



# SEMESTER RULES

Statutes/Regulations regarding the schedule and courses of studies, manner and method of teaching and admission of students, for the degree of Bachelor degree programmes.

## STATUTES

### Title:

These Statutes/Regulations may be called the Indus University, Scheme of Studies, Method of Teaching, etc. for its Bachelor and Master degree programmes.

### Applicability

These Statutes/Regulations shall be applicable to all the University students from the Academic year 2019 and onwards.

### Definitions:

- “Academic Year” means the period of program covering two Semesters (Spring & Fall) and a Summer Session
- “Board of Governors” means the Board of Governors of the University. “Credit Course” means a course of study, the successful completion of which shall be a requirement for obtaining the Bachelor/Master
- “Credit Hours” means the rating allotted to each course during a Semester. One theory lecture hour per week throughout the semester consisting of 16 weeks teaching is equal to one Credit Hour. One lab work session of three contact hour per week throughout the semester is also equal to one Credit hour. If a course is taught for 3 lecture hours and one lab work session per week it shall be of 4 Credit Hours..
- “Cumulative Grade Point Average” means the Grade point Average of a student at the end of each semester considering the Grades obtained in all the courses or at the end of the entire period of study.

- “Quality Point” means a product of Grade Point (GP) and Credit Hours (CH).
- “Non-Credit Course” means a zero credit course of study, the Successful completion of which shall be a requirement for the Bachelor Degree.
- “Semester” means a period of teaching and examination as specified in the Academic Calendar including all gazetted holidays.
- “University” means Indus University.
- “Vice Chancellor” means the Vice Chancellor of the University.

## 1. DURATION OF COURSES:

- The courses of study leading to the Bachelor Degree shall be of four years (08 semesters) duration, except DPT, the duration of courses of study for this discipline shall be five (05) years (10 Semesters). There shall be spring semester, fall semester and summer session in an Academic Year.
- The semester starting with the commencement of an Academic year shall be called the first semester and the next semester shall be called the second semester and so on.
- Instructions in all courses and laboratories are carried out in English language. The Examinations are also conducted in English. The student will be well advised to study Rules & Regulations relating to Semester system.
- A student must complete his/her Undergraduate Degree Course in a maximum period of 07 years for all programs and 08 years for DPT. No student will be allowed to study in the University beyond this period.
- A student must complete his/her MS/ME/MBA Degree Course in a maximum period of 05 years for all programs. No student will be allowed to study in the University beyond this period.

## 2. COURSE LOAD FOR FALL AND SPRING SEMESTERS

### Undergraduate

An undergraduate program of instruction generally includes a 15-18 credit hours course load including exams in a regular semester. The required course load for a full time undergraduate is minimum of 15 credit hours per semester.

In case any students wishes to enroll for one more course beyond 18 cr. Hours s/he may be allowed by institution in either of two cases.

- If his / her CGPA is above 3.5 and
- The Students needs the course to graduate on time.
- MS/MPhill students

A graduate student normally enrolls for 9-12 credit hour in regular semester. A graduate student must take at least 9 credit hours in Fall and Spring Semesters to be classified as a full time student.

The University may allow a student to take additional courses (02 courses of 03/04 credit hours) in a semester depending on unique circumstances of the student with the advice of the course coordinator.

## 3. REGISTRATION IN SUBSEQUENT SEMESTER REGISTRATIONS

All the students who intend to continue their studies at the University are required to complete the registration formalities before the start of each semester classes. A student who fails to register him/her-self for studies in a semester nor applies for a semester leave till the end of 1st week of that semester, would have his/her admission cancelled.

The students are required to pay full tuition fees at the start of the semester. Finance Department issues deposit slips to each student. The students are required to submit the registration form along with the paid fee voucher in their respective departments. If the dues are not paid in full by the stipulated time, he/she may not be allowed to attend the classes and to sit in the examinations. It is the responsibility of the students concerned to clear all dues outstanding against his/her name and report to the department's Chairperson for the confirmation of the registration.

### LATE REGISTRATION

In case a student could not submit the semester registration form before start of each semester due to unavoidable and acceptable reasons, the Chairperson may grant approval of the late registration on the following terms and condition:

1. The registration shall not be late by more than two weeks of the normal registration deadline, inclusive of holidays, if any.

1. The Chairperson must have approved and recommended the registration form and forwarded it to the Registrar through the respective Dean of faculty.

2. If granted approval, the student must deposit a sum of Rs.5000/- per semester as late registration fee in the account office and submit a copy of the receipt along with the approved late registration forms to the Chairperson.

