



CONTROLLER OF EXAMINATIONS
SHAHEED BENAZIR BHUTTO UNIVERSITY

Sheringal, Dir Upper, Khyber Pakhtunkhwa, Pakistan

SBBU/CE/Ltr/25-950

Dated: 08-12-2025

To:

1. The Chairpersons / HODs of Constituent Departments
2. The Principals of Affiliated Colleges

SUBJECT: REVISED SEMESTER RULES FOR UNDERGRADUATE DEGREE PROGRAMS 2025

Dear Sir/Madam,

The Academic Council, in its 12th meeting held on **02-10-2025** under Agenda Item No. **02**, approved the Revised Semester Rules for the University and its affiliated colleges. The same has been notified vide **SBBU/Acad/Ntf/25-338 dated 24-11-2025**. Subsequently, with the anticipatory approval of the Syndicate granted by the Honorable Vice Chancellor, Shaheed Benazir Bhutto University, the Revised Semester Rules are hereby formally notified for implementation in letter and spirit. The document may be downloaded from the link: <https://sbbu.edu.pk/exams/Downloads/SBBU Semester Rules Revised 2025.pdf>

If any department of the University requires a training session or workshop, they are requested to contact the **Director QEC**, and the affiliated colleges are advised to contact the **Controller of Examinations**.

For any further guidance or clarification, please feel free to contact the undersigned.

Controller of Examinations

Copy for Information to:

1. Secretary to the Vice Chancellor, Shaheed BB University
2. Registrar, Shaheed BB University
3. Director Teaching and Admissions, Shaheed BB University
4. Director QEC, Shaheed BB University
5. Deputy Controller of Examinations, Shaheed BB University
6. Deputy Registrar Academics, Shaheed BB University
7. Programmer Examinations Section, Shaheed BB University
8. Record File

Controller of Examinations

Office of the Registrar
SHAHEED BENAZIR BHUTTO UNIVERSITY
SHERINGAL, DIR UPPER, KHYBER PAKHTUNKHAWA, PAKISTAN

Ref. No.SBBU/Acad/Ntf/25-1338



Dated: 24.11.2025.

NOTIFICATION

The Academic Council, in its 12th Meeting, held on 02.10.2025, in the Committee Room of the University, discussed and recommended the agenda item regarding “**Approval of Semester Rules of the University and Affiliated Colleges**”, as agenda item No.02, to Syndicate for approval with minor modifications.

Detail Copy of the relevant portion of the minutes of the meeting is attached here with.

Dy. Registrar (Acad)

Copy for information to:

1. PS to Vice Chancellor
2. PS to Registrar
3. Controller of Examinations
4. Director Teaching/Admissions
- ✓ 5. Record File

Dy. Registrar (Acad)

UNDERGRADUATE SEMESTER RULES

(REVISED 2025)



SHAHEED BENAZIR BHUTTO UNIVERSITY (SBBU), SHERINGAL DIR UPPER

<http://www.sbbu.edu.pk>

Table of Contents

1.	SHORT TITLE, COMMENCEMENT AND APPLICATION	1
2.	DEFINITIONS.....	1
3.	ACADEMIC PROGRAMMES AND SCHEME OF STUDIES	3
4.	ELIGIBILITY CRITERIA FOR VARIOUS ACADEMIC PROGRAMMES	4
5.	ADMISSION PROCEDURE.....	6
6.	CREDIT TRANSFER.....	10
6.1.	GENERAL POLICY FOR CREDIT TRANSFER	10
6.2.	CRITERIA FOR CREDIT TRANSFER.....	10
6.3.	APPLICATION PROCEDURE FOR CREDIT TRANSFER	10
6.4.	SPECIAL CONSIDERATIONS REGARDING CREDIT TRANSFER.....	11
6.5.	RECORD KEEPING AND TRANSCRIPT ISSUANCE	11
7.	TEACHING METHODOLOGY	12
8.	SEMESTERS.....	12
8.1	FALL/SPRING SEMESTER.....	12
8.2	WINTER SEMESTER	13
9.	CREDIT HOURS	13
10.	MAXIMUM / MINIMUM WORKLOAD AND REGISTRATION OF COURSES	13
11.	CHANGE / DROP/ WITHDRAWAL OF COURSE(S).....	14
12.	REPEATING A COURSE.....	15
13.	ATTENDANCE.....	15
14.	EXAMINATIONS.....	16
15.	GRADING POLICY:.....	23
16.	COMPUTATION OF GPA AND CGPA	25
17.	COMPULSION	26
18.	REQUIREMENTS FOR THE AWARD OF A DEGREE.....	26
19.	DEPARTMENTAL EXAMINATION AND STUDENTS GRIEVANCE COMMITTEE.....	27
20.	COURSE FILE	27
21.	FREEZING OF SEMESTER.....	28
22.	TEACHER EVALUATION	28
23.	AWARD OF GOLD MEDALS	28
24.	CONDUCT OF SEMESTER EXAMINATIONS (INTERNAL STUDENTS).....	29
24.1	EXAMINATION SCHEDULE	29
24.2	CONDUCT OF EXAMINATIONS	29
24.3	INVIGILATORS	30
24.4	USE OF REFERENCE MATERIAL DURING TESTS / EXAMS	30
24.5	QUESTION PAPER.....	31
24.5.1	INTERNAL STUDENTS:.....	31
24.5.2	AFFILIATED COLLEGES STUDENTS:	31
24.6	ACADEMIC CALENDAR	31
24.7	INSTRUCTIONS FOR CANDIDATES	31

24.8	UNFAIR MEANS / MALPRACTICES	33
24.9	PENALTIES	34
24.10	COMMITTEE DEALING CASES OF UNFAIR MEANS IN THE EXAMINATIONS.....	37
24.11	APPELLATE COMMITTEE	37
24.12	DESTRUCTION/DISPOSAL OF QUESTION PAPER/ANSWER BOOKS/RESULT SHEET.....	38
25.	COMPUTATION AND RESULT DECLARATION	38
25.1	ISSUE OF ACADEMIC TRANSCRIPT/DETAIL MARKS SHEET.....	39
26.	PROBATION AND PROMOTION	40
27.	PROCEDURE OF THESIS EXAMINATION	41
28.	RETOTALING.....	42
29.	COLLEGE SEMESTER COMMITTEE:	42
30.	UNIVERSITY SEMESTER COMMITTEE	43
31.	ENTRY AND EXIT PROVISIONS	44
31.1	PATHWAY FOR ASSOCIATE DEGREES HOLDERS.....	44
31.2	PATHWAY FOR CONVENTIONAL TWO-YEAR BA/BSC/EQUIVALENT DEGREE HOLDERS.....	44
31.3	EXITING FROM UNDERGRADUATE DEGREE PROGRAMME WITH AN ASSOCIATE DEGREE:44	
32.	EXAMINATION FEE	45
33.	REMUNERATION RATES	45
34.	MISCELLANEOUS	45

UNDERGRADUATE SEMESTER RULES

1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- 1.1 These Regulations shall be called Semester Rules of Bachelor Academic Programmes, framed under sections 29 and 31 of the Khyber Pakhtunkhwa University Act 2012 (amended up to date).
- 1.2 These Rules shall come into force from Spring 2025 session.
- 1.3 These Rules shall apply to all registered students of Bachelor Programmes on all campuses and affiliated colleges of SBBU Sheringal Dir Upper.

2. DEFINITIONS

- i. **Academic Programme.** Means a programme of studies which leads to the award of a degree to the students after the successful completion of all its requirements.
- ii. **Assessment.** Means the evaluation of performance of students in academic programmes, including examinations, assignments, practicals, project work, seminars and tutorials.
- iii. **Cease.** Means that a student is declared unsuitable for further studies.
- iv. **Class Assignment.** 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. **Controller of Examinations.** The Controller of Examinations of Shaheed Benazir Bhutto University (SBBU) Dir Upper.
- vii. **College:** Affiliated college/institute of the University.
- viii. **College Semester Committee:** A committee constituted by the concerned Affiliated College under these regulations.
- ix. **Credit Course.** Means a course required for a degree and is counted towards CGPA.
- x. **Credit Hour (Crd. Hr).** A lecture of one-hour duration per week in a semester for a subject countable towards a student's CGPA. A practical of two hours is equivalent to one credit hour.
- xi. **Dean.** The Dean of a faculty of the University.
- xii. **Director Teaching and Admissions.** Means Director Teaching and Admissions of the Shaheed Benazir Bhutto University (SBBU) Dir Upper.
- xiii. **Department.** An Academic Department of the University.
- xiv. **Examiner.** A person appointed to conduct the examination.
- xv. **Faculty.** Faculty of the University having two or more departments.
- xvi. **Fee.** Fee charged for every course attended by a registered student.
- xvii. **Freeze.** Means freezing of a semester on the request of the student.

- xxviii. **Grade.** A letter grade which represent certain points earned by a student.
- xix. **Grade Point (P).** Number of points assigned to a letter grade.
- xx. **Grade Point Average.** The average of points earned by a student in a semester.
- xxi. **Cumulative Grade Point Average (CGPA).** The average of grade points earned in all courses in all semesters of an Academic Programme.
- xxii. **Chairperson.** Head of the academic department of the University.
- xxiii. **He.** Pronoun Stands for both He and She.
- xxiv. **Internal Students:** Students of the Main Campus and Sub Campus (s).
- xxv. **Non-Credit Course.** Means a course of study, successful completion of which is required for a degree but not counted towards CGPA.
- xxvi. **Probation.** A student is said to be on probation if his GPA in a semester is lower than the required GPA for promotion to the next semester.
- xxvii. **Principal:** Principal of the affiliated college
- xxviii. **Provost.** Means the Provost of the Shaheed Benazir Bhutto University (SBBU) Dir Upper.
- xxix. **Thesis/Dissertation.** It is a report comprising the original research of a student which is counted towards the partial fulfillment of his degree.
- xxx. **Registration.** Registration of the student in a Teaching Department of the University.
- xxxi. **Semester.** An academic period, in which a set of courses in any disciplines are offered.
- xxxii. **Subject or Course.** A “Subject” or “Course” of academic programme, which is to be studied by a student for a fixed number of Crd. hours during a semester. Each subject will carry a specific discipline code and number.
- xxxiii. **University.** Means Shaheed Benazir Bhutto University (SBBU) Sheringal, Dir Upper.
- xxxiv. **Vice Chancellor.** The Vice Chancellor of the Shaheed Benazir Bhutto University (SBBU) Dir Upper.
- xxxv. **HEC:** Higher Education Commission of Pakistan
- xxxvi. **PM&DC:** Pakistan Medical and Dental Council
- xxxvii. **PNC:** Pakistan Nursing Council
- xxxviii. **PVMC:** Pakistan Veterinary Medical Council
- xxxix. **PEC:** Pakistan Engineering Council
- xl. **PCP:** Pharmacy Council of Pakistan
- xli. **PCATP:** Pakistan Council for Architects and Town Planners
- xlii. **PBC:** Pakistan Bar Council
- xliii. **NTC:** National Technology Council
- xliv. **NCT:** National Council For Tibb
- xl. **NAEAC:** National Agriculture Education Accreditation Council

- xlvi. **NCH:** National Council for Homoeopathy
- xlvii. **NCEAC:** National Computing Education Accreditation Council
- xlviii. **NBEA:** National Business Education Accreditation Council
- xlix. **NACTE:** National Accreditation Council for Teachers Education
 - 1. **HERA:** Higher Education Regulatory Authority.
 - li. **Rechecking:** Means re-totaling of marks.

