

## EXAM POLICY - APCOMS

### 1. General

To meet the requirements of HEC and PEC up to the level of satisfaction with accuracy, transparency and confidentiality within desired time.

### 2. Values

- a. Impartiality
- b. Integrity
- c. Accuracy
- d. Transparency
- e. Credibility
- f. Secrecy

### 3. Objectives

- a. To implement reliable and credible examination system
- b. To establish error free examination system
- c. To maintain high level quality standards
- d. To make the announcements of results automated and create user friendly environment

### 4. Short Title, Commencement and Applicability:

- b. These Regulations shall be called “The APCOMS Regulations relating to Semester System of Teaching and Examinations for Bachelor Degree Programmes”.
- c. These shall come into force with immediate effect for under graduate degree Programmes of APCOMS and will be applicable for all enrolled students.

### 5. Definitions:

- a. “FBS” means Faculty Board of Studies of the APCOMS .
- b. “Academic Year” means a year normally consisting of two regular (i.e. Fall and Spring) semesters of 18-20 weeks duration each and one optional (i.e. Summer) semester of 9-10 weeks duration inclusive of examinations, internships or any other academic activity.
- c. Board of undergraduate students “means the Board of Undergraduate Studies of the concerned Academic Department of the University.
- d. “Candidate” means a student who intends to appear in an Examination.
- e. “Casual Student” means a student who has not completed minimum degree requirements but is otherwise eligible to take the courses and to appear in the examination. He shall, however, be governed by the Examinations and Discipline Rules & Regulations.
- f. “Controller of Examinations” means the Controller of Examinations of the APCOMS.
- g. “Contact Hours” means the total number of lectures, tutorials and laboratory hours per week.
- h. “Course” means separate Theory or Practical part of a subject.
- i. “Course Teacher” means a person appointed by the competent authority, who teaches a course and then evaluates the students as per APCOMS rules and procedures.
- j. “Credit Hour” means 1 hour of theory lecture or 3 hours of practical work in a course per week for the semester.
- k. “Cumulative Grade Point Average (CGPA)” means the credit-hour weighted average of the Grade Points earned for all the courses in all the semesters attended.
- l. “Dean” means the Dean of the concerned Faculty.
- m. “Department” means an Academic Department of the APCOMS.
- n. “End Semester Examination” means the examination to be held at the end of each semester separately for theory & practical part on such dates as the APCOMS may determine.
- o. “External Examiner” means a person holding suitable qualifications in relevant discipline who is neither a teacher in the APCOMS nor has taught the subject to the class/section during the semester for which the examination is being held.

- p. "Faculty" means the concerned Faculty of the APCOMS.
- q. "Grade" means the letter grade earned by a student in theory & practical part of a course separately depending on his performance in that course.
- r. "Grade Points" means the points (numerical value) associated with each letter grade.
- s. "Internal Examiner" means the teacher/ person appointed by the Competent Authority who has been teaching the subject to the class/section during the semester for which the examination is being conducted.
- t. "Mid Semester Examination" means the examination to be held after eight (08) weeks of teaching in case of regular semesters and after four (04) weeks of teaching in case of optional semester on such dates as the APCOMS may determine.
- u. "Neutral Examiner" means a teacher of the APCOMS holding suitable qualification in the relevant discipline who has not taught the subject to the class/section during the semester for which the examination is being held.
- v. "Practical Part" means the Laboratory part of the subject as prescribed in the detailed syllabi approved by the UET Taxila, whose successful completion shall be the requirement of the Degree.
- w. "Regular Student" means a bonafide student while enrolled during the minimum duration of a degree programme of this APCOMS and who does not maintain admission simultaneously in any other degree/diploma programme of this APCOMS or any other institution.
- x. "Semester" means a declared duration of 18-20 weeks in case of regular semester and 9-10 weeks in case of optional summer semester, including teaching and examinations.
- y. "Semester Grade Point Average (SGPA)" means the credit-hour weighted average of the Grade Points earned for all the courses in a semester.
- z. "Subject" means a course of studies as prescribed in the detailed syllabi approved by the UET Taxila, whose successful completion shall be the requirement of the Degree.
- aa. "Syndicate" means the Syndicate of the University
- bb. "Theory Part" means the theoretical part of the subject as prescribed in the detailed syllabi approved by the competent authority, whose successful completion shall be the requirement of the Degree.
- cc. "Administrator" means the Administrator of APCOMS.
- dd. "Registrar" means the Registrar of the APCOMS.

**6. Explanations:** In these regulations:

The pronoun "he" and "its" derivatives are used for both male and female students. Depending upon the context, the words imparting the singular number include the plural number as well, and vice-versa.

