

KARAKORAM INTERNATIONAL UNIVERSITY, GILGIT

UNDERGRADUATE SEMESTER RULES AND REGULATIONS (Revised) 2019



References:

- a. *Recommended through Standing Committee of Rules Revision by 13th Meeting of The Academic Council Held on 6.1.2020 under item N0 13.4*
- b. *Approved by the Syndicate in its 40th Meeting Held on 8th Jan, 2020*

MEMBERS OF THE RULES REVISION COMMITTEE

Prof. Dr. Syed M. Nizami, Director QEC	Convener
Prof. Dr. Abdul Razaq, Biological Sciences	Member
Dr. Sartaj Ali, Director Academics	Member
Dr. Asad Ullah, Chairman Mathematics dept.	Member
Mr. Khursheed Ahmed, Ad. Director QEC	Member/Secretary

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BREGULATIONS PERTAINING TO ADMISSION, REGISTRATION AND EXAMINATIONS REGARDING UNDERGRADUATE SEMESTER PROGRAMS OF KARAKORAM INTERNATIONAL UNIVERSITY - (REVISED 2019)

1. Short title, commencement and application

- 1.1. These regulations shall be known as Regulations pertaining to Admission, Registration and Semester Examinations, framed under KIU order 2008.
- 1.2. These regulations shall come into force with immediate effect.

2. DEFINITIONS

- a. **University** means Karakoram International University Gilgit (KIU).
- b. **Academic coordinator.** A member of the Academic Staff to be appointed by the Chairman/HOD/Principal of the Department/college /institute/centre for guiding and counseling students and for supervising their academic performance till their final graduation from the University. Also, for assisting chairman/HoD in academic and administrative matters of the department.
- c. **Academic Program.** An "Academic Program" means a program of studies, which leads to the award of a University Degree to the students, after successful completion of all its requirements.
- d. **Assessment.** The means by which program or achievement in a unit is evaluated. This can include assessment methods such as assignments, examinations, project work, seminar papers and tutorial participation etc.
- e. **Cease** means that a student is considered unsuitable for further studies at KIU as a regular student and is withdrawn from the study program.
- f. **Class Assignment.** A task relevant to a course of study assigned by concerned faculty to substantiate the course contents. The assignment may or may not be graded.
- g. **Contact hour.** One contact hour means one hour (including 05 minutes break) spent on academic/research related activities including instructional work/tutorials, lab work (practicals), research work, projects, seminars, workshops, internships, etc. during the course of studies at the university. Generally speaking one credit hour of course work is equal to one contact hour where as one credit hour of practical/lab/research work/ projects etc. is equal to 03 contact hours.
- h. **Controller** means the Controller of Examinations of KIU.
- i. **Course** means a course of study leading to the successful completion of the degree.
- j. **Credit Course.** A "Credit Course" means a course of study, successful completion of which shall be a requirement for the degree.
- k. **Credit Hour (Cr. hr.).** A lecture of one-hour duration (including 05 minutes break) per week per 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.
- l. **Dean** means the Dean of a faculty of the University.
- m. **Chairman** means Chairman of an Academic Department of the University.
- n. **Head of Department** means Head of Department or the Chairperson or another teacher appointed by the Vice Chancellor according to the relevant rules.
- o. **Department** means an Academic Department of the University.

- p. **Faculty** means faculty of the university having two or more (group of) departments.
- q. **Deputy Controller of Examination** means the Deputy Controller of Internal Examination of the University.
- r. **Examinations** means the semester examinations.
- s. **Examiners** means a person appointed to conduct the examination.
- t. **Fee** means fee charged for every course attended by a registered student.
- u. **Grade**. A mark (letter grade or number) indicating the quality of students' academic performance is called Grade.
- v. **Grade Point** (Number of points representing the letter grades scored by a student in a subject).
- w. **Grade Points of a Credit Course**. Total number of points scored by 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.
- x. **Grade Point Average (GPA)** means the accumulative grade point earned in a semester or in the whole course of study.

$$\text{GPA} = \frac{\text{(Sum of the quality points (QP) of all courses of a semester)}}{\text{(Sum of the Credit Hours (CH) of all courses of a semester)}}$$

- y. **Cumulative Grade Point Average (CGPA)**. The summation of grade points of all credit courses divided by the total number of credit hours taken by a student, i.e.

$$\text{CGPA} = \frac{\text{(Sum of the quality points (QP) of all courses of all semester)}}{\text{(Sum of the Credit Hours (CH) of all courses of all semester)}}$$

- z. **Non-Credit Course**. A "non-credit course" means a study, successful completion of which shall not be a requirement for the degree.
- aa. **Practical/Lab Test**. These tests/examinations/evaluations are conducted to ascertain the level of competency of practical application of knowledge acquired.
- bb. **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.
- cc. **Probation**. A student is said to be on probation if he/she is deficient in standards to the extent that he/she is likely to be relegated/withdrawn and is allowed to continue studies for one semester.
- dd. **Thesis/Final Year Project/Internship** is a report comprising the research work/survey data of a student which is counted towards the partial fulfillment of his/her degree.
- ee. **Vice Chancellor** means the Vice Chancellor of the KIU.
- ff. **Registrar** means the Registrar of the University.
- gg. **Director Academics** means Director Academic Planning & Review (DAPR) of the University.
- hh. **Provost** means Provost of the University.

- ii. **Registration** means registration of the student with the office of the Registrar of the University.
- jj. **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.
- kk. **Semester**. A "Semester" means an academic period in which one set of courses in any discipline is offered. The duration of a semester will be minimum of 18 weeks including 16 weeks for teaching and 02 week for exams. The academic year consists of two semesters; fall and spring semester. There may be a short summer semester of minimum 8 weeks duration with twice the pace and progress.
- ll. **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.
- mm. **Thesis Supervisor/Advisor**. A full time faculty member (BPS/ TTS) who supervises/guides thesis/dissertation of a student till successful completion of research work.

3. INTRODUCTION

- 3.1. Karakoram International University shall offer undergraduate study Programs as per KIU Order, 2008.
- 3.2. Undergraduate study Programs include all Bachelor and equivalent programs i.e BS/ MSc./ MA (16 years of education).
- 3.3. Four-year Bachelor Degree Programs:
 - a. Shall spread over a minimum of 08 semesters (4 years) and maximum time limit of 6 years, further extendable for one year with the approval of Statutory Bodies (departmental council, faculty council and academic council), excluding summer semesters, if any.
 - b. Shall be of a minimum of 130 credit hours.
 - c. All Academic departments shall be responsible for developing schemes of studies, and syllabi/courses for their academic programs in the light of the HEC approved curricula. The scheme of study and syllabi shall be reviewed and finalized by the respective Departmental Council. The same shall be submitted to the Faculty Council and Academic Council. The scheme of studies and syllabi shall become effective from the date of approval by the Academic Council or any other date as the Academic Council may determine. However, the Vice Chancellor may grant approval in anticipation on the recommendation of Chairperson and Dean concerned.
- 3.4. Two-year MA/ MSc. Degree Programs:
 - a. Shall spread over a minimum of 04 semesters (2 years) and a maximum of 06 semesters (3 years), excluding summer semesters, if any.
 - b. Shall be of a minimum of 65-75 credit hours.

- c. The scheme of study of a particular department shall require a student to undertake assignment/internship/project/Research, in addition to the course work, and submit a report describing the activities covered. The intensity of the assignment/internship/project/Research, the time of the activity and credit hours will be determined by the concerned department.
 - d. All Academic departments shall be responsible for developing schemes of studies, and syllabi/courses for their academic programs in the light of the HEC approved curricula. The scheme of study and syllabi shall be reviewed and finalized by the respective Department Council. The same shall be submitted to the Faculty council and Academic Council. The scheme of studies and syllabi shall become effective from the date of approval by the Academic Council or any other date as the Academic Council may determine. However, the Vice Chancellor may grant approval in anticipation on the recommendation of Chairperson and Dean concerned.
- 3.5. Admission to the University is open to all eligible candidates without distinction of caste, creed, gender, or place of origin or domicile. Application for admission to various courses of study shall be invited from all over the Pakistan. However, foreign students seeking admission to the University shall be required to submit their applications through the Ministry of Education Government of Pakistan.

4. ELIGIBILITY CRITERIA FOR VARIOUS PROGRAMS

Each degree program will have eligibility conditions for admissions set by the Departmental Council (in accordance with the guidelines provided by HEC/relevant accreditation council) and conveyed to Admission Office.

5. ADMISSION PROCEDURE (BS 4 YEARS)

- 5.1. Admissions for BS/Bachelor (4 years) degree programs shall be made every year for fall semester only.
- 5.2. Admission to BS/Bachelor (4 years) will be announced preferably after the declaration of the results of Intermediate examinations and the whole process shall be completed preferably one month prior to commencement of the semester.
- 5.3. Admission will be open to all eligible candidates as per following;
 - 5.3.1. From Gilgit Baltistan 80% of total seats in each discipline in each department.
 - 5.3.2. From all over Pakistan (excluding Gilgit-Baltistan) 20% of total seats in each discipline in each department.
 - 5.3.3. Foreign students seeking admission in the University shall be required to submit their applications through the Ministry of Education Government of Pakistan/HEC/Government of Pakistan. Such students shall be included in 20% as described in (5.3.2) above.

- 5.3.4. The University shall invite applications for admission to various academic programs on prescribed application form, through an advertisement by the Admission Office, indicating clearly number of open-merit seat as well as those on quota basis. The number of seats in each degree program will be decided by the departmental council and conveyed to the Admission Office.
- 5.3.5. The advertisement shall be published in at least one local and one national level daily newspapers as well as on University Website.
- 5.3.6. Candidates shall be required to submit application forms within the stipulated time, complete in all respects, along with the following documents duly attested by a gazetted officer:
- Attested copies of SSC, HSSC or equivalent examination certificates.
 - Attested copies of detail marks certificates.
 - Attested copy of character certificate from the head of the institution last attended.
 - Attested copy of domicile certificate.
 - Three passport size photographs.
 - Migration certificate (original) within 15 days after admission.
 - Attested copy of computerized national identity card or form 'B'.
 - Every application shall be accompanied by an affidavit signed by the applicant and countersigned by his father/guardian stating that s/he will abide by the Statutes, Rules and Regulations of the University and instructions issued from time to time, by the Vice Chancellor, Dean, Chairperson, or teacher.
 - Candidates applying for admission to more than one campus/department/program and category (quota) will be required to submit a separate application form along with all supporting documents for each campus/department/program and category (quota).
 - Admission shall be granted strictly on merit based on score obtained calculated as follows;

$$a = \frac{\text{Marks obtained in SSC}}{\text{Total marks of SSC}} \times 40$$

$$b = \frac{\text{Marks obtained in HSSC}}{\text{Total marks of HSSC}} \times 60$$

Score obtained = a + b

Note: For preferred/relevant subject, 5 Marks will be added to the overall merit score of the candidate.

