



The Islamia University of Bahawalpur

REGULATIONS FOR BACHELOR'S & MASTER'S ACADEMIC PROGRAMS UNDER SEMESTER SYSTEM-2007(Revised in 2013)

These rules will be applicable to all sixteen year education degree programs including BS (4 year), MA/MSc (2 year) or equivalent degree programs unless otherwise specified.

1- SEMESTER SCHEDULE

Each year, the Fall Semester will start normally from September of the current year and will continue to January of the next year while the Spring Semester will be from February to June.

2- SCHEME OF STUDY AND DISTRIBUTION OF COURSES FOR BACHELOR'S & MASTER'S PROGRAMMES

	BS 4 Year	Master 2 year
Total No. of Credit Hours	124-136	62-68
Semester Duration	16-18 Weeks	18 Weeks
Number of Regular Semesters	8 (Maximum)	4 (Maximum)
Number of Summer Sessions	1 per calendar year	1 per calendar year
Course Load per Semester	15-18 Credit Hours	15-18 Credit Hours
Maximum Duration	6 years	4 years

Note: The maximum duration for completion of MA/MSc degree program is three academic years and five academic years for BS (4 year) program. However, the Vice-Chancellor, on recommendation of the Chairman/HOD and Dean of Faculty concerned may extend this time duration for **two additional semesters** only in hardship cases. The maximum time duration in these cases shall become **4 years for Masters and 6 years for bachelors programs**.

3- DISTRIBUTION OF COURSES IN THE FOUR YEAR INTEGRATED CURRICULA IN BASIC, SOCIAL, NATURAL AND APPLIED SCIENCES

S.#	Categories	No. of Courses	Credit Hours
1.	Compulsory Requirement (No Choice)	9	25
2.	General Courses to be chosen from other departments	7 – 8	21 – 24
3.	Discipline Specific Foundation Courses	9 - 10	30 - 33
4.	Major Courses including Research Project/Internship	11 – 13	36 – 42
5.	Electives with the Major	4	12
	Total	40 – 44	124 - 136

4- INCHARGE EXAMINATIONS

Each department will have at least one Incharge of Examinations or one for each program of each discipline including morning and evening or sections of the same program.

5- DEPARTMENTAL EXAMINATION COMMITTEE

There will be an examination committee that will consist of the following members:

a) For Departments of Main Campuses in Bahawalpur

- i) Head of the department/Chairperson
- ii) One teacher appointed by the Chairperson/Head of the Department
- iii) Concerned Incharge of the examination of the department
- iv) Controller of Examinations, IUB or his nominee not below the rank of Admin. Officer.

Note: The Clerk/Assistant deputed for examination shall be entitled to extra remuneration.

b) For Sub-Campuses of IUB

- i) Director
- ii) Chairperson/Head of the Department
- iii) Concerned Incharge of the examination of the Department
- iv) Controller of examinations, IUB or his nominee not below the rank of Admin. Officer.

c) For Constituent Colleges of IUB

- i) Principal
- ii) Chairperson/Head of the Department
- iii) Concerned Incharge of the Examination of the Department
- iv) Controller of Examinations, IUB or his nominee not below the rank of Admin Officer.

5.1- Functions of the Departmental Incharge of Examinations

- i). Prepare and announce schedule of examination according to the university Academic Calendar
- ii). Ensure conduct of examination process according to the schedule
- iii). Maintain secrecy where required
- iv). Maintain the examination record
- v). Entertain & dispose off rechecking cases within five working days.
- vi). Incharge examination will be entitled to receive remuneration as per approved rules by the syndicate/competent authority.

