

Undergraduate Examination Rules & Regulations

Part-I Applicable to all undergraduate Programs

- **STANDARDIZED FORMAT OF SCHEME OF STUDIES**

Nomenclature of Degree	Minimum Duration
B.Sc Engineering	4 Years
B.Sc Engineering Technology	4 Years
BS (CS) / BS Software Engineering / Bachelor of Business Administration	4 Years
BS Biotechnology/ BS Medical Lab Technology	4 Years
Bachelor of Architecture	5 Years
Doctor of Pharmacy	5 Years
Doctor of Physical Therapy	5 Years
Semester Duration	16-18 Weeks (including examination)
Number of Regular Semester	2 in one Calendar year
Number of Summer Session	1 in one Calendar year
Course Load per Semester	15-18 credit Hours

1. **Medium of Instructions**

- The medium of instruction and examination shall be English except Islamiyat and Pakistan Studies.
- Courses of studies are subject to changes and modifications by the relevant bodies of the University in the light of the guidelines of Higher Education Commission and relevant accreditation bodies.
- **CREDIT HOURS**
 - A credit hour means teaching/earning a theory course for one hour each week throughout the semester.
 - One credit hour in laboratory or practical work/project would require lab contact of three hours per week throughout the semester.
 - The credit hours will be denoted by two digits within brackets with a hyphen/plus in between. The first digit will represent the theory part while the second (right side) digit will represent the practical.
 - Thus 3(3+0)/3(3-0) means three credit hours of theory, while 4(3+1)/4(3-1) means a total of four credit hours, of which three will be of theory while one credit hour will be for laboratory/studio work/field work/practical work supervised and graded by the faculty, and 4(1+3)/4(1-3) means a

total of four credit hours, of which one will be of theory while three credit hours will be for laboratory/studio work/field work/practical work as per the requirement of discipline.

○ **COURSE LAYOUT**

- All undergraduate degree programs will be composed of minimum 130. The Minimum credit hours for a 5-year degree program will be 160. The minimum and maximum credit hours are subject to meeting the requirements of the respective Accreditation Councils.
- In undergraduate degree programs, major courses will be classified into two categories.
 - Foundation or core courses
 - Elective (courses from the area of specialization/major study)
- 78-87 credit hours must be earned taking a sequence of introductory, intermediate and advanced level courses prescribed for the major area of concentration that means foundation and elective (courses of area of specialization).

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▪ **For Social and Basic Sciences**

- The courses for Social and Basic Sciences disciplines will consist of 60-65% of curriculum towards the discipline specific areas.

▪ **For Engineering/Technology Programs**

- While for the Engineering/technology program these will consist of 65-70% of curriculum towards the discipline specific areas of concentration as required by Accreditation Councils. All Undergraduate programs have a required component of 8-9 courses of 22-25 credit of General Education.
- An Undergraduate Degree Program will usually include theory courses, community work/thesis/research report/project and internship.
- Theory: A theory course will consists of 03 to 04 credit hours as per requirement of discipline.

Course

Duration of Class

	3 classes of 01 hour per
	Or
Theory Course of 03 Credit Hours	2 classes of 1.5 hour per
	Or
	1 class of 03 hours class
Practical (Lab)Work/Field Work of 01 Credit Hour	03 hours per week

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 - **Project:** Every student should write a project report/thesis/research report/project/ internship in the final year up to a maximum of 06 credit hours individually on a research topic approved by Faculty.
 - **Internship:** Students should be encouraged to do internship in a relevant academic, research or business organization relating to the discipline chosen for specialization of maximum of 3 credit hours offered in any upper division semester as per requirement of discipline.
 - **FALL/SPRING SEMESTER**
 - There will be two regular semesters (fall, spring) in an academic year. Fall/Spring semesters will spread over 16-18 weeks (inclusive of 1 – 2 weeks for exams). Summer Semester will be of 8 – 9 weeks of concentrated study for completing remedial course work.
 - **SUMMER SEMESTER**
 - The summer semester will be offered as an optional semester of 08-09 weeks duration. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 09 credit hours during summer.
 - Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade will be allowed to register in summer.
 - The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.
 - To offer a course in Summer Semester, the minimum number of students should be 5 or above.
 - No “A” grade shall be given in Summer Semester. “C+” grade will be used as Class Mean.

