

UNIVERSITY OF THE PUNJAB

NOTIFICATION

It is hereby notified that the Syndicate in its meeting held on 27-07-2023 approved the recommendation of the Academic Council dated 24-05-2023 regarding revised Semester Rules and Regulations for Undergraduate Studies with effect from Fall 2023.

The revised Semester Rules and Regulations for Undergraduate Studies w.e.f. Fall, 2023 are attached herewith as *Annexure-A*.

Admin. Block
Quaid-i-Azam Campus,
Lahore.

Sd/-
Dr. Ahmad Islam
Registrar

No. D/6966/Acad.

Dated: 04-09-2023.

Copy of the above is forwarded to the following for information and further necessary action:-

1. Chairman, Admission and Implementation Committee
2. All the Deans of Faculties
3. All the Heads of University Teaching Departments
4. Chairperson, Semester Implementation Committee
5. Chairperson, DPCC
6. Director General, Gujranwala Campus
7. Director, Jhelum Campus
8. Controller of Examinations
9. Chief Medical Officer
10. Director General IT
11. Director, IT Centre (*for placement at PU Website*)
12. Additional Registrar (Affiliation)
13. Deputy Registrar (General)
14. Secretary to the Vice-Chancellor
15. Private Secretary to Pro-Vice Chancellor
16. Private Secretary to the Registrar
17. Admin. Officer (Statutes)

Assistant Registrar (Academic)/
Secretary, Semester Implementation Committee

UNIVERSITY OF THE PUNJAB

Semester Rules and Regulations for Undergraduate Studies

SECTION 1: TOTAL PERIOD OF STUDY

The regular duration of bachelors program

- | | | |
|----|-------------------------------------|------------|
| a) | BS 4 years (after Intermediate) | Four Years |
| b) | BS 5 years (after Intermediate) | Five Years |
| c) | BS 4 years (after Associate Degree) | Two Years |

In case of valid reasons / excuse the period of study will be extended for two additional years / Four Semesters in all above said three programs. The students who will not complete studies within stated periods shall be struck off from the rolls of the Department / Centre / Institute / College / School. The students who have been given the right to extend the duration of study for additional two years must **register and pay semester fee/dues of the semesters in the extension period.** The students who extend their course of study beyond the normal period given above (a, b, & c) above shall not be entitled to avail the hostel facility, which university extends to its regular students.

SECTION 2: SCHEDULE OF SEMESTERS

1. There shall be two semesters (Fall & Spring) in an academic year.
2. Each semester shall be of 18 working weeks – sixteen weeks for teaching, one to two weeks for examinations.
3. During the summer break university may offer summer semester of 6-8 weeks with subject of its choice which will provide opportunity to the students (with fail courses, withdrawn courses, improving grades). A maximum of 9 credit hours courses will be offered during summer semester by each Department / Centre / Institute / College / School.

During the summer semester the contact hours per week will be doubled to ensure that the course is fully covered in the summer semester with half of the duration compared to a regular (Fall or Spring) semester.

SECTION 3: COURSE DESCRIPTION

Course contents, if revised, shall be approved by the faculty of each Department / Centre / Institute / College. The teacher concerned will be responsible for determining the details of the course. The Chairman / Director / Principal shall call the meeting of the teachers of the Department / Centre / Institute / College for the purpose.

Courses will be divided into following categories:

- | | | |
|---------------|---------------------|-----------------|
| i) Compulsory | ii) General / Minor | iii) Foundation |
| iv) Major | v) Elective | |

Each Department / Centre / Institute / College shall decide its own compulsory, General / Minor, Foundation, major and elective subjects. The courses offered by a Department / Centre / Institute / College shall be announced with a short description of each course along with time, day, class room, name of the teacher, semester and credit hours.

"No student will take any course unless he has cleared the pre-requisite for it as determined by the respective Department / Centre / Institute / College".

Course Codes

All courses will be preceded by 2 – 4 alphabets to be decided by the Department / Centre / Institute / College indicating the title of the degree / area of specialization.

3.5 – 4 years Bachelors Program

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

5 years Bachelors Program

1. All courses given in the first year (1st & 2nd semesters) will be designated by 100.
2. All courses given in the second year (3rd & 4th semesters) will be designated by 200.
3. All courses given in the third year (5th & 6th semesters) will be designated by 300.
4. All courses given in the fourth year (7th & 8th semesters) will be designated by 400.
5. All courses given in the fifth year (9th & 10th semesters) will be designated by 500.

Entrance into 3rd year of 3.5 years / 4 years / 5 years Bachelors program after 14 years education

The students after 14 years education are entitled to enter into third year of 3.5 years / 4 year / 5 years Bachelors program subject to their 14 years education (e.g. Associate Degree) is equivalent to the courses of study of first two years of 3.5 years / 4 year / 5 years Bachelors program. *The student will have to enroll and qualify the pre-requisite / deficiency courses to fulfill the requirement of the 3.5 years / 4 year / 5 years bachelors program.* The equivalence of the courses will be determined by the Department Examination Committee of the Department / Centre / Institute / College / School.

Exit from 4 years Bachelors Program after completion of 2 years study

The students of 4 years Bachelors program are allowed to opt for an exit on medical / emergency grounds after successful completion of study of first two years. Such students will be awarded 2 years bachelor degree i.e. Associate Degree and will be eligible for admission in any program subject to fulfillment of eligibility criteria of relevant program of the university on the basis of this degree.

SECTION 4: COURSE FILE

Maintaining the Course File is compulsory for all faculty members. It should have complete record of every activity that happens during the course. The course file should contain:

- a. Course Code and Title
- b. Description of Course/Learning Outcomes
- c. Course syllabus and changes, if any, made over at least 3 semesters
- d. Weekly Teaching Schedule
- e. Dates of Mid term Examination
- f. Grading Policy will identify each activity. Such as Homework, Quizzes, Mid term Examination, Final Examination and Term Papers etc.
- g. Copy of each Homework Assignment
- h. Copy of each Quiz Assigned
- i. Copy of Question Papers for Mid term Examination
- j. Copy of Question Papers for Final/Semester End Examination
- k. Grading Sheets of the Course, Detailing Statistical Data on the Grades obtained by Students
- l. Difficulties/Problems faced by the Teacher and Students during Classroom/ Course Delivery

The course file of each subject will be submitted to the office of the Department / Centre / Institute / College / School one week after the end of Final term examination.

SECTION 5: COURSE CREDITS

Program	Duration	Minimum Credit Hours
BS 4 years (after Intermediate)	4 years	120
BS 5 years (after Intermediate)	5 years	160
BS 4 years (after Associate Degree)	2 years	120 (including credit hours transferred from ADP)

1. A semester consists of 18 weeks (16 weeks lecturing and 2 weeks examination); which consists of 16 weeks of lecturing and 2 weeks of examination. In case of deficiency of delivered lectures, the teacher will take make-up classes with the approval of HoD.
2. A course may range from one credit hour to four credit hours.
3. One credit hour stands for at least one hour class contact per week per semester. For practical/laboratory work, 3 hours shall be considered equivalent to one credit hour.

