

# Admission Regulations (Undergraduate & Graduate)

## (For all Faculties except FM & HS)

Following are the Admission Regulations inclusive of amendments made till date for admission to all Undergraduate (4-year BS/BCom, 5-Year PharmD/LLB (Hons), etc), Graduate (2-year MA/MSc/MCom/MBA etc) Diploma (1 year) Programs of the University Teaching Departments/ Constituent Colleges/ Institutes/Sub-Campuses (except affiliated colleges):

### 1 Short Title and Commencement

The regulations prescribed hereunder shall be called Admission Regulations, University of Sargodha and are applicable from the academic session 2016-2017 onward with the amendments referred hereunder asterisk \* at various places:

### 2 Definitions

In these rules and regulations unless the subject or context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- 2.1 "Academic Year" means a year consisting of two regular semesters namely; Fall and Spring;
- 2.2 "Authority" means any of the Authorities of the University specified in the Ordinance;
- 2.3 "Dean" means the Chairperson of the Board of Faculty duly appointed by the Chancellor as per the provisions contained in the University of Sargodha Ordinance 2002;
- 2.4 "University" means the University of Sargodha;
- 2.5 "Vice Chancellor" means the Vice Chancellor of the University; who shall be competent to make decisions on admission related issues.

### 3 Introduction

Following are the guidelines, procedures, rules and regulations to be administered by all the Departments/ Colleges/Institutes/ Centers/Sub-Campuses.

- 3.1 A copy of printed Admission Regulations shall be made available in all the Departments/Colleges/Institutes/ Centers/Sub-Campuses as well as the University Library for guidance.
- 3.2 The regulations provided here are subject to amendment/ change and repeal by the competent authority at any time.

### 4 ADMISSION REGULATIONS

Admission shall be made on the basis of merit in accordance with the criteria laid down by the Admission Committee from time to time, provide further that;

- a) Seventy Five percent of the total seats shall be filled on open merit basis.
  - b) Twenty Five percent of total seats shall be reserved for the students graduated from the University of Sargodha.
  - c) All the departments will prepare and display separate lists for 75% of seats to be filled on open merit and 25% seats reserved for the students graduated from UOS.
  - d) Preference in case of admission to the Undergraduate and Graduate classes will be given in the order of year of graduation, starting from the current year, fixed by Admission Committee and approved by the Vice Chancellor.
  - e) Preference criteria for admission to all other classes, not enumerated above will be notified separately after it is chalked out by the Admission Committee and approved by the Vice Chancellor but admission to these classes shall also be governed by these regulations.
- 4.1 Only those candidates who have passed FA/FSc, BA/BSc (Pass Course or Honours) or any equivalent examination shall be eligible for admission to the next higher classes. Further, it shall be ensured that students seek admission on the basis of Terminal Degree.
  - 4.2 The Chairperson/Principal/Director of the Department/ College/ Institute/Center/Sub-Campus shall, each year, communicate for approval to the Admission Committee through the Dean of the Faculty concerned, prior to admission, the total number of students to be admitted including the students to be admitted against the reserved seats. This number can not be increased without the approval of the Vice Chancellor, nor shall the criteria be modified without his approval. Further, he shall be vested with the power to decide such issues as concern to admissions as hardship case. Additional criteria for weightage in admission to a particular discipline as contained in Annexure-I, against merit seats will be

applicable.

- 4.3 Any student, who was rusticated, expelled, or whose entry in any Department/College/Institute/Center was banned for any reason whatsoever at any time during his/her academic career, shall not be admitted to any class without the permission of the Vice Chancellor on the recommendations of the Chairperson/Principal/Director, Dean concerned and Director Student Affairs.  
Note: The office of Director Students Affairs will circulate a complete list of the students, against whom any kind of disciplinary action has been taken, to all the departments. The admissions of all such students will be processed in the light of regulation 4.3.
- 4.4 All difficulties connected with admission shall be resolved by the Admission Committee in consultation with Chairperson/Principal/Director of the Department/ College/ Institute/Center/ Sub-Campus and shall deem to be settled with the approval of the Vice Chancellor later on.
- 4.5 Any Reserved Seat (see Annexure-II) which remains unfilled at the closing date or extended period shall not be transferred to the Merit Quota.
- 4.6 (i) Any person who has attained the age of twenty-six (26) years on the last date fixed for the receipt of the applications for admission shall not be admitted to graduate classes. Age limit for students seeking admissions after passing Intermediate or equivalent Examination in any discipline of this University will be twenty-four (24) years. In case of real hardship, however, the Vice-Chancellor on the recommendations of the Chairperson/Principal/Director of the Department/ College/ Institute/Center and Dean of Faculty concerned, may relax this Regulation subject to the availability of vacant seat, after all available eligible candidates have been offered admission, up to a maximum of one year.  
(ii) Age limit does not apply to the disciplines of M.Ed, B.Ed, MBA (Executive), and MSc Criminology.  
(iii) Age limit is also not applicable to the following candidates:
  - a. Spouse of University Employees seeking admission against the reserved seat.

- b. Employees of University.
  - c. Army Personnel
  - (iv) The age limit for government employee/employees of Govt. controlled corporations/ autonomous bodies shall be followed as per Govt. rules, provided that they submit the NOC from their department to pursue such studies. However no seat shall be reserved for this purpose.
  - (V) For the disciplines of Education (B.Ed, M.Ed) MA/Library Sciences, MSc Physical Education 05 seats shall be kept reserved for Govt. employees provided that they seek NOC from their parent department and remain on study leave for the duration of degree course.
- 4.7 All the government employees seeking admission to University of Sargodha are required to submit the following documents:
- i) NOC from the competent authority (in case of self support program)
  - ii) NOC and study leave from the competent authority (in case of regular program)
- 4.8 List of students selected for admission shall be prepared in accordance with the prescribed proforma bearing the signature of Chairperson/Principal/ Director of the Department/ College/ Institute/Center/ Sub-Campus prior to notification.
- 4.9 In the case of admission to the Replica (Self-Support) Undergraduate and Graduate classes of the Department/College/ Institute/Center/Sub-Campus, the same Regulations relating to the admission to regular morning classes shall be applicable.
- 4.10 (i) No student shall be admitted to a second or subsequent Bachelor's/Master's Degree Courses in the Department/ College/Institute/Center/Sub-Campus except in professional degree course i.e. M.Ed, B.Ed and MBA (Executive).
- Explanation: "Students having 14 years of education will be eligible to take admission to MA/MSc programs only, whereas the students having BS or 16 years education will be eligible to take admission in MS/MPhil programs only."
- (ii) The degree courses of M.Ed & B,Ed can be offered in parallel with other degrees in the same session or same year without time clash.

Explanation 4.10 (ii):

- a. Degree obtained in regular mode in morning session in one university along with degree obtained in regular mode in evening session in different university is allowed"
  - b. Degree obtained in regular mode in morning session in one university along with degree obtained in private mode in the same university is allowed"
  - c. Degree obtained in regular mode in morning session in one university along with degree obtained in private mode in different university is allowed"
  - d. Degrees with time clash are not allowed
- 4.11 A migration/No Objection Certificate, in case of applicant graduated from a University other than the University of Sargodha, must be produced by the candidate within 30 days of the admission for submission to the registration branch of Registrar Office.
- 4.12 The migration of a student from another University to the University of Sargodha to a Department/College/Institute/ Center/Sub-Campus of the University of Sargodha and vice versa will be governed only in accordance with the Migration Policy of University of Sargodha provided that the student falls in the merit list drawn by the University and belong to a university recognized by HEC.
- 4.13 Inter-departmental migration may be allowed on the recommendations of the Chairperson/Principal/Director concerned, with the written approval of the Dean of the Faculty, provide that, the student concerned would have been offered admission, on merit basis in the Department/College/Institute to which he/she wishes to migrate. The maximum time period, during which such a migration may take place, shall be 02 weeks from the commencement of the teaching session. The migration will be allowed only in genuine cases.
- 4.14 In order to streamline the interdepartmental/Inter-disciplinary fee transfer cases fee transfer form will be moved from one Department/discipline to other department/discipline in genuine case only and the admission form will not be transferred.
- 4.15 However, the form transfer will be allowed to only those programs/departments in which the seats will remain vacant at the closure of admission process and there are no waiting candidates i.e. lists have been displayed till the

last entry. A final list of programs/departments to which forms can be transferred will be approved by the Admission Committee and approval of the transfer will be granted accordingly and the concerned departments will also be intimated. The policy order of merit will be followed in all these cases.

Form transfer shall further be subject to following categories:-

- i) A candidate, who has applied in any of the program/department but failed to seek admission in that program/department, if he/she intends to transfer his/her admission form to any other program/ department in which he/she has not applied but seats are still lying vacant, can be transferred.
- ii) A student who has applied in any of the program/ department and admitted in the same program/ department, if he/she wants to transfer his/her admission to any other program/department in which he/she has not applied but seats are still lying vacant, can be transferred.

In addition to this a standard procedure will be followed for form transfer. The students interested in transfer of Admission Forms will be required to submit an application on a prescribed form recommended by the Chairpersons of both the Departments, to the Chairman Admission Committee.

Transfer of any Fee or Admission Form(s) without the approval of the Chairman Admission Committee will be considered null and void.

- 4.16 The relevant authenticated certificate in respect of Hafiz-e-Quran must be attached with the original admission application failing which no credit will be given. Moreover, the applicant must pass the Hafiz-e-Quran test conducted by the relevant committee of the University.
- 4.17 If there is a tie between two or more candidates having equal merit, their merit will be determined on the basis of their ages, the candidates older in age shall be given preference over the younger.
- 4.18 The FA/FSc/BA/BSc/BS degree of other Pakistani Universities/ Boards where the subject English is not compulsory shall not be considered as equivalent to the

University of Sargodha and such students shall not be admitted in next higher classes.

- 4.19 In case of different university, whose examination/ curriculum is different from UOS, all the Departments will forward the cases with comments to determine Equivalence to Chairman Equivalence Committee for decision before last merit list is displayed.
- 4.20 Equivalence Certificate of O&A Levels / Intermediate Certificate awarded by the foreign institutions from the applicants issued by the Inter Board Committee of Chairmen (IBCC). Provisional Admission can be granted to the student subject to provision of said equivalence certificate from the IBCC before conducting 1st Semester (under Semester System)/1st Year (Under Annual System) examination of the degree program for which admission is granted. (HEC Letter No. 5-3/HEC/A&A/2015/78 dated June 24, 2015)
- 4.21 The dues other than notified by the University shall not be charged by the Department/College/Institute/ Center/Sub-Campus from the students.
- 4.22 A uniform policy to determine the merit will be observed in all the Departments/Colleges/Institutes/ Centers/Sub-Campuses, as laid down in the Admission Regulations.
- 4.23 Criteria for admission of Foreign Students will be determined by the University Admission Committee.
- 4.24 Quota of reserved seats for the following categories will be followed according to the Government Policy:
  - i. Foreign students
  - ii. Children/Wards of Martyrs/War Disabled & serving Personnel of the Defence Forces
  - iii. Azad Kashmir
  - iv. Northern Areas / FATA
  - v. Gilgit Baltistan
  - vi. Baluchistan
  - vii. Children of Refugees from IHK.

**Note:** this quota shall not apply in case of Sub-Campuses established under public private partnership. However, if seat is not available at main campus, the quota candidates may be referred to Public sector Sub-Campuses of the University.

- 4.25 (i) A candidate whose candidature has been accepted will be required to produce the original documents for issuance of fee challan. The documents shall be retained by the department

for a period of two semesters for both graduate and undergraduate programs.

- (ii) All the candidates shall be directed to submit one copy of fee deposit slip/challan in the office of the relevant department to issue roll number of the department.
- 4.26 Separate forms will be issued for the seats reserved for admission on sports and co-curricular basis to make the admissions fairer on these seats. Following colors shall be used:
  - i) Pink form for Sports
  - ii) Yellow form for co-curricular activities
- 4.27 Sports office is required to complete the trials before the display of third merit list and no relaxation will be given in the deadline.
- 4.28 In order to streamline the admissions against reserved seats all departments must forward the forms for admission on sports basis and co-curricular basis to the office of Director Sports and office of Director Co-curricular Activities respectively along with a covering letter mentioning the list and total number of forms not later than one day after the last date of submission of applications. No relaxation will be given in this regard.
- 4.29 The admission of disabled persons shall be processed through the Committee constituted to determine the disability of candidate. The department shall forward the cases of disable students to concerned Committee. The student shall be considered eligible after verification from the said Committee besides possession of disability certificate from the relevant authority.
- 4.30 All departments will receive all forms irrespective of their eligibility. Their status as eligible or ineligible shall be determined after the submission of forms.
- 4.31 Employees of University of Sargodha seeking admission to any undergraduate or graduate program are required to provide NOC before the last date for submission of forms.
- 4.32 As some of the transcripts provided by the students do not contain the detailed marks/percentage of marks so it becomes impossible to calculate merit on the basis of CGPA only. It is therefore the responsibility of the students concerned to provide the detailed marks sheet to the department before the last date for submission of forms. If they fail to provide the marks sheet they will not be considered eligible for admission as merit cannot be calculated on the basis of CGPA only.
- 4.33 Admission of candidates seeking additional marks on the basis of Hifz shall be processed as follows:

- I) The candidates seeking additional marks and fee concession on the basis of Hifz shall be considered eligible for these concessions only after the submission of Hifz Certificate issued by the Hifz Committee of University of Sargodha before the closing date of admissions.

