



MY  
UNIVERSITY  
STEP INTO TOMORROW

# MY University Regulations 2021

# Table of Contents

1.	Introduction	5
2.	Academic Regulations and Policies	7
2.1	Academic Calendar .....	7
2.2	Schedule of Semesters .....	7
2.3	Credit Hour .....	7
2.4	Course Registration (Enrollment in a Semester) .....	7
2.5	Late Registration.....	8
2.6	Course Load .....	8
2.7	Add/Drop Course(s).....	8
2.8	Repeat Courses.....	8
2.9	Class Attendance.....	9
2.10	Semester Freeze .....	9
2.11	Program Duration/Scheme of Studies.....	10
2.11.1	<i>Undergraduate Studies</i> .....	10
2.11.2	Graduate Studies .....	10
2.12	Policy for Two Degrees Awarded in Same Year or Session Clash with Same or Different Mode 11	
2.13	Withdrawal of Course(s).....	12
2.14	In Process (IP) grade Allocation .....	12
2.15	Credit Transfer Policy.....	12
2.16	Independent Study .....	13
2.17	Academic Advisor .....	13
2.18	Dismissals .....	13
3.	Examination Rules	14
3.1	Method of Assessments .....	14
3.2	Examination Schedule .....	14
3.3	Question Papers .....	14
3.4	Use of Reference Material during Tests/ Examinations .....	14
3.5	Rules for Examination Hall .....	15
3.6	Unfair Means .....	15
3.7	Award of Incomplete (I) Grade.....	15
3.8	Degree Completion Requirement .....	16
3.8.1	Student Evaluation .....	16
3.8.2	Grading .....	17
3.8.3	Academic Standards.....	18

3.8.4	Grade Reports .....	18
3.8.5	Transcripts.....	18
3.8.6	Readmission.....	18
3.8.7	Final Grade.....	18
3.8.8	Computation and Approval of Results.....	18
3.9	Calculation of Grade Point Average (GPA) for a Semester .....	19
3.10	Communication of Results.....	19
4.	Award of Master's (MS/MPhil) Degree .....	19
4.1	Registration.....	19
4.2	Examinations.....	20
4.3	Probation & Expulsion.....	21
5.	Final Transcripts and Degrees .....	22
5.1	Process of Final Clearance.....	22
5.2	Guidelines for Issuance of Final Transcript and Degree .....	22
5.3	Award of Degrees .....	23
5.4	Duplicate/ Revised (FT/ Degree).....	23
5.5	Charges for Verification and Issuance of duplicate FT/ Degree.....	23
6.	Honors and Awards .....	24
6.1	Vice-Chancellor's Merit Award for Undergraduate Students.....	24
6.2	Dean's Merit Award for Undergraduate Students.....	24
6.3	Vice-Chancellor's Merit Award for MS/MPhil Programs.....	25
6.4.	Dean's Merit Award for MS/MPhil Programs.....	25
6.5	Vice-Chancellor's Award for Extra Curricular Achievements (BS/MS/MPhil Programs).....	25
7.	Medals and Awards .....	25
7.1	Chancellor's Medal (Gold Medal).....	25
7.2	Vice-Chancellor's Medal (Silver Medal).....	26
7.3	Vice-Chancellor's Gold Medal (Best in Project/Thesis) .....	26
7.4	Vice-Chancellor's Award for Entrepreneurship & Innovation.....	26
7.5	Award for Applied Research .....	26
7.6	Withdrawal of the Institution of a Medal.....	26
8.	Convocation .....	27
8.1	Code of Conduct .....	27
9.	Award of Bachelors Degree and Academic Deficiencies .....	28
9.1	Award of Degree.....	28
9.2	Academic Deficiencies .....	28
9.3	Disposal of Academically Deficient Students .....	28
10.	Award of MS/MPhil Degree and Academic Deficiencies .....	31
10.1	Award of Degree.....	31
10.2	Academic Deficiencies .....	31

11. Research during Graduate Programs	32
11.1 Thesis Research .....	32
11.2 STUDENTS RESEARCH SUPERVISOR.....	32
11.3 RESEARCH PROPOSAL (SYNOPSIS).....	33
11.4 EXAMINATION OF MS THESIS.....	33
11.5 SUPERVISORY COMMITTEE .....	33
11.6 COMPREHENSIVE EXAMINATION.....	33
11.7 RESEARCH SEMINAR.....	34
11.8 PHD DISSERTATION.....	34
11.9 EVALUATION OF DISSERTATION.....	34
12. Award of PhD Degree	35
13. Award of Honorary Degree	35
14. Academic Integrity & Plagiarism	35
15. Hostel Facilities	36

# 1. Introduction

1. These Regulations are framed in pursuance of Chapter V, clause 26 (a-f) of MY University Act 2013.
2. These Regulations shall come into force with immediate effect.

In these Regulations unless there is anything repugnant in the subject or context:

- i. **University** means MY University or abbreviated as the University;
- ii. **Academic Program.** An “Academic Program” means a program of studies, which leads to the award of the University Degree, Diploma to the students, after successful completion of all its requirements.
- iii. **Program Education Objectives (PEOs).** PEOs are broad statements that describe what students are expected to be doing in their profession after 4 to 5 years of their graduation; PEOs shall be inspired and derived from the Vision and Mission of the University.
- iv. **Board of Studies** means Board of Studies of each department of the University, abbreviated as BOS or interchangeably used with Faculty Board of Studies;
- v. **Semester.** A “Semester” means an academic period, in which one set of courses in any program is offered. The duration of a semester will be 19 weeks with a minimum 16 weeks of classes, 1 week of preparation before the final examination and 2 weeks of examinations. The academic year consists of two semesters: Fall and Spring semesters. There may be a short Summer Session of minimum 8 weeks duration, if its need is justified by SBS and approved by Academic Council.
- vi. **Course.** A “Course” means a topic or a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester. Each course will carry a specific discipline code and number.
- vii. **Required Course.** A “Required Course” means a course of study, successful completion of which shall be a requirement for the degree.
- viii. **Optional Course.** A “Optional Course” means a course of study, successful completion of which shall not be a requirement for the degree.
- ix. **Credit Hour (Cr. hr).** A lecture of one-hour duration (including 10 minutes break) per week per semester for a course countable towards a student’s Cumulative Grade Point Average will be considered as one credit hour. However, in case of seminars, tutorials and laboratory work, one credit hour may require two or three contact hours depending on the nature of the course.
- x. **Contact Hour.** One contact hour means one hour (including 10 minutes break) spent on academic activity including instructional work/tutorials, lab work (practical), research work, projects, seminars, workshops, internships, etc., during the course of studies at the University. Generally speaking one credit hour of course work is equal to one contact hour where as one credit hour of practical/lab/research work/projects etc., is equal to 2-3 contact hours.
- xi. **Letter Grade.** A “Letter Grade” means a letter indicating the quality of students’ academic performance.
- xii. **Grade Points.** Points assigned to each letter grade.
- xiii. **Quality Points.** The number is the product of grade points earned by the student in a course and number of credit hours of the course.
- xiv. **Semester Grade Point Average (SGPA).** The summation of quality points of all credit courses divided by the total number of the credit hours taken by a student during a semester.
- xv. **Cumulative Grade Point Average (CGPA).** The summation of quality points of all credit courses divided by the total number of credit hours taken by a student, i.e.:

$$\text{CGPA} = \frac{\text{Sum of (PxN)}}{\text{Sum of N}}$$

Where *P* represents a grade point assigned to a letter grade scored by the student in a course and *N* represents the number of credit hours associated with the course.

