

# UNIVERSITY OF THE PUNJAB

## NOTIFICATION

It is hereby notified that the Syndicate at its meeting held on 29-10-2011 has approved the recommendations of the Semester Implementation Committee regarding revised Semester Rules and Regulations for undergraduate studies with effect from Academic Session October, 2011 and onward.

A copy of revised Semester Rules and Regulations for Undergraduate studies is enclosed vide Annexure 'A'. This notification will supersede all the previous notifications in this regard.

Admin. Block,  
Quaid-i-Azam Campus,  
Lahore.

Sd/-  
Prof. Dr. Khan Rass Masood  
Registrar

No. 532/Acad.

Dated: 16-02-2012

Copy of the above is forwarded to the following for information and necessary action: -

1. All the Deans of Faculties.
2. All Heads of University Teaching Departments
3. Chairman, Admission Committee
4. Members of the Semester Implementation Committee
5. Director, Centre for Undergraduate Studies
6. Controller of Examinations.
7. Treasurer
8. Deputy Registrar (General)
9. Assistant Registrar (Statutes)
10. Secretary to the Vice-Chancellor
11. Secretary to Registrar

*Javed Ahmad*  
Assistant Registrar (Academic)  
for Registrar

*[Handwritten Signature]*  
9.5.17  
Copy to ma

*Annexure "A"*

**SEMESTER RULES AND REGULATIONS**

*for*

**UNDERGRADUATE STUDIES**



**UNIVERSITY OF THE PUNJAB  
LAHORE**

# SEMESTER RULES AND REGULATIONS FOR UNDERGRADUATE STUDIES

## I. SCHEDULE OF SEMESTERS

1. There shall be two semesters (Fall & Spring) in an academic year.
2. Each semester shall be of 18 working weeks – sixteen weeks for teaching, one to two weeks for examinations.
3. During the summer break, university may offer summer session of 6-8 weeks with subject of its choice which will provide opportunity to students who have failed or have withdrawn from a course and those who wish to improve their GPA to qualify to the next semester. A maximum of 09 credit hours courses will be offered during summer semester by each Department / Centre / Institute / College.
4. The contact hours during the summer session will be doubled to ensure that the course is fully covered in a summer session with half of the duration compared to a regular (Fall or Spring) semester.

## II. COURSE DESCRIPTION

Course contents, if revised, shall be approved by the faculty of each Department / Centre / Institute / College. The teacher concerned will be responsible for determining the details of the course. The Chairman / Director / Principal shall call the meeting of the teachers of the Department / Centre / Institute / College for the purpose.

Courses will be numbered and codified as follows:

### 3.5 – 4 years Bachelors Program

1. All courses given in the first year (1<sup>st</sup> & 2<sup>nd</sup> semesters) will be designated by 100.
2. All courses given in the second year (3<sup>rd</sup> & 4<sup>th</sup> semesters) will be designated by 200.
3. All courses given in the third year (5<sup>th</sup> & 6<sup>th</sup> semesters) will be designated by 300.
4. All courses given in the fourth year (7<sup>th</sup> & 8<sup>th</sup> semesters) will be designated by 400.

### 5 years Bachelors Program

1. All courses given in the first year (1<sup>st</sup> & 2<sup>nd</sup> semesters) will be designated by 100.
2. All courses given in the second year (3<sup>rd</sup> & 4<sup>th</sup> semesters) will be designated by 200.
3. All courses given in the third year (5<sup>th</sup> & 6<sup>th</sup> semesters) will be designated by 300.
4. All courses given in the fourth year (7<sup>th</sup> & 8<sup>th</sup> semesters) will be designated by 400.
5. All courses given in the fifth year (9<sup>th</sup> and 10<sup>th</sup> semesters) will be designated by 500.

### 2 years Master after 14 years education

1. All courses given in the first year (1<sup>st</sup> & 2<sup>nd</sup>) semesters) will be designated by 300.

2. All courses given in the second year (3<sup>rd</sup> & 4<sup>th</sup> semesters) will be designated by 400.

### **Entrance into 3.5 - 4 and / Entrance into or 5 years Bachelors program after 2 years Bachelors degree (14 years education)**

The students after obtaining 2 years Bachelors degree are entitled to enter into third year of 3.5 - 4 and / or 5 years Bachelors program if the courses of study of 2 years Bachelors degree are equivalent to the courses of study of first two years of 3.5 - 4 and / or 5 years Bachelors program. *The student will earn 66 credit hours for 3.5-4 year / 96 credit hours for 5 years bachelors program.* The equivalence of the courses will be determined by the Departmental Examination Committee of the Department / Centre / Institute / College.

