

PIFD Semester Regulations

(For Undergraduate Degree Programs)

1 Preamble

Subject to the provisions of the Pakistan Institute of Fashion and Design Act 2011, the Institute shall offer 1-Year/ 2-Year, 3-Year, and 4-Year Certificate/ Diploma/ Undergraduate level degree or equivalent programs approved by the Authority. Provided that rules and regulations mentioned hereinafter regarding examinations shall be applicable to all Undergraduate level programs and Diploma courses offered by the Institute.

2 Short Title and Commencement

The regulations described hereunder shall be called PIFD Semester Regulations, and shall come into force from the academic session 2018-2022.

3 Definitions

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

- 3.1 “Academic Department” means a teaching, research and technological development department maintained and administered by the Institute;
- 3.2 “Academic Year” means a year consisting of two regular semesters namely; Fall and Spring;
- 3.3 “Authority” means any of the Authorities of the Institute specified in the Institute Act 2011;
- 3.4 “Chairperson” / ”Coordinator” means head of an Academic Department;
- 3.5 “Controller of Examinations” means Controller of Examinations of the Institute;
- 3.6 “Credit Hour” means one hour student-teacher classroom contact per week per semester in theory or two to three hours contact in studio/practical/lab work per week per semester;
- 3.7 “Dean” means the Chairperson of the Board of Faculty;
- 3.8 “Deficiency Course” means a course in which a student has been adjudged deficient by the concerned Department at the time of transfer of credits/migration;

- 3.9 “Non-credit Course” means a course that shall be mandatory to pass but shall not be counted in calculating GPA/CGPA and shall not have any effect on the academic position of a student;
- 3.10 “Pre-requisite” means a course required to provide basic knowledge of the follow up course;
- 3.11 “Semester” means duration of eighteen weeks inclusive of examinations i.e., sixteen weeks for teaching (including Midterm Exam, if applicable), one week for conduct of Final Term Examination and display of projects for assessment and one week for preparation and submission of results;
- 3.12 “Student” means a bonafide male or female student admitted / registered in a particular course/academic program.
- 3.13 “Teacher” means a person who may be declared to be teacher by regulations.
- 3.14 “Vice-Chancellor” means the Vice-Chancellor of the Institute.

4 Introduction

Following are the guidelines, procedures, rules and regulations to be administered by all the departments running Semester System.

- 4.1 In the beginning of each academic session an “Orientation Day” shall be arranged to familiarize the admitted students with semester system and their degree requirements.
- 4.2 A copy of printed Semester Regulations and a Student Handbook shall be made available in all the departments as well as the Library for guidance.
- 4.3 The regulations inscribed here are subject to amendment/change and repletion by the Competent Authority.
- 4.4
- (i) Students/employees of PIFD are not allowed to ridicule the Institution, Faculty, Staff and Enrolled Students on Social, Print and Electronic Media. Also, the PIFD Employees are not allowed to share their Personal Social Media Accounts (Facebook, Twitter, etc.) with Enrolled students.
 - (ii) PIFD full time Enrolled Students are not allowed to enroll in any other study program (morning or evening) of other universities / institutions, simultaneously.

5 Uniform Academic Calendar

5.1 There will be two semesters in an academic year; Fall and Spring. Fall Semester will normally start in September / October and; Spring Semester will normally start in February / March.

5.2 Summer Semester

- a. Summer Semester will be offered as an optional semester of 08-12 weeks duration. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 09 credit hours during summer.
- b. Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his / her grade is allowed to register in summer.
- c. A student will only be allowed to register courses up to 09 credit hours for remedial work on the recommendation of Course Coordinator.
- d. The contact hours per week during the summer semester will be doubled to ensure that the course is completely taught in summer semester with half of the duration as compared to a regular (Fall / Spring) semester.

6 Admissions

Admissions to various degree programs, under semester system, shall be governed by the Admission Policy laid down by the Institute.

7 Organization of Teaching

7.1 Teaching in each department shall be organized through courses specified by lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, project, internship, or any other method of instruction approved by the Institute.

7.2 Teaching in each department shall be conducted by the teachers or such other persons as may be declared to be teacher by the Institute.

7.3 The teacher shall deliver course outlines to the students at the beginning of the semester and shall share a copy of the detail of course outlines and work plan to the Chairperson / Coordinator of the Department.