#### 4. WITHDRAWAL OF COURSE AFTER REGISTRATION

Students may be allowed to withdraw from a course during 4-6 week of the semester. In such cases the transcript shall record that the students enrolled in the course and with drew. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the CGPA of the student. A student withdrawing after the 6th week shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript.

#### 5. GRADING SYSTEM

- Examinations/Tests:
- Evaluation of students shall be based on Periodic Tests/ Examinations/Viva Voce Assignments / Presentations.
- Grades given to a student in each course shall be of two types: -  
Numerical Grades:

Grade	Grade Points	Percentage Obtained in a Semester System
A	4.00	85 and above
A-	3.66	80-84
B+	3.33	75-79
B	3.00	71-74
B-	2.66	68-70
C+	2.33	64-67
C	2.00	61-63
C-	1.66	58-60
D+	1.3	54-57
D	1.00	50-53
F	0.00	Below 50

Assessment of performance on the basis of marks (out of 100) fixed for a course of any Credit Hours Unit, shall be termed "Numerical Grade" (NG).

4. Alphabetical Grades: (AG). Each letter carries a value in terms of numerical points or Grade Point (GP) Equivalent of numerical grade in terms of alphabets shall be termed as Alphabetical Grade.

5. Grading System: Equivalence between letter grading and numerical grading shall be as follows:

#### GRADE POINT AVERAGE:

The Academic rating of a student shall be calculated on the basis of the Grade Point average. The Grade Points obtained by a student in each course shall be multiplied by the number of credit hours specified for that course and then the Grade Point Average (GPA) shall be calculated.

The Cumulative Grade Point Average (CGPA) shall be calculated at the end of each Semester.

#### EXAMINATIONS:

Types and number of Examinations:

There shall be following types of examinations for each course during each Semester.

- Mid-term Test
- Practical Examination/Lab
- Semester Examination

#### Mid-Term Test:

There shall be a Mid-Term Test in a course during a semester, which will be held during the 8th/9th week after the commencement of each regular Semester. The duration of the midterm test shall not be more than 2 hours.

The conduct (fixing of time, date and place) of Mid-Term Test shall be the responsibility of the Chairperson of the respective departments with the approval of Dean of the Faculty.

If a student could not appear at Mid-term Test for genuine reasons he/ she may apply in writing to the Chairperson of the department concerned, as early as possible but not later than one week after culmination of the Mid-Term test, for permission to appear at a makeup Test in lieu of Mid- Term Test.

The scripts of Mid-term Tests will be shown to the students after evaluation/marking. The award lists/marks sheets of the tests will be displayed on the Notice Board of the Department immediately after evaluation within two weeks.

If any student is not satisfied with the evaluation of the Mid-term Test, he/she may represent to the Chairperson of the concerned Department within 7 days of the declaration of the result. The decision of the Chairperson shall be final. Representation after the expiry of 7 days will not be entertained.

The final award list including marks of Mid-Term Test, Tutorial/Assignments/class test, practical/lab and final semester examination result will be forwarded by the teacher through the concerned Chairperson to the Controller of Examinations. A copy of the final award will also be submitted by the teacher/examiner to the Chairperson of the department concerned.

### Practical Examination/ Lab Examination:

The practical /lab examination may include: -

1. Journals, Reports, Computer Programmes.
2. Practical, Viva Voce Examinations
3. Semester Examination:
4. The Semester Examination in all the courses will be conducted by the Controller of Examination. The Examination shall be open to a student who has been on the rolls of the University prior to applying for appearing at the examination and fulfils other pre-requisites and that examination form is duly certified and forwarded by the Chairperson of the Department.
5. The Semester Examination shall be held at the end of each Semester.
6. The Examination Schedule/Programme shall be prepared by the Controller of Examinations in consultation with the Chairperson of the Department concerned and approval by the Vice Chancellor / Director Academics on the recommendation of the Dean of the Faculty concerned.
7. If a student fails in a course, he/she is required to repeat it in summer session after proper registration and payment of fee.  
There shall be a grievance committee comprising of relevant Dean of faculty who will be the Convenor, concerned Chairperson of the department and controller of examination.  
All the students who intend to continue their studies at the University are required to complete the registration formalities before the start of each semester classes. A student who fails to register him/her-self for studies in a semester nor applies for a semester leave till the end of 1st week of that semester, would have his/her admission cancelled.

