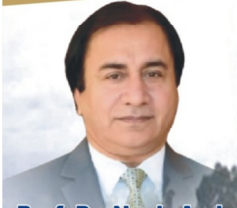


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**Prof. Dr. Nasir Amin**  
Vice Chancellor



# Students' Handbook of Semester Rules 2023



**DIRECTORATE OF  
UNDERGRADUATE STUDIES**

**Government College University, Faisalabad**

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## **1. Short Title, Extent, Commencement & Application**

- i-These rules shall be called Government College University Faisalabad Semester Rules for Undergraduate programs.
- ii-It extends to all programs in the whole University, Sub-Campuses, and Affiliated Colleges.
- iii-It shall come into force with effect from Fall Semester 2017-18.

## **2. Definitions**

- i- **“Academic Year”** An Academic Year runs from September to August. There are two regular semesters (Fall and Spring) and summer semester in it.
- ii- **“Credit Hour”** means one lecture hour and / or one session (two to three hours of practical work per week) for sixteen weeks.
- iii- **“Degree”** means a document awarded ‘by the University to a candidate who has fulfilled the requirements for Undergraduate or Graduate or Postgraduate program.
- iv- **“Examination”** means any form of evaluation to assess a candidate’s performance.
- v- **“Final Examination”** means the examination held at the end of the semester upon completion of the study period of each semester.
- vi- **“CGPA”** is the Cumulative Grade Point Average for the semesters.
- vii- **“GPA”** stands for Grade Point Average ranging from 0 to 4.0.
- viii- **“Grades”** are the letters or points awarded to the students based on the earned score
- ix- **“I-Grade”** means the Incomplete Grade.
- x- **“Improve”** means a course taken to improve the grade already scored.
- xi- **“Mid-term Examination”** means the evaluation to be held during the semester. Midterms will be held after completing 8 weeks of studies or as determined by the Department concerned.
- xii- **“Repeat”** means a course taken again after failing in first attempt.
- xiii- **“Special Examination”** means a chance given to the students on medical/emergency grounds in lieu of the scheduled examination.
- xiv- **“Semester”** means a period of academic activities, normally 18 weeks including sixteen weeks of instruction, and two weeks of examinations.

xv- **“Student”** means a person enrolled in an academic program of the University as per prescribed procedures.

xvi- **“Subject”** means a course of studies as prescribed in the detailed syllabi, whose successful completion of the program.

xvii- **“Summer Semester”** means a period of academic activities, of 8 to 10 weeks including 8 weeks of instruction, and two weeks of examinations.

xviii- **“Syllabi”** means syllabi of the concerned discipline approved by the Statuary Bodies.

xix- **“W-Grade”** means withdrawn course that will not be counted in CGPA calculation.

### **3. Admission Criteria**

All the admissions will be made according to the admission policy given in the prospectus.

### **4. Duration of Semester**

There shall be 2 semesters (Fall and Spring) of 18 weeks each in an Academic Year, followed by a summer semester of 10 weeks. The commencement of semesters shall be regulated by the Academic Council.

**(Explanation:** Out of 18 weeks of a semester, 16 weeks shall be actual teaching time; the rest may be utilized for enrollment, examinations and declaration of results, etc. and likewise Out of 10 weeks of a Summer Semester, 08 weeks shall be actual teaching time; the rest 02 weeks may be utilized for enrollment, conduct of examinations and declaration of results, etc.)

### **5. Transfer of Credit Hours/Migration**

i- Credit hours may only be transferred between HEC Recognized Universities (main campus), This Facility will not be provided to any sub-campus of the Public Sector University or any Affiliated College.

ii- Migration shall be allowed after successful completion of one Academic Year, having CGPA 3.00 out of 4.00,

iii- Only 50% of total credit hours shall be transferred in a program.

iv- Credits are transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University. Credits of a course passed in

“D” grade will not be transferred and counted in calculation of total credit hours.