7.4 Each teacher shall maintain his/her Course File comprising of the following:

- (a) Course contents to be taught during the semester;
- (b) Mid Term and Final Term Examinations schedule;

- (c) Grading policy;
- (d) Record of Sessional, Mid Term and Final Term Examinations;
- (e) Weekly teaching schedule;
- (f) Students' attendance record;

7.5 English shall be the medium of instruction and examination in each discipline except otherwise specified.

8 Courses and Scheme of Studies

8.1 The curricula and schemes of studies of various degree programs shall be developed and recommended by the respective Boards of Studies for approval of the Competent Authority. Such curricula and schemes of studies shall become effective from the date of approval by the Academic Council on the recommendations of the Board of Studies or any other date as determined by the Competent Authority.

8.2 A student shall normally be required to take the prescribed courses of 12-18 credit hours work load offered by the Department in each semester. However, in special circumstances, he/she can add/ withdraw a course(s) with prior approval of the Chairperson/Coordinator. The permission must be obtained at least fifteen days from the commencement of the semester.

8.3 The students shall pursue the notified scheme of studies to be approved by the Competent Authority from time to time.

8.4 No student shall take any course unless he/she has qualified the pre-requisites for it as determined in the curriculum.

8.5 Re-organization of courses according to the requirements or availability of teaching faculty in the Department shall be permissible during the session provided that students shall be informed well before the commencement of the semester concerned.

9 Course Code and Credits

9.1 Each course shall be assigned credit hours. The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the

theory part while the second (right side) digit represents the studio/practical. Thus 3(3–0) means three credit hours of theory only, while 4(3–1) means a total of four credit hours, of which three are reserved for theory and one credit hour is for studio/practical work.

9.2 For undergraduate degree program involving practical / studio / field work, there will be a minimum of 15-18 credit hours for practical / field work. In all other cases, a minimum of six credit hours research project will be offered in last two semesters of the program.

Internship of at least One Credit Hours will be mandatory which will be offered in Summer Semester after sixth Semester. This will be declared as s Compulsory Summer Semester. Every student must Pass the Internship and if he / she fails, he / she will be allowed to enroll for Internship in subsequent summer semester within residential requirement.

9.3 Each Board of Studies shall assign and prescribe the course codes, credit hours and work load up to a maximum of eighteen credit hours for each semester for a given scheme of studies.

9.4 Course codes shall be divided into two parts i.e., letters and digits

Letters:

Two to four characters representing the course of the subject concerned, for example:

Pattern	PAT
Draping	DRP
Pakistan Studies	PKST
Islamiat / Islamic Studies	ISL
Drawing	DRW
English	ENG

Digits:

There shall be three digits, among which the 1st shall represent the relevant year, whereas 2nd and 3rd shall represent the sequence of courses. Provided that pre-requisite course may be assigned zero and introductory course one and so on.

Example:

Course	Year	Semester	Digit	Course Code	Credit Hours
ENG	1 st	I	100	ENG-101	3(3-0)
DRP		II	100	DRP-113	4(3-1)
ENG	2 nd	III	200	ENG-201	3(3-0)
TXT		IV	200	TXT-212	2(2-0)
PAT	3 rd	V	300	PAT-305	3(1-2)
DRW		VI	300	DRW-316	3(3-0)
MCD	4 th	VII	400	MCD-412	3(3-0)
CSC		VIII	400	CSC-422	3(1-2)

10 Attendance

10.1 A student having less than 75% attendance in lectures and practical/ studio (if applicable) separately shall not be allowed to take the Final Term Examination of the course. The Department shall notify the list of such students at least one week before the commencement of Final Term Examination.

In case the Courses are interlinked for the exam, the students will be allowed to appear in the exam in which his / her attendance is less than 75%, but the exam of that particular Course will be marked zero.

10.2 The Instructor / Class Teacher may report a student's absence in writing to the concerned Dean / Head of Department and student will be placed on attendance probation which will be notified by the Department.

10.3 If a student who has missed three consecutive lectures without any reason in a course, a verbal/written warning from the course teacher may be given to the student.

10.4 If a student who is found habitual of missing lectures in a course, he/she shall not be allowed to sit in the class without the approval of the Chairperson/ Coordinator.

