



# SEMESTER RULES

The Women University Multan

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# **SEMESTER RULES**

## **THE WOMEN UNIVERSITY, MULTAN**

### **1. SHORT TITLE COMMENCEMENT AND APPLICATION**

- i. These Rules must be called Semester Rules, The Women University, Multan.
- ii. These rules shall come into force at once.
- iii. These rules shall apply to all degree programs offered by The Women University, Multan under the semester system, intake of the year 2020, and onward.

### **2. DEFINITIONS \_\_\_ In this Semester Rules \_\_\_**

- iv. “**University**” means The Women University, Multan.
- v. “**Vice-Chancellor**” means Vice-Chancellor of The Women University, Multan.
- vi. “**Program Coordinator**” means a faculty member of the University who has been assigned the duty of coordinating academic activities of that degree program, by the Head of Department of the University.
- vii. “**Registrar**” means Registrar of The Women University, Multan.
- viii. “**Controller of Examinations**” means Controller of Examinations of The Women University, Multan.
- ix. “**Academic Program**” means a program of studies that leads to the award of degree to the students in that program upon successful completion of all its requirements.
- x. “**Course**” means a regular/full-time course of study leading to the partial/successful completion of the program.
- xi. “**Grade Point (GP)**” means the grades earned in a course
- xii. “**Grade Point Average (GPA)**” means the semester grade points earned in a semester or the course of study divided by the total number of credit hours.
- xiii. “**Cumulative Grade Point Average (CGPA)**” is the summation of semester Grade Points (GPAs) of all semesters including thesis divided by the total number of credit hours taken by a student.
- xiv. “**Overall Percentage Marks (OPM)**” are calculated based on Aggregate Total Marks Obtained.
- xv. “**Admission Committee**”: means a committee appointed to interview, examine, and selecting candidates for admission who qualify the prescribed eligibility criteria for admission.
- xvi. “**Unfair Means Committee**” means a committee constituted under these rules.
- xvii. “**Semester Implementation Committee**” means a committee constituted under these rules.

### **3. ACADEMIC YEAR/SESSION**

The academic year/session shall comprise of two regular semesters and an optional summer semester:

- i. Fall semester shall normally start from August/September and shall last till January.
- ii. Spring semester shall normally start from January/February and last till May/June.
- iii. A summer semester of 08-09 weeks duration may be offered during summer vacations i-e. June to August, in special circumstances with prior approval of the competent authority. The contact hours in the summer semester may be doubled to ensure that the course is completely taught during the summer session.

### **4. RULES FOR SUMMER SEMESTER**

- i. The summer semester shall be offered as an optional semester of 08-09 weeks duration. Students shall be offered courses to remove deficiencies, advance course(s), and can enroll in upto a maximum of 08 credit hours during summer.
- ii. Moreover, a student who has either failed or has been stopped to take the examination due to a shortage of class attendance or wishes to repeat her grade is allowed to register in summer.
- iii. A student shall only be allowed to register in 1 to 2 courses.
- iv. The contact hours per week during the Summer Semester on the recommendation of HoD/Dean shall 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.
- v. Students can enroll a maximum of 2 Theory courses or 1 lab course during the summer session.
- vi. The case shall be reviewed by the concerned Chairperson of the Department and Dean of Faculty.
- vii. A course in the summer semester shall be offered only if a minimum of 05 students are willing to take the course.
- viii. Students opting for internships are not allowed to take the course(s) in the summer semester.

### **5. DURATION OF SEMESTER**

- i. Each semester shall be of 16-18 weeks duration; out of which 15-16 weeks shall be reserved for teaching, and 2 weeks for examinations.
- ii. There shall be a “teaching break” to be called “Semester Break” of 1 week after every semester; this break shall be used for preparation/ submission of the result.

iii There shall be two examinations in one semester i.e. Mid Term & Final Term.

## 6. ACADEMIC CALENDAR

The University shall publish a schedule of the complete academic year, including Fall and Spring semesters for the convenience of the students, staff, and faculty members. The calendar shall include the following information.

- i Semester starting date
- ii Holidays during the semester
- iii Semester ending date
- iv Mid Term / Final Term Exam
- v Thesis/research project/internship/research report submission date
- vi Viva Voce
- vii Result declaration date

*Note: (Thesis/ Research/ Project/ Internship and Viva Voce date shall mandatory to be mentioned for both Spring and Fall semesters.)*

## 7. CREDIT HOURS

- i. A credit hour per week means teaching a theory course for 60 minutes each week throughout the semester.
- ii. One credit hour in the computer lab or practical work/project would require lab contact of three hours per week throughout the semester.
- iii. The credit hours are denoted by two digits within brackets with a plus sign (+) in between. The first digit represents the theory part while the second (right side) digits represent the practical.
  - a. Thus 3 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 Lab/Practical and 3(2+1) means a total of 3 credit hours, of which two are of theory while one credit hour is for Lab/Practical.
  - b. The weekly contact hours of a three-credit hours course shall be three, the contact hour of a 4(3+1) course shall be six.