5.2- Functions of the Departmental Examination Committee

The main functions of the Committee will be:

- i) Finalize the results and forward to Controller of Examination for notification.
- ii) Conduct of evaluation/Viva Voce.
- iii) To consider/decide Special Mid/Final term examination request
- iv) Take the necessary action against the student/s involved in malpractices or misconduct during the examination. The examination committee may impose a penalty/penalties mentioned below against each type of malpractice:

Malpractices or misconduct	Penalty
Cheating during exam	Fine of Rs. 500/- and/or Cancellation of paper or both
Seek help from others during exam	Fine of Rs. 500/- and/or Cancellation of paper
Misconduct during Exam	Fine of Rs. 1000/- and/or Cancellation of paper or both
Provoke to boycott	Fine of Rs. 5000/- and/or placing on probation for the next semester
Any other misconduct or malpractice	Fine of Rs. 1000/- and/or Cancellation of paper or both

6) APPEAL COMMITTEE

There will be an Appeal Committee of each department consisting of the following members:

a) For Departments of Main Campuses Bahawalpur

- i) Dean of the concerned faculty
- ii) Chairperson/Head of the Department

- iii) Senior teacher of the same department preferably from concerned field to be co-opted by the Dean of the concerned faculty.
- iv) Controller of examinations.
- v) Concerned Incharge of examination of the department as secretary.

b) For Sub-Campuses of IUB

- i) Director Campus
- ii) Chairperson/Head of the Department
- iii) Senior teacher of the same department preferably from concerned field to be co-opted by the Dean of the concerned faculty.
- iv) Controller of Examinations.
- v) Concerned Incharge of examination of the department as secretary.

c) For Constituent Colleges of IUB

- i) Dean of the concerned faculty
- ii) Principal
- iii) Senior teacher of the same department preferably from concerned field to be co-opted by the Dean of the concerned faculty.
- iv) Controller of Examinations.
- v) Concerned Incharge of the examination of the department as secretary.

6.1 Function of Appeal Committee

A student who feels not satisfied with the assessment of his/her assignments, test, quizzes, presentations, seminars, mid-term and final term papers may file an appeal to the Appeal Committee. The student must apply to the Head of the Department within five working days from the date of declaration of the result by paying a prescribed fee of Rs. 500/- per appeal. The Head of the institute / Department shall forward the matter to the appeal committee and it will be binding on the committee for hearing both sides (student and the instructor), and will give a final decision within 10 days. If the complaints are found false, the result of the course under question will be cancelled. The function of this committee will be to resolve any dispute related to the assessment and examination. The Quorum for the meeting will be 100%. In the absence of a member the Vice chancellor will appoint another member. The decision of the Committee will be final.

Note: Where the appeal is against a teacher who is a member of the Appeal Committee, the next senior teacher will be co-opted.

7 ANSWER BOOKS & CONTINUATION SHEETS

If required, the Controller of Examinations will provide answer books/continuation sheets to all the departments on demand as per prescribed form. The department concerned will keep the used answer sheets for one year after completion of the concerned session and declaration of its final term result. The record of blank answer/continuation sheets will be maintained as to be prescribed by the Controller of Examinations.

8 COURSE FILE

Maintenance of the course file is compulsory for the teacher/course instructor. It should have a complete record of activities that happened during the semester for one year after completion of the concerned session and declaration of its final term result.

The course file will contain the following record:

- Description of Course
- Course coding (as per HEC guideline)
- Weekly teaching schedule
- Copy of the material/outline/presentation distributed
- Topic & Evaluation record of assignments
- Copy of the quiz/test
- Copy of mid/final semester question papers (**with key where applicable**)
- Course Award list

9 ATTENDANCE REQUIREMENTS FOR EXAMINATION

- a) 80% attendance will be required in each course/component (seminars, presentations, internship etc.) to qualify for appearing in the final exam of each semester in the respective courses.
- b) Inability to appear in the examination of a course due to shortage of attendance shall be treated as failure in that course. Such a failure on record of a student will have all the implications of deficiency for the purpose of determining "Good Standing" of a student.
- c) Students having class attendance less than 80% in a particular course will be required to repeat the course when it is offered again.
- d) In case a student due to some unavoidable circumstances (Performing Umrah, sports, accident or such other genuine reasons) having less than 80% attendance but more than 70% in a course/s and having made up the deficiency in the form of attending extra classes arranged by the concerned teacher may be allowed to sit in the examination.
- e) No student shall be eligible to appear in any examination unless he/she is enrolled in the department and has paid all the necessary dues.

