Semester Regulations

REGULATIONS FOR BACHELOR’S & MASTER’S ACADEMIC PROGRAMS UNDER SEMESTER SYSTEM-2007 (Revised in 2011)

These rules will be applicable to all sixteen year education degree programs including BA/BS (4 year), MA/MSc (2 year) or equivalent degree programs unless otherwise specified.

1- SEMESTER SCHEDULE
Each year, the Fall Semester will normally start from September of the current year and will continue to January of the next year while the Spring Semester will be from February to June of the same year.

2- SCHEME OF STUDY AND DISTRIBUTION OF COURSES FOR BACHELOR’S & MASTER’S PROGRAMMES

<table>
<thead>
<tr>
<th>S.#</th>
<th>Categories</th>
<th>No. of Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Compulsory Requirement (No Choice)</td>
<td>9</td>
<td>25</td>
</tr>
<tr>
<td>2.</td>
<td>General Courses to be chosen from other departments</td>
<td>7 – 8</td>
<td>21 – 24</td>
</tr>
<tr>
<td>3.</td>
<td>Discipline Specific Foundation Courses</td>
<td>9 – 10</td>
<td>30 – 33</td>
</tr>
<tr>
<td>4.</td>
<td>Major Courses including Research Project/Internship</td>
<td>11 – 13</td>
<td>36 – 42</td>
</tr>
<tr>
<td>5.</td>
<td>Electives with the Major</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>40 – 44</td>
<td>124 - 136</td>
</tr>
</tbody>
</table>

4- INCHARGE EXAMINATIONS
Each department will have at least one Incharge of Examinations or one for each program of each discipline including morning and evening or sections of the same program.

5- DEPARTMENTAL EXAMINATION COMMITTEE
There will be a departmental examination committee that will consist of the following members:

a) For Departments of Main Campuses in Bahawalpur
   i) Head of the department/Chairperson
   ii) One teacher appointed by the Chairperson/Head of the Department
   iii) Concerned Incharge of the examination of the department
   iv) Controller of Examinations, IUB or his nominee not below the rank of Admin. Officer.

b) For Sub-Campuses of IUB
   i) Director
   ii) Chairperson/Head of the Department
   iii) Concerned Incharge of the examination of the Department
   iv) Controller of examinations, IUB or his nominee not below the rank of Admin. Officer.

c) For Constituent Colleges of IUB
   i) Principal
   ii) Chairperson/Head of the Department

Note: The maximum duration for completion of MA/MSc degree program is three academic years and for BA/BS (4 year) program it will be five academic years. However, the Vice-Chancellor, on recommendation of the Chairman/HOD and Dean of Faculty concerned may extend this time duration for one additional semester only in hardship cases. The maximum time duration in these cases shall become 3½ years for Masters and 5½ years for bachelors programs.

3- DISTRIBUTION OF COURSES IN THE FOUR YEAR INTEGRATED CURRICULA IN BASIC, SOCIAL, NATURAL AND APPLIED SCIENCES
iii) Concerned Incharge of the Examination of the Department
iv) Controller of Examinations, IUB or his nominee not below the rank of Admin Officer.

Note: The Clerk deputed for examination shall be entitled to extra remuneration.

5.1- Functions of the Departmental Incharge of Examinations

i) Prepare and announce schedule of examination
ii) Ensure conduct of examination process according to the schedule
iii) Maintain secrecy where required
iv) Maintain the examination record
v) Entertain & dispose of rechecking cases within five working days.

5.2- Functions of the Departmental Incharge Examination Committee

The main functions of the Committee will be:
i) Prepare and announce schedule of Mid & Final term examinations according to the university Academic Calendar.
ii) Finalize and forward results to Controller of Examination for notification.
iii) Conduct of evaluation/Viva Voce/Comprehensive examination etc.
iv) To evaluate Special Mid/Final term examination request
v) Take the necessary action against the student(s) involved in malpractices or misconduct during the examination. The examination committee may impose a penalty/penalties mentioned below against each type of malpractice:

<table>
<thead>
<tr>
<th>Malpractices or misconduct</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating during exam</td>
<td>Fine of Rs. 500/- or Cancellation of paper or both</td>
</tr>
<tr>
<td>Seek help from others during exam</td>
<td>Fine of Rs. 500/- or Cancellation of paper of all the students involved</td>
</tr>
<tr>
<td>Misconduct during Exam</td>
<td>Fine of Rs. 1000/- or Cancellation of paper or both</td>
</tr>
</tbody>
</table>