○ **COURSE LOAD FOR FALL AND SPRING SEMESTERS**

- An undergraduate program of instruction generally includes a 15-18 credit hours course load including exams in a regular semester. The required course load for a full time undergraduate is minimum of 15 credit hours per semester.
- In case any student wishes to enroll for one more course beyond 18 cr. Hours he/she may be allowed by institution in either of the two cases;
 - If his/her CGPA is above 3.5 and the student needs the course to graduate on time.
 - A student under probation (see para-21 for details regarding probation) shall not be allowed to take more than 15 credit hours. Fee at the prescribed rate will be charged in fall/summer semester for the course(s) which are dropped from the student(s) due to probation.
 - The Head of Department may also allow maximum course load of 18 credit hours to any student when he/she is graduating in that very semester.
 - Students will only be allowed to take repeat courses in regular semester if they are in Final year of their degree Program or those who are:
 - Relegated Students
 - Migrated Students
 - provided that total number of credit hours in one semester must not exceed 18 credit hours in case of promoted student and 15 credit hours in case of on probation / relegated student, at one time in regular semester. No additional fee will be charged for repeating courses in regular semester except relegated and migrated students.

○ **ACADEMIC CALENDAR**

- The University will publish an Academic Calendar including schedule of its whole academic year (including fall, spring semesters) which will include the following information:
 - Semester starting date.
 - Holidays during the semester.
 - Semester termination date.
 - Mid-Term exam week
 - Final exam week.

- Result notification and online transcript issues dates. Each transcript will have course grades, semester Grade point average (GPA) and cumulative GPA (CGPA).
 - In case the university is closed due to unusual circumstances, then special makeup classes must be arranged converting weekends or holidays to working days to cover the lapsed period of the students.
- **ENROLLMENT/REGISTRATION / WITHDRAWAL OF COURSES**
- A student must register for all courses in the semester within 7 days of the commencement of the semester.
 - A student, with the consent of the concerned Dean / Head of Department, may be allowed to:
 - Add/Change a course within 14 days of the commencement of semester.
 - “A student, with the consent of the concerned Dean / Head of department, may be allowed to:
 - Add/change a course within 14 days of the commencement of semester.
 - Drop a course within 4 weeks of the commencement of semester.
 - No Summer / Repeat Fee will be charged for those courses which are dropped by students within 4 weeks of the regular semester. However, this exemption will be for their first attempt of dropped course(s).
 - Students may withdraw from one or more courses upto 6th week of Semester with the approval of the Head of respective department. Approval of the withdrawal shall be sent to the Controller of Examinations immediately. In case of withdrawal of the course (s), no fee shall be refunded. Fee at prescribed rate will be charged for repeating the courses withdrawn.
 - In case of withdrawal, grade W will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.
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- A student can withdraw upto maximum of seven (7) courses at a time throughout his/her degree program.
 - Those students who withdraw all courses in a semester at one time shall be liable to repeat the same semester to become eligible for promotion in the next semester.

- A student withdrawing after the 6th week shall be automatically awarded “F” grade which shall count in the GPA and stay on the transcript.
- **REPEATING COURSES / IMPROVEMENT OF CGPA**
 - If a student gets ‘F’ grade, s/he will be required to repeat the course or its recommended alternate, if any. However, “F” grade obtained earlier will also be recorded on the transcript.
 - Students may be allowed to repeat a course in which they have obtained a grade below “C”. In such a case both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA.
 - A maximum number (<6) courses, except failed courses, will be allowed to repeat in a degree program.
 - In case of CGPA improvement, it would be recorded with (Imp) on the transcript.
- **ATTENDANCE**
 - A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final examination.
 - Students having class attendance less than 75% in a particular course will be required to repeat the course when offered again.
 - Willful absence from classes for a period of four weeks at a stretch during a semester/summer session shall result in automatic cancellation of the registration of a student from all courses in that semester/summer session.
 - Only actual attendance in classes shall be considered in calculating the shortage of attendance and no concession in the attendance requirements shall be given on the basis of leave applications including leave on medical grounds. The attendance shall be rounded up to two decimal places only.
 - There shall be no make up classes in order to make up the shortage of attendance of any particular student.
 - The instructor may report a student’s absences and the student may be placed on attendance probation by his/her dean/HOD and it will be notified by the department. A student may be dropped from the University for violating the terms of such probation.
- **EXAMINATION**
 - In each semester, students may be required to appear in quizzes, tests, midterms, final examinations, presentations (individual/group), group discussions, and submit projects/assignments/lab reports etc. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the

overall assessment in percent marks. This weightage may be determined on the basis of following guidelines:

Course (Theory)		Course (Lab)	
Nature of Examination	Weightage	Nature of Examination	Weightage
Quizzes/Assignments/ Presentations/Projects	25 %	Lab work (includes Lab assessment, attendance, quizzes and assignments)	30 %
Mid-Term Exam	25 %	Mini Project	20 %
Final-Term Exam	50 %	Lab Exam	50 %

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- The distribution of Sessional Marks (Quizzes / Assignments / Presentations / Projects and Mid Semester exam) for B.Sc Engineering courses will be as under:

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- 4 Assignments per subject 10 marks
 - 4 Quizzes per subject 10 marks
 - One Presentation per subject 05 marks
 - Mid semester exam 25 marks

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- Whereas the distribution of Sessional Marks (Quizzes / Assignments / Presentations / Projects and Tests/Mid Semester exam) for other courses will be as under:

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- Minimum 3 Assignments per subject 10 marks
 - Minimum 3 Quizzes per subject 10 marks
 - One Presentation per subject 05 marks
 - Mid semester exam 25 marks

- - - Students passing in all the papers (theory and Lab to be treated as separate papers) shall be declared to have passed the examination.
 - There will be no supplementary / special exam in semester system; if a student fails any course he/she will have to repeat that course.
 - In case of any litigation pending, involving the student and university in respect of any dispute regarding eligibility to appear in any examination or affecting the student(s)' performance in the examination, the university shall have a right to postpone the result of such examination in respect of the student concerned and would declare such result only upon the final settlement of the dispute if other rules and regulations allow such settlement.
 - In case, a student is allowed to attend classes or sit in any examination provisionally / as an interim measure by the order of any judicial or other authority, including a court of law, university shall have the right to postpone the declaration of his / her result pending final determination of the dispute where for the proceedings were initiated and such provisional / interim steps were ordered. In case the determination is to the effect that the student was not eligible to take such examination, the university shall have the further right to cancel the examination(s)/paper(s) provisionally taken under the interim order(s).
 - **GRADING POLICY**
 - Grade Point Average (GPA) system will be adopted for the evaluation of students in all subjects based on the relative grading system. If number of students in a course is less than 20, then Absolute Grading System will be implemented.
 - Total marks obtained by a student in a particular subject will be normalized by multiplying the marks of each student with a fraction obtained by dividing 100 with the highest marks secured by a student in a class of that particular subject.
 - A student securing less than 50% aggregate marks in a subject without normalization will be awarded grade "F".
 - Letter grading shall only be used for representing the individual courses and not for the semester GPA or CGPA. The following grade points for each letter grade will be used:

Grade Point	Letter Grade
4.00	A
3.67	A-

3.33	B+
3.00	B
2.67	B-
2.33	C+
2.00	C
1.67	C- (Below Average)
1.33	D+
1.00	D (minimum Acceptable)
0.00	F (Failure)
	I (Incomplete)
	W (Withdrawn)

- - - There shall be no other grade point values except the above points. The percentage of marks or value of grades other than grade points shall not be reported on the transcripts whether they are relative grades or absolute grades.
 - Grade point average (GPA) shall be calculated and rounded up to two decimal places. In case of close competition between/amongst students for a merit positions, the third fraction will be calculated.
 - An incomplete grade shall only be given in the case of a Final Year Project where it needs to be completed in two semesters. For the 7th semester, the grade 'I' shall appear in the transcript for FYP and it will be converted after the requirements are met in the final semester.
 - **COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)**
 - This is a figure ranging preferably from 0.00 to 4.00 to be used to indicate the performance of a student in the semester concerned. A standard scale of 0.00 to 4.00 will be followed.
 - Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPAs) will be calculated using the following relationships:
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 - **GPA= $\frac{\text{Sum over all courses in a Semester (Course Credit Hours} \times \text{Grade Point Earned)}}{\text{Total Semester Credit Hours}}$**

