



## The Islamia University of Bahawalpur

### REGULATIONS FOR AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY (PhD) UNDER SEMESTER SYSTEM-2007 (Revised in 2015)

#### Part - I

These regulations will replace all the previous regulations for award of the degree of Doctor of Philosophy (PhD)

#### 1. ELIGIBILITY FOR ADMISSION

Following are the eligibility requirements for admission to a PhD program in the Islamia University of Bahawalpur.

- A. \*A candidate possessing HEC recognized degree of MPhil or MS / MSc (Hons) / MBA / LLM or equivalent / Eighteen years of education with a minimum CGPA 3.0/4.00 with at least 30 credits (60% in case of annual system), may be admitted to PhD with the approval of Director, Advanced Studies and Research Board (AS&RB) on the recommendations of the Chairperson and Dean concerned.
- B. \*A candidate registered in this University for MPhil/MA (Hons.)/MSc (Hons.)/MBA/LLM may be admitted to the PhD degree Programme by the Director, Advanced Studies and Research Board, (on the recommendations of the Chairperson and Dean concerned), on the basis of passing at least 30 credits MPhil degree with a minimum CGPA 3.00/4:00 (in case of annual system, with minimum of 1st Division.)
- C. \*GRE (International - ETS)/GAT Subject (NTS) examination/IUB Departmental Test with following passing score will be necessary at the time of admission to PhD. The minimum acceptable scores are as follows:
  - i. 60 Percentile ETS Score
  - ii. 60% Cumulative NTS Score/Marks
  - iii. IUB Departmental Test with 60% Marks
- D. Pattern of the MPhil and PhD Departmental Test
  - i. Chairperson/Head/Principal of the teaching department/constituent college will be responsible for making required arrangement for conducting the test as per the following pattern:

| Sr. | Faculty                                    | Objective Questions | Passing Marks for MPhil | Passing Marks for PhD | Duration of Paper |
|-----|--|---------------------|-------------------------|-----------------------|-------------------|
| 1   | Faculty of Arts                            | 100                 | 50                      | 60                    | 120 Minutes       |
| 2   | Faculty of Education                       | 100                 | 50                      | 60                    | 120 Minutes       |
| 3   | Faculty of Engineering                     | 100                 | 50                      | 60                    | 120 Minutes       |
| 4   | Faculty of Islamic Learning                | 100                 | 50                      | 60                    | 120 Minutes       |
| 5   | Faculty of Management Sciences             | 100                 | 50                      | 60                    | 120 Minutes       |
| 6   | Faculty of Pharmacy & Alternative Medicine | 100                 | 50                      | 60                    | 120 Minutes       |
| 7   | Faculty of Science                         | 100                 | 50                      | 60                    | 120 Minutes       |

\*Amended/Approved by the Syndicate at its 75<sup>th</sup> meeting held on 2<sup>nd</sup> January, 2021.

ii. Chairperson/Head/Principal of the teaching department/constituent college shall prepare three specimen papers and submit the same to the concerning Dean in a sealed envelope thereby maintaining confidentiality of the papers. The Dean will have the power to approve one paper as it is or ask for amendments in consultation with the Chairman/Head/Principal. In both cases, the Dean shall sign and stamp the paper to be administered to the applicants.

#### E. Computerized Departmental Test/Interview

i. The computerized departmental test will be conducted by the department concerned with the help of Directorate of Information Technology. Computer based test will be prepared on pattern of GAT (General)/GAT (Subject). Passing marks will be 50 and 60 respectively to qualify for admission. Moreover, department(s) will conduct interview for the preparation list of MPhil/PhD selected candidates.

## 2. ADMISSION

A. \*Admissions in PhD at IUB will remain open throughout the years. Online Application Form for admission to the PhD Program will remain available on IUB Online Admission Portal throughout the years. The candidates can apply any-time after taking consent of the supervisor endorsed by the Chairperson/HOD and Dean of the concerned department/faculty. This consent letter will remain valid for 3 months from the date of issuance. The departments will provide the following documents in the office of AS&RB for issuance of PhD Offer Letter:-

- i. Consent letter (Format is available at Annex-A)  
The supervisor will issue a consent letter to the candidate if otherwise eligible for admission. The consent letter should be countersigned by the concerned Chairperson/HOD and Dean. The Chairperson/HOD will furnish a list of PhD selected candidates to the office of AS&RB according to the teacher/student ratio through Dean concerned.
- ii. Complete set of required documents as notified by AS&RB time to time.
- iii. After scrutiny of the application office of the AS&RB will issue admission offer letter to the PhD Scholar at the start of Fall and Spring Semester each year. (Annex-B). After the issuance of Admission Offer Letter the candidates will pay the prescribed Semester Fee & Dues. This letter will be issued by the office of Advanced Studies & Research Board.

#### Procedure for Issuance of Consent Letter

- i. There should be an interview of the desirous PhD candidate(s) before the Departmental PhD Admission Committee comprised of all PhD faculty members/supervisors and headed by Chairman/HOD of the department concerned.
- ii. During interview the Departmental PhD Admission Committee will judge the research capacity knowledge of the candidate(s) by going through their MPhil theses, publications as well as teaching and research experience.
- iii. The committee will also judge the comprehension of the candidates in their respective academic fields.
- iv. The writing and speaking/expression capacity of the candidate will also be judged by the committee.