**7. Academic Programmes:** Bachelor of Science Degree shall be awarded in the following disciplines:

- a. Civil Engineering
- b. Electrical Engineering
- c. Software Engineering
- d. Computer Science
- e. Any other discipline as and when approved by the UET Taxila and PEC.

**8. Academic Calendar:** The Bachelor's Degree Programme shall be spread over four academic years (i.e. minimum Eight Regular Semesters). Each academic year shall consist of two regular teaching semesters i.e. Fall and Spring and an optional Summer semester. In case of regular semesters (i.e. Fall and Spring) there shall be sixteen weeks of teaching while in case of Summer semester, there shall be 8 weeks of teaching. The breakup of a complete academic year will be as under:

Fall Semester	Time Duration
Teaching	8 weeks
Mid Semester Exam	1 week
Teaching	8 weeks
End Semester Exam (Theory + Practical)	2 weeks
Semester Break	2 weeks

Spring Semester	Time Duration
Mid Semester Exam	1 week
Mid Semester Break	1 week
Teaching	8 weeks
End Semester Exam (Theory + Practical)	2 weeks
<b>Summer Vacations / Summer Semester</b>	<b>8 weeks</b>
<b>Total for a complete year</b>	<b>49 weeks</b>

9. The Controller of Exams shall prepare the academic schedule of complete semester in consultation with Dean, Head of Departments, Registrar, and shall notify this after approval from Principal in the meeting for semester calendar. The academic schedule will include the following:

- a. Date of admission
- b. Semester starting date
- c. Mid semester examination week
- d. End semester examination weeks
- e. Sports week
- f. Holidays /visit programs
- g. Other curriculum & co-curriculum activities

10. Students shall be responsible to meet the requirements and deadline published for each semester in the academic calendar. Moreover Students shall also be expected to know and adhere to the rules, regulations, course loads and policies of the APCOMS as well as those of the departments in which they are enrolled.

## **Part-I. GENERAL**

### **1. Duration of the Degree Programme:**

- a. The minimum duration of the degree programme shall be four academic years (i.e. Eight Regular Semesters). While the maximum duration allowed is **seven years**.
- b. Notwithstanding anything to the contrary contained in these regulations, no candidate shall be admitted to an examination after the expiry of seven academic years. This period shall be counted from the date of his registration to the first semester in the APCOMS. Provided that in case a candidate is admitted directly to a higher class (by migration or transfer of credits), he shall not be admitted to an examination after the expiry of the remaining period for the session to which he is admitted.

### **2. Credit Hours for the Award of Degree:**

The total number of credit hours required for the award of degree shall be 130-136 while the number of credit hours per semester shall be 15-18 (exclusive of additional courses). The courses of study, the credit hours allocated to each subject, the total credit hours offered in a semester and the detailed syllabi shall be as approved by the competent authority.

### **3. Minimum CGPA for the Award of Degree:**

A minimum CGPA of 2.0/4.0 for the total passed semesters of a degree programme shall be required for the award of degree. The student affected by this regulation shall have the option to repeat the courses in which his grade is less than C within the maximum allowable time period.

### **4. Medium of Instructions:**

The medium of instructions and examinations shall be English for all subjects except Islamic Studies and Pakistan Studies for which the medium of instructions and examinations shall be either Urdu or English.

## 5. Repeating and Improvement of Courses:

- a. An academically deficient student, either regular or casual, shall be allowed to repeat/ improve the courses during the summer semester, if possible to offer, as well as during the regular semesters whenever the teaching and examination schedule makes it possible for him to register himself for the additional courses with junior classes and to take the mid and end semester examinations.
- b. A student shall be allowed to repeat a maximum six courses to improve the grades during the entire degree program.
- c. In case of repetition/ improvement of a course the student shall have to pay course registration and examination fee as prescribed by the APCOMS. It shall be noted that a student can only improve a grade lower than C (i.e. C-, D & F).