3. ACADEMIC PROGRAMMES AND SCHEME OF STUDIES

- 3.1 The SBBU Dir Upper shall offer undergraduate and graduate study Programmes as per The Khyber Pakhtunkhwa University Model Act 2012, amended till date.
- 3.2 Undergraduate study Programmes include BS (4 Year), Pharm-D, LLB and Associate Degree Programmes

3.3 Four-year Bachelor Degree Programmes

- a. shall spread over a minimum of 08 semesters (4 years) and a maximum of 12 semesters (6 years) further extendable for one year with the approval of Statutory Bodies, excluding winter semesters, if any.
- b. shall be of 124-148 credit hours.
- c. allow a regular student maximum work load of 15 to 18 credit hours per semester The university may however offer maximum of 21 credit hours in a semester where there is a programme specific requirement or in case a student repeats some courses with the approval of Chairperson and Dean concerned.
- d. require the scheme of study of a particular department to make a student to undertake assignment/internship/project, in addition to the course work, and submit a report describing the activities covered. The intensity of the assignment/internship/project, the time of the activity and credit hours will be determined by the concerned department.

3.4 Two-year Associate Degree

- a. A two year Associate Degree programme shall spread over a minimum of 04 semesters (2 years) and a maximum of 08 semesters (4 years), further extendable for one year with the approval of Statutory Bodies, excluding winter semesters, if any.
- b. The standard range prescribed to qualify for the Associate Degree is 60-72 credit hours with a normal range of 15-18 credit hours in each semester. The university may however offer maximum of 21 credit hours in a semester where there is a programme

specific requirement or in case a student repeats some courses with the approval of Chairperson and Dean concerned.

3.5 B.Ed (1.5) Degree Programmes

- a. A 1.5 year B.Ed Degree programme shall spread over a minimum of 03 semesters (1.5 years) and a maximum of 06 semesters (3 years), further extendable for one year with the approval of Statutory Bodies, excluding winter semesters, if any.
- b. B.Ed shall be of 54 credit hours.

3.6 5-Year Pharm-D and LLB Degree Programmes

The 5-year Pharm-D and LLB shall spread over a minimum of 10 semesters (5 years) and a maximum of 14 semesters (7 years) further extendable for one year with the approval of Statutory Bodies, excluding winter semesters, if any.

- 3.7 All Academic departments shall be responsible for developing studies schemes, and syllabi/courses for their academic programmes. The courses of study and syllabi shall be reviewed and finalized by the respective Boards of Studies. The same shall be submitted to the Board of Faculty, Academic Council and Syndicate for approval. These courses and syllabi shall become effective from the date of approval by the Syndicate or any other date as the Syndicate may determine. However, the Vice Chancellor may grant approval, in anticipation on the recommendation of Chairperson and Dean/Director Teaching and admissions concerned.

4. ELIGIBILITY CRITERIA FOR VARIOUS ACADEMIC PROGRAMMES

The following shall be the criteria for each discipline:

Sr#	Discipline	Eligibility Criteria
1	BS (4 Year) Management Sciences	FA/F.Sc/or equivalent at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
2	BS (4 Year) Computer Science	F.Sc Pre (Pre-Engineering), FCS or General Science with Computer at least 2nd Division (50% Marks) in both HSSC and SSC or equivalent. F.Sc Pre-Medical Students are also allowed with condition that they will study 2 non-credit courses of Mathematics preferably in 1st year.
3	BS (4 Year) Physics	F.Sc (Pre-Engineering) at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent. F.Sc Pre-Medical

		Students are also allowed with condition that they will study 2 non-credit courses of Mathematics preferably in 1st year.
4	BS (4 Year) Chemistry	F.Sc (Pre-Engineering / Pre-Medical) at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
5	BS (4 Year) Botany	F.Sc (Pre-Medical) at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
6	BS (4 Year) Zoology	F.Sc (Pre-Medical) at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
7	BS (4 Year) Mathematics	FA (Inter Science) / F.Sc (Pre-Engineering) at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent. F.Sc Pre-Medical Students are also allowed with condition that they will study 2 non-credit courses of Mathematics preferably in 1st year.
8	BS (4 Year) Biotechnology	F.Sc (Pre-Medical / Pre-Engineering) at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
9	BS (4 Year) Sociology	FA/F.Sc at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
10	BS (4 Year) Geology	F.Sc (Pre-Medical / Pre-Engineering) at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
11	BS (4 Year) English	FA/F.Sc at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
12	Pharm-D (5 years)	F.Sc Pre Medical at least 60% marks in both HSSC and SSC or equivalent
13	BS (4 Year) Education	FA/F.Sc at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
14	B.Ed (1.5 Year)	M.A/M.Sc/BS 16 years education or equivalent at least 2nd Division (45% Marks)
15	BS (4-Year) Physical Education	FA/F.Sc at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
16	BS (4-Year) Social Work	FA/F.Sc at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent

17	BS (4-Year) Environmental Science	F.Sc Pre-Medical or F.Sc Pre-Engineering with at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
18	BS (4-Year) Forestry	F.Sc Pre-Medical or F.Sc Pre-Engineering with at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
19	BS (4-Year) Agriculture	F.Sc Pre-Medical or F.Sc Pre-Engineering with at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
20	LLB (Five years)/ BS (4-Year) Law	FA/F.Sc/A-Levels (12 years of schooling) or an IBCC-equivalent qualification with a minimum of 45% marks is required, along with a valid LAT score of at least 50% in the test conducted by the Education Testing Council (ETC).
21	BS (4-Year) Islamic Studies	FA/F.Sc at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
22	BS (4-Year) Pakistan Studies	FA/F.Sc at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
23	BS (4-Year) Political Science	FA/F.Sc at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent
24	BS (4-Year) Tourism and Hospitality Management	FA/F.Sc at least 2nd Division (45% Marks) in both HSSC and SSC or equivalent

5. **ADMISSION PROCEDURE**

- 5.1 Admission is open to all eligible candidates without discrimination on the basis of caste, creed, gender, place of origin or domicile within Pakistan. Foreign students seeking admission in the University shall be required to submit their applications through the Ministry of Education, Government of Pakistan.
- 5.2 The University shall invite applications for admission to various academic programmes on prescribed application form through an advertisement issued by the Director Teaching and Admissions.
- 5.3 Candidates shall be required to submit application forms, within the stipulated time, complete in all respects, along with attested copies of the following documents.

- a. S.S.C, H.S.S.C, B.A / B.Sc. or equivalent examination certificates / degrees (duly verified by the concerned board/ University).
 - b. Detailed marks certificates of all certificates/degrees.
 - c. Character certificate from the head of the institution last attended.
 - d. Domicile certificate.
 - e. Four passport size photographs.
 - f. Computerized National Identity Card (CNIC) or form 'B'.
 - g. Each 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, Director Teaching and Admissions, Chairperson or teacher.
- 5.4 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 or as decided at the time of advertisement.
 - 5.5 A candidate declared eligible for admission to a programme shall appear before the Departmental Admissions Committee for interview and or test (if required).
 - 5.6 Admission shall be granted strictly on merit. The Academic Council may advise policy guidelines on merit criteria for admissions from time to time.
 - 5.7 Within the policy guidelines set by the Academic Council, the academic departments shall determine specific merit criteria for admission to their respective study programmes. However, where quota / reserve seats exist, the criterion of merit shall be applied within each category.
 - 5.8 In the case of admissions under reserved seats categories, applicants or nominees must apply through the proper channel. If no eligible candidates are available for the reserved seats or quota, the Chairperson of the concerned department may request the conversion of those seats to open merit. This conversion shall be subject to the approval of the Director of Teaching and Admissions, through the Dean.
 - 5.9 The total number of seats and quota allocation (if any), in a specific discipline shall be proposed by the respective academic department to the Academic Council, through the office of the Director Teaching and Admissions. The Academic Council after thorough review shall recommend the same for approval to the Syndicate.
 - 5.10 Academic departments shall constitute an Admission Committee comprising Chairperson /HoD concerned, as a Head of the Committee and two other senior faculty members. The admission process shall be conducted by the Departmental Admission Committee.
 - 5.11 The Admission Committee shall submit its recommendation to the Dean/Director Teaching and Admissions of the University concerned faculty for approval.

