

**THE MODIFICATION IN
STATUTES AND REGULATIONS GOVERNING
M. Phil.**



**SARDAR BAHADUR KHAN WOMEN'S UNIVERSITY
QUETTA, BALOCHISTAN**

DEFINITIONS

- “University” means the Sardar Bahadur Khan Women’s University, Quetta.
- “M.Phil./MS” stands for Master of Philosophy/Master of Science.
- “Council” means Graduate and Research Management Council (GRMC) as constituted under section 18 of the (b)i, Statutes of the University Act-2004.
- “Departmental Research Committee”, means a Committee constituted by the Competent Authority for M. Phil. /MS and Ph.D. admission/other research processes.
- “Supervisor” means a Supervisor appointed for a research scholar.
- “Research Scholar” means a scholar enrolled in M.Phil. /MS/Ph. D. degree program.
- “Examiners” means the Examiners as appointed as per these Regulations.
- “Thesis” means a thesis report encompassing original research performed by a scholar.
- “Head” means Chairperson of Department or Director of Center or Institute, or Principal of the constituent college.
- “Related Subjects” means subject(s) conducted by institution other than the one in which the scholar is enrolled.
- “Institution” means a Department, Center, college or an Institute of the University.
- “Center” means a Center on the Campus Affiliated with the University.
- “Credit hour” of a theory/lecture is of sixty minutes (60) duration (including 10 minutes break) per week during a Semester. However, in case of project/laboratory/research/project work, one credit hour may require two to three contact hours per week during a semester.

HEC Rules and Regulations will be followed in letter and spirit approved by the Statutory Bodies of this University.

Program of study and research for the M. Phil. /MS/Ph.D. degree shall be available in the teaching departments of the faculties. These regulations and rules shall be applicable to all the above departments.

1. PROGRAM OF STUDIES

- 1.1. The M. Phil. /M.S. degree program of the University shall be run on course work and research.
- 1.2. The minimum duration for completing M. Phil./M. S. Degree program as a regular full time student will be of 1.5-2.0 years minimum (18 to 24 months, *i.e.*, 4 semesters) and four years maximum as per HEC rule. The student must have successfully completed all the prescribed requirements *i.e.* qualifying the course work examination, completion of research work and submission of thesis.

2. ADMISSION PROCEDURE

- 2.1 M. Phil./ M.S. admission shall be announced (once a year) by the Registrar office and all admissions shall be finalized within 02-03 months from the date of announcement. In future, it can be revised.
- 2.2 In response to the announcement for the M.Phil. /M.S. admission by the SBKWU, the candidate has to submit her application on prescribed form to Graduate Studies office.
- 2.3 Sixteen years of schooling or 4-years education (minimum 130 credit hours) after F.A. /F.Sc. in the respective subject from HEC recognized institutions is a prerequisite for admission to M.Phil./MS program except the subject of English Literature from any recognized University/Institution with a minimum of second division (Annual System) or its equivalent CGPA in semester system (already Approved). Foreign degrees equivalent to BS/BE/M.A/M.Sc. /MCS/B.Sc. (Hons.) is also accepted for admission in M.Phil./MS. as per HEC rules.
- 2.4 Minimum CGPA of 2.50 on a scale of 4.00 in BS/BE/M.Sc./MCS on semester system or 50% marks in M.A./M.Sc. in Annual System is required for admission to M.Phil./MS. as per HEC rules.
- 2.5 GAT (General)/ GRE (Subject)/ GAT (Subject) test will be necessary for admission to M. Phil. /M. S. leading to Ph. D. with a minimum score of 50% Marks for M. Phil. and 60% for Ph.D.as

per HEC rule.

2.6 The Higher Education Commission recommendations for the Ph.D. admission test of the universities as under, however it will be adopted for M. Phil. Admission as well:

a). Either enter into private arrangement under the university law with the NTS for conducting GAT subject as an eligibility condition for admission to Ph.D. program

OR

b). Engage another renowned testing service provider for the purpose

OR

c). Conduct the test of equivalent level at the university

2.7 If applicant is a government servant, she needs to produce N.O.C., from the concerned department along with the study leave, where required (outside Quetta City).

2.8 The M.Phil./MS degree program comprises of 30 credits hours with 24 credit hours of course work and 06 credit hours of research work (thesis).

2.9 The course work of 24 credit hours, spread over two semesters, needs to be completed during the first year of studies by each scholar, while 06 credit hours of research work/thesis spread over one or two semesters of the second/last year of the studies.

2.10 Every concerned Department/Center/Institute is responsible to design core and elective courses on semester system and get approval through proper channel.

2.11 The entry tests & interviews for admission to M.Phil./MS program of studies will be conducted through Departmental Research Committee (DRC). Each faculty of the University is responsible to sort and verify documents, and suitability of the applicants.

