

## **RULES AND REGULATIONS UNDER SEMESTER SYSTEM**

(According to Affiliated University/GCUF)

### **1. DURATION OF THE COURSE**

The duration for the BS shall not be less than eight and more than 12 semesters. In case of DPT, the minimum duration shall not be less than 10 and more than 14 semesters.

### **2. SCHEME OF STUDIES**

The subjects of study for the various degree programs are given in their relevant department.

### **3. CREDIT HOURS REQUIREMENT FOR VARIOUS DEGREES**

The minimum credit hour requirement for instituting various degree programs shall be as following (as framed by university or by the direction of HEC):

- BS (4years) 130 credit hours
- DPT (5 years) 176 credit hours

### **4. TIME FOR ADMISSION**

Admissions shall be conducted in the Fall Semester and only once in a calendar year. If a candidate fails to complete enrollment, his/her admission shall be cancelled. In special situation the worthy Vice Chancellor may allow admission to any program in Spring Semester.

### **5. AUTHORITY OF ADMISSION**

1. The admission to a Bachelor degree program shall be made by Admission committee/cell on behalf of concerned Faculty Dean/program in charge or coordinator with the approval of Director/Principal; on the basis of merit list prepared by the said Admission committee/cell.
2. Lists of selected candidates shall be displayed by the office of the Admission committee/cell and if needed subsequent lists shall be displayed till the last seat is filled up. (Explanation: The last list would be displayed keeping in view that 75 % attendance in lectures would not suffer).
3. The competent authority may refuse admission to a candidate without assigning any reason.

### **6. RE-ADMISSION**

1. If a student fails to enroll in any semester(s) without permission of the Competent Authority, the student shall cease to be on the rolls of the University and in case the student desires re-admission, the student shall have to apply for the same in the next coming admissions.
  2. The office of the Admission committee/cell on the recommendation of Dean/Coordinator and Principal/Director may re-admit such a candidate subject to the payment of Rs.5,000/- as re-admission fee and full semester fee according to the program, as per semester gap fee, if applicable (or allowed).
  3. The Dean/Coordinator may refuse the re-admission if the reasons presented are not convincing.
- Note: The period of gap semester will not be counted towards residential requirements.

### **A. REVISION OF COURSE REGISTRATION FORM**

- 1- A student may be permitted to revise his/her Course Registration Form within 10 days from the commencement of classes. After this period he/she may be allowed to revise Course Registration Form up to 14 day from the commencement of classes on payment of Rs.5,000/- as Course Registration Form revision fee.
- 2-The students of first semester may be allowed to revise his/her Course Registration Form within 30 days of the last date of enrollment.

## **B. REPEATING/IMPROVING COURSES**

1. Whenever a student fails or gets a 'F' grade, he/she has to repeat the course, whenever offered.
2. Student may be allowed to improve the courses in which he/she has obtained Grade 'D'; during the completion of course work i.e. residential period.
3. After the completion of all semesters "if student scores CGPA 2.25 or more but less than 2.5; he/she may be allowed to improve courses in which he/she has obtained grade 'D' within stipulated period.
4. The Institution may define maximum number of courses that student may be allowed to repeat or improve, in special cases.
5. Two chances will be allowed to repeat the subject in the program (maximum three takes per subject).
6. In case a student repeats or improves the course in regular semester, the new grade will be reflected in the respective semester where he/she has passed or improved the course in the DMC / Transcript.
7. In case a student repeats or improves the course in summer semester, the new grade will be reflected under the "summer semester" where he/she has passed or improved the course in the DMC / Transcript.
8. If a student fails to improve the marks, the previous marks will be considered for the calculation of GPA/CGPA.