The committee may opt a member if deemed necessary. The grieved student shall submit an application to the Chairperson of the department not later than a week after announcement of the result. The Chairperson shall forward application to the Chairperson of the GC for consideration. The recommendations of the Examination Grievance committee will be sent through Controller of Examination to Vice Chancellor for final approval.

### 6. IMPROVEMENT OF GRADES:

A student may repeat a course with grade C and below in regular semester or in summer session provided,

8. G.P.A is less than 2.5 in the semester
9. Maximum number of courses allowed for improvement in a semester is two.

Distribution of Marks for Each Course:

The distribution of marks (weightage of grade in Semester) will be as follows:

Distribution of Marks	Courses with Lab Work	Courses without Lab Work
Midterm Test	20	30
Quizzes	05	10
Assignments / Presentation	05	10
Lab Work	20	-
Total Sessional	50	50
Final Exam	50	50
Grand Total	100	100

### Condition of Passing a Course:

In order to pass a course a candidate, besides obtaining at least 50% Marks in both the Sessional and semester examinations, must obtain at least 50% Marks in Lab work. (To pass a course, student must obtain 50% marks in Semester exam, Sessional and laboratory work separately).

### 7. CLASS ATTENDANCE:

1. A student with less than 75% attendance in class lectures and lab work will not be allowed to take the Semester Examination in a course. He/she has to repeat the course whenever it is offered.

However, for genuine cases 5% attendance may be condoned by the Dean and 5% by the Vice Chancellor.

2. If a student fails to attend classes during the first four weeks after the commencement of the semester as per announced schedule, his / her admission shall stand cancelled automatically without any notification. However, he / she may be allowed re-admission on the recommendations by the Chairperson / Dean on the payment of re-admission fee of rupees 10,000/- only. It is the responsibility of the student to fulfil attendance requirement.

3. In the case of a sports person participating in games of National or International level, as verified by the Registrar and recommended by the Chairperson concerned, 75% of the attendance in class lectures and lab. Work will be calculated on the basis of total number of lectures delivered/practical conducted in a course minus the number of total lecture days actually spent by the sports person in representing the University in sports or game. In the case of students who are selected by the Government or the University, for proceeding on good will missions outside the country, the lectures delivered in the concerned classes during the period of absence of such persons not exceeding one month shall be deducted from the total number of lectures delivered to the class and the required percentage of attendance for purpose of examinations shall be based on the balance of lectures.

4. The re-admission shall be given to the students whose admission were cancelled as per clause 1.3.1 (b) not later than 5-6 weeks of the start of the semester and the attendance will be counted from the date of admission.

## **8. PROMOTION TO HIGHER CLASS:**

Registration in any Semester shall be allowed before the commencement of classes of that Semester. Registration in Fall Semester of any Year shall be open to any student who was registered in the Spring Semester of that Year. Similarly, Registration in Spring Semester of any Year shall be open to any student who was registered in Fall Semester of the preceding Year and eligible as per promotion rules.

1. Student who fails to obtain at least 2.0 CGPA in 1st semester (Spring semester), the 2nd semester (fall Semester) shall remain on first probation. If a student still has CGPA less than 2.0 at the time of registration to Second year shall be on second probation during the semester.

Such student shall be allowed to register for the semester courses along with remaining courses of previous semesters,

2. Any further registration in subsequent semester shall be allowed subject to the condition that the student has obtained at least 2.0 CGPA after at most two probations.

3. A student being on second probation obtains less than 2.0 CGPA shall not be allowed to register in the next semester. The student is required improve his/her CGPA to 2.0 before registration to subsequent semester with junior batch.

4. In addition to CGPA, a student shall have to fulfil following conditions;

5. For registration in third year , the student must have passed all courses of the first year and 60% of the courses up to the second year.

6. For registration in Fourth year, the student must have passed all courses up to the Second Year.

7. For registration in Fifth Year, the student must have passed all courses up to the Third Year. In all circumstances, re-admission to any student shall only be granted in the semester where the student has discontinued his/her study due to any reason.

8. A student admitted in any Semester shall be registered in all such courses prescribed in that Semester which the student has not passed earlier.

9. In any Semester, the student may be allowed to register in maximum of two repeating courses in addition to the courses prescribed for that particular semester.

10. Registration in any repeating course(s) offered for any junior batch(es) in the Semester may also be allowed by the Chairperson of the Department concerned subject to payment of prescribed fee.

## **9. CANCELLATION OF ADMISSION**

1. In case at any stage it is found that the document on the basis of which admission was granted are forged/tempered, the admission will be cancelled and the fee paid shall be forfeited and will not be considered for admission in Indus University in future. The University reserves the right for legal action.