## 8. TEACHING METHODOLOGIES

- i. Teaching at the university shall be conducted through lectures, presentations, discussions, case studies, and practical work in laboratories, demonstrations, fieldwork, seminars, tutorials, audio-visual aids, video conferencing, and study tours.
- ii. Teaching shall be conducted by the faculty member of the university or such other persons as may be declared to be faculty members by the competent authority of the university.

iii. The medium of instruction for teaching and examination shall be English except for the subjects which are in other languages i.e. Urdu, Arabic & Punjabi, etc.

## **9. COURSE FILE**

Maintenance of course file is mandatory for all faculty members teaching a course(s). The course file shall have a complete record of all relevant academic activities undertaken during the delivery of a taught course in a semester. The course file shall contain:

- i. Course syllabus
- ii. Weekly teaching schedule
- iii. A copy of the marks sheet of each assessment (e.g. assignment, project report, presentation, quiz, etc) administered in the course as described in its syllabus.
- iv. Copy of result of the mid-term examination
- v. Copy of result of the final-term examination
- vi. Record of student's attendance
- vii. Mid/Final Term question paper
- viii. Course outline

## **10. ATTENDANCE**

i. Every student of the university is required to maintain at least 75% attendance in each course. A student who fails to meet the minimum requirements of attendance in any course shall not be allowed to take the final examination for that course.

ii. In courses with lab, every student studying such a course is required to maintain at least 75% of the attendance in the lab and 75% in the classroom, separately. A student who fails to meet the minimum requirements of attendance, either in the lab or in the classroom, she shall not be allowed to take the final examination for that course.

iii. The 25% margin of absence from the classes is reserved for an illness case or other unavoidable circumstances falling under the Acts of God / Force Majeure. Attendance in academic events, such as seminars, lab work, workshop, or a skills development program, may be adjusted to cover the shortage in a given course. It is the responsibility of the students to constantly monitor their attendance level.

iv. In case of absence as a result of late admission, medical grounds, change of course or on the ground of sports or extracurricular activities (due to participation in matches or competition/s on behalf of the University and teachers are informed officially by the university), the teacher shall give extra (make-up) materials to the student to compensate the deficiency because of said absence.

v. The teacher concerned shall display the list of the students who do not fulfill the requirements of attendance at least one day before the examination week and such student shall not be allowed to appear in the final exam of the course.

vi. 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 practically conducted by her together with the number of lectures and practical attended by each student.

vii. In case the student remains absent from the class for ten consecutive working days (2-weeks) without leave application her name shall be removed from the rolls. Regarding the subject, the case shall be forwarded to the Semester Implementation Committee (SIC) from Departmental Semester Implementation Committee (DSIC) with remarks of the concerned Dean of Faculty.

viii. If a student misses 03 consecutive lectures without any reason, a warning letter from the concerned teacher may be given to the student.

ix. If a student is struck-off due to attendance, only once a re-admission shall be allowed. The re-admission shall be allowed monitored by Semester Implementation Committee (SIC) as per the re-admission policy of The Women University, Multan.

## **11. CHANGE OF COURSE(S)**

A student, with the permission of relevant coordinators, shall be allowed to change elective course(s) within 14 days of commencement of a semester subject to availability of the teacher. No change, of course, shall be allowed after the time limit.

## **12. WITHDRAWAL FROM COURSE(S)**

i. A student shall be allowed to withdraw only one course in the first semester provided the withdrawal can help the student in improving her performance. Such withdrawal shall be allowed to be made within 14 days after mid-term examinations. Withdrawal from the course shall not be counted as a failure.

ii. The withdrawn course shall be represented by the letter grade 'W' in GPA calculation and shall not be treated as 'F' grade, i-e the credit hours of a 'W' course shall not be counted towards calculating GPA/CGPA of the student.

## **13. REPEATING COURSES**

i. If a student gets 'F' grade, she shall be required to repeat the course or its recommended alternate, if any.

ii. If a student is not allowed to take the examination of any course due to a shortage of attendance or on failing a course, she shall be required to register herself on prescribed fee in

that course whenever offered again, attend the classes regularly, and maintaining minimum attendance shall be mandatory.

iii. The credit hours of repeating courses shall be considered for calculating the maximum semester workload of the student ensured by the chairperson of the concerned department.

#### **14. IMPROVEMENT OF GRADES**

i. A student willing to improve her grade, in selected courses may be allowed by the concerned Head of Department duly approved by the Dean of the concerned faculty, after completion of course work of the program.

ii. On improving subject, if the student gets the grade less than the previous, the previous grade shall be counted towards her passing CGPA.

iii. The minimum attendance shall be mandatory for the student in the course(s) for which she has registered for the improvement of grades.

iv. Undergraduate students may be allowed to improve a course in which she has obtained grade below 'C', only the better grade shall be used in the calculation of CGPA.

v. The Department may define the maximum number (< 6) of courses that students may be allowed to improve, upon the prescribed fee for undergraduates.

vi. A graduate student (MS/M.Phil) with equal 'C' grade can improve the course if she desires to improve the grade. Each Department may define the maximum number of courses (<3) that a student may improve at the graduate level.

vii. In the case of CGPA improvement, it would be recorded with (Imp) on the transcript.

viii. There is one year time limit if any student opt for the imp of course.