- **CGPA**= Sum over all taken courses in all Semesters (Course Credit Hours x Grade Point Earned)
 - Total Credit Hours took in all Semester
- **CGPA IS REQUIRED FOR THE COMPLETION OF DEGREE**
 - For completion of the degree, the minimum qualifying CGPA will be 2.00.
 - In case a student secures less than 2.00 CGPA (minimum qualifying CGPA) at the end of the final Semester, s/he may be allowed to get re-admission in one or more courses, in which his/her Grade is below C, along with the forthcoming semester, provided that s/he is not debarred under the CGPA Improvement Regulation and time duration specified for the program.
- **TRANSFER OF CREDIT HOURS**
 - Credits will be transferred on a course course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to CECOS University provided that course A is equivalent to course B taught at the CECOS University.
 - No credit hour of a course will be transferred if the grade is less than C.
 - Credit hours may only be transferred between duly recognized HEC and internationally recognized universities.
 - A transferring student must have a regular admission in the undergraduate program of the Institution and should earn a minimum of 60 credit hours out of a total of 130–140 credit hours from the institution from where s/he will be entitled to the degree. Any student seeking transfer of credits in undergraduate Engineering Programs must possess credits from the relevant accredited program. The transfer of credits in case Engineering programs shall not exceed 50% of the program total credits required.
- **STUDENT GRIEVANCES AGAINST COURSE INSTRUCTOR**
 - A 05 members Committee consisting of 02 senior faculty members, the relevant head of the department and a Dean headed by the Controller of Examinations will be constituted to redress the grievances of the students about any course instructor or grades or for any other issue.
 - In respect of grade, a student must submit the grievance application if any, in writing to the Head of the Department within (07) seven working days of the receipt of the grade. The Head of Department shall forward the grievance application to the Committee. It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within (05) five working days or before the start of registration for the new semester, whichever

comes earlier. The decision of the Committee will be deemed final and will be binding on all parties.

- A Departmental Committee headed by the Head of the respective department/ Senior Faculty Members will be constituted to check randomly a few answer papers of the final semester examination for uniformity of scoring & covering of the course content.
- **CANCELLATION OF ENROLMENT**
 - If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per the announced schedule, his/her admission shall stand canceled automatically without any notification.
- **COURSE FILE**
 - Maintaining the Course File will be compulsory for all faculty members. It should have a complete record of every activity that happens during the course. The course file should contain:
 - Course Code and Title
 - Description of Course/Learning Outcomes
 - Course syllabus and changes, if any, made over at least 3 semesters
 - Weekly Teaching Schedule
 - Dates of Mid-Semester Examination
 - The grading Policy will identify each activity. such as Homework, Quizzes, Mid Semester examinations, Final examinations and Term Papers, etc.
 - Copy of each Homework Assignment
 - Copy of each Quiz Assigned
 - Copy of Question Papers for Mid-Semester Examination
 - Copy of Question Papers for Final/Semester End Examination
 - Grading Sheets of the Course, Detailing Statistical Data on the Grades obtained by Students
 - Difficulties/Problems faced by the Teacher and Students during Classroom/ Course Delivery
- **FREEZING OF SEMESTER**
 - If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.

- If a student is not enrolled in any course in a semester, s/he will not be considered a regular student of a university in that period. The student may then enroll in these courses in a subsequent semester; however, s/he will have to meet the pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses each semester.
- In special hardship cases, a student can be allowed to freeze his/her semester up to the 4th week with the prior permission of the Vice Chancellor.
- The duration of Freezing is one year; a candidate who gets a semester freeze can get readmission next year with an upcoming sessions but hardship cases can be considered by the competent authority only.
- Freezing of the first two semesters is not allowed.
- Under special hardship circumstances freezing of the first semester can be considered by the competent authority on the recommendations of a special committee:
 - Iddat
 - Maternity/Delivery
 - Death in the immediate family
 - Any other subject to acceptance on the justified rationale

Note: Freezing of Semester will only be allowed after successful completion of 1st Semester as a prerequisite as the case may be for other semester's predecessor to the freezing Semester.

- - **MEDICAL CERTIFICATE**
 - A medical certificate from a registered medical practitioner shall be considered on case to case basis through the recommendation of the committee.
 - **INDISCIPLINE IN EXAMINATIONS**
 - Any candidate found guilty of the following matters, his/her case will be referred to the Unfair Means Committee of the University:
 - Removes a leaf from his/her answer book, the answer book shall be canceled.
 - Submits forged or fake documents in connection with the examination.
 - Commits impersonation in the examination.
 - Copies from any paper, book, or notes.
 - Mutilates the Answer Book.

