



UNIVERSITY OF THE PUNJAB, LAHORE-PAKISTAN

SEMESTER RULES & REGULATIONS FOR UNDERGRADUATE STUDIES FOR AFFILIATED COLLEGES

SECTION 1: ADMISSIONS

The affiliated colleges will follow the minimum eligibility criteria used for the corresponding degree programs at University of the Punjab. An affiliated college will not complete their admissions before University of the Punjab completes its admission process for the BS degree programs. The colleges will send lists of students in all 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.

SECTION 2: STRUCTURE OF OFFERED PROGRAMS

Details of Associate Degree (AD) and Bachelor of Science (BS) Programs for Affiliation Colleges are given below.

(a) AD 2 Years (After Intermediate) Two Years

An associate degree program is structured to be comprised of four regular semesters over a period of two years and consists of minimum **64** credit hours. The breakup of credit hours is as under:

Degree Awarded:	Associate Degree
Duration:	2 Years (4 Semesters)
Minimum Credit Hours:	64
Major:	Minimum 30 Credit Hours
General Education Courses:	13 (32 Credit Hours)
Holy Quran Courses:	4 (02 Credit Hours)

(b) BS 4 Years (After Intermediate) Four Years

A bachelor degree consists of minimum **126** credit hours. The breakup of credit hours is as under:

Degree Awarded:	Bachelor Degree Program
Duration:	4 Years (8 Semesters)
Total Minimum Credit Hours:	126
Major:	Minimum 72 Credit Hours
General Education Courses:	13 (32 Credit Hours)
Interdisciplinary/Allied Courses:	4 (12 Credit Hours)
Field Experience/Internship:	The field experience of six to eight weeks (preferably undertaken during semester or summer break) must be graded by a faculty member in collaboration with the supervisor in the field. Internship carries 3 credit hours and is a mandatory requirement for the award of BS degree.
Capstone Project:	The capstone project must be supervised and graded by a faculty member as per the protocols prescribed by the concerned department. Capstone Project carries 3 credit hours and is a mandatory requirement for the award of BS degree.
Holy Quran Courses:	8 (04 credit hours)

(c) **BS 4 Years (5th to 8th Semester) Two Years After AD**

Minimum Credit Hours for BS 4 Years (5th to 8th Semester) are 126 (including credit hours transferred from ADP).

In case of valid reason(s) / excuse the period of study will be extended for two additional years / Four Semesters in BS programs and one additional year in AD program. The students who will not complete studies within stated periods shall be struck off from the rolls of the Affiliated College. The students who have been given the right to extend the duration of study for additional year/s must register and pay semester fee/dues of the semesters in the extension period.

SECTION 3: 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 summer semester of 6 – 8 weeks can be offered with subject of its choice which will provide opportunity to the students (with fail courses, improving grades). A maximum of 9 credit hours courses will be offered during summer semester by College.

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 4: COURSE DESCRIPTION

Course contents, if revised, shall be approved by the University. The teacher concerned will be responsible for following the details of each course. The Principal shall call the meeting of the teachers of the College for the purpose. Courses will be divided into following categories:

1. General Education Cluster (32 CR)

- Arts and Humanities
- Natural Sciences
- Social Sciences
- Functional English
- Expository Writing
- Quantitative Reasoning
- Pakistan Studies
- Islamic Studies OR Religious Education Studies only for non-Muslim students
- Ideology and Constitution of Pakistan
- Applications of Information and Communication Technologies (ICT)
- Entrepreneurship
- Civics and Community Engagement

2. Major: Minimum 72 credit hours for BS and 30 credit hours for AD

3. Inter Disciplinary / Allied Courses minimum 12 credit hours

4. Field Experience / Internship 03 credit hours

5. Capstone Project 03 credit hours

The courses offered by a 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/she has cleared the pre-requisite for it as determined by the University.

Course Codes

All courses will be preceded by 2 - 4 alphabets to be decided by the University indicating the title of the degree / area of specialization.

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.

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

The students after 14 years education are entitled to enter into third year/5th Semester 4 year Bachelors program subject to their successful completion of 14 years education (e.g., Associate Degree) is equivalent to the courses of study of first two years of 4 year Bachelors program.

