

# **SEMESTER RULES AT UNDERGRADUATE LEVEL**



**SARDAR BAHADUR KHAN WOMEN'S UNIVERSITY**

**QUETTA, BALOCHISTAN**

## DEFINITIONS

- **Academic Program.** An “Academic Program” means a program of studies, which leads to the award of a University Degree to the students, after the successful completion of all its requirements.
- **Assessment.** The means by which a program or achievement in a unit is evaluated. This can include assessment methods such as assignments, examinations, project work, seminar papers, tutorial participation etc.
- **Class Assignment.** A task relevant to a course of study assigned by the concerned teacher to substantiate the course contents. An assignment may or may not be graded.
- **Course.** A course of study leading to the successful completion of a degree.
- **Controller.** The Controller of Examinations of SBKWU, Quetta.
- **Course.** A course of study leading to the successful completion of a degree.
- **Credit Course.** A “Credit Course” means a course of study, successful completion of which shall be the requirement for a degree and it has effect on CGPA.
- **Credit Hour (Cr. Hr.).** A lecture of one-hour duration per week in a semester for a subject countable towards a student’s Cumulative Grade Point Average will be considered as one credit hour. However, in case of seminars, tutorials and laboratory work, one credit hour may require three contact hours depending upon the nature of the subject.
- **Dean.** The Dean of a faculty.
- **Department:** Department can be defined as Department/institute or affiliated college etc.
- **Examinations.** The semester examinations.
- **Examiner.** A person appointed to conduct the examination.
- **Faculty.** The faculty of the University.
- **Fee.** Fee charged for every course attended by a registered student.
- **Grade.** A mark (letter grade or number) indicating the quality of a student’s academic performance.
- **Grade Point (P).** Number of points representing the letter grades scored by a student in a subject.
- **Grade Points of a Credit Course.** Total number of points scored by a student in a credit

course. This number is the product of points representing the letter grade scored by the student in a course and the number of credit hours taken of the course.

- **Grade Point Average.** The accumulative grade point earned in a semester or in the whole course of study.
- **Cumulative Grade Point Average (Cum GPA).** The summation of grade points of all credit courses divided by the total number of credit hours taken by a student, *i.e.*,  $P$  represents a grade point assigned to a letter grade scored by a student in a course and  $N$  represents the number of credit hours associated with the course.
- **Head** means Chairperson of Department or Director of Center or Institute, or Principal of the constituent college.
- **Non-Credit Course.** A “non-credit course” means a course of study, successful completion of which shall be the requirement for a degree. It has no effect on CGPA.
- **Practical/Lab Test.** These tests include all examinations/evaluations that ascertains the level of competency of the practical application of knowledge acquired by a student.
- **Project.** Project is a research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use at Bachelor/Master level.
- **Probation.** A student is said to be on probation if h she is deficient in standards to the extent that he/she is likely to be relegated/withdrawn but is allowed to continue studies for one semester.
- **Thesis/Dissertation.** It is a report comprising the original research of a student which is counted towards the partial fulfillment of her Master/M.Phil/Ph.D degree.
- **Registrar.** The Registrar of the University
- **Registration.** Registration of the student with the office of the Registrar of the University
- **Semester Grade Point Average (Sem. GPA).** The summation of grade points of all credit courses divided by the total number of the credit hours taken by a student during a semester.
- **Semester.** An academic period, in which a set of courses in any discipline is offered. The duration of a semester is minimum of 18 weeks including 16 weeks for teaching and 02 week for exams. An academic year consists of two semesters; fall and spring semesters. There may be a short summer semester of minimum 8 weeks duration with twice the pace

and progress.

- **Subject or Course.** A “Subject” or “Course” means a topic or a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester. Each subject will carry a specific discipline code and number.
- **Affiliated Colleges.** Those colleges which are affiliated with Sardar Bahadur Khan Women’s Quetta.
- **Under-Graduate:** The scheme of 16 years of Education.
- **“University”** means the Sardar Bahadur Khan Women’s University, Quetta.
- **Vice Chancellor.** The Vice Chancellor of the Sardar Bahadur Khan Women’s University, Quetta

## 1. **SCHEME OF STUDIES**

All Academic departments shall develop their own scheme of studies as per requirements of the respective academic programs, in the light of HEC curriculum.