- xvi. **Controller of Examination.** “Controller of Examination” means the Controller of Examination who shall be appointed by the Board on recommendation of Vice Chancellor, as per Section 17 of Act.
- xvii. **Internal Examiner.** “Internal Examiner”, means the teacher/ person appointed by the Vice Chancellor, Dean of the University or Principal of constituent/affiliated School/College who has been teaching the subject to the class during the academic semester for which the examination is being conducted.
- xviii. **External Examiner.** “External Examiner” wherever applicable, means a person holding suitable qualifications in the relevant discipline who may belong to any constituent /affiliated school/college or an university/organization but has not taught the subject to the class during the academic semester for which the examination is being held, wherever applicable.
- xix. **Academic Advisor.** A member of the Academic Staff to be appointed by the Vice Chancellor, Dean of the University or Principal of constituent / affiliated school/college for guiding and counseling students and for supervising their academic performance till their final graduation from the University.
- xx. **Thesis Supervisor/Advisor.** A permanent faculty member having relevant qualification and research experience who supervises / guides thesis / dissertation of a Postgraduate (PG) student till successful completion of the research work.
- xxi. **Co-Supervisor/Co-Advisor.** A faculty/specialist from industry/R&D organization/other HEC recognized academic institutions (in a specific field in which requisite expertise/facilities are not available within the University) who assists in supervision/guidance of thesis/dissertation of a PG student till completion of the research work.
- xxii. **Guidance and Examination Committee (GEC).** GEC is a Committee nominated by the respective Head of Department to provide supervision to PG students and examine them during course of studies. GEC is chaired by the supervisor/advisor of the student.
- xxiii. **Outcome-Based Education (OBE).** OBE is a system of education that focuses on viewing curriculum as consisting of Knowledge Profiles (KPs), Complex Engineering/Science Problems (CEPs)/activities and requires that Course Learning Outcomes (CLOs) of each course be specified and then assessment should be done to ensure that these outcomes are measures; All CLOs of a course shall map to Program Learning Outcomes (PLOs) of an academic program.

All faculty members and the examination branch must ensure that annual published program is followed in letter and spirit i.e. the dates of start of semesters, examinations, leave, and semester results announced and placed on the web, etc.

## 2. Academic Regulations and Policies

### 2.1 Academic Calendar

An academic calendar is issued by office of the Registrar that contains following information:

- i. Semester commencement dates
- ii. Course Add/Drop Week
- iii. Mid-term examination week
- iv. End of classes date
- v. Final exam week
- vi. Result notification dates
- vii. Holidays during the semester

Students are required to adhere to the academic calendar dates as mentioned above. The calendar is available on the MYU website.

### 2.2 Schedule of Semesters

There are two regular semesters in an academic year i.e. Fall and Spring. Each semester consists of a total of 18 weeks, with minimum 16 weeks for teaching and two weeks for examinations.

The University may offer Summer Session of eight weeks. **Summer Session is at the discretion of the University to offer.**

### 2.3 Credit Hour

**2.3.1** A “CREDIT HOUR” is the unit of measuring educational CREDIT, usually based on the number of contact hours per week during the semester. Each three-credit hour course shall have 48 contact hours (3 hours/week \* 16 teaching weeks which equals 48 hours) in a semester.

**2.3.2** One credit hour in laboratory or Independent study/project would require working for three hours per week during the semester.

### 2.4 Course Registration (Enrollment in a Semester)

Students are required to register courses as per offering of the respective department in a semester. Course registration of continuing students for the upcoming semester is done in advance as per dates mentioned in the academic calendar.

All students are required to fill the registration form for each semester and submit it by due date, specified in the academic calendar, in the academic office of the concerned department. In programs where, online registration facility is available, student must register on-line. The students may enroll in the offered subjects only.

**A Department reserves the right to withdraw any course after its offering or change its timings or instructors. If the number of students is less than 10 in a course, the department reserves the right to withdraw it.**

## 2.5 Late Registration

Once the deadline for registration of courses is over, late registration shall only be allowed till the last working day of the first week of the upcoming semester by paying Rs. 2000/- as fine which will be doubled later on.

## 2.6 Course Load

Student is allowed to register in the prescribed study load of 15-18 credit hours in each semester for BS programs and 6 to 12 credit hours in the MS/PhD programs. In exceptional circumstances, where a student is required to repeat failed courses, the concerned HOD/Dean may allow maximum of 21 credit hours in BS programs to the graduating students only. For additional courses, separate fee has to be paid as prescribed.

## 2.7 Add/Drop Course(s)

Student is allowed to add/drop courses before the due date, specified in the academic calendar. Add/Drop is allowed only if the approved lesser load due to Academic Deficiency or it was an elective course. Such requests have to be recommended by the concerned HoD and approved by the concerned Dean.

However, such Student shall have to complete his/her degree program in the maximum time allowed for the completion of that particular degree. Please note that add/drop of courses shall not be processed on the basis of section change request.

## 2.8 Repeat Courses

The course(s) with “F”, “W” and “WSA” grade(s) may be repeated in regular semester(s) as well as in Summer session if offered, subject to registration by the Student concerned within due dates. Student is required to complete the normal semester activities (class attendance, assignments, quizzes, mid-term exam and final examinations. In case of repeating the course(s).

1. Repeat course(s) fee has to be paid in advance.
2. In case of extension granted for payment of dues. A fine of Rs. 500/-per day shall be applicable on non-payment within the due extended time. The late payment charge will be applied from the date of course registration. Any type of scholarship /financial aid shall not be applicable in such case.
3. Maximum six courses can be repeated in an BS degree program and 3 in MS/MPhil programs. In such a case both course and grade obtained shall appear on the transcript, however the latest grade shall be calculated in the CGPA and letter ‘R’ will be affixed with the grade thus earned on the transcript against the course.
4. The student will be ineligible for medal (s) if repeats a course to improve CGPA or pass a failed subject.

## 2.9 Class Attendance

Student is expected to attend all classes, laboratories, tutorials, or other class meetings officially designated for a particular course. A minimum of 80% attendance is required for a Student to be eligible to sit in the final examination/assessment. The course shall be repeated in case of short attendance.

Student with less than 80% of attendance in a course shall be withdrawn from the course and will be awarded grade 'WSA' (Withdrawn for Short attendance) and shall not be allowed to take end term exams or assessments. WSA grade shall appear on the transcript.

## 2.10 Semester Freeze

A Student may freeze his/her semester due to any plausible reason for a maximum period of one year (two semesters in a four/five-year degree program and once in a two-year degree program). However, freezing of first two semesters is not allowed for four/five year's degree program and first semester in two years program. Clearance from the library, Computer lab and Accounts Office is mandatory. The Student shall have to surrender his/her Student ID card. During the "freeze period" the applicant shall lose his/her Student status at MYU and shall not be entitled to avail University facilities.

The submitted fee for the frozen semester (or any semester) could be adjusted in the next semester by adopting the following rules:

- a. Up to 7th day of commencement of classes: 100% refund or adjustment of tuition fee.
- b. From 8th - 15th day of commencement of classes: 50% refund or adjustment of tuition fee
- c. From 16th day of commencement of classes: No Fee (0%) refund or adjustment

A Student shall rejoin in the next semester after paying semester fee. The right to use all university facilities shall be resumed upon rejoining.

Freezing the semester(s) is a matter of choice and such Student shall not qualify for any relaxation in semester course load or towards maximum time specified for completion of the degree.

In case a Student needs to freeze the semester after the Add/Drop Period, application shall only be accepted before midterm examinations and under medical emergencies Such Student shall be charged a processing fee of Rs. 5000.

After maximum semester freeze duration, Student shall rejoin, register for courses and continue studies, failing which his/her admission shall be cancelled automatically, without any prior information/intimation.

Leaving more than two semesters without an official approval will lead to the suspension of admission and Student can only resume the program by paying re-admission fee subject to meeting the academic criteria.

**Note:** *Student leaving without approval or leaving the end term exams/assessment without approval shall result in the award of an 'F' grade.*

## 2.11 Program Duration/Scheme of Studies

### 2.11.1 Undergraduate Studies

- i. The minimum number of credit hours for each program and duration for completing the Bachelor's Program shall be as under: -

Program	Credit Hours Minimum	Duration	
		Minimum	Maximum
Bachelor of Science (BS)	132-138	4 Years	6 Years

- ii. The maximum duration of BS program can be extended for another one year with the approval of the Vice-Chancellor.
- iii. Internship with reputed public or private sector organizations for a minimum duration of 6-8 weeks for the students may be arranged by the concerned department during 3<sup>rd</sup> year semester break to provide them practical exposure, on job training and confidence before commencement of employment as professionals.

### 2.11.2 Graduate Studies

- i. The minimum number of credit hours and its duration for completing the Master's Program shall be as under:

Program	Credit Hours Minimum	Duration	
		Minimum	Maximum
Master of Science (MS)	30 (24 course work + 6 Thesis)	1.5 years	4 Years
Doctor of Philosophy (PhD)	18 Course Work + 24 Thesis	3 years	8 Years

- ii. All the codal formalities related to issuance of degree has to be completed within specified duration, including the notification from BASR.
- iii. The maximum duration of MS program can be extended for another one year with the approval of the Vice Chancellor.
- iv. The maximum duration of PhD program can be extended for another one year with the approval of the Vice-Chancellor, and for another one year with the approval form the Board of Advanced and Research (BASR) – making a maximum duration of eight years.
- v. BASR can change the requirements for the award of MS/PhD degree from time to time by amending relevant rules, regulations, and SOPs pertaining to MS/PhD studies.