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/ 4th semester. Such students will be awarded 2 years 4 semester Associate Degree of the relevant subject 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 5: 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 and Mid term Examination etc.
- g. Copy of each Homework Assignment
- h. Copy of each Quiz Assigned
- i. Copy of Question Papers for Mid term Examination
- j. Grading Sheets of the Course, Detailing Statistical Data on the Grades obtained by Students
- k. 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 College one week after the end of Final term examination.

SECTION 6: COURSE CREDITS

Programme	Duration	Minimum Credit Hours
AD (After Intermediate)	2 Years	64
BS (After Intermediate)	4 Years	126
BS (After Associate Degree)	2 Years After AD	126 (including credit hours transferred from ADP)

1. A semester consists of 18 weeks (16 weeks teaching and 1 week for Mid term examination and one week for Final term examination). In case of deficiency of delivered lectures, the teacher will take make-up classes with the approval of HOD/Principal.

2. The duration of Final term examination may extend from one week on account of consolidated semester examination of all students.
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 shall be considered equivalent to one credit hour.
5. Research Project (dissertation) / project report / internship / special paper as per University policy will be offered in the fourth year.

SECTION 7: Enrollment of Semester & Change of Elective/Optional Courses

It is mandatory for all the students to get themselves enrolled through University Portal for each semester as per schedule notified by the University. The login/password for each college will be maintained by the Principal. The detailed instruction for semester enrollment issued by the University from time to time shall be followed. The students shall be bound to deposit the University Examination Fee for each semester as per schedule notified by the University.

SECTION 8: COURSE WORKLOAD

1. A regular student will normally be required to take workload of 15 to 18 credits hours in each semester. (As per HEC Semester Policy Guidelines except the Summer Semester of nine credit hours).
2. A student who had earned an 'F' grade in a course will have to qualify the fail course(s) in next Spring/Fall Semester OR Summer (if offered) or with his / her junior sessions as per number of attempts given for each degree program.
3. A student who have earned D grade in any course and wants to improve grade will be bound to get enrolled in the course in the coming semester/s or in the summer semester, if offered.
4. The teacher shall provide a detailed course outline to the students within seven days of the beginning of the semester and shall send a copy of the course outline and work plan to the Principal.

SECTION 9: 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 Mid term and final examination. In the case of short attendance up to the Mid term, the student will be allowed provisionally to appear in the Mid term exam but he will have to meet the minimum attendance requirement till final term exam. The concerned Principal on the recommendation of HOD can award 5% relaxation in attendance on student's request.
2. The maximum absent allowance is 25% (not in a stretch). It is mandatory for the student to maintain the minimum attendance and appear in minimum 50% courses in a semester failing to which he shall resume from the same semester with his juniors.
3. In case of Hajj / maternity, the maximum 25% absent allowance can be availed in a stretch with the prior approval of Principal on the recommendation of HOD.

4. The 30% relaxation i.e. 25% allowed absenteeism and 5% relaxation by Principal on the recommendation of HOD in total attendance is inclusive of absents (without prior approval) or leave (with prior approval).
5. In case of late admission after 5 weeks but not later than the Mid term examination, subject to maximum allowable period notified by the office of the Registrar, University of the Punjab. The special Mid term examination of these late admission students shall be conducted before the final term examinations.
6. The late admissions after the Mid term examinations shall be referred to the next academic session.(if otherwise with in schedule of admission for each year notified by the office of Registrar, University of the Punjab).
7. At the end of each month the teacher concerned shall send, to the Principal of the College /, a statement giving the total number of lectures delivered and practicals conducted by him together with the number of lectures and practicals attended by each student. The cumulative attendance record will be displayed on the notice boards on monthly basis.
8. In case the student remains absent from all the classes of all the courses of Semester-I for two consecutive weeks without leave (medical / emergency), his/her admission will be cancelled. Such 8.students, however, will be eligible to apply for admission in next year, subject to fulfillment of other conditions for admission.
9. For all the semesters, except for the first semester, in case the student remains absent from all the classes of all the courses for two consecutive weeks without approval then he will not be allowed to continue in that session and his semester will be forced freezed on the recommendation of Principal by the University. Such students will rejoin the same semester with his/her immediate junior session.
10. In the case of a sportsman, participating in games at national and international level, as verified by the Director of Sports of the University and prior approval by the concerned Principal on the recommendation of HOD, 75% of the requisite attendance in lectures and practicals will be calculated on the basis of total number of lectures/practicals, delivered to his/her class in a course, minus the number of lectures/practicals delivered to his/her class on the days actually spend by the sportsman in such sports and games. However, the College shall arrange special lectures for the concerned sportsman before the commencement of mid and final term examinations, in order to make-up the deficiency in lectures/practicals.
The student will be bound to appear in the mid and final term examinations with the class. If the sports events are scheduled in the mid and final term examinations, then the special examinations will be arranged as per regulations immediately.

