



**Semester Rules and Regulations for the
4-Years Undergraduates (BS) Degree Programs
at the Colleges Associated with University of the Punjab**

This document describes the semester rules and regulations for the 4-year undergraduate (BS) degree programs at the following colleges, which have been associated with University of the Punjab by the Government of Punjab. It also elucidates the rules of engagement between University of the Punjab and the Associated Colleges.

Table of Contents

I	Total Period of Study	4
II	Schedule of Semester	4
III	Admission in a 4-Years BS Degree Program	4
IV	Curricula, Roadmaps, and Course Coding	4
V	Credit Requirement for a Degree Program	4
VI	Class Attendance	5
VII	Course Evaluation, Course Grade, and Grade Distribution	5
VIII	Evaluation system	5
IX	Grading System	6
X	Promotion Rules	8
XI	Probation	9
XII	Calculation of Final Result	9
XIII	Approval of Subjects and Appointment of Supervisors for Research Work/Projects	9
XIV	Course Workload and Change of Course	9
XV	Maintenance of Examination Records	10
XVI	Unfair Mean Cases	10
XVII	Re-Take Examination	10
XVIII	Freezing of a Semester	10
XIX	Cancellation of Admission	11
XX	Course File	11
XXI	Teacher Evaluation	11
XXII	College Semester Implementation Committee	11
XXIII	Summary of Responsibility of University of the Punjab and Associated Colleges	12

I. Total Period of Study.

The normal duration of a 4-year bachelor (BS) program is four years. Each academic year consists of two semesters. In case of valid reasons/excuse the period of study may be extended for two additional years (i.e., four semesters). The students who do not complete studies within the stated period will have their names struck off from the rolls of the college. The students who have been given the right to extend the duration of study for additional two years must register and pay tuition fees for these years.

II. Schedule of Semesters

There will be two semesters in an academic year, called Fall Semester and Spring Semester. Each semester will be of 17 working weeks - 16 weeks for teaching and one week for Mid Semester Examinations. Final Examinations will be conducted by University of the Punjab at the end of each semester. Schedule (date sheet) of final examinations will be issued by Controller of Examinations, University of the Punjab.

III. Admission in a 4-year BS Degree Program

For admission in a 4-year BS degree program, colleges will follow the minimum eligibility criteria used for the corresponding degree programs at University of the Punjab. Colleges may not complete their admissions before University of the Punjab completes its admission process for the BS degree programs. Colleges will send lists of students in all 4-year BS degree programs to the Registration Branch (Registrar's office) of University of the Punjab within 10 working days after the admissions have been finalized for the incoming batch. Only those students who have been registered by University of the Punjab will be allowed to appear in the end of semester final examinations. Registration Branch will register these students. No late registration will be allowed.

IV. Curricula, Roadmaps, and Course Coding

The colleges will use HEC recommended course curricula, semester road maps, course coding schemes, and course outlines for all degree programs that they offer, duly approved by the respective Boards of Studies. No student will take any course unless he has cleared the pre-requisite course(s) for it as specified in the curriculum of the respective department. Courses will be numbered and codified as follows:

1. All courses given in the first year (1st & 2nd semesters) will be numbered 100-199.
2. All courses given in the second year (3rd & 4th semesters) will be numbered 200-299.
3. All courses given in the third year (5th & 6th semesters) will be numbered 300-399.
4. All courses given in the fourth year (7th & 8th semesters) will be numbered 400-499.

V. Credits' Requirements for a Degree Program

1. A minimum 124 -136 credit hours (see 4 below for definition) are required for the 4-year degree programs. The said credits will normally be earned in eight semesters.
2. The minimum number of contact hours in a course will be governed by the curriculum/syllabi and roadmaps provided by University of the Punjab.

3. A course may range from one credit hour to four credit hours.
4. One credit hour stands for at least one hour class contact per week per semester. For practical/laboratory work 3 hours will be considered equivalent to one credit hour.
5. Six (06) credit hours research project (dissertation)/project report/internship/special paper will be offered in the fourth year.
6. Items 1-5 above will be dictated by the HEC curricula for the relevant degree programs.

VI. Class Attendance

1. A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final examination.
2. In case the student remains absent from the class for seven consecutive days without leave his/her name will be removed from the rolls.
3. Students having less than 75% class attendance in a particular course will be required to repeat the course in the same semester next year. Names of such students will be reported by the college to University of the Punjab and these students shall not be allowed to appear in the final examinations.

