

**HAZARA UNIVERSITY, MANSEHRA**  
**Conduct of Semester Examinations – Rules, Regulations and**  
**Procedures**  
**(Revised 2020)**



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## CONDUCT OF SEMESTER EXAMINATIONS – RULES, REGULATIONS AND PROCEDURES

### 1. Short Title, Commencement and Application

1.1 These regulations shall be known as Conduct of Semester Examination Rules, Regulations and Procedures framed under section 29 & 31 of Khyber Pakhtunkhwa Universities Act 2012 (amended 2016), read with Section 7.

1.2 These Regulations shall come into force with immediate effect.

### 2. Definitions:

- i. **‘University’** means Hazara University, Mansehra.
- ii. **“HEC”** means Higher Education Commission, Islamabad, Pakistan.
- iii. **“Academic Council”** means the Academic Council of Hazara University.
- iv. **“Academic Department”** means a teaching, research and technology development department maintained and administered by the Hazara University.
- v. **“Affiliated Colleges”** means an educational institution affiliated to the University but not maintained or administered by it.
- vi. **“Authority”** means any of the authorities of the University specified in Khyber Pakhtunkhwa Universities Act 2012 (Amended 2016).
- vii. **“ASRB”** means Advanced Studies and Research Board of the University.
- viii. **“Board of Faculty”** means the Board of Faculties of the University.
- ix. **“Board of Studies”** means the Board of Studies of the University.
- x. **“Chairman of the Department/Director of the Institute”** means the head of an Academic Department/Institute and includes the Chairperson.
- xi. **“Chancellor”** means Chancellor of the University.
- xii. **“Committee”** means Committee constituted for a specific purpose.
- xiii. **“Dean”** means the Dean of the Faculty, who is also Chairman and Chairperson of the Board of Faculty.
- xiv. **“Government”** means the Government of the Khyber Pakhtunkhwa.
- xv. **“Prescribed”** means prescribed by Statutes, Regulation or Rules made under Khyber Pakhtunkhwa Universities Act 2012 (Amended 2016).
- xvi. **“Registered Graduate”** means a graduate of the University who has his name entered in the register maintained for this purpose.

- xvii. **“Statutes”, “Regulations” and “Rules”** respectively mean the Statutes, the Regulations and the Rules made or deemed to have been made under the Khyber Pakhtunkhwa Universities Act 2012 (Amended 2016).
- xviii. **“Syndicate”** means the Syndicate of the University.
- xix. **“Teacher”** includes Professors, Associate Professors, Assistant Professors and Lecturers engaged full time by the University or by the college for teaching diploma, degree or postgraduate classes and engaged in research and development and such other persons who may be declared as Teacher by Regulations.
- xx. **“Vice-Chancellor”** means the Vice Chancellor of the University.
- xxi. **“PhD”** means the Doctor of Philosophy.
- xxii. **“MPhil”** means the Master of Philosophy.
- xxiii. **“Supervisor”** means a faculty member holding necessary academic degree and experience, appointed by the Advanced Studies and Research Board to supervise the MPhil or PhD student.
- xxiv. **“Co-Supervisor”** means a person holding necessary academic degree and experience, appointed by the Board of Advanced Studies and Research to supervise the MPhil or PhD Student.
- xxv. **“Comprehensive Examination Committee”** means a Committee constituted for the purpose of conducting comprehensive examination.
- xxvi. **“GRC”** means Graduate Research Committee within each Academic Department.
- xxvii. **“UGAT”** University’s Graduate Admission Test of each department.
- xxviii. **“Contact Hour”** Contact hour means student are engaged for academic/research related activities including instructional work/tutorials, lab work (practical’s), research work, projects, seminars, workshop, internships, etc, during the course of studies at the university (face to face or online).
- xxix. **Academic Programme.** An “Academic Programme” means a programme of studies, which leads to the award of a University Degree to the students, after successful completion of all its requirements.
- xxx **Controller.** means the Controller of Examinations of Hazara University.
- xxxi **CMS.** Means campus management System
- xxxii. **LMS.** Means learning Management System
- xxxiii. **SSC.** Means Student services System