10 PERFORMANCE EVALUATION

Students shall be evaluated through a system of continuous evaluation spread over the entire period. The details are presented below:

10.1 For Theoretical Component

There will be following stages/components of evaluation of each course during each semester. However, if the nature of course so demands, this proportion of marks for objective type and essay type questions may be changed with the approval of the concerned Head of Department/Chairman.

Classroom participation/general behavior/group work	05%	Sessional Marks
Quiz/Surprise test	05%	
Assignments.	05%	
Presentation/Seminar	05%	
Mid-term Exam	30%	
Final term-Exam	50%	

10.1.1 Criteria

- a. **Classroom participation / General behavior / Group Work:** A total of 5 marks are allocated to students' classroom participation, general behavior and performance in group work.
- b. **Quiz:** Surprise written quiz/test/s will be taken to evaluate the student's learning. These may range from 2-5 all having 5 questions and each question will carry 1 mark. Marks obtained however will carry a weightage of 5% in the total marks.
- c. **Assignment:** One assignment (minimum) will be given to the students in each course. The teachers may give more than one assignments where necessary. However, the total marks will remain the same i.e., 5% of the total marks. The assignments will be assessed on the basis of information and references included, logical reasoning and organization of material.
- d. **Presentation:** The students will individually or in groups give comprehensive presentation of their assignment. Each presentation should not be longer than 10-20 minutes. These presentations will contribute a maximum of 5% towards the total marks.
- e. **Mid-Term Examination (30%):** The Examination will be conducted after 7/8 weeks of teaching. There will be different types of questions. The type and number of questions included in the exam, the division of marks and the time allocated for each component is given below:

Types of Questions	No. of Questions	Marks	Time Allocated
Objective Type Questions	10 (1 mark each)	10	15min
Short Answer Questions	5 (2 marks each)	10	25min
Essay type Question	1	10	35min
Total	-	30	1hour 15minutes

f. Final-term exam (50%)

The final-Term examination will be conducted after 14/16 weeks of teaching:

Types of Questions	No. of Question	Marks	Time Allocated
Objective Type Questions	20 (1 mark each)	20	30 min
Short Answer Questions	7 (2 mark each)	14	35 min
Essay type Questions	2-4	16	55 min
Total	-	50	2 hours

10.2 Practical / Lab Courses

a) Sessional Evaluation: (20%)

Lab. Participation / Group work / Behavior	5%
Quiz / short Answer Questions / Definitions	5%
In time submission of practical reports	5%
Presentation / Seminars	5%

b) Mid-Term Examination: (30%)

Type of Questions	Marks	Time
Problem Solving to evaluate understating of the principles as well as critical evaluation of the practical data	10%	1-2 hours
Practical performance up to the mid-term (based on portfolio/practical evaluation which may be made on continuous assessment during course practical	20%	

c) Final-Term Examination: (50%)

Type of Questions	Marks	Time
Problem Solving to evaluate understating of the principles as well as critical evaluation of the practical data	15%	2-3 hours
Practical performance up to the mid-term (based on portfolio/practical evaluation which may be made on continuous assessment during course practical	20%	
Final presentation/Practical	10%	
Viva Voce	5%	

11 INVIGILATORS FOR ONE CLASS

There will be two invigilators (one teacher and one assistant/clerk) for 30 students. For every additional 30 students or part thereof, one more teacher and clerk will be appointed.

12 DURATION OF THE SEMESTER

The total duration of a semester will be 16-18 weeks. Fourteen/Sixteen weeks will be for teaching while 2 weeks will be for the mid-term and final term examinations. Normally there will be one exam per day. In case the number of courses demands more days for examination the department may set the date sheet for more than a week. The final term exam will be based on the entire syllabi of the semester. However, 20% to 30% weightage will be given to the syllabi taught before mid-term.

13 STANDARD DURATION OF CREDIT HOUR

Theory:	1 Credit hour	1 contact hour each week in a semester
Practical:	1 Credit hour	2-3 contact hours each week in a semester

Note: The credit hours are denoted by two digits within brackets with hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3 (3-0) means three credit hours of theory, while 4 (3-1) means a total of four credit hours of which three are of theory while one credit hour is for laboratory. The weekly contact hours of a 3(3-0) course will be three hour class work while the contact hours of a 4(3-1) course will be a 3 hours per week class work and 2-3 hours of lab work per week. Similarly the contact hours for a 3(2-1) course will be 2 hours per week class work and 2-3 hours lab work per week. A 3(0-3) course will an all practical course requiring 6-9 contact hours lab work per week.