#### **15. ADDITIONAL SPECIALIZATION**

i. Students shelling to take an additional specialization may enroll themselves for the required electives as and when the courses are offered in a regular semester.

ii. Additional specializations shall be offered only under the “regular program scheme”.

However, a special semester may be arranged upon the recommendation of the Semester Implementation Committee (SIC).

iii. The additional specialization shall be based on 1 year (2 semesters).

iv. Only those students of the university shall be eligible to apply for an additional specialization whose minimum CGPA is 3.50.

v. The university shall not offer more than one specialization to a student at a time.

vi. The university shall not issue any separate degree for additional specialization. However, a separate transcript/certificate shall be issued for the additional specialization.



## 16. SEMESTER FREEZING

A student may be allowed to freeze a program if she is not able to continue under unavoidable circumstances. However, this option can only be exercised subject to the following conditions:

i Semester freezing shall be granted by the Semester Implementation Committee (SIC) upon recommendation of the concerned program coordinator and Head of Department in response to the request made by the student with cogent and plausible reasons.

ii If a student freezes a semester, she shall resume her studies from the same stage where she left with semester freeze status.

iii The maximum duration of the degree program as stipulated in these rules shall remain the same.

iv The freeze semester shall be counted towards the duration of the program.

v Department/Institute shall apply for semester freeze immediately after the final examinations to Semester Implementation Committee (SIC) and semester freeze process shall be completed before the commencement of classes of next semester.

vi The students on probation shall not be eligible for freezing of programs.

vii The option of semester freezing shall only be exercised after the completion of the first semester.

viii However, under special hardship circumstances freezing of the first semester can be considered by the approval of the Semester Implementation Committee (SIC).

- a. Iddat
- b. Maternity/Delivery
- c. Death in the immediate family
- d. Any other subject to acceptance on the justified rationale

## 17. DEGREE PROGRAMS & DURATION

i. The duration and credit hours required of the various degree program is tabulated as under:

Program	Years of Duration			Min. Credit Hours
	Education	Min.	Max.*	
Bachelors (4 years)	16	4 years	6 years	124
Bachelors (5 years)	16	5 years	7 years	160
Master (MA/MSc)	16	2 years	3 years	66
MS/MPhil or equivalent	18	1.5 years	3 years	30
PhD	21	3 years	7 years	18

i. All degree programs must be completed within the period laid down above.

**Note:**

- The maximum duration implies the compensation for time lost due to unavoidable circumstances.
- \*The total duration of all programs is further extendable for one year with prior approval from the academic council. However, the total duration for completing of PhD degree is Eight years. (One year is for Controller of Examinations office for thesis evaluation Process.)
- Every department can set its standard of credit hours according to guidelines of respective Accreditation councils and Board of Studies of concerned department and Academic Council.

**18. COMPREHENSIVE EXAMINATIONS**

- i There shall be a qualifying comprehensive examination for an undergraduate degree at the end of course work.
- ii First comprehensive examination at the end of course work after two years/first half of degree and second comprehensive examination after next/last two years/second half of degree. A maximum of two chances shall be given to a candidate to pass the comprehensive examination. The comprehensive examination shall be held twice a year.
- iii To qualify a comprehensive examination, the student shall have to secure a minimum of 50% marks.
- iv The comprehensive paper shall be prepared and administered by the Departmental Examination Committee (DEC) having at least two external examiners. External Examiners shall be approved by the Vice-Chancellor on the recommendation of HoD/Dean/Director.

**19. COURSE LOAD FOR FALL AND SPRING SEMESTERS****i. Undergraduate Students**

A student normally enrolls for a minimum of 15 credit hours in a regular semester. Undergraduate students must take at least 15 credit hours in a regular semester to be classified as a full-time student. A student who wishes to enroll for more than 21 credit hours

may be allowed by the respective Head of Department to take one extra course of maximum 4 credit hours in case of repeating/ failed/dropped courses.

### ii. MS/MPhil Students

A student normally enrolls for a minimum of 9 credit hours in a regular semester. A graduate student must take at least 9 credit hours in a regular semester to be classified as a full-time student.

### iii. PhD Students

A student normally enrolls for a minimum of 9 credit hours in a regular semester. A student must take at least 9 credit hours in a regular semester to be classified as a full-time student.