- 5.12 If any candidate fails to appear before the Admission Committee for admission and/or test, at the specified time and venue, he shall not be considered for admission, and the seat shall be offered to the next candidate on merit.
- 5.13 If two candidates have equal merit, the one senior in age shall be given preference over the other for the purpose of admission.
- 5.14 All the candidates shall be required to bring the relevant original documents for verification at the time of the interview.
- 5.15 Candidates selected for admission must finalize the admission requirements within the notified period, failing which their right of admission shall be forfeited and the seats will be offered to the next candidate(s) on waiting list.
- 5.16 A reasonable time shall be allowed to the selected candidates to fulfil the admission requirements after which admissions will be closed and no late admission will be allowed in any case.
- 5.17 Wherever needed, the equivalence of academic qualification shall be determined by the Equivalence Committee of the University, or the case may be referred to HEC for equivalence.
- 5.18 Foreign students shall be considered for admission after prior approval from the Ministry of Education, Government of Pakistan/HEC Islamabad.
- 5.19 All candidates selected for admission will be required to submit an undertaking, on a judicial stamp paper of notified value, as per specimen provided in the prospectus at the time of admission.
- 5.20 Within 15 days of completion of admission, the profile of all the newly admitted students along with the recommendations of the departmental admission committee shall be submitted by the Director Teaching and Admissions after due verification of their particulars and payment of dues to the Controller of Examinations for registration in the University's Students Register. The profile of the newly admitted students shall include their name, date of birth, examinations passed with years, roll number, marks, divisions, percentage marks, the institution last attended and the course to which he has been admitted.
- 5.21 All admissions shall remain provisional till verification of all the credentials/information of newly admitted students by the Director Teaching and Admissions. If any student is found guilty of submission of fake document(s), his admission shall be cancelled immediately without notice.
- 5.22 Incorrect information or suppression of facts in application form, shall result in cancellation of the admission and expulsion from the University at any stage.
- 5.23 Admission to one department shall not entitle any student to transfer to another department after one month from the closure of admissions.

- 5.24 The Vice Chancellor may cancel or refuse admission to any student/candidate without assigning any reason.
- 5.25 The University may suspend any discipline due to insufficient number of applicants/any other reasons. In such cases, the applicants may be considered for admission to another discipline subject to meet prescribed eligibility criteria, merit and availability of seats.
- 5.26 The following categories of candidates shall not be eligible for admission to the Bachelor and/or Associate degree programmes of the University.
- a. Who have obtained Third division in the basic qualification required for admission to the specific degree programme.
 - b. Who have ceased to be students of this University on disciplinary grounds.
 - c. Who have already obtained a Bachelor or Associate degree or an equivalent degree from this or any other University in the same discipline.
- 5.27 Maximum age limit for admission to the Bachelor (1st semester) and Bachelor (5th semester) programmes shall be **23 and 28** years respectively except LLB. The competent authority may, however, grant relaxation in age limit on the recommendation of the Chairperson/Head of the concerned department in exceptional cases. The age attained by the applicant shall be counted on the closing date, fixed for submission of admission forms. The female students shall be exempted from the upper age limit.
- 5.28 All newly selected students shall be required to deposit University dues within specified time after their interview and the initial verification of documents. Continuing students shall pay the University dues within one week after start of each semester.
- 5.29 Dual degree cases shall be dealt with as per HEC policy.
- 5.30 If a student fails to join a programme during the first two weeks of the commencement of the semester as per announced schedule, his admission shall stand cancelled automatically without any notice.
- 5.31 For Admissions the affiliated colleges shall follow the minimum eligibility criteria used for the corresponding degree programmes at the Shaheed BB University Sheringal.
- 5.32 The affiliated colleges shall send the lists of the students admitted in all BS programmes to the Director Teaching and Admissions on or before the date notified by him for the purpose.
- 5.33 The Colleges shall submit the registration return of the admitted students complete in all respect along with 'Admission Approval' and prescribed fee to the Registration Section (Controller's Office) in accordance with the schedule announced by the Controller's Office.

6. CREDIT TRANSFER

6.1. General Policy for Credit Transfer

- a. SBBU will establish a Credit Transfer Committee to evaluate and approve all credit transfer requests.
- b. The Credit Transfer Committee shall be composed of the following members:
 - i) Director Teaching & Admissions as Convener
 - ii) Controller of Examinations or his nominee as Member
 - iii) Director QEC (Quality Enhancement Cell) or nominee as Member
 - iv) Registrar or his nominee as Member.
 - v) Head of the Concerned Department as Member
 - vi) Deputy Director Teaching and Admissions as Secretary
- c. Credit transfer requests will be assessed on a course to course basis, ensuring equivalency between the content, credit hours, and level of courses completed at the originating institution and those offered at SBBU.
- d. Credit transfers will only be considered for courses completed at institutions recognized by the Higher Education Commission (HEC) of Pakistan or by internationally accredited universities.
- e. Transferred credit hours will be reflected on the student's official transcript, but the grades from the transferred courses will not be used to calculate the cumulative GPA at SBBU.

6.2. Criteria for Credit Transfer

- a. No credit transfer is allowed in the 1st semester.
- b. Credit transfer is allowed from the 2nd semester onwards up to the 7th semester, even during a running semester, provided that a certificate of completed attendance record and classes taken is submitted.
- c. A course completed at another institution will be eligible for credit transfer if: (i) The course is equivalent in content and learning outcomes to a course offered at SBBU. (ii) The course was completed with a minimum grade of 'C' for undergraduate courses.
- d. No course with a grade lower than 'C' will be eligible for credit transfer; however, this condition does not apply to credit transfers from affiliated colleges of this University.
- e. Inter discipline credit transfer shall not be allowed

6.3. Application Procedure for Credit Transfer

- a. Students seeking credit transfer must submit a formal application to the Director T&A's Office, including: (i) Official transcripts from the originating institution. (ii) Course syllabi,

outlines, or descriptions for each course they wish to transfer. (iii) No Objection Certificate (NOC) from the Principal of the College or Head of the Department at the originating university, confirming the student's eligibility for transfer. (iv) NOC from the Head of the Department at SBBU, confirming seat availability and that the student meets the eligibility criteria for the programme. (v) A certificate of completed attendance record and classes taken for the running semester (if applicable). (vi) Any other documentation required by the Credit Transfer Committee.

- b. The Credit Transfer Committee will review the application and determine whether the courses meet the criteria for transfer.
- c. The Director T& A's Office will notify the student of the committee's decision within four weeks of receiving a complete application.

6.4. Special Considerations regarding Credit Transfer

- a. Credits from institutions not recognized by HEC or non-accredited international universities will not be eligible for transfer.
- b. Students may need to complete additional assessments or bridging courses in cases of partial equivalency, depending on the departmental arrangements for offering these courses, if feasible by the concerned department.
- c. In case of inter-university exchange programmes or dual degree arrangements, the terms of the specific agreement will supersede these credit transfer rules.
- d. The Credit Transfer Committee may consult subject experts if required to assess course equivalency.

6.5. Record Keeping and Transcript Issuance

- a. The University (Examinations Section) will maintain records of all transferred credits and issue an updated transcript to students reflecting the accepted credit hours.
- b. The transcript will indicate transferred courses with a special notation, distinguishing them from courses completed at SBBU.
- c. The Director Teaching & Admission's office will maintain a record of all credit transfer cases for future reference and policy reviews.

6.6. No credit transfer shall be allowed from SBBU to other DAI or Colleges.

7. TEACHING METHODOLOGY

- 7.1 An academic department shall offer courses, as per requirements of the respective disciplines and schemes of studies, approved by relevant statutory bodies as defined in the Khyber Pakhtunkhwa University Act 2012 (amended up to date).
- 7.2 It shall be binding upon all the stakeholders (teachers, students, examiners, etc.) to follow the syllabi and courses of study approved by the relevant statutory bodies from time to time.
- 7.3 Teaching in various courses shall be conducted in the University's departments/constituent/affiliated institutions, in any appropriate method as per requirements of the respective courses. Teaching methods may include lectures, tutorials, assignments, discussions, term papers, seminars, demonstrations, practicals, field work and any other method of instructions approved by the Academic Council.
- 7.4 The medium of instruction shall be English, except in non-English language courses.
- 7.5 Teaching in each department/institute shall be the responsibility of the University teachers including Professors, Associate Professors, Assistant Professors and Lecturers or such other persons as may be declared "teachers" by the University.

8. SEMESTERS

8.1 FALL/SPRING SEMESTER

- a. There shall be two regular semesters (Fall and Spring) in a year.
- b. Each semester shall be of 18 weeks duration, out of which, 16 weeks shall be reserved for teaching and two weeks for the conduct of examination. However, if teaching in the whole University is suspended due to unavoidable circumstances, the compensation shall be made accordingly.
- c. Fall semester shall start in the first week of October each year and will end in the second week of April the next year. The Spring semester shall start in the first week of May and will end in the second week of September.
- d. There will be a semester break in the last two weeks of September for finalization and declaration of semester results and preparation for the next semester.
- e. University will observe winter vacations on dates announced by the University.
- f. If teaching is suspended due to some exigency, the time lost shall be covered by offering additional teaching/contact hours per week during the remaining part of the semester.
- g. A semester shall be considered valid if 80% of lectures are delivered.

8.2 WINTER SEMESTER

- a. At times, a specific academic department may offer a special semester during winter vacation.
- b. A winter semester will be of 8 weeks duration and will use contact hours double in duration compared to the regular semester contact hour.
- c. A winter semester shall not be a regular semester and will offer an opportunity only to those students who are short of the required GPA for promotion to the next semester.
- d. Those students who have failed or have withdrawn from a course may also be allowed registration in winter semester if the same or an equivalent course is offered.
- e. In winter semester (if there is any), a maximum of 8 credit hours (1-2 courses) may be offered to the students for registration.

9. CREDIT HOURS

- 9.1 A credit hour means teaching a theory course for one hour each week throughout the semester for a minimum of 16 weeks.
- 9.2 A course shall be defined on the basis of credit hours being taught in a week.
- 9.3 One credit hour in laboratory or experimental work would require a contact time of at least two hours per week throughout the semester.
- 9.4 The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical.
- 9.5 A course of 03 credit hours with a denotation of 3(3-0) means three credit hours of theory with no practical.
- 9.6 A course having 4 credit hours with denotation of 4(3-1) means three lectures of one hour each and one practical of 02 hours per week.
- 9.7 A course having 3 credit hours with denotation of 3(2-1) means two lectures of one hour each and one practical of 02 hours per week.

10. MAXIMUM / MINIMUM WORKLOAD AND REGISTRATION OF COURSES

- 10.1 A full time regular student will be allowed a maximum work load of 15-18 credit hours per week in a semester.
- 10.2 In case a student repeats some courses, he may be allowed a maximum of 21 credit hours per semester.
- 10.3 In winter semester (if there is any), a maximum of 8 credit hours (1-2 courses) may be offered to the students for registration.