### **Exit from 4 and/ or 5 years Bachelors Program after completion of 2 years study**

The students of 4 and /or 5 years Bachelors program are allowed to opt for an exit on medical/ emergency grounds after successful completion of study of first two years. Such students will be awarded 2 years bachelors degree i.e BA or B.Sc. and will not be eligible for admission in any program of any other department of the university on the basis of this degree. However such students will be eligible for admission in the same department for higher studies and diplomas.

### **Course Code and courses of study**

All courses will be preceded by 2-4 alphabets to be decided by the Department / Centre / Institute / College indicating the title of the degree/ area of specialization. Courses will be divided into following categories:

- |                |                      |                  |
|----------------|----------------------|------------------|
| i.) Compulsory | ii.) General / Minor | iii.) Foundation |
| iv.) Major     | v.) Elective         |                  |

Each Department / Centre / Institute / College shall decide its own compulsory, General/ Minor, Foundation, major and elective subjects. The courses offered by a Department / Centre / Institute / College shall be announced with a short description of each course along with time, day, class room, name of the teacher, semester and credit hours

No student will take any course unless he has cleared the pre-requisite for it as determined by the respective Department / Centre / Institute / College.

### **III. TOTAL PERIOD OF STUDY**

The normal duration of 3.5 - 4 years Bachelors, 5 years Bachelors, 2 years Master after 14 year education.

- |  |            |
|--|------------|
| a) 3.5 - 4 years Bachelors                 | Four Years |
| b) 5 years Bachelors                       | Five Years |
| c) 2 years Master after 14 years education | Two Years  |

In case of valid reasons/excuse the period of study will be extended for two additional years (Four Semesters) in all above said three programs. The students who will not complete studies within stated periods shall be struck off from the rolls of the Department / Centre / Institute / College. The students who have been given the right to extend the duration of study for additional two years must register and pay tuition fees for the years. The students who extend

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their course of study beyond period given at section III (a, b, & c) above shall not be entitled to avail any facility like hostel, transport and medical which university extends to its regular students.

#### **IV. RE-SIT EXAMINATION**

The students who cannot appear in examination because of valid excuse / reason as approved by the head of department shall be allowed to appear in re-sit examination within one week after the examination subject to the payment of special examination fee of Rupees 1000/- for each course. If the number of courses is more than 2 then a lump sum of Rs. 2500/- shall be paid as special examination fee to the department.

#### **V. RE-ADMISSION ON MEDICAL / EMERGENCY GROUNDS**

The student who discontinues studies on medical/emergency ground will be allowed to seek readmission in the same semester next year after paying semester fees. During the period of discontinuation of studies the hostel, medical and transport facilities shall be curtailed which are normally available to regular students. The students struck off from the rolls of the Department/Centre/ Institute/ College on the basis of performance will not be readmitted in any case in the same Institute.

#### **VI. PROBATION**

The promotion of a student on probation will be allowed twice in all the programs given at III (a, b, c). If a student in the first semester obtains CGPA less than 2.0 and greater than or equal to 1.5 will be considered on probation but in the later semesters the student will be considered on probation if he/she scores CGPA less than 2.0 and greater than or equal to 1.70. In case student does not achieve minimum desired CGPA 2.0 in any semester after availing opportunity of two probations, he/she shall be dropped from the rolls of the Department / Centre / Institute / College and cannot be re-admitted in any case by the same Department / Centre / Institute / College.

#### **VII. WITHDRAWALS / ADDS / CHANGE OF COURSES**

The enrolled students may i) change the courses in their program not later than 7 days ii) drop/add the courses within two weeks after the date of commencement of the semester with the permission of the head of the Department / Centre / Institute / College if such change /add/drop does not affect requirements of minimum / maximum course workload conditions. Withdrawals from a course will be allowed one week before the end of semester under the approval of the Head of the Department / Centre / Institute / College which will be represented by 'W' in the transcript

#### **VIII. NOTIFICATION OF RESULTS**

The teachers are required to submit result within one week after the examination so that result shall be declared by the department after its consideration by the Examination Committee of the Department / Institute / Centre / College within two weeks after the examination. The Director, BS program will ensure declaration of result within stipulated period of two weeks. If the teacher concerned does not submit result within two weeks even after reminders by the head of department then the head of department may appoint any other teacher to organize examinations again and to submit results within one week after the examination. In such cases the remuneration will be paid to the teacher appointed later by the head of department.