10.5 If a student makes him/herself absent from the Department for ten consecutive working days, his/her name shall be struck off from the rolls of the Department. Such student shall not be re-admitted without the approval of the Dean concerned. The student shall have to pay the prescribed re-admission fee/dues under intimation to the Treasurer.

- 10.6 At the end of each semester, the teacher concerned shall submit the statement showing the total number of lectures delivered and practical (if applicable) conducted by him/her, together to the Chairperson/ Coordinator of the Department with the total number of lectures and practical (if applicable) attended by each student.
- 10.7 For a student participating and representing the Institute in sports/co-curricular activities/exhibitions of national or international level events, as verified by the Director of sports/co-curricular/in-charge, the days actually spent by the student in such events shall be counted as present towards the attendance requirement.
- 10.8 If a student is required to participate in sports/co-curricular activities/exhibitions representing the Institute, on the date/dates of examination, arrangement will be made by the Department for holding Special Examination for him/her as soon as his/her sports/co-curricular activities/ exhibitions are ended.
- 10.9 Deleted

11 Withdrawal of Course(s)

- 11.1 A student may withdraw a maximum of two of the courses offered with the permission of the Department. Whereas it does not apply to first and second semesters.
- 11.2 A student may request for withdrawal of a course(s) before the start of a semester or during the semester at least 15 days after the commencement of the semester. The withdrawal of the course shall be approved by the Chairperson/Coordinator of the Department provided that a student who has taken the Final Term Examination of a course shall not be permitted to withdraw that course.
- 11.3 Grade 'W' in the withdrawal course shall be awarded and reflected on the Semester Transcript subject to the condition that the course must be enrolled by paying prescribed fee in the following semester in which withdrawn course is offered.

12 Semester Freeze

12.1 A student may discontinue his/her studies by seeking semester freeze during the semester before the Final Term Examination on medical grounds or circumstances beyond his/her control with written permission of Chairperson/Coordinator of the Department concerned subject to the condition that semester fee shall not be transferred/refunded.

12.2 A student may discontinue his/her studies by seeking semester freeze prior to enrollment in the second/subsequent semester on medical grounds or circumstances beyond his/her control with written permission of Chairperson/Coordinator of the Department concerned subject to fulfillment of condition that the student has passed the final examination of the previous semester with minimum prescribed CGPA required for academic standard of the Institute to remain on roll. The student shall not have to pay the semester fee; if deposited, the fee will be transferred to the next semester.

12.3

a. A student who sought discontinuation of a semester shall have to get approval from the Chairperson/Coordinator to rejoin the program before the commencement of the semester to be re-joined. If a student discontinues / freezes in an odd semester, he / she can rejoin only in odd semester. Similarly, if he / she discontinues / freezes in even semester, he /she can rejoin only in even semester.

b. Permission to repeat 8th Semester in Fall Semester

The students who have failed course(s) in 8th Semester or thesis work is not up to the mark, they shall be allowed to continue their studies / collection of work as a special case in the Subsequent Fall Semester after the payment of Registration Fee.

(Approved by the Senate in its meeting held on 10th Jan., 2017 vide Notification No. PIFD/SS/Notification(Vol-I)/2017-17, dated 10th March, 2017 by the Registrar, PIFD)

c. Courses / Collection work for Thesis shall not be allowed to enroll in Summer Semester except for students who have completed their residential requirement and have no semester other than their last semester i.e. Summer semester after their 12th semester for Undergraduate (04 Year) Degree program with residential requirement of 12 semesters (06 Years).

d. Retention of Examination Material

The Institute reserves the right to retain the Thesis work of final year students for one year after Final Jury. In case of any disciplinary issue against a student, the Institute reserves the right to retain the examination material (theory and practical). During this period, students are not allowed to take collection material out of institute without prior permission of concerned faculty and Course Coordinator.

(Approved by the Senate in its meeting held on 10th Jan., 2017 vide Notification No. PIFD/SS/Notification(Vol-I)/2017-17, dated 10th March, 2017 by the Registrar, PIFD)

12.4 The Chairperson / Coordinator of the Department concerned will notify in both the cases; the semester freeze and rejoining the program under intimation to the Treasurer and the Director Academics.