- ii) The facility of additional marks and fee concession shall be applicable to the under-graduate and graduate programs only.
  - iii) The mode of test shall be as follows:
    - a) Hifz tests shall be conducted for three consecutive days before the closing date for submission of admission forms. The test schedule including date, timing and place for test shall be made a part of admission advertisement each year.
    - b) Chairman Hifz Committee shall issue the certificates to the successful candidates. The candidates shall be responsible for submission of certificates to the department concerned before the closing date.
    - c) The office of Chairman Hifz Committee shall prepare and forward a list of all the candidates appearing in the test mentioning their status as pass or fail to the office of Director Academics. The same shall be communicated to all the teaching departments by the office of the Director Academics.
- 4.34 All the candidates seeking admission against any reserve seat (including reserved seats for children/spouse of university employees) shall be required to submit NOC issued by the competent authority (Office of the Registrar in case of University) along with the admission application.
- 4.35 All admissions made in contravention of these Regulations shall be void.

## 5. CONVERSION OF GRADES/MARKS

- 5.1 CONVERSION OF SENIOR CAMBRIDGE AND HIGHER SENIOR CAMBRIDGE AGGREGATES AND GRADES INTO MARKS.  
The merit of candidates holding 'O' Level 'A' Level and other foreign certificates will be determined on the basis of equivalence certificates issued by the Inter Board Committee of Chairmen (IBCC), Ministry of Education, Government of Pakistan, Islamabad.
- 5.2 CONVERSION OF MARKS OF THE GRADUATES FROM ALLAMA IQBAL OPEN UNIVERSITY.  
Marks of the graduates from Allama Iqbal Open University will be multiplied by 0.75 in order to equalize their marks



with the University of Sargodha.

- 5.3 CONVERSION OF MARKS UNDER SEMESTER SYSTEM  
The marks of all those graduates who have passed their examination under Semester System will be multiplied by 0.85 in order to equalize their marks with the Annual System.

**Note:** It is recommended to follow the merit calculation sheets prepared by the Office of Director Academics, UOS each year as these include all the above mentioned conversions.

## 6. ADMISSION CRITERIA

### 6.1 Undergraduate and Graduate Programs

Admission shall be made on the basis of the Basic Criteria and Additional Criteria, if any, of the individual Department.

### 6.2 Basic Criteria for Graduate Programs

Merit of the candidates for admission shall be calculated on the basis of terminal degree i.e. BA/BSc/BS etc. Admission shall be made as per order of year mentioned below:

1st Annual Current year & 2nd Annual Previous year - No marks deduction

1st Annual Previous year & 2nd Annual a year before Previous years - 10 marks deduction from terminal degree

1st Annual a year before Previous Year & 2nd Annual 2 year before previous year - 20 marks deduction from terminal degree

Additional 20 marks for Hafiz-e-Qur'an to be included wherever applicable.

### 6.3 Basic Criteria for Undergraduate Programs

Merit of the candidates for admission shall be calculated on the basis of terminal degree i.e. FA/FSC or equivalent etc. Admission shall be made as per order of year mentioned below:

1st Annual Current year & 2nd Annual Previous year

- No marks deduction

1st Annual Previous year & 2nd Annual a year before Previous years - 10 marks deduction from terminal degree

1st Annual a year before Previous Year & 2nd Annual 2 year before Previous year - 20 marks deduction from terminal degree

Additional 20 marks for Hafiz-e-Qur'an to be included wherever applicable.

### 6.4 Additional Criteria

As given against each Department/College/Institute.

**Note:** It is recommended to follow the merit calculation sheets prepared by the Office of Director Academics, UOS each year as these include all the above mentioned conversions.



Maula Bakhsh Auditorium

# Admission Regulations (Post-Graduate)

Admission Regulations for all Postgraduate (MS/MPhil/MSc (Hons)/LLM or equivalent and PhD) programs of the University Teaching Departments/Constituent Colleges/Institutes/Sub Campuses shall be applicable as under:

## Regulations

1. Admissions shall be made on the basis of merit in accordance with the criteria laid down by the Admission Committee from time to time and as specified under MS/MPhil/PhD Regulations 2008, subject to the condition that:
  - i. An applicant seeking admission to MS/MPhil/MSc (Hons)/ Equivalent or PhD program shall apply on a prescribed form within due date given in the advertisement for admission.
  - ii. The application shall be submitted to the respective Department/College/ Institute/Center/Sub-Campus in which the candidate wishes to pursue his/her studies.
2. Only those candidates who have passed MA/MSc, BS (Hons) or equivalent (16 years education) shall be eligible for admission to MS/MPhil program and students who have passed MS/MPhil or equivalent shall be eligible for admission to the next higher degree.
3.
  - i) The candidates having second division or CGPA = 2.00 out of 4.00 in MA / MSc / LLB / 4Year BS program / B-Pharmacy / Pharm-D / MBBS / BDS / BSc Engineering (16-year education minimum 124 credit hours) degree in the relevant subject or equivalent from HEC recognized Institutions shall be eligible for admission to MS/M.Phil or equivalent program.
  - ii) The candidates having first division or CGPA = 3.00 out of 4.00 in MS/MPhil/LLM/MSc (Engineering)/MD/MDS (18-year education) degree in the relevant subject or equivalent from HEC recognized Institutions shall be eligible for admission to PhD Programs
4. The Chairperson/Principal/Director of the Department/ College/ Institute/Center shall, each year, communicate for approval to the Admission Committee through the Dean of the Faculty concerned, prior to admission, the total number of students to be admitted. The minimum and maximum number of seats shall be as follows:
 

i. MS/MPhil	10-20/25
ii. PhD	05-10

5. This number shall not be increased or decreased without the approval of the Vice Chancellor, nor shall the criteria be modified without his/her approval. Additional criteria for weightage in admission to a particular discipline as contained in Annexure-I, against merit seats will be applicable.
6. University of Sargodha will not hire any testing service for GAT tests. The Postgraduate Program Committee of each department will conduct the tests for MS/MPhil and PhD programs to replace the GAT-General and GAT-Subject Tests conducted by NTS respectively. Moreover, these tests will be qualifying with the following percentage of marks:
  - i. For PhD Programs 70% Marks
  - ii. For MPhil Programs 50% Marks

**Note:** The tests shall be conducted as per pattern and schedule approved by the competent authority.

7. The merit of a candidate shall be determined as follows:
  - i. Academic Qualification 70% marks (in Terminal Degree)
  - ii. Subject Based Entry Test 30% marks (Conducted by Department concerned)
  - iii. Candidates shall have to qualify the interview conducted by the Department/College/Institute/Center/sub-campus as well beside Entry Test otherwise he/she will not be eligible for admission
8. Any student, who was rusticated, expelled, or whose entry in any Department/College/Institute/Center was banned for any reason whatsoever at any time during his/her academic career, shall not be admitted to any class without the permission of the Vice Chancellor on the recommendations of the Chairperson/Principal/Director and the Dean concerned. The office of Director Students Affairs will circulate a complete list of the students, against whom any kind of disciplinary action has been taken, to all the departments. The admissions of all such students will be processed in the light of regulation 7.
9. All difficulties concerning admission shall be resolved by the Admission Committee in consultation with Chairperson/ Principal/Director of the Department/ College/ Institute/ Center/sub-campus concerned and decision of Admission Committee / Chairman Admission Committee shall be final.
10. List of students selected for admission shall be prepared in accordance with the prescribed Proforma bearing the signature of Chairperson/Principal/Director of the Department/College/ Institute/Center prior to notification. The same shall be sent to

the offices of the Director Academics, Registrar and Controller of Examinations (Principal seat) for maintaining their personal files.

11. Migration/No Objection Certificate, in case of an applicant who has graduated from a University other than the University of Sargodha, must be produced by the candidate within 30 days of the admission for submission to the registration branch of Registrar Office.
12. The migration of a student from another University to a Department/College/Institute/Center/Sub-Campus of the University of Sargodha and vice versa will be governed only in accordance with the Migration Policy of University of Sargodha provided that the student falls in the merit list drawn by the University and belongs to a university recognized by HEC subject to availability of seat. For transfer of credits prescribed procedure shall be followed.
13. If there is a tie between two or more candidates having equal merit, their merit will be determined on the basis of their ages, the candidate older in age shall be given preference over the younger.
14. The dues other than notified by the University shall not be charged by the Department/College/Institute/Center from the students.
15. A uniform policy to determine the merit will be observed in all the Departments/Colleges/Institutes/Centers/Sub-Campuses, as laid down in the Admission Regulations.
16. Eligibility Criteria for admission of Foreign Students, if any, will be determined by the Admission Committee.
17. A candidate whose candidature has been accepted will be required to produce the original documents for issuance of fee challan. The documents shall be retained by the department for a period of two semesters.
18. All departments will receive all forms irrespective of their eligibility. Their status as eligible or ineligible should be determined after the submission of forms.
19. All the government employees seeking admission to University of Sargodha should provide the NOC from the competent authority of Department concerned.
20. Qualification from Institutions other than the University of Sargodha shall be equalized by the Equivalence Committee of the University/HEC. All the Departments will forward the cases of Equivalence to Chairman Equivalence Committee.



of Equivalence to Chairman Equivalence Committee.

21. As some of the transcripts provided by the students do not contain the detailed marks/percentage of marks so it becomes impossible to calculate merit on the basis of CGPA only. It is the responsibility of the students concerned to provide the detailed marks sheet to the department before the last date of submission of forms. If they fail to provide it they will not be considered eligible for admission as merit cannot be calculated on the basis of CGPA only.
22. In the context of faculty development, there will be two seats reserved for teaching staff (Regular teaching staff) in MSc(Hons)/MS/MPhil evening programs in addition to the approved number of seats. In case these seats remain vacant then these will be reserved for spouse/children of the teaching staff (Regular teaching staff). Moreover, one seat is reserved for non-teaching staff (Regular staff) in MSc(Hons)/MS/MPhil evening programs. In case these seats remain vacant then these will be reserved for spouse/children of the non-teaching staff (Regular staff).
23. University employees seeking admission to MS/MPhil or PhD program are required to provide NOC before the last date for submission of forms.
24. In addition to the approved number of seats one seat for disable persons shall be reserved in MS/MPhil programs as notified by the Punjab Government. The department shall forward the cases of disable students to Committee constituted to determine the disability of candidate. The student shall be considered eligible after verification from the said Committee.
25. The facility of additional marks and fee concession on the basis of Hifz shall not be applicable to these admissions.
26. All admissions made in contravention of these Regulations shall be void.



# Discipline, Welfare Regulations and Code of Honour

## 1. CODE OF HONOUR

- 1.1 All Muslim students must show, in words and in deeds, their full faith in Islam.
- 1.2 All students must have faith in and respect for the Ideology of Pakistan.
- 1.3 All students must, in matters of religion, respect the convictions of others.
- 1.4 Every student is expected to:
  - (i) be Loyal to Pakistan;
  - (ii) obey the law of the Land as well as the Rules and Regulations of the University / College;
  - (iii) maintain Law and Order as well as the dignity and prestige of the Alma mater;
  - (iv) have respect for morality and personal honour and rights of others;
  - (v) practice honesty and integrity in dealings with fellow students, teachers and all others both on and off the Campus;
  - (vi) help in protecting the life, dignity, honour and the property of the University/College and that of the Academic/ Administrative staff and fellow students;
  - (vii) respect teachers, all elders and persons in authority in the University/College;
  - (viii) be courteous and helpful to all;
  - (ix) work hard and co-operate in completing the course of study within the prescribed period; and
  - (x) endeavour to positively contribute towards creating an atmosphere conducive to healthy academic pursuit.
- 1.5. Welfare: Each affiliated College and University Teaching Department / Institute / Constituent College / Sub-campuses and hostel should set up a Welfare Committee in order to be in touch with the students, to deal with their problems and look after their welfare in general. The composition of the Committee shall be as follows:
  - (a) Student Adviser of the College / Department / Institute, two teachers representing the teaching staff, President and Secretary of the student body of the College / Department / Institute. The Committee shall elect one of the teachers as its Chairman.
  - (b) Hall Secretary, Sports Secretary and Mess Manager

to be elected by the Resident Officer / Officer Incharge of the hostel shall be ex-officio members of the Committee. The senior most officer shall be the Chairman of the Committee.

## 2. DISCIPLINE

### 2.1 No student shall:

- (i) utter, do, or propagate, anything repugnant to Islam within and outside the precincts of the University / College;
- (ii) say or do anything which might adversely affect the honour and prestige of Pakistan, or University and teachers and his educational institution;
- (iii) smoke in the Classroom, Laboratory, Workshop, Library and Examination Hall;
- (iv) form, or associate with, an Organization / Society / Club, or any other body, promoting caste distinctions and inciting parochial / linguistic / regional feeling;
- (v) organize, or hold any function within the precincts of the University except in accordance with the prescribed Rules and Regulations;
- (vi) collect money or receive donations or pecuniary assistance for or on behalf of the University or any University Organization except with the written permission of the Syndicate;
- (vii) stage, incite, or participate in, a walkout, strike or any other form of agitation which might create or is likely to create law and order problem for the University and affect or is likely to affect its smooth functioning;
- (viii) indulge in immoral activities, use indecent language, wear immodest dress, make indecent remarks, jokes or gestures or behave in an improper manner;
- (ix) cause disturbance to others;
- (x) disturb peace and tranquility of the Institution;
- (xi) keep or carry weapons, narcotics, immoral or submissive literature; and
- (xii) use insalutary or abusive language or resort to violence against a fellow student or employee of the University.