## **IX. COURSE CREDITS**

### **3.5 - 4 Years Bachelors**

1. 130 -136 credits are required for the 3.5- 4 Years Bachelors degree program. The said credits shall normally be earned in seven to eight semesters.
2. The minimum number of contact hours in a course will be 15 per semester for one credit hour course.
3. A course may range from one credit hour to four credit hours.
4. One credit hour stands for at least one hour class contact per week per semester. For practical/laboratory work 3 hours shall be considered equivalent to one credit hour.
5. Six (06) credit hours Research Project (dissertation) / project report / internship / special paper will be offered in the fourth year.

### **5 Years Bachelors**

1. 160 - 166 credits are required for the 5 Years Bachelors degree program. The said credits will normally be earned in ten semesters.
2. The minimum number of contact hours in a course will be 15 per semester for one credit hour course.
3. A course may range from one credit hour to four credit hours.
4. One credit hour stands for at least one hour class contact per week per semester. For practical/laboratory work 3 hours shall be considered equivalent to one credit hour.
5. Six (06) credit hours Research Project (dissertation) / project report / internship / special paper will be offered in the fifth year.

### **2 Years Master after 14 Years Education**

1. 66 credits are required for the Master's Degree. The said credits will normally be earned in four semesters.
2. The minimum number of contact hours in a course will be 15 per semester for one credit hour course.
3. A course may range from one credit hour to four credit hours.
4. One credit hour stands for at least one hour class contact per week per semester. For practical / laboratory work 3 hours shall be considered equivalent to one credit hour.
5. Six (06) credit hours Research Project (dissertation) / project report / internship / special paper will be offered in the 2nd year.

## **X. MIGRATION / TRANSFER/EXEMPTION OF CREDITS**

Migration of a student may be allowed subject to the fulfillment of Migration Regulations of the University of the Punjab. The credits earned in the previous institution may be permitted to be transferred to the University of the Punjab subject to the condition of similarity / equivalence with the University courses. The students of the University of the Punjab are also allowed to

migrate from one department / centre / institute / college to another department / centre / institute / college with the mutual consent of the heads of department / centre / institute / college. The migration in all cases shall only be permissible if the student fulfills requirements of merit and availability of seats. The credits earned in the parent department of the student will be considered for exemption of similar/identical courses by the department to which student is admitted. The decision of the department will be final. The migration will not be allowed during the 1<sup>st</sup> year of any course of study described at III (a, b, c). No credit hour of a course will be transferred if the grade is less than 'C'.

## XI. COURSE WORKLOAD AND CHANGE OF COURSE

### 3.5 -4 Years Bachelors

1. A regular student will normally be required to take workload of fifteen to nineteen credit hours in each semester. During summer semester a student can take up to eight to nine credit hours.
2. A student who had earned an 'F' grade in a course in 1<sup>st</sup> semester may be allowed to take additional course(s) during the 3<sup>rd</sup> semester.
3. A student who had earned an 'F' grade in a course in 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semesters may be allowed to take additional course(s) during the 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> semester.
4. The student who had earned an "F" grade in a course in 7<sup>th</sup> and 8<sup>th</sup> semester will enroll again in 7<sup>th</sup> and 8<sup>th</sup> semester of next class.
5. The students who have earned 'F' grade in any course or have earned D grade in any course and want to improve grade will enroll the course in the coming semester or in the summer semester if course is offered and take classes of that course.
6. The teacher shall provide a detailed course outline to the students within seven days of the beginning of the semester and shall send a copy of the course outline and work plan to the Chairman / Director / Principal.
7. There will be all taught courses up to 6<sup>th</sup> semester. There will only be one seminar course that will be introduced in 7<sup>th</sup> or 8<sup>th</sup> semester.