2.12 The entry test conducted by the National Testing Service/ECT/GRE/PTS or subject test conducted by the University with a minimum 50% cumulative score will be required at the time of admission to M.Phil./M.S. and merit list will be displayed. .

2.13 Admission will be approved by the Graduate and Research Management Council (GRMC) after the necessary formalities, prescribed for admission under the university rules and regulations.

2.14 The Graduate Studies Office will notify the names of the applicants approved for admission within two weeks after meeting of GRMC.

2.15 The candidates selected for admission will be required to complete the admission and registration formalities within one month of the issuance of notification failing which the candidature will stand cancelled and the applicant has to apply fresh.

3 FUNCTIONS OF DEPARTMENTAL RESEARCH COMMITTEE

3.1 To process the applications received for admission by the Chairman/ Chairperson/Director.

3.2 To propose a Supervisor after completion of course work for each scholar with her consultations with the approval of the Graduate and Research Management Council.

3.3 Tabulated results should be submitted within two weeks after the semester terminal examination to the Controller of Examinations/GSO.

3.4 To manage, suggest core and elective courses needed to be offered in each semester of the course work.

3.5 The DRC shall meet at least twice in a semester to discuss the matters of concern and will look after in the matter of subject relevance.

3.6 To process and submit list of supervisors, topics for each scholar successfully completed course work through Dean and GSO to the Graduate and Research Management Council for final approval.

3.7 To submit a progress report of each enrolled/registered scholar at the end of each semester to the Graduate Studies Office through the head of concerned department duly verified from the concerned Dean.

3.8 To perform overall MS/M.Phil., program management and monitoring.

4. PROCEDURES/REQUIREMENTS (Needs Approval)

4.1 For the award of M.Phil./MS degree, candidates will need to complete a minimum of 24 credit hours' semester courses comprising of core and elective courses as per requirements of the discipline along with a minimum of 06 credit hours of research work and thesis, along with all pre-requisites.

4.2 Faculty members having M.Phil./MS degree shall be eligible to teach M.Phil./ MS courses in case of unavailability of qualified faculty members. However, the provision of the online classes

would be available subject to the provision of prior approval.

- 4.3 Chairpersons will start first semester within 10 days after completion of admission process by the University.
- 4.4 Second semester shall start within a week after termination of First Semester Examinations.
- 4.5 A scholar shall be allowed to appear in examination provided that she has been on the roll of the University during that semester, has registered herself for the courses of study within specific period of time and has attended at least 75% of lectures, laboratory work and field work.
- 4.6 If in case of any incident occurred with scholar medically or other reasons; on the request of scholar; her semester/s may be frozen/deferred by University authorities after scrutinizing her request on genuine grounds of the incident occurred. Maximum allowed period in this case is two semesters.

5. COURSE WORK

- 5.1. The course work of 24 credit hours, spread over two semesters, needs to be completed during the first year of studies by each scholar, while 06 credit hours of research work/thesis spread over one or two semesters of the second/last year of the studies.
- 5.2 A candidate needs to complete a minimum of thirty (30) credit hours. Twenty four (24) credit hours will be reserved for course work approved by Departmental Board of Studies and the Academic Council and six (06) credit hours for research.
- 5.3 Course work Evaluation: clauses 11.1 to 11.13 will be added as it is approved in the 8th meeting of the Academic Council.
- 5.4 Grade Points, Grade, CGPA: Clause will be added as per approved rules.

6. EXAMINATION

- 6.1 A scholar must secure minimum CGPA of 2.50 in the course work semesters to qualify for registering thesis/research credits.
- 6.2. During the course work semester(s), a scholar must maintain minimum 2.50 GPA/CGPA in order to promote to the next semester. Any scholar with a GPA/CGPA less than 2.00 will be dropped from the roll of the University. However, only one chance shall be given to re-appear

in the additional/extra examination.

- 6.3 The department is responsible to schedule/arrange additional/extra examination within 30 days of the declaration of results. All scholars appearing in the additional/extra examination shall register themselves in the repeating courses by submitting re-appear form.
- 6.4 A scholar with GPA/CGPA in between 2.00 and 2.50 will be put on probation for one semester. In case that the next semester is a course work semester, the scholar will qualify for registering thesis credits only if he/she can improve his/her CGPA to 2.50. In case that the scholar has completed the course work, he/she will request to re-appear in maximum three least graded courses in additional/extra examination.
- 6.5 There shall be only one chance for the improvement of CGPA in additional/extra examination with maximum three least graded courses.
- 6.6 A graduate student with a C grade can repeat the course if she desires to improve the grade, one chance of improvement will be there.
- 6.7 A maximum no. of 3 courses that a student may repeat at graduate level
- 6.8 Any scholar appearing in the additional/extra examination for the purpose to clear an F grade in a course or to improve his/her CGPA, he/she shall repeat all assignments, quizzes, project/field work/presentation, mid-term and terminal examinations.
- 6.9 The maximum achievable GP in each repeating course through additional/extra examination shall be greater than previous.
- 6.10 Scholars completing course work in both semesters with minimum CGPA of 2.50 will be allowed to start Research Work.