## 6. Registration of Additional Semester Courses:

An academically deficient regular student shall be allowed to get himself registered for as many additional courses with junior classes, such that his total semester loading does not exceed **24 contact hours** per week. Similarly an academically deficient casual student will be allowed to get himself registered for as many courses in his post eighth semester such that his total semester loading does not exceed 24 contact hours per week:

- (1 Credit Hour of Theory = 1 Contact Hours)
- (1 Credit Hour of Lab = 3 Contact Hours)

## 7. Summer Semester:

- a. Summer semester shall be primarily for those students who want to repeat / improve certain courses to make up for their academic deficiencies.
- b. An academically deficient student, either regular or casual, shall be allowed to get himself registered for maximum of 24 contact hours per week (if possible to offer) in an optional summer semester.
- c. The minimum strength to offer a course in Summer Semester will be Five (05) students. However, the competent authority may relax the condition of five (05) students on the recommendations of the authorities only for graduating and casual students.
- d. Teaching shall be mandatory for all offered courses in summer semester.
- e. The contact hours during the summer semester shall be **doubled** to ensure that the course is completely taught in a summer semester with half of the duration compared to regular (Fall or Spring) semester.
- f. Letter Grade awarded during summer semester shall not be more than a "B" grade. Also no **"I" grade** will be awarded in summer semester.
- g. The registration, attendance, conduct of examination and result display policies etc. during the summer semester shall be same as in regular semester.
- h. It shall be in the best interest of the students to clear their failed courses or the courses which they want to improve their grades by repeating the courses as early as possible. The Institute will not be responsible to offer failed or improvement courses in the final and examination under the University rules and regulations in-forced for the time being. Until the other conditions of summer semester registration are fulfilled.

## Part-II. SEMESTER REGISTRATION

1. The registration of the students for each semester other than the first semester shall be made by the concerned Academic Department of the Institute. The registration for the first semester shall be made by the Registrar :

- a. The course registration of the students for each semester shall be ensured ten (10) days prior to the start of the semester by the respective departments in accordance with the Academic Calendar approved by the Principal. The application forms shall be obtained from the office of the HOD of the concerned department. After necessary verifications, the HOD will notify the list of registered students within **ten days** of the start of regular semester and **four days** of the start of summer semester. He will also forward these lists to all concerned within two weeks.
- b. In case of a regular semester, if a student fails to register himself / herself for cogent reasons, a fine of Rs. 100/- per day will be charged till the first day of the commencement of classes. After that, his name will be removed from the rolls of the APCOMS and he will have to pay the readmission fee and

fine before he is readmitted. Application to this affect shall be submitted to the concerned Dean of Faculty.

- c. If a student fails to get registered for a regular semester, till one month after start of semester, he will be treated as suspended from the Institute. The suspension can be lifted by the orders of the principal only along with re-admission fee and fine.
- d. For above both cases (b & c) the student will not claim any other relaxation in the rules governing for teaching, attendance and examinations etc.

### **Part-III. ATTENDANCE EQUIREMENTS**

#### **1. Eligibility Criteria**

- a. No candidate shall be eligible to appear in an End Semester Examination unless the following conditions are fulfilled: He has been on the rolls of the APCOMS during the semester for which the examination is being held.
- b. He is not debarred from taking the examination under the University rules and regulations
- c. In-forced for the time being.
- d. He has attended a minimum of **80%** of the total number of lectures delivered, the laboratory periods held, design and practical work done in a course during the Semester for which the examination is being held.
- e. If a student does not fulfill the condition of attendance, he shall be awarded an F-grade in that course whether theory or practical and will have to re-register for that course in the summer semester if offered or in a regular semester (as an additional course) in which the course is being offered.
- f. The course teacher concerned will prepare the attendance record separately for theory and practical courses and will forward the list of such candidates who do not fulfill the condition of attendance to the Controller of Examinations through the Head of the Department and the Dean of the concerned Faculty immediately after the completion of the teaching session. Such candidates shall not be allowed to appear in the end semester examination of that course.
- g. At the end of each month, the teacher concerned shall send to Head of the Department, a statement giving the total number of lectures delivered and practical conducted by him together with the number of lectures and practical attended by each student.

### **Part-IV. CONDUCT OF EXAMINATION**

#### **1. Students Evaluation System**

The performance of every student shall be continuously monitored and assessed throughout the semester. During the semester a student's performance shall be evaluated by taking quizzes, assignments, mid semester examination, laboratory reports, and project presentations etc. An end semester examination shall also be taken at the end of each semester covering the entire syllabus. Theory and practical parts of a subject will be treated as separate courses. It will be mandatory for the student to pass both the parts. Separate grades will be awarded and will be reflected on the Grade Sheet and Transcript of Awards. The course teacher shall be responsible for the evaluation of work/performance of the students of his class and for the award of grades to them on the basis of such evaluation.

#### **2. Grading Mechanism**

Course grades shall be awarded to the students preferably based on their relative performance in the course with minimum student's strength more than ten (10). Grading shall be usually carried out on the basis of normal distribution curve using statistical methods with preferably B as the class average. Grades shall be indicated by letters. There shall be 4-letter grades i.e. A, B, C & D for individual courses with 9 performance levels e.g.