*Note: (The University may formulate specific policies for allowing a student to take extra courses in a semester depending on the unique circumstances of the students.)*

## 20. GRADING SYSTEM

i. Equivalence in numerical grades, grade points, and letter grades shall be as follows:

Numeric Equivalence	Grade Point	Letter Grade	Numeric Equivalence	Grade Point	Letter Grade
85 & above	4.00	A	64	2.40	C
84	3.90	B	63	2.30	C
83	3.80	B	62	2.20	C
82	3.80	B	61	2.10	C
81	3.70	B	60	2.00	C
80	3.60	B	59	1.90	D
79	3.60	B	58	1.80	D
78	3.50	B	57	1.70	D
77	3.40	B	56	1.60	D
76	3.40	B	55	1.50	D
75	3.30	B	54	1.40	D
74	3.20	B	53	1.30	D
73	3.20	B	52	1.20	D
72	3.10	B	51	1.10	D
71	3.00	B	50	1.00	D
70	3.00	B	49 & below	0.00	F
69	2.90	C	Result Late	---	RL
68	2.80	C	Withdrawal		W
67	2.70	C	Repeat		R
66	2.60	C	Incomplete		I
65	2.50	C	Improve		Imp

- i. Maximum possible Grade Point Average is 4.00
- ii. The fraction of marks obtained in a course shall be counted as one mark, e.g. 60.3 shall be considered as 60 while 59.5 or more is to be considered as 60.
- iii. Grade Point Average (GPA) is an expression for the average performance of the student in the courses she has taken during any semester, thus GPA may be calculated for 1st semester, 2nd, or any other semester.
- iv. CGPA and GPA shall be rounded to 2 decimal places, e.g. a CGPA/ GPA of 3.084285 shall be reported as 3.08, while a CGPA/GPA of 3.065124 shall be reported as 3.07.
- v. If a student fails a course she shall be awarded 'F' for failure in a given course grade representing she has failed the course in that semester. She shall repeat the failed course whenever offered again. In case she passes the same in the subsequent semester it shall be signified by 'R/Repeat' showing that it is a repeated course passed later on.
- vi. It shall be mandatory for a student to pass both written and viva of a research project/research thesis/research report at all levels where the research project has opted for degree completion.

## **21. RULES FOR PROMOTION**

- i. A student with Cumulative Grade Point Average (CGPA) of 2.00 and above in the semester shall be promoted to the next semester.
- ii. A student with  $1.50 \leq \text{CGPA} < 2.00$  in the semester shall be promoted to the next semester on "Probation" provided that she has passed at least 50% of the courses in the semester.
- iii. A student with  $1.50 \leq \text{CGPA} < 2.00$  she has not passed at least 50% of the courses in the semester she shall retain in the same semester. The option of retention, however, would be available only once during the whole duration of the program. The maximum duration of the degree program for such a student shall stay the same and shall be counted from the date of her original admission.
- iv. A student with CGPA less than 1.50 in any semester shall be dropped from the semester.
- v. Probation status shall not be allowed in more than one semester for graduate programs and two semesters for BS programs. For MA/MSc/MCS/MIT and equivalence only probation is allowed.

vi. A student who has availed one/two probations status, as the case may be, and still unable to maintain 2.00 CGPA shall be dropped from the program as well as from the Department/College/Institute rolls.

vii. There shall be no limit of attempts to pass any course. However, a student shall have to complete the degree in due course of the period as provided in semester regulations.

viii. A student, who has not been required to repeat any course(s), obtains CGPA of less than 2.00 at the end of the last semester may be allowed to improve courses in which she has obtained the lowest grades, to improve the CGPA to obtain the minimum of 2.00, failing which she shall be dropped from the program as well as from the Department/College/Institute rolls.

ix. A student who has been declared to be dropped in any semester due to CGPA or failed courses may be readmitted (once) to the relevant semester with the following conditions.

x. The student has to pay prescribed re-admission fee in addition to regular semester fees under intimation to the Concerned Departments.

xi. Permission to re-admission shall be according to the Re-admission policy of The Women University, Multan.

However, she can repeat the improvement/ failed courses of previous semesters.

## **22. EVALUATION**

The students' performance would be evaluated through subjective and objective methods including quizzes, presentations (individual and group), group discussions, case studies, and project assignment/lab reports in addition to mid-term and final-term examinations.

These assessment marks (to be determined by the faculty member concerned) shall have different weightage contributing towards the overall assessment in percentage marks. This weightage shall be determined based on the following guidelines:

Sessional Examination	20%
Mid-Term Examination	30%
Final-Term Examination	50%

If the course code of theory and practice of a course is the same and students get 'F' in either

theory or practical she shall have to repeat both the theory and practice of that course. Of course code of theory and practice are different then she has to repeat only failed courses.

### 23. DURATION OF EXAMINATIONS

Given weightage for examinations, the duration of various exams shall be as follows:

Mid-Term Examination: At least 60 Minutes  
Final-Term Examination: At least 120 Minutes

### 24. HOME ASSIGNMENT & TERM PAPERS

Each course shall carry at least two home assignments or one term paper, class presentations, and quizzes.