7. RESEARCH SUPERVISOR

- 7.1 The Research Supervisor will be a faculty member having a Ph.D. degree in the relevant field, publications to his / her credit. He/she shall be responsible for the guidance and supervision of research by the scholar during the period of his/her registration. In special circumstances there could be a Co-Supervisor who shall also have Ph.D. degree in the relevant field.
- 7.2 A supervisor can supervise a total of 12 MS/M.Phil. /Ph.D. students at a time with no more than 5 of these being PhD students.
- 7.3 A scholar must choose a Research Supervisor within two weeks after the completion of

his/her course work.

8. SYNOPSIS

8.1 The scholar will prepare a synopsis (or research proposal) for the research study containing the background; methodology and feasibility of study in term of availability of source materials with the assistance of the Research Supervisor within three to four weeks after the completion of course work.

8.2 The Synopsis must be submitted through DRC to check and scrutinize the research topic. The synopsis with recommendations of the Research Supervisor and DRC shall submit for final approval to the GRMC.

9. THESIS

9.1 A scholar has to submit a thesis based on original research work. Plagiarism Test Report will be conducted on thesis before its submission to the Internal, External Evaluators within country.

9.2 The scholar shall submit four copies of thesis to the Research Supervisor type set as per University thesis report guidelines.

9.3 On completion of the research study, the candidate shall submit thesis to the GSO through the Supervisor, Chairperson/Director and Faculty Dean along with the evidence of completion of all pre-requisites that include:

1. A certificate from the Controller of Examinations stating the completion of course work credits with CGPA.
2. Fee receipts of all paid dues.
3. DRC minutes

9.4 The thesis shall include a signed certificate by the candidate that he/she has prepared and written thesis himself/herself and that this thesis has not been submitted at any other University. The certificate will be counter signed by the Research Supervisor.

9.5 The thesis shall be evaluated by one Internal Examiner (the Research Supervisor) and one External Examiner having a Ph.D. degree from HEC recognized University in the related area of research.

9.6 The Research Supervisor will propose a panel of at least three experts as External Examiners

for thesis evaluation or viva voce examination and will forward the same to the Controller of Examinations in a sealed cover. The Vice Chancellor will nominate two examiners from the panel of examiners.

- 9.7 The GSO after completing necessary formalities shall send 2 copies of the thesis to the Controller of Examinations who shall forward copies of the thesis to examiners for evaluation. After receiving the evaluation reports; the Controller of Examinations shall forward them to the Registrar. The Registrar will open it in the GRMC and examination shall provide a copy of the evaluation report to the concerned scholar and Research Supervisor for incorporating comments/suggestions/objections in the thesis.
- 9.8 The response to the remarks of the External Evaluators and copy of the modified thesis with the recommendations of the Research Supervisor and DRC shall be submitted to the GRMC through GSO for final decision.
- 9.9 On the recommendations of the Graduate and Research Management Council, Controller of Examinations shall arrange an oral examination with consultancy of Chairperson/Director, Research Supervisor and Faculty Dean. The Oral examination shall be conducted by the Internal and External Examiner in the presence of DRC. The DRC, External Examiner and Supervisor will furnish a collective report on the thesis along with marks obtained for 06 credit hours in research and 200 marks annually. The report shall be sent to the Controller of Examinations.
- 9.10 In case, the External Examiner proposes revision of whole or a part of the thesis with the condition of re-submission of the revised thesis with the recommendation of degree, the revised thesis shall be re-submitted to the respective External Examiner following the same procedure defined for submission of thesis.
- 9.11 In case, the External Examiner does not recommend award of the degree, the GRMC shall decide to send thesis to second examiner, if second examiner does not recommend the award of the degree or fail to send the report within 8 weeks then the thesis will be rejected along with the rejection of registration of the candidate.
- 9.12 In case, the second External Examiners does not recommend award of the degree, the thesis will be rejected along with the rejection of registration of the candidate.
- 9.13 Reports of viva voce when received shall be forwarded by the Controller of Examinations, in original sealed cover to the Registrar for presentation to the GRMC. If the reports are

satisfactory and the scholar passes the aforesaid oral examination, GRMC shall approve the declaration of the result with effect from the date of approval of BASR.