Letter Grades	Performance Levels
2 As	A & A-
3 Bs	B+, B & B-
3 Cs	C+, C & C-
1 D	D
F	Fail
I	Incomplete

The grade points assigned to letter grades shall be indicated as under:

Marks (%age)	Letter Grade	Grade Points	Remarks
90-100	A	4.00	Guideline for the award of Letter Grades can be followed by the course teachers in case of absolute grading and project Evaluation etc.
85-89	A-	3.70	
80-84	B+	3.30	
75-79	B	3.00	
70-74	B-	2.70	
65-69	C+	2.30	
60-64	C	1.00	
55-59	C-	2.00	
50-54	D	1.70	
<50	F	0.00	

### 3. Semester Grade Point Average (SGPA)

The semester grade point average (SGPA) shall be calculated by multiplying the grade points earned in a course with the number of credit hours of that course, taking the sum of such products for each course taken in that semester and finally dividing the result by the total number of credit hours attempted in that semester.

### 4. Cumulative Grade Point Average (CGPA)

The cumulative GPA (CGPA) shall be calculated similarly (as that for SGPA) for all the courses taken in all the semesters of the degree programme.

### 5. Evaluation Components /Assessment Type

#### a. Theory Course (Quizzes/Assignments/Projects/ Presentations)

There shall be an appropriate number of quizzes/ assignments/ course project/ presentations etc.

#### 1) Mid Semester Examination

There shall be one mid semester examination of 1.5 to 2.0 hours duration for each theory course in a semester after eighth week of teaching in case of regular semester and after fourth week in case of summer semester.

#### 2) End Semester Examination

There shall be separate End-Semester Examination for every subject. The duration of this exam will be 2 to 3 hours covering the entire course at the end of each semester. The examination shall be held in the last 3 weeks of each regular semester and in last one week of summer semester.

### 6. Weightage of Evaluation Components/Assessments.

a. The final grades shall depend on the marks obtained in each of the evaluation components listed above. The weightage given to each component is as follows from Fall 2018 and onwards:

Evaluation Component / Assessment Type	Weightage
Quizzes/Assignments/Projects/ Presentations	25%
Mid Semester Examination	25%
End Semester Examination	50%

## b. Lab Courses:

### Weightage of Evaluation Components/Assessments

The final grades shall depend on the marks obtained in each of the evaluation components listed above. The weightage given to each component is as follows:

Evaluation Component/ Assessment Type	Weightage	
Lab Assignments, Lab Performance, Lab Report, Lab Project, Presentation, Mid Semester Exam	50%	The end semester viva & practical examination will be conducted jointly by the course teacher (i.e. Internal Examiner) and External/Neutral Examiner
End Semester Viva & Practical	50%	

### 6. Choice in Question Papers

There shall be no choice of questions in any of the evaluation components.

### 7. Absence from Examination

Absence in any of the evaluation components shall be awarded **zero marks** whereas the absence in end semester examination shall be awarded an **F grade irrespective of sessional marks**.

**8. Maintenance and Display of Sessional Awards** . The teacher concerned shall prepare detailed sessional awards. He shall display a copy of the same on the notice board before the start of end semester examination.

### 9. Showing of Answer Scripts

The marked scripts of each examination component i.e. quizzes, assignments, lab reports, mid and end semester examination shall be shown to the students by the concerned teachers. In case, a student is not satisfied with his awards and /or clarification from the teacher concerned, he may make written complaint to the Head of the Department who will refer his case to the Departmental Semester Committee and the decision of the Committee shall be final.

### 10. Re-mid Examination

A student who fails to take his Mid semester examination due to some unavoidable circumstances (beyond his control) shall apply in writing to the Dean/HOD retaking mid semester examination before the End Semester Examination. The Dean/HOD will refer his case to the Departmental Semester Committee for consideration and decision. The decision shall be communicated to the Controller of Examinations in writing for its notification. In case a student is allowed to retake Mid Semester Examination, the examination will be conducted by the concerned course teacher before the End Semester Examination on the payment of prescribed fee by the student.

**11. Place, Conduct of Examination and Date Sheet** The Controller of Examinations shall issue the date sheet of theory papers for each mid and end semester examinations. Mid Semester examinations shall be held on consecutive days excluding holidays which means that no gap shall be allowed between the two papers. While the End Semester examination shall be held on alternate days. The date sheet for Practical/Viva Voce Examination will be issued by the head of the concerned Department.