12.5 During the semester freeze, bonafide status of the student shall remain suspended provided that discontinuation shall not be allowed for more than two years in any case.

13 Evaluation

13.1 In each semester, students may be required to appear in quizzes, tests, midterms, final examinations, presentations (individual / group), group discussion, and submit projects / assignments / lab reports etc.

These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. This weightage may be determined on the basis of following guidelines:

(a)	Sessional	50%
(b)	Mid Term	20%
(c)	Final Term	30%

13.2 Courses involving project / studio / practical / field-work will conform to the above given marks distribution to accommodate the marks of the project / studio / practical / field-work.

- 13.3 Sessional: Test(s) / quiz(s) / assignment(s) / presentation(s) / seminar(s) / class participation/ term paper. The course teacher will decide the marks distribution according to the nature of the course within Rule 13.1.
- 13.4 Mid Term Examination from the syllabus prescribed for the Mid Term will normally be conducted after first eight weeks of teaching during a semester. The Teacher will submit the awards as per schedule announced.
- 13.5 Final Term Examination covering the full syllabus, with at least 25% of the course of Mid Term as well (if applicable), shall be held at the end of each semester.
- 13.6 The schedule of each examination shall be notified / displayed on the Notice Board well in time.
- 13.7 The duration of examinations shall be as under:
- a. Mid Term Examination:**
- Theory: One to Two Hours
- Practical: Two to Seven Hours
- b. Final Term Examination:**
- Theory: One to Three Hours
- Practical: Two to Fourteen Hours
- (Max. Seven Hours a day)
- 13.8 13.8 Examination shall be held on consecutive days excluding holidays which means that no gap shall be allowed in the papers.
- 13.9 Question paper for Mid Term and Final Term Examinations shall be set by the respective teacher. However, Chairperson / Coordinator shall ensure the quality and standard of the question paper set by the teacher.
- 13.10 The pass marks in each course shall be 50%. A student who fails to pass a course shall be awarded grade 'F'.
- 13.11 The script of each Examination shall be shown to the students by the concerned teacher, taken back and then forwarded to the Controller of Examinations, who

shall preserve the scripts for a year. If a mistake or a discrepancy in the marking of the scripts of a serious nature comes to the notice of the Controller of Examinations, he shall take action to get it rectified in a suitable manner after obtaining proper orders from the Vice Chancellor.

- 13.12 Marks awarded by the Teacher after each examination shall be displayed / shown to the students.
- 13.13 In case a student is not satisfied with his/her award even after checking his / her answer-book, or clarification from the teacher, he / she may submit a written application to the Chairperson / Coordinator of the Department for decision by the Departmental Examination Committee.
- 13.14 After holding the semester examination or otherwise provided, each teacher shall prepare the results of the Sessional, Mid Term and Final Term Examinations on the prescribed award list.
- 13.15 Teacher shall submit a copy of the award list, along with the scripts, within five days of the respective examination, to the In-charge Examinations of the Department concerned.
- 13.16 The In-charge Examinations shall present the result before the Departmental Examination Committee for consideration and approval. After deciding the appeals / written complaints / incomplete results, if any, the Departmental Examination Committee shall approve the result for notification by the Office of the Controller of Examinations within Five days of termination of Final Term Examination. The result should show student's ID, name, marks obtained and course code, and course title. A copy of result notification shall be forwarded to all the concerned offices by the Controller of Examinations.
- 13.17 All Transcripts shall be issued by the Controller of Examinations. Each transcript shall bear the signatures of Assistant Controller Examination, Deputy Controller Examination and Controller of Examinations. The Transcript will show all information of student's academic achievement i.e. Total Marks in a course, Marks obtained in each course, Quality Points of marks obtained in each course, Formula of GPA / CGPA etc. Status of Deficiency Course (if any) shall

be displayed on the Transcript. However, the marks / result of the Deficiency Course shall not be part of GPA / CGPA.

13.18 Each Department / Course Coordinator / Teacher shall forward the final results of the students on completion of each semester's examination on prescribed Award List (after transforming into PFD File) to the Controller of Examinations through his / her official email for tabulation / result calculation. The blank prescribed Performa (soft copy) for posting of marks will be sent by the Controller of Examinations to all Departments / Course Coordinator / Teacher / University website.