9.14 Decision for the award of M.Phil./MS degree shall be communicated to the Controller of Examinations, who will issue the provisional certificate.

9.15 Academic Council and the Syndicate will approve award of degree in routine as per University rules.

10 Semester Freeze (Clause 18.1 to 18.4 as per approved rules of 8th Academic Council)

11 Special Examination (Clause 14.1 to 14.4 as per approved rules of 8th Academic Council)

12 GRADING POLICY

12.1 Letter grading should only be used for representing the individual courses and not report the semester GPA/CGPA and letter grad should be reflect in DMC transcript.

12.2 The following range of grade points for each letter grade will be followed;

GRADE	GRADE POINTS	MARKS RANGE (%)
A⁺	4.00	90 and Above
A	4.00	85-89
A⁻	4.00	80-84
B⁺	3.5 -3.9	75-79
B	3.3 -3.4	73-74
B⁻	3.0-3.2	70-72
C⁺	2.6 -2.9	66-69
C	2.3 -2.5	63-65
C⁻	2.0 – 2.2	60-62
D	1.0 -1.9	50-59
F	00	0-49

12.3 The percentage of marks or values of grades other than grade points shall not be reported on the transcripts whether they are relative grades or absolute grades.

12.4 The minimum pass marks for each course shall be (fifty percent) 50%. A student obtaining less than 50% marks in any course shall be deemed to have failed in that course. Less than

50% marks secured by a student in any course shall not be counted towards the aggregate marks.

12.5 The equivalence between letter grading and numerical grading shall be as follow:

% Marks	Grade point	
GRADE – A		
90 and above	4.00	A+
85-89	4.00	A
80-84	4.00	A-
GRADE – B		
79	3.9	B+
78	3.8	B+
77	3.7	B+
76	3.6	B+
75	3.5	B+
74	3.4	B
73	3.3	B
72	3.2	B-
71	3.1	B-
70	3.0	B-
GRADE – C		
69	2.9	C+
68	2.8	C+
67	2.7	C+
66	2.6	C+
65	2.5	C
64	2.4	C
63	2.3	C
62	2.2	C-
61	2.1	C-
60	2.0	C-
GRADE –D		
59	1.9	D
58	1.8	D
57	1.7	D
56	1.6	D
55	1.5	D
54	1.4	D
53	1.3	D
52	1.2	D
51	1.1	D
50	1.0	D
GRADE – F		
0-49		F
Withdrawn course		W
Incomplete course		I

12.6 Percentage of marks shall be calculated up to two significant figures. If the second fraction after decimal is 4 or less, it will be ignored. However, if the second fraction is 5 or more, it will be taken into account by raising the first fraction to the next higher digit. (Examples: 59.41 will be considered 59.00 while 59.51 will be raised to 60. Third fraction and higher will be ignored).

12.7 The result of a student in each course having passed or failed shall be indicated on the transcript by letter grade. For students completing Master's 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.

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

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

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

$$\text{CGPA} = \frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours} \times \text{Grade point (E))}}{\text{Total Credit Hours Taken in all Semesters}}$$

12.9 **CGPA Required For Completion of Degree.** The minimum qualifying CGPAs for the award of degree to the students of Bachelors and Masters study programs shall be 2.0.

13 REQUIREMENTS FOR THE AWARD OF A DEGREE

13.1 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.

13.2 During the course work semester(s), a scholar must maintain minimum 2.50 GPA/CGPA in order to promote to the next semester. Any scholar with a GPA/CGPA less than 2.00 will be dropped from the roll of the University. However, only one chance shall be given to re-appear in the additional/extra examination.

13.3 A scholar with GPA/CGPA in between 2.00 and 2.50 will be put on probation for one semester. In case that the next semester is a course work semester, the scholar will qualify for registering thesis credits only if she can improve her CGPA to 2.50. In case that the scholar has completed the course work, she will request to re-appear in maximum three least graded courses in additional/extra examination.

14. RESPONSIBILITIES OF DEPARTMENT

- a. Supervise and ensure the semester schedules, class attendance, readmission, and semester break according to policies of University.
- b. Supervise and evaluate all examinations conducted in the department except the Comprehensive examination.
- c. Coordinate with the Controller of Examination through the Coordinator.
- d. Grant permission to a student to appear in a special examination.
- e. Approval of the results of each semester.
- f. Resolution of any controversy-taking place from time to time, about the results or any other matter related to an examination between a student and a teacher or a student and the respective Department. The matter shall be referred to the Departmental Semester Committee on an initiative of the teacher concerned or submission of application by the student or sue-motto by respective Dean of the Faculty. The decision of the Departmental Semester Committee shall be final. However an appeal against the decision may be made to Faculty Semester Monitoring Board.
- g. To maintain uniformity of standards in the courses taught in the department / Institute by individual teachers.
- h. To formulate suggestions or rules about the distribution of different kinds of questions (items) in different courses and to scrutinize the relevant papers.
- i. To make arrangements for the conduct and supervision of examination.
- j. To suggest course offerings, provision of seminars, assignments etc.
- k. Timely preparation and announcements of results of midterm and terminal examinations.
- l. To submit an advance copy of the tabulated result showing detailed marks subject wise, aggregate and grades duly authenticated by the Chairman of the Committee to the Chairperson/Head of Department for approval before the result is announced.