### 25. COMPUTATION OF SEMESTER GPA, CGPA, and OPM

Semester Grade Point Average (GPA), Cumulative Grade Point Average (CGPA) and Overall Percentage Marks (OPM) shall be calculated using the following formulas:

$$\text{GPA} = \frac{\text{Sum over all taken courses in a Semester (Course Credit Hours x Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum over all taken courses in all Semesters (Course Credit Hours x Grade Point Earned)}}{\text{Total Credit Hours Taken in All Semesters}}$$

$$\text{Overall Percentage Marks (OPM)} = \frac{\text{Net Aggregate (\% Marks in a Course x Credit Hours)}}{\text{Total Credit Hours}}$$

*Note: For project Dissertation, the evaluation of a student shall be based on:*

- i. *Project Report/ Dissertation submitted by the student*
- ii. *Performance in viva voce*

### 26. CGPA REQUIREMENTS FOR THE AWARD OF BS/ MA/ MSc, MS/ MPhil & PhD DEGREES

- i. The minimum requirement for the award of BS/MA/M.Sc and MS/MPhil degrees shall be a CGPA of 2.00 and 2.50 respectively.

ii. To continue research at the PhD level, a candidate must secure a CGPA of 3.0; However, GP of 2.5 is required to qualify a course. The evaluation procedure and the computation of CGPA shall be done according to procedures adopted for other programs by the university. If a student fails to obtain a qualifying CGPA at the end of the final semester, she shall be allowed to improve the CGPA by taking the course with below-grade from C in undergraduate programs and equal from C in graduate programs.

## **27. MAKEUP EXAMINATIONS**

i. No make-up/ re-take examination shall be allowed in the case where a student falls short of a required level of attendance or she fails the course. In such cases, the student shall repeat the course.

ii. The make-up examination may, however, be allowed on case to case basis in the following circumstances subject (always) to the satisfaction of the Head of Department and after approval from Departmental Semester Implementation Committee (DSIC):

a. A student gets seriously ill / hospitalized due to such illness or road accident or an act of terrorism or any other unavoidable incidence that is beyond her control. In such a case production of the medical certificate and any other relevant document shall be necessary to the satisfaction of the Head of Department and Departmental Semester Implementation Committee(DSIC). Provided that in such a situation the department shall be informed immediately.

b. In case of death of any blood relations, parents, spouse, children of the student, or her sibling.

## **28. PROCEDURE FOR MAKEUP EXAMINATIONS**

Under the conditions mentioned in rule (27), a student shall register herself for make-up examination on case to case basis subject (always) to the satisfaction of the Head of Department and Departmental Semester Implementation Committee (DSIC). No student shall be automatically allowed to appear in the make-up examination. The following

procedure shall apply:

- a. The student's concern shall pay a fee as determined from time to time got appearing in the make-up examination.
- b. The make-up examination shall regularly be arranged within 01 week after the completion of the mid-term or final-term examination as the case may be.
- c. Separate attendance list and award list shall be submitted from the concerned Head, in the office of Controller of Examinations.

## **29. CONDUCT OF EXAMINATIONS**

Examinations will be conducted by the department. Schedule of examination (Date Sheet) for mid-term and final-term examinations shall be notified by the concerned department at least one week before the commencement of respective examinations.

## **30. INSTRUCTIONS FOR STUDENT EXAMINATIONS**

- i. Students must enter the examination hall/room Classes 10 minutes before the start of the examination and get seated according to the seating plan arranged for a paper for the day.
- ii. The students shall sit in the examination hall/room according to their attendance roll.
- iii. Students shall be allowed to enter the examination room for up to 20 minutes after the start of the examination. No extra time shall be given to latecomers for any reason.
- iv. Students are allowed to leave if they finish their exams early, but not during the first and last 20 minutes of the examination.
- v. No student shall be allowed to appear in an examination without clearance Slip (attendance, finance, and QEC) and student ID card; ID cards must be kept displayed during the examination.
- vi. Each student is required to bring their calculator (wherever allowed), ruler, pen during the examination; borrowing of these items is strictly prohibited.
- vii. All working i.e. rough work, graph-papers, and tables should be attached to the answer



book.

viii. Writing anything on the question paper, except examination details, is prohibited.

ix. Use of digital diary, note-book computer, mobile phone or any kind of electronic device during the examination is prohibited, unless otherwise allowed by the faculty member concerned.

x. All these devices should be switched off and kept inside the pockets or purses.

xi. students/candidates are not allowed to talk to each other inside the examination hall/room.

xii. It is the responsibility of the student/candidate to check the Notice Board regularly for any Notice / Announcement regarding the examination and point out any clash in papers to the examinations incharge of the department.

xiii. Students must read the question paper carefully and make sure to observe/ follow the instructions given therein.

xiv. No written material in any form is allowed inside the examination hall until and unless allowed by the invigilator (in case of open book examination).

xv. A student's misbehavior, disturbance in and outside the examination hall/room may lead to her expulsion from the hall/ room and shall be proceeded against as per the university rules.

### **31. RESULT SUBMISSION / DECLARATION**

i. The mid-term / final-term results and assignment marks of a semester shall be prepared and submitted by the faculty member concerned within 03 working days of the completion of examinations to the Office of Controller of Examinations.

ii. After holding the final examination of a semester, each faculty member shall prepare & submit awards on the prescribed subject award list. She shall also submit mid-term / final-term answer books to the department within **03 days** of the final term examination of the concerned subject.

iii. The result of each semester shall be prepared/declared by the departments, in-charge departmental examination committee, and Head of Department. The result shall also be

displayed on the notice board generated by the university software.

iv. The final transcript/degree shall be issued upon clearance of the necessary prerequisite for the acquisition of the final transcript/degree.

v. The consolidated result shall be declared within 05 days of the conduct of the last examinations of the final semester of a program.

