

STATUTES AND REGULATIONS RELATING TO THE FIRST-DEGREE COURSES
AWARDED BY THE GHAZI UNIVERSITM DERA GHAZI KHAN.

In exercise of the powers vested in it under Sub Section 2(xxv) of Section 20, read with Section 31(3) of the Ghazi University, Dera Ghazi Khan, Act,2012/Amendment Act,2015, on the recommendations of the Academic Council, the Syndicate of the Ghazi University Dera Ghazi Khan is pleased to make the following Statutes and Regulations relating to the First Degree Courses.

1. SHORT TITLE AND COMMENCEMENT

- (1) These Statues and Regulations may be cited as the “Ghazi University, Dera Ghazi Khan, Statutes and Regulations, 2021” relating to First Degree Courses.
- (2) They shall come into force at once.

2. DEFINITIONS

Unless there is anything repugnant in the subject or context, the expressions used in these Statutes and Regulations and defined or used in the Ghazi University Act, 2012, shall have the meanings assigned to them, respectively, hereunder or in the Act;

- (i) “Act” means the Ghazi University, Dera Ghazi Khan Act, 2012;
- (ii) “Academic Council” means the Academic Council of the University;
- (iii) “Academic Department” means a teaching, research and technological development Department maintained and administered by the University;
- (iv) “Academic Year” means a year consisting of two regular semesters namely; Fall and Spring;
- (v) “Authority” means any of the Authorities of the University specified under Section 18 of the Ghazi University Act;
- (vi) “Syndicate” means the Syndicate of the University;
- (vii) “Vice Chancellor” means the Vice Chancellor of the Ghazi University;
- (viii) “Chairperson/HOD/Teacher Incharge” means head of an Academic Department;
- (ix) “College” means a University College or an Affiliated College;
- (x) “Dean” means thee Chairperson of the Board of the Faculty;
- (xi) “Director” means the Director of an Institute/Sub-Campus;
- (xii) “Principal” means the head of a College;

- (xiii) "Undergraduate Program" means four years BS/B.Sc.(Hons)/BBA etc. Programs of the University.
- (xiv) "**Audit Course**" means a course attended without any liability of taking its Examination;
- (xv) "**Credit Hour**" means the successful completion of a course of one semester hour in theory or 2-3 semesters hours in practical's per week. One credit hour will be equal to 50 minutes' student teacher contact per week for 16 weeks and for laboratory/practical work its duration will be 100 minutes per week;
- (xvi) "**Deficiency Course**" means a course in which a student has been adjudged deficient by a competent body of the University;
- (xvii) "**Non-Credit Course**" means a course of study, successful completion of which would not be a requirement for the degree; and
- (xviii) "**Semester**" means teaching time of 18 weeks inclusive of admission, conduct of examination, preparation and declaration of results including gazetted holidays.

STATUTES

1.DURATION OF THE COURSE

- (i) The minimum number of semesters for completing the course for four years Bachelor degree shall be eight. Provided that in case a student does not qualify for the award of degree within the minimum period, he/she may continue his/her studies for a maximum of four consecutive semesters beyond which he/she shall not be eligible for enrolment.
- (ii) The medium of instructions and examinations shall be English except in the case of Urdu and Islamic Studies, which shall be Urdu.

2. DURATION AND COMMENCEMENT OF SEMESTER

- (i) There will be two semesters in each academic year, Fall and Spring of 18 weeks each. The commencement of the semesters is regulated by the Academic Council. The Fall Semester will normally start in September/October and Spring Semester will normally start in February/March. (Explanation: Out of 18 weeks, 16 weeks shall be the actual teaching time, the rest may be utilized for admission, conduct of examinations, preparation and declaration of results etc.).

(ii) There will also be a Summer Session of 8 to 10 weeks duration as part of an academic year, and shall be optional. Students who wish to pass 'F' grade(s) and to improve 'D' grade(s) course(s) may enroll in Summer Session in the courses offered. It shall not count towards residential requirements. The contact hours for summer session may be set in accordance with the nature/scope of the course(s) to be offered by the Department/Institute/College/Sub Campus.

3. SCHEME OF STUDIES:

The schemes of studies for various degree courses shall be approved by the Syndicate on the recommendation of the Academic Council. This schedule may be amended from time to time.

4. MINIMUM CREDIT REQUIREMENTS FOR VARIOUS DEGREES:

The minimum credit hour requirement for instituting various degree programs shall be 130.

REGULATIONS

1. ADMISSION REQUIREMENTS

Minimum Academic Requirements

(i) A candidate seeking admission to the following first-degree courses must have passed the examination shown against each course or an examination recognized as equivalent thereto from a recognized Institution of Punjab securing minimum marks indicated with each degree excluding 20 marks of Hafiz-e-Quran. These extra marks will be added in the total marks while preparing merit after conducting/qualifying test. He/she also be required to qualify entry test conducted by the University for admission to each degree program (if prescribed). Provided that the eligibility requirements may be amended from time to time by the Academic Council: -

S.N.	Name of the Degree	Academic Qualifications.	Minimum requirements. _____
1.	BS Botany	F.Sc. (Pre-Medical)	Minimum second Division (45% marks out of 1100 with 45% marks in the subject of Biology.
2.	BS Chemistry	F.Sc.(Pre-Medical/Pre-Engineering)	Minimum second Division (45% marks out of 1100 with 45% marks in the

3. BS CS & IT	F.sc. (Pre-Medical/Pre-Engineering)/ICS	subject of Chemistry Minimum second division (50% marks) (for open merit) DAE in CS/IT with a minimum Computer/Math/Stat ^{2nd} Division (50% marks) (reserved seats)
4. BS Mathematics	F.Sc. (Pre-Engineering)	Minimum second Division (45% marks out of 1100 with 45% marks in the subject of Mathematics
5. BS Physics	F.Sc.(Pre-Medical/Pre-Engineering)	Minimum second Division (45% marks out of 1100 with 45% marks in the subject of Physics
6. BS Statistics	F.Sc. (Pre-Medical/Pre-Engineering) ICS or Intermediate with statistics (200 Marks)	Minimum second Division (45%marks out of 1100 with 45% marks) in the subject of Statistics
7. BS Zoology	F.Sc.(Pre-Medical)	Minimum second Division (45% marks out of 1100 with 45% marks in the subject of Biology
8. BS Economics	Intermediate	Minimum Second Division (45% marks)
9. BS Sociology	Intermediate	Minimum Second Division (45% marks)
10. BBA 4 years	Intermediate	Minimum second Division (45% marks)
11. BBA 2 years		
12. BS English	Intermediate	Minimum second Division (Aggregate 45% marks) & also 45% marks in the subject of English
13. BA History	Intermediate	Minimum Second Division (45% marks)
14. BS Political Science	Intermediate	Minimum Second Division (45% marks)
15. BS Pakistan Studies	Intermediate	Minimum Second Division (45% marks)