- xxxiv. **Course.** Means a course of study leading to the successful completion of the degree.
- xxxv. **Credit Course (CrHr).** “Credit Course” means the academic load assign to a course, i.e.. 1 CrHr, 2 CrHR, 3 CrHr, etc.). 1 CrHR is equivalent to 50 minutes of lecture or recitation per week for the whole normal semester.
- xxxvi. **Grade.** A mark (letter grade or number) indicating the quality of students” academic performance is called Grade.
- xxxvii. **Grade Point (GP).** Number of points representing the letter grades scored by a student in a subject.
- xxxviii. **GPA - Grade Point Average.** means the accumulative grade point earned in a semester or in the whole course of studies mentioned later in this documents
- xxxix.. **CGPA** means Cumulative Grade Point Average- Calculation of CGPA is given in the document.
- xl. **Grade Points of a Credit Course.** Total number of points scored by student in a credit course. This number is the product of points representing the letter grade scored by the student in a course and the number of credit hours taken of the course.
- xli. **Cumulative Grade** Point Average (Cum GPA).
- xlii **Non-Credit Course.** A “non-credit course” means a course of study, successful completion of which shall not be a requirement for the degree.
- xliii **Registration** means registration of the student with the office of the Registrar of the University.
- xliv **SGPA - Semester Grade Point Average (Sem GPA).** The summation grade points of all credit courses divided by the total number of the credit hours taken by a student during a semester
- xlv **Semester.** A “Semester” means an academic period, in which one set of courses in any discipline is offered. The duration of a semester will be minimum of 18 weeks including 16 weeks for teaching and 02 week for exams. The academic year consists of two semesters; fall and spring semester. There may be a short summer semester of minimum 8 weeks duration with twice the pace and progress.
- xlvi **Final/Terminal Examination:** means an examination at the end of a semester
3. All mid term/terminal Examination of a semester of the University shall be held as per the academic calendar and approved examination schedule/datesheet.
4. **Examination Schedule**

The examination schedule will be prepared by each department/institute/centre and will be published at least 02 weeks prior to the commencement of the mid

term/terminal examination and forward a copy of the schedule to Controller Examinations, Hazara University.

## **5. Conduct of Terminal Examination**

The chairman/HOD of concerned Department/Institute will approve the detailing of Faculty/Office as Superintendent/Deputy Superintendent for the conduct of mid/terminal examination. These invigilators/ Faculty will ensure the following:

- a. Examinees are seated in the examination room according to the seating plan prepared by the examination officer of the Department.
- b. All answers books used in the examination are signed by supervisory staff. No other answer books are to be used.
- c. Answer books are issued to the invigilators five (05) minutes before the commencement of the examination and retrieved at the end of the examination.
- d. Absentee report, if any, is prepared and forwarded to the departmental Examination Officer.

## **6. Invigilation/Invigilators**

Invigilators are appointed by the department with approval of the chairman/HOD. They will report to the Superintendent/Deputy Superintendent 30 minutes before the commencement of examination and will ensure.

- a. That students are seated according to their seating plan.
- b. That the students are warned against the use of unfair means and have been directed to surrender notes, papers or other unauthorized material before the commencement of the examination.
- c. That no examinee is allowed to join the examination 30 minutes after its commencement.
- d. That no examinee is allowed to leave the examination room within one hour of commencement of examination. The visits to "washrooms" will be allowed only in special circumstances and should be carefully controlled.
- e. That the question papers and answer books of an examinee detected using unfair means or assisting another candidate or is copying from another candidate is taken away and the matter reported to the Superintendent/Deputy Superintendent of examination. The Superintendent records all available evidence to be used as written proof later on.
- f. That the examinees write their examination roll/code/detail number on the front cover of each additional answer book used. If more than one answer book is used, they are handed over to the Superintendent/Deputy Superintendent after the examination.