SECTION 10: EVALUATION SYSTEM

1. The teacher is responsible for the evaluation of work/performance of the students of his class for Sessional/Quiz Marks & Mid Term Examinations for the award of marks/grades to them on the basis of such evaluation:
2. The number and nature of tests and assignments depends on the nature of course. However, in case of taught course there will be at least one home assignment, sessional works and two examinations (Mid and final term examinations of each semester) in each course with the Weightage as under:-

A.	Sessional Activities :	15%
B.	Mid Term Examination:	25%
C.	Final Term Examination:	60%

It is mandatory to appear in both examination (i.e. Mid term and Final term) and also to complete the sessional activities. To pass a course, student must obtain minimum 'D' grade (50% marks) cumulative in mid term, final term examinations and sessional activities.

3. The Mid term examination shall be held after eight weeks of the commencement of the semester. The final examination shall be held at the end of 17th week by the University. The Mid term examinations date sheet will be notified by the Principal and Final Term 3.examination date sheet will be notified by the Department of Examinations, University of the Punjab.

[The Final Term Examinations shall be taken from the complete course/curriculum of the subject by the University](#)

4. In view of the weightage for the various examinations the minimum duration of the papers will be as follows:

i.	Mid Term Examination :	One and a Half Hour
ii.	Final Term Examination :	Three Hours

5. Home assignments shall be submitted to the concerned teacher as scheduled by the teacher.
6. There shall be no choice in questions in the mid term and final term examination papers.
7. Mid Term Examinations should be held on consecutive days excluding holidays. The schedule of mid term papers showing to the students shall be displayed along with the examination date sheet. This mid term paper showing activity should be performed within one week according to the schedule announced along with the examination date sheet.
[The Final Term examinations may have off day. The papers of final term can be got re-checked from the Department of Examinations on prescribed application form with fee within due date as per regulations of re-checking of the University.](#)
8. The scripts of each activity (as mentioned in A and B of point (2) above) shall be shown to the students by the concerned teachers. After paper showing, the scripts will be immediately collected back from the students. The Assignments/Quizes and scripts of the mid-term examinations will be submitted to concerned examination office by the class teacher.
9. In case a student is not satisfied with his/her award even after checking his/her mid term answer book, or clarification from the teacher, he/she may make written request to Principal within one week of the paper showing date. The Principal will refer his/her case to the Examination Committee of the College. The decision made by the Principal on the recommendation of the Departmental Examination Committee will be final.
10. The teacher concerned shall prepare three copies of the awards. He shall retain one copy with him and send one copy to Principal concerned. He shall also display a copy of the result on the Notice Board. The scripts of mid and assignments will be kept for one year after declaration of result or as per requirements of accreditation councils.

The HOD / Principal shall enter the marks of Mid Term and Sessional in the University Portal as per schedule announced by the Department of Examinations, University of the Punjab. The detailed instruction of entry/correction of marks must be followed in letter and spirit.

