

SEMESTER REGULATIONS FOR UNDERGRADUATE, GRADUATE & POSTGRADUATE ACADEMIC PROGRAMS UNDER SEMESTER SYSTEM- 2019

1. PRELIMINARY

In exercise of the powers conferred upon it by section 20 sub section 2(xxv) read with section 22 sub section 2(ii & iii) of the Ghazi University, Dera Ghazi Khan act, 2012/Amendment Act 2015, the Academic Council of the Ghazi University, Dera Ghazi Khan is pleased to make the following Regulations:-

2. SHORT TITLE AND COMMENCEMENT

These Regulations shall come into force with immediate effect.

3. GENERAL REGULATIONS

These Regulations shall be applicable to all the academic programs of Ghazi University Dera Ghazi Khan.

Definitions

In these rules and regulations unless the subject or context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- 3.1 “Academic Department” means a teaching, research and technological development Department maintained and administered by the University;
- 3.2 “Academic Year” means a year consisting of two regular semesters namely; Fall and Spring;
- 3.3 “Authority” means any of the Authorities of the University specified in the Ghazi University, Dera Ghazi Khan Act;
- 3.4 Chairperson/HOD/Teacher In charge ” means head of an Academic Department;
- 3.5 “College” means a University College or an Affiliated College;
- 3.6 “Dean” means the Chairperson of the Board of Faculty;
- 3.7 “Director” means the Director of an Institute/sub-campus
- 3.8 “Principal” means the head of a College;
- 3.9 “Credit Hour” means one hour student-teacher classroom contact per week per semester in theory or two hours contact in practical/lab work per week per semester;
- 3.10 “Deficiency Course” means a course in which a student has been adjudged deficient by the concerned Department/College/Institute at the time of transfer of credits/migration;
- 3.11 “Non-credit Course” means a course that shall be mandatory to pass but shall not be counted in calculating GPA/CGPA and shall not have any effect on the academic position of a student;
- 3.12 “Pre-requisite” means a course required to provide basic knowledge of the follow up course;
- 3.13 “Semester” means duration of eighteen weeks inclusive of examinations i.e.; sixteen weeks for teaching (including midterm exam), one week for conduct of final term examination and one week for preparation and submission of results;
- 3.14 “Undergraduate Program” means four years BS/ B.Sc. (Hons)/BBA etc. Programs of the University Teaching Departments/Colleges/ Institutes/Sub-Campuses
- 3.15 “Graduate Program” means two years MA/M.Sc/MBA etc. Programs of the University Teaching Departments/Colleges/ Institutes/Sub-Campuses
- 3.17 “Postgraduate Program” (MS/MPhil/MSc (Hons) or equivalent and PhD) programs of the University Teaching Departments/Colleges/Institutes/Sub Campuses.

4. INTRODUCTION

Following are the guidelines, procedures, rules and regulations to be administered by all the Departments/Colleges/Institutes/Sub-campus, running Semester System.

4.1 Each Department/College/Institute/Sub-campus in the beginning of an academic session shall arrange an “Orientation Day” to familiarize the admitted students with semester system and their degree requirements.

4.2 A copy of printed Semester Regulations shall be made available in all the Departments/Colleges/Institutes/Sub-campus as well as the University Library for guidance.

4.3 The regulations inscribed here are subject to amendment/change and repletion by the Competent Authority.

5. 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.

6. UNIFORM ACADEMIC CALENDAR

There will be two semesters in an academic year; Fall and Spring. Whereas Fall Semester will normally start in September/October and Spring Semester will normally start in February/March. In addition to Fall and Spring Semesters there will be a Summer Semester with the duration of eight–ten (8-10) weeks subject to the approval of the Vice Chancellor. However, the contact hours for Summer Semester may be set in accordance with the nature/scope of the course(s) to be offered by the Department/ /Institute/College/sub-campus.

7. STATUS OF STUDENT

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

7.2 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.

8. Admissions

Admissions to various degree programs under semester system shall be governed by the admission policy laid down by the University from time to time.

9. 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 In-charge/Director/ Principal of the Department/Institute/Sub-campus/College.

10. 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

English shall be the medium of instruction and examination in each discipline except otherwise specified.

11. COURSES AND SCHEME OF STUDIES

- 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 finally submit to Academic Council for approval. Such curricula and schemes of studies shall become effective from the date of approval by the Academic Council or any other date as determined by the Competent Authority.
- ii) A student shall normally be required to take the prescribed courses of six to twenty credit hours work load 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 In-charge/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.

12. STANDARD DURATION OF CREDIT HOUR

Theory: One credit hour will be of 50 minutes each week in a semester

Practical: One Credit hour will be of 100 minutes each week in a semester

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 (2-1) 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 contact hours of a 3(2-1) course will be a 2 hours per week class work and 1 hours of lab work per week. A 3(0-3) course will an all practical course requiring 3 contact hours lab work per week.