16. BS Islamic Studies	Intermediate	Minimum Second Division (45% marks)
17. BS Urdu	Intermediate	Minimum Second Division (45% marks)
18. BS.(Hons) Agriculture	F.Sc. (Pre-Medical/ Pre- Engineering/Pre- Pre-Agriculture)	Minimum second Division (45% marks) reserved seats for 3-Years Diploma in Agriculture)
19. BS Environmental Science	F.Sc.(Pre-Medical/ Pre-Engineering)	Minimum second Division (45% marks)

ii. AGE

A candidate must not be more than 24 years of age on 1st September of the year of admission provided that after provisional selection, the Vice Chancellor may relax upper age limit in very exceptional cases on the recommendations of the Dean/Director/ Principal concerned.

iii. DOMICILE

The candidates must have domicile of the Province of Punjab.

2. ALLOCATION OF SEATS

The Academic Council on the recommendations of the Dean/Director/Head of Sub Campus/Constituent College concerned shall allocate seats for admission to first degree courses under various categories.

3. AUTHORITIES OF ADMISSION

The Dean/Director/Principal of concerned Faculty/Institute/College will be the admission authorities for carrying out admission in various degree programs. However, the concerned admission authority may refuse admission to a student without assigning any reason.

4. DEFICIENCY

If the schedule of courses pursued by a candidate does not provide adequate background for the 1st degree course which he/she intends to take up, he/**she** may be required to make up the deficiency by taking one or more additional course(s) of deficiency level as may be prescribed by the Dean/Director/Head of Sub-Campus/Constituent College concerned.

5. TIME OF ADMISSION

The candidates may be admitted at the beginning of the Fall Semester in September/October of each academic session. They are required to deposit dues/complete other admission/enrolment formalities

within the dates notified by the Dean/Director//Head of Sub Campus/Constituent College, failing which his/her admission shall stand cancelled automatically. Provided that the admission of such candidates may be allowed by the Vice Chancellor subject to availability of seat and on the recommendations of the Dean/Director/ /Head of Sub Campus/Constituent College concerned till such time as it does not conflict with the prescribed requirements of 75% attendance in lectures and practicals of each subject which will be counted from the notified date of commencement of classes for fresh entrants.

Provided further that Vice Chancellor may grant admission to candidate(s) against reserved quota whose nomination(s) is received after due date on special circumstances.

Explanation: Enrolment will only be considered completed when UG–I form is submitted with the concerned Dean/Director/Head of Sub-Campus. Merely depositing of fee will not serve the purpose.

6. UNIFORM

(a) **For Boys.**

Fall Semester

Blue blazer coat with University Crest, Grey worsted trousers, White shirt, Black shoes and Blue White striped tie. OR

Grey Shalwar Kameez, Navy blue Jacket, Black Shoes with socks.

Summer Season

White shirt, Khaki trousers, Black shoes or Chappal.

OR

White Shalwar Kameez, Black shoes or Chappal.

(They are not allowed to wear Necker, Long Necker at the Campus)

(b) **For Girls**

Shalwar Kameez with white over coat (over all) White dupatta.

(They are not allowed to wear Jeans and skirts etc. at the Campus)

(c) The students are expected to follow Government instructions for wearing the National Dress.

7. ENROLMENT

- (i) A candidate admitted to the course shall for so long as he/she has not completed all the requirements for the degree, enroll himself/herself for each semester subject to the maximum admissible limit of 12 semesters in case of four years degree programs including terminal summer session, failing which his/her admission shall stand cancelled.
- (ii) A student after first semester, may apply for discontinuation of his/her studies due to health or any other cogent reason to the Dean/Director/Principal concerned who may allow the student to discontinue his/her studies. He may seek readmission in the same semester next year with the approval of the Vice Chancellor on the recommendations of the Dean/Director/Head of the Sub-Campus/Constituent College concerned or in the subsequent year with the permission of the Academic Council, provided that he/she has not already exhausted the maximum residential requirements for the course. In case a student does not avail both the admissible opportunities for seeking re-admission, he/she shall not be eligible for re-admission in future. Provided that the Academic Council may, on the recommendations of the Dean/Director/Head of Sub-Campus/Constituent College concerned, condone the above period in special circumstances to be recorded in writing.
- (iii) In case a student discontinues a semester without permission, he/she may seek re-admission, in the same semester next year with the approval of the Vice Chancellor on the recommendations of the Dean/ /Head of Sub-Campus/Constituent College concerned or in the subsequent year with the permission of the Academic Council, provided that he/she has not already exhausted the maximum residential requirements for the course. In case a student does not avail both the admissible opportunities for seeking re-admission, he/she shall not be eligible for re-admission in future. Provided that the Academic Council may, on the recommendations of the Dean/Director/ Head of Sub-Campus/ Constituent College concerned, condone the above period in special circumstances to be recorded in writing.
- (iv) Provided further that after the first eight semesters of four years degree programs a candidate may enroll in the semester in which his/her failing/remaining subject(s) is/are offered in accordance with his/her "Scheme of Studies" subject to the maximum admissible limit of 12 semesters.

NOTE

During the “Discontinued/Absent Period” the applicant shall lose his/her studentship status and not be entitled to avail any facility like hostel, medical, transport, library, etc. which university extends to its regular students.

Restoring the studentship of willful absent persons will be done on charging re-joining fee with regular fees of the semester and recording discontinued period history in the transcript, respectively. However, discontinuation in the 1st Semester shall not be permissible and such facility will be granted only once during study.