2. If a student fails to attend classes for four weeks consecutively in a semester, without prior approval, his / her admission may be cancelled.

3. A student desirous of leaving the University must apply in writing and such application must be countersigned by the student's parent or guardian. Admission once cancelled shall not be restored.

### 10. RE-APPEARING IN COURSES

1. A student will be allowed to register for course in which he / she has been absent due to unavoidable reasons acceptable to the University or has failed, whenever the course is offered.

2. If a student did not appear in 1st Semester Examinations he / she may apply to continue the studies from 1st Semester with New Batch. However, the case will be considered subject to availability of seat in the Department and fulfillment of admission criteria i.e. H.S.C. % etc.

The amount which was paid previously will be transferred to new admission after deducting admission fee, however, he / she has to pay difference of fee with new batch.

3. If a student did not appear in 2nd or onwards semester examinations he / she is required to apply to Head of Department to continue the studies in the Semester he / she is eligible.

### 11. CONTINUATION OF STUDIES

If a student did not appear in a semester examinations he / she is required to apply to Head of Department to continue the studies in the Semester he / she is eligible. In case, his/her attendance is less than 10% fee of that semester (if deposited) may be transferred towards his registration with new batch (year back). However, he has to pay difference of fee with new batch.

### 12. SUMMER SESSION

Objective of the summer class is to give an opportunity to the students, who have either failed in course(s) or could not attain required attendance due to any reasons, to improve his/her grade or understanding of the subjects. The duration of the summer programme spans only six to eight weeks.

Prescribed fee will be charged for each course and 75% attendance is compulsory to appear in the examination. The students shall register themselves by filling the prescribed form and paying required fee. A student will only be allowed to register in 2-3 courses of 6 credit hours.

Examination will be held at the end of the course(s) and result will be sent to the examination department within a week. After completion of course(s) a marks sheet of the result will be issued to the student.

### 13. AWARD OF DEGREE :

The minimum requirements for the award of Bachelor of Science Degree are as follows:-

1. A candidate must have passed all the required courses.
2. Must have obtained a CGPA of at least 2.0 at the end of 8th Semester or 10th semester in case of DPT.
3. Cleared all dues of the university.
4. Issuance of Transcript / Provisional certificate

The following procedure is being adopted for the issuance of Transcript and Provisional Certificate.

The Forms are issued by COE office to students from the counter of the Examinations Department. The form, duly filled in by the Students is received at the Counter. Acknowledgement receipt is issued to the concerned students with the receiving date of required document (s).

The examinations department sends the form to Finance Department to obtain the position of Dues. After obtaining the clearance from Finance Department, which might take 2 days, the Transcript / Provisional Certificate are prepared. If there are dues against the students, the form is returned to students with the instruction to clear the dues.

All documents are issued from the counter of the examination department. All the processes are completed within 20 to 25 days, approximately. However, in case of "URGENT" it will take 5 to 6 days.

### 14. AMENDMENTS/ ALTERATIONS /ADDITIONS:

These Statutes/regulations can be amended/ altered by the Board of Governors/Academic Council and whenever the need be, new Rules can also be added.

### Course Exemption/ Transfer:

There is an Equivalence Committee which decides about the transfer/migration cases from universities and other institutions.

The terms & conditions are as follows:

The other institution from where a student wants to transfer to Indus University, the institution must be recognized by HEC and the respective program must be accredited by respective accredited council (if applicable).

## 15. TRANSFER OF CREDIT HOURS:

1. Undergraduate Programs: Only course secured with `A`, `B` or `C` grades can be transferable. This reflects on a `Numerical Grade` as minimum 60%.

2. Graduate/Master Programs: Only course secured with `A`, `B` or `C` grades can be transferable. This reflects on a `Numerical Grade` as minimum 60%.

3. The courses completed by the student at other institution will be compared with similar courses being offered at Indus University.

## 16. INDISCIPLINE IN EXAMINATION

Any candidate found guilty of following matters, his/her case will be submitted to Unfair Means Cases Committee constituted by the University. This committee will be constituted of 02 senior faculty members, Controller of Examination, Deputy Registrar & Director of student's affairs, headed by senior Professor of the University.