- If university competent authorities decide to take admission entry test for any program (s) then in that case the following formula and procedures shall be followed:

- i. Candidates considered eligible for admission for all degree programs shall appear before the Admission Committee for test and interview.
- ii. Admission shall be made on the basis of 80% weightage for academic performance and 20% weightage in the Entry Test & interview. The 80 % weightage for academic performance shall be calculated as follows:

$$a = \frac{\text{Marks obtained in SSC}}{\text{Total marks of SSC}} \times 30$$

$$b = \frac{\text{Marks obtained in HSSC}}{\text{Total marks of HSSC}} \times 50$$

- iii. The university admission office, after entry of candidate's credentials, forward the package along with soft data files to the concerned departments for conduct of admission test and interview. The arrangement of admission test shall be made by the concerned Dean in consultation with the chairpersons/HoDs of the concerned departments. The results of the test and interview duly signed by the departmental admission committee, HoD/Chairperson and Dean shall be sent to admission office for preparation of final merit list.
- iv. The admission office shall prepare final merit list and share with the departmental admission committee for endorsement.
- v. All admissions shall be provisional. The admissions should be approved by the Dean of the Faculty concerned on the recommendations of the Admission Committee of the concerned department.
- vi. Admission shall be carried out strictly on the basis of merit. The criterion of merit shall be determined by the, Admission Committee of the Department concerned.

5.3.7. In case of professional degree programs or where the accreditation council requirements are involved, the concerned departments shall follow their approved merit calculation procedures which shall be communicated to admission office of the university before the advertisement for necessary arrangements accordingly. In this case, the general formula mentioned above for other programs of the university shall not be applicable.

5.3.8. In case of admission on reserved seats, the applicants / nominees shall apply through proper channel. If no candidate applies for reserved seats / quota, then the reserved seats will be converted to open merit.

5.3.9. Admission on reserved seats will be granted on the basis of merit determined amongst the applicants.

5.3.10. The number of open merit and quota seats shall be determined by the Academic Council on the recommendations of the Departmental Council and Faculty Council.

5.3.11. The details of reserved seats are as under:

- | | |
|-------------------------------------|------------------------------------|
| a. Sports | 01 seat per program per department |
| b. Hafiz-e-Quran | 01 seat per program per department |
| c. Disable persons | 01 seat per program per department |
| d. Children/ spouse of KIU employee | 01 seat per program per department |

5.3.12. There shall be a Departmental Admission Committee duly notified by registrar office, consisting of the following:

Chairperson/ HoD of the Concerned Department	Convener
Two Faculty Members	Member
Departmental Academic Coordinator	Member/Secretary

5.3.13. All the candidates shall be required to bring the relevant original documents for inspection by the Departmental Admission Committee.

5.3.14. If two candidates have equal merit, the one senior in age shall be given preference over the other for the purpose of admission.

5.3.15. If any candidate fails to appear before the Admission Committee at the specified time and venue, he shall not be considered for admission and the seat shall be offered to the next candidate on merit.

5.3.16. Candidate selected for admission must finalize the admission requirements within the notified period, failing which their right of admission will be forfeited and the admission will be offered to the next candidate on waiting list.

5.3.17. Late admission will be allowed to only those candidates who are on waiting list. They will be informed about their selection by placing information on the University notice board/website and will be required to finalize the admission requirements within the notified period.

5.3.18. Equivalence of academic qualifications by the concerned Board, Inter Board Committee of Chairmen (IBCC), shall only be acceptable.

5.3.19. Within 15 days of completion of admission, the Admission Office shall send profiles of all the newly admitted students to the Internal Examinations and concerned Departments. The profile shall include registration number, name of student, father name, date of birth, examinations passed with year, marks obtained, divisions and number with date of the deposit slip.

5.3.20. All admissions shall remain provisional till verification of all the documents of newly admitted students by the Admission Office. If any student is found guilty for submission of fake documents, his/her admission shall be cancelled immediately without any notice at any stage.

- 5.3.21. Admission to one department shall not give any student a right of admission/migration to another department.
- 5.3.22. The University may suspend any particular program if the number of applicants is less than 10 or due to any other reasons. In such cases, the applicants may be considered for admission to another program subject to meeting prescribed eligibility criteria, merit and availability of seats.
- 5.3.23. The following categories of candidates shall not be eligible for admission:
- 5.3.24. Who have got a degree/certificate with 'third division' in annual system or 'less than 50% marks or equivalent for other than annual system' in the required qualification for admission to the specific program.
- a. Who have ceased to be students of this University/ any other university on disciplinary grounds.
 - b. Who is already registered in any degree program in any institute. In case of dual registration, admission of the student will be cancelled without any prior notice.
- 5.3.25. If a student fails to join a program during the first two weeks of the commencement of the semester as per announced schedule, his admission shall stand cancelled automatically without any notice.
- 5.3.26. Students enrolled, as a full time regular student in any of the degree program offered by KIU, cannot be allowed admission simultaneously in any other degree program in KIU and in any other university/degree awarding institution as well. In case a student is found and verified for dual enrollment he/she will be liable for cancellation of his/her enrollment from KIU.
- 5.3.27. No change of discipline is allowed once the admission finalized.
- 5.3.28. University dues are paid at the start of each Semester. Those who do not pay dues within 10 days of 1st month of the Semester are not allowed to attend the classes. The defaulters of the University dues are not permitted to sit in the examinations.
- 5.3.29. The Vice Chancellor may cancel/refuse admission of/to any student without assigning any reason.
- 5.3.30. Foreign students under student exchange program (as the case may be) will be enrolled for any semester or for any single course and the University admission offer letter of the foreign student will be forwarded to HEC for issuance of NOC.

6. ADMISSION PROCEDURE (MA/MSc. 2 YEARS)

- 6.1. Admissions for MA/ M.Sc. (2 years) degree programs shall be made every year.

6.2. Admission to MA/ MSc. (2 years) will be announced preferably after the declaration of the results of BA/ BSc. examinations and the whole process shall be completed preferably one month prior to commencement of the semester.

6.3. Admission will be open to all eligible candidates as per following;

6.3.1. From Gilgit Baltistan 80% of total seats in each discipline in each department.

6.3.2. From all over Pakistan (excluding Gilgit-Baltistan) 20% of total seats in each discipline in each department.

6.3.3. Foreign students seeking admission in the University shall be required to submit their applications through the Ministry of Education Government of Pakistan/ HEC/ Government of Pakistan. Such students shall be included in 20% as described in (5.3.2) above.

6.3.4. The University shall invite applications for admission to various academic programs on prescribed application form, through an advertisement by the Admission Office, indicating clearly number of open-merit seat as well as those on quota basis. The number of seats in each degree program will be decided by the departmental council and conveyed to the Admission Office.

6.3.5. The advertisement shall be published in at least one local and one national level daily newspapers as well as on University Website.

6.3.6. Candidates shall be required to submit application form, within the stipulated time, complete in all respects, along with the following documents duly attested by a gazetted officer:

- a. Attested copies of SSC, HSSC, BA/B.Sc. or equivalent examination certificates.
- b. Attested copies of detail marks certificates.
- c. Attested copy of character certificate from the head of the institution last attended.
- d. Attested copy of domicile certificate.
- e. Three passport size photographs.
- f. Migration certificate (original) within 15 days after admission.
- g. Attested copy of computerized national identity card or form 'B'.
- h. Every application shall be accompanied by an affidavit signed by the applicant and countersigned by his father/guardian stating that s/he will abide by the Statutes, Rules and Regulations of the University and

instructions issued from time to time, by the Vice Chancellor, Dean, Chairperson, or faculty member.

- i. Candidates applying for admission to more than one campus/department/program and category (quota) will be required to submit a separate application form along with all supporting documents, for each campus/department/program and category (quota).
- j. Admission shall be granted strictly on merit based on scored obtained calculated as follows:

$$a = \frac{\text{Marks obtained in SSC}}{\text{Total marks of SSC}} \times 20$$

$$b = \frac{\text{Marks obtained in HSSC}}{\text{Total marks of HSSC}} \times 30$$

$$c = \frac{\text{Marks obtained in BA/ B.Sc}}{\text{Total marks of BA/ B.Sc}} \times 50$$

Score obtained = a + b + c

Note: For preferred/relevant subject, 5 Marks will be added to the overall merit score of the candidate.

- k. If university competent authorities decide to take admission entry test for any program (s) then in that case the following formula and procedures shall be followed:
 - i. Candidates considered eligible for admission for all degree programs shall appear before the Admission Committee for test and interview.
 - ii. Admission shall be made on the basis of 80% weightage for academic performance and 20% weightage in the Entry Test & interview. The 80 % weightage for academic performance shall be calculated as follows:

$$a = \frac{\text{Marks obtained in SSC}}{\text{Total marks of SSC}} \times 10$$

$$b = \frac{\text{Marks obtained in HSSC}}{\text{Total marks of HSSC}} \times 20$$

$$c = \frac{\text{Marks obtained in BA/ B.Sc}}{\text{Total marks of BA/ B.Sc}} \times 50$$

- iii. The university admission office, after entry of candidate's credentials, forward the package along with soft data files to the concerned departments for conduct of admission test and interview. The arrangement of admission test shall be made by the concerned Dean in consultation with the chairpersons/HoDs of the concerned departments. The results of the test and interview duly signed by the departmental admission committee, HoD/Chairperson and Dean shall be sent to admission office for preparation of final merit list.
- iv. The admission office shall prepare final merit list and share with the departmental admission committee for endorsement.
- v. All admissions shall be provisional. The admissions should be approved by the Dean of the Faculty concerned on the recommendations of the Admission Committee of the concerned department.
- vi. Admission shall be carried out strictly on the basis of merit. The criterion of merit shall be determined by the, Admission Committee of the Department concerned.

6.3.7. In case of admission on reserved seats, the applicants / nominees shall apply through proper channel. If no candidate applies for reserved seats / quota, then the reserved seats will be converted to open merit.

6.3.8. Admission on reserved seats will be granted on the basis of merit determined amongst the applicants.

6.3.9. The number of open merit and quota seats shall be determined by the Academic Council on the recommendations of the Departmental Council and Faculty Council.

6.3.10. The details of reserved seats are as under:

e. Sports	01 seat per program per department
f. Hafiz-e-Quran	01 seat per program per department
g. Disable persons	01 seat per program per department
h. Children/ spouse of KIU employee	01 seat per program per department

6.3.11. There shall be a Departmental Admission Committee consisting of the following:

Chairperson/ HoD of the Concerned Department	Convener
Two Faculty Members	Member
Departmental Academic Coordinator	Member/Secretary

6.3.12. All the candidates shall be required to bring the relevant original documents for inspection by the Departmental Admission Committee.

- 6.3.13. If two candidates have equal merit, the one senior in age shall be given preference over the other for the purpose of admission.
- 6.3.14. If any candidate fails to appear before the Admission Committee at the specified time and venue, he shall not be considered for admission and the seat shall be offered to the next candidate on merit.
- 6.3.15. Candidate selected for admission must finalize the admission requirements within the notified period, failing which their right of admission will be forfeited and the admission will be offered to the next candidate on waiting list.
- 6.3.16. Late admission will be allowed to only those candidates who are on waiting list. They will be informed about their selection by placing information on the University notice board/website and will be required to finalize the admission requirements within the notified period.
- 6.3.17. Equivalence of academic qualifications by the concerned Board/university, Inter Board Committee of Chairmen (IBCC), shall only be acceptable.
- 6.3.18. Within 15 days of completion of admission, the Admission Office shall send profiles of all the newly admitted students to the Internal Examinations and concerned Departments. The profile shall include registration number, name of student, father name, date of birth, examinations passed with year, marks obtained, divisions and number with date of the deposit slip.
- 6.3.19. All admissions shall remain provisional till verification of all the documents of newly admitted students by the Admission Office. If any student is found guilty for submission of fake documents, his/her admission shall be cancelled immediately without any notice at any stage.
- 6.3.20. Admission to one department shall not give any student a right of admission/migration to another department.
- 6.3.21. The University may suspend any particular program if the number of applicants is less than 10 or due to any other reasons. In such cases, the applicants may be considered for admission to another program subject to meeting prescribed eligibility criteria, merit and availability of seats.
- 6.3.22. The following categories of candidates shall not be eligible for admission:
- 6.3.23. Who have got a degree/certificate with 'third division' in annual system or 'less than 50% marks or equivalent for other than annual system' in the required qualification for admission to the specific program.
- c. Who have ceased to be students of this University/ any other university on disciplinary grounds.
 - d. Who is already registered in any degree program in any institute. In case of dual registration, admission of the student will be cancelled without any prior notice.