12.1 TRANSFER OF CREDIT HOURS

- i. A case of transfer of credit hours shall be decided by the Equivalence Committee in consultation with the respective Departmental Academic Committee.
- ii. 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.
- iii. No credit hour of a course will be transferred if the grade is less than C for Four Years Graduation/ Masters Programs and B for MS/ MPhil Program.
- iv. Credit Hours will only be transferred from a Chartered HEIs.
- v. Not more than 50 credits in case of Four Years Graduation Program, 25 credits in case of Master Program and 12 credits in case of MS/ MPhil Program will be transferred.

13. COURSE ENROLLMENT

Before commencement of semester, subject to availability of specialized faculty, departments will announce list of Optional and Elective courses for enrolment.

13.1 Change of Optional Course

No student shall change an optional/elective course except with the written approval/re-assignment by the Chairperson/HOD/Teacher In charge/Director/Principal of the Department/Institute/sub-campus/College. The time period for such a change shall be notified in Academic Calendar.

Note: *The Department/Institute/Centre/College strictly follow the approved scheme of studies in Bachelor and Master degree programs while in postgraduate list of approved courses of academic council will be observed.*

14. SEMESTER BREAK/FREEZING

14.1 In case of a valid reason, a student may freeze his/her studies maximum for one year (two semesters) with the permission of the Dean/Director/Principal concerned on the recommendation of the Chairperson/HOD/teacher In charge. The Dean, after according permission, shall notify it and forward the copies to all the concerned offices for uploading Freeze Status in the information system, record, withdrawing the studentship facilities during freeze period and recording freeze history in the transcript, respectively. However, freezing in the 1st semester shall not be permissible.

14.2 During the “Freeze period”, the applicant shall loose his/her studentship status and not entitled to avail any facility like hostel, medical, transport, library etc. which university extends to its regular students.

14.3 The student will re-join either in the subsequent semester or in the same semester in the next year (as the case may be) after paying semester fee. In case, a student re-joins after the freeze

period of one semester, he/she shall only register those courses having no or passed prerequisite course(s).

14.5 Freezing period of the studentship shall be added in the maximum duration period of the degree, however, if a student fails to re-join the university after the maximum freeze time (i.e. 2 semesters), his/her admission shall stand cancelled and name permanently removed from the university roll.

14.6 In case of valid and contingent reasons, if a student fails to apply for the semester freeze and does not register courses/attends the university, he / she may apply for the re-joining in accordance with the course registration schedule mentioned in the Academic Calendar to the Chairperson / HOD /Teacher In charge/Principal. The Chairperson, after ascertaining remaining semesters and course work left, shall expeditiously send the request along with concrete recommendations to the Dean / Director. The Dean / Director, after according permission, shall notify it and forward the copies to all the concerned offices for updating re-joining status in the information system, record, restoring the studentship facilities during discontinued / absent period, 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 the course of study”.

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

14.8 If a student fails to re-join the university within maximum degree duration period (counted from the first semester of enrolment), his / her admission shall stand cancelled and name permanently removed from the university roll.

15. ATTENDANCE

- i) 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 shall not fulfil the 75% attendance just as a notice.
- ii) The Chairperson/ HOD/ Teacher In-charge/Director/Principal of the Department/ Institute/ sub-campus/College may condone, for valid reasons, deficiency up to five percent 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 percent of the total number of lectures.
- iii) 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.
- iv) 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 In-charge/Principal/ Director.
- v) 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.
- vi) 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 In-charge/ Principal/ Director of the Department/ Institute/ sub-campus with the total number of lectures and practical's (if applicable) attended by each student.
- vii) The absence as a result of late admission or change of course(s) shall also be counted for dropping from the course(s).
- viii) 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.
- ix) 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.*

16. 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% in undergraduate while for postgraduate courses it will be 50%. 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 outline 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-chargel/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.
- xiv) 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. Bachelor/Master Degree will then be conferred upon the successful candidates as per rules and regulations of the University.
- xv) 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.
- xvi) 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.
- xvii) For the degree programs where research is optional, the students are required to submit the Thesis/Project report within two months from the end of final examination of the last semester. However, this time duration may be extended with the permission of the competent authority. The evaluation of the project shall be made by the panel of three examiners comprising the Chairperson/HOD/ Teacher In charge/ Principal/Director, external examiner (to be recommended by the Board of Studies and appointed by the Vice Chancellor) and the supervisor

17. CONDUCT OF EXAMINATION

17.1 The Invigilation Staff for each centre 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.

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

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

17.4 No student shall be allowed to leave the examination centre 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.

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

18. 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.