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- i. During interview the Departmental PhD Admission Committee will solicit preferences/choices of candidates for supervisor and consent of supervisor.
  - ii. The Departmental PhD Admission Committee will decide the selection of the candidate(s) as well as their respective supervisors.
  - iii. After the decision of the Departmental PhD Admission Committee, the Department concerned will submit the list of selected candidates along with the consent letters to Director AS&RB for review and updating the Admission Software System so that fee deposit challans will be issued and upon fee payment the student will be registered.
- B. \*In service applicants shall submit an NOC for the purpose of admission in PhD studies from their employers. The candidate will provide it during the time of issuance of Admission Offer letter otherwise, letter will not be issued. If any candidate hide his/her service his/her admission shall be cancelled at any stage of his/her PhD studies if such information or compliant received against any scholar.**
- C. A PhD student shall be full time student and shall pursue his/her course work at Bahawalpur. However, he/she may be permitted by his/her supervisor to do the research work at any other place, if required.
- D. No candidate shall undertake any employment against a position during the period of PhD Program. This clause, however, shall not apply to an employee of IUB or an employee working in the District Bahawalpur.
- E. No student, shall without the prior permission of Chairperson, appear in other examination conducted by any University or Public Body.
- F. \*\*The candidates having passed MS/MPhil or equivalent programs without writing a thesis may be allowed for admission in PhD in the relevant subject. Nevertheless, such candidates, if admitted, shall be required to publish a review paper in HEC recognized (national/international) Journal of the relevant field before submission of PhD dissertation. Such review paper will be in addition to the requirement of publication for submission of PhD dissertation as governed by the PhD regulations currently enforced at IUB**

### **3. PLAN OF STUDY**

- A. A PhD student shall take two courses of 3-credit hours each in the area of his/her opted specialization, in the first semester.
- B. In the next semester the student will take another two 3-credit hour courses be completed in the area of his/her opted specialization.
- C. In addition to the above, the PhD student will be required to take the following two courses of 3-credit hours each.
  - i. Advanced Statistical Analysis/Hypothetical Testing/Research Methodology.
  - ii. Dissertation Writing including PhD Proposal Writing.
- D. The departments may make necessary changes in the scheme of courses and their content. Such a scheme of studies however shall be submitted to the AS&RB after seeking recommendations of the concerned Board of Studies.
- E. After successful completion of the 18-credit hour course work the student will have to fulfill other requirements described next in these regulations including a 36-credit hour research and thesis.

### **4. COMPREHENSIVE EXAMINATION**

- A. Once the student has successfully perused the above course work (Students must obtain a minimum GPA of 2.75 in each individual course at the PhD level), he/she would take PhD Comprehensive, written, and oral Examinations. [The comprehensive examination will be a test to demonstrate the doctoral level mastery in the Specializations selected by the student. Questions may be included therein to test the overall grasp of the relevant field achieved by the student].

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- B. The paper for comprehensive examination will be prepared in consultation with all the teachers who have taught PhD courses by the chairperson of the Department. The same will be sent to the external examiner appointed by the Vice Chancellor among the list of three experts sent by the Chairperson through Dean. The external examiner will conduct the examination on the date fixed for this purpose. The script will be marked and oral examination will be conducted by the expert/external examiner and the result will be finalized on the same date. The result will be signed by the Chairperson and external examiner which will be notified accordingly.
- C. To be declared successful in the comprehensive examination, the student must pass the written and oral parts of the comprehensive examination with at least 65% marks. **\*Comprehensive examination will be conducted within three months of completion of the 2<sup>nd</sup> semester. If the student is unable to pass the comprehensive examination in the first attempt, another chance will be offered to him/her within next three months for qualifying in the second attempt beyond which no further chance will be given in any case. The student failing to qualify the comprehensive exam will be dropped out from the roll of the department.**

5. The ABD Status

\*\* Deleted.

6. Dissertation Proposal (Synopsis):

**\*\*\*Each student shall work under the faculty member appointed for this purpose by the Advanced Studies & Research Board. To do so the student will approach/request a faculty member for consent to serve as Supervisor of the student at the time of admission.**

- A. The student would then prepare a formal research proposal – Synopsis – under the supervision of his/her selected faculty member. This Synopsis would be evaluated by at least one external referee from a national University selected by the Chairperson of the concerned department. For this purpose, a list of 6 experts will be provided by the Supervisor. **\*\*\*\*The supervisors concerned will write a Semester Progress Report of their PhD scholars at the end of each research semester which shall be signed by the Supervisor and Chairperson. The scanned copy will be uploaded on Online Portal by the supervisor and hardcopy shall be furnished in the office of AS&RB for record. If any of the report of the scholar becomes unsatisfactory due to poor performance or non-submission of progress report he/she will be considered as 'fail' in that specific semester and a warning will be issued to the scholar by the supervisor concerned. The copy of the Semester Progress Report, warning letter and fail notification will be furnished in the office of AS&RB for record. The student will be dropped out from the roll of the university in case, if the next, consecutive report also becomes unsatisfactory due to any reason. The Chairperson of the department will suspend his/her enrollment in writing and a copy of the same will be furnished in the office of AS&RB for record. The respective Chairperson/HOD will initiate the case for cancellation of admission through BOS and BOF to AS&RB for approval. The status of the scholar will be updated on Online Portal by the office of AS&RB.**

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\* Amended by the Syndicate at its 76<sup>th</sup> meeting held on 05<sup>th</sup> August, 2021.