## **7. Use of Reference Material During Tests / Exams**

Prior to class test/mid/terminal examinations the concerned faculty/invigilator shall announce such books, notes or other material which can be referred to by the

students during the tests/Examinations. Examinee will not be in possession of any other books, notes, papers or material etc.

## **8. Question Paper**

All question papers are set by respective faculty and duly scrutinized, approved and conducted in accordance with the Hazara University policy. As per the spirit of Semester system, there will be no choice in attempting the questions. It will also be ensured that the question Papers are balanced with respect to the examination policy and have been prepared to cover the essentials of the whole syllabus completed by the faculty. In case the teacher who teaches a course is not present at the time of the examination, the Chairman/Head of the Department may appoint another teacher for the purpose.

## **9. Academic Calendar**

The Academic calendar and number of semesters per academic year have already been stated in the "HU Academic Rules, Regulations and Procedures" document, so reader are referred to above document.

## **10. Students' responsibility / Instructions to Students/Candidates**

- (a) Students/Candidates will report half an hour before the time fixed for the examination on the first day and 10 minutes on subsequent days. No books, notes or documents are to be taken in the examination room except those authorized by the examiner.
- (b) No candidate shall be allowed to enter the examination centre after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria the Centre Superintendent may provisionally allow into the examination hall a candidate who is late up to thirty (30) minutes after commencement of the examination, provided the candidate is required to fill in a LATE ARRIVAL Form giving valid reasons, subject to concurrence of the departmental examination officer.
- (c) In case the examination starts late, for any reasons to be recorded in writing by the Superintendent and forwarded to the Chairman concerned, the Superintendent shall extend the time for the period that has been lost.
- (d) No candidate shall leave the examination hall without the permission of the Superintendent.
- (e) No candidate shall be allowed to leave the examination until half the scheduled time of that examination has passed. In case candidate has to leave the examination hall in emergency situation before this time, for any reasons to be recorded in writing by the Hall Superintendent, he/she shall not be allowed to take the question paper with him/her.
- (f) No candidate shall be allowed to re-enter the examination hall if he/she leaves after handing over the answer book.
- (g) No candidate shall be allowed to use toilet facilities until at least one hour after the commencement of the examination, and during the last thirty minutes of the examination.

- (h) The candidate shall fill in the details on the title page of the answer book before attempting the paper.
- (i) Candidate shall not ask for and shall not be given any explanation about the question paper. In case any clarifications i.e., misprint/error, is required for any valid reasons, as ascertained by the Hall Superintendent, it shall be done strictly after obtaining permission of the Chairman concerned.
- (j) Candidate shall not borrow anything from other candidates during the examination.
- (k) Candidate shall not talk or disturb other candidates after commencement of the examination.
- (l) Candidate shall not remove a leaf or a part there of, from the answer book.
- (m) While leaving the examination hall, candidate shall handover all answer books/papers etc to the Supervisory staff.
- (n) Candidate who tries to use unfair means or creates law and order situation during the conduct of the examination or otherwise shall be dealt with under "Unfair Means Regulations".
- (o) In case answer book of a candidate is lost after having been received by the Hall Superintendent, and if he/she passes in all other subjects of the examination, he/she may be required to reappear in that one subject of which answer book is lost. If, on reappearing, he/she obtains pass marks he/she shall be deemed to have passed the examination. In case of any dispute as to whether a candidate's answer book was duly received by the Superintendent or not, the findings of the departmental examination committee subject to the approval of the Vice Chancellor, shall be final.

## **11. Unfair Means / Malpractices**

Any student found using unfair means or assisting another student during a test/examination or copying from another student would be liable to disciplinary action. A student found guilty of such act will be referred to the Unfair Means Committee for dealing the case within the light of policy in vogue. Use of unfair means generally covers the following:

- a. An attempt to have access to the question paper before the test / examinations.
- b. Communicates directly or indirectly with an examiner with the intention of getting to disclose any question or questions set or to be set by him or with the object of influencing him in the award or marks.
- c. Communicates directly or indirectly with the Superintendent of the examination centre/hall or any other person connected with the supervision of an examination for the purpose of inducing such person to give undue assistance or show undue favour to the candidate.
- d. Use/possession of unauthorized reference material during test / Examination.