### 5 Years Bachelors

1. A regular student will normally be required to take workload of fifteen to nineteen credit hours in each semester. During summer semester a student can take up to eight to nine credit hours.
2. A student who had earned an 'F' grade in a course in 1<sup>st</sup> semester may be allowed to take additional course(s) during the 3<sup>rd</sup> semester.
3. A student who had earned an 'F' grade in a course in 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> semesters may be allowed to take additional course(s) during the 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> semester.
4. The student who had earned an "F" grade in a course in 9<sup>th</sup> and 10<sup>th</sup> semester will enroll again in 9<sup>th</sup> and 10<sup>th</sup> semester of next class.

5. The students who have earned 'F' grade in any course or have earned D grade in any course and want to improve grade will enroll the course in the coming semester or in the summer semester if course is offered and take classes of that course.
6. The teacher shall provide a detailed course outline to the students within seven days of the commencement of the semester and shall send a copy of the course outline and work plan to the Chairman/Director/ Principal.
7. There will be all taught courses up to 8<sup>th</sup> semester. There will only be one seminar course that will be introduced in 9<sup>th</sup> or 10<sup>th</sup> semester.

#### **2 years MA/ M. Sc. after 14 years Education**

1. A regular student will normally be required to take workload of fifteen to nineteen credit hours in each semester. During summer semester a student can take up to eight to nine credit hours.
2. A student who had earned an 'F' grade in a course in 1<sup>st</sup> semester may be allowed to take additional course(s) during the 3<sup>rd</sup> semester.
3. A student who had earned an 'F' grade in a course in 2<sup>nd</sup> semester may be allowed to take additional course(s) during the 4<sup>th</sup> semester.
4. The student who had earned an "F" grade in a course in 3<sup>rd</sup> and / or 4<sup>th</sup> semester will enroll again in 3<sup>rd</sup> and 4<sup>th</sup> semester of next class.
5. The students who have earned 'F' grade in any course or have earned D grade in any course and want to improve grade will enroll the course in the coming semester or in the summer semester if course is offered and take classes of that course.
6. The teacher shall provide a detail course outline to the students within seven days of the commencement of the semester and shall send a copy of the course outline and work plan to the Chairman / Director / Principal.
7. There shall be taught courses up to 2<sup>nd</sup> semester. There shall be only one seminar course that will be introduced in 3<sup>rd</sup> and 4<sup>th</sup> semester.

#### **XII. CLASS ATTENDANCE**

1. 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.
2. In case of absence as a result of late admission, medical grounds (2 – 5) weeks in a stretch), change of course and/or foreign visits (2 – 5) weeks in a stretch), the teacher will give extra (make-up) materials to the student to compensate the deficiency because of said absence after permission by Departmental Examination Committee to appear in the examinations of the course.
4. At the end of each month the teacher concerned shall send, to the head of the Department / Centre / Institute / College, a statement giving the total number of lectures delivered and practicals conducted by him together with the number of lectures and practicals attended by each student.
5. In case the student remains absent from the class for seven consecutive days without leave his/ her name shall be removed from the rolls.



6. The student having class attendance less than 75% in a particular course will be required to repeat the course when it is offered again. The student will be awarded grade FW i.e forced withdrawal and will not be counted towards calculation of GPA/CGPA.
7. In the case of sportsman, participating in games of national and international level, as verified by the Director of sports and recommended by the Chairman/ Director/ Principal concerned. 75% of the requisite attendance in lectures and practicals will be calculated on the basis of total number of lectures/ practicals, delivered to his/ her class in a course, minus the number of lectures/ practicals delivered to this class on the days actually spent by the sportsman in such sports and games. However, the Department/ Institute/ College shall arrange, before the commencement of mid and final semester examinations, special lecture for the sportsman concerned in order to make up the deficiency in lectures/ practicals calculated in the aforementioned manner.

### XIII. EVALUATION SYSTEM

1. The teacher is responsible for the evaluation of work/ performance of the students of his class and for the award of grades to them on the basis of such evaluation.
2. The number and nature of tests and assignments depends on the nature of course. However, in case of taught courses there will be at least one home assignment, sessional works and two tests (Mid Semester and final examination) in each course with the Weightage as under:-

A. Assignments	25%
B. Mid Semester	35%
C. Final Semester	40%

To pass a course, student must obtain 'D' grade (50 % marks) cumulative in mid and final Semester examinations and Assignment out of assigned marks.

