



# The Islamia University of Bahawalpur

**REGULATIONS FOR BACHELOR'S & MASTER'S  
ACADEMIC PROGRAMS UNDER SEMESTER SYSTEM,  
2019 (FOR AFFILIATED COLLEGES)**



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## 1. Program of study

- 1.1 The courses of study in each program, the number of credit hours allocated to each course and the details of the courses will be according to the proposals made by the board of studies concerned and approved by the academic Council and syndicate of the Islamia University of Bahawalpur. However, if accreditation/Engineering council or any other body is involved in accreditation of the degree/program, the scheme of study and assessment procedure will also be approved by the concerned council.
- 1.2 The minimum duration of the degree program will be as approved by HEC, IUB and the other approval body, if any.
- 1.3 The medium of instructions and examinations will be English for all subjects except Islamic studies and Pakistan studies for which the medium of instructions and examinations shall be either Urdu or English.

## 2. Semester schedule

Every year, the fall semester will start from October of the current year and will continue till February of the next year while the spring semester will be from February to June.

## 3. Scheme of study and distribution of courses for graduate programs

	BA/BS(four Years)	Master/ADP(two years programs)	B.Ed. (1.5 Years)
Total No. of Credit Hours	124-136	62-68	54-60
Semester Duration	18 Weeks	18 Weeks	18 Weeks
Number of Regular Semesters	8 (Maximum)	4 (Maximum)	3 (Maximum)
Course Load per semester (other than repeat / improve)	15-18 Credit Hours	15-18 Credit Hours	15-18 Credit Hours
Components of a course	Theory and/or practical	Theory and/or practical	Theory and/or practical

**Note:** The maximum duration for the completion of master's/Associate Degree Programs(ADP), BS (4 years) and B.Ed.(1.5 Years) program is three, five and two academic years respectively. However, the Vice-Chancellor, on the recommendation of the principal concerned, may extend this time duration for two additional semesters only in hardship cases. The maximum time duration in these cases shall become 4 years for master's/ADP program , 6 years for bachelor's programs and 3 Years for B.Ed.



#### **4. Answer sheets record**

The Examinations Department of The Islamia University of Bahawalpur will keep the used Answer Sheets of final exam for forty days after declaration of the relevant semester's result.

#### **5. Course file**

Maintenance of the course file is compulsory for the teacher. It should contain a complete record of the activities, during the relevant semester to be preserved for one year after completion of the concerned session and declaration of its final semester result.

The course file will contain the following record:

- Description of Course
- Course coding
- Weekly teaching schedule
- Copy of the material/outline/presentation distributed
- Copy of each assignment
- Copy of each quiz/test
- Copy of mid/final examination papers with result details
- Grading sheets of the course detailing statistical data on the grades obtained by students

#### **6. Incharge Examinations**

For each degree programme there will be one Incharge of examinations in the college who will be responsible to collect questions papers, awards and answer sheets from all the teachers of his / her college and submit these to the Assistant Controller of Examinations, IUB.

#### **7. Functions of Examinations Department of IUB**

The main functions of the Examinations Department of IUB will be to:

- i) Prepare and announce the academic / exam schedule.
- ii) Prepare a panel of examiners (Internal/External) for approval by the Vice Chancellor.
- iii) Prepare final examination date sheet and conduct final examination.
- iv) Take necessary action against the student/s involved in malpractices or misconduct during the examination or study. The disciplinary committee of IUB may impose a penalty/penalties mentioned below against each type of malpractice:



Malpractices or misconduct	Penalty
Cheating during exam	Fine upto Rs. 2000/- or Cancellation of paper or both
Seek help from others during exam	Fine upto Rs. 2000/- or Cancellation of paper or both
Misconduct during Exam	Fine upto Rs. 2000/- or Cancellation of paper or both
Provoke to boycott	Fine upto Rs. 5000/- or placing on probation for the next semester or both
Impersonation	Fine upto Rs. 5000/- , cancellation of all papers of current semester and disqualification for two subsequent semesters.
Any other misconduct or malpractice	Fine upto Rs. 5000/- or cancellation of all papers of current semester or disqualification for two subsequent semesters or all three.