- 10.4 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 21 credit hours in a semester. The additional course, if successfully completed, will be reflected in the transcript as non-credit course, without any impact on CGPA/Marks of the student.
- 10.5 A student may register a minimum of 3 credit hours per week in a regular/winter semester but the maximum completion period shall remain the same, i.e. 12 semesters for 4-year Bachelor Degree programme and 08 semesters for 2 year Associate degree programmes.
- 10.6 If a student does not wish to register in any course in a semester, he will be required to freeze the particular semester as per rule.
- 10.7 Academic departments shall display the list of courses being offered one week before the start of the semester. All students shall register courses from that list as per requirements of their degree programme before start of the semester.
- 10.8 After submission of registration forms by the students, the Chairperson of each department shall forward the same (through the office of the Director Teaching and Admissions) to the Controller of Examinations, until the end of second week of the semester.
- 10.9 The University shall offer every required course at least once in an academic year.

11. CHANGE / DROP/ WITHDRAWAL OF COURSE(S)

- 11.1 Every student should register for the courses offered in the Semester on the prescribed proforma before commencement of classes.
- 11.2 A student may be allowed to change a specific course on a proper request within one week of the registration.
- 11.3 A student may be allowed to drop a specific course on a proper request within 8 weeks of the start of the semester. In such a case the course will be reflected on the transcript with letter W and request for any refund will not be entertained.
- 11.4 A student may also be allowed to drop a semester after registration of courses, within 8 weeks of the start of the semester. Such a student will, however, not claim any refund of the University dues/tuition fee, etc. already paid by him/her for the particular semester. The dropped semester shall, nevertheless, be counted towards the maximum completion period of the degree.
- 11.5 A student may be allowed to withdraw from a course latest by the end of 15th week, but the same course will be reflected on the transcript with letter W.

12. REPEATING A COURSE

- 12.1 If a student fails to secure a minimum of 50% marks in any course, or drops a course, or withdraws from a course, he shall be required to repeat the same or an equivalent course whenever offered.
- 12.2 If a student fails to attend a minimum of 75% classes in any particular course, he shall be required to repeat the same or take an equivalent course whenever offered.
- 12.3 If a student repeats a course, the old grade will be replaced with the new grade, (for CGPA calculation). But if a student takes a new course in lieu of the failed/dropped/withdrawn course, both the grades will be reflected on his transcript, i.e. old course grade and new course grade.
- 12.4 A student desirous of improving grade(s), from Grade C or below, in selected course(s) may be allowed by the Head of the relevant department with information to the Controller of Examinations. Such improvement shall be allowed for a maximum number of six (06) courses during Undergraduate (4 Years BS) degree programmes, seven (07) for Undergraduate (05 years) degree programmes and four (04) for Undergraduate (02 years/1.5 years) degree programme. Such improvement shall be carried out during the degree programme in next immediate similar examination or after declaration of the final semester result.
- 12.5 If a student fails to improve the grade(s) in an attempt, the previous result grade shall stand valid. If a student fails to improve his/her grade on first attempt, he/she shall not be eligible to avail second attempt for the same course(s).
- 12.6 Attendance will not be mandatory in the courses for which one has registered for improvement of grades.
- 12.7 Repeating a course shall entail all the essential components of a course including attendance, assignments, class tests, Mid-Term and terminal examination.
- 12.8 A student who misses the Mid-Term/ or Final-Term examination, he will repeat the same semester except mentioned in clause 14.8.

13. ATTENDANCE

- 13.1 Every student of the university shall maintain at least 75% of attendance in each course. A student who fails to meet the minimum requirements of attendance in any course will not be allowed to take Final-Term examination for that course.
- 13.2 In courses with Labs, every student studying such course shall maintain at least 75% of the attendance in lab and 75% in classroom, separately. A student who fails to meet the minimum requirements of attendance, either in lab or in classroom, shall not be allowed to take final-exam for that course.

- 13.3 In a seminar series or similar other courses, 75% attendance is mandatory for every registered student.
- 13.4 The 25% margin of absence from the classes is reserved in case of illness or other unavoidable circumstances falling under the Acts of God / Force Majeure.
- 13.5 Leave of three (03) days or more shall be sanctioned by head of department concerned with intimation to class teachers. Leave shall not be counted towards attendance.
- 13.6 Absence from class for two consecutive weeks or more (six one-hour classes of a three credit-hour course or equivalent), without sanctioned leave or genuine reason, shall entail cancellation of registration in the course, which would only be restored on appeal to the head within one week of cancellation with payment of Rs.1000/- (per course). The head shall notify cancellation and restoration of registration in the course(s).
- 13.7 Students' participation in seminars, conferences, symposia, field work, volunteer work, training/workshops, sports and other professional activities, under the university; may be counted towards their attendance. Students must ensure prior intimation, marking attendance in such activities/providing documentary proof, and communicating it to class teachers well in time. Participation in such activities must not consume more than 10% of attendance.
- 13.8 It is the responsibility of the students to constantly monitor their attendance level.

14. EXAMINATIONS

- 14.1 All students shall be required to take two centralized examinations (Mid-Term, and Final-Term) in a semester, besides class tests, assignments, etc, to be conducted by the course teacher as per usual semester practice. The Mid-Term examination will be held in the 9th week of each semester. The Final-Term examination will be held at the end of each semester, in the 18th week on the fixed dates. The Director Teaching and Admissions shall announce the approximate dates of examinations at the beginning of the semester.
- 14.2 A student shall be eligible to appear in the examinations provided that:
 - a. he has been on the roll of the University during that semester;
 - b. has registered himself for the concerned course(s) of study;
 - c. has 75% attendance;
 - d. has paid all the University dues including tuition/hostel fees, etc.
- 14.3 A student shall be evaluated in each course on the basis of various components of the study including class attendance/participation, assignments, project/lab reports, presentation, quizzes, Mid-Term, and Final-Term examinations according to the following weightage assigned to each category.

14.3(a) Evaluation Category “A” (in case of no practical)

Component	Distribution of Marks
Attendance / Class Test	05%
Quizzes/Assignments/Presentations etc	15%
Mid-Term	20%
Final-Term examination	60%

14.3(b) Evaluation Category “B” (in case of practical)

Component	Distribution of Marks
Attendance / Class Test	05%
Quizzes/Assignments/Presentations etc	15%
Mid-Term	20%
Final-Term examination	40%
Practical Examinations	20%

- 14.4 If any student fails to appear in the Mid-Term or Final-Term examination, due to any reasons except mentioned in clause 14.8, no separate/make up examination will be arranged for him and he shall be treated as absent and failed.
- 14.5 In case a student joins a course after it has begun, he 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.
- 14.6 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, and the result will be finalized.
- 14.7 Minimum time allowed for Mid-Term examination will be one hour and that for the Final-Term examination shall be 2 hours.
- 14.8 There will be no Supplementary/Special Examination in a Semester System; if a student fails in a course, s/he is required to repeat it. An incomplete grade will be awarded by the faculty (with approval of the Vice Chancellor) only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments, etc.

The student must intimate the Controller of Examinations Office prior to the examination and a detailed application with evidence indicating exceptional circumstances faced by the student

must be submitted as soon as possible but not later than 10 days from the date of commencement of examination.

- i. In case of self-illness, a certifiable evidence from a reputed Hospital shall be required.
 - ii. In case of death of an immediate family member (Parent/Real Brother or Sister/Son or Daughter/Husband or Wife/ Grandmother or Grandfather) a death certificate from NADRA shall be submitted.
 - iii. A three members Committee (Controller of Examinations, Director Teaching and Admissions and Concerned HoD) shall interview the applicant, if deemed appropriate, and it shall verify the submitted evidence to assess the genuineness of the requests.
 - iv. After approval of the Vice Chancellor the Controller of Examinations shall notify the incomplete grade.
 - v. The I-Grade must be converted into an earned grade in special examination otherwise I-Grade shall be converted into F-Grade.
 - vi. Make-up Examination will be given on the request of those students who have awarded I-Grade.
 - vii. Make-up examinations for Mid-Term/Final-Term shall be conducted within fourteen (14) working days of the last theory paper of the Final-Term Examinations, in a centralized examination center under the supervision of the Controller of Examinations.
 - viii. The pattern, i.e. nature and number of questions and weight of the Make-up examination shall remain similar to that of the mid/Final-Term examination.
 - ix. Any student failing to appear in the Make-up examination shall be required to re-register for the same course (s) or semester as and whenever offered again (in future). Such students will be required to re-register on the prescribed form issued by the Admission Office/concerned Head of Department.
 - x. No Makeup/Special Examination shall be allowed due to shortage of attendance of a student, or if he/she fails in a course. In such cases the student is required to repeat the course as per rules.
- 14.9. In order to pass a course, a student must obtain at least 50% marks in aggregate in that course, i.e. marks obtained in class tests/assignments, etc plus marks obtained in Mid-Term plus marks obtained in Final-Term examination. It will also be essential to pass practical examination separately, where involved.
- 14.10 In case of any field work, in any specific discipline, the concerned department/institution shall determine an appropriate method of evaluation.
- 14.11 After marking the class tests, quizzes, Mid-Term examination and Final-Term examination papers, the same must be shown to the students and discussed with the class. Any question

relating to marking should be discussed with individual students but the answer papers, projects, assignments, term papers, etc., should be recollected from the students immediately after the students have seen their performance and discussed the questions, if any, with the teacher concerned, to be kept safely for record.