- m. A student must approach the Head of the Department/Institute for a grievance on grade, within 7 days of the declaration of result.
- n. The head of the institute / department shall forward the grade grievance to the committee and it will be binding on the committee for hearing both sides (student and the instructor), and will give a final decision within 5 days or before the start of registration for the new semester whichever comes early.
- o. The decision of the committee shall be final.

14 **COURSE FILE**

- 14.1 Every teacher shall maintain a complete Course File of the subject she teaches.
- 14.2 The course file shall contain at least:
 - a. Attendance record
 - b. Detail description/outlines of the course
 - c. Weekly teaching schedule (Optional)
 - d. Date of mid-term examination
 - e. Details of marks allocation/grading as described
 - f. Copy of each homework assignment
 - g. Copy of each quiz/class test
 - h. Copy of midterm examination
 - i. Grading/result sheets of the students
 - j. Difficulties/problems faced during course delivery and recommendations

15 **FREEZING OF SEMESTER**

- 15.1 Freezing is not allowed in first semester.
- 15.2 For reason of sickness or any other incident on the request of scholar; the onward semester/s can be frozen by Authorities of University, after scrutinizing her request on genuine grounds of the incident occurred.
- 15.3 Students enrolled in the first semester cannot apply to freeze her semester. Only those students who have completed their first semester of the study may avail this facility.
- 15.4 Students absent without formal approval of deferment will be suspended, and may be subsequently dismissed.
- 15.5 Maximum allowed period in this case is two semesters.

- 15.6 Maximum study period in this case will remain same.
- 15.7 A student who wants to freeze her semester must submit the application to the concerned department through proper channel.
- 15.8 The decision will be forwarded to registrar.
- 15.9 In case of one semester deferment she may join continuing semester within 10 days. The deferred semester she may join later when offered, failure to join may be considered as "Withdrawn."
- 15.10 In case, a student wants to withdraw her application from semester freeze, the missed semester which she by mistake may withdraw the request within seven (07) days from date of application.

16 **TEACHER EVALUATION**

- 16.1 Director QA&A will ensure to have every course instructor evaluated by the students on what they have been taught by their instructor on the prescribed form.
- 16.2 It will be done in the last week of the semester (In the absence of the course instructor so as to maintain impartiality).
- 16.3 This evaluation will be objective and will be shared with the concerned course instructor for her improvement / knowledge.
- 16.4 Evaluation done by the students will be completely anonymous, i.e. the student is not supposed to indicate herself by name, or roll numbers, or registration numbers or by any other means whatsoever.

17 **SPECIAL EXAMINATIONS**

- 17.1 A special examination shall be held exclusively for a student having failed to appear in an examination on medical ground or the sad demise of parent, spouse, children, and brother / sister. There shall be no special examination in the course(s) of mid-term examinations. A student shall be given a special examination in the course(s) of final semester examination, subject to the following conditions.
- 17.2 A student must have met the eligibility criteria (75% attendance, appeared in Midterm Examination and cleared all dues against him / her) to appear in the terminal examination of a semester.

- 17.3 She must have been hospitalized in a recognized private hospital or public sector hospital. In case of hospitalization, the student shall have to produce the certificate regarding her inability to appear in the examination, issued by the Medical Superintendent of the relevant hospital.
- 17.4 The students shall have to produce the copy of the death certificate, issued by relevant Medical Superintendent / Nazim, in favor of the kin referred above.
- 17.5 The student shall have to submit an application of illness/the sad demise to the DSC on or before the date of commencement of examination.
- 17.6 A special fee will be charged for the said examination.
- 17.7 A student shall have to apply to appear in a special examination. She will be allowed (with the permission of DSC) to appear in a special examination to take place within thirty (30) days from the commencement of next semester. A student having not appeared in a special examination of the semester shall be treated as failed in the course(s).
- 17.8 Any other category not covered above will be dealt by the Faculty Semester Monitoring Board.