## 2.12 Policy for Two Degrees Awarded in Same Year or Session Clash with Same or Different Mode

Sr No.	Degree I	Degree II	Policy Decision
1	Bachelor/Master degree Obtained in <b>regular</b> mode in the <b>Morning Session</b> in one university.	Bachelor/Master degree obtained in <b>regular</b> mode in the <b>Morning Session</b> in the <b>same</b> university.	Degree with the time Clash is not allowed.
2	Bachelor/Master degree obtained in <b>regular</b> mode in the <b>Morning Session</b> in one university.	Bachelor/Master degree obtained in <b>regular</b> mode in the <b>Morning Session</b> in the <b>different</b> university.	Degrees with time clash are not allowed.
3	Bachelor/Master degree obtained in <b>regular</b> mode in the <b>Morning Session</b> in one university.	Bachelor/Master degree obtained in <b>regular</b> mode in the <b>Evening Session</b> in the <b>same</b> university.	This combination of degrees is allowed provided that: a) Admission requirements are met. b) Written permission is obtained from university before joining programs.
4	Bachelor/Master degree obtained in <b>regular</b> mode in the <b>Morning Session</b> in one university.	Bachelor/Master degree obtained in <b>regular</b> mode in the <b>Evening session</b> in <b>different</b> university located in the same city.	This combination of degrees is allowed provided that: a) Admission requirements are met. b) Written permission is obtained from both universities before joining Programs.
5	Bachelors/Master degree obtained in the regular mode in one university.	Bachelors/Master degree obtained in the <b>private</b> mode in the <b>same</b> university.	This combination of degrees is allowed.
6	Bachelor/Master degree obtained in the regular mode in one university.	Bachelors/Master degree obtained in the <b>private</b> mode in the <b>different</b> university.	This combination of degrees is allowed.
7	Bachelor/Master degree obtained in the regular mode in the same session/year.	Bachelor/Master degree obtained through <b>Distance Learning</b> mode in the same session/year.	This combination of degrees is allowed.
8	Bachelor/Master degree obtained in the private mode in one university in the same session/year.	Bachelor/Master in the <b>private</b> mode in the same university in other discipline in the same session/year.	This combination of degrees is allowed.
9	Bachelor/Master degree obtained in the private mode in one university.	Bachelor/Master degree obtained in the <b>private</b> mode in <b>different</b> university.	This combination of degrees is allowed.
10	1 Year B.Ed. degree obtained in the private mode from one university in one academic year/session.	2 Year M.A in any discipline obtained in the <b>private</b> mode from the same university in the same academic year/session.	This combination of degrees is allowed.

11	2 Year Degree (Science) obtained in the regular mode in one university on one academic session/year.	2 Year degree (Arts/Social Science) in the <b>private/distance learning</b> mode in the same or different university in one academic session/year.	This combination of degrees is allowed.
----	--	--	---

### Guidelines:

- 1- In the case of Professional Degrees, the permission of respective councils, for example, Pakistan Medical Commission (PMC) and Pakistan Engineering Council (PEC), would be required.
- 2- Degrees with time clash are not allowed in any case.
- 3- For all above mentioned degree programs if the policy of university does not allow for any mode, the degree program cannot be pursued at all.
- 4- Student shall meet the pre-requisites and admission requirements of programs.

### 2.13 Withdrawal of Course(s)

Student may be allowed to withdraw from a course till the end of the 14th week of the semester. Consequently, grade 'W' shall be awarded to the Student. Grade 'W' has no effect on the GPA/CGPA.

### 2.14 In Process (IP) grade Allocation

In case of Projects/Thesis continuing for two semesters. IP Grade shall be shown in initial semester and grades shall be awarded in last semester based on evaluation of project. If Student(s) fails to submit project in a specified time i.e. one year, then F Grade shall be awarded.

### 2.15 Credit Transfer Policy

- Through an authentic/logical plea, duly supported by black and white evidence, one can apply for transfer of credits from a Higher Education Commission of Pakistan, recognized university/degree awarding institute to the MY University (MYU). However, he/she will have to file application for this at least one month before the commencement of a regular semester.
- Subject to the similarity and equivalence of at least 80% of courses of the respective discipline/degree for undergraduates and graduate programs and availability of seat(s), the transfer of credit request(s) will be processed for a regular semester only.
- The merit of the applicant should be higher or equivalent to the minimum admission criteria in that particular discipline/degree program/batch.
- The applicant desiring credit transfer will submit an application form accompanied by copies of all previous transcripts, course outlines, his/her latest photograph, duly verified by the Registrar/Principal /Head of the Department of the institution in which he/she is currently enrolled in.
- The applicant must have CGPA of at least 2.00 for undergraduate programs and 2.50 for MS/MPhil and 3.0 for PhD programs.
- Depending upon the similarity and equivalence of the courses, only credit hours of courses shall be transferred which shall have at least 60% marks in annual system or C+ and above grade in semester system of bachelor or B and above grades in graduate programs.
- The Student will provide a clearance certificate from his/her previous institution and will register himself/herself with MYU within the stipulated time.
- The Student will have to cover the entire deficient course(s) (if any) within the stipulated time for the completion of his/her degree.

- The credits transferred are counted towards degree requirements of a Student. However, GPA of transferred credits will not be counted towards the calculation of CGPA, and that only “Transferred” will be written against those courses whose transfer of credits was allowed by the respective Dean.
- 50% courses of the total credit hours for the program can be transferred at the undergraduate level and 30% can be transferred in graduate programs of the course work only.

## 2.16 Independent Study

A Student may opt for independent study with the consent of the concerned Teacher and with the approval of the HOD. The Student is required to pay Rs. 10,000/- independent study fee in addition to course fee.

### *Points to be considered for opting IS:*

- No semester is remaining and one course left which was graded as F or it is Student 12th semester; of undergraduate programs.
- If course is being offered in a semester, the Student shall not be eligible to apply for an independent study.
- Please note that final transcript under such case(s) will only be released after the result declaration date as mentioned in the academic calendar.

## 2.17 Academic Advisor

Students are assigned academic advisors from among the faculty members. The role of an academic advisor is to help students overcome their academic problems; guide and assist in their academic progress and monitor their discipline and general behavior during their stay at the University.

## 2.18 Dismissals

The **Student** shall be dismissed from the University on following grounds:

- a) As per academic probation policy.
- b) Degree time-barred.
- d) As per course repeat policy.
- e) Not met the admission criteria, in case of provisional admission.
- f) Violation of disciplinary rules.

# 3. Examination Rules

## 3.1 Method of Assessments

- a) Following method of assessments may be scheduled/conducted during a semester for the purpose of grading and to determine the achievement of Course Learning Outcomes (CLOs):
- b) **Minor Tests (Quizzes).** A number of quizzes conducted frequently in each course at irregular intervals (normally 2-3 per credit hour) throughout the semester, with/without intimation.
- c) **Major Tests**
  - i. **One-Hour Test (OHT).** Two one-hour tests conducted in each course at regular intervals during a semester.
  - ii. **Final Examination.** The last comprehensive examination of up to 4 and not less than 2 hours duration is given in each course on its completion.
- d) **Class Assignments.** A task relevant to a course of study assigned by concerned faculty to substantiate the course contents. The assignment may or may not be graded.
- e) **Lab Tests.** These tests include all such examinations/ evaluations to ascertain the level of competency of practical application of knowledge acquired.
- f) **Semester Project.** Project is a research and development work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use at Bachelor/Master/PhD level.
- g) **Research Paper.** The instructors may give a research paper to senior undergraduate students, MS/PhD students in a course. The assessment may involve writing a survey/review paper or an independent research paper on the basis of the semester project.
- h) **Thesis / Dissertation.** Thesis/dissertation is a report comprising the original research work of a student which is counted towards the partial fulfilment of his Master / PhD degree.

## 3.2 Examination Schedule

The Controller of Examinations will publish the examination schedules of the Final Examination and forward a copy to the concerned Deans of Faculty of the University and constituent schools/colleges for information and record.