3. There shall be no choice in questions in the Mid Semester and final examination papers.
4. The scripts of each activity (A, B and C of 2 above) shall be shown to the students concerned by the teachers within one week, taken back immediately in accordance with the announced schedule along with the examination schedule.
5. In case a student is not satisfied with his/her award even after checking his/her answer book, or clarification from the teacher, he/she may make written complaint to Chairman / Director / Principal within two weeks of the end of midterm or final examination's week (whichever is relevant). The Chairman/Director/Principal will refer his/her case to the Examination Committee of the Department / Centre / Institute / College.
6. The Mid Semester examination shall be after eight weeks of the commencement of the semester. The final examination shall be held at the end of the 17<sup>th</sup> week i.e during the 18<sup>th</sup> week.
7. In view of the weightage for the various examinations the duration of the papers will be as follows:

i. Mid Semester Examination:	One and half hour
ii. Final Semester Examination:	Two hours

8. Examination should be held on consecutive days excluding holidays. The schedule of paper showing to the students shall be displayed along with the examination schedule by the teacher.
9. Home assignments shall be deposited with the teacher concerned as scheduled by the teacher.
10. The teacher concerned shall prepare three copies of the awards. He shall retain one copy with him and send one copy to the Chairman / Director / Principal concerned. He shall also display a copy of the result on the Notice Board. The scripts of mid and final semester examination and assignments will be kept for three months after the end of the semester.
11. The teacher-in-charge will report unfair means cases to the Chairman / Director / Principal who shall forward the case within one week to Departmental Examination Committee for necessary action as under:

*Any candidate detected in giving or receiving assistance, or found guilty of copying from any paper, book or note, or allowing any other candidate to copy his answer book, or using, or attempting to use these or any other unfair means, shall be dropped from the program not exceeding two semesters.*

13. In case a candidate is unable to appear in part or whole of the Mid Semester or Final Examination of a Semester on medical grounds, he may be allowed to appear in the Special Mid Semester or Final Examination to be arranged by the Department / Centre / Institute / College, provided:

He/ She fulfill the condition of having attended the prescribed number of lectures as laid down in Regulation XII (1 & 2).

14. In case of a valid reason a student may freeze his/her studies maximum for one year (two semesters) subject to the permission of Chairperson / Director / Principal of the concerned Department / Centre / Institute / College. However, freezing in 1<sup>st</sup> semester is not allowed but in case of grave situation the Departmental Examination Committee will consider the freezing of semester in 1<sup>st</sup> semester and forward its recommendations to Semester Implementation Committee for final decision. During the "freezing period" the applicant will loose his studentship status and shall not be entitled to avail any facility like hostel/medical/transport, which University extends to its regular students. The student will rejoin the same semester which he / she has frozen on the basis of genuine reason and will be entitled to the facilities curtailed for the freezing period. In case of any problem the students may approach the Semester Implementation Committee.

#### XIV. GRADING SYSTEM

1. Letter grading should only be used for representing the individual courses and not for semester GPA or CGPA.
2. Equivalence in numerical grades, letter grades and grade points will be as follows:

Percent Marks	Letter Grade	Grade Points
85 & above	A	4.00
80-84	A-	3.70
75-79	B+	3.30
70-74	B	3.00
65-69	B-	2.70
61-64	C+	2.30
58-60	C	2.00
55-57	C-	1.70
50-54	D	1.00
Below 50	F	0.00
Withdrawl	W	

Fail due to Attendance shortage will be represented as FW (Forced withdrawl)

3. Maximum possible Grade Point Average is 4.00
4. Minimum Cumulative Grade Point Average for obtaining 4 and / or 5 years Bachelors and 2 years MA/ M. Sc degree is 2.00.
5. A fraction of mark in a course is to be counted as '1' mark e.g. 64.1 or 64.9 is to be shown as 65.
6. Letter Grade and Grade Point for a course will be calculated according to Regulation XIV (1) above

#### Example:

Examination	Weightage	Marks Obtained
Mid Semester	35%	20.0
Assignment	25%	16.4
Final Examination	40%	35.0
Total:	100%	71.4

The score will be rounded to 72.

Letter Grade in this case will be 'B'

Grade Point in this case will be 3.00

7. In order to calculate the GPA, multiply Grade Point with the Credit Hours in each Course to obtain total grade points, add up to cumulative Grade Points and divide by the total number of Credit Hours to get the GPA for the Semester.