## **C. CHANGE OF COURSE AND COURSE WAIVER**

1. A student may apply for course waiver. Applications for course exemption must be submitted to the concerned academic department for approval. The application must be accompanied by the supporting documents showing that equivalent courses have been taken elsewhere.
2. Application routing through proper channel will be submitted to equivalence committee of GCUF for approval.
3. The student may be allowed to revise his/her Course Registration Form within first four weeks of the last date of enrollment without any late fee.
4. In case of approval of his/her application for change of courses, the average of the remaining courses will be used to calculate grade point average.

## **D. CLASS ATTENDANCE**

1. A candidate with less than 75% of the attendance in lectures or practical work or equivalent academic activity separately shall not be eligible to sit for the examination and may be dropped from the course. (for all programs)
2. In exceptional cases / hardship cases the following exemptions may be accorded.
  - i. 5% by the Dean of the Faculty on the recommendation of the Chairperson / Coordinator of the department.
  - ii. Additional 5% by the Director/Principal.
3. If a student fails to attend any lecture (without any authorization) during the first four weeks of the commencement of the semester as per the announced schedule, his/her admission shall stand cancelled automatically without any notice.
4. A student may apply for the leave of absence in case of illness, family circumstances and in emergency. The length of leave will have to be mentioned and the circumstances should be explained in the application. The length of leave of absence will be a deciding factor whether he/she can continue his studies for the rest of the semester. If the leave is longer than a specified period, the student may apply for the deferment of the semester.
5. Attendance of individual subject will also be observed.
5. Short leave will effect on the attendance of particular subject.
6. Institute timing should be observed strictly. Late comers will be allowed to enter the institute with only a solid/logical reason. And this late entry will definitely effects on their attendance. Habitual late comers will be discouraged to be late and the case may be referred to Disciplinary committee.
7. Relaxation of attendance will not be availed by the habitual late comer, or by availing number of short leaves.

## **E. EXAMINATIONS**

### **1. EXAMINATION FEE**

University examination fee shall be charged at the time of enrollment of each semester.

## 2. TESTS AND EXAMINATIONS

1. There shall be two mandatory examinations in each semester i.e. Mid Term and Final Term. Any student absent in the final examination shall be considered as a fail. In addition to these examinations the teacher shall give home assignments and quizzes etc. to the students. The teacher will be solely responsible for deciding the mode, conduct as well as evaluation of examination in his/her course. The grade given by the teacher shall be final.

2. For Distance Learning Programs, a collective final exam will be conducted. Student has to get passing marks in assignment and final examination separately.

3. The mid-semester examination shall be held during 8<sup>th</sup> to 10<sup>th</sup> week of the semester and carry a specific percent of the total allocated marks for the course. This examination shall be held by the concerned teacher who shall proceed according to the University rules.

4. For the purpose of evaluation, one credit hour will carry 20 marks e.g., a four credit hours will carry 80 marks. These marks will be divided in accordance with the credits assigned to theory and practical (where applicable) for each course.

5. To pass a deficiency course a student is required to obtain at least "C" grade.

6. The following weightage shall be given to the examinations, home assignments, presentations and attendance etc. (may be revised at any time according to University guideline)

(a) Mid-semester examination	50%
(b) Assignments / quizzes, presentations etc.,	25%
(c) Attendance / overall Conduct	25%
Total:	100%

Note: (fraction in total obtained marks of a course will be rounded to the nearest whole number)

7. The scripts of each examination shall be discussed with the students.

8. To qualify a course, it is essential to pass separately the theory and practical (where applicable) examinations with aggregation to be at least 40 percent except for DPT (Doctor of Physical Therapy) and BS-MLT (Medical Laboratory Technology) Degree programs where aggregation pass marks requirement is 50%.

9. The duration of examination shall be as under;

Mid-Semester Examination (Two hours)

Final Examination (Two to three hours)

10. Question paper for the mid-term examination shall be set by the respective teacher. However, Chairperson/ Principal/ Director/ Departmental Incharge shall ensure the quality and standard of the question paper set by the teacher.