18.1 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.

19. DEPARTMENTAL EXAMINATION COMMITTEE

There will be an examination committee that 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.

19.1. Functions of the Departmental Examination Committee

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 the provision of clause 15 (viii & ix) and 23 of these semester regulations only.
- v) 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.

19.2 BOARD OF ADVANCED STUDIES AND RESEARCH (BASR)

The functions of the Board of Advanced Studies and Research shall be to –

- (i) advise the Authorities on all matters connected with the promotion of Advanced Studies and Research publication in the University;
- (ii) consider and report to the Authorities on the institution of research degrees in the University;
- (iii) propose Regulations regarding the award of research degrees;
- (iv) appoint supervisors for postgraduate research students and approve title and synopsis of a thesis or dissertation.
- (v) recommend panels of names of paper setters and examiners for research examinations after considering the proposals of the Board of Studies in this behalf; and
- (vi) perform such other functions as may be prescribed by Statutes.

20. 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 concerned field to be co-opted 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.

20.1. Function of Appeal Committee

A student who feels not satisfied with the assessment of his/her assignments, test, quizzes, presentations, seminars, mid-term and final term papers and did not satisfy about the decision of Departmental Examination Committee 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.*

20.2 Rechecking of Examinations Scripts

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

- a. Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examinations can arrange for re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of student. The Controller of Examination or any officer or 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 total 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 issues

21. EXAMINATION EVALUATION SYSTEM

- 1) Students will be rated according to the 4 letter grade system i.e. A, B, C and D, for undergraduate & graduate degree programs. While 3 letter grade system i.e. A, B and C in case of postgraduate degree programs. 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																
01 Credit			02 Credit			03 Credit			04 Credit			05 Credit			06 Credit	
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	C	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	B	32	6.67	B	40	8.00	B	48	9.00	B	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	A	36	8.00	A	44	9.33	A	52	10.67	A	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
		F	32-40	8.00	F	40	9.33	F	48	10.67	F	56	12.00	F	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			
		D	44	10.67	D	45	11.00	D	52	12.00	D	60	13.33	D	68	14.67
			46	11.33		53	12.33		61	13.67		69	15.00			
			47	11.67		54	12.67		62	14.00		70	15.33			
			48-60	12.00		55	13.00		63	14.33		71	15.67			
		C			C			C	56	13.33	C	64	14.67	C	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
		B			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
		F			F			F			F	76	18.67	F	84	20.00
												77	19.00		85	20.33
												78	19.33		86	20.67
												79	19.67		87	21.00
		D			D			D			D	80-100	20.00	D	88	21.33
															89	21.67
															90	22.00
															91	22.33
		C			C			C			C			C	92	22.67
															93	23.00
															94	23.33
															95	23.67
		B			B			B			B			B		
		A			A			A			A			A		
		F			F			F			F			F		
		D			D			D			D			D		
		C			C			C			C			C		
		B			B			B			B			B		
		A			A			A			A			A		
		F			F			F			F			F		
		D			D			D			D			D		
		C			C			C			C			C		
		B			B			B			B			B		
		A			A			A			A			A		
		F			F			F			F			F		
		D			D			D			D			D		
		C			C			C			C			C		
		B			B			B			B			B		
		A			A			A			A			A		
		F			F			F			F			F		
		D			D			D			D			D		
		C			C			C			C			C		
		B			B			B			B			B		
		A			A			A			A			A		
		F			F			F			F			F		
		D			D			D			D			D		
		C			C			C			C			C		
		B			B			B			B			B		
		A			A			A			A			A		
		F			F			F			F			F		
		D			D			D			D			D		
		C			C			C			C			C		
		B			B			B			B			B		</

- 2) CGPA(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

22. GOOD STANDING / PROBATION

In order to remain on the roll 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.

22.1 FOR UNDERGRDUATE AND GRADUATE ACADEMIC PROGRAMS

- 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.
- A student who secures less than 1.50 CGPA in second or subsequent semesters will be dropped out from the role of the university.
- The minimum CGPA for award of the degree will be 2.20 with no “F” grade.
- 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 semester to be offered by the Department/Institute/Centre. Prescribed entry/examination fee per course will be applicable.
- 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 of the 4th semester in case of 2 years Masters programme, 8th semester in case of 4 years Bachelors (Hons) programme 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.
- 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.

22.2. FOR POSTGRADUATE ACADEMIC PROGRAMS

- If a student fails to obtain CGPA of 2.5 at the end of each academic year (Fall, Spring and following summer) his/her admission shall stand cancelled. However, he/she may seek fresh admission but only once.