- 6.3.24. If a student fails to join a program during the first two weeks of the commencement of the semester as per announced schedule, his admission shall stand cancelled automatically without any notice.
- 6.3.25. Students enrolled, as a full time regular student in any of the degree program offered by KIU, cannot be allowed admission simultaneously in any other degree program in KIU and in any other university/degree awarding institution as well. In case a student is found and verified for dual enrollment he/she will be liable for cancellation of his/her enrollment from KIU.
- 6.3.26. No change of discipline is allowed once the admission finalized.
- 6.3.27. University dues are paid at the start of each Semester. Those who do not pay dues within 10 days of 1st month of the Semester are not allowed to attend the classes. The defaulters of the University dues are not permitted to sit in the examinations.
- 6.3.28. The Vice Chancellor may cancel/refuse admission of/to any student without assigning any reason.
- 6.3.29. Foreign students under student exchange program (as the case may be) will be enrolled for any semester or for any single course and the University admission offer letter of the foreign student will be forwarded to HEC for issuance of NOC.

7. MIGRATION/ TRANSFER OF CREDIT HOURS

- 7.1. Migration in the first semester is not allowed.
- 7.2. Migration from KIU is allowed from second semester onward with the approval of the concerned Dean on recommendation of concerned Chairperson/ HoD of the Department.
- 7.3. Migration to KIU is allowed from second semester onward with the approval of the concerned Dean on recommendation of concerned Chairperson/ HoD of the Department, subject to the:
- Availability of seats.
 - Merit of the student should not be less than the last admitted student in the same program.
 - Suitability of the candidates and equivalence of courses to be determined by the Departmental Admission/ equivalency Committee.
 - Completion of the residency requirements of the said program.
- 7.4. No credit hour of a course will be transferred if the grade is less than C for undergraduate.
- 7.5. Credits are transferred on course to course basis i.e. a person/candidate taking course A at KIU is allowed to transfer his/her credits to any other University provided that course A is equivalent to course B taught at the other University and vice versa.

- 7.6. The case of transfer of credit hours be routed through departmental admission/ Equivalency Committee to check the credit hours studied in parent institute whether they are equal to approved courses / credit hours of KIU.
- 7.7. Credit hours shall only be transferred between duly HEC's recognized HEIs and internationally recognized universities.

8. DEGREE STANDARDIZED FORMAT SCHEME OF STUDIES

8.1. For Four-year Bachelor Degree

a	Total No. of Credit Hours	130-145*
b	Semester Duration	16-18* Weeks
c	Number of Regular Semesters**	08
d	Number of Summer/winter session***	1-2 in one calendar year
e	Course Load per Semester	15-21**** Credit Hours
f	Internship/ Project/Thesis	<p>The departments where the internship/project is compulsory as per Accreditation council/HEC/university approved scheme of studies, the students are required to complete the internship/project as per their approved scheme of studies.</p> <p>In case of research thesis in BS including B.Ed (Hons), the Academic Council vide No. KIU-Acad 1 (3)/2014/39544 has approved to offer both thesis/courses to the students in the last semester. The students have the option to opt any of thesis or courses. The thesis will be of 6 credit hours. Those students who are having equal or more than 3.0 CGPA can only opt for thesis/FYP while others will enroll two courses of equal credits.</p>

*The disciplines accredited to relevant councils, will follow the duration of course/curricula/criteria as prescribed by the concerned council and consented by HEC/adopted by the University.

**For level qualifications; see the Qualification Frame Work of Pakistan) flow chart available at HEC

***HEIs falling in long winter vacations to apply according to their conditions

****The maximum credit hours should not exceed 18 in one semester. However, if a student wants to repeat courses then he/ she may enroll one extra course

8.2. For Two-year MA/ MSc./ MBA Degree

a	Total No. of Credit Hours	65-75*
b	Semester Duration	16-18* Weeks

c	Number of Regular Semesters**	04
d	Number of Summer/winter session***	1-2 in one calendar year
e	Course Load per Semester	15-21**** Credit Hours
f	Internship / Project/ Thesis	<p>The departments where the internship/project is compulsory as per Accreditation council/HEC/university approved scheme of studies, the students are required to complete the internship/project as per their approved scheme of studies.</p> <p>In case of research thesis in BS including B.Ed (Hons), the Academic Council vide No. KIU-Acad 1(3)/2014/39544 has approved to offer both thesis/courses to the students in the last semester. The students have the option to opt any of thesis or courses. The thesis will be of 6 credit hours. Those students who are having equal or more than 3.0 CGPA can only opt for thesis/FYP while others will enroll two courses of equal credits.</p>

*The disciplines accredited to relevant councils, will follow the duration of course/curricula/criteria as prescribed by the concerned council and consented by HEC/adopted by the University.

**For level qualifications; see the Qualification Frame Work of Pakistan) flow chart available at HEC

***HEIs falling in long winter vacations to apply according to their conditions

****The maximum credit hours should not exceed 18 in one semester. However, if a student wants to repeat courses then he/ she may enroll one extra course

9. ORGANIZATION OF TEACHING

9.1. Teaching in the various courses shall be conducted in the University department or constituent or affiliated institutions through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work and other methods of instruction approved by the Academic Council.

9.2. Teaching in each department/institute shall be conducted by the University teachers or such other persons as may be declared as "teachers" by the University.

9.3. Teaching in each department/institute shall be organized through courses specified for each discipline and approved by the competent authorities as defined in the KIU order 2008.

9.4. Each student should follow the syllabi and courses of study as may be prescribed by the Academic Council from time to time.

9.5. English shall be the medium of instruction, except in language courses and Islamic Studies.

10. SEMESTERS/ ACADEMIC CALENDAR

10.1. FALL/ SPRING Semester

- a. There will be two regular semesters (Fall and Spring) in each academic year.
- b. Each semester will be spread over 16-18 weeks (inclusive of examinations).
- c. The University is at liberty to enroll students (if they fulfill their criteria) for any semester or for any single course and issue transcript with letter grades at the end of the semester.
- d. The Fall semester shall start in the first week of September each year and the Spring semester shall start in the third week of February. In case the teaching in the whole of the University is suspended because of some exigency, the period of the semester shall be extended to the extent of the lost period of time.
- e. 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.

10.2. SUMMER (or WINTER) Semester

- a. Summer (or Winter) session provides opportunity to students who have failed or have withdrawn from a course and those who wish to improve their GPA/ CGPA to qualify to the next semester.
- b. During the summer break, University may offer intensive 1-2 Summer Sessions each of 8-9 weeks of concentrated study for completing remedial course work.
- c. The contact hours during the Summer Session will be doubled to ensure that the course is completely taught in a summer session with half of the duration compared to a regular (Fall or Spring) semester.
- d. Students can enroll maximum of '3 Theory courses' or '1 lab course' or '1 theory & 1 lab courses' (up to 12 credit hours maximum) during summer/ winter sessions for remedial work.
- e. Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer.

10.3. ACADEMIC CALENDAR

a. The Directorate of Academic Planning and Review will prepare Academic Calendar of the University based on the details to be provided by each department / Institute / affiliated college / Centre at least two months before the commencement of academic year i.e. Fall Semester. The tentative Schedule of the semester examinations shall be clearly mentioned in the academic calendar.

b. The Academic calendar shall include advertisement dates for admission, Admission dates (including test/interview etc) to Spring/Fall Semesters, dates for commencing of classes/semester, tentative dates of mid/final examinations of the semester, semester termination dates, Result submission date to the CE by Departments, Terminal leave/vacations. public holidays. The Academic Council shall approve the Academic Calendar, provided that in any emergent changes/corrections/amendments the Vice Chancellor shall have the power in anticipation to the approval of the Academic Council. Such

changes/corrections/amendments shall be reported to the Academic Council in its next/forthcoming meeting for consent.

c. In case the University gets closed due to unusual circumstances, then special makeup classes must be arranged converting weekends or holidays to working days to cover the lapsed period of the students.

d. In view of the University's Academic Calendar, chairperson/HOD of each Academic department (and for each discipline within the department) must publish an undergraduate and Graduate catalogues & pamphlets including detailed schedule of complete academic activities for the year (including Spring & Fall semesters), Admission requirements/Criteria, procedure of admission (including test/interview with a pattern question/test paper), fee structure, university financial aid policies (portion acquired for the department/program) and scholarship opportunities. Further, teaching/instructional lab etc. resources to be clearly mentioned in the catalogue.

11. CREDIT HOURS

11.1. (a) A 'credit hour' means teaching a theory course for 60 minutes each week throughout the semester.

(b) Theory: A theory course is of 03 to 04 credit hours as per requirement of discipline.

Course	Duration of Class
Theory Course of 03 Credit Hours	3 classes of 01 hour each per week Or 2 classes of 1.5 hour each per week Or 1 class of 03 hours per week
Practical (Lab) Work/Field Work of 01 Credit Hour	03 hours per week

11.2. One credit hour in laboratory or experimental work would require lab contact of at least three hours per week throughout the semester.

11.3. 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/ Studio work/ practical field work. 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. The contact hours during the Summer Session will be doubled to ensure that the course is completely taught in a semester with half the duration compared with a regular (Fall or Spring) semester.

11.4. A course having 4 credit hours, means three lectures and one practical of 03 periods per week.

11.5. A course having 3 credit hours means two lectures and one practical of 03 periods per week.

11.6. A course having 4, 3 and 2 credit hours with no practical means 4, 3 and 2 lectures per week respectively.

12. MAXIMUM OR MINIMUM COURSE LOAD

12.1. Fall & Spring Semester

For Undergraduate Students (BS/MA/MSc):

- i. Normally a full time regular student is required to take/ carry a load of 15-21 credit hours in a semester or 6 (six courses of 3 or 4 credit hours each).
- ii. In case any student wishes to enroll for one more course beyond 21 cr. Hours he/ she may be allowed by institution in either of the two cases:
 - a. If his/ her CGPA is above 3.5 and
 - b. The student needs the course to graduate in time,
- iii. A student shall not be allowed maximum load exceeding 24 credit hours a week.
- iv. At the beginning of each semester, a student shall register in the courses being offered by the department on the prescribed registration cards.
- v. A student shall normally be required to register for course of total 15 to 20 credits in a semester. However, the chairman of the department may allow a student to register courses of 12 credits in a semester as a special case.
- vi. A student may, in the final semester register in less than 12 credit hours, if required for the completion of the degree.
- vii. A student may register additional non-credit course(s) out of the prescribed courses, on successful completion of which the course(s) will be included in the transcript.
- viii. The Chairman of each department shall forward within seven days from date of the commencement of the semester all the course registration cards to the university examination section.
- ix. A student, who does not register in any course in a semester, will not pay tuition fee/hostel charges for the semester. Such a student shall not be entitled to avail University's facilities during that semester and will be required to vacate the hostel room allocated to him/her.
- x. The University shall offer every required course at least once in an academic year.