11. The teacher shall send the final award list of the course through the respective Chairperson to the office of the Controller of Examinations or concern admin official within 5 to 10 days after the end of a mid-term exam. The Dean/Coordinator may condone the delay in result submission. A copy of the award list will be maintained by the respective department.

12. On receipt of the award lists, the Controller of Examinations or concern admin official shall notify the results and send copies to the office of the Dean/Coordinator, Director/Principal and the Chairman of the concerned Department.

## 3. DEPARTMENTAL / INSTITUTIONAL EXAMINATION COMMITTEE

This Committee shall have proper role in supervising and evaluating the conduct of all examinations in the Department/Institute. The Committee may comprise the following:

- i. Chairperson/Incharge/Coordinator of Department/Institute (Convener)
- ii. Two faculty members of the Department/Institute
- iii. Admin Official as Secretary of Committee
- iv. The teacher concerned may be co-opted in case of complaint of a student.

#### 4. CONDUCT OF EXAMINATION

1. All tests and examinations shall take place on the premises specified by the Departmental/Institutional Examination Committee.
2. The schedule of tests and midterm examinations shall be notified by the Departmental/Institutional Examination Committee at the beginning of the Semester or whenever these are announced by the Office of the Controller of Examinations of the concern/affiliated University.
3. Students are responsible for checking the date, time and location of their examinations from the given schedules.
4. For all examinations, the students may be required to show their students ID cards and examination Roll Number Slips for verification purpose. Students, who are unable to present their students ID cards and examination Roll Number Slips, will not be eligible to sit in the examination hall/room or may not be allowed to continue/complete the exam and he/she must have to leave the examination hall/room immediately.
5. Student must write the program title, subject title, course code and title and his/her name, registration number, signature clearly on the front page of answer sheets.
6. The record of question papers/marked scripts/Midterm Examination / Final Examination etc. shall be preserved by the Controller of Examinations or concern Admin Official for two years after the completion of the degree program.
7. Provisional announcement of the result of a program will be made by the Controller of Examinations or concern Admin Official.
8. Final Notification of the results of Final Term Examination shall be made by the Controller of Examinations of University.

#### 5. GRADE POINT AVERAGE

1. Grade point and equivalence between letter grading and numerical grading shall be as follows:

Grade	Value	Marks (%)	Remarks
• A	4	80 – 100	Excellent
• B	3 – 3.99	65 – 79.99	Good
• C	2 – 2.99	50 – 64.99	Satisfactory
• D	1 – 1.99	40 – 49.99	Pass
• I	0	Zero	Incomplete
• F	0	Less than 40 %	Fail
• W	Will not be included in GPA calculation with drawn		

2. If a student fails to obtain prescribed CGPA at the end of each Academic Year (after two consecutive Fall and Spring Semesters) his/her admission shall stand cancelled. However the student may seek fresh admission.
3. The following CGPA is required for secure of his/her admission in a program and successful completion.  
For Undergraduate Program

- i. After first Academic Year required CGPA is 1.75
- ii. After second Academic Year required CGPA is 2.00
- iii. After third Academic Year required CGPA is 2.25
- iv. After fourth Academic Year required CGPA is 2.50

A student, who obtains CGPA of 2.25 or more but less than 2.50 upon the completion of entire course work, may be allowed to repeat once courses of the lowest grades (C & D) with in maximum credit hours limit in order to improve the CGPA and to obtain the minimum of 2.50 by the permission from University, failing which the student shall cease to be on the rolls provided that he/she has availed the maximum permissible repetitions.

#### 6. GPA / CGPA CALCULATION

**Definitions:**

Grade Point Average (GPA): This is a figure ranging from 0 to 4.00 (A=4.00) used as a performance indicator of a student in the semester concerned and is calculated as:

$$\text{GPA} = \frac{\text{[Total weighted points of all courses taken in the semester concerned]}}{\text{[Total number of credits enrolled for in the semester concerned]}}$$

$$\text{Weighted Points} = \text{[Grade Points]} \times \text{[the number of credits of the course concerned]}$$

$$\text{CGPA} = \frac{\text{[Total weighted points of all courses taken]}}{\text{[Total number of credits enrolled for in all semesters]}}$$

Pass marks in a course are 40 percent both in theory and practical separately.