\*\* Deleted by the Syndicate at its 75<sup>th</sup> meeting held on 2<sup>nd</sup> January, 2021.

\*\*\* Amended by the Syndicate at its 75<sup>th</sup> meeting held on 2<sup>nd</sup> January, 2021.

\*\*\*\* Approved by the Syndicate at its 75<sup>th</sup> meeting held on 2<sup>nd</sup> January, 2021.

- B. The evaluator will send his/her report to the Chairperson of the concerned department who would present the report to the BOS, if positive. The student will be asked to defend the proposal in the presence of the members of the BOS. **\*The synopsis will be prepared after qualifying the comprehensive examination and submitted no later than completion of 4<sup>th</sup> semester in the office of Advanced Studies and Research Board failing which the topic of dissertation will not be approved.**
- C. **\*\*The PhD student would submit the formal dissertation proposal in English, except in languages like Urdu, Siraiki, Persian and Arabic etc. evaluated and recommended by the Board of Studies concerned and finally approved by the Advanced Studies & Research Board. The students of Islamic Studies have the option to submit dissertation in Arabic, Urdu or English language but submit 30% summary in English.**
- D. Successful defense of the Synopsis in BOS will warrant recommendation of the case to AS&RB of the IUB.

## 7. APPOINTMENT OF SUPERVISOR

- A. Advanced Studies & Research Board (AS&RB) will appoint the Supervisor & approve the topic/synopsis on the recommendation of the departmental Board of Studies (BOS). The BOS will recommend a faculty member as supervisor only after taking his/her written consent. **\*\*\*A supervisor having relevant PhD degree can take total twelve (12) MPhil/PhD students at a time with no more than five (05) of these students being PhD student**
- B. The Supervisor appointed for the PhD degree must be a PhD and a scholar in the relevant subject.
- C. University may also appoint a co-supervisor from another university/organization, if required, for special field of research. A faculty member from IUB, with specialization other than the Supervisor, may also be appointed, if justified in writing. In such a case the recommendation, however, has to be made by the Supervisor through the concerned Board of Studies.
- D. There should be at least three relevant PhD faculty members in a department to launch a PhD Program.
- E. **\*\*\*\*The candidate shall become eligible to submit his/her dissertation after completing at least three academic years from the date of admission provided that he/she has publication of at least one research paper in referred journal of national or international repute recognized by HEC. Publication of at least one research paper based on the PhD research in an HEC approved "W or X" category Journal is a requirement for the award of PhD degree ("Y" in case of Social Sciences only)**
- F. **\*\*\*\*\*In case a student fails to submit his/her thesis within 03 years/6 Semesters from his/her date of admission, extension for 4<sup>th</sup> year (7<sup>th</sup> and 8<sup>th</sup> Semester) will be granted by the Chairperson/HOD and extension for 5<sup>th</sup> Years (9<sup>th</sup> and 10<sup>th</sup> Semester) will be granted by the Dean of the concerned faculty on the recommendations of the supervisor endorsed by the Chairperson in favor of only those students who maintain their student status, having satisfactory Semester Progress Reports and are not absconders. Chairpersons/HOD and concerned Dean will furnish the cases in the office of AS&RB for Notification of extension of 4<sup>th</sup> and 5<sup>th</sup> Year (7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> Semester) respectively. The 6<sup>th</sup> year (11<sup>th</sup> & 12<sup>th</sup> Semesters) extension will be granted by the Director (AS&RB) on the recommendations of the Supervisor, Chairman and Dean concerned if justified in**

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\*Amended by the Syndicate at its 76<sup>th</sup> meeting held on 05<sup>th</sup> August, 2021.

\*\*Amended by the Syndicate at its 67<sup>th</sup> meeting held on 9<sup>th</sup> November, 2017.

\*\*\*Approved by the Syndicate at its 75<sup>th</sup> meeting held on 2<sup>nd</sup> January, 2021.

\*\*\*\*Amended by the Syndicate at its 73<sup>rd</sup> meeting held on 20<sup>th</sup> February, 2020.

\*\*\*\*\*Approved by the Syndicate at its 75<sup>th</sup> meeting held on 2<sup>nd</sup> January, 2021.

written along with satisfactory Semester Progress Reports. The maximum period of completing all requirements of the PhD program after admission including submission of the final copy of dissertation will be six years extendable to further one year with the approval of Vice-Chancellor in case of extreme hardship, if justified, in writing by the supervisor concerned along with satisfactory Semester Progress Reports. The confirmation of 7<sup>th</sup> year extensions granted by the Vice-Chancellor will be taken from AS&RB.

