

SEMESTER RULES OF BACHELOR ACADEMIC
PROGRAMMES
(AFFILIATED COLLEGES)
OF THE SHAHEED BENAZIR BHUTTO UNIVERSITY (SBBU)
SHERINGAL DIR UPPER

1. SHORT TITLE, COMMENCEMENT AND APPLICATION

1.1 These Regulations shall be known as Semester Rules of Bachelor Academic Programmes for Affiliated Colleges, framed under section 6(iii) of The (SBBU) Sheringal Regulation, 2009.

1.2 These Rules shall come into force from session Fall 2012.

1.3 These regulations shall be applicable to all the BS (Four-Year) programmes offered by the affiliated colleges of the (SBBU) Sheringal under semester system.

1. Definitions:

In these regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- i. "Controller of Examinations" means Controller of Examinations of the Shaheed BB University Sheringal.
- ii. "Dean" means Dean of a Faculty of Shaheed BB University Sheringal.
- iii. "Director Academics" means Director Academics of the Shaheed BB University Sheringal.
- iv. "Focal Person" means Head of the respective university department, or his/her nominee preferably not below the rank of an Associate Professor, in which an affiliated college is offering a degree programme.
- v. "College" means an affiliated college/institute of the University.
- vi. "College Semester Committee" means a committee constituted by the concerned Affiliated College under these regulations.
- vii. "University" means Shaheed BB University Sheringal.
- viii. All other terms shall have the same meaning as assigned to them in the Shaheed BB University Sheringal Regulation, 2009, and/or statutes, regulations, rules framed thereunder.

2. Total Duration of Study:

- i. The normal duration for the BS (Four-Year) programme shall be four years. Each academic year shall comprise two semesters.
- ii. In case of valid reasons the normal duration of the programme may be extended by two years (four semesters) to a maximum duration of six years (twelve semesters).
- iii. A student, who failed to complete all the degree requirements in maximum duration, shall lose all the credits earned and his/her name shall be struck off the rolls of the concerned college.

3. Schedule of Semesters:

- i. There shall be two semesters in an academic year, to be called Fall Semester and Spring Semester.

- ii. Each semester shall be of 17 weeks duration; out of which 16 weeks shall be reserved for teaching and 1 week for mid-semester examination. Final Examinations shall be conducted by Shaheed BB University Sheringal at the end of each semester. Schedule (date sheet) of final examinations shall be issued by the Controller of Examinations.
- iii. If teaching is suspended due to some exigency, the time lost shall be covered by offering additional teaching/contact hours per week during the remaining part of the semester.
- iv. A semester shall be considered as valid if 80% lectures are delivered.

4. Admissions:

- i. Admissions shall be made for Fall Semester only.
- ii. Admission shall be announced within one week of the declaration of Intermediate Examination results and the process shall be completed within one month prior to commencement of semester.
- iii. For Admissions the affiliated colleges shall follow the minimum eligibility criteria used for the corresponding degree programmes at the Shaheed BB University Sheringal.
- iv. The affiliated colleges shall send the lists of the students admitted in all BS programmes to the Director Academics on or before the date notified by him for the purpose.
- v. The Colleges shall submit the registration return of the admitted students complete in all respect along with 'Admission Approval' and prescribed fee to the Registration Section (Controller's Office) in accordance with the schedule announced by the Controller Office.

5. Credit Requirements for the Award of Degree:

- i. A minimum of 124-136 credit hours (see para-6 below for definition of Credit Hour) are required for the BS (Four-Year) degree. The said credits shall normally be earned in eight semesters.
- ii. The credit hours in a course shall be governed by the approved curriculum/syllabi of the Shaheed BB University Sheringal.

6. Credit Hour:

- i. "Credit Hour" means teaching a theory class for **01 hour** or laboratory/practical work of **02 hours** or a field work of **one day** every week throughout the semester.
- ii. The number of credit hours for a degree programme is inclusive of credit hours assigned to internship/research project/thesis etc.
- iii. The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the practical. Thus **3(3-0)** means three credit hours of theory, while **3(2-1)** means a total of three credit hours, of which two are for theory while one credit hour is for laboratory.
- iv. The weekly **contact hours of a 3(3-0) course** shall be **three**, while the **contact hours of a 3(2-1) course** shall be **four** such that two contact hours for theory and two contact hours for laboratory.
- v. A course that shall be counted in calculation of GPA/CGPA is called '**Credit Course**', while a course that shall be mandatory to pass but shall not be counted in calculating GPA/CGPA is called '**Non-Credit Course**'.