### 2.2. Disciplinary action by the Principal of a constituent/affiliated College/Chairman of a University Teaching Department/ Director of an Institute/Discipline Committee against the student/s may be taken in one or more of the following forms depending upon the severity of the offence:

- (i) A written warning may be issued to the student/s

concerned and a copy of the same may be displayed on the Notice Board;

- (ii) The matter may be reported to the parents/guardians and they may be requested to visit University / College if necessary;
- (iii) A student may be fined. The fine imposed shall have to be deposited with the Treasurer, under intimation to the Principal/Director/Chairman/College Office Secretary, Discipline Committee (constituted under statute 11) as the case may be;
- (iv) A student may be turned out of the class by the teacher concerned and be not permitted to attend the same course upto three periods at one time under intimation to the Principal/Chairman/Director;
- (v) A student may be placed on probation for a fixed period not exceeding 3 months. If during the period of probation he fails to improve his conduct, he may be rusticated or expelled;
- (vi) A student may be suspended from the rolls of a college/ institute/ department, for a period not exceeding two weeks at a time, excluding the suspension, if any, not exceeding 10 days, at one time ordered by the Principal of the College / Director of the Institute / Chairman of the Department / Discipline Committee (constituted under statute 11) pending inquiry into the misconduct of the student/s; and
- (vii) A student may be rusticated, expelled or asked to withdraw from the College/Institute/Department, in the manner hereinafter mentioned.

### 2.3 Regulations Relating to Rustication, Expulsion and Withdrawal.

- (i) Rustication, whenever imposed on a College / University student, shall always mean the loss of one academic year in so far as his examinations are concerned. The period of absence from the College / University Teaching Department / Institute will, however, depend upon the time of the year when the penalty is imposed. The student under rustication may at the discretion of the Principal of the College / Chairman of a Department / Director of the Institute be permitted to rejoin the class in the same



College / Department / Institute in the beginning of the next academic year;

- (ii) A student expelled from a College/University Teaching Department / Institute shall not be readmitted into the same College / Department / Institute or into another College / Department/Institute without the approval of the Syndicate. Readmission, shall in no case be granted before the expiry of one academic year from the date of expulsion;
- (iii) Each College/Institute/Department shall constitute a Council to consider and decide the cases of expulsion, rustication and withdrawal of student/s. The Council shall consist of the Principal/Director/Chairman, of the College/Institute/ Department and at least two senior members of the teaching staff to be nominated by the Principal/Director/Chairman. The Principal/Director/Chairman of the College/Institute/Department shall be Chairman of the Council who may pass such orders as he may deem fit. Other members shall act in an advisory capacity. The Principal/Director/Chairman shall communicate to the University the names of the members of the Council in the beginning of every academic year;

In case of rustication and expulsion or withdrawal of a student of the University Department/Institute/College he may prefer an appeal with the Vice-Chancellor within 15 days of the date of the notification or rustication/ expulsion or withdrawal. The Vice-Chancellor shall have the power to pass such orders as he may deem fit;

- (v) Cases of indiscipline/disturbances, involving students from two or more Colleges/Insitutes/Departments of the University, shall be referred to the Discipline Committee (constituted under Statute 11 or the University of the Punjab Act 1973) by the Vice-Chancellor;
- (vi) The Discipline Committee shall have the power to take such decision as it deems fit on a case referred to it by the Vice-Chancellor, in accordance with the aforementioned Regulations provided that the student/s who has/have been rusticated/ expelled or ordered to withdraw from the rolls of a University/College/Institute/Department he/they may

prefer an appeal with the Vice-Chancellor within 15 days of the date of notification of rustication/ expulsion/ withdrawal, etc. The Vice-Chancellor shall have the powers to pass such orders as he may deem fit; and

- (vii) If a case of rustication/ expulsion/ withdrawal, is received by the Vice-Chancellor on the basis of an appeal it shall be brought to the notice of the Syndicate along with reasons for revising the original order.

**Notice:** Prevention of Electronic Crimes Act 2016 to overcome cyber crimes threat is strictly enforced.

## STUDENT-TEACHER CENTRE

STC houses a number of offices for student education, faculty development and academic excellence of the University:

- Student Support Services
- Career Counseling Centre
- E-Rozgaar
- ORIC (Office of Research, Innovation and Commercialization)
- Directorate of Academics
- Quality Enhancement Cell





# Semester Regulations (Undergraduate and Graduate)

## 1. Introduction

Following are the guidelines, procedures, rules and regulations to be administered by all the Departments/Colleges/Institutes/Centers, running Semester System.

- 1.1 Each Department/College/Institute/Center in the beginning of an academic session shall arrange an "Orientation Day" to familiarize the admitted students with semester system and their degree requirements.
- 1.2 A copy of printed Semester Regulations shall be made available in all the Departments/Colleges/ Institutes/Centers as well as the University Library for guidance.
- 1.3 The regulations inscribed here are subject to amendment/change and repletion by the Competent Authority.

## 2 Attendance

- 2.1 A student having less than 75% attendance in lectures and practicals (if applicable) separately shall not be allowed to take the final term examination of the course. The Department/ College/Institute/Center shall notify the list of such students at least one day before the examination week.
- 2.2 The Chairperson/Principal/Director of the Department/ College/ Institute/Center may condone, for valid reasons, deficiency up to five percent of the total number of lectures. The Dean of the Faculty on the recommendations of the Chairperson/ Principal/ Director of the Department/College/Institute/Center, may on special grounds, condone up to another five percent of the total number of lectures.
- 2.3 If a student who has missed three consecutive lectures without any reason in a course, a verbal/written warning from the course teacher may be given to the student.
- 2.4 If a student who is found habitual of missing lectures in a course, he/she shall not be allowed to sit in the class without the approval of the Chairperson/Principal/ Director.
- 2.5 If a student makes him/her self absent from the Department/ College/Institute/Center for ten consecutive working days, his/her name shall be struck off from the rolls of the Department/College/ Institute/Center. Such student shall not be re-admitted without the approval of the Dean concerned. The

student shall have to pay the prescribed re-admission fee/dues under intimation to the Treasurer and the Director Academics.

- 2.6 At the end of each semester, the teacher concerned shall submit the statement showing the total number of lectures delivered and practicals (if applicable) conducted, by him/her together to the Chairperson/Principal/Director of the Department/ College/Institute/Center with the total number of lectures and practicals (if applicable) attended by each student.
- 2.7 The absence as a result of late admission or change of course(s) shall also be counted for dropping from the course(s).
- 2.8 For a student participating and representing the University in sports/co-curricular activities of national or international level events, as verified by the Director of sports/co-curricular, the days actually spent by the student in such events shall be counted as present towards the attendance requirement.
- 2.9 If a student is required to participate in sports/co-curricular activities representing the University, on the date/dates of examination, arrangement will be made by the Department/ College/Institute/Center for holding Special Examination for him/her as soon as his/her sports/co-curricular activities are ended.

## 3 Withdrawal of Course(s)

- 3.1 A student may withdraw a maximum of 50% of the courses offered i.e., two out of five or three out of six courses.
- 3.2 A student may request for withdrawal of a course(s) before the start of a semester or during the semester at least 14 days before the commencement of the final term examination. The withdrawal of the course shall be approved by the Chairperson/ Principal/Director of the Department/College/Institute/Center provided that a student who has taken the final term examination of a course shall not be permitted to withdraw that course.
- 3.3 Grade 'W' in the withdrawal course(s) shall be awarded and reflected on the Semester/Official Transcript subject to the condition that the course must be enrolled by paying prescribed fee (course withdrawn during semester) in the following semester in which withdrawn course is offered.

## 4 Semester Freeze

- 4.1 A student may discontinue his/her studies by seeking semester freeze during the semester before the final term examination on medical grounds or circumstances beyond his/her control with written permission of Chairperson/Principal/Director of the Department/ College/Institute/Center concerned subject to the condition that semester fee shall not be transferred/ refunded.
- 4.2 A student may discontinue his/her studies by seeking semester freeze prior to enrollment in the second/subsequent semester on medical grounds or circumstances beyond his/her control with written permission of Chairperson/Principal/Director of the Department/College/Institute/Center concerned subject to fulfillment of condition that the student has passed the final examination of the previous semester with minimum prescribed GPA/CGPA required for academic standard of the University to remain on roll. The student shall not have to pay the semester fee; if deposited, the fee will be transferred to the next semester.
- 4.3 A student who sought discontinuation of a semester shall have to get approval from the Chairperson/Principal/ Director to rejoin the program before the commencement of the semester to be rejoined.
- 4.4 The Chairperson/Principal/Director of the Department/ College/Institute/Center concerned will notify in both the cases; the semester freeze and rejoining the program under intimation to the Treasurer and the Director Academics.
- 4.5 During the semester freeze, bonafide status of the student shall remain suspended provided that discontinuation shall not be allowed for more than two years in any case.

## 5. Evaluation

The course teacher will be responsible for students' evaluation and grading as per the following weight-age:

- |    |             |     |
|----|-------------|-----|
| a) | Sessional:  | 20% |
| b) | Midterm:    | 30% |
| c) | Final term: | 50% |
- 5.1 Sessional: Test(s) / quiz(s) / assignment(s) / presentation(s) / seminar(s) / class participation / term paper. The course teacher will decide the marks

- distribution according to the nature of the course.
- 5.2 Mid-term Examination from the syllabus prescribed for the midterm will normally be conducted after first eight weeks of teaching during a semester.
  - 5.3 Final Examination covering the full syllabus with at least 25% of the course of mid term as well, shall be held at the end of each semester.  
Note: Courses involving project/practical/field work may deviate from the above given marks distribution to accommodate the marks of the project/ practical/field work. However, prior approval from the Chairperson/ Principal/Director is required.
  - 5.4 The schedule of each examination shall be notified / displayed on the Notice Board well in time.
  - 5.5 The duration of examinations shall be as under:
    - a) Mid Term Examination: One to Two Hours
    - b) Final Term Examination: Two to Three Hours
  - 5.6 Examination should be held on consecutive days excluding holidays which means that no gap shall be allowed in the papers.
  - 5.7 Question paper for midterm and final term examinations shall be set by the respective Teacher. However, Chairperson/Principal/ Director shall ensure the quality and standard of the question paper set by the teacher.
  - 5.8 There shall be one question paper of a course for regular and replica (self-support) program of a batch. However, in special circumstances observed by the Chairperson/Principal/Director, a separate question paper can be set for regular and replica (self-support) classes.
  - 5.9 The pass marks in each course shall be 50%. A student who fails to pass a course shall be awarded grade 'F' (Fail).
  - 5.10 The scripts of each examination shall be shown to the students by the teacher to review their grades awarded. The Department/College/Institute/Center concerned shall keep such record for one semester.
  - 5.11 Sessional marks awarded on the basis of assignment, test, quiz, etc shall be displayed/shown to the students 14 days before the final term examination.
  - 5.12 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 application to the Chairperson/ Principal/Director of the Department/College/Institute/Center for decision by the Departmental Examination Committee.
  - 5.13 After holding the final term examination, each teacher shall prepare three copies of the results of the Sessional, Mid Term and Final Term examinations on the prescribed award list given in Annex-II duly signed by the Chairperson/ Principal/ Director concerned.
  - 5.14 Teacher shall submit a copy of the award list duly approved by the Chairperson/Principal/Director along with the scripts within seven days of the respective examination to the In-charge Examinations of the Department/College/ Institute/ Center concerned.
  - 5.15 The In-charge Examinations shall prepare the final consolidated result and submit it before the Departmental Examination Committee for consideration and approval. After deciding the appeals/written complaints/incomplete results, if any, the Departmental Examination Committee shall approve the result for notification by the Chairperson/ Principal/ Director of the Department/ College/ Institute/ Center concerned within ten days of termination of final term examination. The result should show student's ID, name, father's name, marks obtained, grade points, letter grade and GPA/CGPA. A copy of the approved/notified result shall be submitted to the Dean concerned, the Controller of Examinations and the Director Academics.
  - 5.16 In case a student did not appear in the mid and final examinations due to discontinuation of the semester, his/her GPA/CGPA should not be calculated.
  - 5.17 Semester transcripts shall be issued by the Department/ College/ Institute/Center concerned to the students on request by depositing the prescribed fee for this purpose. The semester transcript shall bear the signatures of Chairperson/ Principal/Director of the Department/ College/Institute/Center and In-charge Examinations. The Final/Official transcript shall be issued by the Controller of Examinations on completion of a degree program.
  - 5.18 Each Department/College/Institute/Center shall forward the final results of the students on completion of a degree program subject to fulfillment of all the requirements for issuance of the degree on prescribed proforma given in Annex-III to the Controller of Examinations for degree notification. Each student shall have to pay the prescribed degree notification fee.
  - 5.19 For the degree programs where research is optional, the students are required to submit the Thesis/Project report within two months from the end of final examination of the last semester. However, this time duration may be extended with the permission of the Chairperson/ Principal/Director of the Department/ College/ Institute/Center. The evaluation of the project shall be made by the panel of three examiners comprising the Chairperson/ Principal/Director, external examiner (to be recommended by the Board of Studies and appointed by the Vice Chancellor) and the supervisor.
  - 5.20 Examination Unfair Means Cases shall be reported to the Chairperson/Principal/ Director who may refer the case to the Departmental Examination Committee or University Discipline Committee, as the case may be, for necessary action under the rules.
  - 5.21 The disciplinary action by the Chairperson/ Principal/ Director of the Department/ College/Institute/Center against the student(s) for unfair means/discipline case(s) may be taken in one or more of the following forms depending upon the severity of the offence:
    - 5.21.1 A written warning may be issued to the student(s) concerned and a copy of the same may be displayed on the Notice Board under intimation to his/her parents/guardians;
    - 5.21.2 A student may be fined. The fine imposed shall have to be deposited under intimation to the Treasurer;
    - 5.21.3 A student may be placed on Probation for a fixed period of a semester. If during the period of Probation he/she fails to improve his/her conduct, the case shall be forwarded to the University Discipline Committee.