### Example No. 1

In case of equal credit hour courses:

#### Course Grades

Course No.	Credit Hours	Grade	Grade Point	Total Grade Points	
531	3	B	3.00	(3.00x3)	= 09.00
534	3	C+	2.30	(2.30x3)	= 6.90
547	3	A	4.0	(4.00x3)	= 12.00
550	3	A-	3.7	(3.70x3)	= 11.10
571	3	F	Zero	(0.00x3)	= 00.00

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Cumulative Grade Points = 39.00

Total Credit Hours = 15

**Grade Point average = 2.60**

### Example No. 2

In case of different credit hour courses

#### Course Grades

Course No.	Credit Hours	Grade	Grade Point	Total Grade Points	
510	4	B	3.00	(3.00x4)	= 12.00
511	3	A-	3.70	(3.70x3)	= 11.10
512	4	C+	2.30	(2.30x4)	= 09.20
550	2	A	4.0	(4.00x2)	= 08.00
575	2	C	2.0	(2.00x2)	= 04.00

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Cumulative Grade Points = 44.3

Total Credit Hours = 15

**Grade Point average = 2.94**

Course with 'F' will be counted as 'Zero' Grade Point for calculation of semester Grade Point Average. Calculation of cumulative grade point average will only be made when a candidate has passed all the courses required for the award of degree.

8. The percentage of marks or values of grades other than given grade points should not be reported on the transcripts.

## **XV. RULES FOR PROMOTION**

### **3.5 - 4 & 5 years Bachelors and 2 years MA/M. Sc**

1. At the end of the each semester a student must obtain a minimum Grade Point average (GPA) of 2.00 to be promoted to the next semester.
2. In case a student is able to obtain GPA of 1.70 or more but less than 2.00 except first semester where GPA of 1.50 or more but less than 2.0, he/she will be promoted to the next Semester on probation (1<sup>st</sup> probation). If the student does not achieve desired CGPA 2.0 but obtain CGPA greater than or equal to 1.7 will go to 2<sup>nd</sup> (last) probation. The candidate, who fails to secure 1.50 GPA in the first Semester or 1.70 CGPA in the subsequent semester/s shall stand automatically dropped from the rolls.
3. At the end of the each semester (from second semester to the second last semester), a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.00 for promotion to the next semester. Every student will have the right to avail probation twice in the following semesters.
4. A student has to obtain CGPA 2.00 in the last semester of each program for the award of degree.
5. In the third, fifth, seventh, ninth semester a student will be required to repeat those courses of the first, third, fifth and or seventh semesters in which he / she had failed.
6. In the fourth, sixth, eighth and tenth semester, a student will be required to repeat those courses of the second, fourth, sixth and / or eighth semester in which he had failed.
7. If a student gets D grade/s, he/she can repeat the course/s when offered to improve his/her grade/s. The student who completes all courses and interested to improve D grade/s he/ she shall be allowed to improve D grade/s within the allowable period (number of years) stated for the said degree at section III.
8. A student, who completes all the courses and has not been required to repeat any course(s), obtains CGPA less than 2.00 but not less than 1.90 at the end of the 4<sup>th</sup> semester in case of 2 years MA / M. Sc., 8<sup>th</sup> semester in case of 3.5 - 4 years Bachelors and 10<sup>th</sup> semester in case of 5 years Bachelors may be allowed to repeat 12 credit hour courses (varying from 2 to 4 credit hours) in which he / she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.00 CGPA failing which he / she shall not be awarded degree and removed from the rolls of the Department / Centre / Institute / College.
9. In case a student repeats the course(s) for the improvement of grade(s) which he / she has already taken, the better of the two grades of the course(s) will be counted for CGPA calculations.

## **XVI. CALCULATION OF FINAL RESULT FOR 4 YEARS BACHELORS, 5 YEARS BACHELORS, 2 YEAR MA/ M. Sc.**

### **3.5 - 4 Years Bachelors**

1. Minimum requirements for the award of 3.5 - 4 years Bachelors Degree.

- i. A candidate must have qualified in accordance with the existing Rules and Regulations in each one of the semesters from I to VIII separately, i.e. by securing at least a 'D' in the course(s) as to fulfill the requirements laid down in (ii & iii) below:
- ii. He/ She must have earned the prescribed number of credits required for the 3.5 - 4 years Bachelors degree i.e. 130 - 136 credits.
- iii. He/ She must have obtained a minimum Cumulative Grade Point Average of 2.00.