**12. Paper Setting and Marking of Scripts for Mid and End Semester Examination (Theory Course)** The course teacher(s) shall be responsible to set the question paper covering the entire syllabus, mark the answer scripts and prepare the award lists :

- a. The course teacher after setting the question paper will submit the same to his coordinator for vetting of the Dean/HODs. The Coordinator will deposit the all question papers to Controller of Examination well in time. The staff of exams branch shall get it photo copied by himself in

accordance with the number of students and deliver it to the Coordinator on the date of examination as per date sheet.

- b. On receipt of Answer Scripts from the Exams Centre, on the same day, the course teacher shall mark the scripts for each examination and prepare CAD result. After the end semester examination, The Coordinator shall send the result (hard and soft copies) along with the marked scripts to the Controller of Examinations through the head of the concerned department under the sealed cover.
- c. The course teacher(s) shall be responsible to ensure that there is no discrepancy in the marks entered in the award lists, the marks entered on the cover page of the scripts and the marks awarded to the questions in the scripts. A fraction of half or more shall be counted as one mark and less than half ignored in grand total only.
- d. The time limit for marking the scripts shall be **Three (03) days** from the date of last paper of end semester theory examination. Head of the concerned department will ensure the timely submission of result.

### **13. Invigilation/Centre Staff**

The Controller of Examinations shall notify the invigilation/center staff for the conduction of mid and end semester examinations on the recommendations of the Head of the departments and duly approved by the competent authority according to the set rules depending upon the number of students appearing in the examination.

### **14. Appointment of Examiners for Lab Course**

The Internal and External/Neutral Examiners for lab course shall be appointed by the Principal on the recommendations of the Boards of Undergraduate Studies of the Departments which shall recommend internal examiners and a panel of External/Neutral examiners to the Controller of Examinations. The end semester viva and practical examination shall be conducted jointly by the Internal and External/Neutral Examiners. The Internal Examiner will prepare the result and shall submit the same to the Controller of Examinations through the Head of the concerned departments under sealed cover.

### **15. Summer Internship**

Every student shall be required to participate in a six to eight weeks of practical training Program during the summer of their second or third year and submit a formal report to the Head of the Department.

### **16. Final Year Project**

In the final year, students shall be required to do a project which is assigned six credit hours. A list of available projects shall be notified by the concerned department at the start of the academic year. Students shall be required to consult their faculty advisors for the selection of a project. Students shall be required to complete their projects and present their reports (in hard-bounded form) before the end semester examination of their eighth semester. A three members committee nominated by the Head of the Department including the project supervisor and approved by the Dean shall evaluate these projects at the end of eighth semester. The eighth semester project evaluation shall be held after the examination weeks and shall be followed by an open presentation.

### **17. Final Award**

The final award once received by the office of the Controller of Examinations shall not be liable to a subsequent change except with permission of the Principal on the recommendations of the Departmental Semester Committee.

### **18. Notification of Result**

As soon as possible after the completion of the examination and submission of awards by the Academic Department the Controller of Examination shall notify the result after scrutiny from the Scrutineers.

### **19. Re-Checking of Answer Scripts**

There shall be no re-evaluation of answer scripts of the end semester examination. However, a candidate shall be allowed to have his answer scripts rechecked by the Controller of Examinations on



payment of prescribed fee **within thirty days** of the declaration of the result. The Dean of the Faculty concerned may condone the delay up to a maximum period of ten days on payment of **double fee**. The Controller of Examinations shall certify that:-

- a. The script has not been changed as mentioned in the attendance sheet..
- b. No portion of the script has been left unmarked.
- c. The marks awarded in the script have been correctly brought out on its cover.
- d. The grand total on the cover of the script is correct.
- e. The grand total on the cover of the script is correctly transferred to the award list.
- f. The result has been correctly posted and notified.
- g. If any discrepancy is found in above cases, then the Controller of Examinations will:
  - 1) Case (a): call the invigilator of the concerned examination for clarification/ rectification. If the matter is not satisfactory than he will refer the case to Unfair Means Committee.
  - 2) Case (b-e): call the concerned course teacher to rectify the mistake, prepare new result and submit the same through Dean/HOD of the concerned department for re-notification.
  - 3) Case (f): update and notify the new result.
- h. There shall be no re-evaluation or rechecking of practical examination.

## **20. Academic Deficiencies**

A student, who obtains one or more of the following in a semester result, shall be considered academically deficient:

- a. One or more "F" grades in a semester.
- b. One or more "I" grades in a semester .
- c. SGPA less than 1.00 at the end of 1st semester
- d. CGPA less than 2.00 at the end of 2<sup>nd</sup> semester and onwards.