12.2. Course load for summer (or winter) semester

- a. Undergraduate students can take up to 12 credit hours during summer semester.

13. REQUIREMENT FOR MAXIMUM COURSE LOAD IN A REGULAR SEMESTER

13.1. **Requirement of 3.5 CGPA:** An undergraduate student may be allowed to take up to 24 credit hours being maximum course load with the due permission of the

Chairperson/Head of the Department, only if he / she is having a CGPA of 3.5 or above.

- 13.2. **Chairman/HoD Discretion:** The Head of Department/institute may also allow maximum course load to any undergraduate student when the student is graduating in that very semester e.g. an undergraduate student with CGPA of 3.2 needs 24 credit hours to graduate. In this situation, the Head of department can make an exception for any particular student by allowing him / her to take maximum course load. (It will be the student's last graduating semester).

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

14.1. **Change of Course(s)/ re-registering:**

- a. Each department shall offer the courses in a particular semester according to the approved scheme of study of a particular program.
- b. No student is allowed to change the course offered by the department as per approved scheme of study.
- c. A student admitted to a particular batch for which a scheme of studies is approved by the statutory bodies; he/ she shall have to pass all the courses mentioned in the approved scheme of studies for his/ her batch.
- d. If a student fails in a particular subject of his/ her approved scheme of study and the same course is offered with a different nomenclature for the consecutive batch in which he/ she is registering in that subject; it shall be the responsibility of the department to submit the result of this particular student with the same nomenclature in which the subject was offered initially (the title of course in the previous scheme of studies).
- e. The semester shall be dropped provided the student seeks the permission of the Chairman/Dean of the faculty concerned within five weeks of the commencement of the semester.
- f. After fifth (5th) week of the commencement of semester, dropping a semester is not allowed. Thereafter rules related to "withdrawal" will get implemented.
- g. Dropping of First semester is not allowed.
- h. The dropped semester shall be counted towards the maximum period of six semesters allowed for completing of MA/MSc degree and the maximum period of twelve semesters allowed for completion of BS degree.
[Note: Such will be the case for other degree programs as determined by the concerned departmental council/Council]

14.2. **Withdrawal of Course:**

- a. Withdrawal from a course will be allowed latest up to three weeks before the starting of semester examination (i.e. by the end of 12th week) under recommendation by the course teacher and approval by Chairperson/Head of Department.
- b. In such a case the transcript shall record that the student enrolled in the course and withdrew i.e. Withdrawn course will appear on transcript with letter W, which shall have no impact on the calculation of the CGPA of the student.

- c. The 'withdrawal approval' so granted by the Chairperson, must reach to the examination section of the University before the end of the 15th week. Otherwise the withdrawal will not be considered and "F" grade will be counted instead of 'W'.
- d. A student withdrawing after the 12th week (or apply for withdrawal after 12th week) shall be automatically awarded 'F' grade which shall count in the GPA and stay on the transcript.

15. REPEATING COURSES

- 15.1. Those undergraduate students failing (get 'F' grade) in any course or gets 'F' grade due to shortage of attendance shall have to repeat that or its equivalent recommended alternate course whenever offered.
- 15.2. However, 'F' grade obtained earlier will also be recorded on the transcript.
- 15.3. An undergraduate student obtaining a 'D' grade can also be allowed to repeat the course when offered to improve his/her grade.
- 15.4. a. An undergraduate (BS) student can be allowed to repeat a maximum of six courses (18 credit hours) to improve their grades; however permission from HoD/Chairperson will be required.
b. An undergraduate (MA/MSc level) student can be allowed to repeat a maximum of three courses (09 credit hours) to improve their grades.
- 15.5. When an alternate course is taken for improvement, in such a case, both courses (old & alternate) and the grades obtained will be recorded on the transcript, however, only the better grade shall be calculated in the CGPA.
- 15.6. Whenever a student fails or gets a 'D' grade, he/she can repeat the course when offered to improve his/her grade for undergraduate students.
- 15.7. In case a student repeats the course which has already been taken,
 - a. the old grade will be replaced with the new grade, (for CGPA calculation).
 - b. but in case a student takes a new course in lieu of the course in which he/she failed, both the grades will reflect on his/her transcript, i.e. old course grade and new course grade.
- 15.8. In case of CGPA improvement, it would be recorded with (Imp) on the transcript. However, in case such a student does not improve his/her grade, the previously obtained grade will reflect in the transcript.
- 15.9. If a student absents himself/herself in a test for any reason, no separate test will be arranged for him/her.

16. ATTENDANCE

- 16.1. The teacher may report a student's absences and deficiency in attendance to the Chairperson/HoD, who must notify it for information of all concerned. Such

student will be put on 'attendance-warning-list', who will be required to overcome his absence by midterm examination.

- 16.2. The Chairperson/HoD must ensure the monthly state of attendance of each student in course file/attendance register of each teacher and sign it.
- 16.3. A student will be allowed to appear in examination only if he/she has attended not less than 75% of the lectures/seminars delivered to his/her class in each course and 75% of the practicals/laboratory demonstrations prescribed for the respective courses.
- 16.4. A student having less than 75% attendance but more than 65% in a particular course and having made up the deficiency in consultation with the concerned teacher, may be allowed by the concerned Dean/Chairperson/HoD to sit in the examination.
- 16.5. The Chairman of the department concerned may on the recommendations of the teacher of the course concerned, condone the deficiency in attendance up to five percent (05%) of the total lectures, seminars, practicals and laboratory demonstrations. The student falling short of the required percentage of attendance of lectures / seminars / practicals / laboratory demonstrations etc. shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as having failed in that course .
- 16.6. Counting of attendance shall start from the date of commencement of classes.
- 16.7. A date-wise record of the attendance of students shall be maintained by each teacher.
- 16.8. The period of absence in case of participation in co-curricular/sports activities outside of KIU, with the permission of the Competent Authority may not be counted as absence.
- 16.9. Students short of attendance shall be detained and examination admit-cards shall not be issued to such students.
- 16.10. Students having class attendance less than 65% in a particular course will be dropped in that course allocating with 'F' grade, and will be required to repeat the course when it is offered again.
- 16.11. In addition to 'F' grade awarded on the basis of academic failure, a student having less than 75% attendance will also be awarded 'F' grade in that subject. The 'F' grade(s) so obtained will only be cleared by repetition of the course(s) whenever offered, so that the students are made to attend the missed courses.
- 16.12. 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 teacher made within 05 days of the cancellation order with payment

of Rs. 1500/-. The class teacher will inform the Chairman of the Department regarding cancellation and restoration of admission in the course.

16.13. Sanction of leave up to 07 days shall be sanctioned by the Chairman/HoD of the Department concerned. Sanction of leave up to 14 days will be granted by the Dean on the recommendation of Chairman/HoD, and Sanction of leave beyond 14 days will be granted by the Vice Chancellor on the recommendations of the Chairman/Dean concerned. The maximum leave period to be availed in exceptional cases on very genuine grounds in one semester will not exceed thirty (30) days. The leave so availed cannot be claimed as presence by the student.

*May be amended from time to time.

16.14 The departments where the internship/project is compulsory as per Accreditation council/HEC/university approved scheme of studies, the students are required to complete the internship/project as per their approved scheme of studies. In case of research thesis in BS including B.Ed (Hons), the Academic Council vide No. KIU-Acad 1(3)/2014/39544 has approved to offer both thesis/courses to the students in the last semester. The thesis will be of 6 credit hours. The students have the option to opt any of thesis or courses. Those student who are having more than 3.0 CGPA can only opt for thesis while others will enroll two courses of equal credits. In case of internship, 50% marks will be evaluated by university and 50% by the organization/institute where student will do internship. In both the evaluation minimum passing marks shall be 50%.

17. EXAMINATIONS

17.1. In the beginning of a semester, the Teacher of each course should hand out a syllabus providing information to students that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take home assignment policy, required and recommended reading materials and any other information important for the successful completion of the course and its requirements.

17.2. A student shall be eligible to appear in the terminal examinations provided that:

- a. he/she has been on the roles of the University during that semester;
- b. has registered himself/herself for the course of study and
- c. has 75% attendance
- d. has paid all the University dues including tuition/hostel etc. by the commencement of the semester.
- e. if he/she has not been awarded any punishment by Competent Authority, which bars him/her from examination.

17.3. A student shall be evaluated in each course on the basis of

- a. sessional/monthly tests,
- b. class assignments,
- c. quizzes,
- d. midterms,
- b. terminal examinations,

- c. presentation,
- d. participate in group discussion,
- e. submit projects/lab reports by the due dates,
- f. any other as described by departmental council and approved by Academic Council.

17.4. These will have different weightages and contribute towards the overall assessment in percent marks. The following weightage shall be given to the Examinations/home assignments/terms paper etc. for each course in each semester:

Evaluation Category	Distribution of Marks	Duration of paper/Exam
Class tests	10%	30 minutes to one hour
Quizzes/Assignments/Presentations	20%	Teacher Discretion
Mid Term	20%	01 hour
the terminal examination	50%	03 hours

For courses involving practical

Evaluation Category	Distribution of Marks	Duration of paper/Exam
Class tests	5%	30 minutes to one hour
Quizzes/Assignments/Presentations	10%	Teacher Discretion
Mid Term	20%	01 hour
the terminal examination	50%	03 hours
Practical	15%	Teacher Discretion

[For maintaining record refer Rule 24 related to Course File]

17.5. In case a student joins a course after it has started, he/she will be responsible for any missed quizzes, assignments and lectures.

17.6. The marks in missed quizzes etc. will be zero while make-up tests, assignments, projects and labs can be arranged in consultation with the teacher/Head of Department.

17.7. Where a student misses a class test because of an emergency or because of his/her illness/genuine reason (situations beyond human control), for which he/she has obtained prior permission from the teacher concerned in writing, he/she shall take a make-up test. A make-up test will be arranged only once. A student, who fails to appear in the make-up test, will be awarded zero marks in that particular test, and the result will be finalized. For makeup tests students are allowed to appear only in that portion of the course which they have missed. Due diligence should be given by the teacher while allowing such cases.

- 17.8. The number of student's home assignment and term paper will range from two to four assignments/one term paper per course in each term.
- 17.9. a. Mid Semester examination will be held in the 9th week of each semester. The terminal examination will be held at the end of each semester on the dates fixed by the concerned Deans in consultation with the Chairmen of the departments. The Director Academics shall announce the approximate dates of examinations at the beginning of the semester.
- b. The Mid-Semester Examination shall cover the course taught upto Mid-Semester. The nature and number of questions for Mid-Semester Examination shall be decided by the concerned course teacher in consultation with HoD/Chairman.
- c. Final Semester Examination paper shall cover whole course of the respective subject from the start of semester till final class and shall comprise at least 05 questions out of which 01 question of 20 marks shall be objective type.
- d. There shall be no choice in questions in the Mid-Semester and Final Examination papers.
- e. There shall be no Grace Marks of any sort.
- 17.10. Minimum time allowed for midterm examination in each course will be one hour and that for the final examination shall be three hours.
- 17.11. There will be no supplementary/special Examination in Semester System; if a student fails he/she will have to repeat the course.
- 17.12. In order to qualify in the examination of a semester, a student must obtain at least 50% marks in each course.
- 17.13. After marking the class tests, quizzes, midterm examination and final 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 teacher/instructor to be kept safely for record .
- 17.14. There shall be no re-evaluation.
- 17.15. The evaluation shall be internal, except for the thesis/Project etc. examination for which an external examiner could be associated.
- 17.16. Each Department shall have a departmental examination and grievance committee consisting of at least 5 members to decide all problems regarding evaluation. The decision of the committee shall be final.
- 17.17. About one week before the final examination, the teacher in each course shall send to the Chairman / Director of the Department / Institute a statement in duplicate giving the total number of lectures delivered (and practicals

conducted) by him together with the total number of lectures and practicals attended by each students.