- G. Every candidate shall submit five error free copies of PhD dissertation and bank challan of examination fee to the Supervisor concerned. The Supervisor shall then endorse completion certificate and the certificate that the Dissertation format complies with research & dissertation standards of IUB (Thesis Writing Guide). The same certificate will be considered as evaluation report of the supervisor (internal examiner). If found satisfactory then he shall forward the dissertation to the Controller of Examinations along with accompanying documents, for further action.
- H. **\*If a supervisor permanently ceases supervision (because of moving to a post at another institution/university) or is unable to supervise due to any reason i.e. disease, absence from duty/long leave etc then the Board of Studies/Board of Faculty concerned shall make all reasonable efforts to identify another faculty member with the appropriate academic background and supervisory experience. The BOS shall discuss with the student the options which are available in the benefit of the student before appointing a new supervisor. However, decision will be taken on individual merit of the case.**
- I. **\*Moreover, if any scholar is not satisfied with supervisor for any other reason s/he can request the concerned Incharge/Chairperson/Principal/Director of the concerned Department/College/Institute in writing before finalization of synopsis. The Incharge/Chairperson/Principal/Director concerned will refer his/her case to BOS and AS&RB, in case the request is moved after the approval of synopsis from AS&RB the case will be referred to the "Research Grievances Committee."**
- J. **\*The supervisor change will be allowed till the completion of 4<sup>th</sup> semester (2 years) or before the approval of synopsis from AS&RB whichever comes first. In case of changing the supervisor after 4<sup>th</sup> semester, the scholar will have to work on new topic and his/her synopsis will be placed before the Advanced Studies & Research Board for approval by adopting the procedure mentioned in PhD regulations. The student is required to work with new supervisor for at least one year, therefore after Change of supervisor, the scholar will not be allowed to submit research thesis for final evaluation before completion one year.**
- K. **\*After sixth semester (3 years), change of supervisor will not be allowed in any case except the circumstances existing as mentioned in condition (H).**

## **8. EVALUATION AND DEFENSE OF THE PhD DISSERTATION**

- A. The Director AS&RB shall maintain Register of PhD candidates and shall assign a registration number to each candidate at the time of admission. The local and foreign students will pay the Registration, tuition and examination fee as per rate notified from time to time by the Treasurer Officer.
- B. The raw data will have to be submitted to the supervisor along with the copy of the thesis.
- C. There will be a total of five examiners (six in case where Co-Supervisor is appointed, the Co-Supervisor will also act as internal examiner, if available) one internal who will be the supervisor and two external examiners (foreign) for the evaluation of the dissertation and two examiners from a national institute of higher learning to conduct the Viva Voce examination.

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\*Approved by the Syndicate at its 76<sup>th</sup> meeting

- D. The two external foreign examiners will be selected from a panel of at least ten experts from abroad, from technologically developed countries, as recommended by the concerned Board of Studies in consultation with the supervisor. The Dean of the Faculty concerned will select any two experts from the foreign examiners panel.
- E. The two external national examiners for Viva Voce examination will be selected from a panel of at least ten experts from reputed national institutes involved in teaching and research at PhD level. This panel will be recommended by the concerned Board of Studies in consultation with the supervisor. The Dean of the Faculty concerned will select any two experts from panel.
- F. The two external examiners will submit written evaluation report of the thesis to the controller of examinations. The controller of Examiners will send the reports to the Departmental Research Committee (DRC) for evaluation.
- G. If both the foreign experts find that the dissertation is wholly in-adequate, they may recommend that it be rejected without any further examination.
- H. If the dissertation, though inadequate, is of sufficient merit in the opinion of the two foreign experts, the case will be considered by the DRC. The DRC may recommend to the Controller of Examinations to permit the candidate to resubmit the dissertation in a revised form within a period of one year.
- I. In case of difference of opinion amongst the foreign experts, the dissertation shall be referred to a third expert, whose appointment shall be made by the Dean from the existing panel. If a candidate fails to obtain a recommendation in his favour from the third expert, his dissertation shall finally be rejected.
- J. Upon the foreign expert's approval of the PhD Dissertation, the final stage of defending the Dissertation will be set in motion.
- K. The Dean shall appoint two local/external examiners, from a panel of at least six examiners, recommended by the concerned Board of Studies, to attend the defense of the dissertation.
- L. On receipt of the foreign expert's approval of the Dissertation, a public notice will be printed in a local newspaper, announcing the date, time, and place of the public defense of the Dissertation. The candidate shall present his/her research and findings in an open defense viva voce examination in the presence of two external national examiners.
- M. During the public defense, in which the faculty of the University will be invited, any member attending the occasion will be free to ask a question on the Dissertation topic, its research methodology, or on the conclusions arrived. The student will be required to give satisfactory answers to questions asked.
- N. If the majority of the examiners are of the view that the student has successfully defended his/her Dissertation, the student will be recommended for the grant of the PhD Degree to the Dean concerned within 15 days from the date of open defence.
- O. After considering the report of experts and the report of public defense examination, the Dean shall make recommendation to the Syndicate for the award of the PhD degree.
- P. The Viva Voce Examination of the PhD candidate will be conducted only if he/she has cleared all dues and has paid full prescribed examination fees.
- Q. In case the Chairperson, Director of Institute is himself/herself a candidate for PhD degree, the functions and powers assigned to the Chairperson, Director of an Institute under the regulation for the award of PhD degree, shall be exercised by the Dean of Faculty concerned and he may, where necessary, act as the expert of a Board of Studies concerned.
- R. A candidate may, at least one year before the submission of dissertation, modify the subject and title of his research with the approval of the Board of Studies and Advanced Studies & Research Board on submitting an application recommended

and justified in writing by the supervisor of research. Provided that this modification is within the scope of synopsis of the original research proposal which will be determined by the concerned BOS.