### **(1) Academic Dismissal :**

A student who fails to obtain a minimum GPA of 1.0 at the end of 1st semester of a degree programme shall be placed on academic probation for the 2nd semester being academically deficient. In case, he fails to improve his CGPA to 1.0 at the end of 2nd semester, his name shall be removed from the Rolls of the APCOMS. Students dismissed on academic grounds shall, however, be furnished with an official transcript indicating the courses completed along with grades earned in registered courses.

### **(2) Re-admission:**

Re-admission in the first year, without going through the admission process, is granted to only those undergraduate students who have been dismissed on academic grounds but only for once. **There is no second re-admission**. However the maximum duration of degree program shall remain the same which will be considered from the date of his/her first semester registration.

### **(3) Relegation to Lower Semester**

An academically deficient student can apply to the Head of concerned department for Willing Relegation to lower semester to overcome his academic deficiencies. The HOD will refer his case to the **Departmental Semester Committee** for appropriate decision which will be forwarded to the Controller of Examinations through the concerned Dean/ for Principal approval and subsequent notification. The Willing Relegation to lower semester can only be availed once during the entire degree programme subject to written consent of the parents/ guardians. However the maximum duration of degree program shall remain the same which will be considered from the date of his first semester registration.

## **21. Incomplete (I) Grades :**

A student may request for the award of an 'I' (Incomplete) grade, if for some genuine reasons (beyond his control), he fails to appear in an end semester examination or final project. **'I' grade will not be awarded for any other deficiency in a course (e.g. shortage in attendance etc)**. For the award of an 'I' grade, the student

will apply on a prescribed form "i.e. 'I' Grade Application Form" to the Dean/HOD of the concerned department, who will refer the case to the Departmental Semester Committee for consideration. The Departmental Semester Committee will make its recommendations based on the genuineness of the case and on the basis of his performance in mid semester examination, lab work, home assignments, quizzes, class participation etc. In case the student is allowed an 'I' grade in a course(s) the recommendation of DSC will be forwarded to CoE for its notification. He would be allowed to take only End Semester Examination of that course on **payment of prescribed fee**. The 'I' grade must be completed before the commencement of the forthcoming **End Semester Examination, failing which the 'I' grade will automatically be converted to 'F' Grade. "I" grade will not be awarded in Summer Semester.**

## **22. Repeating Courses / Improving Grades**

- a. If a student registers himself for improvement of a course and completes it, the better grade obtained by him shall be considered for the computation of CGPA.
- b. In case a student repeats a course which has already been taken, and in case a student takes a new course in lieu of the elective course in which he failed, both the courses along with grades will be reflected on his transcript.

## **23. Freezing of Semester**

- a. Students will be allowed to freeze a semester only once during the entire degree programme owing to some extreme and genuine reason to be determined by the **Departmental Semester Committee**. Students shall **not** be allowed to freeze their **First and Second Semester(s)**, in any circumstances. Only those students who have completed their First Academic Year at the APCOMS shall be eligible to avail this facility. A student must apply to the Head of the Department, in writing, for freezing of one or two consecutive semesters within fifteen days of commencement of the semester. Students can request for freezing of **at most two (02) consecutive semesters with Summer Semester not being counted**. The Dean of concerned faculty will approve the request on the recommendation of the Departmental Semester Committee and forward the case to Registrar and Registrar will forward the case to Controller of Examinations and Controller of Exams will submit the case to UET Taxila for notification accordingly.
- b. In case of freezing two consecutive semesters the student on his return will be registered in the same semester with next junior class and his courses shall be evaluated by the concerned Head of the department to determine their relevance to the changes made in the curriculum (if any). In such a case, the student shall be required to modify the degree plan in order to ensure conformity to the recent curriculum.
- c. students will be required to pay the difference of University fee (if any) besides the re-registration fee. by frozen semester shall be made up after completing the remaining courses with his class i.e. after eighth semester by enrolling as a Casual Student. However, the students allowed to freeze their semester for proceeding abroad under Educational Exchange Programs, will be eligible to register themselves for deficient courses in forthcoming Summer and / or Regular Semesters to overcome their academic deficiencies, provided the requirements for registration in Summer and/or in Regular Semesters (as additional courses) are fulfilled as prescribed in the prevailing regulations. The maximum duration of the degree programme shall remain the same which will be counted from the date of his first semester registration including the frozen semesters.