6- APPEAL COMMITTEE

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

a) For Departments of Main Campuses Bahawalpur

i) Dean of the concerned faculty
ii) Chairperson/Head of the Department
iii) Senior teacher of the same department preferably from concerned field to be co-opted by the Dean of the concerned faculty.
iv) Controller of examinations.
v) Concerned Incharge of examination of the department as secretary.

b) For Sub-Campuses of IUB

i) Director Campus
ii) Chairperson/Head of the Department
iii) Senior teacher of the same department preferably from concerned field to be co-opted by the Dean of the concerned faculty.
iv) Controller of Examinations.
v) Concerned Incharge of examination of the department as secretary.

c) For Constituent Colleges of IUB

i) Dean of the concerned faculty
ii) Principal
iii) Senior teacher of the same department preferably from concerned field to be co-opted by the Dean of the concerned faculty.
iv) Controller of Examinations.
v) Concerned Incharge of the examination of the department as secretary.

6.1 Function of Appeal Committee

A student who is not satisfied with the assessment of his/her assignments, test, quizzes, presentations,
Semester Regulations

Seminars, mid-term and final term papers may file an appeal to the Appeal Committee. The student must apply to the Head of the Department within five working days from the date of declaration of the result by paying a prescribed fee of Rs. 500/- The Head of the Institute / Department shall forward the grievances 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 grievances 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 100%. In the absence of a member the Vice chancellor will appoint another member. The decision of the Committee will be final.

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

7- ANSWER BOOKS & CONTINUATION SHEETS
If required, the Controller of Examinations will provide answer books/continuation sheets to all the departments on demand as per prescribed form. The department concerned will keep the used answer sheets for one year after completion of the concerned session and declaration of its final term result. The record of blank answer/continuation sheets will be maintained as to be prescribed by the Controller of Examinations.

8- COURSE FILE
Maintenance of the course file is compulsory for the teacher. 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
- Course Award list

9- ATTENDANCE REQUIREMENTS FOR EXAMINATION
a) 80% attendance will be required in each course/component (seminars, presentations, internship etc.) to qualify for appearing in the final exam of each semester in the respective courses. However, the attendance requirement for the students of the department of Management Sciences will be 85%.

b) Inability to appear in the examination of a course due to shortage of attendance shall be treated as failure in that course. Such a failure on record of a student will have all the implications of deficiency for the purpose of determining “Good Standing” of a student.

c) Students having class attendance less than 80% in a particular course will be required to repeat the course when it is offered again.

d) In case a student due to some unavoidable circumstances (Performing Umra, sports, accident or such other genuine reasons) have less than 80% attendance but more than 70% in a course(s) and have made up the deficiency in the form of attending extra classes arranged by the concerned teacher may be allowed to sit in the examination.

e) No student shall be eligible to appear in any examination unless he/she is enrolled in the department and has paid all the necessary dues.
10- PERFORMANCE EVALUATION
Students shall be evaluated through a continuous evaluation system spread over the entire period. The details are presented below:

10.1 For Theoretical Component
There will be following stages/components of evaluation for each course during each semester. However, if the nature of course so demands, this proportion of marks for objective type and essay type questions may be changed with the approval of the concerned Head of Department/Chairman.

<table>
<thead>
<tr>
<th>Component</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom participation/general behavior/group work</td>
<td>05%</td>
</tr>
<tr>
<td>Quiz/Surprise test</td>
<td>05%</td>
</tr>
<tr>
<td>Assignments</td>
<td>05%</td>
</tr>
<tr>
<td>Presentation/Seminar</td>
<td>05%</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>30%</td>
</tr>
<tr>
<td>Final term-Exam</td>
<td>50%</td>
</tr>
</tbody>
</table>

10.2 Criteria

a. **Classroom participation / General behavior / Group Work**: A total of 5 marks are allocated to students' classroom participation, general behavior and performance in group work.

b. **Quiz**: Surprise written quiz/test/s will be taken to evaluate the student's learning. These may range from 2-5 all having 5 questions and each question will carry 1 mark. However, the marks obtained will contribute to a maximum of 5% towards the final result.

c. **Assignment**: One assignment (minimum) will be given to the students in each course. The teachers may give more than one assignments where necessary. However the total marks will remain the same. The assignments will be assessed on the basis of information and references included, logical reasoning and organization of material.

d. **Presentation**: The students will individually or in groups give comprehensive presentation of their assignment. Each presentation should not be longer than 10-20 minutes.