Clarification of Statute 1(i) and Regulation 7(i)

The four semesters provided in excess of the normal duration of the course have to be treated as exactly identical to the original minimum duration in matters of regulating the course conduct. This provision does not place any bar on the students' right to discontinue their studies during these extra four semesters. But what is inviolable in their case is their consecutive nature. One cannot skip a semester during this extra period and recover it beyond the maximum admissible semesters after it has ended. For instance, if a student of four years degree programs discontinues studies in the 11th semester, and the course in question is not offered in the next 12th semester, he/she cannot claim a right to further enroll in the next(13th) semester, except that he/she avails himself/herself of the terminal summer session. He/she has come to the end of his/her studies. The law provides him/her no further chance.

ii) An application for enrolment on the prescribed form(UG-I) accompanied by the prescribed fee paid receipt, shall be presented by regular students in the Office of the Dean/ Director /Head of Sub Campus/Constituent College/concerned on the days notified by the Treasurer’s office for the purpose. The date for enrolment with normal late fee will also be announced by the Treasurer’s office in the same notification.

Provided that after the expiry of last date with normal late fee notified by the Treasurer’s office, the Dean/Director /Head of Sub Campus/Constituent College concerned may within next seven days permit a student for late enrolment on payment of prescribed double late fee.

Provided further that enrolment of such students may be allowed by the Vice Chancellor after the expiry of seven days, till the last day of 4th week after the commencement of classes under special circumstances, in individual cases and reasons to be recorded, with double late fee prescribed for this purpose. After 4th week the Vice Chancellor may also consider the request(s) of the students(s) on case

to case basis with fine (in addition to double late fee). However, such students would themselves be responsible for consequences (if any) of late enrolment/lecture shortage.

The student who could not enroll a semester will be treated as discontinued for studies without permission of the competent authority and his/her request for continuation of studies, if received, may be dealt with in accordance with the provisions of relevant regulations.

Explanation

Enrolment will only be considered completed when UG-I form is submitted with the concerned Dean/Director/Head of Sub-Campus/Constituent College. Merely depositing of fee will not serve the purpose. However, the Vice Chancellor may allow to submit the UG-1 form on case to case basis after due date in special circumstances (with or without fine, as deemed appropriate).

8. COURSES AND SCHEME OF STUDIES

A. Regular Semester:

- i) The curricula and schemes of studies of various degree programs shall be developed and proposed by the respective Boards of Studies to Faculty Board and then submit to Academic Council and Syndicate for approval. Such curricula and schemes of studies shall become effective from the date of approval by the Syndicate or any other date as may be determined by the Competent Authority.
- ii) A student shall normally be required to take the prescribed courses of six to twenty credit hours workload offered by the Department/College/Institute/sub-campus in each semester. However, in special circumstances, he/she can add/drop a course(s) with prior approval of the Chairperson/HOD/Teacher Incharge/Director/Principal. The permission must be obtained within seven days from the commencement of the semester.
- iii) The students shall pursue the notified scheme of studies to be approved by the Competent Authority from time to time.
- iv) No student shall take any course unless he/she has qualified the prerequisites for it as determined in the curriculum.

B. Summer Session

Summer session is to be conducted for the students who are required to pass/improve one or more course(s) to fulfil their degree requirements within stipulated duration of the degree program. This special session is therefore meant to save time. The matter to conduct summer session will be initiated

by the students who have to qualify/improve a course(s). The students(s) will submit a written request to the Chairperson/HOD/Director of Department/Institute/Sub-campus who will forward the same for approval to Dean/ Director/Principal concerned. Following are the summer session regulations:

- i) A student opting for summer semester shall either pay prescribed fee per course in advance or complete these courses in corresponding semester in the subsequent academic session.
- ii) The duration of the summer session including mid & final term examinations would be 8-10 weeks. Normally classes of 1 and a half hours each will be held for 4 days a week. Remuneration to the teacher will be paid for summer course(s) only if the number of students exceeds 6.
- iii) Summer session will be conducted if there are a minimum of 6 students repeating course(s). For less than 6 students, this special semester may be opted by depositing fee for 6 students.
- iv) A student will be allowed to enrol for a maximum of 3 courses of a semester or lab work of not more than 12 credit hours.
- v) In summer sessions following 8th, 10th and 12th regular semesters, a student may enroll four failed course(s) only, with the approval of the Vice Chancellor (as a special case) provided that he/she will complete her/his degree programme after that session. In this situation, s/he will not be able to enroll any "D" grade course(s).
- vi) In case there are less than 6 students, an option of guided study will be available. Guided study shall be allowed only in the following circumstances:
 - (a) A course has been dropped from the new scheme of study
 - (b) No subsequent semester is available to the candidate whose maximum duration (6 years to BS programs) is being expired
 - (c) 60% of the fee deposited by the student(s) shall be paid to the course Instructor.
 - (d) The competent authority may relax the university dues up to 40% on the recommendations of the Dean/Director/Principal concerned in case if a student will be needy.

9. CONSTITUTION OF ADVISORY COMMITTEES

The Dean/Director/Director /Head of Sub-Campus /Principal of Constituent College shall constitute Advisory Committees in their respective Faculties/Institutes/Sub-Campus to provide adequate counseling and guidance to the students in the selection of their courses and other related matters.

10. ALLOTMENT OF NUMBER TO COURSES

The courses will be numbered to a scheme such as 1st and 2nd semester (301–400), 3rd and 4th(401–500) and so on. This number will be preceded by two to four letters indicating the field of study i.e. AGRON–310(Agronomy–310)

Note: The credit hours are denoted by two digits within brackets with 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 3(3-2) means a total of three credit hours of which two are of theory while one credit hour is for laboratory. The weekly contact hours of a 3(3-0) course will be three hour class work while the contract hours of a (2-1)course will be a 2 hours per week class work and 1 hour of lab work per week. A 3(0-3) course will be all practical course requiring 3 contact hours lab work per week.

11. STATUS OF STUDENT

(i) A student admitted to any program in Ghazi University, Dera Ghazi Khan shall be full time student, enrolled for on-campus studies.

(ii) No government employee shall be as a bonafide student of this University without prior permission of his/her employer. However this condition shall not apply to the students admitted in self-supporting/evening programs. Such students shall have to submit a “No Objection Certificate” from their employer

12. ORGANIZATION OF TEACHING

(i)Teaching in each Department/Institute/College/sub-campus shall be organized through courses specified by lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, project, internship, or any other method of instruction approved by the University.