**7. REQUIREMENTS FOR THE AWARD OF DEGREE**

Within the framework of General Rules/Regulations for the award of a graduate or a postgraduate degree special/specific Rules may be applicable to certain degree programs. These rules may be issued by the University in order to ensure quality standards and performance of the candidates. Candidate will be awarded the relevant degree, provided that he /she has

- (a) Undertaken a program of study for a period not less than the prescribed period of study given for that program;
- (b) Completed the total credit hours of courses as stated in the regulations for that degree;
- (c) Passed the prescribed examinations;
- (d) Fulfilled minimum course work and lab work requirements;
- (e) Qualified the comprehensive examination (where applicable)
- (f) In case of thesis; passed the Viva Voce and / any other mode of assessment prescribed by the University.

**8. CALCULATION/COMPILATION OF THE FINAL RESULTS**

1. The CGPA will be reported up to two decimals but for determination of merit position CGPA will be calculated up to four decimal. In case of a tie merit position will be determined on the basis of the weighted percentage marks obtained.
2. All students obtaining CGPA of 4.0 will be declared on the Honors List.
3. Compilation and notification of the final term results will be made by the Controller of Examinations.

**9. SPECIAL EXAMINATION AND INCOMPLETE GRADE**

Absence from any scheduled examination is permissible only in extreme situations beyond the control of the student as approved by the Vice Chancellor.

i. Serious illness of the student or death of the immediate family member is regarded as a legitimate reason for scheduling a special examination. Even in an emergency situation, the student or someone on his/her behalf must inform the Chairperson of the Department in writing before the examination is held. Request for scheduling a special examination must be made by student and submitted to the Chairperson, along with other required documents, within one week of missing the examination. The Chairperson will send the case to Controller of Examinations for notification after the approval of the Competent Authority. The special examination of the mid semester examination will be managed by the concerned teacher and chairperson of the department before the commencement of the final examination.

Whereas; special examination of the (missed) final semester examination must be held during the next summer break or before the Midterm examination of next semester or as per University rule (if allowed). Such a candidate shall be given Incomplete Grade ('I' Grade). Private arrangements for special examination between a student and the teacher are not allowed.

**10. STUDENT GRIEVANCES**

All departments should have a 3 member Committee headed by a senior faculty member to redress the grievances of the students about any course instructor or grades or for any other issue.

**11. SUPERVISORY COMMITTEE**

1. The Supervisory Committee for a student shall be proposed by the respective Board of Studies of the Department/Institute before the semester including thesis and/or research projects. For thesis and research project, only one supervisor will be appointed by Chairperson in respective semester.

2. Supervisory Committee shall consist of the 03 members of the department. Therefore, the constitution of the Committee is given as under:

1. Supervisor
2. Member-1
3. Member-2

However, if an outstanding specialist in a major or minor/elective field of study is available outside the department/Institute, he/she may be taken as a member of the Supervisory Committee as "Supervisor-2" on 'ceteris paribus'.

3. Supervisor of the student will act as Chairman of the Supervisory Committee.

4. Supervisory Committee may be revised with the reasons of changed through BOS but not after the submission of thesis to Department. Further all the rules therein laid by University/HEC from time to time will be followed strictly.

5. In case, a student duly recommended by the Chairman/ Director/ Principal is concerned to conduct his/her complete/part of thesis research in other institution/laboratory, is allowed by the office of the Dean/Director; the helping scientist will be taken as Supervisor-2 in the Supervisory Committee of the student. However, the institute will not bear any financial liability in this context.