## 3.3 Question Papers

All question papers are set by respective faculty and duly scrutinized, approved, and conducted in accordance with the University policy. As per the spirit of semester system, there shall be no choice in attempting the questions. It will also be ensured that the Question Papers are set balanced with respect to the examination policy and have been prepared to cover the essentials of the whole syllabus / course completed by the faculty.

## 3.4 Use of Reference Material during Tests/ Examinations

Prior to class quizzes/one-hour tests/final examinations, the concerned faculty/invigilator shall announce such books, notes or other material which can be referred to by the students during the tests/examinations. Students during examination shall not be in possession of any other books, notes, papers or material etc. However, the concerned faculty may also take open book and open lecture notes examinations with the approval of HoD.

### 3.5 Rules for Examination Hall

1. All Final Examinations shall be held at the University and constituent schools/colleges, on dates as per schedule given by the University.
2. Student should reach examination room at least 10 minutes before the scheduled time. No additional time shall be given to Student arriving late.
3. Student who has short attendance in any of the course(s) shall not be allowed to sit in the examination room.
4. **DON'T BRING YOUR MOBILE PHONE AND ANY OTHER UNAUTHORIZED ELECTRONIC GADGETS!**

If you bring it to an exam, you should be aware of the following:

- a) The MY University accepts no responsibility for any loss or damage to your belongings.
- b) On finding any of the unauthorized electronic gadgets, can lead the Student to Unfair Means Case.
- c) Student must maintain complete silence in the examination room. If a Student has any kind of query he/she should raise his/her hand and wait for the invigilator.
- d) Lending/borrowing of pen, pencil, ruler, calculator, etc. is strictly prohibited in the examination room.
- e) Student must display MYU ID Card.
- f) No rough work is to be done on the question paper.
- g) Student must mark his/her attendance on the attendance sheet during the examinations. In case, his/her name is not listed, they need to report to an invigilator immediately.
- h) Student found cheating, chatting, gesturing or misbehaving in the examination room shall be dealt with under the UMC rules.
- i) Any Student using abusive or obscene language in the answer sheet shall be dealt with under disciplinary rules.
- j) Student cannot leave the examination room without prior permission of the invigilator.
- k) In case of open book/open notes exams, Student must follow instructions given on the front page by the Teacher and should not indulge themselves in conversation with one another.
- l) Student is not allowed to leave their seat during the exam without getting permission from the invigilator.
- m) An attempt to gain access to a question paper before the examinations shall be dealt under the UMC rules.

### 3.6 Unfair Means

Any student found using unfair means or assisting another student during the exam / test would be liable to disciplinary action. A student found guilty of such an act by the Disciplinary Committee, will be dealt with in the light of policy in vogue. Use of unfair means generally covers the following:

- a) An attempt to have access to the question paper before the test/ examination;
- b) Use/possession of unauthorized reference material during test/examination;
- c) Any form of communication by the examinees with any one in or outside the examination room while the test/examination is in progress; and
- d) Unauthorized entry into faculty's office or that of his staff with the intention of having an access to or tampering with the official record/exam papers etc.

A Student found guilty of such an act shall be liable to one or more of the following penalties:

- a) Grade "F" in the subject; and/or
- b) Fine up to Rs. 25000; and/or
- c) Suspension; and/ or
- d) Expulsion from MYU
- e) Any other punishment recommended by the committee.

### 3.7 Award of Incomplete (I) Grade

A Student, owing to an emergency or a plausible reason, may apply for the award of 'I' (Incomplete) grade. Such application is acceptable upon recommendation of the Advisor/HOD and approval of the Dean/

Director. Approval on application form is mandatory. The approved application form shall be submitted to the Controller of Examinations within six weeks of announcement of results, provided all the other requirements of the course including attendance are completed.

The Student has to take only the end term exam for the course(s) graded 'I' in the very next semester. Attendance, midterm and sessional evaluation for such course(s) shall be considered as it was at the time of awarding 'I' grade. If a Student fails to take end term exams in the very next semester, the 'I' grade shall be changed into 'F' and Student shall be required to repeat the course(s).

*Private arrangements for an "I" graded examination between a Student and an instructor are not allowed. The Student who miss a re-scheduled exam shall not be given a second chance.*

### 3.8 Degree Completion Requirement

The basis for determining a student's grade in a course will be according to the evaluation criteria elaborated in a separate Policy namely "MY Grading Policy".

#### 3.8.1 Student Evaluation

- i. A student's academic progress and standing are determined and monitored through the following modes of evaluation:

Sr #	Evaluation Type	Frequency
a.	Assignments	At least one assignment per credit hour
b.	Quizzes	At least two quizzes per credit hour
c.	Lab Reports	At least one lab report per lab meeting
d.	Oral Exams	As per instructor's requirement
e.	One-Hour Test	Two one-hour tests
f.	Research Project	As per instructor's requirement
g.	Research Paper	As per instructor's requirement
h.	Finals	One announced final of up to 4 hours duration

- ii. An indicative break-up of weightages assigned to each mode of evaluation for a course and that for a laboratory are as follows; however, an instructor may change the allocation up to 5% for each component in consultation with the HoD.

Sr #	Breakup of Course	%age	Breakup of Lab	%age
a.	Assignments	5-10%	Lab Reports (10%)	40%
b.	Quizzes	5-10%	Oral Exam (30%)	25-30%
c.	One-Hour Tests	20-30%	Lab Exam (10%)	25-30%
d.	Project	15-30%		
e.	Research Paper	15-30%		
f.	Final	40-50%		

- iii. There is no choice of questions in quizzes, one-hour tests and finals.

- iv. No make-ups for quizzes, one-hour tests and finals are arranged, however in case of emergency, if the retake for OHT is approved by the retake committee, constituted by the HoD, of a department then an instructor has two options:
  - a. He can retake the OHT; or
  - b. He can award the student minimum average marks as determined in the relevant Policy.
- v. One lab credit hour corresponds to three hours of lab work per week
- vi. Following conditions will also be applied, for courses with Labs.

Theory + Lab	Theory – <b>Fail</b> Lab – <b>Pass</b>	Repeat Both Theory & Labs
Theory + Lab	Theory – <b>Pass</b> Lab – <b>Fail</b>	Repeat Lab Only

### 3.8.2 Grading

- i. On the basis of students’ performance, a letter grade is awarded for each course and laboratory. The procedure of Grading will be elaborated in the “MY Grading Policy”. Grade points assigned to each letter grade are shown below:

Marks	Letter	Grades	Grade Points Definition
90-100	A	4	Outstanding
85-89	A-	3.67	Excellent
80-84	B+	3.33	Very Good
75-79	B	3	Above Average
70-74	B-	2.67	Average
65-69	C+	2.33	Below Average
60-64	C	2	Fair
55-59	C-	1.67	Poor
50-54	D	1	Very Poor
<50	F	0	Fail
	I	-	Incomplete
	W	-	Withdrawn
	P/F	-	Pass/Fail
	NC	-	Non Credit
	( )	-	Grade Replaced
	AU	-	Audit

- ii. It is the University policy to workout GPA by awarding absolute grades on the basis of normal distribution curve on a scale of 4.00 in a given subject by the faculty.
- iii. To earn course credits, a student must obtain a minimum D grade for undergraduate, C grade for MS programs and B- for PhD programs in each course.
- iv. To successfully complete the degree requirement, a student must obtain a minimum CGPA of 2.00 for Bachelors, 2.50 for MS/PhD, and 3.00 for PhD degree.

### 3.8.3 Academic Standards

>	Good Standing	CGPA and SGPA is 2.00 or more
>	Warning	CGPA is 2.00 or more, however SGPA is below 2.00,
>	Temporary Enrollment	CGPA is below 2.00 during Warning or first time CGPA is less than 2.00
>	Extended Temporary Enrollment	CGPA is still below 2.00 during Temporary Enrollment
>	Drop Out	CGPA is below 2.00 during extended temporary

### 3.8.4 Grade Reports

Grade reports are issued to students at the completion of each semester. The report contains grades obtained in each course, semester GPA (SGPA) and cumulative GPA (CGPA).

### 3.8.5 Transcripts

A transcript of grades is issued with charge of fee to successful student at the completion of the academic program or at the time of leaving the University after submitting No Objection Certificate (NOC).

### 3.8.6 Readmission

A student dropped-out on academic basis, may apply for readmission through the regular admission process with the subsequent intake but he is not eligible to get the admission in the same academic program from which he was dropped-out. Moreover, he will not be eligible to any course exemption studied if he has been dropped out in an academic program.

