quran, or any other marks specified shall be eligible for admission to BS programs.

Admission Authority

The Dean, Faculty of Arts and Social Sciences shall be responsible for admission to the program.

Age: A candidate must not be more than 23 years of age on 1st October of the year of admission, provided that the Vice-Chancellor may relax age limit in very exceptional cases.

Grade Point Average

- a. Maximum Grade Point Average: 4.00

- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum CGPA in each semester.

Semester	GPA/CGPA
1 st	0.75
2 nd	1.00
3 rd	1.25
4 th	1.50
5 th	1.75
6 th	2.00
7 th	2.25
8 th	2.50

Explanation

- i. A student who maintains the minimum GPA/CGPA for promotion and meets the requirements will be promoted to the next semester.
- ii. A student who does not meet the above requirement may repeat the whole semester once only.
- iii. If a student fails to achieve CGPA of 2.5 in the 8th semester, she shall have to repeat the course/courses of lowest grade(s) to attain CGPA of 2.5 within the maximum time allowed for the degree otherwise he/she shall cease on the University rolls.

25. M. Sc. Economics (2 years) Program

In addition to general regulations, the following regulations shall also be applicable to the M. Sc. Economics two years program.

Grade Point Average

- a. Maximum Grade Point Average: 4.00
- b. Minimum Grade Point Average for obtaining the degree (CGPA): 2.50
- c. To remain on the roll of the university a student shall be required to maintain the following minimum GPA/CGPA in each semester.

Semester	GPA/CGPA
1 st	1.50
2 nd	1.75
3 rd	2.00
4 th	2.50

Explanation

- i. A student who obtains CGPA of 2.00 or above but less than 2.50, upon the completion of entire approved course work or minimum residency, may be allowed to repeat the course of the previous semesters in which she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.50 within the maximum time allowed for the award of degree, failing which he shall cease to be on the roll.
- ii. A student will be required to repeat those courses of the previous semesters in which she had failed, at the first available opportunity, provided that her maximum work load, including the courses being repeated by her, will not exceed the normal workload.

Thesis

- i. A student shall be entitled to submit thesis for maximum after she has passed all the final examinations in the approved course work provided she also fulfilled the residential requirements.
- ii. The unbound thesis shall be referred to the examiner for evaluation duly certified by the supervisory committee that the content and the form of the thesis are satisfactory for submission.
- iii. Seven hard bound copies of corrected/modified version of the thesis shall have to be submitted within 2 months of viva voce examinations, failing which the candidature for the degree shall stand cancelled. However, in a hardship case, the student shall submit the hard bound thesis within extended period of one-month, but only after Vice Chancellor's permission obtained through proper channel on his/her request, containing special reasons of delay, duly certified by the Supervisor.
- iv. The final copies of thesis must be bound in following colors:
BS (4 Years)/B.Sc.: Navy Blue
MS/M. Sc.: Maroon
Ph. D: Green

Evaluation

- i. There shall be 6-10 credit hours allocated for the thesis which shall be counted towards calculation of CGPA.
- ii. Boards of examiners comprising members of the Supervisory Committee and one external examiner shall evaluate the thesis.
- iii. The chairman shall propose names of external examiners to the Directorate of Advance Studies and Semester Affairs out of the panel of name recommended by the Board of Studies.
- iv. The external examiner shall be appointed by the Vice Chancellor from the persons proposed by the Directorate of Advance Studies and Semester Affairs through Chairman Department.

- v. At least three members of board of examiners, of whom one must be an external examiner, shall for the purpose of evaluating the thesis, hold a viva voce examination.
- vi. The date, time and venue of thesis examination must be notified at least one week before the commencement. The faculty and student interested to participate in the oral presentation may be allowed. The notification to this effect may be made by the chairperson of the department concerned with intimation to the director advanced studies, controller of examinations and directors, Quality Enhancement Cell.
- vii. The controller of examination shall get the thesis evaluated within two weeks after the date of its submission or resubmission in his/her office. Any delay beyond two months must be brought to the notice of the Vice Chancellor.
- viii. All the members of the supervisory committee present shall sign the thesis after the viva voce examination after making necessary corrections and incorporating therein any suggestion by the board of examiners.
- ix. All the members of the board of examiners present shall sign the result sheet prescribed for this purpose at the end of the examination. The major supervisor will submit the result to the controller of examination within 24 hours.
- x. In case of disagreement among the examiners regarding the acceptance of the thesis, it shall be referred to another external examiner appointer by the Vice Chancellor whose decision shall be final.
- xi. If a candidate fails in the thesis examination she may enroll again and submit a revised thesis on payment of the prescribed examination fee but he/she shall not be entitled to resubmit her thesis before the expiry of the six months after the date of the declaration of the result of the last examination. She can avail this chance only once.

Thesis Research

- i. The subject approved for thesis research shall remain valid only for 8 semesters from the date of admission of the candidate to the course.
- ii. A student admitted to the course in partial residence shall undertake research work in a laboratory or institute approved by the syndicate on the recommendations of the academic council and Board of Advanced Studies and Research (BASR).