

ZIAUDDIN UNIVERSITY

POLICIES

Policy Title	Undergraduate Semester System Policy
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Date of Revisions	July 20, 2024
Prepared By	Controller of Examinations, Director QEC
Revision No.	4

PURPOSE:

To define the detailed uniform Examination policy and guidelines for undergraduate degree programs of the university.

SCOPE:

Applicable for all undergraduate programs of the university excluding MBBS/ BDS.

BASIC REQUIREMENTS:

(Documents and other necessities)

HEC Guidelines

OPERATING PROCEDURES:

Attached Document.

RESPONSIBILITIES:

Controller of Examination concerned Deans, Principals, Chairpersons, HODs, and faculty.

ZIAUDDIN UNIVERSITY

Undergraduate Semester System Policy 2024

For Undergraduate Studies Degree Programs of the University.

Policy / Rules regarding the General Scheme of Studies for the General Bachelor's Degree Programs (excluding MBBS & BDS) of the University.

1. Short Title. These Regulations may be called the Ziauddin University Undergraduate Semester System **Policy / Rules** 2024, repealing such regulations framed by the University authorities (if any).

2. Commencement. These Regulations shall be deemed to have come into force with effect 2022- **onward admitted Batches.**

- i. "University" means the Ziauddin University.
- ii. "Academic Year" means the Academic Year of the University.
- iii. "Spring / Fall Semester" means a period of 16-18 weeks out of an academic year for Teaching, evaluation/ guidance of the students at the University.
- iv. "Summer/Winter Semester" means a period of 08 weeks out of an academic year for teaching & evaluation and /or guidance of the students at the University.
- v. Pro chancellor "Vice-Chancellor", "Dean", "Principal / Chairperson" "Teacher" and "Controller of Examinations" means Respective Pro chancellor, Vice-Chancellor, the Dean of Faculty, the Principal / Chairperson of College / Department "Teacher" and "Controller of Examinations" of the University.
- vi. "College /Departmental wise Committee".
Each College/ Department /Institute will have a Departmental Committee consisting of three senior-most teachers of the College / Institute including the Principal/Chairperson/HOD/ Director and the controller of examinations.
- vii. "Credit Hours (C.H.)" has been defined in section 6.
- viii. "Quality Point (Q. P.), Grade Point Average (G. P. A.), and "Cumulative Grade Point Average (C.G. P.A.) has been defined in section 17.

3. Undergraduate Structure of Bachelor's Degree programs that are operating on semester system excluding (MBBS & BDS) is given below and applied for 2022 onward batches

Table 1: Bachelor's Degree Program Detail

Degree program	4 years
Credit Hours (Minimum)	124
Credit Hours (Maximum)	144
Degree program	5 years
Credit Hours (Minimum)	160
Credit Hours (Maximum)	180 or <i>As per the respective council</i>
Semester Duration	Minimum of 16 weeks of teaching for regular semester excluding examinations duration
Course Duration	4 years degree program <ul style="list-style-type: none"> • Min. of 8 semesters • Maximum of 07 years, 5 years degree program <ul style="list-style-type: none"> • Minimum of 10 semesters • Maximum of 08 years Further 01 years extendable with approval of the academic council
Summer / winter session	For deficiency/failure, repetition of maximum upto 2 courses (08 Weeks duration)
Course Load per Fall / Spring Semester for Regular Full-Time Students	15-19 Credit Hours (CH)

5. CREDIT HOURS FOR UNDERGRADUATE DEGREES

Table 2: Credit Hours

Course/ Credit Hour	Contact hour per week
Theory 03 Credit Hours	3 classes of 01 hour per week Or 2 classes of 1.5 hours per week Or 1 class of 03 hours class per week
Practical /Lab/ studio Work)/Field Work of 01 Credit Hour	03 hours per week
Clinical Credit Hours 01 Credit hour	As per accreditation council

- a. The credit hours are denoted by two digits within brackets with a plus in between. The first digit represents the theory part while the second (right side) digit represents the practical. Table 6 gives the possible distribution of Theory and Practical Credit hours.