13.19 For the degree programs where research is optional, the students are required to submit the Thesis / Project Report within two months from the end of final examination of the last semester. However, this time duration may be extended with the permission of the Chairperson / Coordinator of the Department. The evaluation of the Thesis / Project shall be made by the Jury of Examiners. Constitution of jury shall be notified with the approval of the Vice-Chancellor, before the start of the Examination.

13.20 Unfair Means Case (UMC) of any examination shall be dealt as per Regulations relating to Unfair Means Case in the Institute.

13.21 The disciplinary action shall be taken against the student involved in Unfair Means according to Regulations relating to Unfair Means Case in the Institute.

14 Promotion, Dropout and Re-admission

14.1 Promotion from First Semester to Second Semester:

- (a) A student with Grade Point Average (GPA) of 2.00 and above in the first semester shall be promoted to the second semester.
- (b) A student with ≥ 1.50 GPA < 2.00 in the first semester may be promoted to the second semester on "Probation".
- (c) A student with ≥ 1.50 GPA < 2.00 , not interested in probation status may be allowed to repeat the semester or opting one or two course/s with lowest grade to obtain required GPA by paying the prescribed fee per course.

- (d) A student with GPA less than 1.50 in the first semester shall be dropped from the first semester.

14.2 Promotion from the Second and subsequent Semesters:

- (a) A student with Cumulative Grade Point Average (CGPA) of 2.00 and above shall be promoted to the next semester.
- (b) A student with CGPA 1.70 or more but less than 2.00 may be promoted to the next semester on “Probation”.
- (c) A student with CGPA 1.70 or more but less than 2.00 not interested to be awarded probation status may be allowed to repeat the semester or opting one or two course/s with lowest grade to obtain required CGPA by paying the prescribed fee per course.
- (d) A student with CGPA less than 1.70 shall be dropped from the semester.
- (e) A student, to be enrolled in the seventh semester, must have cleared all the courses of all previous semesters with minimum passing criteria.

14.3 Probation Status shall not be allowed in more than two (02) semesters for undergraduate programs.

14.4 A student who has availed two probations status, and still unable to maintain 2.00 CGPA shall be dropped from the program as well as from the Department rolls.

14.5 A student who fails to pass any course in three attempts shall be dropped from the program as well as from the Department rolls.

14.6 In case a student did not appear in the Mid and Final Term Examinations due to discontinuation of the semester, his / her GPA / CGPA should not be calculated.

14.7 At the end of the last semester, a student who has not been required to repeat any course(s), obtains CGPA of less than 2.00 but not less than 1.90 may be allowed to repeat one or two course/s in which he/she has obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.00, failing which he/she shall be dropped from the program as well as from the Department rolls.

- 14.8 A student who has been declared to be dropped in 1st, 2nd or subsequent semester due to GPA/CGPA less than 1.50 or 1.70 (as the case may be) may be re-admitted to the first or relevant semester with the following conditions:
- (a) The student has to pay prescribed re-admission fee in addition to regular semester fee under intimation to the Treasurer.
 - (b) Permission to re-admission shall be obtained from the Chairperson/Coordinator.

15 Award of Degree

- 15.1 124 to 144 credit hours are required for undergraduate 4-Year Bachelor or equivalent Degree Program.
- 15.2 Deleted
- 15.3 15.3 Degree shall be awarded to those students only who have completed all the degree requirements, passing all courses specified in scheme of studies by securing at least 2.00 CGPA.
- 15.4 The Scroll of the graduates shall bear the signatures of the Controller of Examinations, the Registrar, the Vice-Chancellor, and the Chancellor.
- 15.5 The Degree shall bear the signatures of the Controller of Examinations, the Registrar, and the Vice-Chancellor, and official seal of the Institute.
- 15.6 Duplicate / Revised Degree shall be issued as per prescribed conditions.

16 Awards: Gold Medal / Roll of Honour / Distinction in Thesis

- 16.1 Award of position, on completion of the degree program, shall be determined on the basis of Percentage of Marks. In case of tie between two or more students having equal Percentage of Marks, both student shall be awarded the position.
- 16.2 Students from each department, securing the highest Percentage of Marks but not less than 85% at the end of eighth semester and fulfilling following eligibility criteria, will be awarded "Gold Medal". In case he/she is disqualified for any reasons given below, the Medal shall be awarded to next one on merit.