e. **Mid-Term Examination**: The Examination will be conducted after 7/8 weeks of teaching. There will be different types of questions. The type and number of questions included in the exam, the division of marks and the time allocated for each component is given below:

<table>
<thead>
<tr>
<th>Types of Questions</th>
<th>No. of Questions</th>
<th>Marks</th>
<th>Time Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective Type Questions</td>
<td>10 (1 mark each)</td>
<td>10</td>
<td>15min</td>
</tr>
<tr>
<td>Short Answer Questions</td>
<td>5</td>
<td>10</td>
<td>25min</td>
</tr>
<tr>
<td>Essay type Question</td>
<td>1</td>
<td>10</td>
<td>35min</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>30</td>
<td>1 hour 15 minutes</td>
</tr>
</tbody>
</table>

f) **Final-term exam (50%)**
The final-term examination will be conducted after 14/16 weeks of teaching:

<table>
<thead>
<tr>
<th>Types of Questions</th>
<th>No. of Question</th>
<th>Marks</th>
<th>Time Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective Type Questions</td>
<td>20 (1mark each)</td>
<td>20</td>
<td>30 min</td>
</tr>
<tr>
<td>Short Answer Questions</td>
<td>7</td>
<td>14</td>
<td>35 min</td>
</tr>
<tr>
<td>Essay type Question</td>
<td>3</td>
<td>16</td>
<td>56 min</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>50</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

10.3 Practical / Lab Courses

a. **Sessional Evaluation: (20%)**

<table>
<thead>
<tr>
<th>Type of Evaluation</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab. Participation / Group work / Behavior</td>
<td>5%</td>
</tr>
<tr>
<td>Quiz / short Answer Questions / Definitions</td>
<td>5%</td>
</tr>
<tr>
<td>In time submission of practical reports</td>
<td>5%</td>
</tr>
<tr>
<td>Presentation / Seminars</td>
<td>5%</td>
</tr>
</tbody>
</table>

b. **Mid-Term Examination: (30%)**

<table>
<thead>
<tr>
<th>Type of Questions</th>
<th>Marks</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Solving to evaluate understating of the principles as well as critical evaluation of the practical data</td>
<td>10%</td>
<td>1-2 hours</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Practical performance up to the mid-term (based on portfolio/practical evaluation which may be made on continuous assessment during course practical)</th>
<th>20%</th>
</tr>
</thead>
</table>

c) Final-Term Examination: (50%)

<table>
<thead>
<tr>
<th>Type of Questions</th>
<th>Marks</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Solving to evaluate understating of the principles as well as critical evaluation of the practical data</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Practical performance up to the final-term (based on portfolio/practical evaluation which may be made on continuous assessment during course practical)</td>
<td>20%</td>
<td>2-3 hours</td>
</tr>
<tr>
<td>Final presentation/Practical</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Viva Voce</td>
<td>5%</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The credit hours are denoted by two digits within brackets with a ‘+’ sign in between. The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3 (3+0) means three credit hours of theory, while 4 (3+1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory. The weekly contact hours of a 3 (3+0) course will be three, the contact hours of a 4 (3+1) course will be 5-6 while the contact hours of a 3 (1+2) course will be 5-7 hours.

14- **GRADING**

i) Students will be rated according to the 4 letter grade system i.e. A, B, C and D, with six performance levels of A+, A, B+, B, C and D for Bachelor & Master Degree. Grade “F” will be the failing grade. Equivalence between letter grades, grade points along with percentages shall be as follows:

<table>
<thead>
<tr>
<th>Numeric Equivalence</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>4.0</td>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>99</td>
<td>4.0</td>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>98</td>
<td>4.0</td>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>97</td>
<td>4.0</td>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>96</td>
<td>4.0</td>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>95</td>
<td>4.0</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>94</td>
<td>4.0</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>93</td>
<td>4.0</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>92</td>
<td>4.0</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>91</td>
<td>4.0</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>90</td>
<td>4.0</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>89</td>
<td>4.0</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>88</td>
<td>4.0</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>87</td>
<td>4.0</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>86</td>
<td>4.0</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>85</td>
<td>4.0</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>84</td>
<td>3.9</td>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>83</td>
<td>3.9</td>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>82</td>
<td>3.8</td>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>81</td>
<td>3.7</td>
<td>B+</td>
<td>Good</td>
</tr>
</tbody>
</table>

11- **INVIGILATORS FOR ONE CLASS**

There will be two invigilators (one teacher and one assistant/clerk) up to 30 students. For every additional 30 students or part thereof, one more teacher and clerk will be appointed.