17.18. A handicapped/disabled (blind) student will be provided writer/amanuensis at the expense of the student concerned on the recommendations of the Chairman of the teaching department. The writer/amanuensis shall be of a lower grade of education than the candidate. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.

17.19. All cases pertaining to UFM shall be dealt with in accordance with the provisions made under the regulations relating to UFM/malpractices in the examinations.

17.20. The defaulters of the university dues are not permitted to sit in the examinations.

17.21. Examination Aids:

- a. The only items students can take into the examination room are writing material (pens, pencils, eraser, ruler). Writing materials are not permitted to have any annotations relevant to the content of the Unit.
- b. All bags, textbooks and notes etc. must be left outside or at the front of the room.
- c. Bringing of 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.

17.22. **Open Book Examinations:** In addition to writing materials students may take text books, notes, files or a calculator into the examination room. Laptops, palm computers, mobile telephone sets and other electronic devices are NOT permitted. Students enrolled will be advised during semester, of any specific items or limits.

17.23. **Practical/lab work:** If a course includes a Practical/Lab work, the practical examination shall be held once at the end of the course. But also, each day an experiment of laboratory work will be evaluated. Laboratory course will carry separate marks. It will be essential to pass separately in Laboratory work i.e. a student shall have to pass theory as well as practical examination independently.

17.24. Field Work in Departments/Institutions where field work is involved, the method of evaluation shall be determined by the department concerned.

17.25. Semester exams will be conducted in the respective department or within university under the supervision of concerned teacher and notified invigilators.

17.26. The UFM cases will be forwarded to concerned HoD who will forward the case to respective Dean within 24 hours. Later the Dean will send the case to notified UFM committee.

18. CONDUCT OF THESIS/FYP EXAMINATION

18.1. At the end of the course of study, the candidate shall present three typed/written or printed copies of the thesis for examination. The candidate shall be required to attend an oral examination on his thesis.

18.2. For undergraduate students, the External Evaluator/Examiner shall be appointed by the Dean on the recommendations of the Chairman/HoD of the Department concerned.

18.3. The external examiner shall evaluate the project report/dissertation and conduct viva-voce examination of the student on the date and time given by the chairman of the department concerned.

18.4. The viva voce examination shall be conducted by the thesis examiner under the supervision of the Chairman/HoD.

18.5. Presence of concerned supervisor and Chairman/HoD or his/her nominee along with external examiner is mandatory during presentation/viva-voce examination. However, Chairman/HoD may invite other faculty members and students during final presentation.

18.6. In case the project report/dissertation is adjudged inadequate by the external examiner, he/she may reject the project report/dissertation or ask the student to revise the same.

18.7. The student shall be required to submit revised version of the project report/dissertation within a period of one month from the date of viva-voce examination. Revised version of the project report/dissertation shall be examined by the Supervisor/Chairman of the department concerned.

18.8. Only one chance of resubmission shall be allowed to the student and if the revised thesis is not approved under aforesaid procedure the thesis shall be finally rejected.

18.9. The result of revised version as received from the supervisor/chairman of the department concerned shall be declared and no further extension would be granted in case the revised version of the project report/thesis has been rejected.

18.10. After the viva-voce examination, the successful student shall submit three hardbound copies of the project report/dissertation to the department for onward transmission to the quarters concerned for the declaration of the result.

- 18.11. If the candidate passes in the viva-voce examination, he/she will be awarded the degree. However, if the candidate fails in the viva-voce examination he /she will be permitted to re-appear once more in the viva-voce examination within one month. Failure for the second time may mean failure in the examination altogether.
- 18.12. The candidate will be required to qualify the thesis examination (by obtaining at least GPA of 2). If S/he fails, the thesis may be rejected without the option of resubmission of the thesis.
- 18.13. The grading of the thesis and viva-voce examination shall be included in the cumulative Grade Point Average of result.
- 18.14. The result of the student shall not be declared unless he/she has submitted three hardbound copies of the project report/dissertation to the department.
- 18.15. The result declaration date of thesis/FYP/Internship students shall be the date on which his/her result is received by the examination section.

19. GRADING POLICY

19.1. Letter grading should only be used for representing the individual courses and not report the semester GPA/CGPA.

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

Marks Range (in %)	Grade Points (Value)	Grade
85 and above	3.67– 4.00	A
80-84	3.34 – 3.66	A ⁻
75 – 79	3.01– 3.33	B ⁺
71 – 74	2.67 – 3.00	B
68 – 70	2.34 – 2.66	B ⁻
64 – 67	2.01 – 2.33	C ⁺
61 – 63	1.67 – 2.00	C
58 – 60	1.31– 1.66	C ⁻
54 – 57	1.01– 1.30	D ⁺
50 – 53	0.10 – 1.00	D
0 – 49*	0.00	F
Incomplete		I
Withdrawal		W
Pass (non-credit course)		P

*Fraction is to be rounded

19.3. There should be no other grade point values except the above points.

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

19.5. The minimum pass marks for each course shall be (fifty percent 50%). A student obtaining less than 50% marks in any course shall deem to have failed in that course. Less than 50% marks (for individual subject) obtained by a student in any course shall not be counted towards the aggregate marks but instead zero marks (0) will be calculated towards the GPA/CGPA against the credit Hours availed. The credit hours will be counted as attained by the student for the course.

19.6. The equivalence between letter grading and numerical grading shall be as:

% Marks	Grade point Value	Grade	Remarks
GRADE – A			
90 & above	4.00	A	Exceptional
89	3.99	A	Excellent
88	3.92	A	“
87	3.84	A	“
86	3.75	A	“
85	3.67	A	“
84	3.66	A-	High distinction
83	3.58	A-	“
82	3.50	A-	“
81	3.42	A-	“
80	3.34	A-	“
GRADE – B			
79	3.33	B+	Very good
78	3.25	B+	“
77	3.17	B+	“
76	3.09	B+	“
75	3.01	B+	“
74	3.00	B	Good
73	2.89	B	“
72	2.78	B	“
71	2.67	B	“
70	2.66	B-	Fairly good
69	2.50	B-	“
68	2.34	B-	“
GRADE – C			
67	2.33	C+	Satisfactory (credit pass)
66	2.23	C+	“
65	2.12	C+	“
64	2.01	C+	“
63	2.00	C	“
62	1.84	C	“
61	1.67	C	“
60	1.66	C-	“
59	1.49	C-	“
58	1.31	C-	“
GRADE –D			
57	1.30	D+	Subjective pass
56	1.20	D+	“
55	1.11	D+	“

54	1.01	D+	"
53	1.00	D	"
52	0.70	D	"
51	0.40	D	"
50	0.10	D	"
GRADE – F			
0-49	0.00	F	Fail
Withdrawn course	--	W	Withdrawn
Incomplete course	--	I	Incomplete
Pass (non-credit course)	--	P	Pass
Repeat course	2.5 (example)	B	Repeat/improvement course

- 19.7. Percentage of marks shall be calculated up to three 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: 59.91 through 59.94 will be considered 59.9 while 59.95 through 59.99 will be raised to 60. Third fraction and higher will be ignored).
- 19.8. 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.
- 19.9. If a student fails to complete the requirements of the BS program within the normal period of 08 semesters, an extension for upto 04 semesters may be allowed by the Dean on the recommendations of the departmental council. In case of MA/MSc Degree Programs of 4 semesters, the Dean, on the recommendations of the departmental council, may allow him/her an extension of upto 02 semesters.
- 19.10. a. Every student of Bachelor's (BS) and MA/ MSc must successfully complete his/her course requirements in a maximum of twelve and six semesters respectively from the date of his first registration (commencement of classes). No student under any circumstances shall be allowed to continue studies beyond 6th semester in case of MA/ MSc program and beyond 12th semester in case of BS.
- b. In case of valid reason / excuse, the period of study may be extended for one additional year (Two Semesters) in all university programs. The students who will not complete studies within stated periods including extension shall be struck off from the rolls of the university. The students who have been given the right to extend the duration of study for additional semester/semesters are required to pay new registration fee along with normal fee for that academic ' year/semesters.
- c. The chairperson/HOD concerned must be very careful in checking/recommending cases of student(s) for extended studies, that it should not affect the quality & standard of the program and must not burden on the finance of the University.

- d. In case a student is permitted by the Competent Authority for extended semester(s). The Chairman/HOD shall ensure that requisite fee is deposited by the student prior allowing him to classes.
- e. In extreme compassionate case, extra semester beyond the 'extended period' could be allowed by the Academic Council.

19.11. KIU has adopted the standard scale of 4 (i.e. 0 to 4) in order to evaluate /indicate the performance of students in the course(s)/semester (s). Although other scales like 5 or 6 etc. are also in vogue in other institutes. The 4 scale measure is in equivalence as per directives of HEC to all HEIs in Pakistan vide letter NO.1-22 (NQAC)/QAD/2017/HEC/03-360 dated 24 Mar 2017:

Letter Grade	Grade Point Relevant to Scale of				
	4	4.5	5	8	10
A	4	4.5	5	8	10
B	3	3.375	3.75	6	7.5
C	2	2.25	2.5	4	5
D	1	1.125	1.25	2	2.5

19.12. Conversion of Annual System marks to GPA/CGPA for intent of deliberating merit of admission will be as below;

<u>Grade</u>	<u>Grade point Value on 4 scale</u>	<u>Percentage obtained in annual system</u>
A	4.00	85% and above
A-	3.66 – 3.99	70% - 84%
B	2.66 – 3.65	55% - 69%
C	1.66 – 2.65	45% - 54%
D	1.00 – 1.65	33% - 44%
F	0.00	Less than 33% Fail

*For other/higher scale grading (i.e. 4.5, 5, 8 etc.) shall be calculated to annual marks based on same analogy as done for 4 scale.

Note:

- a) The range of marks defined above for a particular grade may be split further to reflect incremental grade points.
- b) This conversion table is only for the purpose of students who have obtained degrees under the annual system.

20. SEMESTER CGPA COMPUTATION / PROMOTION/ PROBATION/ COMPULSION

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

$$\text{GPA} = \frac{\text{(Sum of the quality points (QP) of all courses of a semester)}}{\text{(Sum of the Credit Hours (CH) of all courses of a semester)}}$$

$$\text{CGPA} = \frac{\text{(Sum of the quality points (QP) of all courses of all semesters)}}{\text{(Sum of the Credit Hours (CH) of all courses of all semesters)}}$$

GP = Grade Point

QP = Grade points X Credit Hours

Example: Calculation of GPA

Course Code	M/O (%age)	Grade	G.P	C.H	Q.P
MATH-321	65	C+	2.12	3	6.36
MATH-322	72	B	2.78	3	8.34
MATH-323	80	A-	3.34	3	10.02
MATH-324	55	D+	1.11	4	4.44
MATH-325	85	A	3.67	2	7.34
MATH-326	42	F	0.00	3	0.00
Total				18	36.5

GPA=36.5/18

GPA=2.03

20.1. CGPA Required For Degree Completion

For graduation, the minimum qualifying CGPA for undergraduate students (BS/MA/M.Sc) is 2.00.