18 **PERMISSION OF WRITER FOR SPECIAL STUDENTS**

- 18.1 A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/Computer/and other means of facilitation.
- 18.2 In case a student is physically handicapped/visually impaired, she may apply to the Chairperson of the respective department (with medical certificate as proof of her disability) for permission to engage a writer in Tests/ Examinations of the University two weeks before the start of Tests/ Examinations. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.
- 18.3 The qualification of the person who acts as writer of the handicapped student must be at least one step lower than that of the student. (e.g. for level A-16 student, the writer should be at the most of level 5).

19 **CONDUCT OF SEMESTER EXAMINATIONS**

- 19.1 All midterm/terminal Semester Examinations of the University shall be held at concerned Department/Institute/Affiliated Colleges, on dates and schedule prepared by the Department/Institutes, duly approved by the Controller of Examinations.

19.2 **EXAMINATION SCHEDULE**

The examination office of the respective department will publish the examination schedules at least 10 days prior to the commencement of the midterm/terminal examination and forward a copy of the schedule to Controller Examinations, SBKWU, Quetta.

19.3 **Comprehensive Examination (Where Applicable)**

19.4 After the successful completion of all courses of the academic program. There shall be a written comprehensive examination to be qualified by each student, obtaining at least 50% compulsory marks. The comprehensive examination will be based on the core courses. The question paper will be set by external examiner and she will evaluate the scripts. The Controller of examination will conduct the comprehensive examination of the eligible candidates within twenty days. The evaluation of the comprehensive examination would not be considered for grading /CGPA. The candidate failing in the comprehensive examination shall be given three more chances to qualify the examination within three months of the declaration of the result of the first comprehensive examination and same till last chance. The student, who fails to qualify the comprehensive examination within the authorized period *i.e.*, three chances, whether availed or not availed, will be awarded an Undergraduate Diploma instead of a Degree in the subject. Fee for comprehensive examination will be charge as per University rule. The panel of examiners will be proposed and send by concerned department (10 days earlier) and shall be approved by the Controller of examination.

19.5 **CONDUCT OF FINAL EXAMINATION**

- a. The HoD of concerned Department will approve the detailing of Faculty/Office as duty teacher for the conduct of Mid/Terminal Examination. These invigilators/ Faculty will ensure the following:
- b. Examinees are seated in the examination room according to the seating plan prepared by the examination officer of the Department.
- c. All answer books used in the examination are initialed by the concerned teacher. No other answer books are to be used.
- d. Answer books are issued to the invigilators 05 minutes before the commencement of the examination and retrieved at the end of the examination.

- e. Absentee report, if any, is prepared will be submitted to the coordinator and forwarded by the coordinator for onward transmission to the controller of examination.
- f. All the Examination material would be provided by Controller of Examinations and record of the answer sheet will be kept by Coordinator concern.

19.6 **INVIGILATORS**

- a. Invigilators are detailed by the departmental examination officer of the Department after the approval of the HOD. They will report to the 30 minutes before the commencement of examination and will ensure.
- b. That students are seated according to their seating plan.
- c. 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.
- d. That no examinee is allowed to join the examination 30 minutes after its commencement.
- e. 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.
- f. 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 taken away and the matter reported to the Superintendent/Deputy Superintendent of examination. The Superintendent records all available evidence to be used as written proof later on.
- g. 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.

19.7 **QUESTION PAPER**

- a. All question papers are set by respective faculty and duly scrutinized, approved and conducted in accordance with the policy.
- b. As per the spirit of Semester system, there will be only one choice (subjective) in attempting the questions.
- c. It will also be ensured that the question papers are balanced with respect to the examination policy and have been prepared to cover the essentials of the whole syllabus completed by the faculty.

- d. 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.
- e. Concerned teachers may not be allowed to skip any topic/chapter from approved syllabus.

20 ACADEMIC CALENDAR

- a. The Controller of Examinations will prepare Academic Calendar of the University based on the details to be provided by each Department.

23. STUDENTS RESPONSIBILITY / INSTRUCTIONS TO 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 in the examination room except those authorized by the examiner.
- b. No candidate shall be allowed to enter the examination center after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria the center incharge 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 reasons to be recorded in writing by the duty teacher 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 reasons to be recorded in writing by the Hall Superintendent, he/she 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/she 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 reasons, 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 there of, from the answer book.
- m. While leaving the examination hall candidate shall handover all answer books/papers etc. to the Supervisory staff along with Question Papers.
- 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 she passes in all other subjects of the examination, her result will be prepared on average marks of passed papers of the said semester. If, on reappearing, he/she obtains pass marks she 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 Semester Committee subject to the approval of the Vice Chancellor, shall be final.

21 **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 with in the light of policy in vogue. Use of unfair means generally covers the following:
 - An attempt to have access to the question paper before the test / examinations.
 - Direct or indirect communication with an examiner with the intention of getting to disclose any question or questions set or to be set by him or with the object of influencing him in the award of marks.