6. Distribution of Theory and Practical Credit Hours (CH)

Table 3: Credit Hours Distribution

Credit Hours	Distribution in Theory and Practical Hours
01	(0+1)
02	(2+0) / (0 + 2)
03	(3+0) / (2 + 1) / (0 + 3)
04	(3+1) / (2 + 2) / (0 + 4)
06	(3+3) / (0+6)

7. COURSE LAYOUT FOR UNDERGRADUATE STUDENTS

- 7.1 All undergraduate 4-year degree programs are composed of 124 – 144 Credit Hours in which 124 refers, to the minimum, and 144 are maximum CH required to be completed for the Degree.
- 7.2 5-year undergraduate degree programs are composed of 160 to 180 Credit Hours which refers to 160 as the minimum and 180 as the maximum credit hours required to be completed, subject to meeting the requirements of the respective Accreditation Councils. The minimum for each programme needs to be defined in the programme scheme total hours.
- 7.3 For Engineering Programs
The courses for the Engineering programs will consist of 65 – 70 % of curriculum towards the discipline-specific areas of concentration as required by the Accreditation Council. To be defined in the programmes scheme category hours in CMS.
- 7.4 Social & Basic Sciences, Business, Law/ Allied Medical related (NON-MBBS/BDS)
The courses for Social, Basic Sciences, Business Administration Law/ Allied Medical related (NON-MBBS/BDS) disciplines will consist of 60 – 65% of the curriculum towards the discipline-specific areas and 35 – 40% minor/elective or as required by the respective Accreditation Council. To be defined in the programmes scheme category hours in CMS.
- 7.5 Project: Students should write a thesis/ project report /Business Plan in the final year, of 03 – 06 credit hours individually or in a group on approved research.
- 7.6 Internship/Clinical Training: Students should do internship/clinical training in industry/research/business organizations as per programme scheme and as specified by the college.

8 FALL/SPRING SEMESTER

8.1 There will be two regular semesters (Fall, Spring) in an academic year. As under, (Further can be elaborated/ Bifurcated by the Concerned Faculty) but the semester duration will be the same. Pre Semester offering & registrations Activities and Post Semester Closing of Student's status and Results will be done before and after each of the following semester

a) Fall Semester

i.	Teaching duration of Fall semester	16 Weeks
ii.	Conduct of Mid Semester Exam	01 Weeks
iii.	Preparation of final Fall Semester Exam	01 Week
iv.	Conduct of final Fall Semester Exam	02 Weeks
v.	Semester Break	01 Week

b) Spring Semester

vi.	Teaching duration of Spring Semester	16 Weeks
vii.	Conduct of Mid Semester Exam	01 Weeks
viii.	Preparation of final Spring Semester Exam	01 Week
ix.	Conduct of final Spring Semester Exam	02 Weeks
x.	Semester Break	01 Week

c) Interim Semester

xi.	Summer/Winter Semester (including examination)	08 Weeks
xii.	Winter/Summer Break	02 Weeks

TOTAL	52 WEEKS
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Start and End date of semester of all the programmes will be aligned with the exceptions of those dependent upon the accreditation council.

9 SUMMER/WINTER INTERIM SEMESTER

9.1 Summer/Winter interim semester will be offered as an optional semester of 08 weeks duration. Students will be offered courses to remove deficiencies and can register in 1-2 courses of up to 8 credit hours for the summer/winter semester.

9.2 Moreover, a student who has either failed or has been stopped to take the examination due to a shortage of class attendance or wishes to improve his/her grade is allowed to register in the summer/winter semester.

9.3 The contact hours per week during the Summer/Winter Semester will be adjusted to meet the stipulated contact hours for the entire semester fall/spring.

9.4 All the qualifying rules for the Fall / Spring semester will apply to the summer/winter semester.

9.5 There will be no supplementary/special examination after the adoption of the

summer/winter semester (for the batch with which it is going to be adopted).

- 9.6 The course in the summer/winter semester will be offered with the minimum course registration of 03 students (where the intake of students is small, minimum course registration should be 50 %, failure students).
- 9.7 In case of less number of students as per para no. 9.6, the student will be admitted in next year's summer/winter semester.
- 9.8 College/Department cannot offer both summer and winter semesters in an academic year.