- e. Any form of communication by the examinee with any one in or outside the examination room while the test / Examination is in progress.
- f. Unauthorized entry into faculty's office or that of staff with the intention of having access to or tampering with the official record / exam paper etc.
- g. Receives assistance from other persons in the examination.
- h. Gives assistance to another candidate or allow him/her to copy from his/her answer book in the examination.
- i. Removes a leaf or leaves from his answer book.
- j. Uses abusive or obscene language in his answer book.
- k. Smuggles an answer book in or out from the examination hall.
- l. Communicates directly or indirectly with any official of the University with the intention of obtaining any information connected with the examination, which such official is bound not to disclose.
- m. If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned in para 10 (b) & (c) above with the object mentioned therein, such communications may be deemed to have been made by the candidate himself/herself and shall be liable for penalty(ies) as per UFM case made by invigilation staff.
- n. If a candidate gains admission to the examination or attempts to gain admission by making a false statement in his/her admission form.
- o. Producing a false document forging another person's signature on a document.
- p. Allowing another person to impersonate him/her.
- q. If a candidate possesses any firearms or anything capable of being used as weapon of offence in or around the examination centre/hall/room or assaults or threatens to assault a person engaged in the conduct of an examination.
- r. If a person on the rolls of the University abets a candidate in the commission of any of the offenses mentioned above, his/her act shall be taken as malpractice.
- s. If a person on the rolls of the University obstructs any University official, the Inspector of any examination centre or any person connected with the conduct of an examination, in the discharge of such person's duties, such enrolled student shall be dealt accordingly with UFM penalties.
- t. Submits forged or fake document in connection with the examination.
- u. Mutilates the Answer Book in any form or shape.
- v. Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
- w. Misbehaves or creates any kind of disturbance in or around the examination centre.
- x. Walks out of the paper as protest.



- y. Possesses any kind of electronic device and mobile phones which may be helpful in the examination. **MOBILE PHONES ARE STRICTLY NOT ALLOWED IN THE EXAMINATION HALL.**
- z. Cases of students related to above mentioned offences, shall result in penalties keeping in view the nature and intensity of offence.

## **12. Unfair Means Committee**

- a) There shall be “**Departmental UFM Committee**” in each Department consisting of;
  - i. Chairman / HoD (Convener)
  - ii. Two (02) Faculty (members)
  - iii. Departmental Examination coordinator (Secretary)
- b) The Committee in view of the nature and intensity of offence shall impose following penalties.
  - i. Cancellation of paper\*.
  - ii. Suspension from programme for one semester.
  - iii. Heavy and light Fine (Rs. 1000 to 5000/-)
  - iv. Recommend the expulsion of a student to the Competent Authority (Vice Chancellor) forever from the University.
  - v. Any other penalty which the UFM committee deems fit, in view of the nature and intensity of offence.
  - vi. Unfair Means Cases Committee will decide that the student will have to repeat in summer or winter semester or in regular semester the course of the cancelled paper.
  - vii. Any case which the Departmental UFM Committee so considers, may forward/refer/submit to the “University’s UFM Committee related to Semester Examinations”.

## **13. Punishments / Penalties to be awarded to UFM Candidates**

- (a) Any candidate who, after announcement made by Superintendent, fails to part with or is found to have access to books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment in his/her possession relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be expelled by the superintendent from the Examination Room and his/her answer book shall be cancelled and case be reported to the departmental examination officer/Chairman of the department.
- (b) Any candidate found guilty of copying from any paper, book or notes, or allowing any other candidate to copy his/her answer-book, or creating disturbance in the hall by whispering/talking may be disqualified from appearing in examination for a period which may extend to two semesters and fine imposed from Rs.1000/- to 5000/-. Decision given by the examination committee will be final.