- a. Student who has completed his entire studies in the Institute/College within minimum prescribed period.
- b. Student who has not repeated any course in any semester.
- c. Student who was never penalized, suspended or rusticated by the Institute/ College at any stage.
- d. Student who has an excellent behavior and attendance record.
- e. Student who is not default in payment of fees/dues at the end of the program.
- f. Student who has fulfilled all degree requirements.

16.3 All the students obtaining marks 80% or above shall be declared on the Honour List. The following eligibility criteria for the award of Roll of Honour shall apply:

- a. Student who has completed his entire studies in the Institute within minimum prescribed period.
- b. Student who has not repeated any course in any semester.
- c. Student who was never penalized, suspended or rusticated by the Institute/ College at any stage.
- d. Student who has an excellent behavior and attendance record.
- e. Student who is not default in payment of fees/dues at the end of the program.
- f. Student who has fulfilled all degree requirements.

16.4 All the students, securing Marks 80% or more in the Final Semester within minimum prescribed period for degree by passing all courses in first attempt, will be awarded “Distinction in Thesis” certificate. Moreover, the distinction shall be subject to good conduct and behavior of the student during his / her stay in the Institute to be certified by the concerned Dean / HOD / Course Coordinator.

17 Grade Improvement

17.1 A student may repeat the course(s) during the course of study to improve the grades, if he/she secures ≥ 1.00 GP < 2.00 in a course(s) or obtains grade ‘D’, ‘F’ or grade ‘W’ in a course(s). In both the cases, student shall enroll the course(s) with the permission of the Chairperson / Coordinator of the Department in the semester in which the course(s) is being offered by paying

the prescribed enrollment fee. A student can make attempt to improve a course to enhance his GPA / CGPA but only once. No course of an odd semester shall be allowed to enroll in even semester. Similarly, a course of even semester cannot be enrolled in odd semester. Such course(s) shall be marked under asterisk (*) in the semester transcript. (asterisk* will be indicated as “Improved” in the end of Transcript).

17.2 In case of improvement, the better grades shall be reflected on the transcript. However, such students shall not be considered eligible for a position/scholarship in the relevant examination.

17.3 A student who has obtained the Final / Official Transcript issued by the Controller of Examinations shall not be allowed to improve his/her grades.

18 Grading System

18.1 The grading shall be done on 4.00 scale.

18.2 Equivalence between Letter grading and Numerical grading shall be as follows:

Grading Table:

Marks Range	Grade Point	Letter Grade
85 – 100	4.00	A+
80 – 84	3.70	A
75 – 79	3.30	B+
70 – 74	3.00	B
66 – 69	2.70	B-
63 – 65	2.30	C+
60 – 62	2.00	C
56 – 59	1.70	C-
53 – 55	1.30	D+
50 – 52	1.00	D
Below 50	0.00	F
Incomplete	0.00	I
Withdraw	0.00	W
No Grade reported	0.00	N
Transfer Credits	- -	TR

The Grading Table will further be expanded to assign Quality Points to % age of marks obtained according to the following Table:

Marks	Q.P.	Grade	Marks	Q.P.	Grade	Marks	Q.P.	Grade
85 & above	4.00	A+	72	3.12	B	59	1.92	C-
84	3.94	A	71	3.06	B	58	1.85	C-
83	3.88	A	70	3.00	B	57	1.77	C-
82	3.82	A	69	2.92	B-	56	1.70	C-
81	3.76	A	68	2.85	B-	55	1.57	D+
80	3.70	A	67	2.77	B-	54	1.43	D+
79	3.62	B+	66	2.70	C+	53	1.30	D+
78	3.54	B+	65	2.57	C+	52	1.20	D
77	3.46	B+	64	2.43	C+	51	1.10	D
76	3.38	B+	63	2.30	C+	50	1.00	D
75	3.30	B+	62	2.20	C	< 50	0.00	F
74	3.24	B	61	2.10	C			
73	3.18	B	60	2.00	C			

18.3 The Grade/Grade Point shall be assigned for each course according to Grading Table above, whereas, no letter grades shall be assigned to GPA / CGPA. GPA / CGPA shall be calculated up to two decimal places.