10 ACADEMIC CALENDAR

- 10.1 The Registrar's office will prepare the Academic Calendar in consultation with Deans/Principals/chairpersons.

The calendar will include the following information: [to be adopted from the academic year 2023 onwards)

- a. Pre Semester offering & registrations
- b. Date of start of classes
- c. Conduct of mid-semester
- d. Date of suspension of classes
- e. Schedule of examination
- f. Display of sessional/ CAT marks
- g. Examination preparation up to one week
- h. Conduct of final semester exam
- i. Announcement of results
- j. Post Semester closing of student's status & Results
- e. Mark sheet / Transcript issues dates.

The academic calendar will be prepared for the Fall semester and Spring and Summer/Winter semesters of each academic year.

- 10.2 In case a university is closed due to unusual circumstances, then makeup classes must be arranged converting weekends or holidays or evening classes to working days or evening classes to cover the lapsed period of the students.
- 10.3 The scheduling of the examination will be done by the examination department 02 weeks before ending of the semester as per provided academic calendar.

11 Withdrawal of Courses from Fall / Spring Semester

- 11.1 Students may be allowed to withdraw from a course during the first 6 weeks of the semester. In such a case the transcript shall record that the student enrolled in the course "and withdraw. Consequently, a grade "W" will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.
- 11.2 A student withdrawing after the 6th week shall be automatically awarded "F" grade which shall count in the GPA.
- 11.3 This course will be a new course and student will not claim in the summer/winter semester.

- 11.4 At the time of re-registration of the withdrawal course, full course fees will be charged.

12 REPEATING COURSES / IMPROVEMENT OF CGPA

- 12.1 If a student gets an 'F' grade, s/he will be required to repeat the course.
- 12.2 Undergraduate students may be allowed to repeat a course in which she/he has obtained grade "C" & below. Only the better grade shall be used in the calculation of CGPA.
- 12.3 In the case of CGPA improvement, it would be recorded with (Imp) on the transcript.

13 ATTENDANCE AND PROMOTION TO HIGHER CLASS

- 13.1 Minimum 80 % attendance in a course is required to appear in the examination of that course. (Condonation in extraordinary circumstances may be limited to 75%) by the concerned Dean.
- 13.2 Attendance will be marked on CMS and eligibility will be generated accordingly from the CMS.
- 13.3 The student who fails to obtain at least 2.0 CGPA in 1st semester, the 2nd semester shall remain on first probation. If a student still has CGPA less than 2.0 at the time of registration to the Second year shall be on second probation during the semester. Such student shall be allowed to register for the semester courses along with the remaining courses of previous semesters (within the maximum semester credit hours limit).
- 13.4 Any further registration in a subsequent semester shall be allowed subject to the condition that the student has obtained at least 2.0 CGPA after at most two probations.
- 13.5 A student being on second probation who obtains less than 2.0 CGPA shall not be allowed to register in the next semester. The student is required to improve his/her CGPA to 2.0 before registration to the subsequent semester with the junior batch.
- 13.6 In addition to CGPA, a student shall have to fulfill the following conditions:
- For registration in the third year, the student must have passed all courses of the first year and 60% of the courses up to the second year.
 - For registration in the fourth year, the student must have passed all courses up to the Second Year (60% of the courses up to the third year for five years degree programs)
 - For registration in Fifth Year (for five years degree programs), the student must have passed all courses up to the Third Year.
- 13.7 If the accrediting body of any programme has prescribed its own policy of attendance/promotion then their policy will supersede the university policy.