- Possesses any kind of material, which may be helpful to his/her in the examination.
- Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination?
- Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
- misbehaves or creates any kind of disturbance in or around the examination center
- Uses abusive or obscene language on the answer script.
- Possesses any kind of weapon in or around the examination center.
- Possesses any kind of electronic device which may be helpful in the examination
- His/her case shall result in penalties keeping in view the nature and intensity of offense which may include the following:
 - Cancellation of paper*.
 - Suspension from the program for one semester.
 - Heavy and light Fine
 - Expulsion forever from the University.
 - Any other.

* Unfair Means Committee will decide that the student will have to appear in the summer semester/with the regular semester for the canceled paper.

- - - Appeal against the decision of the Unfair Means Committee
 - The aggrieved student can file an appeal to the Appellate Committee against the punishment awarded by the unfair means Committee within one week on payment of Rs. 1000/- (rupees one thousand only) as an appeal fee. The Appellate Committee can review the decision of the unfair means Committee.
 - The student, if not satisfied with the review decision of the Appellate Committee can submit a representation to the President within one week, whose decision shall be final.
 - **PROBATION**

- Probation is a status granted to the student whose academic performance falls below the following minimum standard:
 - Students acquiring less than 2.00/4.00 GPA in a semester will be put on probation for the next semester.
 - Students placed on probation in two consecutive semesters even after attending the summer for one academic year will be considered relegated. S/he will be considered as an external student till s/he improves his/her GPA and comes out of two consecutive probations.
 - After improving the GPA and becoming eligible for next semester, s/he will be allowed re-admission as a regular student.
 - Relegation (two consecutive probations) will be only allowed twice during the 4 / 5 years degree program.
 - No consecutive probations will be allowed in the first four semesters.
 - A student who is on probation 2nd time even after attending the summer semester in the first four semesters shall be removed from the rolls of university / DAI. However, s/he can take re-admission only once during the 4 / 5 years BS degree program.
 - A student of the Bachelor of Architecture Program failing in a core subject (Basic Design and Architectural Design) in any semester will be considered to fail in that semester. In case of only odd semesters, s/he will be on probation for the next semester, and, if s/he fails in the core subject again, will be demoted and will have to repeat the entire academic year.
 - The student(s) will be allowed to complete studies within the stated periods as prescribed by the relevant accreditation body.
 - However, in the programs where the maximum duration is not prescribed by the relevant accreditation body, the student(s) will be allowed to complete his/her studies within 7 years for 4 years degree programs and within 8 years for 5 years degree programs. The above duration will be inclusive of the period of relegation/freezing.
 - The student(s) who will not complete studies within stated periods shall be struck off from the rolls of the university.
- **PERMISSION OF WRITER FOR SPECIAL STUDENTS**
 - A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.
 - In case a student is physically handicapped/visually impaired, s/he may apply to the Head of the respective department (with a medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ Examinations of the University for two weeks before

the start of Tests/ Examinations. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.

- The qualification of the person who acts as a writer for a handicapped student must be at least one step lower than that of the student. (e.g. for level 6 students, the writer should be at the most of level 5)

○ **RECHECKING OF EXAMINATION SCRIPT**

- The answer book of a candidate shall not be re-assessed under any circumstances.
 - Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examination will arrange for re-checking of the examination script by any faculty member from the relevant discipline on the complaint/request of students. The Controller of Examination or any officer or a rechecking committee appointed shall see that:
 - There is no computational mistake in the grand total on the title page of the answer book.
 - The total of various parts of a question has been correctly made at the end of each question.
 - All totals have been correctly brought forward on the title page of the answer book.
 - No portion of any answer has been left un-marked.
 - Total marks in the answer book tally with the marks sheet.
 - The hand-writing of the candidate is tally in the questions/answer book.
 - The candidate or anybody on his behalf has no right to see or examine the answer books for any purpose.
 - The marks of a candidate could even decrease in light of (a) (iii) above. In the event of a reduction of marks, the record shall be corrected accordingly and a revised transcript will be issued.