Provided in case a student secures less than 2.00 CGPA (minimum qualifying CGPA) in aggregate at the end of final semester of BS/MA/M.Sc program (with all courses passed), S/he may be allowed to get re-admission in one or more courses in which his/her grade is below C, along with the forthcoming semester, provided that S/he is not debarred under the CGPA improvement regulation and time duration specified for the program. This opportunity may be provided only in the next semester just after the result. After having a gap of one or more semester (s) such student will not be allowed for further study/improvement.

20.2. Probation:

20.2.1. Probation is a status granted to the student (undergraduate) whose academic performance falls below the minimum University standard. The students acquiring

GPA less than 2 out of 4 during 1st /2nd semester but passing in all papers will be promoted with the condition to achieve more than 2.0 GPA in the next semester (2nd /3rd) and such student will be put on probation for the next semester.

*For professional subjects the rules described by relevant council (of accreditation) will apply.

20.2.2. a. When an undergraduate student's CGPA decreases from 2.0, he/she will be on 1st probation for the next semester (i.e. either in 2nd or in 3rd semester).

b. If the undergraduate student (who was given 1st probation within 2nd semester) does not come out by increasing his/her CGPA to 2.0, then again, he/she will go on 'last probation' in the 3rd semester.

c. A student who has been given the 1st probation in the 3rd semester (upon the 2nd semester result), will be his last probation as well.

d. If the student who was earlier on 1st probation does not come out in the last probation by achieving the minimum desired CGPA, he/she shall be rolled out (struck off) from the department/institute, and cannot be re-admitted by the same institute except taking re-admission only once starting from the first semester again.

20.2.3. During the summer/winter semester, the probation students will have to be registered to improve the grade.

20.3. At the end of the first semester an undergraduate student must obtain CGPA of 2.00 in order to become eligible for registration in the second semester.

Provided a student is kept on probation who is having first Semester GPA equal to or more than 1 but less than or equal to 1.9 without any 'F' grade.

20.4. In case a student is able to obtain CGPA of 1 or more but less than 2.00 he/she will be kept on probation in the second semester.

Provided he/she does not fall in the category for 'F' grade/ withdrawal/ drop course.

20.5. The undergraduate student who fails to secure a GPA 1 at the minimum in the first semester, shall stand automatically removed from the rolls of the department as well from rolls of the University (admission will get cease). Such a student could be considered for readmission in the same institute/department. This opportunity of readmission is allowed only once.

20.6. At the end of second semester a student must obtain a minimum CGPA of 2.00 in order to be eligible for registration in the third semester. If the above condition is not complied with by a student, he/she shall be removed from the rolls of the department/institute.

Provided that if the student comes under consecutive probation (i.e. last probation in upon result of 2nd semester given in 3rd semester) and he cannot met the requirement of CGPA 2 and such a student is given the chance of last probation. Case of such

student will be decided upon result of the 3rd semester CGPA to be 2 or above, mandatorily.

20.7. At the end of the third semester the CGPA of a student should not be less than 2.00, otherwise he/she shall be removed from the rolls of the Department /College/Institute/University.

20.8. If a student does not improve his GPA/CGPA in last probation, s/he may be re-admitted in semester they were placed on 1st probation subject to payment of admission fee along with semester fee.

20.9. a. At the end of the fourth semester (& onward), the CGPA of a student who has not been required to repeat any course, should not be less than 2.00.

b. Student having less than 2 CGPA shall not be promoted to next semester.

20.10. A student failing to complete successfully a minimum of 65/130 credits of course work for MA/MSc or BS degrees by the end of the 6th or 12th semester respectively shall cease to be a student of the University. Provided extension is granted according to the rules as defined in this booklet.

20.11. To understand the probation process clearly, please see the probation flow chart in **annex-B**.

20.12. **Compulsion**

While on probation, a student is to;

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

20.13. **Promotion**

20.13.1. A student shall obtain a minimum Cumulative Grade Point Average (CGPA) of 2.00 at the end of each semester (having no F grade) for promotion to the next semester (except for cases of probation as defined in these rules, and determining the cases of Fail (F grades) students separately).

20.13.2. At the end of the first semester, an undergraduate student shall get a GPA of at least 2 for normal promotion.

20.13.3. a. However if at the end of the first semester, an undergraduate student could not achieve the standard GPA 2.00 but all his individual courses are pass (i.e. in each course having 50% or more marks) then such a student shall;

- i. get a GPA of at least 1 to be promoted to the second semester on probation basis.

- ii. provided an undergraduate student is permitted on first probation (i.e. having GPA greater or equal to 1 and less than 2 without F' grade).
 - b. At the end of second semester, a student (undergraduate) must get a CGPA of at least 2.00 in order to be promoted to the third semester. Provided an undergraduate student is permitted for last probation.
 - c. If any of the above conditions is/are not fulfilled by a student, s/he shall be removed from the rolls of the department/university;
 - i. Provided, the students who have chance to repeat course(s) under the rules.
 - ii. Provided, the students who have chance to improve course(s) under the rules.
 - d. An undergraduate student who could not achieve CGPA of 2 on availing of two consecutive probations, shall be removed from the rolls of the University.
 - e. In the third semester only that student who gets a CGPA 2.0 shall be required to repeat those courses of the first semester in which s/he had failed or secured a D grade. His/her maximum work load including these courses shall not exceed the normal work load of the semester. At the end of the third semester or any subsequent semester his CGPA should not be less than 2.00, otherwise he shall be removed from the rolls of the department/institution.
 - f. A student who pass all courses of 3rd semester but having failed courses of 1st and 2nd semester(s) shall not be promoted until s/he passes her/his 1st and 2nd semester course(s).
- 20.14. **Passing of Individual Course:** The minimum pass marks for each course of undergraduate programs shall be 50%. Candidates 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 course shall not be counted towards the aggregate marks. Such marks shall be skipped replacing by a zero, however, the credits shall be countable (sum able) towards GPA/CGPA calculation.
- 20.15. Student of 'MA/MSc failing to pass 65 credits of course work at the end of 4th semester and of BS failing to pass 130 credits of course work at the end of 8th semester shall be required to pass in the 5th/9th semester respectively at least 9 credits of course work or all the remaining credits if less than 9, failing which the student shall deemed to have failed in that semester. Permission for the extended 5th /9th semester shall be obtained from relevant authority and requisite fee to be deposited.

21. REQUIREMENT FOR AWARDING OF DEGREES

21.1. A student must have a proper admission in the Undergraduate program of the University and should earn a minimum of 65 credit hours for MA/MSc and 130 credit hours for BS* from the department/institute from where he/she will be entitled for the degree.

[*Professional programs/5 years programs as per accredited Council approved credits.]

21.2. A master's (MA/M.Sc) degree will be awarded on successful completion of a minimum of 65 credits.

21.3. while a bachelor's (BS) degree will be awarded on successful completion of a minimum of 130 credits.

21.4. Students of those departments where project/thesis is a requirement for MA/MSc/BS degrees, will be required to carry out research on a project/

dissertation of 3 to 6 credits and submit a project report/dissertation as a requirement for partial fulfillment of their MA/MSc/BS degrees in the relevant disciplines.

- 21.5. A student will select the topic of research in consultation with his/her supervisor by the 3rd semester in case of MA/MSc degree and by the 7th semester in case of Bachelor's degree. The Chairperson/HoD must ensure timely permission of the topic and Supervisor.
- 21.6. The time of summer/winter vacation prior to or following the 4th and 8th semester will be utilized for the project report/dissertation by MA/MSc and BS/Bachelor's degrees students, respectively.
- 21.7. The student will be required to do field work up to 16 weeks where necessary.
- 21.8. The final project report/dissertation will be submitted by the student in spiral/ loose binding through the supervisor to the department by the end of the 4th and 8th semester or during the extended period.
- 21.9. The project report/dissertation will be submitted 2 weeks before the commencement of the next semester.

22. DEPARTMENTAL EXAMINATION STANDARDS, AND STUDENTS GRIEVANCES COMMITTEE

- 22.1. Each department shall have a 05 members of departmental Examination Standards/ Students Grievances committee headed by Chairperson/HoD of the department. Composition of the committee shall be:
 - a. Chairperson/HoD (Convener)
 - b. Three (03) faculty member (members)
 - c. Departmental coordinator (member/secretary)
- 22.2. The Chairman of the Department concerned may convene meetings of the Committee as and when necessary. He shall maintain a regular record of the proceedings of the Committee. Main functions of the Committee will be;
 - a. To maintain uniformity of standards in the courses taught in the department /Institute by individual teachers.
 - b. To formulate suggestions or rules about the distribution of different kinds of questions (items) in different courses and to scrutinize the relevant papers.
 - c. To make arrangements for the conduct and supervision of examination.
 - a. To hear appeals arising from marking/evaluation of papers in different courses.
 - b. To suggest course offerings, provision of seminars, assignments etc.
 - a. Timely preparation and announcements of results of midterm and terminal examinations.
 - c. To submit an advance copy of the tabulated result showing detailed marks subject wise, aggregate and grades to the Chairman/HOD for his approval before the result is announced.
 - g. The Committee may check randomly a few answer sheets/papers of the final semester examination (of different courses) for uniformity of scoring & covering of the course content.
- 22.3. The committee will also redress the grievances for the students about any course instructor or grades or for any other issue.
- 22.4. A student must approach the head of the Department/institute for a grievance on grade, within 5 days of the receipt of the grade / announcement of result.

- 22.5. The head of the institute/department shall forward the grade grievance to a committee and it will be binding on the committee for hearing both sides (student and the teacher), and will give a final decision within 5 working days or before the start of registration for the new semester whichever comes early.
- 22.6. The decision of the committee shall be final. However, an aggrieved student may have the right of appeal against the decision of the examination/ grievance committee within 15 days after the decision, to the Vice Chancellor, who shall be the Appellate Authority. The appellant authority will put the case to appellate committee.
- 22.7. The Appellate Committee shall consist of Vice Chancellor (Convener), Dean concerned (Member), Controller of Examinations (Member), Chairman / HoD concerned (Member), Director Academics (Member/secretary).

23. COURSES ON PASS / FAIL BASIS

23.1. Courses on Pass / Fail Basis for Undergraduate Level:

- a. Courses can be taken on Pass/Fail basis.
- b. The maximum 9 credit hours of courses can be taken (out of electives).
- c. It will be subject to, that the maximum course load of a student shall not exceed the limit allowed in these rules.
- d. The grade awarded towards these courses will not be considered for calculating the GPA or CGPA.
- e. If a student fails, he / she has to repeat the course. (The repeat course policy will apply).

24. COURSE FILE

24.1. Maintenance of Course File is compulsory for the teacher.

24.2. The "Course File" will have a complete record of everything that happened during the semester. The course file will contain:

- a. Description of Course
- b. Course Coding
- c. Weekly Teaching schedule
- d. Dates of Mid-Semester Examination
- e. Grading policy will identify each activity. Such as Homework, Quizzes, Mid-Semester Examination, Terminal Examination, Term Papers
- f. Copy of Each Homework Assignment
- g. Copy of Each Quiz Given
- h. Copy of Mid Semester Examination paper
- i. Copy of Final term Examination paper
- j. Grading Sheets of the Course detailing Statistical data on the grades obtained by students.
- k. Difficulties/Problems faced during classroom / course delivery.

24.3. The Course file of each subject will be made available on the institutions web for students. (depending on the availability of the facility).