## 6 Promotion, Dropout and Re-admission

- 6.1 Promotion to next Semester.
  - 6.1.1 A student with Grade Point Average (GPA) of 2.0 and above in the semester shall be promoted to the next semester.
  - 6.1.2 A student with  $1.70 \leq \text{GPA} < 2.00$  in the semester will be promoted to the next semester on "Probation" provided that he/she has passed at least 50% of the courses in the semester.
  - 6.1.3 A student with  $1.70 \leq \text{GPA} < 2.00$  not interested in



probation status will be allowed to repeat the semester or opting one or two course (s) with lowest grade to obtain required GPA by paying the prescribed fee per course.

- 6.1.4 A student with GPA less than 1.70 in the first semester shall be dropped from the first semester.
- 6.2 Probation status shall not be allowed in more than one semesters for graduate programs and two semesters for undergraduate programs.
- 6.3 A student who has availed one/two probations status, as the case may be, an still unable to maintain 2.0 CGPA shall be dropped from the program as well as from the Department/College/Institute/Center rolls.
- 6.4 There shall be no limit of attempts to pass any course. However, a student will have to complete the degree in due course of time period as provided in Semester Regulations.
- 6.5 A student, who has not been required to repeat any course(s), obtains CGPA of less than 2.00 but not less than 1.9 at the end of the last semester, may be allowed to repeat one or two courses in which he/she has obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.00, failing which he/she shall be dropped from the program as well as from the Department/College/Institute/ Center rolls.
- 6.6 A student who has been declared to be dropped in 1st, 2nd or subsequent semester due to GPA/CGPA may be readmitted to the first or relevant semester with the following conditions:
- 6.6.1 The student has to pay prescribed re-admission fee in addition to regular semester fee under intimation to the Treasurer and the Director Academics.
- 6.6.2 Permission to re-admission shall be obtained from the Chairperson/Principal/ Director.
- 6.7 i) The students who will stand dropped or need to exit the program in the 6th semester or 3rd year of education in BS-4 year program may appear in the 1st or 2nd Annual Examination of BA/BSc (two years pass course) to receive the BA/BSc degree. Provided further that the certificate of practical shall be granted by the concerned Head of the Department in case of science or practical subjects.

ii) The facility of appearing in Annual Examinations shall not be allowed to the students of professional degrees like B.Com (Hons), BBA BSc (Hons) Agriculture, Food Science and LLB (5-year) programs etc.

## 7. Award of Degree

- 7.1 A minimum of 124 credit hours are required for undergraduate 4 or 5-year BS or equivalent degree program.
- 7.2 A minimum of 66 credit hours are required for graduate 2-year MA/MSc or equivalent degree program.
- 7.3 A minimum of 31 credit hours are required for 1-year degree program.
- 7.4 All students obtaining CGPA 3.70 or above shall be declared on the Honours list.
- 7.5 Degree shall be awarded to the students only who have completed all the degree requirements, passing all courses specified in scheme of studies by securing at least 2.00 CGPA.
- 7.6 If any Student is not able to clear any subject even after last semester in prescribed number of chances, he/she may be given the transcript with fail course, declaring him/her pass overall.

## 8 Awards: Scholarship/Position

- 8.1 Scholarship to the students shall be awarded on the basis of academic performance in a semester and shall be determined on the basis of semester GPA. In case of tie between two or more students having equal GPA, their marks obtained in the semester shall be taken into account. If their marks obtained are also equal, the older in age will be awarded the scholarship than the younger one.
- 8.2 Award of position on completion of the degree program shall be determined on the basis of CGPA. In case of tie between two or more students having equal CGPA, their overall percentage of marks obtained in all the semesters shall be considered. A student with higher percentage shall be awarded the first position and so on. However, if their overall percentage of marks is also equal, they shall be considered on the same position.

## 9 Grade Improvement

- 9.1 A student may repeat the course(s) during the course of study to improve the grades, if he/she secures 1.00 = GP <

2.0 in a course(s) or obtains grade 'F' or grade 'W' in a course(s). In both the cases, student shall enroll the course(s) with the permission of the Chairperson/ Principal/Director of the Department/ College/ Institute/ Center in the semester in which the course(s) is being offered, by paying the prescribed enrollment fee. Such course(s) shall be marked under asterisk \* (R) in the semester/official transcript.

- 9.2 A Student who has obtained the final transcript issued by the Controller of Examinations shall not be allowed to improve his/her grades
- 9.3 In case of improvement, the better grades shall be reflected on the semester/official transcript. However, such students shall not be considered eligible for a position/scholarship in the relevant examination.

## 10 Grading System

10.1 The grading shall be done on a scale of 4.

10.2 Equivalence between Letter grading and Numerical grading shall be as follows:

### GRADING TABLE

Marks Range	Grade Point	Letter Grade
85-100	4.00	A+
80-84	3.70	A
75-79	3.30	B+
70-74	3.00	B
65-69	2.70	B-
61-64	2.30	C+
58-60	2.00	C
53-57	1.70	C-
50-52	1.00	D
Below 50	0.00	F
Incomplete	0.00	I
Withdrawal	—	W
Repeated	0.00	R

**Note:** The degree requirements for graduate (BS/M.A./M.SC) programs however will remain the same i.e; 2.00 CGPA.

10.3 The Grade/Grade Point shall be assigned for each course according to Grading Table above, whereas, no letter grades shall be calculated up to two decimal places.

10.4 Fraction of marks obtained in a course shall be counted as one mark, e.g. 60.1 and 60.9 shall be considered as 61.

**Example:**

Examination	Weight	Marks Obtained
Mid Term	30	19.0
Sessional	20	10.3
Final Term	50	40.1
<b>Total</b>	<b>100</b>	<b>69.4</b>

The score shall be rounded to 70

10.5 In order to calculate the GPA, multiply GP with the Credit Hours of 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 I**

Course	Marks Obtained	Grade Point	Grade	Credit Hours	Total Gps
C1	87	4.00	A+	3	4.00 x 3 = 12.00
C2	68	2.70	B-	3	2.70 x 3 = 8.10
C3	57	1.70	C-	3	1.70 x 3 = 5.10
C4	78	3.30	B+	3	3.30 x 3 = 9.90
C5	73	3.00	B	3	3.00 x 3 = 9.00
<b>Total</b>				<b>15</b>	<b>44.10</b>

$$\text{GPA} = 44.10 \div 15 = 2.94 \text{ (Promoted)}$$

**Example II**

Course	Marks Obtained	Grade Point	Grade	Credit Hours	Total Gps
C1	87	4.00	A+	3	4.00 x 3 = 12.00
C2	68	2.70	B-	3	2.70 x 3 = 8.10
C3	57	1.70	C-	3	1.70 x 3 = 5.10
C4	-	0.00	W	0	0.00 x 3 = 0.00
C5	73	3.00	B	3	3.00 x 3 = 9.00
<b>Total</b>				<b>12</b>	<b>34.20</b>

$$\text{GPA} = 34.20 \div 12 = 2.85 \text{ (Promoted)}$$

**Example III**

Course	Marks Obtained	Grade Point	Grade	Credit Hours	Total Gps
C1	87	4.00	A+	3	4.00 x 3 = 12.00
C2	68	2.70	B-	3	2.70 x 3 = 8.10
C3	57	1.70	C-	3	1.70 x 3 = 5.10
C4	38	0.00	F	3	0.00 x 3 = 0.00
C5	73	3.00	B	3	3.00 x 3 = 9.00
<b>Total</b>				<b>15</b>	<b>34.20</b>

$$\text{GPA} = 34.20 \div 15 = 2.28 \text{ (Promoted)}$$

**Example IV**

Course	Marks Obtained	Grade Point	Grade	Credit Hours	Total Gps
C1	55	1.70	C-	3	1.70 x 3 = 5.10
C2	52	1.00	D	3	1.00 x 3 = 3.00
C3	64	2.30	C+	3	2.30 x 3 = 6.90
C4	60	2.00	C	3	2.00 x 3 = 6.00
C5	53	1.30	D+	3	1.30 x 3 = 3.90
<b>Total</b>				<b>15</b>	<b>24.90</b>

$$\text{GPA} = 24.90 \div 15 = 1.66 \text{ (Drop)}$$

**Example V**

Course	Marks Obtained	Grade Point	Grade	Credit Hours	Total Gps
C1	55	1.70	C-	3	1.70 x 3 = 5.10
C2	52	1.00	D	3	1.00 x 3 = 3.00
C3	54	1.00	D	3	1.00 x 3 = 3.00
C4	52	1.00	C	3	1.00 x 3 = 3.00
C5	53	1.00	D	3	1.00 x 3 = 3.00
<b>Total</b>				<b>15</b>	<b>17.10</b>

$$\text{GPA} = 17.10 \div 15 = 1.14 \text{ (Drop)}$$

10.6 For calculating CGPA, sum total of GPs in a semester earned in different courses multiplied by respective credit hours of a course and divided by total numbers of credit hours.

Total (GP x Credit Hours) of all courses

$$\text{CGPA} = \frac{\text{Total (GP x Credit Hours) of all courses}}{\text{Total Credit Hours of all courses}}$$

**11 Time Frame for Completion of Degree Programs**

Maximum duration for the completion of various programs shall be as under:

Program	Maximum Duration
1-Year	Two Years
2-Year	Four Years
3-Year	Five Years
4-Year	Six Years
5-Year	Seven Years

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



# Semester Regulations (Postgraduate)

## 1. Eligibility Criteria

1.1 MS/MPhil, MS / MPhil leading to PhD: The candidates having second division or CGPA = 2.00 out of 4.00 in MA / MSc / LLB / 4Year BS program / B-Pharmacy / Pharm-D / MBBS / BDS / BSc Engineering (16-year education; minimum 124 credit hours) degree in the relevant subject or equivalent from HEC recognized Institutions shall be eligible for admission.

1.1.1 Provided further that those candidates who have secured 2.5 = CGPA < 3.00 in MS/MPhil course work of 24 credit hours may also apply for admission to PhD program, subject to attainment of CGPA = 3.00 in one-two courses of MS/MPhil level to be offered by this University to improve their grades. The candidate has to study said courses along with PhD level course work. Failing to attain the CGPA = 3.00 will render the admission cancelled automatically, irrespective of any achievement in PhD course work.

1.1.2 University of Sargodha will not hire any testing body for admission tests. The Postgraduate Program Committee of each department will conduct the tests for MS/MPhil and PhD programs to replace the GAT-General and GAT-Subject Tests respectively. These tests will be qualifying and qualifying scores for both tests will be as follows:  
For PhD Programs 70%Marks (GAT-Subject)  
For MPhil Programs 50%Marks (GAT-General)

1.2 PhD Program: The candidates having first division or CGPA = 3.00 out of 4.00 in MS/MPhil/LLM/MSc (Engineering)/ MD/ MDS (18-year education) degree in the relevant subject or equivalent from HEC recognized Institutions shall be eligible for admission.

1.3 Only those candidates shall be granted admission who fulfills the criteria laid down by the HEC and specified by the concerned Teaching Department.

1.4 The candidates who intend to get admission in PhD but have 2nd Division or CGPA less than 3.00 out of 4.00 in MS/M.Phil or equivalent level examination may have an opportunity to improve the grades by taking additional / or already studied courses (2-3) at MS/M.Phil level to

meet up the required standard i.e; 3 CGPA. Better grades will be reflected on the transcript. Student passing these courses may be considered for enrollment in PhD Program.

## 2. Procedure for Application, Admission and Registration

2.1 An applicant seeking admission to MS/MPhil, MS/MPhil leading to PhD or PhD program shall apply on a prescribed form within due date given in the advertisement for admission.

2.2 The application shall be submitted to the respective Department/College/ Institute/Center in which the candidate wishes to pursue his/her studies.

2.3 The candidate shall be enrolled as per University rules and regulations to establish his/her bonafide status. In order to remain enrolled in the University, every candidate shall pay the prescribed fee and other charges on semester basis to the University, failing which their admission shall be liable to be cancelled.

2.4 PhD program emphasizes full time course work/research. Part-time course work/research is not permissible.

2.5 List of admitted students shall be sent to the offices of the Registrar and Controller of Examinations for maintaining their personal files.

2.6 The merit of a candidate shall be determined as follows:

- (i) MS/MPhil, MS/MPhil leading to PhD and PhD Program
  - a) Academic Qualifications 70% marks (Terminal Degree)
  - b) Subject Based Entry Test 30% marks
  - c) Candidates shall have to qualify the interview conducted by the Department/College/ Institute/ Center as well

2.7 Qualification from Institutions other than the University of Sargodha shall be equalized by the Equivalence Committee of the University/HEC.

## 3. Specific Conditions for MS/MPhil, MS / MPhil leading to PhD Programs

3.1 MS / MPhil course shall comprise on minimum of two years duration (04 semesters, 30 credit hours). Generally first two semesters shall be reserved for 24 credit hours coursework followed by 6 credit hours research work or a project of 6 credit hours.

3.2 The maximum time duration for completion of MS/MPhil degree shall be three years (six semesters). The period shall be counted from the date of admission to MS/M.Phil. The maximum duration requirement can be extended for one year by the Advance Studies & Research Board on the recommendations based on the written reports of supervisor and Chairperson/Principal/ Director.

Short Project Description for MS/M.Phil Research Topics:

The candidates of MS/M.Phil degree must submit a short project Description comprising 100-150 words along with title of the research for approval of the Advanced Studies and Research Board.