### **32. RE-TOTALING**

The answer book of a candidate shall not be re-assessed under any circumstances.

i. Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examinations can arrange for re-checking of examination script on prescribed fee by any faculty member from the relevant discipline on the compliant/request of students. The Controller of Examinations or any officer appointed shall see that:

a. There is no computational mistake in the total on the title page of the answer book.

b. The total of various parts of a question has been correctly made at the end of the question.

c. All totals have been correctly brought forward on the title page of the answer book.

d. No portion of any answer has been left un-marked.

e. Total marks in the answer book tally with the marks sheet.

f. The hand-writing of the candidate tally in the questions/answer book.

ii. The candidate or anybody on her behalf has no right to see or examine the answer books for any purpose.

iii. The marks of a candidate could increase or decrease in light of the above. In the event of a change of marks, the record shall be corrected accordingly and a revised transcript shall be issued.

iv. Applications for the re-totalling of the paper must be decided before the next examination.

v. Prescribed fee per paper/subject along with the application shall be forwarded from the Head of concerned Department and also Dean of concerned faculty to the office of Controller of Examinations.

### **33. DAMAGED / LOST ANSWER SCRIPT**

In an exceptional case where an answering script is damaged, lost, or damaged due to unavoidable circumstances, then the student may be given the following options:

- i. Average marks shall be awarded to the student in that subject/course.
- ii. In case of the final examination, if the candidate so desires, she 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.
- iii. In case of internal assessment, if the candidate so desires, she shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same academic session.

### **34. RECORD KEEPING**

Record of all semester-wise results of each semester shall be kept by the concerned Department and Controller Office.

All answer books shall be kept on record for two years after the declaration of the final result of the program at the concerned department.

### **35. UNFAIR MEANS COMMITTEE (UMC)**

There shall be an Unfair Means Committee (UMC) to be constituted by the Vice-Chancellor, for three years to deal with the cases of alleged use of unfair means in the examination hall/room.

#### **1. Constitution of Committee**

The committee shall consist of

- |  |          |
|--|----------|
| a. Senior Most Professor<br>(Nominated by Vice-Chancellor)     | Convener |
| b. Director of Student Affairs                                 | Member   |
| c. 02 Senior Faculty Members<br>(Nominated by Vice-Chancellor) | Member   |

- |                               |           |
|-------------------------------|-----------|
| d. Controller of Examinations | Member    |
| e. Assistant Registrar        | Secretary |
- (Semester Implementation Committee)

The quorum of the committee shall be one-half of the total membership.

- i. The majority decision of the Committee shall be regarded as the verdict of the committee.
- ii. If the committee fails to reach a decision, the matter shall be referred to the Vice-Chancellor, who shall either decide the case herself or refer it to the Semester Implementation Committee (SIC) for the final decision.
- iii. The student accused of adopting unfair means in the examination hall/room shall be issued a show-cause notice to give her a reasonable opportunity to reply.
- iv. If necessary the committee may call the reporting examiner/ invigilator/teacher to its meeting for further confirmation.
- v. The student aggrieved of the decision of the Unfair Means Committee (UMC) may file an appeal to the Vice-Chancellor, within 10 days of the notification of the decision of the Unfair Means Committee (UMC), who shall make the final decision.
- vi. All the proceedings shall be recorded by the secretary and approved by the convener.
- vii. The secretary shall communicate the decision of the Unfair Means Committee (UMC) to the accused student(s) and all concerned.

## **2. PROCEDURE TO REPORT UNFAIR MEANS (UM) CASES**

- i. The invigilator shall report any unfair means (UM) case to the Head of the Department soon after the conduct of the concerned paper.
- ii. The Head of Department shall report the unfair means(UM) cases to the Unfair Means Committee (UMC) which shall decide all such cases within five working days of the end of respective mid-term/ final-term examinations.
- iii. The unfair means (UM) cases shall be dealt with under the university rules.

## **3. UNFAIR MEANS (UM)**

In case a candidate, who has been allowed to an examination or is appearing or appeared in

an examination, commits or attempts to commit any of the following acts:

- i. Removes a leaf from her answer book, the answer book shall be canceled.
- ii. Submits forged or fake documents in connection with the examination
- iii. Commits impersonation in the examination.
- iv. Copies from any paper book or notes.
- v. Mutilates the answer book.
- vi. Possesses any kind of material, which may be helpful to her in the examination.
- vii. Does anything that is immoral or illegal in connection with the examination and which may be helpful to her in the examination.
- viii. Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
- ix. Misbehaves or creates any kind of disturbances in or around the examination center.
- x. Uses abusive or obscene language on the answer script
- xi. Possesses any kind of weapon in or around the examination center.
- xii. Possesses any kind of electronic device which may be helpful in the examination.