25. MAINTENANCE OF EXAMINATION RECORDS

- 25.1. Examination section of the university will maintain the records of the examination and issue the transcripts. The result will be notified and declared by the Examination section of the university.
- 25.2. The Examination scripts of mid term and final examination will be sent to Examination section which will keep the record in custody.
- 25.3. The teacher concerned will prepare four copies of the results. S/he shall retain one copy with him, display one copy on the notice board and remaining two copies will be handed over to the Department.

26. FREEZING OF A SEMESTER

- 26.1. If a student freezes a semester(s), he/she will resume his/her studies from the same stage where he/she left (frozen).
- 26.2. a. Freezing in the first semester is not allowed.
 - b. After commencement of classes, the semester cannot be frozen.
 - c. During the ongoing semester, receiving of applications from the students for freezing is not allowed.
 - d. Freezing of first two semesters for BS and first semester for MA/MSc are not allowed. Provided under special hardship circumstances freezing of first & second semesters (BS) and first semester (for MA/MSc) can be considered by the approval of competent authority.
 - i. Iddat
 - ii. Maternity/Delivery
 - iii. Death in the immediate family
- 26.3. The maximum duration of the degree program shall remain the same.
- 26.4. Freezing upto two semesters from course work is allowed to students facing acute domestic problems/valid reasons subject to approval of Vice Chancellor on the positive recommendations of Chairperson/HoD and Dean. During freezing semester, the student will be required to pay 25% of tuition fee for each suspended semester to continue his/her registration with KIU. In case the student uses the institutional facilities (such as library, labs, help from faculty etc.) of the college/institute/centre, he/she will be required to pay 50% of tuition fee during the suspended period.
- 26.5. a. Freezing of maximum two semesters is allowed to the BS students during the whole program, while one semester freezing is allowed to MA/MSc during the whole program.
 - b. After the duration of freezing, the candidate who got a semester frozen can get readmission with up-coming session/semester.
- 26.6. The Chairperson/HoD must ensure the obtaining of approval from Competent Authority before the finishing of the Final EXAMINATION of the current (ongoing) semester, and will inform the student regarding approval or otherwise (whatever the decision may be).
- 26.7. After commencement of RESULT of 'Final Examination' of the current (ongoing) semester, the application for next semester freezing are not to be considered nor

processed except 'specific special circumstances as mentioned in the rules above.

26.8. The Competent Authority for approval of freezing of the semester is the Vice Chancellor.

27. TEACHER EVALUATION

27.1. It is mandatory on the head of the institutes to have every course instructor evaluated by the students on what they have been taught by their instructor.

27.2. It must be done in the last week of the semester (Without the presence of the course instructor so as to maintain impartiality).

27.3. This evaluation should be objective and should be shared with the concerned course instructor for his / her improvement / knowledge.

27.4. Evaluation done by the students will be completely anonymous, i.e. the student is not supposed to indicate 'himself / herself by name or roll numbers or registration numbers or by any other means whatsoever.

28. INCOMPLETE GRADES ON MEDICAL GROUNDS.

28.1. If a student fails to appear in the terminal examination in a course on medical or any other reasons (beyond his controlling ability) duly recorded upon written application of the student duly endorsed by the Chairperson/HoD, he/she shall be treated as absent and failed. However such student shall be allotted grade 'I' of incompleteness in the transcript instead of failed grade 'F'. The 'I' grade will be replaced only if the student repeats and qualifies the course in the next semester.

28.2. A student beside above mentioned reason, who does not appear in the Mid term or Final/terminal examination of the semester will be marked treated ABSENT and FAILED. Such student will be awarded 'F' grade.

29. MERIT CERTIFICATES / AWARDS / DISTINCTIONS

29.1. a. Medals/Prizes/Rolls of Honor/Positions/certificate of merit will be awarded subject to passing/qualifying in the first attempt having grade B and above only in all courses studied in degree program.

b. In order of merit, 1st position holder in a program will be awarded a Gold Medal, 2nd position holder will be awarded Silver Medal and 3rd position holder will be awarded a Bronze Medal on the basis of CGPA.

b. The Controller of Examinations shall issue a certificate of merit to a student who stands first in the program on the basis of overall result provided that the student has obtained CGPA '4' with A grade (i.e. 90% or above marks) or more in the aggregate, has not failed in or repeated any course and has completed the course work in normal period as prescribed for Master's and Bachelor's programs, passing/qualifying it in first attempt. The recipient for the award of certificate of merit shall also be awarded the **Vice Chancellor's gold medal**.

c. First Attempt means that all requirements, i.e. mid-term, 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 result or result submitted on another award list shall be considered a second attempt.

- 29.2. The **Chancellor's gold medal** shall be awarded to the student who stands first in Master or Bachelor's program in all departments of the respective faculty. The Controller of Examinations shall also issue a certificate of merit to such students.
- 29.3. The matter of award of Medals/Roll of Honor should be decided by a Committee constituted for the purpose by the Competent Authority, of which the Controller Examinations, Registrar, Deans and concerned Chairpersons/HoDs will be members.
- 29.4. Honours/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 honours/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. Hence, medal and roll of honor etc. will not be granted to candidates who passed the examination in 2nd attempt.
- 29.5. a. In the Semester System. Letter Grades will be awarded on the basis of GP / GPA / CGPA and Positions would be given on the basis of CGPA.
b. 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, all will be awarded Medals.
- 29.6. The programs where number of students is less than 10, no position will be awarded in semester system.

30. RESULTS

- 30.1. The result of each course shall be prepared/declared within 10 days after the examination and the result along with the scripts shall be sent to the examination section.

31. ACADEMIC HONOR CODE TO ENSURE STUDENT AND FACULTY ACADEMIC INTEGRITY

- 31.1. The University will develop and implement a code of academic integrity for all faculty and students to stay away from academic dishonesty in all scholarly endeavors. For any violation of the code, appropriate disciplinary steps prescribed in the honor code will be taken.
- 31.2. HEC policy for plagiarism will be a prominent part of the Honor Code. Due diligence by all departments is mandatory to deter academic dishonesty and promote ethical principles governing academic behavior.

Annex-A

CONDUCT OF SEMESTER EXAMINATIONS/ RESULTS SUBMISSION - REGULATIONS

1. All mid term/terminal Semester Examinations of the University, shall be held at concerned Department/institute/affiliated colleges, on dates and schedule prepared by the Department/institutes, unless otherwise approved by 'the Vice Chancellor and duly forwarded to university examination section as per para 2 below.

EXAMINATION SCHEDULE

2. The examination office of the respective department/institute/centre will publish the examination schedules at least 02 weeks prior to the commencement of the mid

term/terminal examination and forward a copy of the schedule to to university examination section.

CONDUCT OF TERMINAL EXAMINATION

3. The chairman/HOD of concerned Department/Institute will approve the detailing of Faculty/Officers as Superintendent/Deputy Superintendent for the conduct of mid/terminal examination. These officers will ensure the following:

- a. Examinees are seated in the examination room according to the seating plan prepared by the Superintendent/Deputy Superintendent.
- b. All answer books used in the examination are initialed by them as serial numbers of sheets. No other answer books are to be used.
- c. Answer books are issued to the invigilators 05 minutes before the commencement of the examination and retrieved at the end of the examination.
- d. Absentee report, if any, is prepared and forwarded to the departmental coordinator.

INVIGILATORS

4. Invigilators are detailed by the Academic coordinator of the department/institute after the approval of the chairman/HoD. They will report to the Superintendent/Deputy Superintendent 30 minutes before the commencement of examination and will ensure.

- a. That students are seated according to their seating plan.
- b. That the students are warned against the use of unfair means and have been directed to surrender notes, papers or other unauthorized material before the commencement of the examination.
- c. That no examinee is allowed to join the examination 30 minutes after its commencement.
- d. That no examinee is allowed to leave the examination room within one hour of commencement of examination. The visits to 'wash rooms' will be allowed only in special circumstances and should be carefully controlled.
- e. That the question papers and answer books of an examinee detected using unfair means or assisting another candidate, or is copying from another candidate is 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.
- f. That the examinees write their examination roll/code/detail number on the front cover of each additional answer book used. If more than one answer book is used, they are handed over to the Superintendent/Deputy Superintendent after the examination.

USE OF REFERENCE MATERIAL DURING TESTS / EXAMS

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

QUESTION PAPER

6. All question papers are set by respective faculty and duly scrutinized, approved and conducted in accordance with the KIU policy. As per the spirit of Semester system, there will be no choice in attempting the questions. 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. For each question there will be mapping with the OBE system (CLOs) In case the teacher who teaches a course is not present at the time of the examination, the Chairman/Head of the Department may appoint another teacher for the purpose.

STUDENTS RESPONSIBILITY /INSTRUCTIONS TO CANDIDATES

8. 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.

9. No candidate shall be allowed to enter the examination centre after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria the Centre Superintendent may provisionally allow into the examination hall a candidate who is late up to fifteen minutes after commencement of the examination, provided the candidate is required to fill in a Late Arrival Form giving valid reasons.

10. In case the examination starts late, for any reasons to be recorded in writing by the Superintendent and forwarded to the Chairman concerned, the Superintendent shall extend the time for the period that has been lost.

11. No candidate shall leave the examination hall without the permission of the Superintendent.

12. 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.

13. No candidate shall be allowed to re-enter the examination hall if he/she leaves after handing over the answer book.

14. 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. *(read in conjunction with para 4d)*

15. The candidate shall fill in the details on the title page of the answer book.

16. Candidate shall not ask for, and shall not be given any explanation about the question paper. In case any clarifications i.e. , missing error, is required for any valid reasons, as ascertained by the Hall Superintendent, it shall be done strictly after obtaining permission of the Chairman concerned .

17. Candidate shall not borrow anything from other candidates during the examination.

18. Candidate shall not talk or disturb other candidates after commencement of the examination.

19. Candidate shall not remove a leaf or a part there of, from the answer book.

20. While leaving the examination hall candidate shall handover all answer books/papers etc. to the Supervisory staff.

21. 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',

22. In case answer book of a candidate is lost after having been received by the Hall Superintendent, and if he/she passes in all other subjects of the examination, he/she may be required to reappear in that one subject of which answer book is lost. If, on reappearing, he/she obtains pass marks he/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 'examination committee subject to the approval of the Vice Chancellor, shall be final.

UNFAIR MEANS / MALPRACTICES

23. 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 will be referred to by the Unfair Means Committee for dealing the case with in the light of policy in vogue. Use of unfair means generally covers the following :

- a. An attempt to have access to the question paper before the test / examinations.
- b. Communicates directly or indirectly 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 or marks.
- c. Communicates directly or indirectly with the Superintendent of the examination center/hall or any other person connected with the supervision of an examination for the purpose of inducing such person to give undue assistance or show undue favour to the candidate.
- d. Use / possession of unauthorized reference material during test / Examination.
- e. Any form of communication by the examinee with anyone in or outside the examination room while the test / Examination is in progress.
- f. Unauthorized entry into faculty's office or that of staff with the intention of having an access to or tampering with the official record / exam paper etc.
- g. Receives assistance from other persons in the examination.
- h. Gives assistance to another candidate or allow him/her to copy from his/her answer book in the examination.
- i. Removes a leaf or leaves from his answer book.
- j. Uses abusive or obscene language in his answer book.
- k. Smuggles an answer book in or out from the examination hall.
- l. Communicates directly or indirectly with any official of the University with the intention of obtaining any information connected with the examination, which such official is bound not to disclose.
- m. If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned in para 23 (b) & (c) above with the object mentioned therein, such communications may be

deemed to have been made by the candidate himself/herself and shall be liable for penalty(ies) according to the UFM made.