\*\*\*the explanation regarding extension is annexed as Annex-A

3.3 The MS/MPhil thesis shall be evaluated by an external examiner. The Controller of Examinations will send the thesis to external examiner. The Chairperson/Principal/ Director of the

3.4 For MS/MPhil leading to PhD, the candidate shall be required to acquire CGPA = 3.0 after completing course work of 24 credit hours. Provided further that if the candidate has not passed the subject GRE, his/her admission shall be made on provisional basis requiring him/her to qualify the subject GRE (international) in accordance with HEC guidelines.

3.5 The maximum time duration for completion of PhD degree will be five years. The period shall be counted from the date of admission. After five years, the research scholar shall cease to be the candidate of the PhD Degree and shall not generally be eligible for readmission. However, extension may be granted for further one year by the Advanced Studies and Research Board on the recommendations based on the written reports of supervisor/co supervisor and Principal/ Chairperson/Director. \*\*\*the explanation regarding extension is annexed as Annex-A

3.6 Tentative Title of thesis and appointment of supervisor shall be proposed by the Chairperson/ Principal/ Director in consultation with the supervisor/supervisory committee. However, research synopsis shall be defended before the Postgraduate Committee in the presence of the Dean of the Faculty on the recommendations of Board of

Studies concerned. The research proposal shall be presented to the Advance Studies and Research Board for approval. Approved copies of the synopsis shall be sent to Offices of the Registrar, Controller of Examinations and Director Academics for record purpose.

3.7 The supervisor shall submit a report for each research scholar showing a general progress particularly in research on a prescribed proforma to the Registrar for Advance Studies and Research Board after every six months.

3.8 The maximum number of PhD students working under a full time faculty member can be 5-8 under prescribed HEC conditions.

#### 4. Cancellation of PhD Registration

PhD registration shall be cancelled by the Registrar on the recommendation of the supervisor/co-supervisor and Chairperson/ Principal/Director of the Department/ College/Institute/ Center followed by the approval of the Vice Chancellor, if the scholar:

4.1 Earns two consecutive adverse progress reports from his/her supervisor.

4.2 Fails to contact his/her supervisor or leaves the program without prior permission.

4.3 Does not complete the course work.

4.4 Does not qualify the comprehensive examination even in the second attempt.

4.5 Is found guilty of misconduct.

4.6 The aggrieved scholar may file an appeal against cancellation of PhD registration to the Advanced Studies and Research Board within a period of 30 days. The Advanced Studies and Research Board will give him/her opportunity to be heard in person. However, the decision of the Advanced Studies and Research Board shall be final.

#### 5. Examination

5.1 MS/MPhil Program

5.1.1 A regular student will normally be required to take a workload (for course work) of six to twelve credit hours in each semester.

5.1.2 At the end of the first semester a student must obtain a minimum Grade Point Average (GPA) of 2.50 to be promoted to the second semester.

5.1.3 In case a student is able to obtain 2.00 = GPA < 2.50 in first semester, he/she will be promoted to the second semester on Probation. The

student, who fails to secure GPA = 2.00 in the first semester, shall stand automatically dropped from the rolls of Department/College/Institute.

5.1.4 In case a student is able to obtain 2.00 = CGPA < 2.50 in second semester, he/she will be promoted to the third semester on Probation. The student, who fails to secure CGPA = 2.00 in the second semester, shall stand automatically dropped from the rolls of Department/ College/Institute.

5.1.5 In the 3rd and 4th semesters a student will carry out research work/project under the supervision of his/her supervisor/co-supervisor and submit research thesis/project by the end of 4th semester (2nd year of the program).

5.1.6 A student securing GP of less than 2.00 in any subject/course will be allowed to repeat those courses if he/she intends to do so subject to the approval of Principal/ Chairperson/Director.

5.1.7 A student, who completes all the courses and has not been required to repeat any course(s), obtains 2.30 = CGPA < 2.50 at the end of the 4th semester, may be allowed to repeat up to two courses in which he/she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.50 failing which he/she shall not be awarded the degree.

5.1.8 A student must secure CPGA = 2.50 after including 6 credit hours of research work in order to qualify for the award of MS/MPhil degree.

5.2 MS/MPhil leading to PhD Program

Only those students who score CGPA = 3.00 in MS/MPhil course work can opt for PhD program.

5.3 PhD Program

5.3.1 A candidate has to complete 18 credit hours course work, qualify comprehensive examination and carry out research.

5.3.2 A regular student will normally be required to take a workload of six to nine credit hours in each semester. Every student is required to submit plan of study and course work duly approved by the supervisor/co-supervisor and the Chairperson/Principal/Director of the Department/ College/Institute/Center.

5.3.3 The Student must obtain a minimum cumulative Grade Point Average (CGPA) of 2.50 at the end of course work.

5.3.4 The teacher shall send the final award list to the In-charge Examinations of the Department/College/ Institute/Center who will forward it through the Chairperson/Principal/Director concerned to the Controller of Examinations and copy to the respective Dean.

#### 6. Grading System

6.1 The grading shall be done on a scale of 1 to 4.

6.2 Equivalence between Letter Grading and Numerical Grading shall be as follows:

##### GRADING TABLE

Marks Range	Grade Point	Letter Grade
85-100	4.00	A+
80-84	3.70	A
75-79	3.30	B+
70-74	3.00	B
65-69	2.70	B-
61-64	2.30	C+
58-60	2.00	C
55-57	1.70	C-
53-54	1.30	D+
50-52	1.00	D
Below 50	0.00	F
Incomplete	0.00	I
Withdrawal	—	W
Repeated	0.00	R

6.3 The Letter Grade/Grade Point shall be assigned for each course according to Grading Table above, whereas, no Letter Grade shall be assigned to GPA/CGPA.

6.4 Fraction of marks obtained in a course shall be counted as one mark, e.g., 60.1 and 60.9 shall be considered as 61.

6.5 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 for the semester.

Total (GP x Credit Hours) courses of a semester

GPA = \_\_\_\_\_

Total Credit Hours of a semester

6.6 For calculating CGPA, sum total of grade points in a semester earned in different courses multiply by respective credit hours of a course and divide by the total number of credit hours.

Total (GP x Credit Hours) of all courses of semesters

CGPA = \_\_\_\_\_

Total Credit Hours of semesters



## 7 Submission of Results

The teacher is required to submit result within one week after the final examination. The Head of the Department shall notify the result within ten days after the final examination. A copy of the same will be sent to Controller of Examinations and the respective Dean.

## 8 Supervisory Committee

8.1 There shall be a supervisory committee comprising of supervisor/co-supervisor(s) (two-three members) chaired by supervisor provisionally approved by the Dean of the Faculty on the recommendation of the Board of Studies concerned. The committee shall be confirmed by the Advanced Studies and Research Board. The student is free to choose his/her supervisor from the Department/College/Institute/Center concerned.

8.2 A member of the committee can be taken from other Universities or Organizations. The student may be allowed to change his/her supervisor under special circumstances in consultation with Chairperson/Principal/Director of the Department/ College/ Institute/Center and Dean of the Faculty subject to confirmation by the Advanced Studies and Research Board.

## 9 Comprehensive Examination

9.1 Students enrolled for PhD shall take the written comprehensive examination after completion of prescribed 18 credit hours course work. The concerned Department/ College/Institute/ Center shall hold the said examination after completion of the course work. Note: Comprehensive Examination for MS / MPhil Program under clause 14.1 has been disbanded. Hence stand deleted with immediate effect.

9.2 The Postgraduate Program Committee\* shall conduct the comprehensive examination through the examination coordinator out of the relevant area of study.

\*Each department will constitute a Postgraduate Program Committee comprising senior most (3-5) faculty members with Chairperson as its head. The Committee, approved by Vice Chancellor through the Dean concerned, will look after the M.Phil and PhD program and take all necessary actions/steps to run the program smoothly.

9.3 If a student fails in the comprehensive examination (written), he/she will be allowed a second chance, failing which he/she will be dropped from the program. Similarly, a student who remains absent during the

comprehensive examination will be given a second chance to sit in the examination subject to a condition that his/her circumstances of not being able to attend the examination are well justified and accepted by the Departmental Examination Committee. On the recommendation of the Departmental Examination Committee and the Chairperson/Principal/ Director of the Department/ College/Institute/Center, the respective Dean may allow such a student to appear.

9.4 To qualify comprehensive examination, a student shall have to secure a minimum of 50% marks.

## 10 Thesis/Thesis Defense

10.1 The candidate shall embody the results of his/her research in a thesis, written in English or in a language approved by the Advanced Studies and Research Board. The thesis shall make a distinct contribution to knowledge and afford an evidence of original research.

10.2 On completion of research work to the satisfaction of the supervisor/co-supervisor, the research scholar has to defend his/her thesis in a public seminar duly notified by the Department/College/Institute/Center in the presence of supervisor/co-supervisor. Videoconferencing or any other technology may be used for the defense.

## 11 Specification of Thesis

The research scholar, after successful defense, shall submit through his/her supervisor/co-supervisor four copies of thesis typed or printed along with four copies of short abstracts in English and an electronic copy on CD to the Controller of Examinations. The Controller of Examinations shall send hard and soft copies of the thesis to the examiners. Provided further that the research scholar shall also submit the following documents:

11.1 Each research scholar for the Degree of Doctor of Philosophy of this University shall submit a declaration that the work he/she has submitted had never been submitted before and shall not be submitted in future for obtaining similar degree of any other University. Further the research work is not plagiarized in any form.

11.2 A certificate, from the supervisor/co-supervisor for the originality of work carried out by the research scholar must be submitted.

11.3 Guidelines for specifications of a thesis, size of paper, layout script, font size, type style, margins, etc., are attached.

## 12 Migration/Transfer of Credits

Under extra-ordinary circumstances, the Advanced Studies and Research Board, on the recommendation of the Board of Studies concerned, may allow migration/transfer of credits of a student

from another University/Degree awarding institutions recognized by the University of Sargodha to a teaching Department of the University and vice versa, provided that:

12.1 If a research scholar joins University of Sargodha as a faculty member, the period of study spent at the previous University/Degree awarding institutions shall, on the recommendation of the respective supervisor/co-supervisor, may be counted towards the total period of study required for PhD degree by this University.

12.2 If a research scholar during the course of his/her studies desires to migrate to this University, he/she will be required to provide a no objection certificate from the University where he/she had been registered before and the consent of the Chairman of the Department of this University. The equivalence of credits to be transferred shall be determined by the Department concerned through its Board of Studies.

12.3 The research scholar shall pay the registration, tuition and examination fees on semester basis, and fulfill all other requirements as per rules and regulations of the University.

12.4 If the research scholar desires to convert his/her registration in PhD to a lower degree such as MS/MPhil, he/she may be allowed subject to approval of the Advanced Studies and Research Board on the recommendation of supervisor/ co-supervisor and ratification by the Chairman of the Department.

12.5 No migration case shall be accepted which contravene the rules and regulations of the University.

### \*\*\* Explanation of Rules 8.2 and 8.5

- (i) The candidates of M.Phil/PhD Programs cannot claim extension in maximum time duration for completion of degree as a matter of right. The Advanced Studies & Research Board has taken a serious view of situation and directed to departments to discourage this trend.
- (ii) The department offering M.Phil/PhD programs should not generously recommend applications for extension. Further, the supervisor and Head of the department should forward application with cogent reasons and justification for delay in research work.
- (iii) The candidates should submit applications on prescribed proforma only for extension under his/her own hand writing and should record the proper reasons.
- (iv) The cases should be routed through proper channel to the Registrar for processing in accordance with law.
- (v) In further, no extension shall be granted beyond the prescribed time under the rules without any solid reasons.

# Admission Regulations - Annual System (Undergraduate & Graduate)

## (Applicable to Faculty of Medical & Health Sciences)

These Admission Regulations were formulated upon the directions of the Hon'ble Vice-Chancellor UOS, and were approved by the Syndicate of University of Sargodha. These are based upon Admission criteria as determined for MBBS class, by the Govt. of the Punjab for all Public Sector Medical Colleges of Punjab and for all other classes as per UOS admission rules amendable from time to time, for Sargodha Medical College and other departments being run under this faculty.

### 1. Regulations:

#### 1.1 Recognition & Affiliation

Sargodha Medical College is recognized by PM & DC Islamabad. It is affiliated with University of Health Sciences, Lahore for the purpose of examination & award of MBBS degree. It is also accredited by College of Physicians & Surgeons of Pakistan, Karachi for FCPS (Part-II) & MCPS training in various disciplines of Medical Education. All other degree and postgraduate programs are approved by the University of Sargodha and accredited by the HEC, Government of Pakistan.

1.2 Seats Allocation (Applicable to Main Campus only in case of MBBS)

#### All Classes

I. Regular	40%
II. Self Support	
a. Local	40%
b. Foreign/Overseas Pakistanis	20%
Total	100%

One (01) seat in MBBS (Regular) is reserved for disabled persons possessing disability certificate issued by the competent authority after vetting by Punjab Admission Board / Disability Committee of University of Sargodha. The eighty (80) regular seats of MBBS will be filled by the Punjab Admission Board on open merit basis. Remaining seats in MBBS and all seats in other programs will be filled by the concerned Admission Committee on merit basis.

#### 1.3 Eligibility Criteria:

The admissions shall be open on Regular seats in MBBS

Program, to the individuals domiciled in the province of Punjab. Only those candidates having appeared in MCAT of current year (Government of the Punjab Admission Board Test). In all other disciplines, irrespective of the gender, admissions shall be granted purely on merit as per the criteria laid down in the prospectus.