14 GRADING

- i) Students will be rated according to the 4 letter grade system i.e. A, B, C and D, with six performance levels of A+, A, B+, B, C and D for Bachelor & Master Degree. Grade "F" will be the failing grade. Equivalence between letter grades, grade points along with percentages shall be as follows:

GRADING CRITERIA/READY RECKNOR TABLE

Numeric Equivalence	Grade Point	Letter Grade	Remarks
100	4.0	A+	Excellent
99	4.0	A+	Excellent
98	4.0	A+	Excellent
97	4.0	A+	Excellent
96	4.0	A+	Excellent
95	4.0	A+	Excellent
94	4.0	A	Very Good
93	4.0	A	Very Good
92	4.0	A	Very Good
91	4.0	A	Very Good
90	4.0	A	Very Good
89	4.0	A	Very Good
88	4.0	A	Very Good
87	4.0	A	Very Good
86	4.0	A	Very Good
85	4.0	A	Very Good
84	3.9	B+	Good
83	3.9	B+	Good
82	3.8	B+	Good
81	3.7	B+	Good
80	3.7	B+	Good
79	3.6	B	Good
78	3.5	B	Good
77	3.5	B	Good
76	3.4	B	Good
75	3.3	B	Good

Numeric Equivalence	Grade Point	Letter Grade	Remarks
74	3.3	B	Good
73	3.2	B	Good
72	3.1	B	Good
71	3.1	B	Good
70	3.0	B	Good
69	2.9	C	Satisfactory
68	2.8	C	Satisfactory
67	2.7	C	Satisfactory
66	2.6	C	Satisfactory
65	2.5	C	Satisfactory
64	2.4	C	Satisfactory
63	2.3	C	Satisfactory
62	2.2	C	Satisfactory
61	2.1	C	Satisfactory
60	2.0	C	Satisfactory
59	1.9	D	Poor
58	1.8	D	Poor
57	1.7	D	Poor
56	1.6	D	Poor
55	1.5	D	Poor
54	1.4	D	Poor
53	1.3	D	Poor
52	1.2	D	Poor
51	1.1	D	Poor
50	1.0	D	Poor
49 or below	0.0	F	Fail

- ii) Fractional marks obtained in a course are to be rounded up to the next whole figure such as 64.10 to 65.00.
- iii) CGPA(Cumulative Grade Point Average) /SGPA(Semester Grade Point Average) of a student will be calculated as per following example:

<u>Course</u>	<u>Credit Hours</u>	<u>Marks Obtained (%)</u>	<u>Grade</u>	<u>Grade Point (GP)</u>	<u>Quality Point (QP)</u>
	C			G	C x G
I	2	95	A ⁺	4.00	08.00
II	3	80	B ⁺	3.70	11.10
III	3	81	B ⁺	3.70	11.10
IV	3	70	B	3.00	09.00
V	2	67	C	2.70	05.40
Total	13				44.60

SGPA = Sum of QP / Sum of Credit Hours

Thus SGPA = 44.60/13 = 3.43

CGPA = Sum of 'n' Quality Points / Sum of Credit Hours of 'n' semesters

15 GOOD STANDING / PROBATION

- I. In order to remain on the roll of the Department a student has to continuously maintain "Good Standing" namely a satisfactory standard of attendance, academic performance i.e. minimum CGPA of 2.00 as well as good conduct and discipline. A student failing to meet any of the above mentioned conditions will not be eligible for the award of the degree. However, at the end of first semester a student having a satisfactory standard of attendance, conduct and discipline, with a minimum SGPA of 1.70 will be eligible for promotion to the second semester.
- II. A student who secures less than 2.00 CGPA in second or subsequent semesters will be dropped out from the role of the department.
- III. The minimum CGPA for award of the degree will be 2.00 with no "F" grade.
- IV. A student may clear his/her failed course(s) or subjects in which obtained "D, C or B" grade by repeating the said courses with subsequent session or in summer semester to be offered by the department. Entry/examination fee per course will be applicable.
- V. In case of drop because of poor academic performance, the student of The Islamia University of Bahawalpur may have one time re-admission facility in first semester of the next Academic session in the same or a different program.