18.4 Fraction of marks obtained in a course shall be rounded to the nearest whole number. Marks of each course (Theory & Practical, separately) will be rounded once when aggregated.

If marks in decimal points are equal to / larger than 50, it will be considered as (One) Mark otherwise, Zero.

Example:

Examination	Marks	Marks Obtained
Sessional	10	08.30
Mid Term	40	30.60
Final Term	50	41.59
Total	100	80.49

The score shall be rounded to **80**.

Examination	Marks	Marks Obtained
Sessional	10	08.30
Mid Term	40	30.60
Final Term	50	41.60
Total	100	80.50

The score shall be rounded to **81**.

- 18.5 In order to calculate the GPA, multiply GP with the credit hours of each course to obtain total grade points, add up to cumulative grade points and divide by the total number of credit hours to get the GPA for the semester.

$$\text{GPA} = \frac{\sum (\text{GP} \times \text{Credit Hours}) \text{ courses of semester}}{\text{Total Credit Hours of a semester}}$$

Example-I

Course	Marks Obtained	Grade Point	Grade	Credit Hours	Total GPs
C1	87	4.00	A+	3	4.00 x 3 = 12.00
C2	68	2.85	B-	3	2.85 x 3 = 8.55
C3	57	1.77	C-	3	1.77 x 3 = 5.31
C4	78	3.54	B+	3	3.54 x 3 = 10.62
C5	73	3.18	B	3	3.18 x 3 = 9.54
Total				15	46.02

$$\text{GPA} = 46.02 \div 15 = 3.06 \text{ (Promoted)}$$

Example-II

Course	Marks Obtained	Grade Point	Grade	Credit Hours	Total GPs
C1	87	4.00	A+	3	4.00 x 3 = 12.00
C2	68	2.85	B-	3	2.85 x 3 = 8.55
C3	57	1.77	C-	3	1.77 x 3 = 5.31
C4	38	0.00	F	3	0.00 x 3 = 0.00
C5	73	3.18	B	3	3.18 x 3 = 9.54
Total				15	35.40

$$\text{GPA} = 35.40 \div 15 = 2.36 \text{ (Promoted)}$$

Example-III

Course	Marks Obtained	Grade Point	Grade	Credit Hours	Total GPs
C1	56	1.70	C-	3	1.70 x 3 = 5.10
C2	65	2.57	C+	3	2.57 x 3 = 7.10
C3	64	2.43	C+	3	2.43 x 3 = 7.29
C4	60	2.00	C	3	2.00 x 3 = 6.00
C5	52	1.20	D	3	1.20 x 3 = 3.60
Total				15	29.70

$$\text{GPA} = 29.70 \div 15 = 1.98 \text{ (Probation)}$$

Example-IV

Course	Marks Obtained	Grade Point	Grade	Credit Hours	Total GPs
C1	56	1.70	C-	3	1.70 x 3 = 5.10
C2	52	1.20	D	3	1.20 x 3 = 3.60
C3	50	1.00	D	3	1.00 x 3 = 3.00
C4	60	2.00	C	3	2.00 x 3 = 6.00
C5	51	1.10	D	3	1.10 x 3 = 3.30
Total				15	21.00

$$\text{GPA} = 21.00 \div 15 = 1.40 \text{ (Drop)}$$

18.6 For calculating CGPA, after the second semester, sum total of GPs in both semesters earned in different courses multiplied by respective credit hours of the courses and divided by total numbers of credit hours.

$$\text{CGPA} = \frac{\sum(\text{GP} \times \text{Credit Hours}) \text{ of all courses}}{\text{Total Credit Hours of all courses}}$$

Example:

$$\text{Total Grade Points of 1st Semester} = 46.02$$

$$\text{Total Credit Hours of 1st Semester} = 15$$

$$\text{GPA (1st Semester)} = 46.02 \div 15 = 3.06$$

$$\text{Total Grade Points of 2nd Semester} = 35.40$$

$$\text{Total Credit Hours of 2nd Semester} = 15$$

$$\text{CGPA (at the end of 2nd Semester)} = (46.02 + 35.40) \div (15 + 15)$$

$$= 81.42/30$$

$$= \underline{\underline{2.71}}$$

Similarly, CGPA of all semesters shall be calculated.