### 3.8.7 Final Grade

The scores earned by a student in assignments, quizzes, laboratory work, one-hour tests, end semester examination etc., are formalized into final result by the concerned faculty. It must be ensured by the faculty that all exam answer sheets including final exams are shown to the respective students prior to finalization of the results. The faculty prepares the final results of the students on the standard grade sheet of the University system and submits it to Head of Department (HoD). The grade sheets duly approved by HoD are sent to the Controller of Examinations.

### 3.8.8 Computation and Approval of Results

After the results are received from each Department, the Exam Branch compiles the final results of each class. The final results show grades obtained in each course of the semester, the GPA and the CGPA of each student. The result sheets also indicate the tentative disposal (Warning, Temporary Enrollment, Extended Temporary Enrollment, and Dropout) of students failing to achieve required standard. The final result will be formally announced by the Exam Branch after it is approved by the BOS. Exam Branch will also maintain a hard copy of the results duly signed by the concerned HoD, concerned Dean and Controller of Examination.

### 3.9 Calculation of Grade Point Average (GPA) for a Semester

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

$$\text{SGPA} = \frac{\text{Sum of GPA Courses in Semester (Course Credit Hours} \times \text{Grade Points Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum of GPA of All Courses Taken in All Semesters (Course Credit Hours} \times \text{Grade Points Earned)}}{\text{Total Credit Hours Taken in All Semesters}}$$

Overall SGPA and CGPA will be rounded off to 2 digit decimal places by applying the rounding algorithm to 9 significant decimal places.

### 3.10 Communication of Results

The sessional evaluation shall be made available on Student portal/Moodle at least one week before the final examinations. Any objection of the Student regarding their performance must be addressed prior to the commencement of final examinations.

The semester progress report shall be communicated to the parents by Office of the Controller of Examinations.

## 4. Award of Master's (MS/MPhil) Degree

1. In order to be eligible for the degree of MS one of the following options must be successfully completed by the MS student with minimum CGPA of 2.5/4.00:
  - a) 24 Credit Hours coursework (8 courses) and Six 06 Credit Hours Thesis; or
  - b) 30 Credit Hours coursework (10 courses).
2. The maximum allowable duration, inclusive of semester breaks, to complete the MS degree shall be Four years (As per the guidelines of HEC).

### 4.1 Registration

1. The maximum allowable courses for registration shall be nine (09) Credit Hours in a Spring/Fall semester.
2. A student who is not registered in a regular semester shall have an inactive registration status unless he/she is on a semester break.
3. A student who has completed 30 Credit Hours registration but couldn't complete the program shall have to register at least 01 Cr. Hr. in subsequent Spring/Fall Semester to continue to maintain his / her registration status active.
4. Absence from the University for Two Consecutive Semesters shall lead to cancellation of the admission without intimation.
5. In case of cancellation of admission a re-admission request may be considered that the student has a chance to complete the program within maximum allowable duration.

6. A student may add or drop a course within a specified period and a course so dropped or added shall be deemed to have been omitted or registered.
7. A student may withdraw a course within the specified period. A withdrawn course shall be reported on the transcript of the student with a 'W' grade.
8. A student may be awarded grade 'I' for a registered subject which remains incomplete.
9. A withdrawn course shall not be counted towards the calculation of grade point average (GPA), but it shall be treated as a registered course for the evaluation of tuition fee.
10. An elective course passed by a student may be substituted, with the approval of the concerned Dean/HoD, with another elective course on the request of the student.
11. Any course not included in the curriculum of any all departments shall not be graded and marked as Non Credit (NC) on the transcript.

## 4.2 Examinations

1. A student shall be eligible for final examination if he/she meets the requirements specified from time to time by the office of Controller of Examinations.
2. Midterm and final term examinations of a course shall be as per the date sheet announced by the department and if a student misses an examination for any reason, there shall be no re-examination.
3. Student shall receive letter grades for the registered credits at the end of each semester as per the following scheme:

**Marks Letter Grades Grade Points Definition**

<b>Marks</b>	<b>Letter</b>	<b>Grades</b>	<b>Grade Points Definition</b>
90-100	A	4	Outstanding
85-89	A-	3.67	Excellent
80-84	B+	3.33	Very Good
75-79	B	3	Above Average
70-74	B-	2.67	Average
65-69	C+	2.33	Below Average
60-64	C	2	Fair
55-59	C-	1.67	Poor
50-54	D	1	Very Poor
<50	F	0	Fail
	I	-	Incomplete
	W	-	Withdrawn

	P/F	-	Pass/Fail
	NC	-	Non Credit
	()	-	Grade Replaced
	AU	-	Audit

4. A student not satisfied with the awarded grade may file a petition to the office of Controller of Examinations for review of the final grade within fifteen days after the declaration of the result. The review of the grade shall be limited to omissions and calculation errors only.
5. A student may repeat a course in which he/she has earned a C grade or below. If he/she improves the new grade will be placed on transcript otherwise the same grade will stay.

### **4.3 Probation & Expulsion**

1. A student shall be placed on probation in a semester if he/she fails to obtain 2.5 on a scale of 4.0 Grade Point Average (GPA).
2. In case a student remains on probation for two consecutive semesters his/her case may be referred to the BASR for decision on his/her expulsion or otherwise.

#### Thesis Submission and Defense

1. A thesis submission shall be allowed only if the student's registration in the program is intact.
2. A dissertation shall be cleared for defense if its similarity index is less than 22% in total and less than 7% from a single source, but similarity from the student's own published work carried out during the MS studies shall be excluded.
3. Thesis defense shall be arranged by the University within six (6) weeks after the receipt of the thesis.
4. Thesis shall be examined in an open defense by a thesis defense committee comprising of:
  - a) BASR Nominee - Convener
  - b) External Examiner - Member
  - c) Internal Examiner - Member
  - d) Supervisor – Member
5. Thesis shall be graded by the members of the defense committee as per the following weightage:
  - a) External Examiner - 40%
  - b) Internal Examiner - 30%
  - c) Supervisor - 30%
6. In case of Fail (F) grade, the student can re-submit his/her thesis after a period of 90 days with a fresh registration of credit hours associated with the thesis.

7. Thesis with minor revisions shall be submitted within 04 weeks from the date of examination, with a certificate from the supervisor that 'the revisions have been incorporated satisfactorily' failing which, it shall be treated as re-submission.
8. Thesis re-submission shall require a fresh registration of credit hours associated with the thesis.
9. A thesis with major revisions shall be submitted within 12 weeks from the date of examination and shall be accepted with certificates from both external and internal examiners that 'the revisions have been incorporated satisfactorily' failing which, it shall be treated as re-submission.
10. Thesis may be submitted anytime during a semester and the date of completion shall be the date of submission provided that the thesis is accepted either with no or minor revisions.
11. In the case of a three (03) Credit Hours Project, the Dean/Head of Department shall be responsible to make arrangements for the evaluation of a project by constituting a committee,
12. A student's MS program completion shall be subject to the approval from the BASR and the semester of completion shall be the semester in which the thesis is submitted.
13. List of students who have completed the MS shall be issued under the seal of the Registrar.

## **5. Final Transcripts and Degrees**

### **5.1 Process of Final Clearance**

Student who has completed all the degree requirements shall apply for Final Transcript (FT) through the prescribed clearance form and follow the given process.

1. Student may collect the form from MYU.
2. Student shall fill the required fields and get clearance in the prescribed sequence from departments mentioned on the clearance form.
3. Student must submit the form to the Office of Controller of Examination along with all the attested credentials and a photograph required for FT and degree.
4. In case of any liability, Office of Controller of Examination shall contact the Student through email. In this case, Student is required to visit to clear his/her liability.
5. FT can be collected by the Student from COE after three weeks from the date of submission of clearance form; to collect the FT Student would need to bring his original CNIC along with its copy.

### **5.2 Guidelines for Issuance of Final Transcript and Degree**

- It is preferred that the Student who has graduated must receive his/her FT/degree personally from Office of Controller Examinations (COE) during office hours.
- It is encouraged that the graduates receive their degrees in person on the day of Convocation. However, if the Student cannot collect the FT/Degree personally, an authorized person can collect the FT/Degree on the Student's behalf, by producing a letter of authority, copy of his/her CNIC and attested copies of Student CNIC.

- Student living abroad shall send their authority letter duly attested by Pakistan Embassy/Consulate General Office for issuance of their FT/degree through courier from Pakistan. University shall not be responsible for any damage/loss caused to the FT/Degree in transit.
- The University reserves the right not to issue the FT/Degree while investigating the applicant's identity and may ask him/her to produce further evidence for his/her identification.