- n. If a candidate gains admission to the examination or attempts to gain admission by making a false statement in his/her admission form.
- o. Producing a false document forging another persons signature on a document.
- p. Allowing another person to impersonate him/her.
- q. If a candidate possesses any firearms or anything capable of being used as weapon of offence in or around the examination center/hall/room or assaults or threatens to assault a person engaged in the conduct of an examination.
- r. If a person on the rolls of the University abets a candidate in the commission of any of the offenses mentioned above, his/her act shall be taken as malpractice.
- s. If a person on the rolls of the University obstructs any University official, the Inspector of any examination centre or any person connected with the conduct of an examination, in the discharge of such person's duties, such enrolled student shall be dealt accordingly with UFM penalties.

PUNISHMENTS / PENALTIES TO BE AWARDED TO UFM CANDIDATES

25. Any candidate who, after announcement made by Superintendent, fails to part with or is found to have access to books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment in his/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 his/her answer book shall be cancelled and case be reported to the Chairman of the department.

26. Any candidate found guilty of copying from any paper, book or notes, or allowing any other candidate to copy his/her answer-book or creating disturbance in the hall by whispering/talking 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.

27. 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/-.

28. 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 his/her Degree/diploma. *

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

29. Any candidate found guilty of resorting to physical assault on the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates shall be disqualified permanently.

30. Any candidate found guilty of possessing firearms, daggers, knives and other weapons/hazardous material, which may cause injury, shall be disqualified for a period of three years to appear in any examination of the University and his regular admission from the department/Institute be cancelled . In addition a fine as deemed suitable be imposed by the discipline committee.

31. 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 Chairman/HoD 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.

32. Any candidate found guilty of obtaining admission to the examination on false statement made on his/her document by any means, shall be disqualified to appear in that examination:

33. Any candidate found guilty of forging another person's signatures on his/her application or admission form may be disqualified for a period of one year (02 semesters).

34. Any candidate found guilty of intentionally spoiling/parting/damaging his/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.

35. Any candidate found guilty of smuggling/taking answer script/related document with him or stealing of blank answer script/additional sheet/other document, shall be disqualified for a period of three years to appear In any

Examination of the University and his regular admission from the department/Institute be cancelled. In addition a fine as deemed suitable be imposed by the discipline committee.

36. If a candidate is found guilty of disclosing his/her identity or making peculiar marks or using abusive or obscene language or making an appeal in his/her answer book to the examiner, the answer book of such candidate shall be cancelled.

37. Any candidate found guilty of influencing or attempting to influence, the Examiners or Supervisory Staff or other University Staff directly or through his/her relatives or guardians or friends with the objective of gaining benefit in the examination shall be disqualified for the examination.

38. Any candidate who refuses to obey the Exam Superintendent or changes his/her seat with another candidate, or changes his/her roll number, shall be expelled from the Examination room and his/her answer book shall be cancelled.

39. Any candidate who interchanges his/her answer script (or a part of it) with an other candidate, shall be expelled from the examination room and his/her answer book shall

be cancelled. The entire examination of such candidate(s) shall be cancelled and a suitable fine be Imposed.

40. 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.

41. If a person on the rolls of the University abets a candidate in the commission of any of the offenses related to the malpractices/unfair means. he/she shall be liable to the same penalty to which the candidate is liable In respect of the offence abetted.

42. If a person on the rolls of the University obstructs any University official, the Inspector of any examination centre or any person connected with the conduct of an examination, in the discharge of such person's duties, such candidate shall be liable to be expelled from the University for a period not exceeding three years, inclusive of the year in which the offence occurred.

43. 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.

44. Act of Supervisory/departmental Staff. If Supervising Staff, Paper Assessor, Practical Examiner or any other person employed in connection with an examination fails to comply with any instruction issued by the KIU 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.

45. 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.

COMMITTEE DEALING CASES OF UNFAIR MEANS IN THE EXAMINATIONS

46. The Vice Chancellor shall appoint a Committee on the recommendations of the Examinations department, for a period of three years to be known as the "University's Unfair Means Committee related to Semester Examinations" to deal with cases of the alleged use of unfair means, or other matters affecting the discipline of the students in connection with examinations.

47. The Unfair Means Committee shall comprise of a minimum of three and a maximum of five members.

48. Each member shall have a single vote.

50. The members of the Committee shall hold office for three years. In case of vacancy among the members, the Vice Chancellor shall appoint another person who shall hold office for the remaining period of the term.

51. The quorum of the Committee shall be two-third of its total membership.

52. In case of difference of opinion among the members, the majority decision shall be regarded as the decision of the Committee.

53. If the entire Committee disagrees over an issue, the case shall be referred to the Vice Chancellor, who shall either decide the case himself or refer it to the Syndicate for its verdict.

54. No penalty shall be imposed on a candidate unless he/she has been given a reasonable opportunity of showing cause against the action, proposed to be taken against him/her.

55. The Unfair Means Committee shall be the Authority to determine the charge of a breach of the rules of examinations and formulate recommendation to the Vice Chancellor for approval.

56. A candidate, aggrieved by the decision of the Unfair Means Committee, may bring to the notice of the Vice Chancellor any new facts within seven days of the receipt of such decision. The Vice Chancellor may reconsider the case and give his decision or refer it to the Appellate Committee.

57. In case of an emergency, the Vice Chancellor shall be competent to award suitable punishment to a student for breach of any law/rules pertaining to examination.

APPELLATE COMMITTEE

58. a. The Vice Chancellor may appoint an Appellate Committee to hear the appeals against the decisions of the "University's Unfair Means Committee". The Committee shall comprise of three senior faculty members preferably not below the rank of Professor. The decision of the Appellate Committee shall be binding and final.

b. If a student is not satisfied by the decision of the University's Unfair Means Cases Committee, he/she can submit his/her appeal within a week after the decision of the Committee to the Vice Chancellor.

c. The Vice Chancellor may refer the appeal to the Appellate Committee for final remedy.

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

59. 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.

SUBMISSION OF RESULTS AND DECLARATION

60. a. The departmental coordinator shall monitor/supervise the whole process of submission of results to the examination section.
- b. The teacher concerned shall prepare four copies of the awards for each course taught by him/her. He/she shall retain one copy with him/her and shall hand over the three copies to the Chairman of the Department concerned for onward process.
- c. The department Assistant shall submit hard copy of program-wise and session-wise final results to the university examination section before the set deadline. All the results must bear the signatures of course supervisors, Chair/HoD and Dean along with official stamp. It is mandatory for course supervisor and Chair/HoD to sign each page of the result along with official stamp of Chair/HoD.
- d. Along with individual results of each course of the sessions, the department Assistant shall also submit the cumulative result sheet of each session of the active programs duly verified and signed by the Chair/HoD and Dean along with official stamp.
- e. Before submission to exam section, the assessed answer scripts along with at least one question paper and students examination attendance must be sealed in the envelope bearing the signatures of course supervisor and Chair/HoD along with the official stamp of Chair/HoD. The following mandatory information must be provided on the envelope:
Department: _____
Examination: Mid/Final
Semester and year: Spring 2020/Fall 2020
Program: BS mathematics/M.Sc/MS/Ph.D etc.
Session: 2019-2023 etc.
Course name _____
Total no. of assessed answer scripts: _____
- f. The department Assistant shall submit the sealed envelopes to the exam section.
- g. After receiving the cumulative result sheets of each session of the active programs of all departments duly verified and signed by the Chair/HoD and Dean along with official stamp, the Controller/deputy controller of examinations shall notify the same and declare the result.

ISSUE OF ACADEMIC TRANSCRIPT/DETAIL MARKS SHEET

61. A student desirous of obtaining Academic Final Transcript/detailed Marks Sheet may apply to the Examinations department along with the prescribed fee as per the policy issued on the subject by the Examinations department KIU.

FORMAT OF FINAL TRANSCRIPT

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

a. Front Side:

- Name of Student
- Father's Name
- Date of birth
- Registration No. /Roll No.
- CNIC no. for Pakistani/Passport no. for foreign students
- Name of the Program
- Name of campus/college where studied
- Type of Enrollment - Full Time or part time
- Date of Admission into Degree Program (session)
- Mode of Study – Regular or Private or Distance Learning
- Semester Wise Break-up with Dates (Start and end dates of semester or academic year)
- Subjects Detail along with Course code, Credit Hours and GPA/marks including the failed and repeated courses in each semester
- Credit Hours Exempted/Transferred if any/applicable
- Picture of the Applicant be Printed on Transcript
- Date of Completion of Degree Requirements/Notification
- Date of issuance of transcript
- GPA/CGPA and Overall Percentage against earned CGPA or total marks respectively (at the End of the front side of Transcript)
- Credit Hours Exempted/Transferred (along with name of university/DAI from where transferred) if any/applicable.
- Thesis title of the student (for MS/Ph.D students)
- Signature of issuing officer(s)-front page

b. Back Side:

- Admission requirements of the program
 - Previous Degree held by the Student along with Institution Name
 - Charter Date of the University/DAI may be mentioned
 - Grading System must be mentioned on Back Side of the Transcript
 - Date of NOC issued by HEC for MS/Ph.D program (if any)
 - Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- c.** The diploma/transcript must have the water-mark seal on it.

THESIS

63. Thesis for the BS degree shall not be accepted earlier than 8th semester and later than 12th semester after the date of enrollment. Similarly the constraint of time for thesis acceptance of MA/MSc degree shall be 4th and 6th semesters. However, further extension for thesis could be given by the departmental council on the recommendation of the Supervisory Committee.

RECHECKING/ RETOTALING (read in conjunction with 17.14 of examination rules)

64. a. There shall be no re-evaluation of answer books. Appeal for rechecking/retotaling of paper(s) shall be lodged within fifteen (15) days of the official declaration of semester

result to the Chairperson/HoD with a fee of RS.1000/- per paper. Rechecking will mean re-totalling of marks and checking for unmarked questions (if so left without marking).

b. The answer book of a candidate shall not be re-assessed under any circumstances.

c. Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Chairperson/HoD can arrange for re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of student subject to approval by the Dean. The re-checking committee appointed by the Chairperson/HoD shall see that:

i. There is no computational mistake in the grand total on the title page of the answer book.

ii. The total of various parts of a question has been correctly made at the end of each question.

iii. All totals have been correctly brought forward on the title page of the answer book.

iv. No portion of any answer has been left un-marked.

v. Total marks in the answer book tally with the marks sheet.

vi. The hand-writing of the candidate tally in the questions/answer book.

d. The candidate or anybody on his behalf has no right to see or examine the answer books for any purpose.

e. The marks of a candidate could even get decrease In light of (c) above. In the event of increase/reduction of marks the record shall be corrected accordingly and send examination section to issue a revised transcript.

DAMAGED/LOST ANSWER SCRIPT

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

i. Average marks shall be awarded to the student in that subject/course.

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

iii. In case of internal Assessment, if the candidate so desires. s/he shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same academic session .

PERMISSION OF WRITER FOR SPECIAL STUDENTS

66. A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.

67. In case a student is physically handicapped/visually impaired. S/he may apply to the Chairperson of the respective department (with medical certificate as proof of her/his 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.

68. The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g. for level 6 student. the writer should be at the most of level 5).

Probation Flow Chart