7. Attendance Requirement:

- i. A minimum of 75% attendance of the lectures delivered in each course shall be prerequisite to appear in Final Examination.

- ii. In case the student remains absent from the class for seven consecutive days without leave his/her name shall be removed from the rolls.
- iii. Students having less than 75% class attendance in a particular course shall not be eligible to appear in the final examinations of that course and shall be required to register himself/herself in that course whenever offered again, attend the classes regularly and appear in the Sessional-Work, Mid-Semester and Final examination of the course in the same semester next year.

8. Course Evaluation and Grade Distribution:

- i. The students shall be evaluated on the basis of two examinations, to be called Mid-Semester Examination and Final Examination, and sessional work including, quizzes, assignments, presentations etc.
- ii. These evaluation instruments and their respective percent weight shall be as follows:

8.1 Evaluation Category "A" (in case of no practical)

Component	Distribution of Marks
Attendance / Class Test	05%
Quizzes/Assignments/Presentations etc	15%
Mid Term	20%
Final Term examination	60%

8.2 14.3(b) Evaluation Category "B" (in case of practical)

Component	Distribution of Marks
Attendance / Class Test	05%
Quizzes/Assignments/Presentations etc	15%
Mid Term	20%
Final Term examination	40%
Practical Examinations	20%

- a. The number and nature of tests, assignments, lab work etc. shall be determined by the Course teacher keeping in view the nature and requirement of the course.
- b. If any student fails to appear in the mid term or final exam, due to any reasons, no separate/make up exam will be arranged for him and he shall be treated as absent and failed.
- c. Mid-Semester papers shall cover the course taught upto Mid-Semester. The nature and number of questions for Mid-Semester Examination shall be decided by the concerned course teacher.

- d. Final Examination papers shall cover whole course of the respective subject and the breakdown will be 40% all types objectives, 20% short questions and 40% subjective questions.
- e. There shall be no choice in questions in the Mid-Semester and Final Examination papers.
- f. There shall be no Grace Marks of any sort.
- g. Minimum time allowed for mid term examination will be one hour and that for the Final Term examination shall be 2 hours.
- h. There will be no supplementary/special examination in semester system, if a student fails he will have to repeat the course as per rules.
- i. In order to pass a course, a student must obtain at least 50% marks in aggregate in that course, i.e. marks obtained in class tests/assignments, etc plus marks obtained in mid term plus marks obtained in final examination. It will also be essential to pass practical examination separately, where involved.

9. Evaluation Procedure:

A. Mid-Semester Examination:

- i. The Mid-Semester Examination shall be conducted after eight weeks of the commencement of semester according to the schedule (i.e. Date Sheet) displayed by the College.
- ii. Concerned college shall evaluate student work and assigning marks for Sessional and Mid-Semester Examination through the respective course teachers. The course teacher shall be responsible for the evaluation of Sessional Work/Mid-Semester Examinations of the students of his/her class and for the award of marks to them on the basis of such evaluation.
- iii. The Course Teacher shall show the Answer Scripts of Mid-Semester, tests, quizzes etc. to the concerned students and take them back immediately in accordance with the schedule announced for the purpose by the teacher.
- iv. In case a student is not satisfied with his/her marks, he/she may submit an application in this regard to the Principal stating the valid reasons for his/her dissatisfaction with the award. Such an application shall be submitted within one week of the declaration of Mid-Semester Examination. The Principal shall his/her case to the College Semester Committee for appropriate action.
- iii. The College shall submit the marks for Sessional Work and Mid-Semester Examinations to the Office of the Controller of Examinations one week before the end of a semester. The marks shall be submitted in the manner provided in 'Annexure-I'.

B. Final Examination:

- iv. The Final Examination shall be conducted at the end of semester according to the schedule (i.e. Date Sheet) announced by the University.
- v. Shaheed BB University Sheringal shall be responsible for the conduct (including preparation of question papers, assignment of examiners, assignment of supervisory staff etc.) and evaluation of the Final Semester Examinations at the end of each semester through the Office of Controller of Examinations. The Panel of Examiners for Final Examinations shall be appointed by the Office of the Controller of Examinations.
- vi. The Office of the Controller of Examinations shall be responsible for preparing/declaring semester results and issuing Semester Transcripts.
- vii. There shall be no re-checking of Final Examination Papers, however, the candidates may apply in the prescribed manner to the Office of Controller of Examinations for

retotaling/recounting of marks awarded to him/her in any paper of Semester Final Examination.