14 EXAMINATION

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

This weightage may be determined based on the following table:

Table 4: Theory Subject Marks Distribution

Sr. No.	Description	Theory of Maximum 100 Marks	Theory of Maximum 50 Marks
		Marks Distribution	Marks Distribution
i.	Continuous Assessment		
	• Quizzes / Class Test(s)	20	10
	• Class/Clinical Assignments / Project Presentation	20	10
	• Mid Semester Exam	20	10
ii.	Final Semester Exam:	40	20
	Total Marks	100	50

Table 5: Laboratory Work Marks Distribution

Sr. No.	Description	Max Marks (100 %)
i.	Lab / studio /Rubric/ Clinical	30%
ii.	Mini Project / Open-ended lab	20%
iii.	Semester Lab Exam	50%
	(a) Objective type test	(20%)
	(b) Conduct of Pr/Viva voce	(30%)
	Total Marks	100

Table 6: Thesis/ Project Marks Distribution

Semester	Project/ Thesis/ Studio CH	Thesis Credit marks	Maximum Sessional Marks Supervisor	Maximum Marks for Thesis Viva Voce / Exam		Remarks
				Internal	External	
7 th / 9 th	3	100	30	35	35	As per the discretion of the Principal / Chairperson / Dean for external Provision
8 th / 10 th	3	100	30	35	35	

- 14.2 At the beginning of a semester, the instructor of each subject should hand out and outline a syllabus providing information to the students about assessment criteria, paper specifications, schedule of material to be taught, take-home assignment policy, required and recommended reading materials, and any other information important for the successful completion of the subject and its requirements.
- 14.3 To implement the semester system effectively the subject teacher must display his/her provisional result within Ten days after the conduct of the Final semester exam. of that subject and submit the same to the controller of examination for the final announcement.
- 14.4 Mid Semester Examination Marks / Class test/ Assignments, Quizzes / Class/Clinical Assignments, Project Presentation, etc. Marks will be displayed on the student Portal by the concerned subject teacher within 5 days of its conduct.
- 14.5 The external examiners (if require) will be invited for the Project/Thesis / Business Plan Examination.
- 14.6 In case of a subject with the composition of 4(3+1), (03 credit hour theory and 01 credit hour practical) the weightage for the practical may be considered 25%.
- 14.7 A student will be awarded “F” grade in a course if s/he fails to appear in the final semester exam of that course.
- 14.8 Theory & Lab will be evaluated separately in their respective examinations. This policy will be effective prospectively.

15 Grade Equivalent

Table 7: Grade and Grade Point

Grade	Grade Point	%Equivalence	Remarks
A	4.00	85 and above	
A-	3.66	80 – 84	
B+	3.33	75 – 79	
B	3.00	71 – 74	
B-	2.66	68 – 70	
C+	2.33	64 – 67	
C	2.00	61 – 63	
C-	1.66	58 – 60	
D+	1.30	54 – 57	
D	1.00	50 – 53	
F	0.00	Below 50	
I (Incomplete)	0.0	-	Did not complete the course as mentioned in clauses 15.5 – 15.12
W (Withdrawal)	0.0	-	Withdrawal from the course till the 6 th week of the semester after the 6 th week student will be awarded F Grade
X (Exempted)	0.0	-	In case Migration from other institution or studied courses in an exchange program *

* The Departmental/ College wise committee comprised of principal/ Chairperson 2 senior faculty members and controller of Examination may decide for equivalence of the subjects which he studied in previous institution and exemption.

15.1. Fraction of marks obtained in a course shall be counted as the next whole number e.g., 60.3 shall be considered as 60 while 60.5 or more is to be considered as 61.

15.2. Cumulative Grade Point Average (CGPA) is an expression for the average performance of the student in the courses he/she has taken during any semester, thus GPA may be calculated for 1st semester, 2nd, or any other semester.

15.3 CGPA shall be rounded to 2 decimal places, e.g. a GPA of 3.084285 shall be reported as 3.08, while a GPA of 3.065124 shall be reported as 3.07.

Subjects carrying more than 100 marks in Theory/ Practical will be awarded grades accordingly.

15.4 The results will be prepared based on Grade Point Average (C. G.P.A)

15.5 The "I Grade" will only be awarded for the final examinations under Exceptional Circumstances (as defined in clause 16) provided the student has completed a substantial portion of course requirements, including midterm examinations, assignments, term reports, quizzes, or other

assessments, and must also meet the attendance eligibility criteria.