### 1.1. **Four-years Bachelor Degree**

- a. Bachelor degree program shall spread over a minimum of 4 years and a maximum of 6 years covering a minimum of 8 and a maximum of 12 Semesters excluding summer semesters, if any.
- b. Four years Bachelor Degree program shall consist of a study of 124- 136 credit hours consisting of various courses and other academic activities.
- c. A regular student may be allowed a maximum course load of 15 to 18 credit hours per semester. In case of repeating courses a student may be allowed to take a maximum of 21 credit hours by approval of the board.
- d. The scheme of study of a particular department may require a student to undertake internship/project, in addition to the course work, and submit a report describing the activities covered in the internship/project. The particular scheme of study will determine the intensity of the internship/project report and the time of the activity.

### 1.2. **Two-Years Master Degree**

- a. A two years Master Degree Programme shall spread over a minimum of 2 years and a maximum of 3 years covering a minimum of 4 and a maximum of 6 semesters excluding winter semesters, if any.
- b. Two years master degree programme shall offer a study of 62-72 credit hours consisting of various courses and other academic activities.
- c. A regular student may be allowed a maximum course load of 15 to 18 credit hours per semester. In case of repeating courses a student may be allowed to take a maximum of 21 credit hours by approval of the board.
- d. The scheme of study of a particular department may require a student to undertake internship/project, in addition to the course work, and submit a report describing the activities covered in the internship/project. The particular scheme of study will determine the intensity of the internship/project report and the time of the activity.

## **2. COURSES OF STUDY**

All Academic departments shall be responsible for devising their schemes of study, and developing the required courses of study in the light of HEC curriculum. The courses of study shall be reviewed and finalized by the respective Boards of Studies and Board of Faculty concerned. The same shall be submitted to the Academic Council.

## **3. TEACHING METHODOLOGY**

- 3.1.** An academic department shall offer courses, as per requirements of the respective disciplines/schemes of studies, approved by relevant statutory bodies.
- 3.2.** All the stakeholders (teachers, students, examiners, etc.) are bound to follow the syllabi and courses of study prescribed/ approved by the relevant statutory bodies from time to time.
- 3.3.** 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 course. Teaching methods may include lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work and any other method of instructions approved by the Academic Council.
- 3.4.** The medium of instructions shall be English, except in language courses & Islamic Studies.
- 3.5.** Teaching in each department/institute shall be the responsibility of the University teachers including Professors, Associate Professors, Assistant Professors, Lecturers and Teaching Assistant, or such other persons as may be declared "teachers" by the University.

## **4. SEMESTERS**

### **4.1. Fall / Spring Semester**

- a. There shall be two regular semesters (Fall and Spring) in a year. A semester shall be defined on the basis of duration in weeks.
- b. Each semester shall be of eighteen weeks duration. Out of this period, sixteen weeks shall be reserved for teaching and two weeks for conduct of examinations. If teaching in the whole University is suspended due to any reasons, the period of the semester shall be extended to the extent of the lost period of time.
- c. Fall semester shall start in the first week of September each year and will end in the second week of January the next year. The spring semester shall start in the third week of February

and will end in the fourth week of June tentatively. The duration of the semester must depend on the circumstance and can be adjusted as per academic calendar.

d. **University will observe winter & summer vacations (where applicable).**

- 4.2. The University/Institutes may enroll students, according to their prescribed criteria, for any semester or for any single course and issue transcript with letter grades at the end of the semester.

5. **CREDIT HOURS**

- 5.1. One credit hour means teaching a theory course for 60 minutes each week throughout the semester for minimum of 16 weeks.
- 5.2. A course shall be defined on the basis of credit hours being taught in a week.
- 5.3. One credit hour in laboratory or experimental work would require lab contact of at least three hours per week throughout the semester.
- 5.4. 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. Thus 3(3-0) means three credit hours of theory, while 4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory. The weekly contact hours of a 3(3-0) course will be three, the contact hours of a 4(3-1) course will be six while the contact hours of a 3(1-2) course will be seven.
- 5.5. A course having 4 credit hours with denotation of 4(3-1), means three lectures of one hour each and one practical of 03 hours per week. The practical of 03 hours may be divided in three periods of one hour duration each, in a week.
- 5.6. A course having 3 credit hours with denotation of 3(2-1), means two lectures of one hour each and one practical of 03 hours per week.

6. **MAXIMUM/ MINIMUM WORKLOAD AND REGISTRATION OF COURSES**

- 6.1. A full time regular student will be allowed a maximum work load of 15-18 credit hours per week in a semester (exception may be given to those professional degree programs where their respective councils/HEC allow for more credit load).
- 6.2. In case a student is repeating a course, he/she may be allowed a maximum of 21 credit hours per semester.