Note: The student who avails only one regular semester (Fall/Spring) must obtain GPA of 2.00 However at the end of summer session of the same academic year s/he will maintain 2.5 GPA to remain on roll.

- A student, who obtains CGPA of 2.5 or more but less than 2.75 upon the completion of entire approved course work, may be allowed to repeat once the courses of the previous semesters in which he/she had obtained the lowest grades in order to improve the CGPA so as to obtain the minimum of 2.75 failing which he/she shall cease to be on the rolls.
- CGPA of 2.75 out of 4.00 is required to qualify for the award of degree.
- In case of a drop because of poor academic performance, the student of the 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.

23. 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, s/he 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) S/he 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 the 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 is offered again.

24. 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 will 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:

24.1. FOR UNDERGRADUATE & GRADUATE ACADEMIC PROGRAMS

- 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 three courses (9 credit hours) during the total duration of his/her degree program to improve his/her grades at Graduate level but no more than **one per Fall/Spring semester**. However, during last semester (forth) a student may enrol maximum of two fail courses. Provided further that the Dean/Director/Principal concerned on the recommendations of Departmental Examination committee may allow to enrol extra fail 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) 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 no more than **one per Fall/Spring semester**. However, during last two semesters (7th & 8th) a student may enrol maximum of two fail courses. Provided further that the Dean/Director/Principal concerned on the recommendations of Departmental Examination committee may allow to enrol extra fail 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.
- v) Only new/better course grade should be included in his/her transcripts.

24.2 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.*

24.3. FOR POSTGRADUATE ACADEMIC PROGRAMS

- i) Whenever a student fails and gets below 50% marks he/she should repeat the course when it is offered to pass the said course.
- ii) A student who gets a “C” grade in a course may repeat the course to improve his/her grades as per conditions mentioned above. However, a student who has already passed a course with a **“A” or “B” grade** will not be allowed to repeat in any case.
- iii) A student can be allowed to **improve** a maximum of three courses (a total of 9 credit hours courses) during the total duration of his/her degree program to improve his/her grades but no more than **one course per Fall or Spring semester**.
- iv) Only improved/better course grade shall be included in his/her transcripts.

25. SUMMER SEMESTER

Summer semester 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 semester is therefore meant to save time. The matter to conduct summer semester 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 the Vice-Chancellor. Following are the summer semester regulations:

- i) A student opting for summer semester shall either pay Rs.5500/- per course in advance or complete these courses in corresponding semester in the subsequent academic session.
- ii) The duration of the summer semester including mid & final term examinations would be 8 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 semester 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 undergraduate and graduate classes will be allowed to enrol for a maximum of 3 courses of a semester or lab work of not more than 12 credit hours. While for postgraduate a student can enrol 2 courses of a semester or lab work of not more than 8 credit hours.
- v) In summer sessions following 8th, 10th and 12th regular semesters for the students of undergraduate and graduate degree programs, a student may enrol four fail course(s) only, with the approval of the Vice Chancellor (as a special case) provided that s/he will complete her/his degree programme after that session. In this situation, s/he will not be able to enrol 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 program & 4 years for Masters) 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 Chairperson/HOD/Teacher In charge/Principal/Director of the concerned Academic Department in case if a student will be needy.*

26. CODE OF EXAMINATION

26.1 BEFORE THE START OF EXAMINATIONS

- i) National ID or University ID card is compulsory to enter into examination hall and hang on front or placed in front of you 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 you may handover to invigilators.

- 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.

26.2 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 your 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 that 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. Permission are not allowed to make noise or shouting,
- 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 student wish to leave the examination before the specified finish time, you must raise your hand and wait until an Invigilator has collected your completed answer book.

26.3 EXAMINATION MISCONDUCT AND IRREGULARITIES

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 the letter or spirit of these regulations, whether discovered during the examination or afterwards, may result in disqualification.

26.4 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.

26.5 CONVENER OF THE 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 the 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 along with the recommendation nomination for replacement within 21 days of its vacancy. Notification of the new member (s) will be issued by the office of the Vice Chancellor.

26.6 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.

26.7 PUNISHMENT AWARDED BY THE VICE CHANCELLOR

In case of emergency, The Vice Chancellor may provisionally 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 Semester System Examination. However, the case will be referred to the UMC Committee for proceeding.

26.8 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 and not challenged in any court of Law under any circumstances

27. AWARD OF DEGREE

- i) A minimum of 130 credit hours are required for undergraduate 4-year BS or equivalent degree program.
- ii) A minimum of 66 credit hours are required for graduate 2-year MA/MSc or equivalent degree program.
- iii) A minimum of 30 credit hours are required for postgraduate 2-year MS/M. Sc. (Hons)/M. Phil degree program.
- iv) Degree shall be awarded to the students only who have completed all the degree requirements, passing all courses specified in scheme of studies by securing at least 2.20 CGPA in undergraduate and graduate degree Programs while 2.75 CGPA for postgraduate degree programs.