### 5.3 Award of Degrees

Degrees shall be issued on the day of the Convocation to those who have completed all degree requirements of a particular program and have been issued final transcripts. For the issuance of urgent degree, Student shall apply through the prescribed urgent degree form, along with copy of CNIC, receipt of payment of urgent degree fee and copy of FT. Urgent degree shall normally be issued within one week of the application, by the Controller of Examinations.

### 5.4 Duplicate/ Revised (FT/ Degree)

In case FT/Degree is lost or misplaced, the Student can apply for duplicate FT/Degree by paying the duplication/revision fee in the accounts office. The word "Duplicate" or "Revised" shall be written on the FT/Degree. In order to get duplicate FT, it is mandatory for the Student to provide the following documents:

- Photocopy of lost FT/Degree
- Original copy of FIR lodged with police station regarding the loss of FT/Degree (in case it is lost)
- An affidavit on a stamp paper of Rs 50/-
- Original clipping of newspaper advertisement announcing the loss of FT/Degree (in case of loss)
- In case of correction in FT/degree or replacement of a damaged FT/degree, original FT/degree shall be surrendered.

### 5.5 Charges for Verification and Issuance of duplicate FT/ Degree

- Rs 500/- for verification of original and photocopies of Final Transcript (max four copies)
- Rs 500/- for verification of original and photocopies of Degree (max four copies)
- Rs 10,000/- for Transcript
- Rs 10,000/- for urgent Degree
- Rs 6000/- for Duplicate/Revised Final Transcript
- Rs 6000/- for Duplicate/Revised Degree
- Rs 50/- for Semester Progress Report of semester preceding the most recent semester, whereas Rs.500/ for any/all previous semesters

**Note:** *The above-mentioned charges may be revised without prior notice.*

# 6. Honors and Awards

## 6.1 Vice-Chancellor's Merit Award for Undergraduate Students

Vice-Chancellor's Merit Award is given to the Students earning Semester GPA/CGPA of 4.0/4.0 who fulfill the following conditions:

- There should be no “F”, “WSA”, “W” grade or repeat course.
- The Student is required to take minimum 15 credit hours excluding the pre and non-GPA courses, internship and final project courses.
- The Student should not have been penalized as a result of disciplinary and/or unfair means.
- Tuition fee discount of six credit hours along with merit award and certificate will be granted.
- No financial benefit will be given to the final semester students.

### **Note:**

- *The waiver will be applicable only if there are outstanding dues after deduction of the amount of waiver*
- *In case of fee default at the time of announcement, the waiver will be cancelled.*
- *The waiver of Fall semester will be adjusted in the Spring semester fee.*
- *The results declared on time will be considered for the awards. Late submission of results will not be considered.*

## 6.2 Dean's Merit Award for Undergraduate Students

Dean's Merit Award is given to the Students earning Semester GPA/CGPA of 3.80/4.00 or above who fulfill the following conditions:

- There should be no “F”, “WSA”, “W” grade or course repeat.
- The Student is required to take minimum 15 credit hours excluding the pre and non-GPA courses, internship and final project courses.
- The Student should not have been penalized as a result of disciplinary and/or unfair means.
- Top 10% from all registered Students in a program, who meet the criteria, will be issued letter of appreciation (excluding top 10 Students) by the respective Dean/Director.
- Top ten Students out of top 10% (as stated above) in the respective program will be granted fee discount of three credit hours along with merit award and certificate.
- No financial benefit will be given to the final semester students.

### **Note:**

- *The waiver will be applicable only if there are outstanding dues after deduction of the amount of waiver*
- *In case of fee default at the time of announcement, the waiver will be cancelled.*
- *The waiver of Fall semester will be adjusted in the fee of Spring semester*
- *The results declared on time will be considered for the awards. Late submission of results will not be considered.*

### **6.3 Vice-Chancellor's Merit Award for MS/MPhil Programs**

Vice-Chancellor's Merit Award is given to the Students earning Semester GPA/CGPA of **4.0/4.0** who fulfill the following conditions:

- There should be no “F”, “WSA”, “W” grade or repeat course.
- The Student is required to take minimum 9 credit hours excluding the pre and non-GPA courses, internship and thesis/final project courses.
- The Student should not have been penalized as a result of disciplinary and/or unfair means.
- No financial benefit shall be given.

### **6.4 Dean's Merit Award for MS/MPhil Programs**

Dean's Merit Award is given to the Students earning Semester GPA/CGPA of minimum 3.80/4.0 who fulfill the following conditions:

- There should be no “F”, “WSA”, “W” grade or repeat course.
- The Student is required to take minimum 9 credit hours excluding the pre and non-GPA courses, internship and thesis/final project courses.
- The Student should not have been penalized as a result of disciplinary and/or unfair means.
- No financial benefit shall be given.

### **6.5 Vice-Chancellor's Award for Extra Curricular Achievements (BS/MS/MPhil Programs)**

The Vice-Chancellor's Award is given to the Students who win any award/medal at Provincial or National/International level (top three position holders only).

- The Student should not have been penalized as a result of disciplinary and/or unfair means.
- The Student shall be awarded certificate of appreciation.
- No financial benefit shall be given.
- The list of Students shall be provided by the Office of Students Affairs in each semester.

## **7. Medals and Awards**

### **7.1 Chancellor's Medal (Gold Medal)**

This award is given to the graduating Students of the following degree programs, on the convocation day, who achieve the highest CGPA among all the graduating Students at the exit point, as per the following criteria:

- Students must have a minimum CGPA of 3.80.
- Student must have completed her/his degree program in the stipulated time.
- There should be no “F”, “WSA” or “W” grade in the academic program.
- There should be no repeat course for grade improvement.
- Transfer cases (External/Internal) shall not be considered for the medal.
- Student should have no disciplinary action/unfair means case against her/him.

## **7.2 Vice-Chancellor's Medal (Silver Medal)**

This award is given to the graduating Students of the following degree programs, on the convocation day, who achieve the highest CGPA among all the graduating Students at the exit point, as per the following criteria:

- Students must have a minimum CGPA of 3.70.
- Student must have completed her/his degree program in the stipulated time.
- There should be no “F”, “WSA” or “W” grade in the academic program.
- There should be no repeat course for grade improvement.
- Transfer cases (External/Internal) shall not be considered for the medal.
- Student should have no disciplinary action/unfair means case against her/him.

## **7.3 Vice-Chancellor's Gold Medal (Best in Project/Thesis)**

Student's criteria for the award:

- Degree completion within 2 years
- Student name should be in the first three authors
- Research work should be based on their thesis
- Articles must be with MYU affiliation
- Articles must be published in HEC recognized journals.
- The Research Grants Committee shall recommend the publications in accordance with the MYU Research Reward Policy.

## **7.4 Vice-Chancellor's Award for Entrepreneurship & Innovation**

Vice-Chancellor's Award for Entrepreneurship & Innovation is awarded to the graduating Students in recognition of their outstanding contribution to their projects / business plans, on the convocation day.

## **7.5 Award for Applied Research**

Award for Applied Research is given to MYU faculty members in recognition of their outstanding contribution to their funded research projects with a minimum value of Rs. 600,000 from MYU platform, on the convocation day.

## **7.6 Withdrawal of the Institution of a Medal**

The University have the power to withdraw or cancel the institution of a medal provided the circumstances so deemed.

# 8. Convocation

## 8.1 Code of Conduct

The MY University, holds its Convocation to honor the graduating Students' commitment and dedication to academic success. **Rehearsal is mandatory for all graduates.**

**Registration fee for the Convocation shall be charged.**

Keeping in view the decorum of the ceremony, the graduates are required to observe the following rules during the proceedings of the Convocation.

- Only formal dressing is allowed on the day of rehearsal and Convocation.
- All graduates should be wearing their gowns properly ironed as approved by their respective schools.
- Unnecessary movements, gossips, exchange of seats shall not be tolerated inside the convocation hall.
- Graduates are expected to observe the decorum of the ceremony.
- Do not leave the arena till the closing of the entire ceremony.
- Full cooperation from graduates for maintaining discipline and sobriety during the ceremony is expected.
- Failure to comply with these rules may not be allowed to attend the ceremony.