#### 1.4. Regular Seats:

1.4.1 Applicants having domicile of Punjab Province shall be eligible to apply for admission to Govt. of Punjab Admission Board in case of Regular seats of MBBS and directly to HEC Islamabad for admission on Foreign/Overseas Seats in MBBS and for all seats in case of other programs to the department concerned.

1.4.2 Applicants must have secured 60% unadjusted marks in F.Sc.(Pre-medical) or equivalent examination (excluding the marks of Hafiz-e-Quran) for MBBS and 55% for all other programs respectively.

1.4.3 Candidates who possess qualification equivalent to intermediate (Pre-Medical) in the subjects of Physics, Chemistry, Biology and English can apply for admission. The equivalence of qualification and calculation of marks of the candidates holding qualification other than F.Sc (Pre-Medical) shall be determined by the Inter-Board Committee of Chairmen (IBCC), Islamabad and the candidates will be required to produce the equivalence certificate alongwith the admission form.

1.4.4 For MBBS The Entry Test shall be valid for current year only. In all other programs no entry test is required.

#### 1.5. Self Support Seats

##### 1.5.1 Local Seats:

1.5.1.2 The self support local seats are available in all programs except MBBS and such candidates will apply directly to the department concerned.

1.5.1.2 Dues for Self Support Local Seats will be with special additional charges alongwith usual fee applicable to all other regular students.

#### 1.5.2 Foreign / Overseas Seats

The interested candidates will apply directly to the College/Sub-campus/Department on UOS Admission Form. Dues for Foreign / Overseas seats will be as under:

MBBS (US\$ 7000 Per Annum additional along with normal College dues.)

All other programs (US\$ 1000 Per Annum along with normal College dues.)

#### 1.6 Procedure for submission of application:

1.6.1 The applicants are required to apply to the Chairman Punjab Admission Board for Regular Seats in MBBS and the Principal/Director/Chairman concerned, directly in case of all other seats in all other programs. In case of Foreigner/Ex-Patriate Pakistani Seats, the candidate will apply indirectly through Higher Education Commission, Islamabad/ Ministry of Economic Affairs, Govt. of Pakistan, Islamabad.

1.6.2 The applicants desirous to avail the opportunity in different Categories at a time are required to submit Separate admission forms/applications for each category.

1.6.3 The merit list shall be prepared by the quarter concerned, based on the availability of seats, according to the choice given by the applicants. The preference once given shall be treated as final.

#### 1.7 Documents required with Admission Form:

1.7.1 One attested photocopy of each of the following documents.

1.7.1.1 Matric or equivalent (Marks sheet + Certificate)

1.7.1.2 FSc or equivalent certificate (Marks sheet + Certificate) both parts

1.7.1.3 Hafiz-e-Quran certificate (where applicable)

1.7.1.4 Character Certificate of the college/institute last attended.

1.7.1.5 Entry Test result of current year in case of MBBS.

1.7.1.6 Domicile Certificate: Domicile certificate once submitted with the application cannot be changed and shall be considered as final. Any candidate found to have domicile of more than one place will be disqualified for admission in the college, even if caught at later stages.

- 1.7.1.7 CNIC / Form "B" issued by NADRA
- 1.7.1.8 Medical Fitness Certificate in original by a Registered Medical Practitioner / Government Medical Officer, with PM&DC Registration number certifying that the candidate have been fully vaccinated against Hepatitis, Tetanus and Enteric fever.
- 1.7.2 An affidavit on stamp paper of Rs. 20/- duly attested by the Judicial Magistrate/Oath Commissioner) should be enclosed with the application form:-
- 1.7.3 Four recent photographs (passport size) of candidate, 03 attested on the back and one pasted on the application form attested from front side.
- 1.7.4 The list of selected candidates shall be notified and displayed on the College/Sub-campus/ Department Notice Boards & Website.
- 1.7.5 Revision of result or improvement of marks by the Boards shall not affect the merit list in the current year in any way.
- 1.7.6 All Original Certificates shall be produced by the candidate at the time of admission and/or interview.
- 1.8. Admission Committee
- 1.8.1 The admissions shall be made by the Admission Committee notified by the Principal/Director/ Chairman concerned comprising the following:
- 1.8.1.1 Chairman, Admission Committee.
- 1.8.1.2 Heads/Representative of any 03 basic departments.
- 1.8.1.3 One or more co-opted members from the staff.
- 1.8.1.4 Incharge, Admin Office / Office Assistant of College /Sub-campus/Department concerned as Secretary Admission Committee.
- 1.8.2 The Admission Committee will be facilitated by other Boards/Committees etc as and when desired.
- 1.8.3 Decision of the Admission Committee in respect of admission/selection of the candidates will be final.
- 1.9. Admission Process
- All Degree / Diploma Programs
- 1.9.1 Merit Calculation
- The final merit of will be determined as per the following criteria:
- Fsc. / Equivalent Examination (Adjusted marks).....100%
- 1.9.1.1 Being a Hafiz-e Qurran, Twenty (20) marks will be added to F.Sc. Marks in case of admission in any graduate program, subject to verification of the Certificate issued by the competent boards etc.
- 1.9.1.2 According to the aggregate marks, whenever two or more than two candidates are bracketed, the one senior in age will be given preference to the other for the purpose of admission.
- 1.9.1.3 Any appeal with reference to merit list should reach the Principal/Chairman concerned within 03 days of display of the merit list.
- 1.9.2 Merit List Preparation:
- 1.9.2.1 The final merit list of candidates will be prepared by the Admission Committee, verified by the Principal/Chairman concerned. The Dean, Faculty of Medical & Health Sciences shall be competent to rectify the errors or omissions found in the merit list /selection list at the time of selection of candidates.
- 1.9.2.2 The Admission Committee shall determine the admissions as per the merit exhibited by the applicant.
- 1.9.2.3 Candidates applying for admission, shall be considered for selection according to the Priority opted by them in Admission Form and merit.
- 1.9.2.4 Foreign/Overseas seats will be filled as per recommendations/ selections by the Higher Education Commission Islamabad, Pakistan.
- 1.9.2.5 Postal application should be addressed to the "Principal/Chairman concerned", University of Sargodha, Sargodha. These applications should reach the college office well before the closing date. Any deficiency will not be reported to the candidate and the responsibility of completeness of the form, as per prospectus lies with the candidate. No correspondence will be done in this regard further.
- 1.9.2.6 If considered necessary, the Admission Committee may call any candidate for interview at his/her own expenses.
- 1.9.2.7 The Admission Committee may refuse admission to any candidate but seems to be unsuitable or unlikely to become a good doctor,
- with reasons to be recorded in each case at the time of interview. In case such a candidate is admitted, he can be struck off the rolls of the college, after issuing a notice to him/her to that effect. Such candidates whose particulars e.g. Marks certificates or any other document submitted with the application form are found to be incorrect or wrong or whose authentication is doubtful will be struck off from the College roll, even if they have been admitted. A student can be removed during the course of his/her study at any stage if incorrect or wrong information has been submitted by such a student, which formed the basis of his/her admission. The Principal can forfeit fee and other dues paid by such a candidate. In addition a candidate making any false statement is liable to have legal actions, which the College may deem fit to take. Similarly father/guardian making any false statement is also liable to legal action.
- 1.9.2.8 Any candidate detected to have submitted forged certificates or fake documents with the application form shall be permanently debarred from admission.
- 1.10 Medical Fitness Evaluations
- The candidates shall be examined at the time of admission by the University Medical Officer. The candidate must be physically and mentally fit and should bring original medical certificate issued by any registered Govt. Medical Practitioner (BS-17 or above) stating fit in all aspects at the time of admission. During the study in medical college/hospital, the students are exposed to various germs, therefore, the candidates are required to have the following vaccinations prior to admission:
- 1.10.1 Vaccinated against the enteric fevers within preceding 12 months.
- 1.10.2 Fully vaccinated against Tetanus.
- 1.10.3 Fully vaccinated against Hepatitis "B" virus. X-Ray of any part of the body, or any other investigation if required shall be at the candidate's expense.
- 1.11 Enrollment Regulations
- 1.11.1 No student will be considered to have been



admitted unless he/she has paid the fee & other dues.

1.11.2 A student, who is admitted to the first year class because of his/her having paid the fee etc., but continuously absents himself/herself for a period of two weeks without any genuine reason, his/her admission will be cancelled and the seat may be filled by the next candidate merit list as per rules.

1.11.3 Admission will be closed as per the advertisement of the University. However, if any vacancy occurs as a result of a candidate having been struck off the attendance rolls due to any reason, it will be filled in to safeguard the right of the next person on merit up to the end of the first year class. However he/she shall not be permitted to appear in the Annual Examination till he/she has attended at least 75 percent lectures/practical classes / tutorials and has shown over all good performance in class tests during the year.

1.11.4 The Admission Committee shall verify all certificates submitted by the candidates as early as possible from the concerned Board/University/Authority. The students whose certificates/documents are found incorrect or wrong in any way shall not be considered for admission and if admitted provisionally their admission will be cancelled without any notice. The candidates will have to pay the actual amount as documents verification fee.

1.11.5 There will be no refund of fee in any case whether on Regular, Self Support Local or Foreign (Ex-Patriate & Overseas) Seats.

1.11.6 If a candidate admitted already, intends to Cancel his/her admission on his/her own request, the dues deposited by him/her will not be refunded at any stage and no claim in this regard will be entertained.

## 1.12 Admission Closure and Age Limits

1.12.1 Admission of any kind shall close with effect

from date of 1st Admission List display to 03 months afterwards.

1.12.2 The maximum age limit of the candidate for the regular admission in all undergraduate & postgraduate programs shall be 24 & 30 years respectively which shall be relax able by the Dean concerned in Special cases.

1.12.3 There shall be no age limit for the candidate getting admission on Self Support Basis in any discipline if there are nominated and supported by any department/organization.

## 1.13 Dispute Regarding Admission

All disputes related to admission process shall be resolved by the Admission Committee after reception of complaints from the actual affectees only. The matter if not resolved by the Admission Committee, be referred to the Principal/Chairman concerned for decision who will forward the case to the Dean, Faculty of Medical & Health Sciences whose decision will be the final. Legal suit if any will only be applicable in local court of Sargodha and not at any other place.

## 1.14 Fee and Subscriptions

1.14.1 Newly admitted students must pay their fee & other dues. Students name shall not be entered in the attendance registers unless he/she has paid the dues.

1.14.2 All students must pay their dues by the date fixed by the authorities.

1.14.3 If the dues are not paid within due dates, defaulting students' names will be struck off the college/department rolls. Re-admission will be allowed on payment of Readmission fee @ Rs. 5000/- in addition to the college fee and other dues.

1.14.4 Fee and other charges subscriptions shall be determined by the University from time to time. However, for the present session rates shall be applicable as given in the table separately in the prospectus.

1.14.5 Fee once paid shall not be refunded in any case, even in the case of students, who are prevented to attend the classes, by illness or other reasons beyond their control during the year for which they have paid the fee.

1.14.6 The detained students of any class including final

year will have to pay full dues for the particular year.

## 2. Disciplinary Regulations

### 2.1 Discipline:

2.1.1 Anybody who gets admission, will have to abide by the discipline, rules, and regulations of the University enforced at present and amendable from time to time by the University Authorities in future. All students will remain attached only with academic and other extracurricular activities, which are allowed by the University for the Healthy Growth of body and mind. No student will be permitted to take part in any type of political activity or agitation and will not involve in matters of ill-discipline in any case or at any stage. All such matters will be handed over to the College/Departmental or the central Discipline Committee, UOS. The decision of the competent authority will be final and applicable on all students admitted and will not be challenge-able in any court of law in the country or abroad. The students are bound to pay all dues and will remain punctual in attending the classes.

2.1.2 The students remain absent from teaching programs without prior permission of the Authorities will be dealt as per University rules/regulations.

### 2.2. Uniform

College uniform for all the students will be as follows:-

Boys: Gray Trousers, White Shirt with closed collar. Maroon Blazer / Sweater alongwith maroon neck scarf in winter. Black shoes with black socks.

Girls: White Shalwar, White Shirt and Duppatta, alongwith triangular maroon head scarf. Maroon Blazer/Sweater in winter. Black shoes with black socks.

### 2.3. Attendance

Every student is required to be punctual at the hours notified for lecture, practical and tutorial classes. A 75% attendance is necessary to appear in the final examination to be held each year. A student if remains absent from a class without a prior application shall be charged with a fine @ Rs. 10/- per lecture/tutorial/practical etc. Such absentee shall be recorded by each department and sent at the end of each month to the Principal/Chairman concerned, by all the heads concerned for implementation.

### 2.4. Conduct of Classes

Every student is required to be punctual at the hours notified for lecture/tutorial and practical classes from time to time.