Her case shall result in penalties keeping in view the nature and intensity of offense.

- i. Cancellation of paper
- ii. Suspension from the program for one semester
- iii. Heavy and light fine
- iv. Expulsion forever from the university
- v. Any other.

### **36.AWARD OF GOLD MEDAL/ DISTINCTION CERTIFICATES**

Graduating students fulfilling the following criterion in their respective degree program shall be eligible to earn the Medals/Distinction Certificate as under:

#### **1<sup>st</sup> position: Gold Medal (with Distinction Certificate)**

- i. Students admitted to a particular degree program in a particular year/session shall

compete as one group irrespective of the sections or morning/evening program.

ii. The recipient's CGPA must not be less than 3.50.

iii. The disciplines where number of students is less than 05, no position will be awarded in semester system.

iv. The top three position holders shall be awarded a merit certificate after paying the prescribes fee.

v. No medal or roll of honor or distinction certificate shall be granted to candidates who passed the examination in 2nd attempt.

vi. The recipient must not have failed or repeated or improved any course during the program and should have completed the degree within the prescribed time.

vii. In case of the same CGPA (up to two decimal places), a joint position shall be declared.

viii. Students appearing for improvement shall not be eligible for the award of Medal / Distinction Certificate.

ix. A student shall not be eligible for the award of Medal/Distinction Certificate, if she has been penalized in the past for violation of the rules of the University, during her stay at the University.

### 37. TRANSCRIPT/DEGREE

i. Transcript/Degree of all semester shall be issued by the office of Controller of Examinations.

ii. The following types of transcripts shall be issued:

a.	Semester Result Card:	For each semester result.
b.	Progressive Mark Sheet:	All semesters result before the final result declaration.
c.	Provisional Mark Sheet:	All semesters result before final result notification.
d.	Full Degree/Transcript:	On completion of degree program covering all the Semester results
e.	Duplicate Degree/Transcript:	In case a transcript is lost
f.	Revised Degree/Transcript:	If the results/credentials are revised under the rules.

### 38. SEMESTER IMPLEMENTATION COMMITTEE (SIC)

#### 1. Constitution of Committee

There shall be a Semester Implementation Committee (SIC) comprising of the following as members.

i. Senior Most Dean	Convener
ii. Deans (Nominated by Vice-Chancellor)	Members
iii. Registrar	Member
iv. Controller of Examinations	Member
v. Assistant Registrar (SIC)	Secretary

The quorum of the committee for a meeting shall be one half.

## **2. FUNCTIONS OF THE SEMESTER IMPLEMENTATION COMMITTEE (SIC)**

- a. The committee shall be appellate forum against the decisions of the Unfair Means Committee; the decision of Semester Implementation Committee (SIC) shall be binding and final.
- b. The committee shall monitor and report on the implementation of the semester rules and address issues arising thereof.
- c. All matter requiring guidance in respect of semester schedule, conducting of examinations and the problems of students relating to evaluation shall initially be referred by the faculty member concerned to the program coordinator who, if she deems fit, shall proceedings shall be recorded by the secretary and approved by the convener and shall be final.
- d. The Semester Implementation Committee (SIC) shall also monitor the decisions of the Academic Council to ensure their implementation on the matters about the review of the curriculum.
- e. g Left / Exit / Freeze / Drop due to the shortage of attendance shall be entertained as per rules.

## **39. DEPARTMENTAL SEMESTER IMPLEMENTATION COMMITTEE (DSIC)**

### **1. Constitution of Committee**

There shall be a Departmental Semester Implementation Committee (DSIC) comprising of the following as members.

- a. Chairperson/Director/Principal of the Department/ Centre/Institute/College
- b. Three to four senior-most faculty members

The quorum of the committee for a meeting shall be one half.

### **2. FUNCTIONS OF THE DEPARTMENTAL SEMESTER IMPLEMENTATION COMMITTEE (DSIC)**

- i. The committee shall monitor and report on the implementation of the semester rules and address issues arising thereof.



ii. All matter requiring guidance in respect of semester schedule, conducting of examinations, makeup examination and the problems of students relating to evaluation shall initially be referred by the faculty member concerned to the program coordinator who, if she deems fit, shall proceedings shall be recorded by the secretary and approved by the convener and shall be final.

iii. However, initially the cases related to Exit, Drop, Freeze, and Left shall be examined by Departmental Semester Implementation Committee (DSIC) and shall be forwarded to Semester Implementation Committee (SIC) with recommendations.

## **40. DEPARTMENTAL EXAMINATION COMMITTEE (DEC)**

### **1. Constitution of Committee**

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

- a. Chairperson/Director/Principal of the Department/ Centre/Institute/College
- b. Three to four senior-most faculty members
- c. Two External Members (Optional)

**The quorum of the committee for a meeting shall be one half.**

### **2. Functions of Committee**

- a. Ensure content coverage of courses by comparing question papers with course outline and work plan.
- b. Examine all problems regarding uniformity before the declaration of results.
- c. Address and decide student complaints /appeals regarding grade awards. In case the student is not satisfied with the decision of the Departmental Examination Committee then the student may put her appeal before the Semester Implementation Committee (SIC).