# 9. Award of Bachelors Degree and Academic Deficiencies

## 9.1 Award of Degree

the University, on recommendations of the School Boards of Studies, awards undergraduate degree to the students who satisfy the following conditions:

- Have completed minimum number of credit hours prescribed for the program and Commission for each program for bachelors' degree.
- Have achieved a minimum CGPA of 2.00 with a minimum of 'C' grade in Senior Design Project work/Thesis for Bachelor of Science, Bachelor of Art and any other Bachelors Program.

## 9.2 Academic Deficiencies

A student who obtains one or more of the following grades in a semester's final result is considered academically deficient:

- An 'F' grade in any course.
- SGPA less than 2.00
- CGPA less than 2.00
- 'I' (Incomplete) grade in any course.

## 9.3 Disposal of Academically Deficient Students

The cases of academically deficient students are disposed of initially by the Board of Studies (BOS) and subsequently by the Board of Faculty (BOF) of the University and respective constituent School/College in the following manner:

The BOS reviews the end semester results of deficient students and recommends any one of the under mentioned actions against the deficient students to the BOF:

- Warning
- Temporary Enrollment
- Extended Temporary Enrollment
- Dropout

The BOF upon receipt of recommendations from the concerned BOS is convened as soon as possible but at least one week before the start of next semester.

The BOF considers each case individually and makes decisions in line with the latest policy of the University.

The warning and temporary enrollment orders are issued by the Controller of Examinations and one copy of the order is placed in the student's file for record and one copy each is sent to the parent / guardian and student's advisor, and is published in students' web portal.

## **Warning**

- a. **Definition.** A written cautionary statement issued to the student who qualifies to continue his studies despite minor deficiencies in some course(s) so as to make him conscious of the weakness and advise him to work hard during the semester under progress.
- b. **Policy.** A student is issued a warning if any of the following conditions apply:
- (1) The student has obtained 'F' grade in any course
  - (2) First SGPA is equal to or more than 2.00 but less than 2.50
  - (3) Second semester onwards, SGPA is less than 2.00, provided the CGPA is more than or equal to 2.00
  - (4) The student does not qualify for Temporary Enrollment, Extended Temporary Enrollment or Dropout.
- c. **Compulsions.** While on Warning a student has to comply to the following:
- (1) Contact the concerned faculty for guidance
  - (2) Keep a complete record of the semester work comprising assignments, laboratory reports, quizzes, mid semester/one hour tests and the marks obtained and show them to the advisor.

## **Temporary Enrollment**

- a. **Definition.** A student is said to be on Temporary Enrollment if he is deficient in academic standards to the extent that he is likely to be put on Extended Temporary Enrollment or Dropped out and is allowed to continue studies for one semester.
- b. **Policy.** A student is placed on Temporary Enrollment under any of the following conditions:
- (1) CGPA is less than 2.00 during Warning or First time CGPA is less than 2.00
  - (2) The student does not qualify for Extended Enrollment or Dropout.
- c. **Compulsions.** While on Temporary Enrollment, a student has to comply to the following:
- (1) Contact the concerned faculty for guidance
  - (2) Keep a complete record of the semester work comprising assignments, laboratory reports, quizzes, mid semester/one hour tests, and the marks obtained.

## **Extended Temporary Enrollment (ETE)**

- a. **Definition.** Extended Temporary Enrollment (ETE) means that the student is given the absolutely last chance to improve his performance before being dropped out.
- b. **Policy.** A student is placed on Extended Temporary Enrollment under any of the following conditions:
- (1) At the end of the semester on Temporary Enrollment, if a student's CGPA is below 2.00;
  - (2) The student does not qualify for drop out

## **Dropout**

a. **Definition.** Dropout means that a student is considered unsuitable for further studies at the University and is withdrawn from the program.

b. **Policy.** A student is recommended for dropout by the School Board of Studies for approval of Vice Chancellor if any one of the following conditions apply:

- (1) The student is unable to get a passing grade in a course in three attempts
- (2) At the end of a semester on Extended Temporary Enrollment, if the CGPA is below 2.00
- (3) The student has been unable to complete the degree requirements in seven years

c. If a student is unable to complete degree requirements within six years because of prolonged illness or hospitalization, VC on recommendation of Academic Council may grant him one additional year. However, such extension cannot be claimed by students as matter of right.

## **Repetition of Courses**

In order to ensure that a student clears all prescribed courses and obtains a minimum CGPA of 2.0 which is a mandatory requirement to earn a the University degree, repetition of courses is permitted as per the following rules:

A student may repeat a course under two circumstances: to clear an 'F' Grade or to improve his CGPA. The student will be required to complete all formalities including attendance, assignments, quizzes, one hour tests, projects, final examination, seminar design projects and presentations. CGPA would be based on new earned grade. The student will also have to pay the prescribed tuition fee for the repeated course. It is the student's responsibility to clear the failed subjects the very next time they are offered. If a student repeats a course to improve his CGPA or pass a failed subject, he becomes in eligible for the Gold Medal.

# 10. Award of MS/MPhil Degree and Academic Deficiencies

## 10.1 Award of Degree

The University, on recommendations of the Boards of Studies and approval of BASR awards Master's degree to the students who satisfy the following conditions:

- Have completed minimum of 30 credit hours for MS.
- Have achieved a minimum CGPA of 2.75 in course work with a minimum of 'B-' grade in thesis (6 credit hours).

## 10.2 Academic Deficiencies

A student shall be dropped from the Master's Degree program if:

- CGPA remains below 2.75 after completion of his course work even after availing the chance allowed under the provision allowed below.
- On disciplinary grounds when recommended by respective Discipline Committee of the University, constituent/affiliated School/College.

### Temporary Enrollment

A student shall be placed on temporary enrollment at the end of the first academic semester if his CGPA is less than 2.75 but equal to or more than 2.50.

### Repetition of Course(s)

A student may repeat a course under two circumstances: to clear an 'F' Grade or to improve his CGPA. The student will be required to complete all formalities including attendance, assignments, quizzes, one hour tests, projects, final examination, seminar design projects and presentations. The student's transcript will show CGPA would be based on the latest grade earned. The student will have to pay the prescribed tuition fee for the repeated course.

- Clearance of 'F' Grade.** If a student receives 'F' grade in a course, he will be required to repeat that course, when offered the very next time. .
- Improvement of CGPA.** If the CGPA of a student is less than 2.75 at the end of the coursework, he may repeat a course preferably in which he received the grade point of less than 3.00 in order to improve his CGPA.

A student will be allowed to repeat a maximum of 3 courses during his entire coursework including clearance of 'F' grade, if any. Only one attempt per course is allowed.

# 11. Research during Graduate Programs

## 11.1 Thesis Research

- a. All students must successfully complete a minimum of 6 credits in Master's thesis, based on a highly individualized, investigative study which shall make a significant contribution to knowledge. However, BASR, may allow to replace Thesis with 6 credits course work, on a case to case basis.
- b. Subject of research shall be agreed to by the student and the research Supervisor/Advisor (thesis advisor), in consultation with Guidance and Examination Committee (GEC), when required. The topics must be original and not plagiarized, and preferably relevant to the needs of the country.
- c. Thesis shall be graded and will be counted towards calculation of CGPA for the programs of study only.
- d. A student who cannot complete the thesis work in the assigned time may continue to do so at his own arrangements/expenses to complete the thesis work within additional two semesters after the prescribed on-campus time.
- e. Vice Chancellor may authorize a maximum of one additional year for completion of thesis work under extreme circumstances and on a case to case basis on the applicants arrangement/expense as follows:
  - (1) Applicant may request for extension with justification along with the details of thesis work completed so far, through the University, constituent/affiliated College.
  - (2) The applicant in his application should also enclose a certificate from his thesis advisor that 50% of his work (minimum requirement for extension) has already been completed and thesis work is still valid.
  - (3) On receipt of application complete in all respects, and duly recommended by the concerned Dean of the University, constituent/affiliated College, the case will be processed at the University for approval of the Vice Chancellor.
- f. The students desirous of continuing their research after the on-campus time will have to maintain their registration with the University and accordingly pay the registration fee as per the policy.
- g. Thesis research during master's program will be governed by subordinate standard operating procedures on allocation of Thesis.

## 11.2 STUDENTS RESEARCH SUPERVISOR

- a. The research supervisor for each MS/PhD student shall be appointed by Dean Graduate and Research on the recommendation of Chairman/Head of the concerned department, which shall be forwarded through Dean of the concerned Faculty. Final approval of the supervisor shall however, be obtained from Board of Advanced Studies and Research.