12- **DURATION OF THE SEMESTER**

The total duration of a semester will be 18 weeks. Sixteen weeks will be for teaching while 2 weeks will be for the mid-term and final term examinations. Normally there will be one exam per day. In case the number of courses demands more days for examination the department may set the date sheet for more than a week. The final term exam will be based on the entire syllabi of the semester. However, 20% to 30% weightage will be given to the syllabi taught before mid-term.

13- **STANDARD DURATION OF CREDIT HOUR**

<p>| Theory: 1 Credit hour | 1 contact hour each week in a semester |
| Practical: 1 Credit hour | 2-3 contact hours each week in a semester |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Marks Obtained (%)</th>
<th>Grade</th>
<th>GP</th>
<th>Quality Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>2</td>
<td>95</td>
<td>A*</td>
<td>4.00</td>
<td>C x G</td>
</tr>
<tr>
<td>II</td>
<td>3</td>
<td>80</td>
<td>B+</td>
<td>3.70</td>
<td>11.10</td>
</tr>
<tr>
<td>III</td>
<td>3</td>
<td>81</td>
<td>B+</td>
<td>3.70</td>
<td>11.10</td>
</tr>
</tbody>
</table>

SGPA = Sum of QP / Sum of Credit Hours
SGPA = 44.60/13 = 3.43
CGPA = Sum of ‘n’ Quality Points / Sum of Credit Hours
of ‘n’ semesters

15- GOOD STANDING / PROBATION

I. In order to remain on the roll of the Department a student has to continuously maintain “Good Standing” namely a satisfactory standard of attendance, academic performance i.e. minimum CGPA of 2.00 as well as good conduct and discipline. A student failing to meet any of the above mentioned conditions will not be eligible for the award of the degree. However, at the end of first semester a student having a satisfactory standard of attendance, conduct and discipline, with a minimum SGPA of 1.70 will be eligible for promotion to the second semester.

II. A student who secures less than 2.00 CGPA in second or subsequent semesters will be dropped out from the role of the department.

III. The minimum CGPA for award of the degree will be 2.00 with no “F” grade.

IV. A student may clear his/her failed course(s) or subjects in which he/she obtained “D” grade by repeating the said courses with subsequent session or in summer semester to be offered by the department.

V. If a student is dropped out, he/she may have one time re-admission facility in first semester of the next Academic session in the same or a different program.

15.1 RETENTION

A student who secured less than 2.00 CGPA and is to be dropped out may be given one time chance of being retained in the same semester as detailed below. The decision will be made by an advisory committee set up by...
the Chairman/HOD of the department concerned. The committee will consist of the Chairman/HOD, Departmental In-charge Examination and a senior faculty member nominated by the Chairman/HOD.

<table>
<thead>
<tr>
<th>Degree duration</th>
<th>Retained from</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Semesters</td>
<td>3rd semester outward</td>
</tr>
<tr>
<td>6 semesters</td>
<td>4th semester outward</td>
</tr>
<tr>
<td>8 semesters</td>
<td>5th semester outward</td>
</tr>
</tbody>
</table>

15.2 **INCOMPLETE GRADE**

If a student has missed the mid/final term examination because of a genuine personal problem or serious illness he/she will be given incomplete grade (I) in the semester transcript. However, if such a student produces a medical certificate duly signed by MS of the respective area countersigned by the Senior Medical Officer of the university, the department will arrange a special mid/final term examination for such student after determining genuineness of the problem. The genuineness of the personal problem will be determined by departmental examination committee whose decision will be final. The medical certificate and information of the personal problem must reach the department before or on the examination date.

16- **REPEATING OF COURSES**

The student(s) desiring to repeat failed course(s) with subsequent session(s) will request in writing to the HOD/Chairman concerned one week before the commencement of concerned semester. If allowed by the HOD/Chairman, the student will have to deposit a fee of Rs. 1500/- for each course. Where morning and evening programs of such subjects are being offered, the student of morning may be required to repeat the course with evening program and vice versa. Such a student will be bound to attend the lectures whereas students desiring to improve 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 Chairman/ HOD and deposit of fee will be reported by the departmental Incharge examination to the concerned teacher(s). Student will have to be in regular contact with the course instructor and complete all assignments, term papers, reports and presentation. Following are the conditions for repeating a course:

I. Whenever a student fails and gets an “F” grade he/she should repeat the course when it is offered to pass the said course.