- 2.4.1 No student is allowed to leave the lecture room without the permission of his teacher or until the class is dismissed.
- 2.4.2 Immediately after assembly of the class, the roll call will be taken. A student coming late into the class room will be marked absent unless his excuse is accepted by the teacher. Any student misbehaving in the class room shall at once be reported by the teacher to the Principal/Chairman concerned, who will take such action as he may deem fit.
- 2.4.3 Students are not permitted to remain in the lecture/tutorials or practical room except during the prescribed hours of lectures.
- 2.5. Class Examination
- 2.5.1 Students are not allowed to take textbooks, notes or manuscript of any kind into the examination hall.
- 2.5.2 Any student found infringing the examination rules or having recourse to unfair means may be expelled from the examination and the matter shall be reported to the Principal/Chairman concerned who may refer his/her case for action to the disciplinary committee.
- 2.5.3 Late comers for more than 15 minutes after the start of paper will not be allowed to enter the examination hall.
- 2.6. Leave Rules
- 2.6.1 All leaves of absence from the college/department with the exception of sick leave will be without scholarship.
- 2.6.2 Sick leave will only be granted by the competent authority, on the production of an application duly signed by the father/guardian showing a valid acceptable reason and clearly mentioning the duration of the leave alongwith a medical certificate from university medical officer or any other medical practitioner of the College except when the student is already on leave out of station.
- 2.6.3 In all cases leave taken will be at the student's own risk so far as the percentage of attendance is concerned and even medical certificate will not condone a deficiency in attendance.
- 2.6.4 Students must not leave the station without permission of the Principal/Chairman concerned.
- In case of hostel resident a permission from the Warden is also necessary.
- 2.6.5 A student, who is absent without leave continuously for a period of two weeks, will be struck off the college/department roll.
- 2.7. Students Medical Certificate & Treatment
- 2.7.1 For medical leave upto 07 days, all Boarders/Non boarders must obtain a medical certificate from a Govt./UOS Medical Practitioner/Consultants duly verified by the MS DHQ Hospital concerned and University Medical Officer (UMO) designated.
- 2.7.2 Medical Certificates recommending rest for more than 7 days, must be signed by a Professor/ Associate/ Assistant Professor of any medical college or Director UMC & RC or MS/Chief Consultant of any DHQ Hospital in all cases.
- 2.7.3 Medical certificate in support of absence must be produced at the earliest possible date or within a week of the absence time.
- 2.7.4 A medical certificate must specify the nature of the illness and the period with dates of leave recommended.
- 2.7.5 For implementation, all medical certificates issued from anywhere must be verified/countersigned by the University Medical Officer designated.
- 2.7.6 Students who fall ill will be provided treatment on outdoor basis by the University Medical Complex/DHQ Hospital. Medicines available in UMC/DHQ hospital will be provided on doctor's prescription. Students requiring hospitalization will be entitled to have the facilities of general ward patients.
- 2.8. Books and other Teaching Materials  
Every student shall present himself with all the prescribed text books and other necessary appliances. The student can be issued books from College / Departmental Library or from UOS Central Library on Library Cards.
- 2.9. Correspondence
- 2.9.1 Students desirous of addressing the Principal/Chairman concerned by a letter must do so separately. Joint applications are prohibited and will not receive attention.
- 2.9.1 Any student wishing to make a representation on any subject has the right of direct access to the Principal/Chairman concerned at any time during office hours.
- 2.9.1 The Dean Faculty, Principal/Chairman concerned, Professors and other staff are accessible at any time for listening to the difficulties & grievances of students & shall always be pleased to advise them.
- 2.10 General Rules
- 2.10.1 Students are required to observe order & discipline at all times in college
- 2.10.2 Smoking within the premises is entirely prohibited.
- 2.10.3 No game of any sort is to be played during working duty hours.
- 2.10.4 Displaying & distribution of partisan and political pamphlets or circulars etc., in the college/department, hostels and hospitals premises are not allowed.
- 2.10.5 All irregularities, neglect of duties and breach of discipline are to be brought to the notice of the Principal/Chairman concerned by the professors under whom the student is working.
- 2.10.6 Every student to whom books or other property of Govt. is entrusted shall be held responsible for their preservation in good condition and in the event of their being lost or damaged shall be required to replace them or repay their cost.
- 2.10.7 Any student breaking or damaging any government property shall be required to pay the cost of repair or replacement.
- 2.10.8 In case of willful damage, he shall be punished under the existing disciplinary rules.
- 2.10.9 Mobile phones are not allowed in lecture/practical/tutorial classes & hospital wards during the working hours.
- The students must understand that so long as they are students of the College/Department concerned, they will do nothing either inside or outside the College/Department concerned, Hostels and Hospital premises, that interferes with the UOS orderly administration and discipline or may cause bad repute to the Administration. Anybody found guilty will be dealt with as per University discipline rules.

# Examination Regulations - Annual System (Undergraduate & Graduate)

(Applicable to Faculty of Medical & Health Sciences)

## 1. General (Common for all undergraduate & postgraduate)

- 1.1 University of Sargodha shall hold 01 annual and 01 supplementary examination for each session.
- 1.2 Examination Schedule shall be prepared by the Controller of Examinations in consultation with Principal/ Chairman subject to the approval of the Vice Chancellor.
- 1.3 Controller of Examination shall prepare and notify the Date Sheet for written and practical examination. Date sheet once notified, shall not be changed however the Vice Chancellor, under exceptional circumstances in writing, may allow a change in the date sheet.
- 1.4 The Principal/Chairman concerned must certify that the candidates have actually attended 75% of the lectures delivered and practical/clinical sessions conducted during the academic year in each subject taught.
- 1.5 The candidate shall be required to submit their Admission Forms on or before the date notified for the purpose along with prescribed regular fee and with double the normal fee till seven days before the commencement of the examination. The Examination Department shall not entertain the Incomplete Admission Forms.
- 1.6 Examination fee once deposited shall not be refundable.
- 1.7 Information provided by the candidates in Admission Forms shall be used to make the list of Examinees and transfer subsequently to Roll Number Slips and Admittance Cards. Subsequent change, claimed by the candidate after preparation of Admittance Card and Roll Number Slip, shall be made with the approval of the Controller of Examinations on verification by the Principal/ Chairman concerned along with the prescribed fee.
- 1.8 Admittance Cards and Roll Number Slips of the eligible candidates shall be sent to the department concerned at least five days before the commencement of the examination. A copy of Roll Number Slip shall be sent to

the Centre Superintendent and a record of Roll Numbers shall be maintained in the office.

- 1.9 Admittance Card and Roll Number Slip, shall bear the stamp of the Controller of Examinations, and shall have the particulars of candidate, name of the Examination Centre, candidate's signature with his latest photograph pasted.

## 2. Withdrawal of Examination Admission Forms

An Admission Form, once submitted to the University, may be withdrawn under the following conditions only;

- 2.1 When a candidate's admission form has been sent up provisionally for shortage of attendance and that shortage has neither been made up nor condoned in accordance with the Regulations.
- 2.2 When a candidate ceases to be on the rolls of the University for Non-payment of dues or any other reason provided that such action has been taken before the commencement of the examination.
- 2.3 When a candidate has been rusticated before the commencement of the examination.
- 2.4 When a candidate has been declared passed after revision of the result on account of rechecking.

## 3. Student Internal Assessment

- 3.1 Final University examination of each subject shall contribute 90% to total score, and the contribution of score of Internal Assessment shall be 10%.
  - 3.1.1 Continuous internal assessment shall consist of annual cumulative attendance & other assignments, e.g. stages/sub-stages, class tests etc., attitudinal assessment from educational and/or clinical supervisors, clinical skill assessment from clinical supervisors, and Year's work books.
  - 3.1.2 Assessment of Knowledge, Skills and Attitude shall contribute towards internal assessment. Methods used to assess these domains shall include Multiple Choice Questions of one-best type, Short & long essay questions, Oral/viva, and Practical/

Clinical examinations.

- 3.1.3 Awards of internal assessment in all the subjects of all the candidates shall be submitted to the Controller of Examinations along with Admission Forms for the annual examination. Internal assessment received after commencement of the final examination shall not be accepted.
- 3.1.4 The marks of internal assessment shall be submitted only once a year prior to annual examination and the same shall be counted both for annual and supplementary examinations. It is further emphasized that fresh assessment or a revision of assessment for supplementary examination shall not be permissible.
- 3.1.5 Proper record of continuous internal assessment shall be maintained by respective department.

## 4. Appointment and Duties of Paper Setters/ Assessors The Paper Setter shall set at least 03 Question papers I-III (01 for Annual & Supplementary each and 01 spare shall be selected at random from the 03 papers) for a certain Subject to be examined by the University:

- 4.1. Paper Setters/Assessors shall be appointed by the Vice Chancellor for undergraduate and postgraduate examinations of the University from amongst the panel of names duly recommended by the concerned Board of Studies. The Paper Setter may request for sample paper from the constituent / affiliated Department / Institute concerned, where the program is offered.
- 4.2 The Vice Chancellor may appoint a suitable substitute, if necessary, with reasons to be recorded.
- 4.3 Qualifications prescribed for Paper Setters / Assessors in various subjects for undergraduate and postgraduate examinations of various disciplines shall be in conformity with the regulations framed by university of Sargodha for examiners.
- 4.4 All Examiners/Paper Assessors shall be the HOD/Senior-most member in faculty for that subject in Colleges/ Departments.



- 4.5 All Paper Setters shall always be from the faculty member of the college/Department in the main campus of the University. However all initial Paper Assessors for marking of theory papers will be selected at random from the list of all available internal examiners of the relevant subjects from constituent / affiliated Departments / Institutes of UOS. The Vice Chancellor may appoint Paper Setter/Assessor/Examiners from other Institutions/ Universities provided he fulfills the minimum prescribed criteria i.e. minimum of 02 years of teaching experience in the relevant subject.
- 4.6 A Retired Professor may be appointed as Paper Setters/ Assessors/Examiners for up to 10 years after the date of retirement provided he/she is in good health.
- 4.7 In a Subject where post graduate teachers Assistant & Associate Professors with requisite experience are not available, a teacher with recognized, relevant postgraduate qualifications / experience eligible to be appointed as a teacher according to university of Sargodha regulations may be appointed as a Paper Setters/Assessors/Examiners.
- 4.8 Paper Setters/Assessors/Examiners shall be appointed for 03 consecutive years from the first appointment. Final Paper Setters/Assessors/ Examiners can be appointed again in future.
- 4.9 No person shall be appointed as Paper Setters/ Assessors/ Examiners whose close relative (Wife, husband, son, daughter, adopted son, adopted daughter, grand-son, granddaughter, full and half brother and sister, niece/nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the examination. A Paper Setter shall decline the appointment if he/she has been appointed inadvertently.
- 4.10 No person shall be appointed as a Paper Setter/ Assessor against whom previously there has been an adverse report, an inquiry pending or a decision in this regard made by the Vice Chancellor.
- 4.11 The Vice Chancellor shall have the power to cancel the appointment of a Paper Setters/Assessors/Examiners without assigning any reason.
- 4.12 No faculty member shall claim an inherent right to be

appointed as a Paper Setters/Assessors/Examiners. The Board of Studies concerned shall take into account reputation and previous conduct of every faculty member prior to his/her appointment as a Paper Setters/ Assessors/Examiners.

### 5. Process of Paper Setting

- 5.1. The correspondence with Paper Setters/ Assessors/ Examiners shall be made at the residential address.
- 5.2 Final Paper shall be selected by the Department of Examination from 03 question papers set (Paper I, II & III) by the Paper Setter. Under no circumstances shall Final Paper Setting be permitted at any place other than that specified above.
- 5.3 Paper setter are requested to ensure the following
  - 5.3.1 The Paper Setters/Examiners are requested to ensure to design the questions with utmost clarity; vague expressions like 'Discuss' or 'Give an account' should not be used.
  - 5.3.2 The question paper should be written in one's own handwriting/ type written and for preparation by using capital letters on the paper provided for this purpose.
  - 5.3.3 The question paper shall be strictly in accordance with the syllabus.
  - 5.3.4 Figures shall be labelled properly.
  - 5.3.5 No abbreviations shall be used.(unless it is universally applicable)
  - 5.3.6 Questions shall be fairly distributed over the whole course.
  - 5.3.7 The sum total of all the questions as recorded in the margin specified for this purpose shall accurately correspond with the total marks of the question paper.
  - 5.3.8 Corrections and overwriting shall not be allowed. If any correction is required the question paper shall be rewritten.
  - 5.3.9 Every paper (including continuation sheet) shall be properly signed.
  - 5.3.10 Sketch or figure, if required shall be drawn on a separate page signed and attached to the question

paper.