- b. The research supervisor shall submit semester-wise progress of the student to Chairman/Head of the concerned department for onward submission to the Dean Graduate Studies and Research, through Dean of the concerned Faculty, for placement before the Board of Advanced Studies and Research.
- c. In case of two consecutive adverse reports, or a total of three negative reports, by the research supervisor, the student's registration shall be cancelled by the board of advanced studies and research.

### 11.3 RESEARCH PROPOSAL (SYNOPSIS)

The MS student, in consultation with the research supervisor, shall select a topic of research, and submit an outline of the research proposal to the Supervisory committee for recommending it to the board of Advance Studies and Research for approval.

### 11.4 EXAMINATION OF MS THESIS

The MS thesis, after submission, shall be defended by the student before a panel of examiners consisting of the Chairman/Head of the concerned department, research supervisor and at least one external examiner, who must be person of national eminence, to be appointed by the Rector.

### 11.5 SUPERVISORY COMMITTEE

The Supervisory Committee shall advise on matters related to each doctoral student's program. It shall be appointed by Dean of the concerned Faculty on the recommendations of the Chairman/Head of the department and shall normally comprise the following:

Research Supervisor of the student	Convener
Two senior faculty members of the concerned/allied Department(s)	Members

**Note:** A co-supervisor from the department of outside the department/institute may also be appointed and included in the Supervisory Committee, if deemed necessary.

### 11.6 COMPREHENSIVE EXAMINATION

- a. After completing the course work requirement the student, shall have to qualify the comprehensive examination consisting of written papers within a time frame to be notified by the department. The student will have three chances to pass the comprehensive examination. If the student fails to qualify in three attempts, he/she shall be dropped from the PhD degree program. However, he/she may be recommended to complete an MS program.
- b. A Comprehensive Examination Committee shall be notified by the concerned department in consultation with the Dean of the concerned Faculty for conducting comprehensive examination every six months, and it shall normally consist of at least examiners from the concerned/allied department.

- c. In case of direct admission to the PhD degree program, the student shall have to qualify the comprehensive examination within a time frame to be notified by the department, and within the provisions of section 6 above.

## **11.7 RESEARCH SEMINAR**

Each PhD student shall deliver a seminar on his/her research findings before the final submission of the dissertation.

## **11.8 PHD DISSERTATION**

The topic of research, and subsequently the PhD dissertation, shall be meaningful and representative of the subject matter. It shall form a distinct contribution to knowledge, and afford evidences of originality, either by discovery of the new facts or by the exercise of independent judgment.

## **11.9 EVALUATION OF DISSERTATION**

- a. The student who has completed all requirements for writing up the dissertation shall be allowed to submit his/her dissertation to the department. The department after ensuring that the dissertation is of an acceptable standard shall forward it to the Controller Examinations, who in turn shall, after seeking approval from the Rector, send the dissertation for evaluation the three external examiners, two of them from a standing list of eminent scholars approved by the Board of Advance Studies and Research.
- b. Each external examiner shall clearly state in the evaluation report whether or not the dissertation is of sufficient merit to justify the award of PhD degree, or whether the student should revise the dissertation on the suggested lines.
- One of three, two positive reports on the standard of the dissertation shall be considered adequate.
  - If more than one examiner suggests revision in the dissertation, the student shall be required to resubmit the revised version within one year. The revised version shall be approved preferably by the same examiner(s) who had originally suggested the changes.
  - If the dissertation is evaluated as adequate the student shall be allowed to appear for the oral examination to defend the dissertation before a panel of examination comprising the following:

○ Dean of Concerned Faculty	Dean
○ Research Supervisor	Member
○ External Examiner	Member
○ HOD of Department Concerned	Member/Secretary
- c. shall appoint external examiners from this approved list.

- d. The oral examination shall be open to public, but evaluation shall be done by the panel of examiners only.
- e. If the students fail to satisfy the examiners in the oral, he/she shall be given one or more chance to defend it with one year.

## 12. Award of PhD Degree

The University, on approval of BASR, will award degree of Doctor of Philosophy to the students who satisfy the conditions as given in PhD program document of respective department and as per detailed standard operating procedure on PhD Thesis Allocation and Evaluation

Each department has to follow HEC guidelines for the award of PhD degree as a minimum compliance framework; however, the department may add additional requirements on the recommendation of concerned BOS, BOF and approval of BASR.

The PhD degree shall be awarded to the student after fulfilling the requirements and after publication of at least one research article in referred journal of international repute. A letter of acceptance from the journal may also be considered as having fulfilled the requirement.

## 13. Award of Honorary Degree

- a. The Board may, after consideration of the recommendations of the Executive Committee confer an Honorary Degree on any person without requiring him to take an examination, if it is satisfied that he is a fit and proper person to receive such a degree by reason of his eminence in the field of sciences, knowledge and technology, or in view of his distinguished services to the country, University or humanity in general.
- b. The decision of the Board to confer such a degree shall be made at a meeting held after proper notice, and shall be supported in each case by the opinion of majority of the members present in the meeting.

## 14. Academic Integrity & Plagiarism

- I. the University shall have Zero Tolerance Policy towards unethical practices in teaching, research and any other operations of the University that could potentially compromise the Integrity of its faculty, employees or students.
- II. As a Policy, the University shall not entertain verbal complaints on this important matter that is concerned with the integrity of an individual. The complainants must be asked to fully identify themselves and to put their complaints in writing with their authentic signatures and provide documentary evidence.
- III. To ensure academic integrity among students, all complaints related to academic dishonesty of students in examinations shall be referred to the Disciplinary Committee. For Plagiarism complaints in Project Reports, MS/PhD theses of students, the complaint shall be referred to Plagiarism Standing Committee.
- IV. The Board of the University reserves the right to cancel a degree any time, after it has been awarded, if a student is found guilty of committing the act of Plagiarism in the project reports or thesis submitted for fulfillment of the requirement of a degree/diploma/certificate.

- V. A Plagiarism complaint against a faculty member shall also be referred to Plagiarism Standing Committee. The committee is to process and act by following the HEC guidelines on Plagiarism as a reference for minimum punishment until such time the University Board approves the University Plagiarism Policy.
- VI. The committee shall carefully scrutinize the submitted documentary evidence and the written statements of all parties before handing its verdict.

## 15. Hostel Facilities

Any student of the University who wants to avail hostel facility shall reside:

- In a hostel maintained by the University
  - In the lodging or building house, approved for this purpose by the University
- i. The warden will be appointed by the Senior Dean from amongst the faculty members of the University on the recommendation of the Administrative Officer, on such terms and conditions as the Senior Dean may, from time to time, determine. The warden will be directly responsible to the Administrative Officer and shall perform such duties in general administration of the Hostel as may be assigned by the Administrative Officer.
  - ii. The warden shall be responsible for the residence, health and extra-curricular activities of students belonging to his hostel. He should also look after the extra-curricular activities of students assigned to him and residing with approved guardians or in other approved lodging or boarding house.
  - iii. The warden shall be the custodian of all property within the hostel, including furniture, crockery, kitchen utensils and office establishment. He shall be the disbursing officer for all payments made out of the Hostel Funds.
  - iv. The Hostels of the University shall have a separate fund which shall include the following:
    - Admission fee to the hostel
    - Monthly room rent
    - Mess fees realized from the students
  - v. Service & allied charges including electricity, water and gas charges realized from the student, if any
  - vi. Such other items of income as may be sanctioned by the University from time to time
  - vii. Barrack damages/ breakage due to fault of residents
  - viii. The warden shall be responsible for maintaining all records pertaining to the Hostel. He shall also maintain accounts of income and expenditure in a manner prescribed by the audit cell of the University. All staff, whether administrative or from establishment, working in the Hostel, shall work under his supervision and direction.
  - ix. The warden shall maintain discipline in the Hostel. He shall have such powers to enforce discipline as have been provided for or by the regulations for the maintenance of discipline. Breach of discipline at Hostel shall be deemed as breach of discipline at campus, hence, students must restrain themselves from acts of ill-discipline as defined in statutes and regulations, while being at hostel.
  - x. The conditions and the procedure for admission to the hostels, together with the scale of charges to be recovered from the students, shall be determined by the regulation from time to time.

Rules for students admitted to the Hostel shall be framed by the University. The warden shall enforce these Rules and Regulations under the general supervision of Administrative Officer. The rules/regulations are governed through Hostel operating procedures.