(ii)Teaching in each Department/ /Institute/College/Sub-campus shall be conducted by the teachers or such other persons as may be declared to be teacher by the University.

(iii)The teacher shall provide a detail course outline to the students within one week of the beginning of the semester and shall send a copy of the course outline and work plan to the Chairperson/HOD/ Teacher Incharge/Director/ Principal of the Department/Institute/Sub-campus/College.

13.COURSE FILE

^Maintenance of the course file is compulsory for the teacher/course instructor. It should have a complete record of activities that happened during the semester for one year after completion of the

concerned session and declaration of its final term result.

The course file will contain the following record:

- Description of Course
- Course coding (as per HEC guideline)
- Weekly teaching schedule
- Copy of the material/outline/presentation distributed
- Topic & Evaluation record of assignments
- Copy of the quiz/test
- Copy of mid/final semester question papers (**with key where applicable**)
- Course Award list

14. TRANSFER OF CREDIT HOURS

- A case of transfer of credit hours shall be decided by the Equivalence Committee in consultation with the respective Departmental Academic Committee.
- The transferred credit hours will not be calculated in the GPA and CGPA. Transferred credit hours will be taken into account to fulfil the total credit requirements for graduation.
- No credit hour of a course will be transferred if the grade is less than C for Four Years Graduation Program.
- Credit Hours will only be transferred from a Chartered HEIs.
- Not more than 50 credits in case of Four Years Graduation Program will be transferred.

15. PERFORMANCE EVALUATION

Students shall be evaluated through a system of continuous evaluation spread over the entire period. The detail are presented below.

Classroom participation	2.5%	Sessional Marks
Quiz/Surprise test	2.5%	
Assignments	2.5%	
Presentation/Seminar	2.5%	
Total (A)	10%	
Mid Term Paper (B)	30%	
Final Term Paper (C)	60%	
Grand Total (A+B+C)	100%	
Practical	100%	

- i) Mid-term Examination from the syllabus prescribed for the midterm (30%) will normally be conducted after first eight weeks of teaching during a semester.
- ii) Final Examination covering the full syllabus with at least 25% of the course of mid-term as well, shall be held at the end of each semester.

Note: Courses involving project/practical/field work may deviate from the above given marks distribution to accommodate the marks of the project/ practical/field work. However, prior approval from the Chairperson/HOD/ Teacher In-charge Principal/Director is required.

- iii) The schedule of each examination shall be notified / displayed on the Notice Board well in time.
- iv) Examination should be held on consecutive days excluding holidays which means that no gap shall be allowed in the papers.
- v) Question paper for mid and final term examinations as outlined above shall be set by the respective Teacher. However, Chairperson/HOD/ Teacher In-charge /Director shall ensure the quality and standard of the question paper set by the teacher.
- vi) There shall be one question paper of a course for regular and replica (self-support) program of a batch. However, in special circumstances observed by the Chairperson/HOD/ Teacher In-charge/Director, a separate question paper can be set for regular and replica (self-support) classes.
- vii) The pass marks in each course (Theory and Practical Separately) shall be 40% A student who fails to pass a course shall be awarded grade 'F' (Fail).
- viii) The scripts of each examination shall be shown to the students by the teacher to review their grades awarded.
- ix) Sessional marks awarded on the basis of assignment, test, quiz, etc. as outlined above shall be displayed/shown to the students 14 days before the final term examination.
- x) In case a student is not satisfied with his/her award even after checking his/her answer book, or clarification from the teacher, he/she may make written application to the Chairperson/HOD/ Teacher In-charge/Director/Principal of the Department/Institute/su-campus/College for decision by the Departmental Examination Committee.
- xi) The teacher concerned is required to mark the mid/final term papers within 7 days from the last paper as per date sheet, show the scripts to the students and display the result on 8th/subsequent day of the class before submitting the result to the departmental in-charge examination. The schedule for showing scripts to the students will be displayed on notice board with the

examination date sheet. The teacher will prepare three copies of the awards. He/she shall retain one copy with him/her, display one copy on the notice board and submit the remaining copy to the In charge Examinations along with the marked answer sheets/Term Papers/Reports etc.

- xii) After discussing and finalization the results at department/Institute/sub-campus/College level, concerned departmental Chairperson/ HOD/ Teacher In-charge/ Director/Principal will submit all the awards lists along with marked answer books in sealed envelopes within 15 working days of respective examination to the Controller of Examinations for final notification and shall keep such examination related record for one year.
- xiii) The In-charge examination of the department will supervise comparison of marks inside the answer sheet with the marks posted on the answer sheet as well as in the prescribed award list. Based on the final award lists result of the relevant semester will then be compiled in prescribed manner.
- xiii) At the end of each semester, every successful candidate will be issued detail marks certificate (DMC) after depositing the prescribed fee, while on successful completion of the prescribed course of studies and other requirements a comprehensive transcript will be issued by the office the Controller of Examinations. The Degree will then be conferred upon the successful candidates as per rules and regulations of the University.
- (xiv) In case a student did not appear in the mid and final examinations due to discontinuation in case of freezing) of the semester, his/her GPA/CGPA should not be calculated.
- (xv) At the completion of the degree final transcripts shall be issued by the office of Controller of Examinations to the students on request by depositing the prescribed fee for this purpose or surrender the original detail marks certificate (semester result card) of previous semesters.

16. SANCTION OF LEAVE

The leave to undergraduate students up to seven days is sanctioned by the Chairperson/HOD/teacher In-charge and for the period exceeding seven days by the Dean/Director/Head of Sub Campus/Principal of Constituent College concerned. However, sanction of leave is at the discretion of the competent authority. Moreover, the leave period will not condone the lecture shortage that will accrue from the said leave period. The University normally conforms to the schedule of holidays observed by the Government of the Punjab. The Vice Chancellor can grant holidays up to a maximum of six days in an academic year on special occasions.

17. FINES

(i) A student absenting himself will be fined Rs. 2.00 per lecture or practical. Absence without leave for the whole day will entail a fine of Rs.10.00 per day.

(ii) A student anticipating or overstaying vacation without obtaining leave from the Dean/Director/Head of Sub Campus/Principal of Constituent College will be fined from Rs.50 to Rs.500/- as a special fine by the Dean/Director/Head of Sub-Campus/Principal of Constituent College according to intensity of the situation.