- 5.3.11 Every question paper shall be kept as a top secret document and no copy of any question paper shall be retained
- 5.3.12 The "key" (agreed answers/weightage) for all the questions shall be prepared in the prescribed manner and enclosed with the office copy.
- 5.3.13 The reference to textbooks and content area of syllabus for every question in the paper shall be provided. This shall be written legibly below each question.
- 5.4 All rough work done during the process of Paper Setting shall be sealed in a separate envelop and handed over to the Secrecy Section for shredding.
- 5.5 Paper Setter shall be required to sign an undertaking to the effect that he has carefully studied all the instructions given above and has followed these faithfully
- 5.6 Paper Setter / Assessor shall certify vide that he/she has no close relative appearing in the ; examination in which the paper set by him/her is to be used.
- 5.7 Paper Setter may also be appointed as Practical Examiner and Paper Assessor.
- 5.8 Paper Setter / Assessor shall keep his/her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
- 5.9 Paper Setter / Assessor shall promptly communicate any change in his/her residential/official address and telephone numbers to the Controller of Examinations.
- 5.10 All the records pertaining to the examination shall be kept secret by all concerned as long as it is necessary and thereafter, these shall be kept and treated as confidential and privileged documents not open to inspection, comments and utilization other than the purpose for which required.
- 5.11 The University may frame and amend Regulations from time to time governing the appointment of Paper Setters/ Assessors/ Examiners and the manner in which they shall be required to perform their duties.
- 5.12 QUESTIONS
  - 5.12.1 Sample Questions shall be invited from all relevant Faculty members/ Paper Setters/Assessors/ Examiners throughout the country. All such

- Questions shall be scrutinized by a panel of subject experts recommended by Board of Studies concerned and Questions labelled "Satisfactory" shall be deposited in Questions Bank.
- 5.12.2 Paper Setter shall select Questions from Questions Bank prepared from the relevant data obtained from all Departments / College / Institutes concerned. While setting the final Questions paper, he shall ensure that:
- 5.12.2.1 The Content Validity is in excess of 80%.
- 5.12.2.2 The MCQs are included to assess knowledge at all levels, i.e., simple recall, conceptual knowledge, data interpretation, and problem-solving skills.
- 5.12.2.3 The 'Key' of every question be given.
- 5.13 Process of Paper Assessment
- 5.13.1 In Theory Part assessment shall be carried out by both Initial and Final Paper Assessors/Examiners notified by the Controller of Examination.
- 5.13.2 Paper Assessor/Examiner shall mark only those answer books that have been labeled with fictitious roll numbers. Under no circumstances shall paper assessment be permitted with original roll numbers of the candidates.
- 5.13.3 Paper Assessor/Examiner shall have no right to find out the original roll number of the candidate whose answer book he is marking.
- 5.13.4 Initial Paper Assessor/Examiner shall mark allocated question(s) of all the candidates according to the 'Key' provided as specified by the Controller of Examinations with approval of the Vice Chancellor.
- 5.13.5 Final Paper Assessor/Examiner shall evaluate the marks of Initial Assessor, according to the 'Key' provided with the question paper and compare the marking of all Initial Paper Assessor and give the final award in his column on answer sheets. The award of the Final Paper Assessor will be considered final for evaluation by the Examination Department.
- 5.13.6 Any kind of marking by (Initial/Final Examiners) of the Transcripts/Answer Sheets shall strictly be central in the Main Campus of University of Sargodha or at the place specified by the Controller of Examination/Examination Department.
- 5.13.7 Initial Paper Setter/Assessor can evaluate / assess maximum of 500 papers.
- 5.13.8 In case, the 'Key' is not provided or is unsatisfactory, Paper Assessor shall be required to make it before assessment under intimation to the Controller of Examinations.
- 5.13.9 Paper Assessor/Examiner shall not keep in his possession a record copy of the award list or the 'Key'.
- 5.13.10 Paper Assessor shall keep his appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
- 5.13.11 Paper Assessor/Examiner shall promptly communicate any change in his residential/official address or telephone numbers to the Controller of Examinations.
- 5.13.12 When a Paper Assessor/Examiner anticipates his inability to complete the work for any valid reasons to be recorded, he shall forthwith return the marked/unmarked answer books to the Assistant Controller (Secrecy).
- 5.13.13 The answer book shall be marked even if a candidate has crossed a portion or the entire answer book.
- 5.13.14 Blank answer book shall be crossed and awarded zero and entry made, as such, in the award list.
- 5.13.15 After assessment, all Paper Assessor/Examiner shall arrange the answer books in serial order and prepare the award list in the same sequence.
- 5.13.16 The marks entered on the title page of answer book shall not be altered. When such an alteration is made for any specified reason, the original marks shall not be erased or overwritten and must be re-signed.
- 5.13.17 The Paper Assessor/Examiner shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks with his signature against the cancelled ones.
- 5.13.18 Each answer book shall bear the signature of the Paper Assessor/Examiner at the appropriate place provided for this purpose on the title page.
- 5.13.19 All columns specified for the Paper Assessor/Examiner on the title page of answer book shall be filled in red ink.
- 5.13.20 Award of fractional marks is not allowed.
- 5.13.21 Award list shall be filled in with blue ink in the handwriting of both the Paper Assessors/Examiners.
- Each page of the award list shall bear the signature of the Paper Assessor/Examiner. The blank space must be crossed.
- 5.13.22 The marks obtained by the candidate shall be entered correctly in the award list both in figures and words against the corresponding fictitious roll number.
- 5.13.23 The marks of a candidate in the award list shall be the same as written in the answer book. Paper Assessor/Examiner must endorse correct question number on the script and the award list.
- 5.13.24 The marks entered in the award list shall not be altered. When such an alteration is inevitable for any specified reason, the original marks shall not be erased or overwritten. The Paper Assessor/Examiner shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks with his signature against the cancelled ones.
- 5.13.25 In case a candidate attempts more than required questions the question(s) having the minimum marks shall be treated as cancelled.
- 5.13.26 Paper Assessors/Examiners shall report to the Controller of Examinations by roll number, the case of a candidate who;

- 5.13.26.1 Communicates or attempts to communicate with him by any means to influence him in the award of marks and/or persuades him, threatens and uses other unfair means.
- 5.13.26.2 Discloses name or makes in his answer book particular identification marks, which tend to identify his answer book or help reveal his identity.
- 5.13.26.3 In his opinion has copied the answer or, any part of it from another candidate or from any books, material or other source.
- 5.13.26.4 has attached to answer book a paper not normally supplied by the Centre
- 5.13.26.5 Uses obscene language in the answer book.
- 5.13.26.6 has removed a leaf or a part thereof from the main answer book
- 5.13.26.7 has in the opinion of the Examiner used any other unfair means
- 5.13.27 Such reports shall invariably be accompanied by the original answer book concerned. A duplicate copy of this report, however, shall be kept in place of the answer book in the packet of assessed answer books.
- 5.13.28 The Vice Chancellor shall have the powers to take a disciplinary action of such Paper Assessor who declines to attend the assigned duty of Paper Assessment without any valid reasons.
- 5.13.29 Paper Assessor/Examiner shall not keep in his possession any answer book or a part of it or any copy of the award list prepared by him.
- 5.13.30 The University may frame rules and regulations from time to time governing the appointment of Paper Assessors and the manner in which they shall be required to

perform their duties.

- 5.13.31 Paper Assessor/Examiner shall be disqualified who commits faults as mentioned below:
  - 5.13.31.1 Leaves unmarked answers or a part of it.
  - 5.13.31.2 Leaves columns of the award list blank.
  - 5.13.31.3 Leaves answer book or award list unsigned.
  - 5.13.31.4 Allocates more marks than the maximum.
  - 5.13.31.5 Makes an incorrect total.
  - 5.13.31.6 Counts marks of over attempted questions.
  - 5.13.31.7 Transfers erroneous marks to the award list.
  - 5.13.31.8 Commits any other mistake which is liable to make the result of the candidates invalid or incorrect.
  - 5.13.31.9 The decision shall be taken by the Vice Chancellor on the recommendations of the Controller of Examinations and the findings shall also be reported to Head of the Institution/Department.

#### 6. Duties of Practical / Clinical & G. Viva Paper Setters / Assessors/Examiners

- 6.1 Practical/Clinical Paper Setter/Assessor/Examiner appointed as an Examiner for Practical/Clinical & G. Viva Examination of the subject. The Internal Examiner is the one who has taught longer for at least six months for the particular subject (or part of it) of examination for which he is appointed.
- 6.2 External Examiner shall be the one who is not teaching (or has not taught during that academic year) candidates for the particular subjects of examination for which he is appointed.
- 6.3 Additional Examiner if applied shall also be the one who is not teaching (or has not taught during that academic year) candidates for the particular subject of examination for which he is appointed.
- 6.4 Convener Examiner shall be the one who acts as an

examiner besides administratively supervising the work of other examiners in an examination for which he is appointed.

#### 7. Tabulation of Result

- 7.1 Tabulation Section shall compile the results on computers from the Award Lists.
- 7.2 The Department of Examinations shall study and monitor the maintenance of a proper and justifiable balance between theory and practical examination. Any gross disparity shall be brought to the notice of the Vice Chancellor and Syndicate for appropriate action.
- 7.3 Any ambiguity arising out of result compilation i.e., distribution of marks, posting of marks from previous examination in case of failed candidates, pass marks etc. shall be resolved by the Assistant Controller (Tabulation) with the approval of the Controller of Examinations. Tabulators shall be responsible for any errors and omissions in the Results, Notifications and Detailed Marks Certificates.
- 7.4 Result shall be tabulated question-wise in predetermined format with fictitious roll numbers'
- 7.5 After tabulation of data, the result shall be decoded from fictitious roll numbers to original roll numbers. The marks of practical/clinical examination and from internal assessment, if any, shall then be computed by obtaining copy of original award lists.
- 7.6 Every detail of previous examination record and roll number shall be reflected accurately in the result of candidates detained in previous classes.
- 7.7 Result of a candidate shall be declared R.L (Result Later) on following accounts:  
Lack of registration, old record, awards, etc. non-payment of fee, pending decision of unfair means/court case, pending verification of documents or eligibility for the examination concerned or any other inconsistency in the result pending clarification.
- 7.8 Result of the candidates in different examinations shall be compiled in accordance with Statutes and Regulations laid down for concerned course of studies.
- 7.9 Result shall be checked by the tabulator concerned and, after compilation, shall be duly signed by Assistant Controller (Tabulation).



- 7.10 Final results shall be declared only after a detailed final scrutiny is carried out by Master Checker appointed by the Vice chancellor for this purpose. The Master Checker shall make a detailed comparison with the original award lists eliminating any chances of error/omission in tabulated results and shall authenticate/sign all results.
- 7.11 All officers/personnel involved in the tabulation of result i.e., Tabulator, Assistant Controller (Tabulation) and Master Checker shall be the signatory to the final result and shall be held responsible for any error/omission.
- 7.12 Positions/Distinctions in the examination among all candidates shall be declared according to Statutes and Regulations and reflected on first page of the Result Notification.
- 7.13 Original result shall be kept with the Assistant Controller (Tabulation) in Tabulation Section, who shall make entry of declared result in record register and keep it in safe custody.
- 7.14 Detailed Marks Certificates shall be prepared, reflecting marks of the subjects in the examination, verified, and signed individually by the tabulator preparing the results, Assistant Controller (Tabulation) and any other person nominated by the Vice Chancellor
- 7.15 Detailed Marks Certificates shall be issued to all candidates, passed or failed, after the declaration of the result free of cost. However, a duplicate Detailed Marks Certificate, clearly labeled as 'DUPLICATE', shall be issued on payment of prescribed fee.
- 7.16 No candidate or any other person shall be provided any details of the result other than those given in Detailed Marks Certificate.
- 7.17 The Degree shall be prepared by concerned Section duly verified by Assistant Controller (Tabulation), Registration office, and the Controller of Examinations and, duly signed, shall be presented to the candidates at the time of Convocation.
- 7.18 In case a candidate is unable to receive the Degree at the time of Convocation, the same shall be issued on completion of prescribed formalities and payment of prescribed fee.

- 7.19 A duplicate Degree shall be issued only in case of loss after payment of prescribed fee duly supported by an affidavit and F.I.R.
- 7.20 The award of scholarships, medals and merit certificates shall be in accordance with rules and regulations.

#### **8. Life of Records of Confidential Documents**

The following maximum archived life of records of different documents in the Secrecy Section shall be observed

- 8.1 Question Paper files administered in different examinations shall be kept for 03 years after the conduct of respective examination.
- 8.2 Photocopy of bills of Remuneration paid to Paper Setters/Assessors/Examiners and Paper Assessors shall be kept for 03 years after the payment.
- 8.3 Solved Answer Books (Theory and Practical) and details of Lots/Perforated Slips, original awards (Theory and Practical), manual tabulation/results shall be kept for 03 years after the declaration of results.
- 8.4 Rechecking Files shall be kept for six months, after the decision of the cases (the date of decision will be reckoned from the date of issue of reply)
- 8.5 Unfair means cases files shall be kept for 03 years, after the decision of the cases (the date of decision shall be reckoned from the date of issue of notification).

#### **9. Examination Promotion Rules for Undergraduate Students**

- 9.1 Following examination shall be conducted during each year program.
- 9.1.1 1st year Examination held at the end of first year.
- 9.1.2 2nd year Examination held at the end of second year (if applicable).
- 9.1.3 3rd year Examination held at the end of third year (if applicable).
- 9.1.4 4th year Examination held at the end of fourth year (if applicable).
- 9.1.5 5th year Examination held at the end of final year (if applicable).
- 9.2 Any student who fails to clear the 1st year examination in four chances availed or un-availed after becoming eligible for each examination shall cease to become eligible for further education in University of Sargodha

- 9.3 Pass marks for university examinations are 50% in each subject. No grace marks or any such increase in marks by any other manner will be permissible.
- 9.4 The Regulations / Rules, mentioned anywhere contrary to this rule shall stand invalid.
- 9.5 In order to rationalize the result of each subject, the Final Paper Assessor (Theory) will act as Chief Examiner of the subject concerned. He will review the results of Theory / Practical and vet the award list. In case of any observation / objection, the Head Examiner will refer the case to the concerned Assessor for clarification / justification / rectification / correction etc. The award list vetted by the Head Examiner shall be final for declaration of results.
- 9.6 In case a student fails to pass the 1st, 2nd, 3rd, 4th & 5th year Examinations in the Supplementary / 2nd Annual Examination his Provisional Promotion to the next higher class shall stand automatically cancelled and he/she shall revert to the previous class.
- 9.7 If a student appears in the supplementary examination for the first time as he/she did not appear in the first annual examination and failed in any subject in the supplementary examination, he/she will be detained in the same class and will not be promoted to the next class.
- 9.8 The Principal/Chairman reserves the right to detain any student from appearing in the University Examination at any stage, if in his opinion, the student is found to be short of attendance or bad performance in theory or practical of any subject or his work is reported to be unsatisfactory or if in the opinion of the Principal/Chairman, the character and conduct of the student is unsatisfactory
- 9.9 According to University regulations, candidates having less than 75% attendance in lectures and practical / clinical or having poor overall performance throughout the year, will not be allowed to appear in the examination.
- 9.10 Before appearing in the University Examination the students will be required to produce No Dues Chit from the all the quarters concerned. Those students who are unable to produce the same will not be allowed to appear in university professional examination.