## 2. Method for Calculation of the Final CGPA.

- i. Add up Cumulative Grade Points of all Semesters to obtain grand total and then divide the grand total by total number of credits of the courses studied. The resulting figure will represent the Cumulative Grade Point average secured by a candidate. The CGPA will be reported up to two decimals for the award of medal/ distinction and determination of merit position. If two or more candidates have the same CGPA then Medal/ distinction will be awarded to all candidates having the same CGPA, as the case may be.
- ii. The students obtaining CGPA 3.70 or above will be declared eligible for role of honors.
- iii. For the award of Gold Medal or some other award(s), the 1<sup>st</sup> position will be calculated on CGPA basis of the whole course.
- iv. For the award of Gold Medal, roll of honors\* and all other distinctions of Punjab University, a student must have passed all the examinations at least in B grade, in the first attempt.

## 5 Years Bachelors

### 1. Minimum requirements for the award of 5 years Bachelors Degree

- i. A candidate must have qualified, in accordance with the existing Rules and Regulations in each one of the semesters from I to X separately, i.e. by securing at least a 'D' grade in the course(s) as to fulfill the requirements laid down in (ii & iii) below:
- ii. He/ She must have earned the prescribed number of credits required for the 5 years Bachelors degree i.e. 165 credits.
- iii. He/ She must have obtained a minimum Cumulative Grade Point Average of 2.00.

### 2. Method for Calculation of the Final CGPA.

- i. Add up Grade Points of all Semesters to obtain grand total and then divide the grand total by total number of credits of the courses studied. The resulting figure will represent the Cumulative Grade Point average secured by a candidate. The CGPA will be reported up to two decimals for the award of medal/ distinction and determination of merit position. If two or more candidates have the same CGPA then Medal/ distinction will be awarded to all candidates having the same CGPA, as the case may be.
- ii. The students obtaining CGPA of 3.7 or above will be declared eligible for role of honors.
- iii. For the award of Gold Medal or some other award(s), the 1<sup>st</sup> position will be calculated on CGPA basis of the whole course.

- iv. For the award of Gold Medal, roll of honors and all other distinctions of Punjab University, a student must have passed all the examinations at least in B grade, in the first attempt.

## **2 Years M.A/ M. Sc after 14 years education**

### **1. Minimum requirements for the award of Master's Degree:**

- i. A candidate must have qualified, in accordance with the existing Rules and Regulation in each one of the semesters from I - IV separately, i.e. by securing at least a 'D' Grade in the course(s) as to fulfill the requirements laid down in (ii & iii) below:
- ii. He/she must have earned the prescribed number of credits required for the Master's Degree i.e. 66 credits.
- iii. He/she must have obtained a minimum Cumulative Grade Point Average of 2.00.

### **2. Method for Calculation of the Final CGPA.**

- i. Add up Grade Points of all Semesters to obtain grand total and then divide the grand total by total number of credits of the courses studied. The resulting figure will represent the Cumulative Grade Point average secured by a candidate. The CGPA will be reported up to two decimals for the award of medal/ distinction and determination of merit position. If two or more candidates have the same CGPA then Medal/ distinction will be awarded to all candidates having the same CGPA, as the case may be.
- ii. The students obtaining CGPA of 3.7 or above will be declared eligible for role of honors.
- iii. For the award of Gold Medal or some other award(s), the 1<sup>st</sup> position will be calculated on CGPA basis of the whole course.
- iv. For the award of Gold Medal, roll of honors and all other distinctions of Punjab University, a student must have passed all the examinations at least in B grade, in the first attempt.

## **XVII. APPROVAL OF APPOINTMENT OF SUPERVISORS AND SUBJECTS FOR RESEARCH AND PROJECT REPORT FOR 3.5 - 4 YEARS BACHELORS, 5 YEARS BACHELORS AND 2 YEARS MASTER AFTER 14 YEARS EDUCATION**

The approval of subjects for research and appointment of supervisors (Internal & External) in the case of 3.5 - 4 years Bachelors, 5 years Bachelors and 2 years Master after 14 years education examination shall be accorded by the Chairman on behalf of the Advanced Studies and Research Board on the recommendations of the Board of Studies.