II. A student who gets a “D” grade in a course may repeat the course to improve his/her grades as per conditions mentioned above.

III. A student can be allowed to repeat a maximum of three courses (9 credit hours) to improve his/her grades at Masters level but no more than one per semester. (failed courses and maximum 2 grade-D courses to improve his/her CGPA at Masters level in a semester.)

IV. A student can be allowed to repeat a maximum of six courses (18 credit hours) to improve his/her grades at Bachelors level but no more than one per semester.

V. **Improvement of course**: In case a student repeats the course which has already been passed. Only new/better course grade should be included in his/her transcripts.

17- **SUMMER SEMESTER**

Summer semester is to be conducted for the students who are required to pass/improve one or more course(s) to fulfill 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 Chairman/Head of department 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.5000/- 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 is not less than 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 will be allowed to enroll for a maximum of 3 courses of a semester/lab work of not more than 12 credit hours.

18- COURSE ENROLLMENT
Before the commencement of a semester, subject to availability of specialized faculty, departments will announce list of Optional and Elective courses for enrollment.

18.1 Change of Optional Course
No student shall change an optional/elective course except with the written approval/re-assignment by the Chairman/HOD of the Department within seven days from the commencement of the course.

Note: The department may swap the courses of different semesters according to the needs or the availability of teaching faculty.

19- SEMESTER BREAK/FREEZING
In case a student due to some unavoidable circumstances (prolonged illness, performing Haj or such other genuine reasons) is unable to continue his/her studies, he/she may apply for a semester break. However such a student will pay a semester freezing fee of Rs. 1000/- per frozen semester in advance. This option, however, will be available only once during the course of his/her studies. The case will be put up to the Departmental Examination Committee for consideration. In case, the Committee recommends it, semester break will be allowed by the Dean concerned/Director Campus for a maximum period of one year. The student will join next available semester in the subsequent academic session. The Maximum time period, for completion of the program will remain the same as prescribed in these rules.

20- COURSE WITHDRAWAL
A student may withdraw from a course in case of five courses per semester or from two courses in case where seven courses are offered per semester. Option for withdrawal will only be available for credit courses. Withdrawal option after first semester will be available only if the earlier withdrawn course has been passed and this option can be availed in consultation with and on the recommendation of a departmental advisory committee. The committee will consist of the HOD/Chairman, Course Incharge and a senior faculty member nominated by the chairman/HOD. Withdrawn course will appear on transcript with letter grade ‘W’. Credit hours of a withdrawn course will not be used for calculation of SGPA/CGPA.

21- THESIS/RESEARCH REPORT/INTERNSHIP REPORT
If students at Bachelors and Masters Levels are required to embark upon research, they will prepare thesis/research/internship report under the guidance of a supervisor during final year. The supervisor will be a full time faculty member and will be paid remuneration as per approved rates.

22- THESIS/PROJECT EVALUATION
There will be a departmental Research Committee (DRC) comprising Chairman/HOD and two senior most teachers of the department with one co-opted member of the
Semester Regulations

cconcerned specialized area (if any). This committee will
be approved by the Dean concerned on
recommendations of the Chairman/HOD.

a) Functions of DRC
   i) Recommendation of research topics for each
      student/group.
   ii) Recommendation of supervisors
   iii) Recommendation of a panel of external examiners
       for approval by the Vice Chancellor.

b) Where theoretical component of research is included,
a course instructor will be deputed for the purpose as is
done in other courses. Such course instructor will be
be treated at par with other teachers in terms of work load
and remuneration.

c) For practical work the raw data will have to be submitted
to the supervisor along with the copy of the thesis.

d) Four hard copies along with one soft copy in form of CD
   of the thesis or project report shall be submitted by the
   student(s) on a topic recommended by the Departmental
   Research Committee (DRC) within 3 months (extendable
   up to a maximum of one month by the Dean concerned)
after the date of the last paper of final-term written
   examination.

e) There will be three examiners, HOD/Chairman of the
department, one internal who will be the supervisor and
one external examiner (where applicable) for the
evaluation of the thesis/report.

f) The evaluation of thesis/report by the examiners will be
done in the department concerned. The student shall
present himself/herself personally before the examiners
for the defense of his/her research work.

g) The candidate who could not pass the thesis examination
may revise the same in the light of the instructions given
by the examiners.

h) Student(s) failing to submit the thesis within stipulated
duration may be allowed to re-submit thesis in the next
session of the same program as to be scheduled by the
department. Such student will pay additional fee of Rs.
2000/- for the evaluation of the thesis.

i) Such student (s) as mentioned above in (h) will be
awarded Grade “I” in thesis. The degree as successful
candidate will be issued to the student only if he/she
passes this course (thesis/report) and fulfills the CGPA
criteria.