- 14.12 There shall be no re-evaluation of answer books, only re-checking/re-totaling of marks will be allowed as per rules.
- 14.13 A candidate who would otherwise fail in an examination may be granted the benefit of grace marks up to a maximum of five (05) marks during the entire degree programme. These marks may be distributed across different courses or units of passing as deemed appropriate. However, the maximum number of courses that may be cleared through the award of grace marks shall not exceed two (02) in a semester. The benefit of fraction of marks should go to the candidate.
- 14.14 All evaluations in semester system shall be internal except for affiliated colleges. The concerned teachers in all respective courses shall evaluate the students.
- 14.15 Project reports/thesis shall be evaluated by the concerned teacher/supervisor (internal) and external examiners. Academic departments shall devise appropriate procedures for the evaluation/ supervision of project reports/thesis.
- 14.16 External examiner(s) shall be appointed, with prior approval by the Competent Authority.
- 14.17 Each department shall have a Departmental Examination Committee, consisting of at least 3 members to decide all problems regarding evaluation. The decision of the committee shall be final.
- 14.18 A handicapped/disabled student will be provided writer at the expense of the student concerned on the recommendations of the Chairperson of the teaching department and with the approval of the Controller of Examinations. The writer shall be of a lower grade of education than the candidate. He would be allowed one third of the time for solving the question paper over and above the time stipulated for a question paper.

14.19 Evaluation Procedure (Affiliated Colleges):

A. Mid-Semester Examination:

- i. The Mid-Semester Examination shall be conducted after eight weeks of the commencement of semester according to the schedule (i.e. Date Sheet) displayed by the College.
- ii. Concerned college shall evaluate student work and assigning marks for Sessional and Mid-Semester Examination through the respective course teachers. The course teacher shall be responsible for the evaluation of Sessional Work/Mid-Semester Examinations of the students of his/her class and for the award of marks to them on the basis of such evaluation.

- iii. The Course Teacher shall show the Answer Scripts of Mid-Semester, tests, quizzes etc. to the students concerned and take them back immediately in accordance with the schedule announced for the purpose by the teacher.
- iv. In case a student is not satisfied with his/her marks, he/she may submit an application in this regard to the Principal stating the valid reasons for his/her dissatisfaction with the award. Such an application shall be submitted within one week of the declaration of Mid-Semester Examination. The Principal shall forward his/her case to the College Semester Committee for appropriate action.
- v. The College shall submit the marks for Sessional Work and Mid-Semester Examinations to the Office of the Controller of Examinations one week before the end of a semester. The marks shall be submitted on the award lists provided by the Controller of Examinations.

B. Final-Term Examination:

- i. The Final-Term Examination shall be conducted at the end of semester according to the schedule (i.e. Date Sheet) announced by the University.
- ii. Shaheed Benazir Bhutto University Sheringal shall be responsible for the conduct (including preparation of question papers, assignment of examiners, assignment of supervisory staff etc.) and evaluation of the Final Semester Examinations at the end of each semester through the Office of Controller of Examinations. The Panel of Examiners for Final-Term Examinations shall be appointed by the Office of the Controller of Examinations.
- iii. The Office of the Controller of Examinations shall be responsible for preparing/declaring semester results and issuing Semester Transcripts.
- iv. There shall be no re-checking of Final-Term Examination Papers, however, the candidates may apply in the prescribed manner to the Office of Controller of Examinations for retotaling/recounting of marks awarded to him/her in any paper of Semester Final-Term Examination.

C. Viva-Voce/Practical Examination (where applicable)

Viva-Voce/Practical Examination shall be conducted by a committee comprising:

- i. Internal Examiner: Relevant faculty member of the College to be proposed by the Principal of the Concerned College and appointed by Controller of Examinations.
- ii. External Examiner: The Controller of Examinations shall appoint the external examiners.
- iii. The award list of Viva-Voce/Practical Examination duly signed by both the examiners along with the Attendance Sheet of the concerned students shall be submitted to the Controller of Examinations within 02 working days of conduct of such Viva/Practical Examination.

D. Duties of Examiners

- i. Examiners shall distribute their questions as far as possible over the whole range of the subject in which they are setting question-papers.
- ii. Where alternative text-books are prescribed for an Examination Examiners shall not base their Questions exclusively on any one of such text books.
- iii. Paper-Setters shall assign marks for each Question in the paper separately such marks being clearly indicated in the question paper for the information of the candidates.
- iv. Any paper that does not conform strictly to the rules herein laid down may be returned to the Examiner concerned for correction.
- v. Every Examiner shall send his Paper to the Controller of Examinations (by name) by registered, insured post or through confidential email in accordance with the instructions issued by the Controller of Examinations in the matter. Any paper not sent in the prescribed may be rejected by the Controller of Examination.
- vi. No award list sent to the Controller of Examinations shall show any fractional marks for any paper.
- vii. In no case shall a Head-examiner himself increase or reduce the marks marked in any paper by a Subordinate Examiner. In the case of a difference of opinion arising in this connection between a Head-Examiner and a Subordinate Examiner, the matter shall be referred to the Vice-Chancellor for decision. Who can send it to the neutral examiner.
- viii. It shall be the responsibility of the Head Examiner to see that the results in his paper are submitted to the Controller of Examinations in time.
- ix. The Head Examiner shall, when the rules require, it re-examine the required percentage of the papers examined by Subordinate Examiners and enclose with the result sent in to the Controller of Examinations a certificate to that effect.
- x. Subordinate Examiners shall be eligible for appointment for examining the same paper for one year only but he may be appointed for another year for same paper.
- xi. Paper-setters for all written Examinations shall be either External or Neutral Examiners.
- xii. No Examiner shall be asked to examine the Answer-papers of more than 1000 candidates.
- xiii. No student who is on the rolls of an Affiliated/Constituent College or Teaching Department shall ordinarily be appointed as an Examiner.
- xiv. No one shall be appointed during the same examination to set more than Five Question-papers. This will not, however, include papers for Practical Examinations and will not affect the appointment of a person as an Examiner for a Thesis.

E. Appointments of Checkers/ Scrutinizers and Tabulators

Checkers (checking awards with scripts)/ Scrutinizers and Tabulators shall be appointed by the Vice-Chancellor annually on the recommendation of the Controller of Examinations, such that no one shall be assigned more than one responsibility.

14.20 Examination Aids

- a. 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.
- b. All bags, textbooks and notes etc are not allowed in the Examination room.
- c. 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 a UFM support material.
- d. Where a particular examination states that candidates are allowed to bring and use specific aids, any candidate bringing items that exceed or contradict that statement will have such items either confiscated for the duration of the examination or, in marginal cases, handed over with their examination scripts.

14.21 Open Book Examinations. At times, a teacher may allow open book examination in a specific course, with the permission of the Chairperson 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.

14.22 All cases pertaining to UFM shall be dealt with according to the provisions made under the regulations relating to UFM/Malpractices in the examinations. Conduct of semester examinations and disposal of UFM shall be dealt with as per “24.9 & 24.10”.

14.23 Maintenance of Examination Records

- a. The Examination scripts of Mid-Term and Final-Term examination will be sent to Controller of Examinations who will keep the record in his custody.
- b. Controller of Examination will retain the records of the examination for One year after the declaration of the terminal result.
- c. The Controller’s office shall act as Central Record Office.

14.24 Disposal of used answer books/ scripts

The used answer books/ scripts of the last two years should be kept in safe custody while the rest may be disposed off through auction provided that an undertaking should be obtained from the successful bidder to that effect that the said answer books shall be re-processed and shall not be used for any other purpose.

15. GRADING POLICY:

15.1 The following grading system will be followed;

- i. The grading shall be done on a scale of 1 – 4.
- ii. Equivalence between Letter grading and Numerical grading shall be as follows:

Marks % age	Value	Grade	Remarks
85 and above	4.0	A	Excellent
84	3.9	A-	
83	3.8		
82	3.7		
81	3.6		
80	3.5		
79	3.4	B+	Very Good
78	3.4		
77	3.3		
76	3.3		
75	3.2		
74	3.2	B	
73	3.1		
72	3.0		
71	2.9		
70	2.8	B-	
69	2.7		
68	2.6		
67	2.5	C+	Good
66	2.5		
65	2.4		
64	2.4		

63	2.3	C	
62	2.2		
61	2.1		
60	2.0	C-	
59	1.9		
58	1.8		
57	1.7	D+	Fair
56	1.6		
55	1.5		
54	1.4		
53	1.3	D	
52	1.2		
51	1.1		
50	1.0		
49 and below	0.0	F	Fail
I	--	I	Incomplete
W	--	W	Withdrawal
P	--	P	Pass (Non-Credit Course)

15.2 The result of a student in each course having passed or failed shall be indicated on the transcript by Percentage Marks, Letter Grade and Grade Point (See example at Annex-A). For students completing Associate and Bachelor's (Hons) degrees in the normal period of four and eight semesters, respectively, a mention to this effect shall be made in their transcripts.

15.3 Conversion of Marks from Conventional to Semester System

The conversion table, provided below is only for the purpose of students who have obtained degrees under the annual system.

Marks %age	Grade	Grade Points
85% and above	A	4
70% - 84%	A-	3.66 - 3.99
55% - 69%	B	2.66 - 3.65
45% - 54%	C	1.66 – 2.65

33% - 44%			D	1.00 – 1.65	
Less than 33%			F	0	
Marks %age	Value	Marks %age	Value	Marks %age	Value
85	4.00	66	3.44	47	1.80
84	3.99	65	3.37	46	1.73
83	3.97	64	3.30	45	1.66
82	3.94	63	3.23	44	1.65
81	3.92	62	3.16	43	1.60
80	3.90	61	3.08	42	1.54
79	3.87	60	3.00	41	1.48
78	3.85	59	2.94	40	1.42
77	3.83	58	2.87	39	1.36
76	3.80	57	2.80	38	1.30
75	3.78	56	2.73	37	1.24
74	3.75	55	2.66	36	1.18
73	3.73	54	2.65	35	1.12
72	3.71	53	2.48	34	1.06
71	3.68	52	2.32	33	1.00
70	3.66	51	2.16	<33	0
69	3.65	50	2.00		
68	3.58	49	1.94		
67	3.51	48	1.87		

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

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

$$\text{GPA} = \frac{\text{Sum of (Credit Hours of a Course x obtained G.P) of all courses of a semester}}{\text{Sum of Credit Hours of all Courses of a semester}}$$

$$\text{CGPA} = \frac{\text{Sum of (Credit Hours of a Course x obtained G.P) of all courses of all semesters}}{\text{Sum of all Credit Hours of all semesters}}$$

(Also see example at Annex-B)

16.2 CGPA Required for Completion of Degree.

Minimum qualifying CGPA for the award of bachelor's degree shall be 2.00.