- 6.3. 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 years BBA/BS degree programme and 6 semesters for 2 years M.Sc./MA degree programme.
- 6.4. If a student does not wish to register in any course in a semester, she will be required to freeze the particular semester as per rule.
- 6.5. Academic departments shall display the list of courses being offered on the very first day of the semester. All students shall register courses from that list as per requirements of their degree programme by the end of first week of the semester.
- 6.6. After submission of registration forms by the students, the Chairperson of each department shall forward the same to the Controller of Examinations, maximum by the end of second week of the semester.
- 6.7. The University shall offer every required course at least once in an academic year
- 6.8. 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.

## 7. **REPEATING A COURSE**

- 7.1. If a student fails to secure a minimum of 50% marks in any course, or drops a course, or withdraw from a course, she shall be required to pass the course under one of the following conditions;
  - a. Appear in final and mid re-examination within 30 days of regular semester result announcement. Quizzes and assignment marks will be carried forward. Maximum marks limit will be 70. The grades of such failed student will be reflected with special symbol such as asterisk (\*).
  - b. A student may also have the options to repeat the complete course with regular preceding semester/session with 75% of mandatory attendance. In that case there will be no maximum marks limit.
- 7.2. The student failing a course because of low attendance below 75% has to repeat the course with all classes, examinations and sessional obligations. The repeated course will either be conducted in short semesters, summer or winter, or class arranged in free time of the day. The transcript will reflect its failed course.



- 7.3. If a student is dropout due to any reason, she cannot appear in reexamination or repeat the course.
- 7.4. If a student repeats the same course, the old grade will be replaced with the new grade, (for CGPA calculation). In case a failed course is not offered by the institute then DSC will decide the substitute course in lieu of failed course, both the grades will be reflected on her transcript, *i.e.* old course grade and new course grade.
- 7.5. Fee of Rs. 1000/- shall be charged in case of re-examination whereas course fee shall be charged for repeat the course.

## 8. **Course Improvement**

- 8.1. Course improvement will be at the completion of the degree and student can improve the lowest grade courses only. The time for the improvement is six months after the declaration of the final semester result.
- 8.2. For CGPA improvement, a student may repeat a maximum of 6 courses at undergraduate level and 3 courses at graduate level, if a student secures less than 3.00 CGPA in the last semester in aggregate irrespective of the D grades in her credit. The student has to pay Rs. 1000/- per course of the improvement.
- 8.3. The paper will be of 70 marks, 40 marks from terminal and 30 marks from midterm whereas the sessional marks will be carried forward. The maximum achievable marks shall be 70.
- 8.4. The transcript will reflect both the older obtained GP and the Improved GP. If the student obtained lower score than the previous older grades, the higher grades will be considered.

## 9. **ATTENDANCE**

- 9.1. A student will be allowed to appear in examination only if she has attended, not less than 75% of the lectures/seminars delivered to her class in each course and 75% of the practicals/laboratory demonstrations prescribed for the respective courses.
- 9.2. Calculation of attendance shall start from the date of commencement of classes.
- 9.3. A date-wise record of the attendance of students shall be maintained by the respective teacher in each course. One week before the commencement of the final examination, the teacher of each course shall send to the Chairperson/Head of the Department/Institute a

statement in duplicate giving the total number of lectures delivered (practicals conducted) by him/her together with the total number of lectures and practicals attended by each student.

- 9.4. The period of absence in case of participation in co-curricular/sports activities outside the University, with the permission of the Competent Authority may not be counted, as absence.
- 9.5. Students having class attendance less than 75% in a particular course shall be awarded „F“ grade in that course and he/she shall be required to repeat the same course, if it is a compulsory course or an equivalent course in lieu thereof, if it is an optional course.
- 9.6. Absence from class for two consecutive weeks or more (two weeks means six classes for a three credit hours course and four classes for a two credit hours course) without any genuine reason shall entail cancellation of admission in the course by the class teacher which would only be restored on appeal to the concerned faculty dean made within 05 days.
- 9.7. Absence from a class for four or more weeks, consecutive, will debar the student from examination and the course will be considered dropped. She will be required to repeat it.