○ **DAMAGED/LOST ANSWER SCRIPT**

- In an exceptional case where an answering script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:
 - Average marks shall be awarded to the student in that subject/course.
 - In case of Final Examination, if the candidate so desires, s/he shall be given another chance as a special case to take the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.

- In the case of Internal Assessment, if the candidate so desires, s/he shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same academic session.
- **ELIGIBILITY OF CANDIDATES FOR AWARD OF DISTINCTION**
 - Candidates securing CGPA ≥ 3.67 shall be declared to have passed the Degree Course with Distinction; provided that Distinction shall be awarded to such candidates only who have passed all the Examinations on the first attempt, within four Academic years from the date of joining the First year class.
- **ELIGIBILITY OF CANDIDATES FOR AWARD OF DISTINCTION IN CASE OF MIGRATION FROM OTHER UNIVERSITIES:**
 - Students having been admitted on a migration basis from other universities shall be required to pass the deficient subjects, if any, due to differences in the course of studies of the universities, in the first attempt within the immediately following two examinations.
 - Students otherwise eligible for the award of Distinction shall not be deprived of the same on account of Regulation 27.1(a); provided the candidates have passed the previous examination(s) on the first attempt and also passed the remaining examination(s) in the first attempt, and have passed the deficient subjects in one attempt as a whole.
- **ELIGIBILITY OF CANDIDATES FOR GOLD MEDAL**
 - The gold medal shall be awarded to a graduate in each batch of all the disciplines who fulfill the following conditions:
 - Passed all the University Examinations on the first attempt and completed all the requirements for the award of degree within consecutive semesters after joining the first semester and within the minimum duration of the program.
 - Obtained first position amongst all the passed students.
 - Secured CGPA > 3.67 .
 - For the determination of positions, CGPA shall be calculated and rounded up to two decimal places. In case of a tie between/amongst students, the third fraction will be calculated.
 - Completed Research Project/Internship within a minimum duration of the program
 - Any graduate who has been penalized by the University Discipline Committee/UFM Committee/Appellate Committee shall not be eligible for the award of the Gold Medal.

- One Gold Medal will be awarded to all the batches of the same course commenced within six months duration.
 - There should be a minimum of five regular/active students in the last/final semester examination of the class for the award of a gold medal to a student, if otherwise eligible.
 - Gold Medal will be awarded on the occasion of convocation only.
- **CHANGE/CORRECTION/ADDITION/DELETION OF STUDENT NAME/ FATHER'S NAME**
- When a student wishes to change his/her name as originally entered in the University record, he/she shall proceed as under:
 - He/she shall apply to the Registrar's Office through the Head of the Department concerned.
 - He/she shall submit the revised SSC & HSSC documents.
 - He/she shall submit the cutting of the newspaper containing the published notice of change of name in at least one Daily Newspaper.
 - He/she shall support his/her application with an affidavit on a non-judicial stamp paper (not less than Rs. 50/-) duly sworn before the Notary Public/Oath Commissioner by the Students himself/herself with signatures of the respectable witnesses thereon.
 - When a student wants to get his/her name corrected on his/her SSC documents, he/she shall be required to comply with para 30.1(a) above only.
 - The procedure for change/correction of a student's father's name or other factual entries shall be the same as provided in paragraphs 30.1 and 30.2 supra.
 - For change/correction of entries, the student may be required to furnish good cause together with necessary proofs, if any.
- **FINAL YEAR PROJECT ASSESSMENT (For B.Sc Engineering Students only)**
- The procedure for the evaluation of Final Year Projects of the B.Sc Engineering students shall be as under:
 - Project Evaluation in 7th Semester
 - A panel of Examiners consisting of the following members constituted by the Chairperson Head of Department in the 7th semester for project(s) evaluation.
 - Chairperson (Head of the Department) Head of the Department
 - Project Supervisor
 - FYP Coordinator of the Department