- S. A student who has passed his/her course work and failed to submit his/her thesis during maximum time period of 06 years will be allowed re-admission in PhD program as and when offered by the Department concerned in the same subject with the consultation/recommendations of the Supervisor concerned. The maximum time period for submission of thesis in Examination Department will be 2 years. These students will be exempted from course work, if already passed and acquired required CGPA.
- T. **\*If plagiarism established against any student from his/her thesis he will be terminated from the roll of the university immediately and the name of the supervisor will be forwarded by the Department/Controller of Examinations/AS&RB to Research Grievances Committee for further examining the matter. The terminated student will not be eligible for readmission.**

\* Approved by the Syndicate at its 75<sup>th</sup> meeting held on 2<sup>nd</sup> January, 2021.

#### **9. Functions of Departmental Research Committee (DRC)**

- A. Recommendation of research topics for each student for synopsis preparation.
- B. Periodical assessment of the PhD scholar's progress
- C. Preliminary evaluation of the dissertation as per University guidelines.
- D. The DRC will review the foreign reports and will also make sure that the necessary amendments has been made as recommended by the foreign experts.

#### **10. Tuition fee for PhD program**

As decided and announced by the Islamia University of Bahawalpur.

### **PART – II**

#### **REGULATIONS REGARDING CONDUCT OF THE PhD PROGRAM UNDER SEMESTER SYSTEM**

#### **11. SEMESTER SCHEDULE**

Each year, the Fall Semester will start normally 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.

#### **12. SCHEME OF STUDY AND DISTRIBUTION OF COURSES FOR PhD PROGRAMS**

|                             | <b>PhD 6 year</b>         |
|-----------------------------|---------------------------|
| Total No. of Credit Hours   | 18 + 36                   |
| Semester Duration           | 18 Weeks                  |
| Number of Regular Semesters | 16 (Maximum)              |
| Course Load per Semester    | 09 Credit Hours           |
| Research and Thesis         | 18 + 36 = 54 Credit Hours |
| <b>Maximum Duration</b>     | <b>6 years</b>            |

#### **13. EXAMINATION COMMITTEE**

There will be a departmental Examination Committee to supervise all examinations related to a particular program. Each department will have an Incharge of Examinations for the program.

#### **14. DEPARTMENTAL EXAMINATION COMMITTEE**

There will be an examination committee that will consist of the following members:

##### **a) For Departments of Main Campuses in Bahawalpur**

- i) Chairperson of Department (the department where Assistant Professor is appointed as Incharge, the Dean)



- ii) One teacher appointed by the Chairperson (preferably among the senior most faculty member)
- 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/Assistant deputed for examination shall be entitled to extra remuneration (only if performing as additional duty).

**b) For Sub-Campuses of IUB**

- i) Director (If Professor or Associate Professor, otherwise Dean)
- ii) Director Campus
- iii) Incharge Department
- iv) Controller of Examinations, IUB or his nominee not below the rank of Admin Officer.

**c) For Constituent Colleges of IUB**

- i) Principal (If Professor or Associate Professor, otherwise Dean)
- ii) Chairperson 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.

**14.1- Functions of the Departmental Incharge of Examinations**

- i) Prepare and announce schedule of examination according to the University Academic Calendar.
- ii) Collect the Question paper and get it photocopied or collect photocopies of the question paper in the required number from the instructor well before the exam date. The instructor is also required to submit a key of the question paper in a sealed envelope that will be opened by the appeal committee only if a dispute arises.
- iii) Ensure conduct of examination process according to the schedule
- iv) Maintain secrecy where required
- v) Maintain the examination record
- vi) Entertain & dispose off rechecking cases within five working days.
- vii) Incharge examination will be entitled to receive remuneration as per approved rules by the syndicate/competent authority.

**14.2- Functions of the Departmental Examination Committee**

The main functions of the Committee will be:

- i) Finalize and forward the results to the Controller of Examinations IUB for notification.
- ii) Conduct of evaluation/Viva Voce.
- iii) To consider/decide Special Mid/Final term examination request
- iv) Take the necessary action(s) 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:

| <b>Malpractices or misconduct</b> | <b>Penalty</b>                                  |
|-----------------------------------|---|
| Cheating during exam              | Fine of Rs. 500, Cancellation of paper or both  |
| Seek help from others during exam | Fine of Rs. 500, Cancellation of paper or both  |
| Misconduct during exam            | Fine of Rs. 1000, Cancellation of paper or both |
| Provoke to boycott                | Fine of Rs. 5000, placing on probation for the  |

|                                     |   |
|-------------------------------------|---|
|                                     | next semester or both                           |
| Any other misconduct or malpractice | Fine of Rs. 1000, Cancellation of paper or both |

## 15. 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 of the Department
- iii) A 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, IUB
- v) Concerned Incharge of examination of the department as secretary
- vi) However, if the complaint is against any member of the Appeal Committee, he/she will be not allowed to sit in the committee as member and the next senior teacher will be coopted as the member.