28. MATTERS RELATED TO DEGREES CONFERMENT

- i) University should conduct Convocation once in a year to award the degrees to the qualified students as per criteria.
- ii) Urgent degree can be issued as per policy of the university upon the request of student
- 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 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 duplicate degree shall be signed by the Controller of Examinations only.

29. CRITERIA FOR POSITION HOLDERS

Three positions namely 1st, 2nd and 3rd shall be awarded per program (if applicable as per University rules and regulations). The award of these positions shall be on the basis of CGPA. Semester positions will be determined on the basis of GPA of the respective semester.

In order to qualify for the award of any of these positions a student is required to:

- i) The discipline where number of students is less than five, no position will be awarded
- ii) Pass all the courses (both credit and non-credit) in the first attempt.
- iii) Complete all courses opted and never withdrawn any course or repeated/improved/opted any semester break due to any reason.
- iv) Appear in all mid and final term examinations offered.

In case of a tie in CGPA, a person with higher COPM (Cumulative Overall Percentage Marks) shall be awarded position. In case of tie among CGPA as well as COPM, the same

position will be awarded to the number of students securing the same CGPA and COPM.

Note: COPM will be calculated as under;

$$\text{COPM} = \frac{\text{Total marks obtained in all credit courses}}{\text{Total marks in all credit courses}} \times 100$$

29.1 GOLD/SILVER MEDAL

Gold/Silver medals, one each, will be awarded per program, per department, per campus.

30. General Rules of Undergraduate Academic Programs

30. 1. DURATION OF THE COURSE

The duration for the BS/B.Sc. (Hons)/BBA or equivalent shall not be less than eight and more than 12 semesters.

30. 2. SCHEME OF STUDIES

The subjects of study for the various degree programs are available in concerned departmental Chairperson/HOD/ Teacher In Charge/ Principal/Director; which may be amended from time to time.

30. 3. CREDIT HOURS REQUIREMENT

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

30. 4. TIME FOR ADMISSION

Admissions shall be conducted in the Fall Semester and only once in a calendar year. If a candidate fails to complete enrollment, his/her admission shall be cancelled. In special situation the worthy Vice Chancellor may allow admission to any program in Spring Semester

30. 5. AUTHORITY OF ADMISSION

- i) The admission to a undergraduate degree program shall be made by Dean/Director/Principal; on the basis of merit list.
- ii) Lists of selected candidates shall be displayed by the office of the concerned department and if needed subsequent lists shall be displayed till the last seat is filled up.(Explanation: The last list would be displayed keeping in view that 75 % attendance in lectures would not suffer).
- iii) The competent authority may refuse admission to a candidate without assigning any reason.

30. 6. RE-ADMISSION

- i) If a student fails to enroll in any semester(s) without permission of the Competent Authority, the student shall cease to be on the rolls of the University and in case the student desires re-admission, the student shall have to apply for the same in the next coming admissions.
- ii) The office of the concerned Dean/Director/Principal on the recommendation of Chairperson/HOD/ Teacher In charge may re-admit such a candidate subject to the payment prescribed fee as re-admission along with semester gap fee, if applicable.
- iii) The Dean/Director/Principal may refuse the re-admission if the reasons presented are not convincing.

Note: The period of gap semester will be counted towards residential requirements

30.7 RESEARCH PROJECT / INTERNSHIP REPORT

- 1) The Research Project/ Internship report is an option for the requirement for the award of undergraduate Degrees Programs.
- 2) The Topic of Research Project/ Internship report along with the name of Supervisor shall be approved by the Departmental Board of Studies at the beginning of semester VII and the students shall have to submit the Project/ Internship Report within two months after the last day of Final Examination of Eighth Semester.
- 3) In case, a student fails to submit the Research Project/ Internship report within the stipulated time then h/she must enrol the next semester as additional.
- 4) A minimum of 50% marks is required to qualify the Research Project/ Internship report.
- 5) A student shall submit at least Two Copies of the Research Project/ Internship report to the Chairperson/HOD/Teacher In Charge/Principal/Director of the concerned department/College/Institute/sub-campus, to be forwarded to External Examiner(s) and Internal Examiner in strip/ tape binding. External Examiner(s) will be appointed by the Vice Chancellor from the panel of three examiners recommended by the Departmental Board of Studies and same shall be notified by the Controller of Examinations.
- 6) A Board of Examiners consisting of Internal Examiner (Supervisor), External Examiner(s) and Convener (Chairperson/HOD/Teacher In Charge/Principal/Director of the concerned department/College/Institute/Sub-campus,) shall evaluate the Research Project/ Internship

report in a Viva Voce (Oral Examination). In case the Research Project/ Internship report does not meet the minimum standards, the Board may recommend revision and one time re-submission of the Research Project/ Internship report within 15 days.