(iii) A student absenting himself without leave from games/Tutorial Group Meeting will be fined Rs.10.00 per day.

18. FEE CONCESSION

When two or more brothers or one brother and sister or two sisters are studying younger can be granted half tuition fee concession by the Dean concerned.

19. REFUND OF FEE

(i) Refund of tuition fee and other dues can be made to a student only if all the courses for which he/she was enrolled are not offered by the department concerned or the University considers the student to be ineligible for the enrolment in a semester.

(ii) The University dues may be refunded only in the following cases(s) After completion of the admission process, the candidate will submit an application addressed to the Treasurer accompanied with the original Bank Challan duly recommended by the Dean/Dean/Director/Principal concerned:-

(a) In case any fresh entrant after enrolment in a course desires to join another course where he/she also falls on merit within the University Campus, he/she is not required to deposit dues afresh. His/her dues already deposited will be adjusted accordingly.

(b) Due to late declaration of semester results, a student enrolls himself/herself for the next semester on the days notified for the purpose provisionally. After enrollment, in case a student having been declared as ceased from the rolls of the University due to GPA/CGPA less than the prescribed limit, the dues will be refunded after following the prescribed procedure.

(c) At the time of enrolment, a student who has deposited dues as boarder but afterwards, the hostel seat is not allotted to him/her due to non-availability of room or hostel

administration refuses his/her admission in the hostel on any ground, the hostel dues will be refunded to such student(s) on the recommendations of the Hall Warden after following the prescribed procedure.

(d) If a student after depositing dues as boarder does not occupy his/her allotted room for a single day and submits a written request for not joining the hostel, the hostel dues will be refunded on the recommendations of Hall Warden after following the prescribed procedure.

(e) The refund of fee in all other cases will be regulated as per HEC criteria adopted by the University and notified by the Treasurer.

20. ATTENDANCE

A student having less than 75% attendance in lectures and practical's (if applicable) separately shall not be allowed to take the final term examination of the course. The Department/Institute/Centre/College shall notify the list of such students at least one day before the examination week. However, from the start of any semester on monthly basis concerned course Instructor/s shall be bound to display the list of those students who do not fulfil the 75% attendance just as a notice.

- i) The Chairperson/HOD/Teacher Incharge/Director/Principal of the Department/Institute/sub-campus/College may condone, for valid reasons, deficiency up to five per cent of the total number of lectures. The Dean of the Faculty on the recommendations of the Chairperson/HOD/Teacher In charge/ Principal/Director of the Department/College/Institute/sub-campus may on special grounds, condone up to another five per cent of the total number of lectures.
- ii) If a student who has missed three consecutive lectures without any reason in a course, a verbal/written warning from the course teacher may be given to the student.
- iii) If a student who is found habitual of missing lectures in a course, he/she shall not be allowed to sit in the class without the approval of the Chairperson/HOD/ Teacher Incharge/Principal/ Director.
- iv) If a student makes him/herself absent from the Department/College/ Institute/sub-campus for ten consecutive working days, his/her name shall be struck off from the rolls of the Department/College/Institute/sub-campus. Such student shall not be re-admitted without the approval of the Dean/Director/Principal concerned. The student shall have to pay the prescribed

re-admission fee/dues under intimation to the Treasurer and the Director Academics.

- v) At the end of each semester, the teacher concerned shall submit the statement showing the total number of lectures delivered and practical's (if applicable) conducted, by him/her together to the Chairperson/HOD/Teacher Incharge/Principal/Director of the Department/College/Institute/sub-campus with the total number of lectures and practical's (if applicable) attended by each student.
- vi) The absence as a result of late admission or change of course(s) shall also be counted for dropping from the course(s).
- vii) For a student participating and representing the University in sports/co-curricular activities of national or international level events, as verified by the Director/Senior Tutor of sports/co-curricular, the days actually spent by the student in such events shall be counted as present towards the attendance requirement.
- viii) If a student is required to participate in sports/co-curricular activities representing the University, on the date/dates of examination, arrangement will be made by the Department/College/ Institute/sub-campus for holding Special Examination for him/her as soon as his/her sports/co-curricular activities are ended.

NOTE: If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled.

21. MARKS/GRADE OF DEFICIENCY COURSE

The marks/grade required to pass a deficiency course shall be the same as in the Regulations relating to the examination/course concerned.

22. EXAMINATION FEES

University examination fee shall be charged at may be prescribed by the Academic Council/Syndicate and notified by the Office of The Treasurer.

23. CODE OF EXAMINATION

23.1 BEFORE THE START OF EXAMINATIONS

- i) National ID or University ID card is compulsory to enter into examination hall which may be hanged on in front of pocket or draped around neck during examinations.

- ii) Students may only bring a small clear bottle of water to the exam.
- iii) Students must ensure they have the appropriate stationery for each examination. The University is not responsible for the provision of pens, pencils, rulers etc. Stationery must be in a clear pencil case or bag.
- iv) Mobile phones/Laptop/notebook/books/bags or any other gadgets are not allowed in the examination hall. However, before the start of examinations the students should handover these items to invigilators and collect the same from the invigilators at the end of examinations.
- v) Strictly follow the seating plan / arrangement as displayed by the department
- vi) Take the respective seat before 10 minutes of the examination schedule.
- vii) Any type of piece of paper near to student seat must be removed by the student immediately before start of the examination.

23.2 DURING EXAMINATIONS

- i) Only university designed answer book regarding examination is allowed to use for writing.
- ii) Should not write anything on front page of answer books, statistical tables and question paper except name and roll/regd. number on question paper.
- iii) Students should read all instructions at the start of the examination question paper thoroughly before commencing work.
- iv) Students who have a question must attract the attention of the Invigilator by raising a hand. However, in case of any grievances regarding question paper, students can discuss with concerned faculty member after examination. Making a noise and shouting during the examination is strictly prohibited.
- v) All rough work must be completed in the answer book and crossed out. Pages must not be torn from answer books to use for rough notes.
- vi) Gossiping / talking will not be allowed in the examination hall. In case of repeated act, student will be expelled from the examination hall.
- vii) Exchange of pens / pencils / drawing instruments / calculators, answer books, statistical tables, etc. are strictly prohibited.
- viii) Temporary absence from examination hall will not be allowed. In case of emergency conditions, students can leave examination hall after submission of answer book.
- ix) If a student wishes to leave the examinations before the specified finish time, he must raise his hand and wait until the Invigilator on duty collect his/her completed answer book.