- 15.6 The enrollment in advanced courses is not possible if a student receives an 'I Grade' in a course that serves as a prerequisite.
- 15.7 The request for an "I Grade" will be evaluated by the concerned Head of Department/Principal. The Dean will give the final approval for the "I Grade" based on the recommendations put forward by the respective Head of Department/Principal.
- 15.8 The deadline to apply for obtaining an 'I Grade' is until the end of the final examination. After that, no applications will be considered.
- 15.9 All course marks will remain intact for the student who is awarded an 'I' grade, except for the final semester examination. The student only needs to appear for the final semester examination of the course (in which the 'I' grade is assigned) whenever it is offered in the future.
- 15.10 The student must clear the 'I' grade within one year; failing to do so will result in the grade being automatically converted to an 'F' grade.
- 15.11 For an 'I' grade case, no additional fees will be charged when a student appears in the examination next time. Neither will such course load be counted towards the maximum credit hours allowed to a student in a semester.
- 15.12 The concerned department will be responsible for sharing the details of students with an 'I' Grade who are taking the Final Examinations and for submitting the full course results to the Examinations Department.

16 EXCEPTIONAL CIRCUMSTANCES

Exceptional circumstances are defined as unexpected, unavoidable, and beyond one's control. For the purposes of this policy, exceptional circumstances include the following:

- Hospitalization or death of a parent, sibling, spouse, or child
- Hospitalization of the students themselves
- Any other exceptional circumstances recommended by the Dean and Controller of Examinations, subject to approval by the Vice Chancellor.

17 MAKE-UP EXAMINATIONS

There is no policy on make-up examinations. However, if a student misses a mid-term exam due to Exceptional Circumstances (as defined in clause 16), the student may apply for a retake of the mid-term examination. The application will be subject to approval from the Principal/Head of Department and Dean, and will only be considered on a case-to-case basis. The retake midterm exam has to be conducted before the commencement of final examinations.

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

18.1 Quality Point (Q.P.)

For the computation of the (G.P.A.) the quality point (Q.P) is first determined by the multiplying the value of the grade earned by the students with the Credit Hours of that course, e.g. if a student obtains "A+" grade for a three-credit hours course then this quality point will be calculated as follows:

$$(Q.P.) = 4 \times 3 = 12$$

18.2 Grade Point Average (G.P.A).

Grade point Average is an expression for the average performance of a student in the course he/she has offered during a particular semester. This is calculated by adding the quality points of all the courses taken, divided by the total number of Credit hours offered:

$$(G.P.A) = \frac{\text{Sum of Quality points}}{\text{Sum of the Credit Hours}}$$

18.3 Cumulative Grade Point Average (C.G.P.A)

The Cumulative Grade Point Average (C.G.P.A) is the expression describing the performance of a student in all semesters and is determined by the following way:

$$(C.G.P.A) = \frac{\text{Sum of Quality Points for all the courses appeared}}{\text{Sum of the Credit Hours for all the courses appeared}}$$

19 CGPA REQUIRED FOR THE COMPLETION OF UNDERGRADUATE

- 19.1 For completion of the degree, the minimum qualifying CGPA is 2.00.
- 19.2 In case a student secures less than 2.00 CGPA (minimum qualifying CGPA) at the end of the final Semester, she/he may be allowed to get re-admission in one or more courses, in which his/her Grade is below C, provided that she/he is not debarred under the CGPA Improvement (as defined in Section 12) and time duration specified for the program (as defined in table 1)

20 TRANSFER OF CREDIT HOURS FOR UNDERGRADUATES

- 20.1 Credits are transferred on a course-to-course basis i.e., a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University.
- 20.2 No credit hour of a course will be transferred if the grade is less than C for undergraduate.
- 20.3 Credit hours may only be transferred between duly recognized HEIs and Internationally recognized Universities.
- 20.4 Credit Transfers should not exceed 50% of the total credit hours of a degree program.
- 20.5 Respective Accreditation council regulations must be followed during the transfer/ migration of students to university.
- 20.6 In case of Migration from other institution or studied courses in an exchange program, X (Exempted) grade will be awarded for approved transferred credits.