15.1 RETENTION

A student who secured **less than 1.7 SGPA in 1st Semester or less than 2.00 CGPA in subsequent Semesters** and is to be dropped out may be given one time chance of being retained in the same semester. The decision will be made by an advisory committee set up by the Chairman / HOD of the department concerned. The committee will consist of the Chairman / HOD, Departmental In-charge Examination and a senior faculty member nominated by the Chairman / HOD. This option, however, would be available only once during the whole duration of program.

15.2 INCOMPLETE GRADE

If an otherwise eligible student has missed the mid/final term examination because of a genuine personal problem or serious illness he/she will be given incomplete grade (I) in the semester transcript. However, if such a student produces a medical certificate duly signed by MS of the respective area countersigned by the Senior Medical Officer of the university, the department will arrange a special mid/final term examination for such student(s) after determining genuineness of the problem. The genuineness of the personal problem will be determined by departmental examination committee whose decision will be final. The medical certificate and

information of the personal problem must reach the department before or on the examination date.

16 REPEATING OF COURSES

A student may repeat a course under obligation, if he/she has failed in the said course, or optionally, if he/she needs to improve his/her grades. To pass a failed course a student will have to repeat the said course when offered by the department in the subsequent session(s). Such a repeat course is an obligation to fulfill degree award requirements. To improve the grades, however, a student may optionally repeat a course(s).

The student(s) desiring to repeat a course(s) will request in writing to the HOD/Chairman concerned one week before commencement of the concerned semester. If allowed by the HOD/Chairman, the student will have to deposit a fee of Rs. 1500/- for each course. Where morning and evening programs of such subjects are being offered, the student of morning will repeat the said course with evening program and vice versa. A student repeating a failed course will be bound to attend the lectures whereas a student desiring to improve his/her grades may be exempted from attending the lectures but in both cases fees and dues of the said course will be payable by the student. The exemption from the rule will, however, be based on the genuineness of the case. Such cases after approval by Chairman/ HOD and deposit of fee will be reported by the departmental Incharge examination to the concerned teacher(s). Student will have to be in regular contact with the course instructor and complete all assignments, term papers, reports and presentation. Following are the conditions for repeating a course:

- I. Whenever a student fails and gets an "F" grade he/she should repeat the course when it is offered to pass the said course.
- II. A student who gets a "D", "C" or "B" grade in a course may repeat the course to improve his/her grades as per conditions mentioned above. However, a student who has already passed a course with a "**B+**", "**A**" or "**A+**" grade will not be allowed to repeat.
- III. A student can be allowed to **improve** a maximum of three courses (9 credit hours) during the total duration of his/her degree program to improve his/her grades at Masters level but no more than **one per Fall/Spring semester**.
- IV. A student can be allowed to **improve** a maximum of six courses (18 credit hours) during the total duration of his/her degree program to improve his/her grades at Bachelors level but no more **than one per Fall/Spring semester**.
- V. Only new/better course grade should be included in his/her transcripts.

17 SUMMER SEMESTER

Summer semester is to be conducted for the students who are required to pass/improve one or more course(s) to fulfill their degree requirements within stipulated duration of the degree program. This special semester is therefore meant to save time. The matter to conduct summer semester will be initiated by the students who have to qualify/improve a course(s). The students(s) will submit a written request to the Chairman/Head of department who will forward the same for approval to the Vice-Chancellor. Following are the summer semester regulations:

- I. A student opting for summer semester shall either pay Rs.5000/- per course in advance or complete these courses in corresponding semester in the subsequent academic session.
- II. The duration of the summer semester including mid & final term examinations would be 8 weeks. Normally classes of 1 and a half hours each will be held for 4 days a week. Remuneration to the teacher will be paid for summer course(s) only if the number of students exceeds 6.
- III. Summer semester will be conducted if there are a minimum of 6 students repeating course(s). For less than 6 students, this special semester may be opted by depositing fee for 6 students.
- IV. A student will be allowed to enroll for a maximum of 3 courses of a semester or lab work of not more than 12 credit hours.