VII. Course Evaluation, Course Grade, and Grade Distribution

Students will be evaluated on the basis of two examinations, called Mid Semester Examination and Final Examination, homework, quizzes, assignments, presentations, etc. These evaluation instruments and their percentage weight of a grade are given below:

	Evaluation Instrument	Percentage Weight
1	Sessional (Quizzes, homework, assignments, presentations, etc)	10%
2	Mid Semester Examination	10%
3	Final Examination	80%

College will be responsible for evaluating student work and assigning marks for Sessional and Mid Semester Examinations. University of the Punjab will be responsible for conducting the Final Examination at the end of each semester and assigning marks for this evaluation instrument through the office of Controller of Examinations. Colleges will be responsible for submitting marks for sessional work and Mid Semester Examinations to the office of Punjab University Controller of Examinations one week before the end of a semester, along with graded student answer books for Mid Semester Examinations. University of the Punjab will be responsible for preparing and announcing semester results. University of the Punjab will be responsible for issuing Final Transcripts and Degrees.

VIII. Evaluation System

1. The course teacher is responsible for the evaluation of work/performance of the students of his class and for the award of grades to them on the basis of such evaluation.

2. The number and nature of tests and assignments depends on the nature of course. To pass a course, a student must obtain 50% marks (i.e., 'D' grade) cumulative in Mid Semester Examination, Sessional Work, and Final Examination.
3. There will be no choice in questions in the mid semester and final examination papers.
4. The scripts of each activity, i.e., Mid Semester Examination, homework, quiz etc. will be shown to the students concerned by the teachers within one week, taken back immediately in accordance with the announced schedule along with the examination schedule.
5. In case a student is not satisfied with his/her award even after checking his/her answer book, or clarification from the teacher, he/she may make written complaint to Chairman/Principal within two weeks of the end of Mid Semester Examinations week. The Chairman/Principal will refer his/her case to the Examination Committee of the Department/College.
6. The Mid Semester Examinations will be conducted after eight weeks of the commencement of the semester. The final examination will be conducted according to the schedule (i.e., date sheet) announced by University of the Punjab.
7. The duration of the examinations will be as follows:
 - a. Mid Semester Examination: One hour
 - b. Final Semester Examination: Three hours
 - c. Practical Examination (where applicable): 2-3 hours
8. Examinations will be held on consecutive days excluding holidays. Examinations for theory and practical (i.e., lab) of a course will be held on the same day. The schedule (i.e., date sheet) of the Mid Semester Examinations will be displayed by the college well ahead of time.
9. Colleges will submit results of Mid Semester Examinations to the office of Controller of Examinations, University of the Punjab, within 10 working days after the end of the Mid Semester Examinations week.
10. Home assignments will be submitted to the teacher concerned as scheduled by the teacher.

IX. Grading System

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

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

3. Maximum possible Grade Point Average is 4.00
4. Minimum Cumulative Grade Point Average for obtaining a 4-year BS degree is 2.00.
5. A fraction of mark in a course is to be counted as '1' mark e.g. 64.1 or 64.9 is to be shown as 65.
6. Letter Grade and Grade Point for a course will be calculated according to the above table.

Example

Examination	Weightage	Marks Obtained
Mid Semester	10%	8.0
Assignment	10%	8.4
Final Examination	80%	55.0
Total:	100%	71.4

- The score will be rounded to 72.
- Letter Grade in this case will be 'B'
- Grade Point in this case will be 3.00

7. Calculation of Grade Point Average (GPA) for a Semester.

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

Example No.1: Courses with equal credit hours

Course Grades

Course No.	Credit Hours	Grade	Grade Point	Total Grade Points	
231	3	B	3.00	(3.00x3)	9.00
234	3	C+	2.30	(2.30x3)	6.90
247	3	A	4.00	(4.00x3)	12.00
250	3	A-	3.70	(3.70x3)	11.10
271	3	F	Zero	(0.00x3)	00.00
				Cumulative Grade Points	39.00
				Total Credit Hours	15
				Grade Point Average	2.60

Example No.2: Courses with unequal credit hours

Course Grades

Course No.	Credit Hours	Grade	Grade Point	Total Grade Points	
310	4	B	3.00	(3.00x4)	12.00
311	3	A-	3.70	(3.70x3)	11.10
312	4	C+	2.30	(2.30x4)	09.20
550	2	A	4.00	(4.00x2)	08.00
375	2	C	2.00	(2.00x2)	04.00
Cumulative Grade Points				44.30	
Total Credit Hours				15	
Grade Point Average				2.94	

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

8. Only the course number, course title, course credit hours, percentage marks in a course, course grade, semester GPAs, overall percentage marks in the degree, and CGPA will be reported on the transcripts.