11. The teacher will report unfair means cases during the Mid term Examination to the Principal who shall forward the case within one week to Secretary Disciplinary Committee (Deputy Controller Secrecy, Department of the Examination, University of the Punjab, Lahore) for necessary action as per rules (of the University given in Calendar Vol.1). The unfair means cases of the Final term 11.Examination conducted by university shall also be governed under the rules of the University given in Calendar Vol.1.
12. In case a candidate is unable to appear in part or whole of the Mid term examination of a Semester on emergency grounds as defined in University rules then he may be allowed to appear in the special Mid term examination conducted within one month by the Department / College. The special examination will be conducted after approval by the Principal on the recommendation of HOD and payment of such examination fee provided that he/ she fulfill the condition of having attended the prescribed number of lectures as laid down in these Regulations (Section 8). If a student fail to submit application and provide valid reason of missing the examination or fail to submit the special examination fee within the stipulated time (i.e. two weeks) then he will be awarded zero marks in that missed examination. There shall be no provision of special examinations for the students who have already appeared in the examinations. They can only repeat the courses ('D' or 'F' grade) for improvement in next Spring/Fall Semester Examinations with their junior sessions on payment of prescribed fee.
13. In case of a valid reason a student may freeze his/her studies maximum for one year (two semesters) subject to the permission of Principal on the recommendation of HOD of the concerned College. However, freezing in 1stsemester is not allowed but in case of grave situation the Departmental Examination Committee will consider the freezing of Semester in 1st semester and forward its recommendations to Semester Implementation Committee of Punjab University for final decision. During the freezing period the applicant will lose his studentship status andshall not be entitled to avail any facility which college extends to its regular students. The student will rejoin the same semester which he / she has frozen on the basis of genuine reason and will be entitled to the facilities curtailed for the freezing period. The period of research work cannot be freeze.

SECTION 11: GRADING SYSTEM

1. Letter grading should only be used for representing the individual courses and not for semester Grade Point Average (GPA) or Cumulative Grade Point Average (CGPA).
2. Equivalence in numerical grades, letter grades and grade points is as follows:
3. Maximum possible GPA is **4.00**.
4. For the award of 2 years Associate degree or 4 years Bachelor's degree, the minimum required CGPA is 2.00.
5. A fraction of marks in a course is to be counted as ' 1 ' mark e.g. 64.1 or 64.9 is to be shown as 65.

Percent Marks	Letter Grade	Grade Points
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 or Absent	F	0.00

6. Letter Grade and Grade Point for a course will be awarded according to the above table

Example

Examination	Weightage	Marks Obtained
Mid Term	25%	22.0
Assignment	15%	13.4
Final Examination	60%	36.0
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. In order to calculate the GPA, multiply the GP of the course with its Credit Hours to obtain total grade points. Add up the grade points of all the courses to obtain Cumulative Grade Points and divide by the total number of Credit Hours of that semester to get the GPA for the semester.

RE-REGISTRATION OF 'F' AND 'D' GRADE COURSES

The students with 'F' and 'D' grade courses will have to re-register in next Spring/Fall Semester with juniors (if required conditions are satisfied) for improvement of grades).

Example No. 1.

In case of equal credit hour courses: GPA=2.45

Course No.	Credit Hours	Grade Points		Weighted Grade Points
531	3	3.00	$(3.00 \times 3)=$	9
534	3	2.30	$(2.30 \times 3)=$	6.9
547	3	4.00	$(4.00 \times 3)=$	12
550	3	3.70	$(3.70 \times 3)=$	11.1
571	3	0.00	$(0.00 \times 3)=$	0
572	3	1.70	$(1.70 \times 3)=$	5.1
Total	18			44.1

Course No.	Credit Hours	Grade Points		Weighted Grade Points
510	4	3.00	$(3.00 \times 4)=$	12.00
511	3	3.70	$(3.70 \times 3)=$	11.10
512	4	2.30	$(2.30 \times 4)=$	9.20
550	2	4.00	$(4.00 \times 2)=$	8.00
571	2	2.00	$(2.00 \times 2)=$	4.00
Total	15			44.3

Example No. 2.

In case of unequal credit hour courses: GPA=2.94

Course with 'F' will be counted as 'Zero' Grade Point for calculation of semester Grade Point Average.

Calculation of CGPA

The CGPA will be calculated as the weighted average of all the courses the students has been enrolled and evaluated. The credit hours of a course will be used as weight for this purpose.

$$CGPA = \frac{\sum_{i=1}^n c_i * GP_i}{\sum_{i=1}^n c_i},$$

where c_i is credits of the i^{th} course and GP_i is grade point obtained in i^{th} course and n is total subject studied in degree.

Example.