- V. In case there are less than 6 students, an option of guided study will be available. Guided study shall be allowed only in the following circumstances:
- a) A course has been dropped from the new scheme of study
 - b) No subsequent semester is available to the candidate whose maximum duration (6 years to BS program & 4 years for Masters) is being expired
 - c) 75% of the fee deposited by the student(s) shall be paid to the course instructor

18 COURSE ENROLLMENT

Before commencement of semester, subject to availability of specialized faculty, departments will announce list of Optional and Elective courses for enrollment.

18.1 Change of Optional Course

No student shall change an optional/elective course except with the written approval/re-assignment by the Chairman/HoD of the Department. The time period for such a change shall be seven days from the commencement of the course.

Note: The department may swap the courses of different semesters according to the needs or availability of teaching faculty.

19 SEMESTER BREAK/FREEZING

In case a student due to some unavoidable circumstances (prolonged illness, performing Haj or such other genuine reasons) is unable to continue his/her studies, he/she may apply for a semester break. However, such a student will pay a semester freezing fee of Rs. 1000/- per frozen semester in advance. This option will be available only once during the course of his/her studies. The case will be put up to the Departmental Examination Committee for consideration. In case, the Committee recommends it, semester break will be allowed by the Dean concerned/Director Campus for a maximum period of one year. **However, the Vice-Chancellor, on recommendation of the Chairman/HOD and Dean of Faculty concerned may extend this time duration for two additional semesters only in extreme hardship cases, provided maximum duration does not exceed 6 years in BS program and 4 years in case of Masters program.** The student will join next available semester in the subsequent academic session. The Maximum time period, for completion of the program will remain the same as prescribed in these rules.

20 COURSE WITHDRAWAL

A student may withdraw from a course in case of five courses per semester or from two courses in case where seven courses are offered per semester. Option for withdrawal will only be available for credit courses. Withdrawal option after first semester will be available only if the earlier withdrawn course has been passed. Withdrawal option can be availed in consultation with and on the recommendation of a departmental advisory committee. The committee will consist of the HOD/Chairman, course Incharge, **Incharge Examination** and a senior faculty member nominated by the chairman/HOD. Withdrawn course will appear on transcript with letter grade 'W'. Credits hours of a withdrawn course will not be used for calculation of SGPA/CGPA.

21 THESIS/RESEARCH REPORT/INTERNSHIP REPORT

If students at Bachelor and Master Levels are required to embark upon research, they will prepare thesis/research/internship report under the guidance of a supervisor during final year. The supervisor will be a full time faculty member and will be paid remuneration as per approved rates.

22 THESIS/PROJECT/INTERNSHIP EVALUATION

There will be a departmental Research Committee (DRC) comprising Chairman/HOD and two senior most teachers of the department with one co-opted member of the concerned specialized area (if any). This committee will be approved by the Dean concerned on recommendations of the Chairman/HOD.

a) **Functions of DRC**

- i) Recommendation of research topics for each student/group.
 - ii) Recommendation of supervisors
 - iii) Recommendation of a **panel of three external examiners for appointment of one examiner by** the Vice Chancellor.
- b) Where theoretical component of research is included, a course instructor will be deputed for the purpose as is done in other courses. Such course instructor will be treated at par with other teachers in terms of work load and remuneration.
 - c) For practical work the raw data will have to be submitted to the supervisor along with the copy of the thesis.
 - d) Four hard copies along with one soft copy in form of CD of the thesis or project report shall be submitted by the student(s) on a topic recommended by the Departmental Research Committee (DRC) within 3 months (extendable upto a maximum of one month by the Dean concerned) after the date of the last paper of final-term written examination.
 - e) There will be three examiners, HOD/Chairman of the department, one internal who will be the supervisor and one external examiner (where applicable) for the evaluation of the thesis/report.
 - f) The evaluation of thesis/report by the examiners will be done in the department concerned. The student shall present himself/herself personally before the examiners for the defense of his/her research work.
 - g) The candidate who could not pass the thesis examination may revise the same in the light of the instructions given by the examiners.
 - h) Student(s) failing to submit the thesis within stipulated duration may be allowed to re-submit thesis in the next session of the same program as to be scheduled by the department. Such student will pay additional fee of Rs. 2000/- for the evaluation of the thesis.
 - i) Such student (s) as mentioned above in (h) will be awarded Grade "I" in thesis. The degree as successful candidate will be issued to the student only if he/she passes this course (thesis/report) and fulfills the CGPA criteria.