### b) For Sub-Campuses of IUB

- i) Dean of the concerned faculty
- ii) Director Campus
- iii) Chairperson of the Department
- iv) A senior teacher of the same department preferably from concerned field to be co-opted by the Dean of the concerned faculty.
- v) Controller of Examinations, IUB
- vi) Concerned Incharge of examination of the department as secretary.
- vii) However, if the complaint is against any member of the Appeal Committee, he/she will be not allowed to sit in the committee as member and the next senior teacher will be coopted as the member.

### c) For Constituent Colleges of IUB

- i) Dean of the concerned faculty
- ii) Principal
- iii) A 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, IUB
- v) Concerned Incharge of the examination of the department as secretary.
- vi) However, if the complaint is against any member of the Appeal Committee, he/she will be not allowed to sit in the committee as member and the next senior teacher will be coopted as the member.

## 15.1 Function of Appeal Committee

A student who is not satisfied with the assessment of his/her assignments, test, quizzes, presentations, seminars, mid-term and final term papers may file an appeal to the Appeal Committee. The student must apply to the Chairperson of the Department within five working days from the date of declaration of the result by paying a prescribed fee of Rs. 1000/- per appeal. The Chairperson of the Department shall forward the matter to the appeal committee and it will be binding on the committee for hearing both sides (the student and the instructor), and will give a final decision within 10 days. If the complaints are found true, the result of the course under question will be cancelled and another instructor will be asked to conduct the examination. 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.

#### **16. 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 instructor will submit the marked scripts along with the result sheet to the concerned departmental Incharge Examination who 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 books/continuation sheets will be maintained as to be prescribed by the Controller of Examinations.

#### **17. COURSE FILE**

Maintenance of the course file is compulsory for the teacher/course instructor. It should have a complete record of activities that happened during the semester for one year after completion of the concerned session and declaration of its final term result. The course file will contain the following:

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

#### **18. ATTENDANCE REQUIREMENTS FOR EXAMINATION**

- A. For every course 80% attendance will be required in each component (seminars, presentations, internship etc.) to qualify for appearing in the final term examination.
- 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 Umrah, sports, accident or such other genuine reasons) having less than 80% but up to 70% attendance in a course and having made up the deficiency in the form of attending extra classes/submitting extra assignment 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.

#### **19. PERFORMANCE EVALUATION**

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

##### **19.1 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 with each question carrying 1 mark. Marks obtained however will carry a weightage of 5% in the total marks.
- 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 weightage of marks will remain the same i.e., 5% of the total marks. 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. These presentations will contribute a maximum of 5% marks towards the total marks.

## 19.2 For Theoretical Component:

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

| Component              | Weightage |
|------------------------|-----------|
| Sessional              | 20%       |
| Mid Term Examination   | 30%       |
| Final Term Examination | 50%       |

**19.1.1 Sessional Evaluation (20%):** This component evaluates the student according to the following parameter.

| Component   | Weightage |
|---|-----------|
| Classroom participation/general behavior/group work | 05%       |
| Surprise test (Written)                             | 05%       |
| Assignments. (Written)                              | 05%       |
| Presentation / Seminar                              | 05%       |

**19.1.2 Mid-Term Examination (30%):** This 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:

| Types of Questions       | No. of Questions | Marks | Time Allocated    |
|--------------------------|------------------|-------|-------------------|
| Objective Type Questions | 10 or 20         | 10    | 15 min            |
| Short Answer Questions   | 5 (2 marks each) | 10    | 25 min            |
| Essay type Question      | 1                | 10    | 35 min            |
| <b>Total</b>             | -                | 30    | 1 hour 15 minutes |

**19.1.3 Final-Term Examination (50%):** The final-term exam will be based on the entire syllabi of the semester. At least 20% to 30% weightage will be given to the syllabi taught before mid-term examination. The type and number of questions included in the exam, the division of marks and the time allocated for each component is given below.

| Types of Questions | No. of Question | Marks | Time Allocated |
|--------------------|-----------------|-------|----------------|
| Objective Type     | 20 (1 mark      | 20    | 30 min         |

|                        |                  |    |        |
|------------------------|------------------|----|--------|
| Questions              | each)            |    |        |
| Short Answer Questions | 7 (2 marks each) | 14 | 35 min |
| Essay type Questions   | 2-4              | 16 | 55 min |
| Total                  | -                | 50 | hours  |

**19.3 Practical / Lab Courses:** A practical/lab course at PhD level is strongly discouraged and the instructors are requested to accomplish the corresponding training through practical work in lab during research. For this purpose it is suggested that the students may be asked to take up small projects, for training, during the course work semesters.

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

|   |    |
|---|----|
| Lab. Participation / Group work / Behavior  | 5% |
| Quiz / short Answer Questions / Definitions | 5% |
| In time submission of practical reports     | 5% |
| Presentation / Seminars                     | 5% |

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

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

**c) Final-Term Examination: (50%)**

| Type of Questions  | Marks | Time      |
|--|-------|-----------|
| Problem Solving to evaluate understating of the principles as well as critical evaluation of the practical data                                      | 15%   | 2-3 hours |
| Practical performance up to the mid-term (based on portfolio/practical evaluation which may be made on continuous assessment during course practical | 20%   |           |
| Final presentation/Practical   | 10%   |           |
| Viva Voce  | 05%   |           |

**20. INVIGILATORS FOR ONE CLASS**

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

**21. DURATION OF THE SEMESTER**

The total duration of a semester will be 16-18 weeks. Fourteen/Sixteen weeks will be for teaching while 2 weeks will be for the mid-term and the final-term examinations. Normally there will be one exam per day. However, if the number of courses demands more days for examination the department may set the date sheet for more than a week.