## 8. Recounting

A candidate will be allowed to submit application in the Examinations Department of IUB for recounting of answer script/s of final exam on payment of prescribed fee within 10 days of the declaration of the result. Examinations Department will ensure that:

- The script has not been changed.
- No portion of the script has been left unmarked.
- Sessional, mid-exam and final exam marks are according to the set criteria.
- The marks awarded in the script have been correctly reflected on its cover
- The grand total on the cover of the script is correct.
- The grand total of the cover of the script has been correctly transferred to the award list and result sheet.
- The result has been correctly pasted and notified.

Note: marks only update in case of wrong calculation and only the unmarked portion will be marked by the external examiner. Remarking will not allowed in any case.

## 9. Attendance requirements

A candidate shall fulfill the following requirements to appear in the semester examination.

- Take on the roll of the college/department during the semester for which the examination is being held.
- 80% attendance in each course/component (seminars, presentations, practical, internship etc) to qualify for appearing in the final exam of each semester in the respective courses.
- In case a student due to some unavoidable circumstances, having less than 80% attendance but more than 70% in a course/s and having made up the deficiency in the form of attending extra classes arranged by the concerned



teacher, may be allowed to appear in the examination by the Vice Chancellor on the recommendation of the Principal concerned.

- d) The affiliated institutions shall send the attendance record of the students one week before the commencement of the examination and certify that those recommended for final semester examinations have completed the attendance, practicals and all other requirements that make them eligible for the examination.
- e) No student shall be eligible to appear in any examination unless he/she has paid all the necessary dues.

## 10. Performance Evaluation

Under the semester system, students shall be evaluated through a system of continuous internal as well as external assessment spread over the entire period of the academic program. Generally assessment of a program shall be comprised of three components i.e **theory, practical and research project / Internship.**

The details of assessment for each component are as under:

### 10.1 For Theoretical Component

There will be following stages/components of evaluation of each course during each semester.

Classroom participation/general behavior/group work	02%	<b>Sessional Marks</b>
Quiz/Surprise test	02%	
Assignments.	03%	
Presentation/Seminar	03%	
Mid Exam	20%	
Final Exam	70%	

#### 10.1.1 Criteria

a. **Classroom participation / General behavior / Group Work:**

A total of 2 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. Marks obtained however will carry an overall weightage of 2%.

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 i.e., 3% 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 3% towards the total marks.

**10.1.2 Mid Examination (20%):**

The Examination will be conducted after 8 weeks of teaching. This will be internal examination conducted by the concerned college in all manners i.e staff, stationary etc.. The teacher who taught the course will prepare the question paper, conduct the exam, mark the Answer Books and submit the award to the concerned incharge examination for onward transmission to the Examinations Department of IUB within ten days after the mid exam. It will consist of 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 (.5 mark each)	05	10 minutes
Short Answer Questions	4 (2 marks each)	08	60 minutes
Essay type Question	1	07	
<b>Total</b>	--	20	1 hour & 10 minutes

**10.1.3 Final exam (70%)**

Types of Questions	No. of Questions	Marks	Time Allocated
Objective Type Questions	25 (1 mark each)	25	25 min
Short Answer Questions	5 (5 marks each)	25	110 minutes
Essay type Question	2	20	
<b>Total</b>	--	70	2 hours 15 minutes



***The final examination will be conducted by Examinations Department after 16 weeks of teaching:***

- a) For each theoretical course all the Government affiliated colleges will forward the list of internal examiners to the Examinations Department and Examinations Department will forward the panel of internal examiners to the concerned Board of Studies of IUB. The Board of Studies of IUB Department will recommend a panel of internal and external examiners separately for each course to be approved by the Vice Chancellor. Internal examiner will be the teacher / person appointed by the competent authority who has been teaching the subjects to the class / section during the semester for which the examination is being held. External examiner will be the expert who is a teacher in the same field working in IUB or Government Colleges.
- b) The internal examiner (the concerned BOS will select one internal examiner among all internal examiners) shall set the specimen question paper and send the same to the external examiner who shall set the final question paper in duplicate (one office copy and one press copy) on the basis of the standard and approved course contents laid down by the internal examiner including not more than 20% questions from the specimen paper and may include up to 30% from mid-exam syllabus.
- c) The date sheet of final exam shall be issued by the Controller of Examinations and the final examination shall be arranged accordingly.
- d) The script of final exam shall be marked by the external examiner and he/she shall prepare the award list and counterfoil. He/she shall send the award list along with the marked scripts to the Examinations Department of IUB.
- e) Passing marks in each paper (Mid as well as Final) are 50%. If the marks obtained in a paper by the candidate in mid exam are less than 50% will be considered as fail in this subject. Similarly if the marks obtained in a paper by the candidate in final exam are less than 50% will be considered as fail in this subject.