6. Foreign Faculty members, HEC National Professors/HEC Eminent Scientists may act as Supervisor/Member of the Supervisory Committee with permission from University.

7. Faculty on Tenure Track System (TTS) / Interim Placement of Fresh PhD program (IPFP) will be considered at par with regular faculty for appointment as member of supervisory committee.

8. Contract teachers may act as Supervisor / Member of the Supervisory Committee only in MPhil program, where, there is shortage of regular faculty members.

## **12. THESIS/RESEARCH REPORT WRITING AND SUBMISSION (as per university criteria)**

1. Candidates pursuing a program of study which includes research component must pass the prescribed courses before proceeding with the research work & also fulfill the residential requirements. He/she is required to submit thesis submission form and thesis examination fee before the submission of thesis.

2. For the evaluation of research reports at under graduate level an examination committee comprising of senior faculty members of the department will be formulated by the respective chairperson of the department.

3. The topic of the Thesis and the panel /list of the External Examiners are to be approved by the Board of Studies of the concerned Department.

4. Thesis/Research report has to be submitted within 60 days (90 days for PhD) after the last day of termination of last semester unless extension has been approved by the Competent Authority.

5. The student who will enroll beyond their stipulated limit of the semesters will have to pay an additional tuition fee of 50% for every semester above the regular fee.

6. The thesis must be prepared in accordance with the guidelines provided by the academic department/faculty concerned.

7. The thesis duly certified by the Supervisory Committee that the contents and form of the thesis are satisfactory for submission shall be sent to the external examiner by the office of the Controller of Examinations (CE) for evaluation. A panel of three examiners per student shall be submitted to the CE office by the Chairman of the respective Board of Studies on or before the submission of thesis.

8. Candidates must submit the required number of the copies of the thesis as determined by the program for the purpose of assessment and examination. Original Plagiarism report along with the certificate from Supervisor and Declaration by the student must be submitted while submitting the thesis to the respective Directorate. The Directorate shall notify the dates for the semifinal and final thesis submission.

9. The thesis shall be evaluated by a Board of Examiners comprising members of the Supervisory Committee and external examiners appointed by the Vice Chancellor from the panel of names recommended by the Board of Studies. The external examiner/s shall be given reasonable time to go through the contents of the thesis critically. Total marks so awarded will be converted into a letter grade as mentioned under clause mentioned/earlier above and average grades on the basis of course work and thesis will then be worked out to calculate the final CGPA.

10. Supervisor, after consultation with the external examiner shall decide the date, time and venue (in campus) for thesis evaluation.

11. There shall be 120 marks corresponding to 06 credit hours allocated for thesis.

12. The thesis evaluation should be completed within six months from the date of dispatch of thesis by the Controller of Examinations to the quarter concerned. The Controller of Examination shall get the approval of the external examiner from the Vice Chancellor and thesis shall be dispatched to him/her accordingly. In case of regret from the first External Examiner nominee(s), second approval of External Examiner nominee (s) shall be sought within eight weeks from the Vice Chancellor by the Controller Examination. However, the Vice Chancellor may allow extension for thesis evaluation up to one year in hardship cases.

13. The supervisor shall send the award list of thesis examination after counter signature of the Chairperson to the office of the Controller of Examinations after making sure that the student has incorporated the suggested improvements. The Controller of Examinations shall notify the result of the student after receiving three hard bound copies of thesis.

14. In case of disagreement between the Supervisory Committee and the External Examiner regarding the acceptance of the thesis it shall be referred to another external examiner whose decision shall be final.

15. If a candidate fails in the thesis examination, he/she will submit a revised thesis within six months after the date of declaration of the result of the last thesis examination, on payment of the prescribed thesis examination fee. He/she can avail this chance only once.

16. If the thesis, submitted by a candidate for final evaluation, is proved to be copied/ plagiarized at the time of viva-voce examination, it will be liable to be rejected on the report of Board of Examiners and the Controller of Examinations will declare the candidate fail in thesis examination. The admission of such candidate shall be cancelled and he/she shall not be readmitted under any circumstances.