17. COMPULSION: While on probation, a student shall

- a. contact concerned faculty for guidance, and
- b. keep a complete record of his semester work, comprising home assignments, laboratory work, reports, quizzes, Mid-Term, class tests and the marks obtained

17.1 Every student of Bachelor's (Hons) and Associate degree must successfully complete his course requirements in a maximum of twelve and eight semesters, respectively, from the date of his first registration. No student under any circumstances shall be allowed to continue studies beyond eight semesters in case of Associate Degree programme and beyond twelve semesters in case of Bachelor's (Hons). However, the Academic Council may grant a further extension of one year in genuine cases.

17.2 Drop Out:

- i. Drop out means that a student is considered unsuitable for further studies at the University and is dropped out from the programme.
- ii. Policy: A student will drop out as per policy of the University, with the approval by Dean/ Director Teaching and Admissions concerned of the University, subject to one or all of the conditions listed below:
 - (a) On disciplinary grounds when recommended by Discipline Committee of the University.
 - (b) If the student remains absent for 7 consecutive days without valid reasons and does not re-admit himself within 15 days.

18. REQUIREMENTS FOR THE AWARD OF A DEGREE

- 18.1 A student shall have a proper admission in the respective study programme of the University, and shall earn the minimum required credit hours of the respective study programme for the award of the degree.
- 18.2 A bachelor's (Hons) degree will be awarded on successful completion of a minimum of 124 credit hours.
- 18.3 An associate degree will be awarded on the successful completion of a minimum of 60 credit hours.
- 18.4 Students shall be required to complete successfully all the essential components of the respective study programme according to the scheme of studies of the respective department.

19. DEPARTMENTAL EXAMINATION AND STUDENTS GRIEVANCE COMMITTEE

- 19.1 Each department / Institute shall have a 03 member Departmental Examination Committee headed by a senior faculty member to be constituted by the Chairperson concerned with the approval of the Director Teaching and Admissions.
- 19.2 Main functions of the Committee will be:
- to maintain uniformity of standards in the courses taught in the department/Institute by individual teachers.
 - to make arrangements for the conduct and supervision of examinations.
 - to hear appeals arising from marking/evaluation of papers in different courses.
 - to suggest provision of seminars, assignments etc.
 - timely submission of the awards and scripts in the office of the Controller of Examinations.
- 19.3 The committee will also redress the grievances of the students about any course- teacher or grades or for any other issue.
- 19.4 A student must submit an application to the Controller of Examinations for a grievance on a grade, within 7 days of the declaration of result.
- 19.5 The Controller of Examinations will arrange a meeting of the committee, and it will be binding on the committee for hearing both sides (student and the teacher) and will give a final decision within 5 days.
- 19.6 The decision of the examination committee shall be final.

20. COURSE FILE

- 20.1 Every teacher shall maintain a complete Course File of the subject he teaches.
- 20.2 The course file shall contain:
- attendance record,
 - detailed description/outlines of the course,
 - weekly teaching schedule,
 - dates 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 papers of Mid-Term and Final-Term examinations,
 - grades/result sheets of the students,
 - difficulties/problems faced during course delivery and recommendations.

21. FREEZING OF SEMESTER

- 21.1 Freezing of first semester is not allowed in any case. However, the Vice Chancellor has the authority to allow a student as a special case based on genuine/inevitable reasons/circumstances.
- 21.2 A student may be allowed to freeze up to a maximum of two semesters if he needs the same. The freezing of semester(s) may, however, be required to be approved by the concerned Dean/Director Teaching and Admissions on the recommendations of Chairperson. During freeze semester the student will be required to pay 25% of tuition fee for each suspended semester to continue his registration in the University. In case the student uses the institutional facilities (such as library, labs, help from faculty etc.) of the college/institute/centre, he will be required to pay 50% of tuition fee during the suspended period.
- 21.3 The student wishing to freeze a semester shall apply for the same within the first two weeks of the start of the semester, failing which freezing of semester will not be allowed. The student may, however, drop a semester as per rules.
- 21.4 Maximum duration of the degree programme shall remain the same. The frozen semester(s) shall count towards the maximum completion period of the degree programme.
- 21.5 At the end of the semester freezing, the student shall re-take admission in the same semester when offered again and shall have to opt for courses in place at the time of re-admission.

22. TEACHER EVALUATION

- 22.1 Director QEC will ensure that every course teacher is evaluated by the students on the prescribed proforma.
- 22.2 Evaluation shall be done in the last week of the semester, in the absence of the course teacher, so as to maintain impartiality.
- 22.3 This evaluation will be objective and will be shared with the concerned course teacher for his improvement/knowledge.
- 22.4 Evaluation done by the students will be completely anonymous, i.e. the student is not supposed to indicate himself by name, or roll numbers, or registration numbers or by any other means whatsoever.
- 22.5 The evaluation will be sent to concerned Dean for further necessary action.

23. AWARD OF GOLD MEDALS

- 23.1 In order of merit, 1st Class 1st position holder in a discipline will be awarded a Gold Medal along with certificate of merit and the 2nd position holder will be awarded Silver Medal and 3rd position holder will be awarded a Bronze Medal.

Provided that the student has not failed in or repeated any course and has completed the course work in the normal period in first attempt as prescribed for Bachelor's programmes (maintaining 80% and above overall percentage)

- 23.2 The matter of award of Gold Medal Roll of Honor should be decided by a Committee constituted for the purpose by the Competent Authority, of which the Controller of Examinations, Registrar and Director Teaching and Admissions/Deans will be members.
- 23.3 If more than one student secures the same CGPA the position will then be determined on the basis of percentage of marks obtained. Even if there is still a tie, all will be awarded Gold Medal.
- 23.4 The disciplines where number of students is less than 5, no position will be awarded in semester system.
- 23.5 No medal and Roll of Honour will be granted to candidates who passed the examination in 2nd attempt.
- 23.6 The result of the candidate is not declared within the prescribed time of the degree, then no medal will be awarded.
- 23.7 No Medal/Roll of Honour will be awarded in the case of improving CGPA.
- 23.8 A student who has transferred the courses from another university shall not be eligible for award of Medal/Distinction.

24. CONDUCT OF SEMESTER EXAMINATIONS (INTERNAL STUDENTS)

All Mid-Term/Final-Term, Semester Examinations of the University, shall be held at concerned Department/Institute, on dates and schedule prepared by the Department/Institutes, duly forwarded to Controller of Examinations and a copy of the same to Director Teaching and Admissions.

24.1 EXAMINATION SCHEDULE

The examination office of the respective department/institute/centre 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 and Director Teaching and Admissions.

24.2 CONDUCT OF EXAMINATIONS

The Chairperson/HOD of concerned Department/Institute will approve detailing of Faculty/Officers as Superintendent/Deputy Superintendent for the conduct of mid/Final-Term Examinations. Superintendent and Deputy Superintendent shall ensure the following:

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

24.3 INVIGILATORS

Invigilators are detailed by the examination officer of the Department/Institute after the approval of the Chairperson/HOD. They will report to the Superintendent/Deputy Superintendent 30 minutes before the commencement of examination and will ensure:

- a. That students are seated according to their seating plan.
- b. That the students are warned against the use of unfair means and have been directed to surrender notes, papers or other unauthorized material before the commencement of the examination.
- c. That no examinee is allowed to join the examination 30 minutes after its commencement.
- d. That no examinee is allowed to leave the examination room within one hour of commencement of examination. Visits to 'wash rooms' will be allowed only in special circumstances and should be carefully controlled.
- e. That the question papers and answer books of an examinee detected using unfair means or assisting another candidate or is copying from another candidate is to be taken away and the matter reported to the Superintendent/Deputy Superintendent of examination. The Superintendent will record all available evidence to be used as written proof later.
- f. That the examinees write their examination roll/code/detail number on the front cover of each additional answer book used. If more than one answer book is used, they are handed over to the Superintendent/Deputy Superintendent after the examination.
- g. Remuneration for paper setters, checkers and person preparing result will be awarded as per vogue in other universities.

24.4 USE OF REFERENCE MATERIAL DURING TESTS / EXAMS

Prior to class test/Mid/Terminal examinations the concerned faculty/invigilator shall announce such books, notes or other material which can be referred to by the students during the

tests/Examinations. An examinee will not be in possession of any other book, notes, papers or material etc.

24.5 QUESTION PAPER

24.5.1 INTERNAL STUDENTS:

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 of objective type questions, 20% will be 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.

24.5.2 AFFILIATED COLLEGES STUDENTS:

Mid-Semester papers shall cover the course taught up to Mid-Semester. The paper of the Mid-Semester Examination shall be objective type. Final-Term Examination papers shall cover the whole course of the respective subject. The students will attempt 5 questions out of 8 questions.

24.6 ACADEMIC CALENDAR

Director Teaching and Admissions will prepare Academic Calendar of the University based on the details to be provided by each Department/Institute /Affiliated College/Centre at least two months before the commencement of Academic Year i.e. Fall Semester. The tentative schedule of the semester examinations shall be clearly mentioned in the Academic Calendar.

24.7 INSTRUCTIONS FOR CANDIDATES

- a. 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.
- b. 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.

- c. In case the examination starts late, for any reason to be recorded in writing by the Superintendent and forwarded to the Chairperson concerned. The Superintendent shall extend the time for the period that has been lost.
- d. No candidate shall leave the examination hall without the permission of the Superintendent.
- e. 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 reason to be recorded in writing by the Hall Superintendent, he shall not be allowed to take the question paper with him/her.
- f. No candidate shall be allowed to re-enter the examination hall if he leaves after handing over the answer book.
- g. 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.
- h. The candidate shall fill in the details on the title page of the answer book.
- i. 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 reason, as ascertained by the Hall Superintendent, it shall be done strictly after obtaining permission of the Chairperson concerned.
- j. Candidate shall not borrow anything from other candidates during the examination.
- k. Candidate shall not talk or disturb other candidates after commencement of the examination.
- l. Candidate shall not remove a leaf or a part thereof, from the answer book.
- m. While leaving the examination hall candidate shall hand over all answer books/papers etc. to the supervisory staff.
- n. 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”.
- o. 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, his / her result will be prepared on average marks of passed papers for 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.