## **XVIII. REQUIREMENT FOR AWARDING OF DEGREES**

A student must have a proper admission in the undergraduate program of the Department / Centre / Institute / College, and should have earned a minimum of 60 credit hours out of a total of 124 - 136 credit hours of 3.5 - 4 years Bachelors, 75 credit hours out of 160 credit hours of 5 years Bachelors and 30 credit hours out of total of 66 credit hours of 2 years Master after 14 year education from the Department / Centre / Institute / College from where he/she will be entitled for the degree.

(The above Para shall be read with rule (X) migration / transfer / exemption of credits)

#### **XIX. COURSES ON PASS / FAIL/ AUDIT BASIS**

Some courses can be taken on pass/fail or audit basis. A student may take maximum 9 credit hours of a 3.5 - 4 years bachelor program and maximum 4 credit hours for 2 years MA/ M. Sc. Program on Pass/Fail basis. Such courses can be taken on pass / fail/ audit basis. Such courses will count towards the degree credit hours requirement of the student, but the grades of these courses will not be considered for calculating student's GPA or CGPA. Students may also take courses on audit basis. However, credit hours taken on audit basis will neither count towards student's degree requirements nor calculating his / her GPA or CGPA.

#### **XX. CANCELLATION OF ADMISSION**

If a student fails to attend any lecture during the first four weeks of the commencement of the semester as per announced schedule, his/her admission stands cancelled automatically without any notice.

#### **XXI. COURSE FILE**

Maintenance of course file is compulsory for the teacher. It will have a complete record of everything that happened during the semester. The course file will contain:

- a. Description of course
- b. Course coding
- c. Weekly teaching schedule
- d. Dates of mid-semester examination
- e. Copy of each homework assignment
- f. Copy of each quiz given
- g. Copy of Mid Semester examination
- h. Copy of Final Semester examination
- i. Copy of result duly signed by the teacher
- j. Difficulties / problems faced during classroom / course delivery.

The course file of each subject will be submitted to the office of the Department / Centre / Institute / College one week after the end of Final Semester examination.

#### **XXII. TEACHER EVALUATION**

The evaluation of teacher is mandatory because there is very little control over the teacher when he/she is in the classroom. The head of the Department / Centre / Institute / College shall have every course teacher evaluated by the students on what they have taught by him/her. The evaluation will be done in the last week of the semester without the presence of the teacher so as to maintain impartiality. The evaluation will be shared with the concerned teacher for his/ her improvement/ knowledge. Evaluation done by the students will completely be anonymous i.e. the student will not be required to indicate his/ her name, roll number, registration number and/or any other means whatsoever.



### XXIII. DEPARTMENTAL EXAMINATION COMMITTEE

#### 1. Constitution of Committee

Each Department / Centre / Institute / College shall have a Departmental Examination Committee comprising following:

- a. Chairman / Director / Principal of the Department / Centre / Institute / College
- b. Two to three senior most faculty members
- c. The concerned teacher if needed.

#### 2. Functions of the Committee

- a. Ensure Content coverage of courses by comparing tests with the course outline and work plan provided by the teacher.
- b. Monitor classroom activities as laid down in the course outline.
- c. Examine all matters regarding uniformity before the declaration of results.
- d. Address and dispense student complaints.
- e. Address UMC cases and make decisions under the semester rules.

In case a student is not satisfied with decision of Departmental Examination Committee then he/she may appeal to the Punjab University Semester Implementation Committee (PU SIC).

### XXIV. PUNJAB UNIVERSITY SEMESTER IMPLEMENTATION COMMITTEE (PU SIC)

There shall be a Punjab University Semester Implementation Committee (PU SIC) to be constituted by the Vice-Chancellor. The Committee shall perform following functions:

- a. Provide consultation to the Department / Centre / Institute / College converting to semester system from the annual system.
- b. Provide support in the implementation of semester system by arranging short courses for the faculty on its various aspects.
- c. Monitor the implementations of semester system.
- d. Address various issues arising with relation to the implementation of semester system.
- e. Recommend necessary amendments in the Semester Regulations, if needed
- f. Address and dispense the appeals of the student(s) if he/she is not satisfied by the decision of the Departmental Examination Committee.

**Repeal:** The existing Regulations are hereby repealed. However, the cases arising under the repealed Regulations shall be governed by those Regulations.