Semester	Course Code	Credit Hours(CH)	Obtained Marks		CH \times GP	Weighted GPs
1	103	3	67	2.7	$(3 \times 2.7)=$	8.1
	107	3	98	4.0	$(3 \times 4.0)=$	12
	105	3	76	3.3	$(3 \times 3.3)=$	9.9
	102	3	89	4.0	$(3 \times 4.0)=$	12
	108	4	60	2.0	$(4 \times 2.0)=$	8
11	201	3	55	1.7	$(3 \times 1.7)=$	5.1
	202	3	63	2.3	$(3 \times 2.3)=$	6.9
	206	3	78	3.3	$(3 \times 3.3)=$	9.9
	207	2	65	2.7	$(2 \times 2.7)=$	5.4
	205	4	85	4.0	$(4 \times 4.0)=$	16
Total		31				93.3

$$CGPA = \frac{93.3}{31} = 3.01.$$

Overall CGPA should be directly computed from the individual courses GPs and not from the GPAs of semester.

10. Calculation of OPM

The obtained percent marks (OPM) will be calculated as the weighted average of all the courses the students has been enrolled and evaluated. The credit hours of a course will be used as weight for this purpose.

$$OPM = \frac{\sum_{i=1}^n c_i * Marks_i}{\sum_{i=1}^n c_i}.$$

Semester	Course Code	Credit Hours(CH)	Obtained Marks			Weighted Obtained Marks
1	103	3	67	2.7	(3 × 67)=	201
	107	3	98	4.0	(3 × 98)=	294
	105	3	76	3.3	(3 × 76)=	228
	102	3	89	4.0	(3 × 89)=	267
	108	4	60	2.0	(4 × 60)=	240
11	201	3	55	1.7	(3 × 55)=	165
	202	3	63	2.3	(3 × 63)=	189
	206	3	78	3.3	(3 × 78)=	234
	207	2	65	2.7	(2 × 65)=	130
	205	4	85	4.0	(4 × 85)=	340
Total		31				2288

$$CGPA = \frac{2288}{31} = 73.81\%.$$

- Final result will be notified by the University Controller of Examinations. The result status of each student will be mentioned on the result notification i.e. (Pass, Fail (means full fail and no further chance), Fail (partial fail mention subjects and Last Chance), RL, RL fee, RL Thesis, Freezed, Dropped, Left).

SECTION 12: RULES FOR PROMOTION

	Promotion	Probation	Drop
Ist Semester	GPA \geq 2.00	1.50 \leq GPA < 2.00	GPA < 1.50
2nd Semester (onwards)	CGPA \geq 2.00	1.70 \leq CGPA < 2.00	CGPA < 1.70

- It will be mandatory for the students to obtain a minimum Cumulative Grade Point average (CGPA) of 2.00 to be promoted to the next semester.
- In case a student is able to obtain GPA of 1.70 or more but less than 2.00 except the 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 desired CGPA 2.0 but obtain CGPA greater than or equal to 1.7 then he will be on 2nd which is the last probation. The candidate, who fails to secure 1.50 GPA in the first semester or 1.70 CGPA in the subsequent semester/s shall stand automatically dropped from the rolls.
- A student has to obtain CGPA 2.00 in the last semester for the award of degree.
- A student will be required to repeat Grade 'F' (mandatory) and Grade 'D' (mandatory if CGPA is less than minimum requirement) courses of previous semesters with immediate junior session/s. The examination fee shall be applicable as per notified schedule.

5. A student, who completes all the courses and has not been required to repeat any course(s), obtains CGPA less than 2.00 at the end of last semester of degree program may be allowed to repeat maximum 16 credit hour courses ('D' or 'C-'), 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.
6. In case a student repeats the course(s) for the improvement of grade(s) which he/ she has already taken, the better of the two grades of the course(s) will be counted for CGPA calculations.

Thesis:

- i. The topics of thesis, field work, research work, entrepreneurship etc. along with the names of supervisors approved by the Principal (on the recommendation of the departmental examination committee) shall be forwarded to Department of Examination latest by the second week of second last semester. At the point of approval of topics of theses etc., the student's ability to complete the research work within minimum degree completion time period should be considered.
- ii. The thesis, report etc. shall be submitted at least two week before the commencement of final term examination of last semester.
- iii. The list of external examiners will be recommended by the BOS of the University before the end of final semester.
- iv. If a student fails to submit the thesis within due date then he/she can apply with the recommendations of the HOD / Principal for extension with valid reason of delay to the University. An extension in submission date of thesis can be considered by the University. In any case, the extension time cannot be beyond the maximum allowable time for the completion of the degree.
- v. The college shall ensure that delay in submission of thesis of their students should not affect the declaration of the result by the University for other Colleges / students who have fulfilled the degree requirements.