24. CONDUCT OF EXAMINATION

24.1 The Invigilation Staff for each center shall be appointed by the Chairperson/HOD/ Teacher In charge/Director/ Principal of the concerned department/Institute/sub-campus/College before the date fixed for the Test/ Examination.

24.2 The Invigilation staff shall call upon the candidates to search their pockets and to surrender all papers, books or notes or any other material which could be helpful in any form in the examination.

24.3 No latecomer shall be admitted unless a written request mentioning the genuine reason satisfies the invigilator of that examination center. In no case he/ she shall be admitted in the examination center half an hour after the commencement of the examination.

24.4 No student shall be allowed to leave the examination center before the half time is over. If he/ she leaves, he/ she should handover the question paper and answer script to the invigilator of Examination Centre.

24.5 No student shall be allowed to sit in the examination center without University or Computerized National Identity Card.

25. INCHARGE EXAMINATIONS

Each department/Institute/Sub-campus/College will have at least one In-charge of Examinations or one for each program of each discipline including morning and evening program.

26. Functions of the Departmental In-charge of Examinations

- i) Prepare and announce schedule of examination according to the university Academic Calendar
- ii) Ensure conduct of examination process according to the schedule.
- iii) Maintain secrecy where required.
- iv) Maintain the examination record.
- v) Entertain & dispose-off rechecking cases within five working days.
- vi) In-charge examination will be entitled to receive remuneration as per approved rules by the Syndicate/competent authority.

27. DEPARTMENTAL EXAMINATION COMMITTEE

There will be a Departmental Examination Committee of each Department which will consist of the following members:

- (i) Chairperson/HOD/Teacher In Charge/Director/Principal.

- ii) One teacher appointed by the Chairperson/HOD/Teacher In charge/Director/Principal
- iii) Concerned In-charge of the examination of the department/Institute/sub-campus/College
- iv) Controller of Examinations, Ghazi University, Dera Ghazi Khan or his nominee. The main functions of the Committee will be:
 - i) dealing with the all the academic/examinations affairs of the department,
 - ii) Investigate and decide the complaints of students related to marks awarded by the course instructors.
 - iii) Finalize the results and forward to Controller of Examination for notification.
 - iv) To consider/decide Special Mid/Final term examination request that will be received under clause viii of Regulation 20.
 - i) Investigate the cases of the student/s involved in malpractices or misconduct during the examination and send to University Unfair means Committee for final decision.

28. APPEAL COMMITTEE

There will be an Appeal Committee consisting of the following members:

- i) Dean/Director/ Principal of the concerned faculty/Institute/sub-campus/College
- ii) Chairperson/Head of the Department/Teacher In charge
- iii) Senior teacher of the same department preferably from relevant field as a co-opted member to be nominated by the Dean/Director/Principal of the concerned faculty/Institute/Sub-campus/College.
- iv) Controller of Examinations
- v) Concerned In-charge of Examination of the department as Secretary.

28.1. Function of Appeal Committee

A student who feels unsatisfied with the decision of the Departmental Examination Committee about the assessment of his/her assignments, test, quizzes, presentations, seminars, mid-term and final term papers may file an appeal to the Appeal Committee. The student must apply to the Head of the Department/College/Institute/Sub-campus within five working days from the date of declaration of the results by the concerned Department/Institute/Sub-campus/College paying a prescribed fee of Rs. 1000/- per appeal.

The Head of the Department/College/Institute/Sub-campus shall forward the matter to the Appeal Committee and it will be binding on the Committee for hearing both sides (student and the instructor) and will give a final decision within 10 days. If the complaints are found false, the result of the course under question will be cancelled. The function of this committee will be to resolve any

dispute related to the assessment and examination. The Quorum for the meeting will be 2/3rd. If a student is not satisfied by the decision of the Committee, he/ she can submit his/her appeal within a week after the decision of the Committee to the Vice Chancellor. No appeal shall lie against the decision of the Vice Chancellor.

Note: Where the appeal is against a teacher who is a member of the Appeal Committee, the next senior teacher will be co-opted.

28.2 Rechecking of Examinations Scripts

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

- a. The re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examinations can arrange for re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of student. The Controller of Examination or any officer of Appeal Committee 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 student tally in the questions/answer book.
- b. The student or anybody on his/her behalf has no right to see or examine the answer books for any other purpose.
- c. The marks of a student could even decrease in light of (a) (iii) above. In the event of reduction of marks the record shall be corrected accordingly and revised transcript will be issued.

29. EXAMINATION EVALUATION SYSTEM

- 1) Students will be rated according to the 4 letter grade system i.e. A, B, C and D. Grade “F” will be the failing grade. Following is the detail of marks acquired by a student on credit hour basis along with Quality Points (QP) and grades for calculating the GPA/CGPA:

Quality Point Table

<u>01 Credit</u>		-	<u>02 Credit</u>		-	<u>03 Credit</u>		-	<u>04 Credit</u>		-	<u>05 Credit</u>		-	<u>06 Credit</u>	
20	Q.P		40	Q.P		60	Q.P		80	Q.P		100	Q.P		120	Q.P
8	1.00	D	16	2.00	D	24	3.00	D	32	4.00	D	40	5.00	D	48	6.00
9	1.50		17	2.50		25	3.50		33	4.50		41	5.50		49	6.50
10	2.00		18	3.00		26	4.00		34	5.00		42	6.00		50	7.00
11	2.33		19	3.50		27	4.50		35	5.50		43	6.50		51	7.50
12	2.67	C	20	4.00	C	28	5.00	C	36	6.00	C	44	7.00	D	52	8.00
13	3.00		21	4.33		29	5.50		37	6.50		45	7.50		53	8.50
14	3.33		22	4.67		30	6.00		38	7.00		46	8.00		54	9.00
15	3.67		23	5.00		31	6.33		39	7.50		47	8.50		55	9.50
16-20	4.00	B	24	5.33	C	32	6.67	C	40	8.00	C	48	9.00	C	56	10.00
			25	5.67		33	7.00		41	8.33		49	9.50		57	10.50
			26	6.00		34	7.33		42	8.67		50	10.00		58	11.00
			27	6.33		35	7.67		43	9.00		51	10.33		59	11.50
		A	28	6.67	B	36	8.00	B	44	9.33	B	52	10.67	B	60	12.00
			29	7.00		37	8.33		45	9.67		53	11.00		61	12.33
			30	7.33		38	8.67		46	10.00		54	11.33		62	12.67
			31	7.67		39	9.00		47	10.33		55	11.67		63	13.00
		A	32-40	8.00	A	40	9.33	A	48	10.67	A	56	12.00	A	64	13.33
			41	9.67		49	11.00		57	12.33		65	13.67			
			42	10.00		50	11.33		58	12.67		66	14.00			
			43	10.33		51	11.67		59	13.00		67	14.33			
		A			B	44	10.67	B	52	12.00	B	60	13.33	C	68	14.67
						45	11.00		53	12.33		61	13.67		69	15.00
						46	11.33		54	12.67		62	14.00		70	15.33
						47	11.67		55	13.00		63	14.33		71	15.67
		A			A	48-60	12.00	A	56	13.33	A	64	14.67	A	72	16.00
						57	13.67		65	15.00		73	16.33			
						58	14.00		66	15.33		74	16.67			
						59	14.33		67	15.67		75	17.00			
		A			B			B	60	14.67	B	68	16.00	B	76	17.33
									61	15.00		69	16.33		77	17.67
									62	15.33		70	16.67		78	18.00
									63	15.67		71	17.00		79	18.33
		A			A			A	64-80	16.00	A	72	17.33	A	80	18.67
									73	17.67		81	19.00			
									74	18.00		82	19.33			
									75	18.33		83	19.67			
		A			B			B	76	18.67	B	84	20.00	B	92	21.33
									77	19.00		85	20.33			
									78	19.33		86	20.67			
									79	19.67		87	21.00			
		A	80-100	20.00	A	88	21.33									

- F (less than 40%)**
- D (40-49%)**
- C (50-64%)**
- B (65-79%)**
- A (80-100%)**

- 2) cumulative Grade Point Average) /SGPA(Semester Grade Point Average) of a student will be calculated as per following example:

Course	Credit Hour	Marks Obtained	Grade	Quality Point
I	2 (1-1)	32	A	8
II	3 (2-1)	45	B	11.00
III	3(0-3)	48	A	12.00
IV	3(2-1)	38	C	8.67
V	2(1-1)	28	B	6.67
	13			46.34

GPA = Sum of QP / Sum of Credit Hours

Thus GPA = 46.34/13 = 3.56

CGPA = Sum of 'n' Quality Points / Sum of Credit Hours of 'n' semesters

30. GOOD STANDING / PROBATION:

In order to remain on the rolls of the university a student has to continuously maintain “Good Standing” namely a satisfactory standard of attendance, academic performance i.e. minimum CGPA (as the case may be) as well as good conduct and discipline. A student failing to meet any of the aforementioned conditions will not be eligible for the award of the degree. While following criteria regarding GPA/CGPA will be observed for good standing/ Probation on the roll/drop from the university.

- i) At the end of first semester a student having a satisfactory standard of attendance, conduct and discipline, with a minimum GPA of 1.00 will be eligible for promotion to the second semester.
- ii) A student who secures less than 1.50 CGPA in second or subsequent semesters will be dropped out from the rolls of the university.
- iii) The minimum CGPA for award of the degree will be 2.20 with no “F” grade.
- iv) A student may clear his/her failed course(s) or subjects in which obtained “D” grade by repeating the said courses with subsequent session or in summer session to be offered by the Department/Institute/Centre. Prescribed entry/examination fee per course will be applicable.
- v) A student who completes all the courses and has not been required to repeat any course(s), obtains CGPA of less than 2.20 but not less than 1.90 at the end 8th semester may be allowed to repeat (only

one time) some of the courses in which he/she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.20 failing which he/she shall not be awarded degree and removed from the rolls of the university.

vi) In case of drop because of poor academic performance, the student of Ghazi University Dera Ghazi Khan may have one-time re-admission facility in first semester of the next Academic session in the same or a different program.

31. INCOMPLETE GRADE

If a student is unable to appear in the end of semester examination (maximum two courses) because of a genuine personal problem or serious illness or due to some other unavoidable circumstances, he/she may be allowed to repeat the course when that course will be offered next time following the rules as under:

- i) The student must have fulfilled the required number of lectures.
- ii) He/She must have completed the mid-term exam and sessional work during the semester
- iii) Such student shall be given incomplete grade 'I'. However, the genuineness of the personal problem will be determined by Departmental Examination Committee whose decision will be final. The medical certificate and information of the personal problem must reach the Department before or on the examination date.
- iv) The student will only have to appear in the end of semester whenever the course offered again.

32. REPEATING OF COURSES

A student may repeat a course under obligation, if he/she has failed in the said course, or optionally, if he/she needs to improve his/her grades. To pass a failed course a student will have to repeat the said course when offered by the department in the subsequent session(s). Such a repeat course is an obligation to fulfil degree award requirements. To improve the grades, however, a student may optionally repeat a course(s) only one time. However, after completion of courses prescribed under the 'Scheme of Studies' and residential requirements, a student stands ineligible for improvement of CGPA even if he/she has not exhausted the maximum admissible limit of semesters.