- Direct or indirect communication with the Superintendent of the examination center/hall or any other person connected with the supervision of an examination for the purpose of inducing such person to give undue assistance or show undue favour to the candidate.
- Use / possession of unauthorized reference material during test / Examination.
- Any forms of communication by the examinee with any one in or outside the examination room while the test / Examination is in progress.
- Unauthorized entry into faculty's office or that of staff with the intention of having an access to or tampering with the official record / exam paper etc.
- Receiving assistance from other persons in the examination.
- Giving assistance to another candidate or allow him/her to copy from her answer book in the examination.
- Removing a leaf or leaves from the answer book.
- Using abusive or obscene language in the answer book.
- Smuggling an answer book in or out from the examination hall.
- Direct or indirect communication with any official of the University with the intention of obtaining any information connected with the examination, which such official is bound not to disclose.
- If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned in para 23 (b) & (c) above with the object mentioned therein, such communications may be deemed to have been made by the candidate herself and shall be liable for penalty (ies) according to the UFM rules.
- If a candidate gains admission to the examination or attempts to gain admission by making a false statement in her admission form.
- Producing a false document forging another person's signature on a document.
- Allowing another person to impersonate him/her.
- If a candidate possesses any firearms or anything capable of being used as weapon of offence in or around the examination center/hall/room or assaults or threatens to assault a person engaged in the conduct of an examination.
- If a person on the rolls of the University abets a candidate in the commission of any of the offenses mentioned above, her act shall be taken as malpractice.

- If a person on the rolls of the University obstructs any University official, the Inspector of any examination center or any person connected with the conduct of an examination, in the discharge of such person's duties, such enrolled student shall be dealt with according to UFM rules.
- in case a student possess mobile or any other electronic accessories, her case will be sent to UFM

21.1 **PUNISHMENTS / PENALTIES TO BE AWARDED TO UFM CANDIDATES**

- 21.1.1 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 her 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 her **answer book shall be cancelled** and the case be reported to the Departmental Examination Officer/Chairman of the Department.
- 21.1.2 Any candidate found guilty of copying from any paper, book or notes, or allowing any other candidate to copy her answer-book, or creating disturbance in the hall by whispering / talking / misbehaving / disturbing may be **disqualified from appearing in examination for a period which may extend to two semesters and fine imposed from Rs.1000/- to 5000/-** . Decision given by the examination committee will be final.
- 21.1.3 Any candidate found guilty of impersonation and is on the rolls of the University/Affiliated Institution, **he/she shall be disqualified (i.e. both the candidate and the impersonator), shall be liable to expulsion and to be debarred from admission to any class and from appearing at any examination for a period not exceeding five years with a fine of Rs.3000/- to 10,000/-** .
- 21.1.4 If the impersonator is not on the rolls of the University/Affiliated Institution but holds a degree or diploma conferred or granted by the University, the examination committee **shall register a case with the Police**, and shall send intimation to this effect to the Vice Chancellor/Registrar **for cancellation of her Degree/Diploma.** *

**In case of her conviction by a court of law for cheating by impersonation will render herself liable to punishment under section 419 P.P.C. to imprisonment which may extend up to seven years, or fine, or both.*

- 21.1.5 Any candidate found guilty of resorting to physical assault misbehave on the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates shall be **disqualified permanently**.
- 21.1.6 Any candidate found guilty of possessing firearms, daggers, knives and other weapons/hazardous material, which may cause injury, shall be **disqualified for a period of three years to appear in any examination of the University and her regular admission from the department/institute be cancelled. In addition a fine as deemed suitable be imposed by the Discipline Committee.**
- 21.1.7 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.**
- 21.1.8 Any candidate found guilty of obtaining admission to the examination on false statement made on her document by any means, **shall be disqualified to appear in that examination.**
- 21.1.9 Any candidate found guilty of forging another person's signatures on her application or admission form **may be disqualified for a period of one year (02 semesters).**
- 21.1.10 Any candidate found guilty of intentionally spoiling/parting/damaging her 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.**
- 21.1.11 Any candidate found guilty of smuggling/taking answer script/related document with him or stealing of blank answer script/additional sheet/other document, shall be **disqualified for a period of three years to appear in any examination of the University and her regular admission from the Department/Institute be cancelled. In addition a fine as deemed suitable be imposed by the Discipline Committee.**