X. Promotion Rules

1. A student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.00 at the end of each semester for promotion to the next semester.
2. In case a student is able to obtain GPA of 1.70 or more but less than 2.00 except first semester where GPA of 1.50 or more but less than 2.0, he/she will be promoted to the next Semester on probation (1st probation). If the student does not achieve the desired CGPA of 2.0 but obtain CGPA greater than or equal to 1.7, will go to 2nd (last) probation. The candidate, who fails to secure 1.50 GPA in the first semester or 1.70 CGPA in a subsequent semester, will stand automatically dropped from the' rolls of the college.
3. A student will have the right to avail probation twice in the following semesters.
4. A student has to obtain CGPA 2.00 in the last semester of each program for the award of the degree.
5. In the third, fifth, seventh, and ninth (where applicable) semesters a student will be required to repeat those courses of the first, third, fifth and seventh semesters, respectively, in which he/she had failed.
6. In the fourth, sixth, eighth and tenth (where applicable) semester, a student will be required to repeat those courses of the second, fourth, sixth and eighth semesters, respectively, in which he/she had failed.
7. If a student gets D grade, he/she can repeat the course when offered to improve his/her grade.
8. A student, who completes all the courses and has not been required to repeat any course(s), obtains CGPA less than 2.00 but not less than 1.90 at the end of the 8th

semester may be allowed to repeat 12 credit hour courses in which he/she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.00 CGPA failing which he/she shall not be awarded degree and removed from the rolls of the College.

9. In case a student repeats the course(s) for the improvement of grades) which he/she has already taken, the better of the two grades of the course(s) will be counted for CGPA calculations.

XI. Probation

The promotion of a student on probation will be allowed twice in all the degree programs. If a student in the first semester obtains CGPA less than 2.0 and greater than or equal to 1.5, he/she will be considered on probation. In the subsequent semesters (i.e., second semester onwards), the student will be considered on probation if he/she scores CGPA less than 2.0, and greater than or equal to 1.70. In case student does not achieve the minimum desired CGPA of 2.0 in any semester after availing two probations, he/she will be dropped from the rolls of the College and cannot be re-admitted by the same College under any circumstances.

XII. Calculation of Final Result

1. Minimum requirements for the award of a degree.
 - i. A candidate must have qualified in accordance with the existing Rules and Regulations in each one of the semesters from 1-8 separately, i.e. by securing at least a 'D' in the course(s) as to fulfill the requirements laid down in (ii & iii) below:
 - ii. He/She must have earned the prescribed number of credits required for the degree, i.e., 124 - 136 credits, as the case may be for a particular degree.
 - iii. He/She must have obtained a minimum Cumulative Grade Point Average of 2.00.
2. Method for Calculation of the Final CGPA.
 - i. Add up Cumulative Grade Points of all Semesters to obtain grand total and then divide the grand total by total number of credits of the courses studied. The resulting figure will represent the Cumulative Grade Point average secured by a candidate. The CGPA will be reported up to two decimals but for the determination of merit position CGPA will be calculated up to any decimal.
 - ii. For the award of Gold Medal or some other award(s), the 1st position will be calculated on CGPA basis of the whole course.
 - iii. For the award of Gold Medal of University of the Punjab a student must have passed all the examinations at least in B grade, in the first attempt.

XIII. Approval of Subjects and Appointment of Supervisors for Research Work or Projects.

The approval of subjects for research and appointment of internal and external supervisors in examinations will be accorded by the concerned Board of Studies.

XIV. Course Workload and Change of Course

1. A student who had earned an 'F' grade in a course in 1st semester may be allowed to take one additional course during the 3rd semester.

2. A student who had earned an 'F' grade in a course in the 2nd, 3rd, 4th, 5th or 6th semester may be allowed to take one additional course during the 4th 5th, 6th,7th or 8th semester, respectively.
3. The student who had earned an "F" grade in a course in 7th and 8th semester will enroll again in 7th and 8th semester of next class (i.e., the following year).
4. The students who have earned 'F' grade in any course or have earned 'D' grade in any course and want to improve grade will enroll the course in the same semester in the following year.
5. The teacher will provide a detailed course outline to the students within seven days of the beginning of the semester and will send a copy of the course outline and work plan to the Chairman/Principal.

XV. Maintenance of Examination Records

The teacher concerned will prepare five copies of the award lists. He/She will retain one copy with him/her, display one copy on the college notice board, and provide three copies to the college Principal. The Principal will retain one copy and forward one copy each to the head of the relevant University department and Controller of Examinations University of the Punjab. The scripts of Mid Semester examinations will be sent to Controller of Examinations, University of the Punjab, within one month of holding of examinations.

XVI. Unfair Means Cases

The teacher-in-charge will report unfair means cases in quizzes and mid semester examinations to the Principal who will forward these cases to College Examination Committee within one week for necessary action as under:

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

UMCs in the final examinations will be handled by the office of the Controller of Examinations, University of the Punjab, as per university rules.

XVII. Re- Take Examination

If a student fails in a course, he/she will be provided two chances to pass a course by registering for the course again in the same semester of the subsequent years. If a student fails to pass the course after availing these two chances, he/she will be dropped from the rolls of the college.