The student(s) desiring to repeat a course(s) will request in writing to the Chairperson /HOD/ Teacher In charge/Director/Principal concerned one week before commencement of the concerned semester. If allowed by the Chairperson/HOD/Teacher In charge/Director/Principal, the student will have to deposit prescribed fee for each course. Where morning and evening programs of such subjects

are being offered, the student of morning may repeat the said course with evening program and vice versa. A student repeating a failed course will be bound to attend the lectures whereas a student desiring to improve his/her grades may be exempted from attending the lectures but in both cases fees and dues of the said course will be payable by the student. The exemption from the rule will, however, be based on the genuineness of the case. Such cases after approval by Chairperson/HOD/Teacher In charge/Director/Principal and deposit of fee will be reported by the departmental In charge examination to the concerned teacher(s). Student will have to be in regular contact with the course instructor and complete all assignments, term papers, reports and presentation. Following are the conditions for repeating a course:

- i) Whenever a student fails and gets an “F” grade he/she should repeat the course when it is offered to pass the said course.
- ii) A student who gets a “D” grade in a course may repeat the course only one time to improve his/her grades as per conditions mentioned above. However, a student who has already passed a course with a “A” , “B” or “C” grade will not be allowed to repeat in any case.
- iii) A student can be allowed to **repeat/improve** a maximum of six courses (18 credit hours) during the total duration of his/her degree program to improve his/her grades at Bachelors level but not more **than one course per Fall/Spring semester**. However, during last two semesters (7th & 8th) a student may enrol maximum of two failed courses. Provided further that the Dean/Director/Principal concerned on the recommendations of Departmental Examination committee may allow to enrol extra failed courses on the written request submitted by a student well in time subject to condition that he/she will complete his/her degree after enrolment of these courses.
- iv) Only new/better course grade should be included in his/her transcripts.

33. IMPROVEMENT OF ‘D’ GRADE

- i) In any regular or summer session a student may repeat once those course(s) of the previous semester(s) in which he/ she has secured the lowest grade i.e. 'D' only within the prescribed limit of credit hours. However, after completion of courses prescribed under the ‘Scheme of Studies’ and residential requirements, a student stands ineligible to enrol ‘D’ grade course(s) for improvement of CGPA even if he/she has not exhausted the maximum admissible limit of semesters.

- ii) If any student enrolled the “D” grade in any semester but he/she did not appear in the Examinations under such conditions his/her right to improvement will be ceased and he/she could not enrol the said course in future.
- iii) Any improved grades will substitute ‘F’ and ‘D’ grades of the previous semester for calculating CGPA but ‘F’ and ‘D’ grades will form part of the transcript.

34. USE OF UNFAIR MEANS IN THE EXAMINATIONS

During examination time having in possession or access to:-

- i) Any paper, book, note or any other unauthorized material which has relevance to the syllabus of the examination paper concerned.
- ii) Mobile Phones or any electronic gadget other than calculator, even in switch off mode, which can potentially be used for communication or copying.
- iii) Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
- iv) Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc. which may have relevance to the syllabus of the examination paper concerned.
- v) Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.
- vi) Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
- vii) Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of the invigilating staff.
- viii) Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
- ix) Impersonating any candidate or getting impersonated by any person for taking the examination.
- x) Showing rude attitude or misbehave with invigilator

NOTE: Any action by a candidate contrary to these regulations, whether discovered during the examination or afterwards, may result in disqualification.

34.1 AT THE END OF THE EXAMINATION

- i) Students must ensure that extra sheets are securely stapled to the main answer book.

- ii) It is the responsibility of the students to ensure the front cover of the answer book is fully completed with his/her name, Regd/Roll No. subject code, title, credit hours etc.
- iii) All candidates must remain in their seats until their answer books have been collected and are formally dismissed by the Invigilator.

34.2 UNFAIR MEANS COMMITTEE

On the recommendation of the Controller of Examinations, a committee of three (03) teachers of different disciplines shall be constituted by the Vice Chancellor for a term of two years in order to deal with Unfair Means Cases (UMC). The Controller of Examination shall be the Convener of the committee. Deputy Registrar Academics will be the Coordinator of Committee. The Committee will decide the UMC Cases with simple majority. The final decision will be implemented by the Controller of Examinations. In case a seat of any member of UMC Committee becomes vacant for any reason, the Convener will report to the Vice Chancellor for replacement of member for the residual period of the term of the Committee.

34.3. PUNISHMENT

A candidate found using unfair means or involved in disorderly conduct or disturbing other candidates, at or in connection with an examination shall be referred to Unfair Means Committee. The Committee after consideration of the case as referred to it by Instructor/Invigilator can award punishment. The punishment awarded by this Committee will be in addition to the punishment that may have been already awarded by the Course Coordinator with one or more of the following

- i) Grade “F” in the relevant paper; and/or Cancellation of relevant paper;
- ii) Maximum fine up to Rs. 10,000 per paper;
- iii) Suspension from the Program;
- iv)Expulsion from the University.
- v) Any other punishment deemed suitable by the Committee.

34.4 PUNISHMENT AWARDED BY THE VICE CHANCELLOR

In case of emergency, the Vice Chancellor may provisionally award suitable punishment without reference to the Unfair Means Committee, in commensuration with the gravity of offence, to any candidate or to any student on the rolls of Semester System Examination. However, the case will be referred to the UMC Committee for formal proceeding.

34.5 APPELLATE AUTHORITY

A candidate to whom the decision of the Unfair Means Committee is communicated and has valid reason to appeal against such decision; he/she may do so in writing to the Vice Chancellor within Ten (10) days of the receipt of the decision. The decision of Vice Chancellor will be the final.

35. FUNCTIONS OF CONTROLLER OF EXAMINATIONS:

- i) The Controller of Examinations shall make arrangements for supply of Stationery for the Tests/ Examinations.
- ii) The Controller of Examinations shall be responsible for the compilation of results and its notification at the end of each Semester.
- iii) The Controller of Examinations shall be responsible for the notification of positions and detail of Academic Medals and Certificates.
- iv) The Controller of Examinations shall notify the positions and detail of Academic Medals and Certificates if 95% of the result of the Final Semester/Year has been notified for a particular program.
- v) The final result shall be announced by the Controller of Examinations in the National Press/ University Gazette and shall be displayed on the University Notice Board and website.
- vi) The students of undergraduate, graduate and postgraduate shall collect their Transcripts and Provisional Certificates from the office of the Controller of Examinations.
- vii) The Controller of Examinations shall get the Degrees of all programs printed.
- viii) The Degree Supplement Form shall be issued by the Controller of Examinations to the students of all programs at the time of issuance of Degree.

36. CONFERNMENT OF DEGREES

- (i) University should conduct Convocation once in a year to award/confer the degrees to the **successful** students as per criteria.
- (ii) Urgent degree can be issued as per policy of the University upon the request of the student and

on payment of prescribed fee.

- (iii) Duplicate degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost/damaged or in case of change the name of the candidate. The candidate has to apply to the Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof as per University rules.
- (iv) The procedure to issue Duplicate Degree shall be the same as of Original Degree.