- 21.1.12 If a candidate is found guilty of disclosing her identity or making peculiar marks or using abusive or obscene language or making an appeal in her answer book to the examiner, **the answer book of such candidate shall be cancelled.**
- 21.1.13 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 her relatives or guardians or friends with the objective of gaining benefit in the examination **shall be disqualified for the examination.**
- 21.1.14 Any candidate who refuses to obey the Exam Superintendent or changes her seat with another candidate, or changes her roll number, **shall be expelled from the Examination room and her answer book shall be cancelled.**
- 21.1.15 Any candidate, who interchanges her answer script (or a part of it) with another candidate, **shall be expelled from the examination room and her answer book shall be cancelled. The entire examination of such candidate(s) shall be cancelled and a suitable fine be imposed.**
- 21.1.16 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.**
- 21.1.17 If a person on the rolls of the University abets a candidate in the commission of any of the offenses related to the malpractices/unfair means, she **shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted.**
- 21.1.18 If a person on the rolls of the University obstructs any University official, the Inspector of any examination center or any person connected with the conduct of an examination, in the discharge of such person's duties, **such candidate shall be liable to be expelled from the University for a period not exceeding three years, inclusive of the year in which the offence occurred.**
- 21.1.19 **The above penalties (para 40 & 41) 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.**
- 21.1.20 **Act of Supervisory/Departmental Staff.**
- If Supervising Staff, Paper evaluator, Practical Examiner or any other person employed in connection with an examination fails to comply with any instruction issued by the University or any of its officers, commits any other irregularity, secures such appointment

by supplying wrong information through alteration of facts, the department concerned shall report the matter to the Competent Authority for administrative action and/or take any other legal action that may be deemed necessary.

21.1.21 In case of any emergency, the Vice Chancellor may award suitable punishment without reference to the Committee, in commensuration with the gravity of offence, to any candidate or to any student on the rolls of the University/Affiliated College, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Centre/room.

21.2 **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 off 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 for-ever as duplicate record at a different and secure place.

21.3 **COMPUTATION AND APPROVAL OF RESULTS**

- a. After the results are received from each department, the coordinator compiles the final results of each class within 10 days after the last day of the examination. The final results show grades obtained in each course of the semester, the “semester GPA” and the “Cumulative GPA” of each student. The result sheets also indicate the tentative disposal (probation, dropped out, withdrawal, incomplete etc.) of students failing to achieve required standard. The final result will be finally announced by the Controller Examination.

22 **RECORD OF RESULT**

- a. Award Lists; the teacher concerned shall prepare 03-04 copies of the awards for each course taught by her. She shall retain one copy with him/her and shall handover the four copies to the Chairman of the Department concerned for onward process.

23 **ISSUE OF ACADEMIC TRANSCRIPT/DETAIL MARKS SHEET**

- a. 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, SBKWU, Quetta.

24 PROCEDURE OF THESIS/ RESEARCH PAPER AND PRESENTATION EXAMINATION

Thesis/Research Paper and Presentation may or may not be an integral part of the respective scheme of study of an academic programme at 4 years BS and two years master level. However, if any academic programme of such level requires their students to undertake a research and submit a thesis Research Paper accordingly, the following procedures will be followed.

- a. Thesis for the BS degree shall not be accepted earlier than eighth semester and later than twelfth semester after the date of enrollment. Similarly the constraint of time for thesis/ Research Paper acceptance of Master degree shall be fourth and sixth semesters.
- b. At the end of the course of study, the candidate shall submit ---- printed /written copies of the thesis/Research Paper for examination. The supervisor may advise the student to revise and resubmit the thesis/ Research Paper, if it is deemed necessary.
- c. The supervisor/concerned teacher shall evaluate/examine the thesis/ Research Paper and send the result to the Controller of Examinations SBKWU, Quetta through the Chairperson/HOD. (OR) The candidate may be required to attend an Oral Examination/*Viva Voce* on her thesis/ Research Paper if the concerned scheme of study recommends so.
- d. In such case, the *viva voce* examination shall be conducted by the supervisor and external examiner(s) under the supervision of the Chairperson/HOD and **Dean concern**.
- e. **If the candidate passes in the *Viva-Voce* Examination, her result will be declared and he/she will be awarded the degree. However, if the candidate fails in the *Viva-Voce* examination she will be permitted to re-appear in the *Viva-Voce* examination within two months. Failure for the second time may mean failure in the examination altogether.**
- f. **The candidate will be required to qualify the thesis/ Research Paper examination by obtaining GPA of 2.0. If she fails, the thesis/ Research Paper may be rejected with the option of resubmission of the thesis. Failing which for 2nd time candidate must make**

up the deficiencies through special courses through in next Semester offered by Chairperson concerned. Failure for the 2nd time may mean failure in the examination altogether.

- g. The grading of the thesis/Research Paper and *Viva-Voce/* Presentation Examination shall be included in the Cumulative Grade Point Average of result.

25 **Re-Counting**

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 concern to the Chairperson concern with a fee of Rs.500/- per paper. Rechecking will mean re-totalling of marks and checking for unmarked questions (if so left without marking).