**22. STANDARD DURATION OF CREDIT HOUR**

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

**Note:** The credit hours are denoted by two digits within brackets with hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3 (3-0) means three credit hours of theory, while 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 hour class work while the contact hours of a 4(3-1) course will be 3 hours class work and 2-3 hours of lab work per week. Similarly the contact hours for a 3(2-1) course will be 2 hours class work and 2-3 hours lab work per week. A 3(0-3) course will be an all practical course requiring 6-9 contact hours lab work per week.

### 23. 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 PhD Degrees. Grade "D" will be the failing grade. Equivalence between letter grades, grade points along with percentages shall be as follows:

#### GRADING CRITERIA/READY RECKNOR TABLE for PhD LEVEL COURSES

| Numeric Equivalence | Grade Point | Letter Grade | Remarks   |
|---------------------|-------------|--------------|-----------|
| 100                 | 4.0         | A+           | Excellent |
| 99                  | 4.0         | A+           | Excellent |
| 98                  | 4.0         | A+           | Excellent |
| 97                  | 4.0         | A+           | Excellent |
| 96                  | 4.0         | A+           | Excellent |
| 95                  | 4.0         | A+           | Excellent |
| 94                  | 4.0         | A            | Very Good |
| 93                  | 4.0         | A            | Very Good |
| 92                  | 4.0         | A            | Very Good |
| 91                  | 4.0         | A            | Very Good |
| 90                  | 4.0         | A            | Very Good |

| Numeric Equivalence | Grade Point | Letter Grade | Remarks |
|---------------------|-------------|--------------|---------|
| 74                  | 3.3         | B            | Good    |
| 73                  | 3.2         | B            | Good    |
| 72                  | 3.1         | B            | Good    |
| 71                  | 3.1         | B            | Good    |
| 70                  | 3.0         | B            | Good    |
| 69                  | 2.9         | C            | Poor    |
| 68                  | 2.8         | C            | Poor    |
| 67                  | 2.7         | C            | Poor    |
| 66                  | 2.6         | C            | Poor    |
| 65                  | 2.5         | C            | Poor    |
| 64 or below         | 2.4         | D            | Fail    |

|    |     |    |           |
|----|-----|----|-----------|
| 89 | 4.0 | A  | Very Good |
| 88 | 4.0 | A  | Very Good |
| 87 | 4.0 | A  | Very Good |
| 86 | 4.0 | A  | Very Good |
| 85 | 4.0 | A  | Very Good |
| 84 | 3.9 | B+ | Good      |
| 83 | 3.9 | B+ | Good      |
| 82 | 3.8 | B+ | Good      |
| 81 | 3.7 | B+ | Good      |
| 80 | 3.7 | B+ | Good      |
| 79 | 3.6 | B  | Good      |
| 78 | 3.5 | B  | Good      |
| 77 | 3.5 | B  | Good      |
| 76 | 3.4 | B  | Good      |
| 75 | 3.3 | B  | Good      |

- ii) Fractional marks obtained in a course are to be rounded up to the next whole figure such as 64.10 to 65.00.  
 iii) CGPA(Cumulative Grade Point Average) /SGPA(Semester Grade Point Average) of a student will be calculated as per following example:

| <u>Course</u> | <u>Credit Hours</u> | <u>Marks Obtained</u> | <u>Grade</u> | <u>Grade Point</u> | <u>Quality Point (QP)</u> |
|---------------|---------------------|-----------------------|--------------|--------------------|---------------------------|
|---------------|---------------------|-----------------------|--------------|--------------------|---------------------------|

|              |           | (%) |                | (GP)     |              |
|--------------|-----------|-----|----------------|----------|--------------|
|              | <u>C</u>  |     |                | <u>G</u> | <u>C x G</u> |
| I            | 2         | 95  | A <sup>+</sup> | 4.00     | 08.00        |
| II           | 3         | 80  | B <sup>+</sup> | 3.70     | 11.10        |
| III          | 3         | 81  | B <sup>+</sup> | 3.70     | 11.10        |
| IV           | 3         | 70  | B              | 3.00     | 09.00        |
| V            | 2         | 67  | C              | 2.70     | 05.40        |
| <b>Total</b> | <b>13</b> |     |                |          | <b>44.60</b> |

SGPA = Sum of QPs of all the courses in a semester / Sum of Credit Hours of all the courses in a semester

Thus SGPA = 44.60/13 = 3.43

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

#### **24. GOOD STANDING / PROBATION**

- I. In order to remain on the roll of the Department at PhD level a student has to continuously maintain "Good Standing" namely a satisfactory standard of attendance, academic performance i.e. minimum CGPA of 3.00 as well as good conduct and discipline. A student failing to meet any of the above mentioned conditions will not be eligible for award of the degree. However, at the end of the first semester a student having a satisfactory standard of attendance, conduct and discipline, with a minimum SGPA of 2.70 will be eligible for promotion to the second semester on probation.
- II. A student who secures less than 3.00 CGPA in second or subsequent semesters will be dropped out from the roll of the Department.
- III. The minimum CGPA for award of the degree will be 3.00 with no "C" grade. However, the required pass percentage will be 65% marks.
- IV. A student may clear his/her failed course(s), courses in which he/she obtained D or C" grade, or improve courses in which he/she obtained "B" grades by repeating the said courses with subsequent session or in summer semester to be offered by the Department. Entry/examination fee per course will be applicable.
- V. In case of a drop because of poor academic performance, the student of The Islamia University of Bahawalpur may have one time re-admission facility in first semester of the next Academic session in the same or a different program.