## 10. EXAMINATIONS

- 10.1. The Controller of Examinations undertakes the full range of administrative duties associated with examinations, *i.e.* conducting examinations of mid and final terms.
  - a. All students shall be required to take two centralized exams (midterm, and terminal examinations) in a semester besides class tests, assignments, *etc.* to be conducted by the course teacher as per usual semester practice. The midterm examination will be held in the 9th week of each semester. The terminal examination will be held at the end of each semester (in the 18th week) on the dates proposed by the concerned Deans in consultation with the Chairperson of the departments. The controller of examination shall announce the dates of examinations.
  - b. It is mandatory for all departments to seek permission of the exam dates from the controller of examination at least 10 days before the commencement of exams and submit the names of duty teachers.
- 10.2. A student shall be eligible to appear in the examinations provided that:
  - a. she has been on the role of the University during that semester

- b. has registered herself for the concerned course(s) of study
- c. has 75% attendance
- d. has paid all the University dues including tuition/hostel fees, *etc.*, by the commencement of the semester

**10.3.** A student shall be evaluated in each course on the basis of various components of the study including class attendance/participation, assignments, projects / lab. reports, presentation, quizzes, sessional tests, mid-term, and terminal examinations according to the following weightage assigned to each category.

Type of Assessment	Courses with Lab	Courses without lab
Quizzes	10	10
Mid Semester Exam	20	30
Assignments/ Reports/ Presentation/Field Work	10	10
Practical	20	_____
Terminal Exam	40	50

\*The weightage for subjective and objective will be 60: 40. There will be one question choice in final term examinations, however the Sessional marks can be adjusted by the faculty members keeping in view the nature of work

- 10.4.** In case a student joins a course after it has started, she will claim no compensation for any missed quizzes, assignments and lectures. The **concerned teacher may**, however, take assignments, projects, labs, and any other class activity, if possible
- 10.5.** Minimum time allowed for mid-term examination in each course will be at least two hours and that for the final examination shall be three hours.
- 10.6.** A number of 03-04 quizzes will be conducted frequently in each course at irregular intervals throughout the semester with or without intimation and 02-03 best (02 for courses with Lab) should be considered for awarding grades.
- 10.7.** In order to qualify a course, a student must obtain at least 50% marks in aggregate *i.e.* marks obtained in class tests/assignments, mid-term and terminal examination. It will also be essential to pass in the laboratory work, where involved.
- 10.8. Field Work:** In case of any field work, in any specific discipline, the concerned department/institution shall determine an appropriate method of evaluation.

- 10.9.** After marking the class tests, quizzes, and mid-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 paper *etc.* should be taken back from the students immediately after the students have seen their performance and discussed the questions, if any, with the instructor to be kept safely for record.
- 10.10.** There shall be no re-evaluation of answer books, only rechecking/re-courting of marks will be allowed by charging 200 PKR for each course.
- 10.11.** All evaluations in semester system, at 4 years BS and 2 years Master level shall be internal. The concerned teachers in all respective courses shall evaluate the students.
- 10.12.** Project reports/thesis at 4 years BS and 2 years master level, if there is any, shall also be evaluated by the concerned teacher/supervisor (internal). Academic departments shall devise appropriate procedures for the evaluation/ supervision of project reports/thesis of 4 years BS and 2 years master programs, if there is any.
- 10.13.** External examiner(s) may, however, be invited for *viva voce* examination, with prior approval by the competent authority (Where it is required).
- 10.14.** Each department shall have a departmental semester committee, consisting of at least 3 members to decide all problems regarding evaluation. The decision of the committee shall be final.
- 10.15. 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.* will be left outside or at the front of the room.
  - c. Bringing mobile telephone to the examination room is NOT permitted. The mobile telephones will fall in the category of prohibited examination aid. If captured such material by the invigilating staff, 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 in with their examination scripts.

**10.16.** All cases pertaining to UFM shall be dealt with according to the provisions made under the regulations relating to UFM/malpractices in the examinations. For detail regarding conduct of semester examinations and disposal of UFM cases etc.

**10.17. Maintenance of examination records**

- a. Controller of Examination will retain the records of the examination till the completion of the degree of respective program and issue the transcripts. The result will be displayed by the department. Controller of examination will announce the result. The Controller's office shall act as Central Record Office.
- b. The Examination scripts of mid-term and final examination will be sent to Controller of Examinations within 10 days who will keep the record in her custody. Once the result submitted cannot be changed.
- c. The teacher concerned will prepare five copies of the results. She shall retain one copy with her, display one copy on the notice board and remaining three copies will be handed over to the coordinator.

**11. GRADING POLICY**

**11.1.** 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.

**11.2.** The following range of grade points for each letter grade will be followed;

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

<b>F</b>	<b>00</b>	<b>0-49</b>
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**11.3.** 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.