24.8 UNFAIR MEANS / MALPRACTICES

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 within the light of policy in vogue. Use of unfair means generally covers the following:

- a. Attempt to have access to the question paper before the test/examinations.
- b. 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 or with the object of influencing him in the award of marks.
- c. 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 favour to the candidate.
- d. Use / possession of unauthorized reference material during test/Examination.
- e. Any forms of communication by the examinee with anyone in or outside the examination room while the test/Examination is in progress.
- f. Unauthorized entry into faculty's office or that of staff with the intention of having access to or tampering with the official record / exam paper etc.
- g. Receiving assistance from other persons in the examination.
- h. Giving assistance to another candidate or allowing him/her to copy from his answer book in the examination
- i. Removing a leaf or leaves from the answer book.
- j. Using abusive or obscene language in the answer book.
- k. Smuggling an answer book in or out of the examination hall.
- l. 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.
- m. If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned in para 23 (b) & (c) above with the object mentioned therein, such communications may be deemed to have been made by the candidate himself/herself and shall be liable for penalty(ies) according to the UFM rules.
- n. If a candidate gains admission to the examination or attempts to gain admission by making a false statement in his admission form.
- o. Producing a false document forging another persons signature on a document.
- p. Allowing another person to impersonate him/her.

- q. 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.
- r. 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.
- s. If a person on the rolls of the University obstructs any University official, the Inspector of any examination centre 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.
- t. Strict disciplinary action shall be taken against any supervisory staff involved in unfair means.

24.9 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 Controller of Examinations through the Departmental Examination Officer/Chairperson of the Department.

- i. Any candidate found guilty of copying from any paper, book or notes, or allowing any other candidate to copy his answer-book, their paper shall be cancelled and fine imposed from Rs.1000/- to 5000/-. Decision given by the UFM committee will be final.
- ii. Any candidate found guilty of creating disturbance in the hall by whispering/talking/misbehaving 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 UFM committee will be final.
- iii. Any candidate found guilty of impersonation and is on the rolls of the University/Affiliated Institution, he 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 10,000/- .
- iv. 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 University shall register a case

with the Police and shall send intimation to this effect to the Vice Chancellor/Registrar for cancellation of his Degree/Diploma.

* In case of conviction by a court of law for cheating by impersonation he/she will be liable to punishment under section 419 PPC to imprisonment which may extend up to seven years, or fine, or both.

- v. Any candidate found guilty of resorting to physical assault or misbehaviour towards 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.
- vi. Any candidate found guilty of possessing firearms, daggers, knives and other weapons/hazardous material, which may cause injury, shall be disqualified for a period of three years to appear in any examination of the University and his regular admission from the department/institute be cancelled. In addition, a fine as deemed suitable be imposed by the UFM Committee.
- vii. 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.
- viii. 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.
- ix. 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).
- x. 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.10000/- be imposed.
- xi. 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 one year to appear in any examination of the University. In addition, a fine as deemed suitable be imposed by the Discipline Committee.
- xii. If a candidate is found guilty of disclosing his identity or making peculiar marks or using abusive or obscene language or making an appeal in his answer book to the examiner, the answer book of such candidate shall be cancelled.
- xiii. 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.
- xiv. Any candidate who refuses to obey the Exam Superintendent or changes his seat with another candidate, or changes his roll number, shall be expelled from the Examination room and his answer book shall be cancelled.
 - xv. Any candidate who interchanges his answer script (or a part of it) with any other candidate shall be expelled from the examination room and his answer book shall be cancelled, and a suitable fine be imposed.
 - xvi. 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.
 - xvii. If a person on the rolls of the University abets a candidate in the commission of any of the offenses related to the malpractices/unfair means, he shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted.
 - xviii. If a person on the rolls of the University obstructs any University official, the Inspector of any examination centre 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.
 - xix. The above penalties (para xvii & xviii) 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.
 - xx. **Acts 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 SBBU Dir Upper or any of its officers, commits any other irregularity, secures such appointment by supplying wrong information through alteration of facts, the Controller of Examinations shall report the matter to the Competent Authority for administrative action and/or take any other legal action that may be deemed necessary.
 - xxi. In case of any emergency, the Vice Chancellor may award suitable punishment without reference to the Committee, in commensurate 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.

24.10 COMMITTEE DEALING CASES OF UNFAIR MEANS IN THE EXAMINATIONS

The Vice Chancellor shall appoint a Committee on the recommendations of the Controller of 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.

- i. 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.
- ii. Each member shall have a single vote.
- iii. The senior most member shall be the Chairperson of the Committee.
- iv. 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.
- v. The quorum of the Committee shall be two-third of its total membership.
- vi. In case of difference of opinion among the members, the decision of majority shall be regarded as the decision of the Committee.
- vii. 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.
- viii. No penalty shall be imposed on a candidate unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him/her.
- ix. The Unfair Means Committee shall be the Authority to determine the charge of a breach of the rules of examinations and formulate recommendations to the Vice Chancellor for approval.
- x. A candidate, aggrieved by the decision of the Unfair Means Committee, may bring it into the notice of the Vice Chancellor along with any new facts within seven days of receipt of such decision. The Vice Chancellor may reconsider the case and give his decision or refer it to the Appellate Committee.
- xi. 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.

24.11 APPELLATE COMMITTEE

The Vice Chancellor may appoint an Appellate Committee to hear appeals against decisions of the Unfair Means Committee. The Committee shall comprise two senior faculty members not below the rank of Associate Professor and Controller of Examinations as Member and Secretary. 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 Pakistan.

24.12 DESTRUCTION/DISPOSAL OF QUESTION PAPER/ANSWER BOOKS/RESULT SHEET

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

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

25. COMPUTATION AND RESULT DECLARATION

- i. The Mid-Term result of a semester shall be prepared and displayed on the departmental notice board by the concerned teacher within 7 days of the end of such examination.
- ii. After holding the Final-Term examination of a semester each teacher shall prepare three copies of the result/awards on the prescribed subject award list. He shall retain one copy and submit two copies to the Coordinator of Examinations along with answer books and question paper.
- iii. The Coordinator of Examinations shall keep one copy in his record while forward the second copy of the award list to the Controller of Examinations duly signed by the head of department/institute/centre.
- iv. The result of First Semester of any programme of studies shall be prepared and notified provisionally by the departmental semester coordinator of examinations after taking approval from the head of department concerned. Such a result shall be notified within 10 days of the conduct of Final-Term examination of the semester and a copy (provisional) will be given to the student concerned.
- v. The Controller of Examinations will notify the results of all the following semesters including the results of previous semester (s). A detailed marks sheet will be given to the student concerned.
- vi. The result of each semester shall be declared within 10 days of the conduct of the Final-Term examination.
- vii. The consolidated result shall be declared within 30 days of the conduct of the last examination of the Final Semester of the programme.
- viii. For the programmes/degrees where research is optional, the students are required to submit the Thesis/Research Project report within two months from the date of last examination of the final semester.

- ix. The results of the affiliated colleges shall be announced by the Controller of Examinations in due course of time.

Note: Late submission of the result creates serious problems in implementation of clause 12 (repeating a course) and 16.1 to 16.5 (computation of GPA/CGPA). Therefore, all teachers must submit the results in time failing which the teacher concerned could be held responsible.

25.1 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 SBBU Sheringal Dir Upper. Final transcript will be issued as per following Higher Education Commission draft policy guidelines.

- Name of Student (Front Side)
- Father's Name (Front Side)
- Date of Birth (Front Side)
- Registration No./Roll No. (Front Side)
- Date of Admission into Degree programme (Back Side)
- Date of Completion of Degree Requirements (Back Side)
- Basic Admission Requirement of the programme (Back Side)
- Previous Degree Held by the Student along with Institution Name (Back Side)
- Semester Wise Break-up with Dates (Front Side)
- Subjects Detail along with Credit Hours (Front Side)
- Credit Hours Exempted/Transferred (Front Side)
- GPA/CGPA and Overall Percentage Against Earned CGPA (Front Side at the End of the Transcript)
- Picture of the applicant be printed on Transcript. (Front Side)
- CNIC No. for Pakistani and Passport No. for Foreign Students (Back Side)
- Online Result Verification Key/ID (Front Side at the End of the Transcript)
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- Scale must be mentioned on Back Side of the Transcript. (Back Side)
- Charter Date of the University/DAI may be mentioned. (Back Side)
- Name of Campus/College be Mentioned along with HEC Permission Date (Back Side)
- Mode of Study-----Regular or Private or Distance Learning (Front Side)

Following will identify the course status. The signs shall be used as postfix.

- * For Repeated course
- Imp for grade improvement
- T for transferred course
- Nc for non-credit course
- S for substituted courses

26. PROBATION AND PROMOTION

Promotion to the next semester shall be subject to fulfillment of the following two conditions:

- A student must maintain the following semester wise minimum GPA/CGPA during his/her degree programme. Any student with a GPA/CGPA less than the following will not be promoted.

Semester	GPA/CGPA Required
1 st	1.00 GPA
2 nd	1.50 CGPA
3 rd	1.75 CGPA
4 th	2.00 CGPA
5 th	2.00 CGPA
6 th	2.00 CGPA
7 th	2.00 CGPA
8 th	2.00 CGPA
9 th	2.00 CGPA
10 th	2.00 CGPA

If a student fails to pass certain courses and yet manages to maintain his / her CGPA equal to or above minimum requirement then he / she will be allowed to repeat and clear the course(s) before the degree is awarded to him / her. There shall be no probation in semester system at any stage. GPA/CGPA is computed at the end of each semester.

- If a student fails to qualify for at least 50% of the courses, including non-credit courses offered in a semester, he/she will not be promoted to the next semester. In this case the semester may be repeated. Semester Repeat will only be allowed once for a semester and twice in the entire programme of study. If percentage comes in fraction, the fraction shall be rounded off to the highest credit scheme as the case may be. (e.g., in case the number of courses taken are 3, 5, 7, the corresponding number of courses required for promotion to the next semester shall be 2, 3, 4).