SECTION 13: PROBATION

The promotion of a student on probation will be allowed twice in all the programs given at Section-I (a, b, c). If a student in the first semester obtains a GPA less than 2.0 and greater than or equal to 1.5 will be considered on probation but in the subsequent semesters 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 a student does not achieve minimum desired CGPA. 2.0 in any semester after availing opportunity of two probations, he / she shall be dropped from the rolls of the College / and can be once re-admitted in any case of the same level degree program.

SECTION 14: AWARD OF DEGREE

Minimum requirements for the award of degree:

- i. Have earned the minimum required credit hours (see Section-V) in the allowed degree duration (Section I).
- ii. Have secured at least 'D' grade in each course.
- iii. Have obtained a minimum CGPA of 2.00.

SECTION 15: AWARD OF DISTINCTIONS

The CGPA will be reported up to two decimals for the award of medal/ distinction and determination will be awarded to all candidates having the same CGPA then Medal/ distinction will be awarded to all candidates having the same CGPA, as the case may be.

There shall be following distinctions:

- (a.) Gold Medal
- (b.) Role of honors
- (c.) Merit Positions
 - i. Passed all the examinations in the first attempt with his session i.e. have passed all the courses in the regular examinations and not in the resit, repeat, special examination. In case of credits earned from other institutions (foreign), these must be approved as per rules provided in credit hours transfer policy. In case of passing any examination with his junior sessions due to any reason will debar the candidate for the role of honors / merit certificates / gold medals and any other distinction. In case of freezing of semester, the student will be debarred from the award of distinction.
 - ii. The students obtaining CGPA 3.70 or above will be declared eligible for the award of any distinction.
 - iii. The student must have passed all the courses (individual courses) at least in 'B-' grade, in the first attempt.
 - iv. The disciplines where the number of students in a class is less than 5, no distinction will be awarded.
 - v. The result of the candidate is not declared within the minimum prescribed time of the degree, then no distinction will be awarded.
 - vi. The list of merit positions of top 5 students as per criterion laid above must be part of the result notification No. 1.
 - vii. The students who did not submit their theses etc. (even with approval of extension) shall be debarred from the award of distinction.

Note:

The students admitted late as per the admission rules, and have passed mid term examination of first semester in a special examination shall be eligible for distinction provided that they have passed the Semester-I final examination in the regular examination (as the mid term examination of first semester can be a special exam for late admitted students) and also all the other semester examinations in the first attempt with their session.

SECTION 16: NOTIFICATION OF RESULTS

- i. The teachers are required to submit the mid term examination result within one week after the examination so that result shall be displayed by the Principal within two weeks after the examination and same shall be uploaded on University web portal according to the dates notified by the University.
- ii. Final term examinations shall be conducted by the University and result will be declared by the Department of Examinations of the University accordingly.

- iii. At the end of each semester, provisional result cards showing the detailed result of all the courses shall be issued by the Department of Examinations.

SECTION 17: RE-ENROLLMENT / RE-REGISTRATION / RE-ADMISSION IN SAME SEMESTER WITH JUNIOR BATCH ON MEDICAL / EMERGENCY GROUNDS

The student who cannot appear in examination on medical / emergency ground and discontinues studies (except for Semester-I) will be allowed to seek re-enrollment in the same semester next year after paying semester fees. During the period of discontinuation of studies the facilities shall be curtailed which are normally available to regular students. The students struck off from the rolls of the College on the basis of poor performance or disciplinary action will not be readmitted at the same degree program in any case.

SECTION 18: FREEZING OF 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 Principal on the recommendation of HOD of the concerned College. However, freezing in 1st semester is not allowed but in case of grave situation the Departmental Examination Committee will consider the freezing of Semester in 1st semester and forward its recommendations to Semester Implementation Committee of Punjab University for final decision. During the freezing period the applicant will lose his studentship status and shall not be entitled to avail any facility which college extends to its regular students. The student will rejoin the same semester which he / she has frozen on the basis of genuine reason and will be entitled to the facilities curtailed for the freezing period. The period of research work cannot be freeze.

SECTION 19: LATE ADMISSION / MEDICAL / HARDSHIP GROUNDS IN FIRST SEMESTER

In case of late admission (subject to the maximum allowable period notified by the Registrar, University of the Punjab, Lahore), the Mid term examination of such students can be delayed ensuring to arrange special make-up classes/assignments to cover the deficiency.