- (c) Any candidate found guilty of impersonation and is on the rolls of the university/affiliated institution, he/she shall be disqualified (i.e., both the candidate and the impersonator), shall be liable to expulsion and to be debarred from admission to any class and from appearing at any examination for a period not exceeding five years with a fine of Rs.3000/- to Rs. 10,000/-.
- (d) If the impersonator is not on the rolls of the university/affiliated institution but holds a degree or diploma conferred or granted by the University, the examination committee shall register a case with the Police and shall send intimation to this effect to the Vice Chancellor/Registrar for cancellation of his/her Degree/diploma.
- \*In case of his/her conviction by a court of law for cheating by impersonation will render himself/herself liable to punishment under section 419 P.P.C. to imprisonment which may extend up to seven years, or fine, or both.*
- (e) Any candidate found guilty of resorting to physical assault on the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates shall be disqualified permanently.
- (f) Any candidate found guilty of possessing firearms, daggers, knives, and other weapons/hazardous material, which may cause injury, shall be disqualified for a period of three years to appear in any examination of the University and his regular admission from the department/institute be cancelled. In addition, a fine as deemed suitable be imposed by the discipline committee.
- (g) Any candidate found guilty of instigating others to stage a walkout or resort to a pen-down strike shall be liable to expulsion by the Superintendent or the Departmental examination officer or any officer duly authorized by the Vice Chancellor and shall be disqualified for a period up to three (03) years to appear in any examination of the University along with imposition of suitable fine.
- (h) Any candidate found guilty of obtaining admission to the examination on false statement made on his/her document by any means, shall be disqualified to appear in that examination.
- (i) Any candidate found guilty of forging another person's signatures on his/her application or admission form may be disqualified for a period of one year (02 semesters).
- (j) Any candidate found guilty of intentionally spoiling/parting/damaging his/her or any other candidate's answer script or any other important document/item related to the examination, shall be barred from appearing in the examination for two consecutive semesters and a fine of Rs.5000/- to Rs.10000/- be imposed.
- (k) Any candidate found guilty of smuggling/taking answer script/related document with him or stealing of blank answer script/additional sheet/other document, shall be disqualified for a period of three (03) years to appear in

any examination of the University and his regular admission from the department/institute be cancelled.

- (l) Any candidate found guilty of influencing or attempting to influence, the Examiners or Supervisory Staff or the departmental examination officer and other University Staff directly or through his/her relatives or guardians or friends with the objective of gaining benefit in the examination shall be disqualified for the examination.
- (m) Any candidate who refuses to obey the Exam Superintendent or changes his/her seat with another candidate, or changes his/her roll number, shall be expelled from the Examination room and his/her answer book shall be cancelled.
- (n) Any candidate who interchanges his/her answer script/question paper (or a part of it) with another candidate, shall be expelled from the examination room and his/her answer book shall be cancelled. The entire examination of such candidate(s) shall be cancelled and a suitable fine be imposed.
- (o) Any candidate found guilty of cheating in the examination by way of depositing less fee and enhancing it through forgery on Bank receipt shall be debarred to appear in that Examination.
- (p) If a person on the rolls of the University abets a candidate in the commission of any of the offenses related to the malpractices/unfair means, he/she shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted.
- (q) If a person on the rolls of the University obstructs any University official, the Inspector of any examination centre or any person connected with the conduct of an examination, in the discharge of such person's duties, such candidate shall be liable to be expelled from the University for a period not exceeding three (03) years, inclusive of the year in which the offence occurred.
- (r) The above penalties (section 13. (O and P) may be imposed in addition to any other penalty to which the offender may be liable under any law being in force at the time.
- (s) **Act of Supervisory/departmental Staff.** If Supervising Staff, Paper Assessor, Practical Examiner, or any other person employed in connection with an examination fails to comply with any instruction issued by the Hazara University or any of its officers, commits any other irregularity, secures such appointment by supplying wrong information through alteration of facts, the department concerned shall report the matter to the Competent Authority for administrative action and/or take any other legal action that may be deemed necessary.
- (t) In case of an emergency, the Vice Chancellor may award suitable punishment without reference to the Committee, in commensuration with the gravity of offence, to any candidate or to any student on the rolls of the University/affiliated college, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Centre/room.

