

MINUTES OF THE MEETING REGARDING PROCEDURE TO BE ADOPTED FOR SEMESTER SYSTEM OF EXAMINATION IN THE AFFILIATED INSTITUTIONS

The final meeting regarding the procedure for Semester System of Examination in the affiliated institutions was held on March 12, 2008 at 3:00 pm in the Conference Room of the Administration Block.

The following attended the meeting while Prof. Dr. Saeed Anwar was in the Chair.

1. Prof. Sher Ali Khan, Registrar
2. Prof. Dr. Saeed Anwar, Dean Faculty of Arts.
3. Prof. Dr. Suleman, Dean Faculty of Health Sciences.
4. Prof. Dr. Sohail Shahzad, Chairman Deptt. of Mgt sciences.
5. Pir. Abdul Jabbar, Controller of Examinations.
6. Mr. Akhtar Zeb, Deputy Controller of Exams.
7. Mr. Noor ul Amin, Chairman Deptt. of Information Technology.
8. Lt. Cdr (R) Mahmood Khan, Deputy Registrar (Academics).
9. Miss. Shaista Irshad Khan, Deputy registrar (Meetings)
10. Mr. Amjad Khan, Assistant Registrar, (Academics).

While tabling the item, the Registrar invited the attention of all the members for their comments and valuable suggestions on the issue of **procedure for semester system of examination in the affiliated institutes**. The issue was discussed thread bare & after amendments it was unanimously agreed that

1. These rules will be applicable to the following disciplines being run in the affiliated institutions.
 - a. BBA.
 - b. MBA.
 - c. BCS.
 - d. Pak. Studies
2. All the affiliated institutes should strictly follow the Courses / Syllabi of the semester system in vogue in the University for the said Disciplines. The same would be provided by the University to the affiliated institutions.
3. To regulate all the academic activities, the affiliated institutes will have to follow the Academic Calendar of the University including exam schedule in particular.
4. Periodical assessment of the progress of different courses taught during a particular semester will be carried out by the University Authorities/concerned departments

5. For proper functioning of semester system the affiliated institutes should coordinate with the concerned Deans / Chairmen for guidance or any problem in this regard.
6. Their terminal exam would be conducted in the following manner;
 - a. The institutions will be independent to arrange their **internal assessment** at their own with total marks of 45. The distribution of marks will be as follows:

i. Mid Term Exam	15.
ii. Quizzes / Assignments/ Presentations etc	20.
iii. Class tests (Sessionals tests)	10.
 - b. The terminal examination carrying total marks of 55 will be the same for the affiliated institutions as that of the University's internal departments.
 - c. Each student has to secure 50% marks in the terminal examination for passing each individual course. A student who fails in the terminal paper will be considered as failed in that particular Course/ Paper.
 - d. The question papers would be provided by the University for the Terminal Exam. ***The Controller of Examinations shall arrange the question papers and shall maintain its security.***
 - b. There would be one representative from the University throughout the terminal examination for supervision.
 - c. The University Authorities will also inspect the exam centers during the exams.
7. For the uniformity in the assessment of answer scripts by the affiliated institutes, the Chairman of the department concerned would cross check the assessed answer scripts in a random manner. He will be considered as Head Examiner and as such authorized for amendment of awards in case of any discrepancy.
8. There should be one representative from the university (detailed by the Academic Section) on the panel of the affiliated colleges during test / interviews for admissions.
9. All the expenses incurred in the whole process of supervision, monitoring and evaluation would be borne by the affiliated institutions @ of **Rs. 1500/-** per student per semester which will be payable to the university at the time of registration of the students. ***"The said amount will be payable with the***

approval of the Competent Authority & will be subject to change from time to time as & when the University Authority deem it necessary”.

10. The aforementioned procedure and regulations will be applicable to all the affiliated institutions functioning in Private or Public Sector.
11. Further, the institutes will be required to submit the DMC of **Two Semesters** of each student for counter signature of the Controller of Examinations with a fee of **Rs. 300/-per DMC**.

Recommendations/ amendments of the expert panel constituted by the Competent Authority

As per directives of the Competent Authority the expert panel, Comprising of Prof. Dr Iqbal Shah, coordinator, Havelian campus and Prof. Dr. Habib Ahmad, Dean of Sciences held a meeting on March 28, 2008. Prof. Dr. saeed Anwar, Dean, Faculty of Arts and Amjad Khan, Assistant Registrar also attended the meeting.

They thoroughly checked the draft recommendation regarding system of examination in the affiliated institutions and gave their deliberations/amendments which are as under.

1. The recommendation No. 6(d) was amended as:
“ the question papers would be provided by the university for the terminal exam. The controller of exams shall arrange the question papers and shall maintain its security”.
2. The recommendation No. 9 was amended as:
“All the expensed incurred in the whole process of supervision, monitoring and evaluation would be borne by the affiliated institution @ Rs 1500/- per student per semester which will be payable to the university at the time of registration of the students. The students amount will be payable with the approval of the competent authority and will be subject to charge from time to time as and when university authorities deem it suitable”
3. Recommendation No. 11 and 12 were also amended which are as under:
 11. Anticipatory approval may be granted by the Vice Chancellor.
 12. The recommendation/minutes may be approved subsequently for the relevant authorities.