- 7) The student shall be informed in writing about the changes he/ she has to make in the Research Project/ Internship report.
- 8) In case the re-submitted Research Project/ Internship report is again not up to the mark, the candidature of such student shall be cancelled.
- 9) The cover of the final copy of Research Project/ Internship report should be Dark Maroon and hardbound.
- 10) The Research Project/ Internship report, which is accepted after evaluation, shall become the property of concerned department/Institute/Sub-campus/College of Ghazi University, DG Khan.

31. General Rules of Graduate Academic Programs

31.1. DURATION OF THE COURSE

- i) The duration for the Master Degree shall not be less than four and more than eight semesters in full residence and not less than six and more than nine semesters for the part time students (university employee).
- ii) The employees of the government/other agencies nominated for admission at this University shall have to take study leave to pursue studies as a regular student, failing to fulfill this conditions, his/her admission shall be cancelled. However, after getting admission by a nominee in the university, it would be obligatory for the parent department to sanction the study leave / extend the leave in favor of the nominee within one semester of his/her admission, otherwise the admission shall stand cancelled.

31.2. SCHEME OF STUDIES

The subjects of study for the degree programs are available in concerned Departmental Chairperson/ HOD/ Teacher In charge/Principal/Director which may be amended from time to time. A student shall present an acceptable thesis/research report in addition to completing his/her approved Course Work in order to qualify for the award of the degree or otherwise as approved by Board of Studies (BOS).

31.3. CREDIT HOURS REQUIREMENT

- i) The minimum credit hours requirement for instituting the various degree programs shall be as following;

ii) MSc / MA	iii) 66 credit hours
--------------	----------------------
- iv) Note: Students are required to complete the prescribed number of credit hours by opting one of the following options.
- v) Course work only
- vi) Course work and a thesis of 06 credit hours.
- vii) Course work and research report of 06 credit hours or internship for those subjects where it is required.

31.4. RE-ADMISSION

- i) If a student fails to enroll in any semester(s) without permission of the competent authority, he/she shall cease to be on the rolls of the University and in case he/she desires re-admission, he/she shall have to apply for the same.
- ii) The Board of Advanced Studies and Research (BASR) may readmit such a candidate subject to the payment of prescribed fee as re-admission fee along with semester gap fee, if applicable.
- iii) The BASR may refuse the re-admission if the reasons presented before the Board are not convincing.

Note: The period of gap semester will be counted towards residential requirements.

31.5 DISSERTATION/ PROJECT/ INTERNSHIP REPORT

- 1) Dissertation/Project/ Internship Report can be one of the requirements for the award of Master Degree.
- 2) The Topic of Project/ Internship Report/ Dissertation shall be given to the students at the beginning of semester III and the students shall have to submit the Project/ Internship Report/ Dissertation within two month after the last day of Final Examination of fourth semester. In case, a student fails to submit the Project/ Internship Report/ Dissertation within the stipulated time h/she must enrol the next semester as additional.

- 3) A student shall submit at least Two Copies of the Dissertation/Project/ Internship Report to the Chairperson/HOD/Teacher In Charge/Principal/Director of the concerned department/College/Institute/sub-campus, to be forwarded to External Examiner(s) and Internal Examiner in strip/ tape binding. External Examiner(s) will be appointed by the Vice Chancellor from the panel of three examiners recommended by the Departmental Board of Studies and same shall be notified by the Controller of Examinations.
- 4) A minimum of 50% marks are required to qualify the Dissertation/Project/ Internship Report.
- 5) A Board of Examiners consisting of Internal Examiner, External Examiner(s) and Convener (Chairperson/HOD/Teacher In charge/Principal/Director of the Department/College/Institute/sub-campus) shall evaluate the Dissertation/ Project/ Internship Report in a viva Voce (Oral Examination). In case the Dissertation/ Project/ Internship Report does not meet the minimum standards, the board may recommend revision and one time re-submission of the Dissertation/ Project/ Internship Report within 15 days.
- 6) The student shall be informed in writing about the changes he/ she has to make in the Dissertation/ Project/ Internship Report.
- 7) In case the re-submitted Dissertation/ Project/ Internship Report is again not up to the mark, the candidature of such student shall be cancelled.
- 8) The cover of the final copy of Project/ Internship Report/ Dissertation should be Black and hardbound.
- 9) The Research Project/ Internship report, which is accepted after evaluation, shall become the property of concerned department/Institute/Sub-campus/College of Ghazi University, DG Khan.