## **11. Practical / Lab Courses**

### **11.1 Sessional Evaluation: (20%)**

The sessional evaluation will be done after 14 weeks of teaching by the teacher responsible for practical course. The awards of sessional evaluation shall be submitted to the Controller of examinations of IUB by the teacher concerned through principal/chairperson 10 days before the start of the respective final-exam examination.

Classroom/Lab. Participation / Group work / Behavior	5	<b>20%</b>
Quiz / short Answer Questions / Definitions	5	
Assignments/Practical reports & in time submission	5	
Presentation / Seminars	5	



### 11.1.1 Criteria:

- i. **Classroom participation / General behavior / Group Work:** A total of 5 marks are allocated to students' practical class participation, general behavior and performance in group work.
- ii. **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.
- iii. **Assignment:** One assignment (minimum) will be given to the students in each course practical. 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.
- iv. **Presentation:** The students will individually or in groups give comprehensive presentation of their assignment. Each presentation should not be longer than 15-20 minutes.

### 12. Final Examination: (80%)

Type of Questions	Marks	Time
Problem Solving to evaluate understating of the principles as well as critical evaluation of the practical data	30%	2-4 hours
Practical	50%	
Viva Voce	20%	

1. For each practical course Board of studies (The board of studies of IUB department) will recommend a panel of internal and external examiners separately for each course. Internal examiner will be the one who has been supervising the practicals to the class/section during the semester. External examiner will normally be the expert in the same field from IUB or a retired professor or a teacher of Government College and has suitable qualification in the relevant discipline.

### 13. 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.

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, 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. Good standing**

- a. In order to remain on the roll of college 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 the 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.
- b. A student who secures less than 2.00 CGPA in second or subsequent semesters will be dropped out from the role of the college.
- c. The minimum CGPA for award of the degree will be 2.00 with no "F" grade.
- d. A student may clear his/her failed course(s) by repeating the said courses with subsequent session to be offered by the college. Entry/examination fee per course will be applicable.

##### **14.1 Retention**

A student who secured **less than 1.70 SGPA in 1<sup>st</sup> Semester or less than 2.00 CGPA in subsequent Semesters** and is dropped out, may be given one time chance of being retained in the same semester with subsequent session. This option, however, would be available only once during the whole duration of program. Prescribed fee will be applicable.

#### **15. Second chance for mid / final examination**

If a student has genuine personal problem or is seriously ill and produces a medical certificate duly signed by MS of the respective area counter signed by the university medical officer, and has missed the mid / final examination the college / university, a special mid / final examination may be arranged for such a student. The medical certificate and information of the personal problem must reach the Examinations Department before the commencement of the examination. The genuineness of the personal problem will be determined by the Controller of Examinations whose decision will be final. The candidate will have to pay the prescribed fee for special paper.

#### **16. Improving a course**

To improve the grades, a student may optionally repeat a course(s). The student(s) desiring to repeat a course(s) will request in writing to the HOD/Chairperson concerned one week before commencement of the concerned semester. If allowed by the HOD/Chairperson, the student will have to deposit prescribed fee for each course.



- i. Whenever a student gets a 'B / C / D' grade, he/she may repeat the course when it is offered to improve his/her grade.
- ii. A student shall be allowed to improve a maximum of two courses (a total of 6 credit hours courses) during the total duration of his/her degree program to improve his/her grades at B.Ed. level but no more than one course per semester.
- iii. A student shall be allowed to improve a maximum of three courses (a total of 9 credit hours courses) during the total duration of his/her degree program to improve his/her grades at Masters level/ADP but no more than one course per semester.
- iv. A student shall be allowed to improve a maximum of six courses (a total of 18 credit hours courses) during the total duration of his/her degree program to improve his/her grades at B.S level (4 Years program) but no more than one course per semester.
- v. Only higher grade shall be included in his/her transcripts.

#### **17. Semester Freezing**

In case a student due to some unavoidable circumstances (prolonged illness, performing Haj or such other genuine reasons) is unable to continue his studies, he/she may apply for a semester freeze by paying the prescribed fee. This option, however, will be available only once during the course of his/her studies. The case will be put up to the Controller of Examinations for consideration. In case, the Controller of Examinations recommends, semester freeze will be allowed for a maximum period of one year. After availing the opportunity of semester freeze the student will be eligible to start either from the semester he/she left or from the next semester.