17. If the thesis of a candidate is proved to be plagiarized after its evaluation and declaration of result, previous result of the candidate will be cancelled and he/she will be declared to have failed in thesis examination. Such a candidate shall not be re-admitted under any circumstances.

18. To publish an approved thesis or any portion of it, the student must indicate clearly that the said thesis was submitted to the University as fulfillment of requirement for the Degree Program.

19. The University reserves the right to use the thesis or otherwise for teaching and research purposes as and when required.

20. After submission of the thesis, the students will not be allowed to stay in the University hostels.

21. The Convener of the Board of Studies (BoS) shall act as Chairman of thesis examination.

22. Color of the thesis cover for various programs will be as under:

- Blue for BS
- Maroon for MA/MSc/LLB
- Black for MS/MPhil /LLM
- Dark Green for PhD

Note: Writing on the thesis cover binding will be in golden, engraved, bold, Times New Roman/Ariel form.

23. Office of the University will maintain student record for 3 years after the declaration of final result. After that period, the record may be disposed off with the permission of the Vice Chancellor.

### **13. CODE OF ACADEMIC INTEGRITY**

1. Every member of the Institute community is responsible for upholding the highest standards of honesty at all times. Academic honesty is expected from all the concerned (the students, teachers, technical and administrative

staff etc.) of all levels.

2. Cheating, i.e. using or attempting to use unauthorized assistance, material or study aids in examinations or academic work will be called for disciplinary action.
3. Plagiarism: using the data, or written material without specific or proper acknowledgment is an academic dishonesty that shall result in disciplinary action.
4. Tempering or an attempt to temper any academic record or transcripts in any manner will result in the termination of the study of the student involved.
5. Exchanging or passing information to other students through any electronic or network means during an examination is considered cheating and shall be liable to disciplinary action.
6. Any form of unfair means or irregularity by a student or a group of students will be immediately reported to the Departmental/Institutional Examination Committee which will forward it to Discipline Committee (Examinations) for establishing facts and fixing responsibility (ies). Severity of penalty imposed on the student can range from termination or expulsion from the Programs for a specified period or monetary fines or both.

#### **14. EQUIVALENCE COMMITTEE\*\***

For admission of candidates from other Universities, Colleges, Institutes, etc. to this institute whose courses/examinations are different from the corresponding courses/examinations of this university, a standing committee of the Academic Council called the Equivalence Committee, shall be set up to examine the cases of such students and make recommendations to Vice Chancellor for final approval on behalf of the Academic Council. The members of the equivalence committee shall hold office for two years. \*\*regarding conversion of grades/marks obtained in Semester system into Annual system or vice versa and course waiver per students under migration, will be permitted and dealt as per university rule.

#### **15. DIRECTOR AS HIGHER AUTHORITY IN SPECIAL CASES**

Notwithstanding anything contrary to these Regulations/Rules, the Director shall have the powers conferred by the statutory bodies to issues order, directions or instructions for the smooth working of the Academics affairs of this Institute and on the issue(s) which are not covered under these "Semester Rules", where any rule(s) /Regulation(s) are silent or in cases of ambiguity or discrepancy as regards into the interpretation of these Rules, the decision of the Director shall be final.

#### **16. GENERAL**

1. All the academic matters shall be routed through proper channel i.e. through the Chairperson/ Incharge/ Coordinator of the Department and Principal/Dean/Director of the Institute.
2. Office of the Director/Principal/Coordinator, Advanced Studies/ Undergraduate Studies or Admin office will maintain student's record for 3 years after the declaration of final result. After that period, the record may be disposed off with the permission of the Director.
3. There should be at least three full time PhD Faculty members in the relevant subject; to launch the PhD program.

**Note:-** Institute reserved the rights to amend or change the rules time to time or as guided by the university.