32. General Rules of Postgraduate Academic Programs

32.1. DURATION OF THE COURSE (2 - 4 Year)

- i. The duration for the Degrees of MS/MPhil shall not be less than four and more than eight semesters in full residence and not less than five and more than ten semesters for the University employees admitted as part time students. However, in case of M.B.A (3.5 yrs) the minimum residential period shall not be less than seven and more than ten semesters
- ii. The employees of the government/ other agencies nominated for MS/MPhil degree at this University shall have to take study leave to pursue studies as a regular student, failing which he/she will not be admitted. However, after getting admission by a nominee in the university, it would be obligatory for the parent department to sanction the study leave or extension in the leave in favor of the nominee within one semester failing which, his/her admission shall stand cancelled.

32. 2. SCHEME OF STUDIES

The subjects of study for the degree programs are available in concerned Faculty/Department which may be amended from time to time. A student shall present an acceptable thesis in addition to completing his/her approved course work in order to qualify for the award of the degree.

32. 3. MINIMUM REQUIREMENT FOR THE VARIOUS DEGREE PROGRAMS

A student admitted to the degree program shall be required to take minimum 24 credits (excluding 06 credits for thesis research). While for MBA 3.5 years minimum credit hour limit will be 96.

Deficiency course(s) shall not be counted towards the minimum credit. Students may be asked to enroll the additional courses on the recommendations of their concerned Supervisors or Department.

32. 4. TIME FOR ADMISSION

Admission may be conducted once in a year i.e. in the fall semester. If a candidate fails to complete enrollment, his / her admission shall stand cancelled. However, nominees of HEC, Ghazi University, foreign countries and other government organizations, may be admitted up to the mid examination with the condition that they will have to cover up the courses by taking seminars, special problem and research project.

32. 5. UNIVERSITY EMPLOYEE

- i. **The Academic Staff:** A teacher / researcher of the Ghazi University, D.G Khan (regular) may be allowed to enroll himself / herself for postgraduate courses after getting permission from the competent authority. He / she under this arrangement will be a part time student and a full time employee. He / she will be allowed to enroll maximum of two courses in a semester or special problem in a semester and exempted from university enrollment dues of the semester except the examination fee. In case, he / she intends to take maximum credit hours allowed to a full time student then he / she will have to take leave from the University and pay half University dues.
- ii. **Administrative Staff:** The administrative staff of the Ghazi University, D.G Khan (regular) will be treated at par for admission to various postgraduate courses after getting permission from the competent authority. He / she will take maximum of two courses, one seminar or special problem in case of morning programs while full load in evening programs and exempted from university enrolment dues of the semester except the examination fee. He / she under this arrangement will be a part time student and a full time employee. In case, he / she intends to take maximum credit hours, he / she will have to get leave from the university and pay half university dues. However, the number of seats for admission to various degree programs for administrative staff might be fixed by the Vice Chancellor.

32. 6. RE-ADMISSION

- i) If a student fails to enroll in any semester(s) without permission of the competent authority, he/she shall cease to be on the rolls of the University and in case he/she desires re-admission, he/she shall have to apply for the same.
- ii) The Board of Advanced Studies and Research (BASR) may readmit such a candidate subject to the payment of prescribed fee as re-admission along with semester gap fee, if applicable.
- iii) The BASR may refuse the re-admission if the reasons presented before the Board are not convincing.
- iv) Note: The period of gap semester will be counted towards residential requirements

32.7. SUPERVISORY COMMITTEE

- i) There shall be a supervisory committee comprising of supervisor/co-supervisor(s) (three members) chaired by supervisor provisionally approved by the Dean of the Faculty on the recommendation of the Board of Studies concerned. The committee shall be confirmed by the Board of Advanced Studies and Research.
- ii) A member of the committee can be taken from other Universities or Organizations with the approval the BASR on the recommendations of supervisor and Chairperson/HOD/Teacher In charge/Principal/Director. The student may be allowed to change his/her supervisor under special circumstances in consultation with Chairperson/HOD/Teacher In-charge/Principal/Director of the Department/ College/ Institute/sub-campus and Dean of the Faculty subject to confirmation by the BASR.