#### **25. RETENTION**

A student who secures **less than 2.70 SGPA in 1<sup>st</sup> Semester or less than 3.00 CGPA in subsequent Semesters** and is to be dropped out may be given one time chance of being retained in the same semester. The decision will be made by an advisory committee set up by the Chairperson of the Department concerned. The committee will consist of the Chairperson, Departmental In-charge Examination and a senior faculty member nominated by the Chairperson. The option of retention, however, would be available only once during the whole duration of program.

#### **26. INCOMPLETE GRADE**

If an otherwise eligible 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 documentary evidence such as 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(s) 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 the exam or not later than one week after the conduct of exam for the said course.

## **27. REPEATING OF COURSES**

A student may repeat a course under obligation, if he/she has failed in the said course (obtained "D" or "C" grades), or optionally, if he/she needs to improve his/her grades (obtained "B" grade).

To pass a failed course the student will have to repeat the said course when offered by the Department in the subsequent session(s). Such a repeat course is an obligation to fulfill degree award requirements. To improve the grades, however, a student may optionally repeat a course(s). The student(s) desiring to repeat a course(s) will request in writing to the Chairperson concerned one week before commencement of the concerned semester. If allowed by the Chairperson, the student will have to deposit a fee of Rs. 3000/- for each course.

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

- I. Whenever a student fails and gets below 65% marks he/she should repeat the course when it is offered to pass the said course.
- II. A student who gets a "B" grade in a course may repeat the course to improve his/her grades as per conditions mentioned above. However, a student who has already passed a course with a "B+", "A" or "A+" grade will not be allowed to repeat.
- III. A student can be allowed to **improve** a maximum of two 3-credit hour courses (a total of 6 credit hours courses) during the total duration of his/her degree program to improve his/her grades but no more than **one course per Fall or Spring semester**.
- IV. Only new/better course grade should be included in his/her transcripts.

## **28. COURSE ENROLLMENT**

Before commencement of semester, subject to availability of specialized faculty, the Departments will announce list of Optional and Elective courses for enrollment.

### **28.1 Change of Optional Course**

No student shall change an optional/elective course except with the written approval/re-assignment by the Chairperson of the Department. The time period for such a change shall be seven days from the commencement of the course.

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

## **29. 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 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 maximum period of one year. However, the Director AS&RB, on recommendation of the Chairperson and Dean of Faculty concerned may extend this time duration for two**



additional semesters only in extreme hardship cases, provided maximum duration does not exceed four years, the maximum permitted duration for the PhD program. 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.

### **30. COURSE WITHDRAWAL**

A student may withdraw from one course of a total of three courses of a semester. Option for withdrawal will only be available for credit courses. Withdrawal option will be available only if an earlier withdrawn course has successfully been completed, if any. Withdrawal option can be availed in consultation with and on the recommendation of a departmental advisory committee. The committee will consist of the Chairperson, Course Incharge, Incharge Examination and a senior faculty member nominated by the Chairperson. Withdrawn course will appear on the transcript with letter grade 'W'. Credits hours of a withdrawn course will not be used for calculation of SGPA/CGPA.

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\*Revised by the Syndicate at its 75<sup>th</sup> meeting held on 2<sup>nd</sup> January, 2021.

### **31. DECLARATION OF RESULT AND AWARD OF DEGREE**

#### **31.1 For the Course Work Component:**

- A. 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 last paper 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 the respective examination. The student may, however, apply for rechecking within 5 days of the declaration of the final result.
- B. The departmental Incharge examination 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.
- C. At the end of each semester, every successful candidate will be issued semester result card.

#### **31.2 For the Research Work and Thesis Evaluation Component:**

The Board of Examiners shall jointly sign the result sheet and submit it to the departmental Incharge Examination PhD.

#### **31.3 EVALUATION AND DEFENSE OF THE PhD DISSERTATION**

The PhD dissertation shall be first examined and approved by a departmental Research Committee (DRC) comprising Chairperson, Supervisor and two senior most teachers of the department with one co-opted member of the concerned specialized area (if any). This committee will be approved by the Dean concerned on recommendation of the Chairperson.

#### **31.4 For Award of Degree:**

- A. 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.

- B.** On successful completion of the prescribed course of studies and other requirements a comprehensive transcript will be issued by the department concerned. Degree will then be conferred upon the successful candidates as per rules and regulations of the University.
- C. There shall be a uniform format for DMC/Transcript in all departments of the university. Cumulative Overall Percentage Marks (COPM), SGPAs of each semester, CGPA and Total Marks shall be mentioned in DMCs/Transcripts.**

**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. A department however may devise a procedure of evaluation, under intimation to the Semester Regulations Committee, for a special component for which these rules have no explanation but is the within the framework (criteria) of these regulations.*