#### **14. Committee Dealing Cases of Unfair Means in the Examinations**

- a) The Vice Chancellor shall appoint a Committee on the recommendations of the Controller Examinations, for a period of three (03) years to be known as the **“University’s Unfair Means Committee”** related to Semester Examinations” to deal with cases of the alleged use of unfair means, or other matters affecting the discipline of the students in connection with examinations on hearing from Controller of Examinations.
- b) The Unfair Means Committee shall comprise of a minimum of three and a maximum of five members. The Controller of Examinations shall be its Member/Secretary.
- c) Each member shall have a single vote.
- d) The senior most member shall be the Chairman of the Committee.
- e) The members of the Committee shall hold office for three years. In case of vacancy among the members, the Vice Chancellor shall appoint another person who shall hold office for the remaining period of the term.
- f) The quorum of the Committee shall be two-third of its total membership.
- g) In case of difference of opinion among the members, the majority decision shall be regarded as the decision of the Committee.
- h) If the entire Committee disagrees over an issue, the case shall be referred to the Vice Chancellor, who shall either decide the case himself or refer it to the Syndicate for its verdict.
- i) No penalty shall be imposed on a candidate unless he/she has been given a reasonable opportunity of showing cause against the action, proposed to be taken against him/her.
- j) The Unfair Means Committee shall be the Authority to determine the charge of a breach of the rules of examinations and formulate recommendation to the Vice Chancellor for approval.
- k) A candidate, aggrieved by the decision of the Unfair Means Committee, may bring to the notice of the Vice Chancellor any new facts within seven days of the receipt of such decision. The Vice Chancellor may reconsider the case and give his decision or refer it to the Appellate Committee.
- l) In case of an emergency, the Vice Chancellor shall be competent to award suitable punishment to a student for breach of any law/rules pertaining to examination.

#### **15 Appellate Committee**

- (a) If a student is not satisfied by the decision of the University’s Unfair Means Cases Committee, he/she can submit his/her appeal within a week after the decision of the Committee, to the Vice Chancellor.
- (b) The Vice Chancellor may refer the appeal to the Appellate Committee for final remedy. The Appellate Committee may be constituted to hear the appeals against the decisions of the “University’s Unfair Means Committee”. The Committee shall comprise of a Dean and two senior faculty members not below the rank of Professor. The decision of the Appellate Committee shall be binding and final.

## **16. Destruction/ Disposal of Question Paper/answer Books/Result Sheet**

The following policy for destruction of Question Papers/Answer Books/result sheet of all types of University examinations will be adopted.

- (a) Question paper(s), if not part of any answer book, will be disposed off after the conduct of every examination.
- (b) Answer scripts along with a sample question paper will be retained for record, for three (03) year after the declaration of the terminal result.
- (c) Soft copies of the question paper will be retained for ever as duplicate record at two different and secure places.

## **17. Computation, approval and submission of seemster Results:**

17.1 The university has developed a comprehensive "Campus Management Solution- CMS" software where all academic operations have been computerized including submission of results. The following procedure will be followed to upload results to the CMS:

- a. Instructors will upload marks of all parameters (assignment, quizzes, midterm, final term exam, etc) to the CMS during the semester on regular basis. All marks will also be visible to students.
- b. After the final examination and marking of answer sheets, the Instructor will upload marks into the CMS.
- c. Instructor will discuss final result with concerned Chairperson/HoD. The department may have a committee to approve final results.
- d. After the approval of the result, the instructor will submit result through the CMS. Note: Instructors are advised to keep a copy of the result as the same result will be sent back to him/her for verification.
- e. After the submitting of result, the instructor will be unable to make any changes.
- f. The submitted result will automatically move to the Chairperson/HoD panel/portal who will approve it. In case Chairperson/HoD would like to discuss the result with instructor for any advice, he or she can do it before approval.
- g. When Chairperson/HoD is satisfied, he/she will approve the result.
- h. After the approval of the Chairperson/HoD, the result will automatically goes to the Controller of Examination Portal/Panel where he/she can apply certain rules and regulation before disposing it. After the disposing, the result will be announced and visible to students through the CMS student portal.
- i. After the application of rules and regulation, a print out of the award list will be made by the Controller of Examination and send to the concerned Department for verification and signature of the HoD and concerned Instructor and Dean.
- j. It is the responsibility of the Controller of Examination to make it sure that all award lists have been signed and returned to the Examination Department for record and printing of Gazette.