23-

DECLARATION OF RESULT AND AWARD
OF DEGREE

23.1 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 Incharge Examinations along
with the marked answer sheets/Term Papers/Reports etc.
The departmental incharge examinations will compile the
result, get it verified by the Controller of Examinations
and display the final result within 12 working days of
respective examination. The student may however apply
for rechecking within 5 days of the declaration of the final
result.

Note: If the result is not announced within the
prescribed time 10% deduction in remuneration for each
day of delay will be made from the claims of all those
concerned.

23.2 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.
23.3 The examination committee referred at section (5) will verify the result compiled by the department and finalize the same after necessary correction. Three copies of the result of each semester will be prepared, one each for the Controller of Examinations IUB, departmental record and display on notice board of the concerned department. The result of each semester duly signed by the examination committee will be notified by the Controller of Examinations IUB within 12 days from the date of the examination of the last paper (Except final semester result that will be notified by Controller Examinations within 15 days from the date of the final evaluation of theses/projects or completion of internship). Each department will provide soft copy of the result on a CD to the Controller Examinations for record and further necessary action.

23.4 At the end of each semester, every successful candidate will be issued semester result card while on successful completion of the prescribed course of studies and other requirements a comprehensive transcript will be issued by the department concerned. Bachelor/Master Degree will then be conferred upon the successful candidates as per rules and regulations of the University.

24- CRITERIA FOR POSITION HOLDERS
Three positions namely 1st, 2nd and 3rd shall be awarded (if applicable as per University rules and regulations). The award of these positions shall be on the basis of COPM (Cumulative Overall Percentage Marks). COPM will be calculated as under:

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

Semester positions will be determined on the basis of COPM of the respective semester.
In order to qualify for the award of any of these positions student is required to:

i. Pass all the courses (both credit and non-credit) in the first attempt.

ii. Complete all courses opted and never withdrawn any course or opted any semester break due to any reason.

iii. Appear in all mid and final examinations.

In case of a tie, the same position will be awarded to the number of students securing the same percentage of marks.

25- GOLD/SILVER MEDAL
Gold/Silver medals, one each, will be awarded per program, per department, per campus.

NOTE: In case of any difficulty or problem in interpretation, the matter will be referred to the “Semester System Committee” whose decision will be final.
1) Scheme of Evaluation for MBA, BBA (Hons), MBA (BBA) Programs.
Performance of the students will be evaluated through a system of continuous testing spread over the entire period of studies out of 100 marks. Besides the course examinations, there shall be a number of tests and short quizzes. Moreover, the performance of students in class discussions, written assignments, research reports etc. will be evaluated and will form a part of their overall grades. In order to qualify the examination of a course, a student must obtain 60% marks as a whole in that course. In addition, there is an essential condition of obtaining at least 30% marks in the final examination of the semester for the same course. In order to be in good standing in a particular course, a student must secure 60% marks and GPA of 2.0. There will be two examinations for each course during each semester. These examinations will be termed: Mid & Final.

The following weight age shall normally be followed:
- a) Mid-term 30%
- b) Final Term 50-60%
- c) Assignment/Term Paper/Quizzes etc 10-20%

Total 100%

2) Ready Reckoner Table

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2) For BBA (Hons) and MBA only
Promotion in 1st Semester only = 1.75 GPA
Promotion from 2nd Semester onwards = 2.00 CGPA
Degree requirement = 2.00 CGPA (60%)
Passing Marks in each subject = 60%

However, if nature of the course so demands, the Weight age may be changed by instructor with the approval of Chairman / Head of Department.