Where courses of a prior semester(s) are prescribed/ deemed as pre-requisite for subsequent semester(s) the applicant(s) for freezing will have to clear such course(s) of earlier semesters before proceeding to the next semester.

**Note:** The maximum period, for completion of the program will remain the same as prescribed in these regulations.

#### **18. Changing a course**

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

#### **19. Grading**

Students will be rated according to the 4 letter grade system i.e. **A, B, C and D**, with six performance levels of **A<sup>+</sup>, A, B<sup>+</sup>, B, C and D** for the Degree. For these



grades "F" will be the failing grade. Equivalence between letter grades, grade points along with percentages shall be as follows:

### GRADING CRITERIA/READY RECKNOR TABLE

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
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

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	Satisfactory
68	2.8	C	Satisfactory
67	2.7	C	Satisfactory
66	2.6	C	Satisfactory
65	2.5	C	Satisfactory
64	2.4	C	Satisfactory
63	2.3	C	Satisfactory
62	2.2	C	Satisfactory
61	2.1	C	Satisfactory
60	2.0	C	Satisfactory
59	1.9	D	Poor
58	1.8	D	Poor
57	1.7	D	Poor
56	1.6	D	Poor
55	1.5	D	Poor
54	1.4	D	Poor
53	1.3	D	Poor
52	1.2	D	Poor
51	1.1	D	Poor
50	1.0	D	Poor
49 & Below	0.0	F	Fail

- i) Fraction marks obtained in a course is to rounded up to the next whole figure such as 64.10 to 65.00.



ii) SGPA of a student will be calculated as below:

Course	Credit Hours	Marks Obtained (%)	Grade	GP	Quality Point
	<b>C</b>			<b>G</b>	<b>C x G</b>
I	2	95	A <sup>+</sup>	4.00	8.00
II	3	88	A	3.70	11.10
III	3	70	B	3.00	9.00
IV	2	67	C	2.70	5.40
<b>Total</b>	<b>13</b>				<b>44.60</b>

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

## 20. Project/Thesis Report

Students are normally required to embark upon research project during final exam in the programs where it is made compulsory for the partial fulfillment of the degree. Students are expected to prepare project/thesis report under the guidance of a supervisor. The supervisor will be a full time faculty member and the thesis/report will be evaluated by the external examiner with vive voce.

## 21. Internship

The programs where internship (normally 6 to 8 weeks) in an organization is made mandatory for a specific period the college will arrange placement of the students and get the placement approved by the College Research Committee (CRC).

## 22. Project/Thesis Evaluation

There will be a College Research Committee (CRC) with following composition.

### 22.1 For Affiliated College/Institution

- Principal of the college
- Chairperson of the department of concerned college
- Chairperson or his/her nominee teacher.
- IUB Controller of Examinations or his/her nominee

Note: Thesis or project report will be completed under the guidance of a supervisor.

## 23. Functions of CRC (College Research Committee)

The functions of the CRC will be to:

- Approve research project for each student/Group.
- Approve organizations for internship
- Approve supervisors
- Recommend a panel of external examiners to evaluate project/thesis for approval by the Vice Chancellor.



v. Conduct Viva Voce.

vi. Prepare results and forward the same to the Controller of Examinations

## **24. Declaration of result and award of degree**

- a. The internal examiner is required to mark the mid exam papers and show these to the students in the class within ten days of the conduct of that paper. The schedule for showing scripts to the students will be displayed on notice board with the examination date sheet. He/She will then prepare four copies of the awards. He/She will retain one copy with him/her, display one copy on the notice board, and submit two copies to the Controller of Examinations IUB through incharge examination.
- b. The external examiner is required to mark the final exam papers within 10 days. He / she will then forward the award to the Controller of Examinations along with scripts.
- c. Examinations Department of IUB shall prepare and announce the result after getting scrutinized the result by scrutiners.
- d. A candidate who fulfills all the requirements of degrees shall be given detailed marks certificate (DMC) before issuance of the degree which will not itself confer any right or privilege for admission to the degree.

### **NOTE:**

- These regulations will be implemented on intakes starting from 2019 and onward.
- *Semester system procedures/rules/regulations other than these or any issue for which these rules have no explanation or interpretation of these rules will be referred to "Registrar of IUB" whose decision will be final.*