- k. The Controller of Examination will make Faculty wise Gazette from the above award lists and bounded. A copy of the gazette will be sent to the Concerned Departments and Dean also.

## **18. Record of Result**

- 18.1 As mentioned above that all information will be stored under the CMS with full protection. Once the results is finalized and announce, no one will be allowed to make any changes without proper and approved procedure through grade change procedure or appeal against the grading by the concerned student. All original records or any changes made to the record will be stored in the computer system. Gazette of the semester will be available in both hard and soft forms.

## **19. Issuance of Academic Transcript/Detail Marks Sheet**

- a. Student can get a copy of the unsigned transcript from the CMS. However, if they need an official signed semester or incomplete transcript, they are required to launch a formal request using CMS by paying the prescribed fee.
- b. The Controller of Examination will issue such transcript within 3 working days.
- c. Final transcript will be issued to all students who have completed their degree programme successfully. The following procedure will be used to issue final or complete transcript:
  - i. A student desirous of obtaining academic final transcript/detailed marks sheet may apply to the Controller Examinations of the University along with the prescribed fee through the CMS.
  - ii. The Controller of Examination will appoint external tabulator to verify final transcript using both CMS data and gazettes.
  - iii. External tabulator will provided transcript from the CMS and also all relevant gazettes for verification and cross check of data.
  - iv. After the satisfaction of the tabulator the transcript printed from CMS will be stamped with "Validated or tabulated".
  - v. After the verification, the controller of Examination will issue transcript as per the approved format and a keep the validated copy. The validated copy will be scanned and uploaded to the CMS to be recorded under the student database for any future need.
  - vi. In case the tabulator observed any discrepancies in the CMS printed transcript and data available in the relevant gazette, the matter will be investigated and corrected.
  - vii. After the completion of above process, the Controller of Examination can also issue degrees accordingly subject the completion of other required formalities (such as fee, migration, etc.).

## **20. Format of Final Transcript**

The final transcript for the award of degree shall include the following information:

**a. Front Side:**

- Name of Student
- Father's Name
- Registration No.
- Roll No.
- Name of the Program
- Date of Admission into Degree Program
- Date of Completion of Degree Requirements
- Course code
- Semester Wise Break-up with Dates
- Subjects Detail along with Credit Hours and grades
- Type of Enrolment – Full Time/Part Time
- Printed picture of the applicant on transcript
- SGPA/CGPA and Overall Percentage against earned CGPA (at the End of the front side of Transcript)
- Credit Hours Exempted/Transferred (if any).
- Title of thesis
- Passport No. for Foreign Students

**b. Back Side:**

- Grading System on the back side of the transcript shall be mentioned
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript).

**c.** The diploma/transcript shall have the water-mark seal on it.

**21.** Thesis for the BS degree shall not be accepted earlier than eighth semester and later than twelfth\* semester after the date of enrolment, while in case of MA/MSc degree it shall be fourth and sixth semesters. Further extension for thesis could be given by Board of Studies on the recommendation of the **Supervisor and Chairperson/HOD.**

**22. Conduct of BS/MA/MSc Thesis Examination**

- a. After the completion of the research, the candidate shall submit three type/compose/printed copies of the thesis to the HOD/Chairperson through the concerned supervisor for further processing. The candidate shall be required to attend an oral examination on his thesis.
- b. The result of the thesis examination will be uploaded to the CMS with information to the Controller of Examination.

- c. The Controller of Examination will process thesis result through CMS and announced it.