3) Rules for Award of Grade Points(GP/GPA/CGPA)
   1. A student must maintain a minimum CGPA of 2.0 during his studies at the Department. Any student with CGPA of less than 2.0 (except 1st semester) is dropped from rolls of the Department. A student securing a GPA between 1.75 and 2.00 (Not Inclusive) will be put on probation, in case of 1st semester only.
   2. A student on probation will be required to improve his CGPA to a level of 2.0 by repeating the courses when- ever offered by the Department in which he/she stood fail or by improving his/her C.G.P.A of subsequent lower semesters to the level where the CGPA becomes 2.0 or greater.
   3. Whenever a student opts to repeat the (failed) courses offered by the Department concurrently with the next semester but the next semester(s) is/are completed before the final term's result of such course(s) and he has shown an improve-

4) For EMBA (Executive Masters in Business Administration) only
   a. The maximum time duration to complete this degree will be 7 years.
   b. The application of existing rules for promotion to higher semester on the basis of SGPA/CGPA and “dropped out” for this program are waived.
   c. The students will be offered course(s) of advance level only if they will pass the basic course(s) of that field of study.
   d. If a student remains unable to complete all the courses but he/she successfully completes at least 10 courses with at least 2.5/4.0 CGPA within stipulated time duration he/she will be eligible for award of Diploma in Business Management. If a student passes more than 10 but less than all the 24 courses of the EMBA degree and qualified for Diploma in Business Management his/her GPA of 10 best performing courses will be taken for calculation his/her CGPA for Diploma and he/she will get certificate for the remaining passed courses.

5) Rules & Regulations for Position Holders
   In every program of each session, two positions namely 1st position (Gold Medalist) and 2nd Position (Silver Medalist) shall be awarded. Here program means MBA Program,
Semester Rules for Department of Management Sciences

EMBA Program, BBA (Hons) Program MBA (BBA) program, program and all the programs to be launched forthwith. A session shall include students of evening classes of the same program(s) as well.

The basis for awarding these positions shall be the overall Percentage of Marks (COPM) calculated at the completion of the program/session which is to be determined as follows:

Overall percentage of Marks (COPM) = Marks obtained in all credit courses of program/ total marks of all the credit courses of program.

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

A) Pass all the courses (both credit & Non credit) for the pertinent program in first attempt
B) Qualify the Comprehensive Examination in first attempt.
C) Complete the internship as prescribed in the program structure
D) Complete his/her program with his/her regular session in the stipulated time period without breaking/effecting continuity of the program/session i.e.
   (i) without availing the semester break
   (ii) without availing any special mid/final examination in any semester

The same criterion shall be employed while determining semester positions.

6) Rules for Grant of Extension in time limit

In hardship cases students are granted extension in prescribed time limit in order to attain/satisfy the degree requirements.

The time limit for the use of credit towards MBA degree shall be 3 1/2 years from the beginning of the earliest course counted towards the degree. Ordinarily, this will be a 3 1/2 year program but a student repeating the course(s) shall be required to complete the course(s) within a maximum period of one additional academic year. Thus, the maximum time period to complete MBA program is 4 1/2 academic years. However, the Vice Chancellor, on recommendation of the Chairman/ Head of Department and Dean of Faculty concerned may extend this time duration for one additional semester only in hardship cases. The maximum time duration in MBA Program is 5 years.

N.B. The same process of granting extension in the time limit shall apply to the other programs keeping in view their respective time frames.

7) Rules for grant of semester break

In case of prolonged illness or getting in service, students may be awarded the semester break. This break, under existing rules, is granted by the semester Implementation Committee. In order to simplify the procedure, a change has been proposed whereby the Vice Chancellor will be authorized to award semester break on the recommendation of the Chairman/ Head of Department and Dean of Faculty Concerned. The Board recommended the following amendments in the statues governing the concerned matter;

The students may be granted a semester break after 2nd semester on genuine grounds like prolonged illness or service etc. to be determined by the Vice Chancellor. The student(s) desiring semester break shall have to apply (in written) to the Chairman/In-charge of the Department concerned who shall refer the case (through Dean) to Vice Chancellor who may award the semester break. The decision made by the Vice Chancellor shall be final.

N.B. The same process of granting extension in the time limit shall apply to the other programs.

8) Rules for Unfair Means Cases

Anyone found cheating or using unfair means in any examination of any course will automatically get an ‘F’ grade in that course. Students involved in more than one cheating cases throughout their enrollment with the Department will be dropped out from rolls of the department. Such an expulsion shall be made with approval of the Vice Chancellor on recommendation of UMC Committee of the Department. The UMC Committee shall consist of:

1. Chairman/Head of the Department.
   (Chairman)
2. Two senior most teachers of the Department.
   (Member)
3. Course instructor who has reported cheating.
   (Member)
4. Coordinator of the concerned program (if any).
   (Member)
5. Concerned In-charge Examination.
(Secretary)
The Concerned course instructor shall report the case to
Incharge of the Department who shall issue directions for
further processing.
Rules not mentioned herein will follow the Islamia University
of Bahawalpur regulations for undergraduate, graduate &
postgraduate programs under semester system, implement-
ated from time to time.