## **24. Withholding of Comprehensive Result**

The comprehensive result of a candidate, who is allowed to appear in the final semester examination while carrying courses of the lower semesters, shall not be declared till he clears the courses of lower semesters as a **Casual Student**. His Comprehensive result will be declared with the session in which he clears his last course of the degree programme. After the declaration of Final Semester Result, the students with status "Passed" shall be required to submit the **"DEGREE REQUIREMENTS COMPLETION FORM"** complete in all respects within four days of the notification. Failing which Comprehensive Result Notification will be issued and the students **will have no claim to improve their grades afterwards**. Also, the students with status "Passed" and interested in improving their grades (C-, D grades) and the students with status "Failed" shall be

required to submit the "**CASUAL STUDENT ENROLLMENT FORM**" complete in all respects, for registration as Casual Students.

### **25. Transfer of Credits**

Transfer of credits shall be applicable only for those students who have been migrated to this APCOMS. Credits for only those courses shall be transferred which fulfill the following criteria:

- a. Credits can only be transferred from a PEC (Pakistan Engineering Council) accredited programme in case of Engineering disciplines and from other concerned accredited bodies in case of non engineering disciplines. A course with similar title, standard, duration, credit hours and matching course description is available in the relevant academic programme of the APCOMS. The course equates in description and laboratories work (if any) with the similar course of the relevant academic programme of the APCOMS. The duration of the course must be same or more than the duration of the course in the programme of the APCOMS.
- b. The candidate should have secured at least "B" grade in that course as per the grading system of the University.
- c. A maximum of 50% of the total credit hours of the relevant academic programme of the University shall be allowed for transfer.
- d. Transfer fee as prescribed by the University, shall be paid by the candidate.
- e. Transfer of credits is considered on the basis of course contents and credit hours to be decided by the Departmental Semester Committee of the concerned department.
- f. Transferred credits shall not be included in CGPA calculation however, will be reflected on the transcript as Transferred Credits.

### **26. Award of Degree**

A candidate shall be admitted to the degree if:

- a. He has earned total credit hours required for the degree within the prescribed duration of the degree programme.
- b. He has obtained pass grades in all the courses offered in a semester.
- c. He has passed all the semesters in the relevant discipline with at least 2.00 CGPA at the scale of 4.00 upto completion of a degree programme.
- d. He has submitted the Degree Requirements Completion Form.
- e. In case of the degree in Civil Engineering he has attended and satisfactorily completed annual survey camp organized by the college as certified by the Head of the Department.

### **27. Award of Honours**

A candidate shall be declared to have obtained the degree with Honours and the fact shall be recorded on the provisional certificate as well as on the degree, provided that:

- a. He has obtained CGPA of 3.7 or more
- b. He has obtained CGPA of 3.7 or He has completed the degree programme within the minimum duration as specified in the regulations.
- c. He has not obtained 'F' grade in any course during the entire degree programme.
- d. He has not improved any grade in the entire degree Programme.
- e. He has not transferred any credit from other institutions.
- f. He has not availed the facility of freezing of semester(s) during the entire degree programme.

### **28. Award of Medals**

A candidate who fulfills all the requirements for the award of degree with Honors shall be entitled to the award of a medal for best performance on the basis of combined eight semester examinations result in each discipline as detailed below:

- a. **University Gold Medal**  
For obtaining 1st Position in a degree programme .

### 29. Transcript of Awards

A Transcript of Awards shall be issued to each student after completion of the degree programme subject to the **payment of prescribed fee** and clearance certificate. **However on the request of the student, an incomplete Transcript of Awards can be issued on the payment of prescribed fee.**

### 30. Provisional Certificate

A candidate who fulfills all the requirements for the degree shall be issued a provisional certificate on the payment of prescribed fee alongwith the clearance certificate before the issuance of the degree. This provisional certificate will not itself confer any right or privilege for admission to the degree.

### 31. University Degree

The degree shall normally be issued to the graduates at the time of **University Convocation** without any fee. However, a graduate after obtaining the provisional certificate can apply for issuance of the degree before convocation on payment of the prescribed fee. The graduates who receive the degree in absentia after the convocation shall also be required to pay the prescribed fee.

### 32. Issuance of Certificates / Degrees

Subject to fulfillment of requirements and submission of application on prescribed forms with fee:

- Degree will normally be issued **within two months of the receipt of the application.**
- Any other certificate or duplicate copy (other than degree) will be issued within **six days of receipt of application.**

**Note:** A candidate shall deposit double the prescribed fee if he requires a certificate or duplicate copy (other than degree) within 24 hours

### 33. Certificate Fees: The rates of fee for various certificates shall be as under:

Semester Grade Sheet/Result Card Normal / To Whom it may concern	Rs. 100
Semester Grade Sheet/Result Card Urgent	Rs. 200
Transcript of Awards APCOMS Normal	Rs. 500
Normal Transcript of Awards APCOMS Urgent	Rs. 1000
Provisional Certificate	Rs. 1200
Degree in Absentia/Degree before Convocation	Rs. 2000