- Two Faculty Members nominated by the Chairperson Head of the Department
- The quorum of the members of the Evaluation Committee shall not be less than 3 members for project assessment and the average of marks given by the Committee members shall be awarded to the student for activities as mentioned in the Distribution Criteria.
- Marks distribution Criteria
 - 100 marks may be awarded to the student(s) for the first part of FYP in the 7th semester (3 Credit Hours), as per the following criteria:
 - 10% marks – Initial Project Proposal (1st presentation) – 4th week
 - 25% marks – Project Proposal Details & Defense (2nd presentation) – 8th week
 - 45% marks – Progress of the project (3rd presentation) – 16th week
 - 20% marks shall be awarded by the project supervisor based on work done between the 6th and 16th week of the 7th semester
- Project Evaluation in 8th Semester
 - A panel of Examiners consisting of the following shall be constituted by the Chairperson Head of Department in the 8th semester for project(s) evaluation:
 - - - -
 - Chairperson (Head of the Department) Head of the Department
 - Project Supervisor
 - FYP Coordinator of the Department
 - Two Internal and One External Examiner
 - The quorum of the Evaluation committee shall not be less than 4 members for any project assessment. The average of marks given by the Committee members shall be awarded to the student for activities as mentioned in the Distribution Criteria.

- Marks Distribution Criteria
 - 100 marks may be awarded to the student(s) for the second part of FYP in the 8th semester (3 Credit Hours), as per the following criteria:
 - 20% marks – for (1st presentation) – 8th week
 - 40% marks – for (2nd presentation) – 16th week
 - 20% marks shall be awarded by the project supervisor for the work done on the project between the 8th and 16th week of the semester
 - 20% marks – for the open house presentation – after Theory Examination
 - The Student will submit the thesis after the approval of the Supervisor.
 - The Supervisor will be paid a supervision fee in case the student fails to complete a thesis in the stipulated period and if the delay caused is not on the part of the supervisor.
- **SPECIAL PROVISION**
 - In all cases where these regulations are silent, the decision of the President shall be final.
 - The University authorities reserve the right to make any change in the rules, regulations, fee structure and courses of study that may be considered necessary at any time without prior notice.

Part-II Applicable to Bachelor of architecture Program only

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- **SCHEME OF STUDIES**
 - Course work for earning the degree in Architecture comprises theory courses, studio courses and thesis design.
 - Each course offered at the University is allocated certain credit hours, describing the weekly amount of work required for that course. For theory courses, each credit hour means one hour of lecture per week, and for studio* courses, each credit hour means two hours of practical studio work.
 - As a pre-requisite of the B. Architecture degree, each student shall carry out a thesis design in the final year of their studies, comprising of a written report and a complete Design project of the appropriate level. The thesis Design is comprised of 10 credit hours (20 contact hours per week) in each semester of the final year and is evaluated

separately in each semester by the panel of jurors approved by the University authority assigned such responsibilities/ powers.

- Course work shall be spread over credit hours as specified in Section 9 above and shall be assigned a Course Code identifying the department offering the course and the level of the course.
- **DEGREE REQUIREMENTS**
 - To earn a B. Architecture degree, a student must:
 - Pass all the courses of study prescribed in the relevant Scheme of Studies.
 - Obtain a minimum of 2.00 CGPA.
 - Students must complete six weeks of internship during the 3rd and 4th years with reputable architectural firms. The internship must be monitored and verified by the Department of Architecture and students shall submit the internship certificates as issued by the relevant architectural firm to the Department.
- **EXAMINATION**
 - Each subject in the B. Architecture course has an overall weightage of 100% marks. A student shall be evaluated in each course on the basis of monthly tests, assignments, presentations and final examinations. 25% marks will be allocated for sessional work (including tests, assignments, presentations and class participation), 25% marks will be specified for the mid-semester examination (to be conducted at the culmination of the eighth week of each semester) and 50% marks for the final examination of the semester.
 - The subjects of Basic Design, Architectural Design and Thesis Design are considered to be the Core Subjects of the relevant semesters and shall form a stream and each preceding course shall be a pre-requisite for the next course in line.
 - Marks distribution in Core subjects will be 40:60 for Sessional and Final examinations. Further, the break up of sessional marks will, however, be on the approval of the Head of Department.
 - 60: 40 for external and internal examiner for Exam Project of core subjects i.e. Architecture Design.
 - Thesis Projects shall be evaluated by a panel of external examiners for 60% marks whereas, 40% marks shall be awarded to the student by his/her internal supervisor during the course of his/her semester in the form of sessional assessment and keeping track of progress made on the thesis project. Those students who acquire a minimum aggregate of 50% marks with a minimum of 50% marks from the external examiners in the final thesis juries shall be declared

successful, whereas unsuccessful students shall be given a second chance to reappear in the next semester to present their thesis.