## **41. FEE DEPOSIT SCHEDULE**

- i. At the time of admission to the university, students shall be required to pay the admission fee.
- ii. At the beginning of each semester, students shall have to deposit the fees for registration,

as may be prescribed.

iii. Fees and dues shall be charged for the semester in a lump sum and cannot be apportioned based on courses offered or the semester. However, a repeating student shall have to pay fees and dues for the course(s) opted by her.

iv. If dues are not cleared by the dates specified, a fine shall be charged and result withheld.

v. In case a student fails to pay the dues along with fee even after the lapse of four months, she shall automatically lose her right of enrollment in the semester and her name shall be removed from the rolls of the university.

vi. If a student provisionally registered in a semester, fails to appear in the examinations due to any reason e.g. attendance shortage, non-clearance of dues, a discipline she shall have to pay all the dues of the semester.

vii. The fees/charges for the program are provisional and are subject to a charge for both the new and continuing students without prior notice.

viii. Students shall pay the fee for, make-up examination, issue of the duplicate transcript, and duplicate degree.

ix. Fifty percent concession in tuition fees shall be granted to those students whose sister(s) are already studying in the university. However, this concession shall not be admissible in any of the sisters is getting another scholarship.

## **42. FEE REFUND POLICY**

Fee deposited at the time of admission by fresh students or before the start of the semester, shall only be refunded under the following time frame:

i. Upto 7th day (inclusive of holidays) of the commencement of classes 100%

ii. Upto 14th day (inclusive of holidays) of the commencement of classes 50%

iii. Only security shall be refunded if a request for withdrawal is made after 14 days.

## **43. STUDENT GRIEVANCES AGAINST COURSE INSTRUCTOR**

There shall be a Student Grievances Committee (SGC) comprising of the following as members.

i	Senior Professor/Dean	Convener
ii	Controller of Examinations (or Nominee of COE)	Member
iii	Registrar	Member
iv	Concerned Dean of faculty	Member
v	02 Senior faculty members (Nominated by Vice-Chancellor)	Members
vi	Concerned Head of Department	Member
vii	Assistant Registrar	Secretary

There shall be a comprising of the 07 members, and its constitution shall be; 02 senior faculty members, the relevant head of the department and dean headed by Controller of Examinations. The quorum of the committee for a meeting shall be one half.

### **Functions:**

In respect of grade, a student must submit the grievance application if any, in writing to the Head of the Department within 05 working days of the receipt of the grade. The Head of Department shall forward the grievance application to the committee. It shall be mandatory for the committee to hear both sides (student and the instructor) and shall give its final decision within 05 working days or before the start of registration for the new semester, whichever comes earlier. The decision of the committee shall be deemed final and shall be binding on all parties.

## **44. TEACHERS EVALUATION LINKED WITH QUALITY ASSURANCE MECHANISM**

The head of the institution must have every course instructor evaluated by the students on what they have been taught by their instructor. This evaluation may preferably be done online. However, if online is not possible, then it has to be done manually. It must be done in the last week of the semester (without the presence of the course instructor to maintain impartiality). This evaluation should be objective and should be shared with the concerned course instructor for her improvement /information.

Evaluation done by the students shall be kept strictly anonymous, i.e. the students shall not

be required to indicate name or roll number or registration number or by any other means of identification whatsoever; the university administration shall be responsible for making this process transparent.

#### **45. PERMISSION OF WRITER FOR SPECIAL STUDENT**

A visually impaired student may be allowed to attempt the Mid/Final Examinations of the university on Braille/ Computer/any other means of facilitation.

- i. In case a student is physically handicapped/visually impaired, she may apply to the chairperson 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 two weeks before the start of Tests/Examinations. She shall be allowed 45 minutes (maximum) extra time to solve the question paper.
- ii. The qualification of the person who acts as the writer of a handicapped student must be at least one step lower than that of the student. (e.g. for level 16 student, the writer should be at the most of level 5).

#### **46. ACADEMIC HONOR CODE TO ENSURE STUDENT AND FACULTY ACADEMIC INTEGRITY**

- i. The Women University Multan shall develop and implement a code of academic integrity for all faculty and students to stay away from academic dishonesty in all scholarly endeavors. For any violation of the code, appropriate disciplinary steps prescribed in the honor code shall be taken.
- ii. HEC policy for plagiarism shall be a prominent part of the honor code. A process to define due diligence to deter academic dishonesty and to promote ethical principles governing academic behavior.

#### **47. SAVING CLAUSE**

Everything is done, the decision made, action taken, obligations and liability incurred before the enactment of these rules shall be deemed to have been done, made, taken, and incurred under these rules and shall be considered valid.

#### **48. REMOVAL OF DIFFICULTIES**

If any difficulty arises in giving effect to any of the provision of these rules, the Vice-Chancellor may, on the recommendations of the Semester Implementation Committee (SIC), give such direction, not inconsistent with any of provisions of these rules, as she may consider necessary for the removal of such difficulty.



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