C. Viva-Voce/Practical Examination (where applicable)

- viii. Viva-Voce/Practical Examination shall be conducted by a committee comprising:
- a. Internal Examiner: Relevant faculty member of the College to be proposed by the Principal of the Concerned College and appointed by Controller of Examinations.
 - b. External Examiner: A panel of at least three examiners (subject experts) shall be proposed by the Principal of the affiliated college out of which one shall be appointed by the Controller of Examinations.
 - c. The award list of Viva-Voce/Practical Examination duly signed by both the examiners along with the Attendance Sheet of the concerned students shall be submitted to the Controller of Examinations within 02 working days of conduct of such Viva/Practical Examination.

Amendment: Notified vide SBBU/Acad/Ntf/23-939 dated 06-04-2023 as follows:

- b. External Examiner: The Controller of Examinations shall appoint the external examiners.

Added Section D and E: Notified vide SBBU/Acad/Ntf/23-939 dated 06-04-2023 as follows:

D. Duties of Examiners

- a. Examiners shall distribute their questions as far as Possible over the whole range of the subject in which they are setting question-papers.
- b. Where alternative text-books are prescribed for an Examination Examiners shall not base their Questions exclusively on any one of such text books.
- c. Paper-Setters shall assign marks for each Question in the paper separately such marks being clearly indicated in the question paper for the information of the candidates.
- d. Any paper that does not conform strictly to the rules herein laid down may be returned to the Examiner concerned for correction.
- e. Every Examiner shall send his Paper to the Controller of Examinations (by name) by registered, insured post or through confidential email in accordance with the instructions issued by the Controller of Examinations in the matter. Any paper not sent in the prescribed may be rejected by the Controller of Examination.
- f. No award list sent to the Controller of Examinations shall show any fractional marks for any paper.
- g. In no case shall a Head-examiner himself increase or reduce the marks marked in any paper by a Subordinate Examiner. In the case of a difference of opinion arising in this connection between a Head-Examiner and a Subordinate Examiner, the matter shall be referred to the Vice-Chancellor for decision. Who can send it to the neutral examiner.
- h. It shall be the responsibility of the Head Examiner to see that the results in his paper are submitted to the Controller of Examinations in time.
- i. The Head Examiner shall, when the rules require, re-examine the required percentage of the papers examined by Subordinate Examiners and enclose with the result sent in to the Controller of Examinations a certificate to that effect.

- j. Subordinate Examiners shall be eligible for appointment for examining the same paper for one year only but he may be appointed for another year for same paper.
- k. Paper-setters for all written Examinations shall be either External or Neutral Examiners.
- l. No Examiner shall be asked to examine the Answer-papers of more than 1000 candidates.
- m. No student who is on the rolls of an Affiliated/Constituent College or Post-Graduate Teaching Department shall ordinarily be appointed as an Examiner.
- n. No one shall be appointed during the same examination to set more than Five Question-papers. This will not, however, include papers for Practical Examinations and will not affect the appointment of a person as an Examiner for a Thesis.

E. Appointments of Checkers/ Scrutinizers and Tabulators

Checkers (checking awards with scripts)/ Scrutinizers and Tabulators shall be appointed by the Vice-Chancellor annually on the recommendation of the Controller of Examinations, such that no one shall be assigned more than one responsibility.

10 Grading System: The following grading system will be followed;

- i. The grading shall be done on a scale of 1 – 4.
- ii. Equivalence between Letter grading and Numerical grading shall be as follows:

Marks % age	Value	Grade	Remarks
85 and above	4.0	A	Excellent
84	3.9	A-	
83	3.8		
82	3.7		
81	3.6		
80	3.5		
79	3.4	B+	Very Good
78	3.4		
77	3.3		
76	3.3		
75	3.2		
74	3.2	B	
73	3.1		
72	3.0		
71	2.9	B-	
70	2.8		
69	2.7		
68	2.6	C+	Good
67	2.5		
66	2.5		
65	2.4		

64	2.4			
63	2.3	C		
62	2.2			
61	2.1			
60	2.0	C-		
59	1.9			
58	1.8			
57	1.7	D+	Fair	
56	1.6			
55	1.5			
54	1.4			
53	1.3	D		
52	1.2			
51	1.1			
50	1.0			
49 and below	0.0	F		Fail
I	--	I		Incomplete
W	--	W	Withdrawal	
P	--	P	Pass (Non-Credit Course)	

- a. Fraction of marks obtained in a course shall be counted as one mark, e.g. 60.3 shall be considered as 60 while 49.5 or more is to be considered as 50.
- b. Grade Point Average (GPA) is an expression for the average performance of the student in the courses he/she has taken during any semester, thus GPA may be calculated for 1st semester, 2nd semester or any other semester.
- c. GPA shall be rounded to two decimal places, e.g. a GPA of 2.064285 shall be reported as 2.06, while a GPA of 2.065124 shall be reported as 2.07.
- d. GPA shall be calculated in the following manner:

GPA = $\Sigma GP / \Sigma CH$ (for all the courses offered in a single semester), where:

GP = Numeric Value of % of Marks obtained in a course multiplied by credit Hours of the said course

ΣGP = Sum of all the Grade Points of courses offered in the semester

ΣCH = Sum of all credit hours of courses offered in the semester

- e. Cumulative Grade Point Average (CGPA) is an expression for the average performance of the student in all the courses he/she has taken during all the previous semesters, thus at the end of 1st semester, CGPA shall be the same as GPA, while CGPA at the end of 2nd or any subsequent semester shall be calculated by taking into account all the courses taken by the student in all the previous semesters.
- f. Both GPA and CGPA shall be rounded to two decimal places.

10. Promotion

For promotion the following conditions shall be followed:

- i. If a student's CGPA falls below 2.0, he/she will be promoted (conditionally) and will be put on 1st probation for the next semester.
- ii. If the student does not come out by increasing his/her CGPA to 2.0, he/she will go on Last Probation.
- iii. If the student who was earlier on last probation, does not come out by achieving the minimum desired CGPA, he/she shall be dropped from the Institute and can not be re-admitted by the same Institute.
- iv. If a student's GPA falls below 1.00 in any Semester, he will be dropped out from the programme.

Note-6: Whenever a student fails or gets a 'F' grade, s/he has to repeat the course, whenever offered. The maximum number of courses that a student may be allowed to repeat will be six (6).

The re-registration for students with 'F' grade shall be allowed (on a written request) to appear in the Mid Term and Final Term examinations for the failed courses whenever such examinations are conducted again. However, their grades earned in the previous semester in quizzes/attendance/ assignments/presentation/laboratory work will be considered for grading with the results of the new semester. No new quizzes/attendance/assignment/presentation/laboratory work will be required.

Promotion Table:

S.No	Promotion to	A student shall pass 50% of the courses of	A student shall pass 100% of the courses of
1	2 nd Sem	1 st Semester	-
2	3 rd Sem	2 nd Semester	-
3	4 th Sem	3 rd Semester	1 st Semester
4	5 th Sem	4 th Semester	2 nd Semester
5	6 th Sem	5 th Semester	3 rd Semester
6	7 th Sem	6 th Semester	4 th Semester
7	8 th Sem	7 th Semester	5 th Semester

11. Award of Degree:

Minimum requirement for the award of degree shall be that:

- a. A candidate shall qualify, in accordance with the existing Rules and Regulations in each one of the semesters from 1 to 8 by securing at least a 'D' in the all the courses so as to fulfill (b) and (c) below:
- b. He/she shall have earned the prescribed number of credits required for the degree, i.e. 124 – 136, as the case may be for a particular BS (Four-Year) degree.
- c. He/she shall have obtained a minimum Cumulative Grade Point Average (CGPA) of 2.00.

12. Award of Gold Medal/Merit Certificate:

- i. 'University Gold Medal' shall be awarded to a student, in each programme of studies, who fulfills the following conditions:

- ii. He/she has secured highest overall CGPA in a programme of studies and has passed all semester examinations in at least 'B' grade in first attempt without failing/absenting in any course. CGPA, which otherwise shall be rounded to two decimal places, shall be calculated up to any decimal place for the determination of merit position(s).
- iii. Merit Certificates shall be issued to the candidates securing 1st, 2nd and 3rd positions in overall degree programme. Merit positions shall be determined in a manner prescribed in (i) and (ii) above for the award of Gold Medal.
- iv. The students who availed 'semester freezing' shall not be entitled for the award of Gold Medal and/or Merit Certificate.

13. Unfair Means (UFM) Cases:

- i. The course teacher shall report the unfair means cases in quizzes/tests and Mid-Semester Examination to the Principal who shall forward these cases to the College Semester Committee within one week for necessary action as under:

“Any student detected in giving or receiving assistance, or found guilty of copying from any paper, book or note, or allowing any other student to copy his/her answer book, or using or attempting to use these or any other unfair means, shall be appropriately fined and/or dropped from the programme not exceeding two semesters.”
- ii. UFM cases pertaining to Final Examination shall be dealt by Examination Discipline Committee of the University.