32. 8. THESIS SUBMISSION AND EVALUATION

- 1) A candidate who has secured CGPA 2.5 only will be allowed to take Research and pursue for the thesis submission but he/she must score CGPA 2.75 for obtaining the degree.
- 2) If a student obtains 2.5 CGPA and fails to achieve CGPA 2.75 on the completion of course work he/she has to improve the courses of lowest grades to achieve desired CGPA level.
- 3) The students of MS/M.Phil. Degree must submit a synopsis comprising of 7 to 10 pages along with title of the research for approval of the Board of Advanced Studies and Research (BASR).
- 4) For “Minor Change” in the title of the Synopsis/Thesis, a letter from the Supervisory Committee of the student, will serve the purpose. In case of major change, changed topics will again be submitted in respective BOS and finally approved by the BASR.
- 5) A panel of 5 external examiners will be proposed by Chairperson/HOD/Teacher In charge/Principal/Director with the consent of respective Supervisor and duly recommended by the respective Board of Studies send to Office of the Controller of Examinations.
- 6) Before the thesis submission for external evaluation by the external examiner concerned Supervisor certify that it meets the minimum standard and the plagiarism test, using the software provided by Higher Education Commission, has been conducted by the Director Quality Enhancement Cell (QEC).

- 7) An examiner shall be appointed by the Vice Chancellor for the evaluation of thesis from the proposed panel.
- 8) The thesis shall be evaluated by the Board of Examiners according to the following numerical and letter grades:
 - (i) There shall be 120 marks corresponding to 6 credit hours allocated for thesis and these may be divided as under:
 - (a) Twenty five percent marks will be reserved for the evaluation of technical knowledge of the topic as well as general knowledge about the subject of the degree program.
 - (b) Fifty percent marks will be reserved for the subject matter of the thesis such as the originality and justification of research, quality of data, interpretation of data, conclusions drawn and achievements of the objectives of the research.
 - (c) Twenty five percent marks will be reserved for technical aspects of presentation such as consistency, illustration, diagrams, references, English grammar, vocabulary and quality of typing.
 - (ii) Total marks so awarded will be converted into a letter grade as prescribed in regulation No. 22 and average grades on the basis of course work and thesis will then be worked out to calculate the final CGPA.
 - (iii) The thesis evaluation will be conducted within four months from the date of dispatch of thesis from the office of Controller of Examinations, failing which the student will be declared/assumed fail in the thesis examination and shall be notified by the office of the Controller of Examinations. Under unavoidable circumstances the thesis examination may be conducted through video conference arrangement if a student/supervisor/member is at abroad. However, the Vice Chancellor may allow extension for thesis evaluation up to six months in hardship cases.
- 9) Supervisor after consultation with external examiner shall notify the date, time and venue of thesis evaluation.
- 10) The supervisor shall send the award list of thesis examination to the office of the Controller of Examinations after making sure that the student has incorporated the suggested improvements.
- 11) The Controller of Examinations shall notify the result of the student after receiving two hard bound copies of thesis to be submitted by the student within two months after evaluation otherwise, his/her admission shall stand cancel.
- 12) In case of disagreement between the Supervisory Committee and the External Examiner regarding the acceptance of the thesis, it shall be referred to another external examiner whose decision shall be final.
- 13) If a candidate fails in the thesis examination, he/she may resubmit a revised thesis within six months after the date of declaration of the result of the last thesis examination, on payment of the prescribed thesis examination fee. He/she can avail this chance only once.
- 14) If the thesis, submitted by a candidate for final evaluation, is proved to be copied/plagiarized at the time of viva-voce examination, it will be liable to be rejected on the report of Board of Examiners and the Controller of Examinations will declare the candidate fail in thesis examination. The admission of such candidate shall be cancelled and he/she shall not be readmitted under any circumstances.
- 15) If the thesis of a candidate is proved to be plagiarized after its evaluation and declaration of result, previous result of the candidate will be cancelled and he/she will be declared to have failed in thesis examination, such a candidate shall not be readmitted to M.Sc. (Hons.) M.Phil./M.S. under any circumstances.
- 16) The student shall submit two copies of hard bound final thesis and his/her supervisor will provide soft copy of the thesis to the Controller of Examinations office through his/her official e-mail for declaration of final result.
- 17) The cover of the final copy of Thesis should be Navy Blue and hardbound.
- 18) The Thesis, which is accepted after evaluation, shall become the property of Ghazi University, DG Khan. One copy shall be kept in the Department and one in the Main Library.

34. VICE CHANCELLOR'S AUTHORITY IN SPECIAL CASES

Not with standing anything contrary to these Regulations, The Vice Chancellor shall have the power to issue orders, directions or instructions for the smooth working of semester system, where the regulations are silent and in cases of ambiguity or discrepancy regarding the interpretation of these regulations, the decision of the Vice Chancellor shall be final.

Repeal. The existing regulations are hereby repealed. However, the case arising under repealed regulations shall be governed by those regulations.

GHAZI UNIVERSITY, DERA GHAZI KHAN

***SEMESTER REGULATIONS FOR
UNDERGRADUATE, GRADUATE &
POSTGRADUATE ACADEMIC PROGRAMS
UNDER SEMESTER SYSTEM- 2019***