### **23. Appointment of Examiners**

- a. On the recommendation of the Chairman the Dean of Faculty concerned shall appoint ONE external examiner for the thesis. Names of the examiner shall be formally endorsed by the Controller of Examination of the University. The supervisor concerned shall be an internal examiner. The examiners shall examine the thesis, conduct viva voce and send the result through Chairperson/HOD for onward submission to the Controller of Examination of the University.

### **24. Thesis Evaluation**

- (a) The candidate shall be required to qualify the thesis examination (by obtaining GPA of 2.5). If he fails, the thesis may be rejected without the option of resubmission of the thesis.
- (b) If the examiners find that the thesis need not be altogether rejected the candidate may be permitted to revise and submit his thesis for a new examination within two months.
- (c) If there is a difference of opinion amongst the examiners about the adequacy of the thesis the Dean of Faculty concerned on the recommendation of the Chairman/HOD shall appoint a third examiner. If the thesis is adjudged adequate, a viva-voce examination will be held for it.
- (d) Only one chance of resubmission shall be allowed to the student and if the revised thesis is not approved under aforesaid procedure the thesis shall be finally rejected.

### **25. Viva-Voce Examinations**

- (a) The viva voce examination shall be conducted by the thesis examiners including supervisor under the supervision of the Chairman/HOD.
- (b) If the candidate qualifies the viva-voce examination (with minimum 2.5 GP) he/she will be awarded the degree after completing all the codal formalities. However, if the candidate fails the viva-voce examination he /she will be allowed to re-appear once again in the viva-voce examination within two months. Failure for the second time may mean failure in the examination altogether.
- (c) If the candidate passes the aforesaid viva-voce examination his/her result may be declared.
- (d) The grading of the thesis and viva-voce examination shall be included in the calculation of cumulative Grade Point Average of result.



## 26. RECHECKING/ RETOTALING

- (a) There shall be no re-evaluation of answer books. Appeal for rechecking/retotaling of paper(s) shall be lodged by the student within ONE WEEK of the announcement of the result. Application along with the prescribed fee shall be submitted to the controller of examination of University. (Rechecking means re-totalling of marks and checking for unmarked questions). The answer book of a candidate shall not be re-assessed under any circumstances.
- (b) The Departmental Exam Coordinator shall arrange for re-checking of examination script by **Departmental Grievances Committee** on the request of student subject to approval by the Controller Examinations of the University. The committee shall see that:
  - i. There is no computational mistake in the grand total on the title page of the answer book.
  - ii. The total of various parts of a question have been correctly made at the end of each question.
  - iii. All totals have been correctly brought forward on the title page of the answer book.
  - iv. No portion of any answer has been left un-marked.
  - v. Total marks in the answer book tally with the marks sheet.
  - vi. The handwriting of the candidate tally in the questions/answer book.
- (c) The candidate or anybody on his behalf has no right to see or examine the answer books.
- (d) The marks of a candidate could even get decrease in light of the clause (c) above. In the event of reduction of marks, the record shall be corrected, and revised transcript will be issued accordingly.

## 27. Damaged/lost answer Script

- a. The lost or damages of the answer sheet or any other examination documents is highly discouraged in a semester system.
- b. It is the responsibility of the Instructor to keep all document under strict protection to avoid such situation.
- c. In case of any issue of damage or lost examination document, the Chairperson/HoD with the approval of the concerned Dean will make a decision.
- d. In an exceptional case(s) where an answer book is damaged, lost or destroyed (reasons to be recorded in writing) then the student may be given the following options:
  - i. Average marks shall be awarded to the student in particular course.
  - ii. In case of Final Examination, if the candidate so desires, s/he shall be given another chance as a special case to take the Examination in that subject/course in the next

examination and no examination fee shall be charged from the student.

- iii. In case of internal assessment, if the candidate so desires, s/he shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same academic session.

## **28. Permission of Writer for Special Students**

- (a) A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.
- (b) In case a student is physically handicapped/visually impaired, s/he may apply to the Chairperson of the respective department (with medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ Examinations of the University two weeks before the start of Tests/ Examinations. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.
- (c) The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g., for level 6 student, the writer should be at the most of level 5).