9) Intra-University Migration Rules
Following are the rules for Intra-University (from one campus
to the other campus of this University) migration in the
Department of Management Sciences.
1. Migration in the 1st semester is not allowed
2. Candidate must have sound reason for migration.
3. Migration shall be allowed, from second semester onward,
   subject to availability of seats in the concerned program of
   the Department.
4. The minimum requirement for migration in any course
   during 2nd semester onward is SGPA/CGPA of 2.5/4.
5. Candidate must have attended at least 85% of his/her
   classes in his/her campus calculated on the basis of
   sessions held.
6. The migration must be finalized at least 4 weeks before the
   mid-term examination.
7. Candidate has no case of disciplinary action/court case etc.
   against him/her in his/her campus concerned.
8. Candidate shall submit certificates from the concerned
   Chairman/Head of the Department and Director Campus in
   case of sub campuses in regard to items 3, 4, 5 and 6
   above.
9. The case of migration will be processed on the payment of
   Migration Fee of Rs. 2000/-
10. The Migration should be allowed only to the same (Morning
    to Morning and Evening to Evening) program.
11. The Vice Chancellor shall allow the migration on the basis
    of NOC from the relieving department/campus and
    acceptance of the receiving department/campus duly
    signed by the Chairperson/HOD/Director Campus as the
    case may be.

10) Inter-University Migration Rules
Following are the rules for Inter-University Migration for the
Department of Management Sciences:
1. Migration in the first year will not be allowed.
2. Candidate must have sound reason for migration with
   certificate of no objection (NOC) from the present
   University.
3. Migration shall be allowed subject to availability of seats in
   the IUB Department/Campus concerned.
4. The minimum requirement of migration in 3rd semester
   onward is CGPA 2.50 or 65% marks
5. Candidate must provide details of the courses that he/she
   had completed in his/her University. The syllabi and
   contents of courses of the concerned University of the
   candidate must conform to those of the Islamia University
   of Bahawalpur to the level of 85%
6. The Migration should be allowed only to the same (Morning
   to Morning and Evening to Evening) program.
7. Candidate has no case of disciplinary action/court case etc.
   against him/her in his/her Department/University.
8. The exemption of the courses will be given to the students
   only for those courses which are included in the program
   structure of IUB.
9. The degree of IUB will be given only to those candidates
   who pass not less than 50% of program structure courses
   at IUB.
10. Candidate shall submit certificates/verification from the
    appropriate authority of the university concerned in regard
    to items 4, 5 & 6.
11. Candidate shall complete conditions of credit and non-
    credit courses in the Islamia University of Bahawalpur after
    migration.
12. In case of migration, the candidate shall have to pay all fees
    and dues of the concerned shift/program.
13. No subject passed in the present University will be
    exempted in which he/she has not scored at least 65%marks.
14. The dropped out students of any University will not be
    allowed migration of IUB.
15. The migration case will be processed by payment of Rs. 5000/- as Migration Processing Fee.
16. The Vice Chancellor shall allow the migration on the recommendation of the Chairman and Dean concerned.

11) Certificate Courses Leading to Diploma in Business Management

The certificate courses under the following terms and conditions:

a. Certificate courses will be offered only with the Evening Programs.

b. The minimum eligibility criteria to get enrollment in a course will be as under:
   - Graduation with at least 2nd Division and at least 5 years of experience.
   - Masters degree with at least 2nd Division and at least 3 years of experience.

c. The attendance requirement, duration to complete a course, and the evaluation criteria and other rules, etc. of certificate course(s) will be the same as applied the students of the concerned program(s).

d. The course fee will be Rs. 5000/- per course. The IUB employees will get 50% concession.

e. The students who will have successfully completed 10 courses with at least 2.5/4 CGPA will be eligible for award of Diploma in Business Management.

12) Make-up of Mid-Term and Final Term Examinations

The Board of studies allowed the opportunity to take the Make-up of mid-term and final-term examination to a student in case he/she is severely ill and is unable to appear in the examination or his/her father/mother/brother/sister/husband/wife has died within a week from the commencement of the mid-term examination under the following terms and conditions:

i. Medical/Death certificate duly signed by the Medical Superintendent of Government Hospital of the area not later than four days of the examination will be provided to the Department.

ii. The make-up examination will be taken within two weeks after the examination of the concerned course.

iii. The student will pay Examination Fee of Rs. 5,000/- per course.