**11.4.** 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.

**11.5.** The equivalence between letter grading and numerical grading shall be as follow:

<b>% Marks</b>	<b>Grade point Value</b>	<b>Grade</b>
<b>GRADE – A</b>		
90 and above	4.00	A+
85-89	4.00	A
80-84	4.00	A-
<b>GRADE – B</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-
<b>GRADE – C</b>		

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-
<b>GRADE –D</b>		
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
<b>GRADE – F</b>		
0-49		<b>F</b>
Withdrawn course		<b>W</b>
Incomplete course		<b>I</b>

- 11.6.** 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).
- 11.7.** 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.
- 11.8.** The results must be submitted in round figures.

**11.9. 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:

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

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

**11.10. 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.

## **12. REQUIREMENTS FOR THE AWARD OF A DEGREE**

- 12.1.** 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.
- 12.2.** A Master's degree will be awarded on the successful completion of 66-72 credits hours of study including all the required core courses of the respective discipline.
- 12.3.** A Bachelor's/(Hons) degree will be awarded on successful completion of 124-136 credits hours of study including all the required core courses of the respective discipline.
- 12.4.** Students shall be required to successfully complete all the essential components of the respective study programme according to the scheme of studies of the respective department.

## **13. 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
- 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. MERIT CERTIFICATES**

**Gold Medal**

- 17.1.** The Gold Medal shall be awarded to the student who stands first in Master or Bachelor's programme in the respective faculty. The Controller of Examinations shall also issue a certificate of merit to such a student.
- 17.2.** 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 Deans will be members.
- 17.3.** Honor/Medals shall be awarded to the candidate who passes all courses of a degree program at the first attempt\*. Student who repeats a subject/course will not be eligible for top student honor/awards even if he/she improves it and comes in that bracket after repeating it. It is the student's responsibility to clear the failed subjects within the prescribed time limits.
- 17.4.** 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 still a tie remains, the decision will be taken on the basis of age, the award will go to the older in age.

*\*First Attempt means that all requirements, i.e. midterm, assignments, quizzes, term paper, practical and terminal examination of a subject are completed in time and are shown on the first award list submitted by the course instructor to the examination section. Incomplete results or result submitted on another award list shall be considered a second attempt.*

## **18. SPECIAL EXAMINATIONS**

- 18.1.** 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.
- 18.2.** 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.
- 18.3.** 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.
- 18.4.** 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.
- 18.5.** 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.
- 18.6.** A special fee will be charged for the said examination.
- 18.7.** 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).
- 18.8.** Any other category not covered above will be dealt by the Faculty Semester Monitoring Board.

## **19. PERMISSION OF WRITER FOR SPECIAL STUDENTS**

- 19.1.** A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/Computer/and other means of facilitation.
- 19.2.** 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.

- 19.3.** 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).

**20. PREREQUISITES TO PROMOTION (GPA/CGPA Requirement)**

- 20.1** A student must maintain the following semester wise minimum GPA/CGPA during her degree program. Any student with a GPA/CGPA less than the following will be dropped from the rolls of the University forthwith.

**Minimum CGPA requirement for 04 years degree program**

<b>Semester</b>	<b>GPA/CGPA Required</b>
1 <sup>st</sup> Semester	1.00 GPA
2 <sup>nd</sup> Semester	1.50 CGPA
3 <sup>rd</sup> Semester	1.75 CGPA
4 <sup>th</sup> Semester	2.00 CGPA
5 <sup>th</sup> Semester	2.00 CGPA
6 <sup>th</sup> Semester	2.00 CGPA
7 <sup>th</sup> Semester	2.00 CGPA
8 <sup>th</sup> Semester	2.00 CGPA

**Minimum CGPA requirement for 02 years degree program**

<b>Semester</b>	<b>GPA/CGPA Required</b>
1 <sup>st</sup> Semester	1.00 GPA
2 <sup>nd</sup> Semester	1.50 CGPA
3 <sup>rd</sup> Semester	1.75 CGPA
4 <sup>th</sup> Semester	2.00 CGPA

**20.2** If a student fails to pass certain courses and yet manage to maintain her GPA equal to or above minimum requirement then she will be allowed to repeat and clear the course(s) before the degree is awarded to her.

**20.3** There shall be no probation in semester system at any stage.

**20.4** GPA/CGPA is computed at the end of each semester.

**21. CONDUCT OF SEMESTER EXAMINATIONS**

**21.1.** 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.

**21.2. 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.

**21.3. 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 UOB and record of the answer sheet will be kept by Coordinator concern.