In case of medical issues of a student during Semester-I, if the students have attended the required number of classes, then he can re-join first semester with his juniors. In case of shortage of attendance, he will be eligible to apply for fresh admission as per merit and eligibility criteria of the relevant session.

SECTION 20: MIGRATION / TRANSFER / EXEMPTION OF CREDITS

Migration of a student may be allowed subject to the fulfillment of Migration Regulations of the University of the Punjab. The credits earned in the previous institution may be permitted to be transferred to the college / University of the Punjab subject to the condition of similarity / equivalence with the University courses. (as per rules given in PU Calendar Vol. 1 , Part VI, Chapter I (15).

SECTION 21: FORMAT OF FINAL TRANSCRIPT

Each Department / Centre / Institute / College / School ensure that the final transcript for the award of degree includes following information:

Front Side:

- a. Name of Student
- b. Father's Name
- c. Date of Birth
- d. Registration No.
- e. Roll No.
- f. CNIC #
- g. Institute Name
- h. Name of the Program
- i. Type of Enrollment – Full Time
- j. Date of Admission into Degree Program
- k. Semester Wise Break-up
 - l. Subjects Detail along with Credit Hours
- m. Mode of Study - Regular
- n. Picture of the Applicant be Printed on Transcript
- o. Date of Completion of Degree Requirements
- p. Online Result Verification Key/ID (Front Side at the End of the Transcript)
- q. GPA/CGPA and Overall Percentage against earned CGPA (at the End of the front side of Transcript)

Back side:

Grading System must be mentioned on Back Side of the Transcript.

SECTION 22: CANCELATION OF ADMISSION

The admission of a student will be cancelled if:

- (1) fails to attend any lecture during the first four week of the commencement of the semester as per announced schedule or
- (2) fails to obtain minimum GPA/CGPA or
- (3) proved guilty in violating the University disciplinary rules.

For (1) and (2) the notices will only be displayed on the notice boards of the relevant department.

SECTION 23: TEACHER EVALUATION

(As per HEC and PU QEC guidelines)

SECTION 24: DEPARTMENTAL EXAMINATION COMMITTEE

1. Constitution of Committee

Each Department College shall constitute a Departmental Examination Committee comprising following:

- a. The Principal of the College;
- b. All Professors and Associate Professors of the College;
- c. One Assistant Professor and one Lecturer of the College (to be appointed by rotation in order of seniority for three (3) years);

The committee can co-opt a teacher if needed.

2. Functions of the Committee.

- a. Ensure content coverage of courses by comparing tests with the course outline and work plan provided by the teacher;
- b. Monitor classroom activities laid down in the course outline;
- c. Examine uniformity in all matters before the declaration of result;
- d. Address and dispense student complaints;
- e. e.Address UMC cases and make decisions under the semester rules for mid term examination.

In case a student is not satisfied with decision of Departmental Examination Committee then he/ she may appeal to the Punjab University Semester Implementation Committee (PU SIC).

SECTION 25: APPROVAL OF APPOINTMENT OF SUPERVISORS AND SUBJECTS FOR RESEARCH AND PROJECT REPORT FOR '4' YEARS BACHELORS AND '4' YEARS BACHELOR AFTER ASSOCIATE DEGREE.

The topics of thesis, field work, research work, entrepreneurship etc. along with the names of supervisors shall be approved by the Principal on the recommendation of the departmental examination committee latest by the second week of second last semester. At the point of approval of topics of theses etc., the student's ability to complete the research work within minimum degree completion time period should be considered. The list of external examiners will be recommended by the BOS of the University before the end of final semester.

SECTION 26: PUNJAB UNIVERSITY SEMESTER IMPLEMENTATION COMMITTEE (PU SIC)

There shall be a Punjab University Semester Implementation Committee (PU SIC) to be constituted by the Vice-Chancellor. The Committee shall perform following functions:

- a. Provide consultation to the Department / Centre / Institute / College / School converting to semester system from the annual system.
- b. Monitor the implementations of semester system.
- c. Address various issues arising with relation to the implementation of semester system

- d. Recommend necessary amendments in the Semester Regulations, if needed
- e. Address and dispense the appeals of the student(s) recommended and forwarded by the College Principal(s).