21 FORMAT OF FINAL TRANSCRIPT

The final transcript for the award of the degree includes the following information:

Front Side:

- Name of Student
- Father's Name
- Surname/Last Name
- Date of Birth
- Roll No.

- Enrolment No
- Name of the Programme
- Date of Admission into Degree Program
- Semester Wise Break-up
- Subjects Name along with Credit Hours
- Type of Enrolment – Full Time
- Picture of the Applicant be Printed on Transcript
- Date of Completion of Degree Requirements
- Mode of Study – Regular
- Medium of Instruction- English
- Online Result Verification Key/ID (Front Side at the End of the Transcript)
- GPA/CGPA (at the End of the front side of the Transcript)

Back Side:

- Basic Admission Requirement of the Programme
- Previous Degree held by the Student along with Institution Name
- Credit Hours Exempted/Transferred if any/applicable.
- CNIC No. for Pakistani and Passport No. for Foreign Students
- Grading System must be mentioned on the Back Side of the Transcript
- Charter Date of the University/DAI may be mentioned
- Name of College be mentioned along with HEC Permission Date
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- The transcript must have a watermark seal on it.
- Table 8 is used for the equivalence of CGPA to percentage.

Table 8: Grade Equivalent

Grade Equivalent										
Grade	A	A-	B+	B	B-	C+	C	C-	D+	D
Grade Point	4.00	3.66	3.33	3.00	2.66	2.33	2.00	1.66	1.30	1.00
% Equivalence	85 – 100	80 – 84	75 – 79	71 – 74	68 – 70	64 – 67	61 – 63	58-60	54-57	50-53

22 DEPARTMENTAL COMMITTEE

Each College /Department will have a College/Departmental Committee consisting of three senior-most teachers of the College/Department including the Principal/ Chairperson / Director to assess the progress of the students during the semester and the results of all the examinations including

the final semester examination. In case of any discrepancy in the results, during the review process, the concerned committee will assign a subject expert (other than the Subject teacher) for rechecking the scripts. The final recommendations of the Departmental Committee concerning the results will be submitted through the concerned Dean controller of Examination / Vice Chancellor for consideration and approval.

23 FREEZING OF SEMESTER AND RE-ADMISSION

- 23.1 If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same as defined in Table 1.
- 23.2 Freezing of semester will be allowed after successful completion of 1st Semester.
- 23.3 The maximum duration of Freezing is up-to one year subject to approval; a candidate who gets a semester freeze can get readmission next year with the upcoming session. The student who is freezing for more than one semester need to pay re-admission fees.
- 23.4 Hardship cases for readmission fees will be considered on case-to-case basis.
- 23.5 In all circumstances, re-admission to any student shall only be granted in the semester where the student has discontinued his/her study due to any reason.
- 23.6 A student can freeze his/her semester maximum two times in entire program duration.

24 INDISCIPLINE IN EXAMINATIONS

- 24.1 Any candidate found guilty of the following matters, his/her case will be submitted to the Unfair Means Cases Committee constituted by the University. This committee will be constituted of the Principal/ Chairperson one senior faculty member, the Controller of Examinations, or his Nominee.
 - i Removes a leaf from his/her answer book, the answer book shall be canceled.
 - ii Submits forged or fake documents in connection with the examination.
 - iii Commits impersonation in the examinations.
 - iv Copies from any paper book or notes.
 - v Mutilates the Answer Book.
 - vi Possesses any kind of material, which may be helpful to his/her in the examination.
 - vii Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
 - viii Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
 - ix misbehaves or creates any kind of disturbance in or around the examination Hall/center
 - x Uses abusive or obscene language on the answer script.
 - xi Possesses any kind of weapon in or around the examination center.
 - xii Possesses any kind of electronic device which may be helpful in the examination

His/her case shall result in penalties keeping in view the nature and intensity of the offense.

- (i) Cancellation of paper*.
- (ii) Suspension from the programme for one semester.
- (iii) Heavy and Light Fine in light of Sindh Govt. Ordinance 1999.
- (iv) Expulsion forever from the University.
- (v) Any other.

* Unfair Means Cases Committee will decide that the student will have to appear in the summer semester/with the regular semester for the canceled paper.