**21.4. 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.

#### **21.5. 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. 25-50% of marks should be allocated for objective portion (depending upon the nature of subject).
- 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.

#### **22. 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.

**23. 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

### **23.1. PUNISHMENTS / PENALTIES TO BE AWARDED TO UFM CANDIDATES**

- a. 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.
- b. 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.
- c. 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/-** .
- d. 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.*
- e. 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**.
- f. 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.**

- g. 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.**
- h. 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.**
- i. 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).**
- j. 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.**
- k. 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.**
- l. 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.**
- m. 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.**
- n. 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.**

- o. 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.**
- p. 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.**
- q. 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.**
- r. 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.**
- s. **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.**
- t. **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.

- u. 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.

### **23.2. 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.

### **23.3. 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.

### **24. 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.

### **25. 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.

### **26. PROCEDURE OF THESIS/ RESEARCH PAPER AND PRESENTATION EXAMINATION**

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 2<sup>nd</sup> 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.

### **27. 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-totaling of marks and checking for unmarked questions (if so left without marking).

## **28. Additional Semester Rules and Regulations for the 4-Years Undergraduates (BS) Degree Programs at the Colleges Associated with SBKWU**

This document describes the semester rules and regulations for the 4-year undergraduate (BS) degree programs for those colleges which have been associated with SBKWU.

### **28.1. Total period of study**

The normal duration of a 4-year bachelor (BS) program is four years. Each academic year consists of two semesters. In case of valid reasons/excuse the period of study may be extended for two additional years (*i.e.*, four semesters). The students who do not complete studies within the stated period will have their names struck off from the rolls of the college. The students who have been given the right to extend the duration of study for additional two years must register and pay tuition fees for these years.

### **28.2. Curricula, Roadmaps and Course Coding**

The colleges will use SBKWU approved course curricula, semester road maps, course coding schemes and course outlines for all degree programs that they offer, duly approved by the respective Board of Studies of relevant department. No student will take any course unless he has cleared the pre-requisite course(s) for it as specified in the curriculum of the respective department.

### **28.3. Course evaluation**

College will be responsible for evaluating student works and assigning marks for Sessional and Mid Semester Examination. SBKWU will be responsible for conducting the final examination at the end of each semester and assigning marks for this evaluation instrument through the office of Controller of Examinations. Colleges will be responsible for submitting marks for sessional work and Mid Semester Examination to the office of Controller of Examinations one week before the end of a semester, along with graded student answer books for Mid Semester Examination. University will be responsible for preparing and announcing semester results. University will be responsible for issuing Final Transcript and Degrees.

### **28.4. College Semester Implementation Committee**

The college must have a semester implementation committee, to be constituted by the college principal. The committee will perform the following functions.



- a. Provide consultation to all the departments converting to semester system from the annual system.
- b. Provide support in the implementation of semester system by arranging short courses for the faculty on its various aspects.
- c. Monitor the implementations of semester system.
- d. Address various issues arising with relation to the implementation of semester system.
- e. Address the appeals of the student(s), if they are not satisfied by the decision of the Departmental Examination Committee.

#### **28.5. Summary of the Responsibilities of University and Associated Colleges**

Here is the summary of the responsibilities of SBKWU and the Associated Colleges offering 4-year BS degree programs under the semester system.

- a. College will send lists of students in all 4-year BS degree programs to Register Branch (Registrar's office) of University within 10 working days after the admissions have been finalized for the incoming batch. Registration Branch will register these students. Late registration will not be allowed.
- b. Colleges will conduct and evaluate Mid Semester Examination and sessional work (i.e., Quizzes, homework, assignments, presentations *etc.*) of students.
- c. College will submit the result of Mid-semester Examination to the office of Controller of Examinations, SBKWU, within two weeks after the end of Mid Semester Examinations week. Colleges will submit sessional marks to University by the end of 16<sup>th</sup> week of the semester.
- d. The office of Controller of Examinations, SBKWU, will prepare the schedule for the conduction of viva voce for final year projects through external examiners, duly approved by the respective Board of Studies.
- e. The office of Controller of Examinations, SBKWU, will be responsible for conducting (including preparation of question paper, assignments of examiners, assignments of invigilators *etc.*) and evaluation of the end of semester Final Examinations and the declaration of result of these examinations. Only students with registration with University will be allowed to take final Examination. Final Examination will be conducted out of full syllabi of the respective courses.

- f. The office of Controller of Examinations, SBKWU will prepare and issue final Transcripts of students.
- g. SBKWU will issue degrees to successful candidates.