14. Semester Freezing/Leave of Absence:

- i. Semester freezing/leave of absence shall be granted by the College Semester Committee on recommendations of the Head of the Concerned College Department, under intimation to the Controller of Examinations, in response to a request made by the student with reasonable justification.
- ii. A student can freeze his/her semester maximum up to One Year (two semesters) during the entire period of a respective programme of studies.
- iii. No freezing during the semester shall be allowed, i.e. whenever semester freezing is granted on the request of the student it would be effective from the beginning of the respective semester, thus all the attendance, quizzes, assignments, mid-semester etc. taken so far in the semester by the student would be deemed as not have taken place in respect of the concerned student.
- iv. At the end of semester freezing the student shall retake admission in the same semester when offered again and shall have to opt for courses in place at the time of readmission.
- v. The maximum duration allowed for completion of degree shall be extended by the duration of semester freezing.
- vi. Semester Freezing shall not be allowed in First Semester.

15. Organization of Teaching:

- i. Teaching in various courses shall be organized through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, project, and any other method of instruction approved by the University.
- ii. Teaching shall be conducted by the College teachers or such other persons as may be declared to be teachers by the competent authority.
- iii. The college shall offer every required course at least once in an academic year.

- iv. English shall be the medium of instruction and examinations for all courses except where otherwise approved by the competent authority.

16. Course File:

Maintenance of Course Files is mandatory for all the course teachers. It shall have a complete record of everything that happened during the Semester. The Course File shall contain:

1. Description of Course/course contents
2. Course coding
3. Weekly Teaching Schedule
4. Copy of each homework assignment
5. Copy of each quiz given
6. Copy of mid semester examinations
7. Grading sheets of the Course detailing statistical data on the grades obtained by students
8. Difficulties, problems faced during classroom/course delivery

17. Record Keeping:

All the record related to Mid-Semester Examinations/ Final Semester Examination and Sessional Work (quizzes, assignments, presentations, attendance) shall be kept by the Controller of Examinations as per relevant university rules.

18. College Semester Committee:

The Head of every Affiliated College shall notify a Semester Committee, comprising 5 members including the Head of the College as the Convener, and Four senior faculty members to perform the following functions:

- i. Periodic assessment of the progress of different courses being taught.
- ii. Investigation of any irregularity in the assessment of any course taught.
- iii. Periodic assessment of the method of teaching, pattern of question papers, and any other relevant aspect.
- iv. The Committee shall submit annual report on the academic performance and assessment of students to the respective Focal Person.
- v. The Committee shall also submit a report, to the respective Focal Person, on the evaluation of teachers by the students and evaluation of the courses by the students, using the questionnaires available with the Quality Enhancement Cell of the University.
- vi. The Committee shall look after the use of unfair means and the general behavior of students during the Sessional Work and Mid-Semester Examinations.
- vii. All the proceeding of the Committee shall be recorded and approved by the Convener.

19. University Semester Committee:

University Semester Committee shall comprise following members:

- i. All Deans
- ii. Registrar or his nominee
- iii. Director Academics

- iv. Controller of Examinations
- v. Coordinator BS Programme
- vi. Director, Quality Enhancement Cell (QEC)
- vii. Deputy Controller of Examinations (Semester)

The Committee shall perform the following functions:

- i. Provide consultation and support to the Affiliated Colleges regarding implementation of semester system.
- ii. Monitor and report on the implementation of semester Regulations and address various issues arising thereof.
- iii. Recommend necessary amendments in these Regulations, if needed.

20. Examination Fee:

Examination fee will be notified from time to time.

21. Remuneration Rates:

- i. Rs. 1000/- per paper shall be paid to the paper setter of Final Examination.
- ii. Rs.25/- per script shall be paid to the examiner for marking answer scripts of Final Examination.
- iii. Viva-Voce/Thesis/Practical/Internship examiners shall be paid as per rules in vogue for other exams.

Note: All payments shall be made by the Controller of Examinations.

Amendment: Notified vide SBBU/Acad/Ntf/23-939 dated 06-04-2023 as follows:

Remuneration Rates: Remuneration shall be paid as per rules in vogue for other exams.

Note: All payments shall be made by the Controller of Examinations.

22. Miscellaneous:

- i. Notwithstanding anything repugnant to these rules, in all cases the relevant university rules in vogue shall be applicable.
- ii. These rules are subject to change from time to time by the competent bodies of the University; however, such a change when occurs shall be notified by the University.

(Name of College)
Affiliated with
SHAHEED BB UNIVERSITY SHERINGAL, PAKISTAN
(Name of the Degree Programme)
AWARD LIST

Semester: _____ Course Title: _____

University Roll No.	Name of Student	Mid Semester Marks (Out of 20)	Session Marks (Out of 20)	Total Marks (Out of 40)

Name and Signature of
Course Teacher

Signature of the Principal