19 Incomplete Grade

19.1 A student shall be awarded incomplete grade 'I' on medical grounds or the circumstances beyond his/her control determined by the Departmental Examination Committee in the following cases:

- (a) If a student fails to complete any assignment, test, quiz, term paper, presentation etc. assigned to him/her by the teacher for the purpose of internal assessment.
- (b) If a student is unable to appear in a part or whole of the Mid Term or Final Term Examination of a semester.

19.2 The student may be allowed to appear in the Special Mid/Final Term Examination of the semester to be held by the Department before the commencement of the next semester. However, the student must have:

- (a) fulfilled attendance requirement;
- (b) been admitted as patient in a recognized hospital. If the student has not been hospitalized, he/she will be examined by the Institute Medical Officer.

19.3 The student with grade "I" in a course(s) must appear in the Special Mid / Final Term Examination before joining the next semester.

19.4 The student shall not seek any extension if he/she is unable to take Special Examination within the specified time limit.

20 Transfer of Credits / Migration

Under extra-ordinary circumstances, the Vice-Chancellor, on the recommendations of the Chairperson/Coordinator of the Department, may allow transfer of credits of students from HEC recognized institutions to any department of the Institute and vice versa, provided that:

20.1 The institutions concerned agree for the transfer of credits of such a student;

20.2 Transfer of credits cases shall initially be scrutinized by the Department concerned. Eligible candidates must satisfy the following conditions:

- a. A student must fulfill the required entry qualification of the program.

- b. A student, who has been dropped out, rusticated, expelled, or whose entry in the parent institution was banned for any reason whatsoever at any time during his/her academic career, the case for transfer of credits shall not be considered.
- c. Courses with credit hours and course contents equivalent to the Department courses, shall be considered for transfer. Further, the applicant has to study and pass, if not previously did, the compulsory courses as notified in HEC approved Scheme of Studies/Curriculum.
- d. He/she passes the Departmental test for each course to be applied for transfer.
- e. Courses with less than 60% marks in the test shall not be considered for transfer of credit.
- f. Accepted courses along with their credit hours shall be displayed on the final/official transcript but their grades obtained from the parent institution will not be displayed. Such subjects will be marked as “Transferred Credits” (TR).
- g. The transferred student must study at least 50% courses of the Program at the Department to become eligible for the degree.
- h. He/she has to provide NOC from the institution from where migration is required.

20.3 All Institute regulations for transfer of credits shall apply.

20.4 Committee concerned, while recommending the admission, will also determine the timeline/date of completion of the degree program allowed.

20.5 A student with transferred credits shall not be eligible for an Institute Medal. Whereas, he/she may be considered for the award of “Distinction in Thesis”.

20.6 Deleted

21 Time Frame for Completion of Degree Programs

Maximum duration for the completion of various programs shall be as under:

Program	Maximum Duration
1-Year	Two Years
2-Year	Four Years
3-Year	Five Years
4-Year	Six Years
5-Year	Seven Years

22 Departmental Examinations Committee

Each department shall have a Departmental Examination Committee comprising three to seven members appointed by the Dean of the Faculty. The Chairperson/Coordinator of the Department will be the convener and one of the members will be In-charge Examinations as the member & Secretary of the Committee. The Committee will perform the following functions:

- 22.1 To decide the appeals/written complaints of the students;
- 22.2 To refer the unfair means cases;
- 22.3 To examine and decide all the matters regarding uniformity before the declaration of result and any other related matter;
- 22.4 Ensure content coverage of courses by comparing tests with the course outline and work plan provided by the teacher.

23 Institute Semester Committee

There shall be an Institute Semester Committee to be constituted by the Vice-Chancellor. The Committee shall perform the following functions:

- 23.1 Provide consultation to the Departments converting to Semester System from the Annual/Term System.
- 23.2 Provide support in the implementation of Semester System by arranging short courses for the faculty on its various aspects.
- 23.3 Monitor and report on the implementation of Semester Regulations and address various issues arising thereof.
- 23.4 Recommend necessary amendments in the Semester Regulations, if needed.

24 Amendment:

These Regulations shall be amended when needed by the Competent Authority.