### 34. Rates of fee for Miscellaneous shall be as under:

Semester Examination Fee	Rs. 1600/- per semester	Remarks
Summer Semester Registration Fee	Rs. 1900/- per credit hour	The rate of fee may be revised by the APCOMS authorities from time to time and will be applicable to the currently enrolled students of previous entries also. Fee will not be refunded in any case
Registration Fee for Improvement of a Course during Regular Semester	Rs. 1000 for CE/EE & Rs. 9500/- for SE/CS	
Post Eight Semester Registration Fee	Rs. 9000/- per credit hour	
Fee for 'I' Grade / Mid Semester Retake Examination	Rs. 2000/- per course	
Rechecking of Answer Script Fee	Rs. 1000/- per script	

### 35. Disposal of Marked Answer Scripts

The marked answer scripts of a particular mid and end semester examinations shall be retained in the office of the Controller of Examinations for a period of **one Year**. After this period, the scripts shall be **disposed off** accordingly.

### 36. Departmental Semester Committee a. Constitution of the Committee

- Each Department shall have a Departmental Semester Committee constituted by the Principal comprising the following :

- 1) Head of the Department
- 2) Two/ three senior most faculty members
- 3) The teacher concerned may be co-opted in case of complaint of the students.

**b. Functions of the Committee**

- 1) Address and recommend solutions to student's complaints/appeals regarding sessional/ grade awards.
- 2) Examine & recommend students requests for award of 'I' grade, and retake of mid semester examination.
- 3) Examine & recommend students requests for freezing of semester.
- 4) Examine & recommend students requests for willing relegation to lower semesters only for the purpose of overcoming their academic deficiencies.
- 5) Examine & recommend transferred courses and corresponding credits for migration cases.
- 6) Examine & recommend deficit courses for the student who freezes his two consecutive semesters and the curriculum of next session has been changed.
- 7) Recommendations of the DSC will be approved by the Dean/HOD of relevant faculty and will be notified by the controller of examinations.

**37. Unfair Means Committee**

- a. Constitution of the Committee** .The Principal shall appoint a committee comprising of the following:

- 1) Dean/HOD of Committee of Professor rank
- 2) Three members from the faculty of Professor/ Associate Professor rank
- 3) COE (Member/Secretary)
- 4) A member will be nominated by COE UET Taxila.
- 5) The meeting of the committee may be convened having quorum of at least three members including COE.

**b. Functions of the Committee**

The committee will function according to the approved unfair means "Rules and Regulations .

**38. Migration**

Subject to the provisions of Regulations, the Principal may admit a student to the University by migration from other universities or institutions accredited by the Pakistan Engineering Council. No student shall be admitted to first year and final year classes by migration. No student other than regular student shall be allowed admission by migration. Admission by migration shall not be allowed ordinarily after the expiry of three weeks from the commencement of the session. No student shall be admitted by migration unless he produces a "No Objection Certificate" and good moral character certificate to the effect that:

- a. He has obtained not less than 2.8 GPA or equivalent in the examination on the basis of which migration is requested.
- b. He has neither been debarred from taking University examinations nor suspended nor expelled nor rusticated, for whatsoever reason, from the University or institution from which he intends to migrate.
- c. No disciplinary action is pending against him / her.
- d. No student admitted to any university or institution against seats reserved for special categories shall be eligible for admission by migration.
- e. Only those students, who have academic merit at par with the students admitted in this University on open merit in the respective classes, shall be considered for admission by migration
- f. No student shall be migrated to the University who carries any of his papers of previous years.
- g. No migration shall be allowed to and from the constituent/affiliated institutions.

- h. Subject to eligibility under the regulations, the grounds for migration shall constitute changes in circumstances, which render it practically impossible for the student to continue his studies in his parent university or institution.
  - i. Migration application will be entertained only on the prescribed application form, obtainable from the Student Section, at the cost of Rs.500/.
  - j. A migration fee Rs 25,000/- (Twenty five thousand only) per year to be studied will be charged at this university.
  - k. A student desiring to leave this University in order to join another university or institution shall apply to the Dean of the Faculty concerned on the prescribed form.
  - l. The student will be required to clear all the university dues before he applies for migration.
  - m. In case of a student who has been debarred from taking University examination or has been expelled or rusticated, for whatsoever reason, No Objection Certificate shall not be issued so far as the punishment is in force.
  - n. The Registrar shall issue No Objection Certificate, which shall be valid only for sixty days.
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