XVIII. Freezing of a Semester

In case of a valid reason a student may freeze his/her studies maximum for one year (two semesters) subject to the permission of Chairperson/Principal of the concerned Department/College. The student will rejoin the same semester in the following year. However, freezing in 1st semester is not allowed.

XIX. Cancellation of Admission

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

XX. Course File

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

- Description of course
- Course coding
- Weekly teaching schedule
- Dates of mid-semester examination
- Copy of each homework assignment
- Copy of each quiz given
- Copy of Mid Semester examination
- Copy of midterm and sessional results duly signed by the teacher
- Difficulties/problems faced during classroom/course delivery

The course file of each subject will be submitted to the office of the Principal one week before the end of semester (i.e., 16th week of the semester). The Principal's office is required to maintain this record for one year after the end of a semester. The relevant Punjab University bodies may inspect these files if/when needed.

XXI. Teacher Evaluation

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

XXII. College Semester Implementation Committee

The college must have a Semester Implementation Committee, to be constituted by the college Principal. The committee will perform the following functions:

1. Provide consultation to all the departments converting to semester system from the annual system.
2. Provide support in the implementation of semester system by arranging short courses for the faculty on its various aspects.
3. Monitor the implementations of semester system.
4. Address various issues arising with relation to the implementation of semester system.
5. Address the appeals of the student(s) if they are not satisfied by the decision of the Departmental Examination Committee.

XXIII. Summary of the Responsibilities of University of the Punjab and Associated Colleges

Here is the summary of the responsibilities of University of the Punjab and the Associated Colleges offering 4-year BS degree programs under the semester system:

1. Colleges will send lists of students in all 4-year BS degree programs to Registration Branch (Registrar's office) of University of the Punjab within 10 working days after the admissions have been finalized for the incoming batch. Registration Branch will register these students. Late registration shall not be allowed.
2. Evaluation of a course is divided as follows:
 - a. Sessional Work: 10%
 - b. Mid Semester Examination: 10%
 - c. Final Examination: 80%
3. Colleges will conduct and evaluate Mid Semester Examinations and sessional work (i.e., quizzes, homework, assignments, presentations, etc) of students.
4. Colleges will submit results of Mid Semester Examinations to the office of Controller of Examinations, University of the Punjab, within two weeks after the end of Mid Semester Examinations week. Colleges will submit sessional marks to University of the Punjab by the end of 16th week of the semester.
5. The office of Controller of Examinations, University of the Punjab, will prepare the schedule for the conduction of viva voce for final year projects through external examiners, duly approved by the respective Boards of Studies. Evaluation by the external examiner will be out of 80% marks of the project.
6. The office of Controller of Examinations, University of the Punjab, will be responsible for conduction (including preparation of question papers, assignment of examiners, assignment of invigilators, etc) and evaluation of the end of semester Final Examinations and the declaration of results of these examinations. Only students with registration with University of the Punjab will be allowed to take final Examinations. Final examination will be conducted out of full syllabi of the respective courses.
7. The office of Controller of Examinations, University of the Punjab, will prepare and issue final Transcripts for students.
8. The office of Controller of Examinations, University of the Punjab, will prepare and issue result cards for students.
9. University of the Punjab will issue degrees to successful candidates.

Other Important Notes

- Principal of the affiliated college would constitute a committee to look after all the matters related with resit examination of his/her college's students. Committee may include senior college faculty and medical officer of the college.
- The student who cannot appear in examination because of valid reason such as medical problem or death of close relative shall be allowed to appear in re-sit examination after approval of a college committee subject to the payment of special examination fees.
- The student who fails to get passing marks in any subject or subjects shall be allowed to appear in re-sit examination as per University semester rules (which have already been sent to colleges).
- Re-sit examination of one semester for students only with valid reasons as approved by the college committee will held immediately after examination of next semester, i.e. re-sit examination of 1st semester subjects will held after final term examination of 2nd semester in very next week and re-sit examination of subjects of 2nd semester will held after final term examination of 3rd semester and so on.
- Medical certificate must be verified by Principal of the affiliated college on behalf of his/her college's committee.
- Approved re-sit cases must reach the Controller of Examination Cell, University of the Punjab through proper channel at least two months before the final term examination.
- In case of a valid reason, a student may freeze his/her studies maximum for one year (two semesters) subject to the permission of College Committee. Freezing of 1st semester is not allowed but in case of grave conditions, College Committee will consider the freezing of 1st semester and will forward its recommendations to BS Coordination Committee of University of the Punjab for final decision. The student who discontinues studies will be allowed to seek readmission in the same semester next year after paying semester fees. During the period of discontinuation of studies, all the facilities shall be curtailed which are normally available to regular students.