25 APPEAL AGAINST THE DECISION OF THE UNFAIR MEANS CASES COMMITTEE

If a student is not satisfied with the decision of the Unfair Means Cases Committee, she/he can submit his/her appeal within a week after the decision of the Committee to the Vice-Chancellor. No appeal shall lie against the decision of the vice-chancellor.

26 PERMISSION OF WRITER FOR SPECIAL STUDENTS

- 26.1 A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.
- 26.2 In case a student is physically handicapped/visually impaired, she/he may apply to the controller of examination through the Principal/ Chairperson of the respective college/department (with a medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ Examinations of the University one week before the start of Tests/ Examinations.
- 26.3 The controller examination will allow the helper to the disabled student (She/He cannot write). The qualification of a helper will be at least one step lower than that of the student (E.g. for level 6 student, the writer should be at the most of level 5).
- 26.4 The controller of examinations (if necessary, keeping in view the condition of the student) will decide and allow the student extra time up to 45 minutes to solve the question paper.

27 DAMAGED/LOST ANSWER SCRIPT

In an exceptional case where an answer script is damaged, lost, or destroyed due to unavoidable circumstances, then the student may be given the following options:

- i Average marks shall be awarded to the student in that subject/course.
- ii In the case of Final Year Examination, if the candidate so desires, she/he shall be given another chance as a special case to take the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.

28 AWARDS AND DISTINCTIONS

- i. Medals/Positions will be awarded to the students passing their courses/papers in Semester System in the first attempt only.
- ii. In the Semester System, Letter Grades will be awarded on the basis of GPA / CGPA, and positions would be given on the basis of CGPA. In case two or more students are acquiring the same CGPA only then the positions will be shared among those students.

- iii. No medal and position will be granted to candidates who passed the examination in 2nd attempt.
- iv. No Medal/Roll of Honor will be awarded in the case of improving CGPA/Repeater/or any disciplinary action taken against him/her during the entire study period.
- v. The disciplines where the number of students are less than 05, no position will be awarded in the semester system.

29 RETOTALING/ RECHECKING OF EXAMINATION SCRIPT

- 29.1 A student must submit the scrutiny application if any, in writing to the Head of the Department within (07) seven working days of the receipt of the grade. The Head of Department shall forward the application to the Controller of Examination.
- 29.2 The answer book of a candidate shall not be re-assessed under any circumstances.
- 29.3 Whereas the re-checking does not mean re-assessment/re-evaluation/ re-marking of the answer book. The controller of Examinations can arrange for re-checking of examination script by the faculty member from the relevant discipline on the complaint / request of students. The controller of Examination or any officer or re-checking committee appointed shall see that:
- 29.4 There is no computational mistake in the grand total on the title page of the answer book.
- 29.5 The total of various parts of a question has been correctly made at the end of each question
- 29.6 All totals have been correctly brought forward on the title page of the answer book
- 29.7 No portion of any answer has been left un-marked.
- 29.8 Total marks in the answer book tally with the marks sheet.
- 29.9 The handwriting of the candidate tally in the questions/answer book.
- 29.10 The candidate cannot see or examine the answer books for any purpose.
- 29.11 In the event of a reduction of marks, the record shall be corrected accordingly, and a revised transcript will be issued.

30 STUDENT GRIEVANCE

- 30.1 All colleges/departments should have a three members Committee constituted of two senior faculty members of the relevant department, the head of the department and headed by the Controller of Examinations to redress the grievances of the students about any course instructor or grades or for any other issue.
- 30.2 In respect of grade, a student must submit the grievance application if any, in writing to the Head of the Department within (07) seven working days of the receipt of the grade. The Head of Department shall forward the grievance application to the Controller of Examination. It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within (05) five working days or before the start of registration for the new semester, whichever comes earlier. The decision of the Committee will be deemed final and will be binding on all parties.
- 30.3 A Departmental Committee headed by the Chairperson / Senior Faculty Members will be constituted to check randomly a few answer papers of the final semester examination for uniformity of scoring & covering of the course content.
- 30.4 The committee will address the student grievances to redress it accordingly.