27. PROCEDURE OF THESIS EXAMINATION

Thesis may be an integral part of the respective scheme of study of an academic programme at 4 years BS and 5 years degree levels. If any academic programme of such level requires their students to undertake research and submit a thesis accordingly, the following procedure is recommended for the Thesis Examinations:

- 27.1 Thesis for the BS (4 years programme) shall not be accepted earlier than eighth (8th) and later than twelfth (12th) semester after the date of enrollment. Similarly, the constraint of time for thesis acceptance of BS (5 years programme) degree shall be fourth (10th) and eight (14th) semesters. However, further extension for the thesis could be given by the competent authority on recommendation of the Director Teaching and Admissions (extra semester fee will be paid by the student).
- 27.2 At the end of the course of study, the candidate shall submit a printed copy with rough binding of the thesis for examination. The supervisor may advise the student to revise and resubmit the thesis, if it is deemed necessary.
- 27.3 Thesis processing fee will be paid as per rule.
- 27.4 The supervisor/concerned teacher shall evaluate/examine the thesis and send it to the Controller of Examinations, SBBU through the Chairperson/HOD. The following certificates shall be attached within thesis:
- Certificate from the student for authenticity of his work
 - Certificate from the supervisor that the work has been checked
 - Plagiarism Certificate from Director QEC
- 27.5 The following documents should be provided with thesis:
- Covering letter from HoD/Chairperson.
 - Fee deposited receipt/ Clearance certificate
 - A list of 5 relevant examiner names, external/neutral/ outside the department with their status, contact numbers and address.
- 27.6 The Controller of Examinations will appoint the external/neutral examiner(s) from the recommended list.
- 27.7 Thesis will be sent to External Examiner by the Controller of Examinations with covering letter and evaluation proforma (attached) to fill up within limited time.
- 27.8 Thesis reports should be positive from examiner (in case of minor changes the student will need to make corrections), otherwise, he/she will change his/her thesis according to evaluation proforma recommended by examiner.

- 27.9 The student should defend (may be publically) his thesis/degree by thesis examination, i.e., presentation and viva voce on his thesis. If the scheme of study concerned recommends so, the External Examiner, who evaluated thesis, is invited through the letter issued by Controller of Examinations.
- 27.10 In such case, examination date will be decided by Supervisor, HoD and Examiners with mutual understanding. Then thesis examination will be conducted by the supervisor and external examiner under the supervision of the Chairperson/HOD and Director Teaching and Admissions/Dean concerned.
- 27.11 The External examiner will send the award list to the Controller of Examinations within two days after conducting the thesis examinations.
- 27.12 Notification of result of thesis examination of student will be issued by Controller of Examinations.
- 27.13 If the student successfully defends thesis, his/her result will be declared, and he will be awarded the degree. However, if the candidate fails in the thesis examination, he/she will be permitted to re-appear in the thesis examination within 2 months. Failure for the second time may mean failure in the examination altogether.
- 27.14 The student will be required to qualify for the thesis examination by obtaining GPA of 2.0. If he fails, the thesis may be rejected with the option of resubmission of the thesis. If 2nd time failing, students must make up the deficiencies through special courses in next semester offered by HoD concerned.
- 27.15 The grading of thesis and viva-voce examination shall be included in the Cumulative Grade Point Average (CGPA) of result.

28. RETOTALING

There shall be no re-evaluation of answer books. Appeal for retotaling of paper(s) shall be lodged within 15 days after the announcement of results of semester concerned to the Controller of Examinations through Chairperson concerned with a fee of Rs.1000/- per paper. Rechecking will mean re-totalling of marks and checking for unmarked questions (if so, left without marking).

29. COLLEGE SEMESTER COMMITTEE:

The Head of every Affiliated College shall notify a Semester Committee, comprising 5 members including the Head of the College as the Convener, and Four senior faculty members to perform the following functions:

- i. Periodic assessment of the progress of different courses being taught.

- ii. Investigation of any irregularity in the assessment of any course taught.
- iii. Periodic assessment of the method of teaching, pattern of question papers, and any other relevant aspect.
- iv. The Committee shall submit annual report on the academic performance and assessment of students to the respective Focal Person.
- v. The Committee shall also submit a report, to the respective Focal Person, on the evaluation of teachers by the students and evaluation of the courses by the students, using the questionnaires available with the Quality Enhancement Cell of the University.
- vi. The Committee shall look after the use of unfair means and the general behaviour of students during the Sessional Work and Mid-Semester Examinations.
- vii. All the proceedings of the Committee shall be recorded and approved by the Convener.

30. UNIVERSITY SEMESTER COMMITTEE

- a. There shall be a University Semester Committee to be constituted by the Vice Chancellor. The committee shall comprise the following as members:
 - i. All Deans (Pro-Vice Chancellor will be the Convener). In case non-availability of the Pro Vice Chancellor, Dean/Senior Most Teacher will be the Convener.
 - ii. Registrar or his nominee as Member/Secretary
 - iii. Controller of Examinations or his nominee as Member
 - iv. Director Teaching and Admissions as Member
 - v. Director Quality Enhancement Cell (QEC) as Member
 - vi. Concerned Head of Department as Member
 - vii. Focal Person Affiliated Colleges as Member
- b. The competent authority will make necessary arrangements for constitution of the semester committee in the absence of the above mentioned officers.
- c. The Committee shall perform the following functions:
 - i. Provide consultation to the departments regarding implementation of semester system.
 - ii. Provide support in the implementation of semester system by arranging short courses for the faculty on various aspects.
 - iii. Monitor and report on the implementation of semester regulations and address various issues arising thereof.
 - iv. Recommend necessary amendments in the semester regulations, if needed.
 - v. Any other task assigned by the Competent Authority.

31. ENTRY AND EXIT PROVISIONS

31.1 Pathway for associate degrees holders

- a) Students having completed associate degrees shall be allowed admission in the fifth semester of the undergraduate/equivalent degree programme offered in the same discipline without any deficiency course.
- b) Where the disciplines of the associate degree and the undergraduate/equivalent degree programme are different, students shall be required to complete deficiency courses through a bridging semester before the fifth semester as determined by the university.
- c) The minimum eligibility for admission in the fifth semester in above cases is 2.00/4.00 CGPA in the prior qualification i.e., associate degree.
- d) Separate admissions will be announced for the 5th semester. However, deficiency courses will be covered during the winter vacations.

31.2 Pathway for Conventional Two-Year BA/BSc/Equivalent Degree Holders

- a) Students having completed conventional two-year BA/BSc/equivalent degree programs shall be allowed admission in the fifth semester of the undergraduate/ equivalent degree programme, in which students shall be required to complete deficiency courses through a bridging semester before commencement of the fifth semester as determined by the university.
- b) The minimum eligibility for admission in the fifth semester in this case is 45% cumulative score in the prior qualification i.e., conventional two-year BA/BSc/ equivalent degree programmes. The university may however set higher eligibility criteria for admission in the fifth semester of the undergraduate/equivalent degree programme.

31.3 Exiting from Undergraduate/Equivalent Degree Programme with an associate degree:

Students enrolled in the undergraduate/equivalent degree programme shall be allowed to exit from the programme with an associate degree provided that the following requirements are met:

- a) The student must have completed minimum of 60 credit hours in at least four (04) semesters of the undergraduate/equivalent degree programme including general education courses comprised of 30 credit hours;
- b) The minimum CGPA is maintained at 2.00/4.00;
- c) The name of the subject field on the degree shall remain the same in which a student was initially enrolled for the undergraduate/equivalent degree programme;
- d) The case of exit from the undergraduate/equivalent degree program with an associate degree is approved by the concerned statutory body of the university.

- e) The option of exit in from the undergraduate/equivalent degree programme with an associate degree is not allowed in disciplines accredited under the councils i.e. PM&DC, PNC, PVMC, PEC, PCP, PCATP, PBC, NTC, NCT, NAEAC and NCH.
- f) The option of exit from the undergraduate/equivalent degree programme with an associate degree is allowed in disciplines accredited under the councils i.e. NCEAC, NBEAC and NACTE.

32. EXAMINATION FEE

Examination fee will be notified from time to time.

33. REMUNERATION RATES

Remuneration shall be paid as per rules in vogue for other exams.

Note: All payments shall be made by the Controller of Examinations.

34. MISCELLANEOUS

- a) In a case where these rules create undue hardship, the Vice Chancellor, on the recommendations of the Controller of Examinations, may, for the reason to be recorded in writing, relax any of these rules.
- b) These rules are subject to change from time to time by the competent bodies of the University; however, such a change when occurs shall be notified by the University.

DEPARTMENT OF _____
SHAHEED BENAZIR BHUTTO UNIVERSITY
 Sheringal, Dir Upper, KP, Pakistan
OFFICIAL TRANSCRIPT OF RECORD
Programme Title
.. Semester Examination Spring/Fall 20..

Name: _____

Roll No: _____

Father's Name: _____

Reg. No: _____

Session: _____

Course Code	Course Title	M.Marks	Cr. Hrs	O.Marks	Grade	Value	G.P

GPA: _____

Maximum Marks: _____

Obtained Marks: _____

Total Credit Hours: _____

Overall Percentage: _____

Grade: _____

Result Declared on: _____

Prepared by: _____

Errors and omissions are subject to subsequent rectification

Controller of Examinations

METHOD OF CALCULATING GRADE POINT AVERAGE

1. Calculating Grade Point

Example

Course Title	Internal Assessment	Mid-Term	Final-Term	Total
Network Security	18	15	55	88

Divide 88 by 100 to obtain percentage which comes out to be 88% in this case.

From ready reckoner table 88 means.

Grade A

Grade Point 4

2. Grade Point Average (For a Semester)

Example: During first semester suppose the grades and grade points in a particular programmes are as follows:

Course No	Credit Hour	Grade	Grade point
501	3	A	4.0
502	3	B	3.0
503	3	A-	3.6
504	4(3-1)	C-	2.0
505	3	F	0.0
Total Cr Hr	16	-	-

Multiply grade point with credit hour in each subject and add. Divide it by total numbers of credit as shown below:

$$3 \times A = 3 \times 4.0 = 12.00$$

$$3 \times B = 3 \times 3.0 = 9.00$$

$$3 \times A- = 3 \times 3.6 = 11.01$$

$$4 \times C- = 4 \times 2.0 = 8.00$$

$$3 \times F = 3 \times 0.0 = 00.00$$

$$= 40.01$$

$40.01 \div 16 = 2.5$ representing C+