23 DECLARATION OF RESULT AND AWARD OF DEGREE

23.1 The teacher concerned is required to mark the mid/final term papers within 7 days from the last paper as per date sheet, show the scripts to the students and display the result on 8th/subsequent day of the class before submitting the result to the departmental in-charge examination. The schedule for showing scripts to the students will be displayed on notice board with the examination date sheet. The teacher will prepare three copies of the awards. He/she shall retain one copy with him/her, display one copy on the notice board and submit the remaining copy to the Incharge Examinations along with the marked answer sheets/Term Papers/Reports etc. The departmental Incharge examinations will compile the result, get it verified by the Controller of Examinations and display the final result within 12 working days of respective examination. The student may, however, apply for rechecking within 5 days of the declaration of the final result.

Note: If the result is not announced within the prescribed time 10% deduction in remuneration for each day of delay will be made from the claims of all those concerned.

23.2 The In-charge examination of the department will supervise comparison of marks inside the answer sheet with the marks posted on the answer sheet as well as in the prescribed award list. Based on the final award lists result of the relevant semester will then be compiled in prescribed manner.

23.3 The examination committee referred at section (5) will verify the result compiled by the department and finalize the same after necessary correction. Three copies of the result of each semester will be prepared, one each for the Controller of Examinations IUB, departmental record and display on notice board of the

concerned department. The result of each semester duly signed by the examination committee will be notified by the Controller of Examinations IUB within 12 days from the date of the examination of the last paper (Except final semester result that will be notified by Controller Examinations within 15 days from the date of the final evaluation of theses/projects or completion of internship). Each department will provide soft copy of the result on a CD to the Controller Examinations for record and further necessary action.

23.4 At the end of each semester, every successful candidate will be issued semester result card while on successful completion of the prescribed course of studies and other requirements a comprehensive transcript will be issued by the department concerned. Bachelor/Master Degree will then be conferred upon the successful candidates as per rules and regulations of the University.

23.5 There shall be a uniform format for DMC/Transcript in all departments of the university. Cumulative Overall Percentage Marks (COPM), SGPAs of each semester, CGPA and Total Marks shall be mentioned in DMCs/Transcripts.

24 CRITERIA FOR POSITION HOLDERS

Three positions namely 1st, 2nd and 3rd shall be awarded (if applicable as per University rules and regulations). **The award of these positions shall be on the basis of CGPA.**

Semester positions will be determined on the basis of SGPA of the respective semester.

In order to qualify for the award of any of these positions a student is required to:

- i. Pass all the courses (both credit and non-credit) in the first attempt.
- ii. Complete all courses opted and never withdrawn any course or **repeated/improved/opted** any semester break due to any reason.
- iii. Appear in all mid and final term examinations offered.

In case of a tie in CGPA, a person with higher COPM (Cumulative Overall Percentage Marks) shall be awarded position. In case of tie among CGPA as well as COPM, the same position will be awarded to the number of students securing the same CGPA and COPM.

Note: COPM will be calculated as under;

$$\text{COPM} = \frac{\text{Total marks obtained in all credit courses}}{\text{Total marks in all credit courses}} \times 100$$

25 GOLD/SILVER MEDAL

Gold/Silver medals, one each, will be awarded per program, per department, per campus.

NOTE: *In case of any difficulty or problem in interpretation, the matter will be referred to the "Semester System Committee" whose decision will be final.*