- i Removes a leaf from his/her answer book, the answer book shall be cancelled.
- ii Submits forged or fake documents in connection with the examination.
- iii Commits impersonation in the examination.
- iv Copies from any paper, book or notes.
- v Mutilates the Answer Book.
- vi Possesses any kind of material, which may be helpful to his/her in the examination.
- vii Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
- viii Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
- ix Misbehaves or creates any kind of disturbance in or around the examination

- x Uses abusive or obscene language on the answer script.
  - xi Possesses any kind of weapon in or around examination centre.
  - xii Possesses any kind of electronic device which may be helpful in the examination
1. His/her case shall result in penalties keeping in view the nature and intensity of offence.
    - (i) Cancellation of paper.
    - (ii) Suspension from programme for one semester.
    - (iii) Heavy and light Fines
    - (iv) Forever expulsion from the University.
    - (v) Any other.

*Unfair Means Cases Committee will decide that the student will have to appear in summer semester/with regular semester for the cancelled paper.*

If a student is not satisfied by the decision of the Unfair Means Cases Committee, she/he can submit his/her appeal within a week after the decision of the Committee to the Vice Chancellor. No appeal shall lie against the decision of the Syndicate.

## 17. PROBATION

Probation is a status granted to the student whose academic performance falls below the minimum University standard.

- i) The students acquiring less than 2.00/4.00 GPA in a semester but passing in all papers will be promoted with the condition to achieve more than 2.0 GPA in the next semester and s/he will be put on probation for the next semester.
- ii) The students acquiring GPA 1.7 and above but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally. They will have to be registered for summer semester to improve the grade.
- iii) Students acquiring GPA less than 1.7 in two consecutive semesters and failing in any paper(s) even after attending summer semester for one academic year will be dropped from university rolls. However, s/he will be eligible to seek re-admission. Re-admission will be allowed only once during 4 years BS degree program. Re-admission will be allowed after the payment of full admission fee.

iv) Students on probation in two consecutive semesters even after attending Summer Semester in one academic year will take re-admission in that particular academic year once only.

v) There will be maximum two academic probations in four-year Bachelor degree program. Both the probations cannot be granted / availed in first four semesters. A student who is on probation 2nd time even after attending summer semester in first four semesters shall be removed from rolls of university / Director Academic. However, s/he can take re-admission only once during 4 years BS degree program.

vi) In case of valid reason / excuse, the period of study may be extended for one additional year (Two Semesters) in all university programs. The student(s) who will not complete studies within stated periods including extension shall be struck off from the rolls of the university. The students who have been given the right to extend the duration of study for one additional year are required to pay new registration fee along with normal fee for that academic year.

vii) It is also mandatory to obtain at least 50% marks in Practicals, Projects, Thesis, Assignments, Test and Theory Paper separately/aggregate.

## 18. POST GRADUATE PROGRAMS SUMMARY

### Duration:

MS degree requires completion of course work and a Thesis. Minimum duration of the degree is 1.5 years and maximum 4 years (including freezing period if any) as per HEC guidelines and University policy.

### Following are the details:

- Course work requirements consist of eight post-graduate level courses (24 credit hours and a Thesis of six credit hours).
- Registration of MS Thesis will be semester-wise with minimum of 06 credit hours a semester.
- Every semester 06, credit hours options will be offered on people's-soft for the registration of Thesis.
- Student can freeze a semester and maximum up to 03 semesters subject to the genuine problem and an approval from the relevant MS Coordinator/HOD. (Students application is supposed to be kept in student's record file).
- Research student is supposed to register each semester and will pay the fees accordingly.

### Requirements to complete by the MS/MPhil students:

- Pass prescribed eight courses of 03 credit hours each.
- MPhil/MS Proposal Development as per Indus University Format with the help of a Supervisor.
- Pass MS/MPhil Proposal in an open Defense.
- BASR Approval of MPhil/MS Proposal.
- Completion of six credits MPhil/MS Thesis
- Selection of two External Evaluators by BASR
- Evaluation of Thesis by two Evaluators (external faculty members).
- Thesis Finalization in the light of comments /changes (if any ) by the evaluators.
- Open defense of thesis by an external examiner along with Committee members consisting of: a Supervisor (as an observer), relevant MS / HoD/ program Coordinator/ Dean, one subject expert (if required).
- Thesis Finalization in the light of comments /changes (if any) by the examiners and as per Indus University format..
- Final Thesis Submission to BASR for approval along with the completion certificate by the relevant people signed.
- Submission of 02 soft copies in CDs and 02 Hard copies as per Indus University Format.
- Completion of students file along with all required documents signed by the relevant authorities.
- Degree Award after the completion of all HEC and Indus University requirements.