v- The percentage of the students in the courses which were passed from the parent University will be considered at the minimum percentage of the respective grade of this University in the GPA/ CGPA i.e. ‘A’ grade=80%, ‘B’ grade = 65% and ‘C’ grade= 50% (irrespective of his/ her percentage acquired at parent University while granting migration) and this practice will be continued in future migration cases on the recommendations of Equivalence Committee provided that:

i.The contents of the course(s) for which credit is claimed, are identical/ similar to the course in new planned course work.

ii-The course for which credit is claimed has not been used for any other degree.

iii- A course studied to qualify a degree will not be taken/ considered for any other and higher degree program.

iv- Credit earned for a course shall laps on the expiry of five years for regular student and seven years for part time student from the end of the semester in which the course was qualified. The Dean/Coordinator may revalidate the lapsed courses for special reasons to be recorded.

v-Higher Education Institutes are at liberty to enroll students (if they fulfill their criteria) for any semester or for any single class and issue the students a transcript for the courses completed.

## **6. Course of Study**

i- All courses will be designated appropriate three-digit course code numbers and will be preceded by suitable alphabets (three letters) indicating the name of the respective department.

ii- The teachers / instructors will be required to hand over detailed course outline to the students within 7 days of the beginning of semester and will send a copy of course outline and work plan to the chairman of the concerned department.

iii-A full-time student can enroll credit hours in a semester including regular plus repeat / re-sit courses according to the following table:

## **Degree Regular Repeat / Re-Sit Total**

BS      15-18    06                      21-24\*

\*One additional credit hour can be allowed by the respective Dean on the written request of student on the recommendation of Chairperson of the department.

iv- No course shall carry more than 4 credit hours.

v- For Repeat / Re-sit / Improvement / Re-enrollment of courses within the semester residential period, per credit hour / course fee will be charged.

vi- For Repeat / Re-sit / Improvement / Re-enrollment of courses within the summer semester, prescribed course fee will be charged.

vii- For Repeat / Re-sit / Improvement / Re-enrollment of courses beyond the residential period, full semester fee will be charged.

### **7. Deficiency Courses**

1. If the course(s) studied by a candidate in his /her previous degree (on the basis of which admission is requested) does not provide adequate background for the degree program of study, he/she may be required to rectify the deficiency by taking additional course(s) as determined by the respective Departmental Board of Studies. Students may enroll in the deficiency course/s during the summer semester.

### **8. Medium of Instruction**

The medium of instruction and examination shall be English (except Faculty of Islamic and Oriental Learning, which may be Urdu or their relevant subject languages).

### **9. Cancellation of Admission**

Any student consistently found absent from classes during first four weeks; after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

### **10. Summer Semester**

i- A student who wants to take "Audit" or "Deficiency" or "Advance Course", he/she may enroll in summer semester.

ii- A student of (BS/BSc or M.Sc. or equivalent) who has failed any subject or wants to improve his/her "D" grade may be allowed to register in summer.

iii- A student shall only be allowed to register for only two courses (up to 08 credit hours).

iv- In the summer semester a course will be offered for minimum eight students. However, in exceptional cases a course will be offered to at least 5 students as special case on the recommendations of the Chairman of the Department and the Dean of the Faculty duly approved by the Vice Chancellor.

v- Rs. 10,000/- fee will be charged per course per student, if less than 8 students are enrolled in a course, they will pay more fee to make total Rs. 80,000/- accumulatively.

vi- A teacher shall be allowed to teach not more than two courses in summer.

vii- A teacher shall be allowed to teach the course who has not taught these courses in preceding regular semester.

### **11. Discontinuation / Freezing & Defreezing a Semester**

i- A student may discontinue/freeze enrolled semester before appearing in the final examination with the permission of the Vice Chancellor obtained through Directorate of Undergraduate Studies, on the recommendations of the Dean/Coordinator of respective faculty and Director/ Chairperson/ In charge on account of sickness duly certified by the University Medical Officer or due to circumstances beyond his/her control subject to fulfillment of condition that the student has passed the final examination of previous semester with minimum prescribed GPA/CGPA required for the said degree program.

ii- The facility of freezing will be allowed only once during the whole degree program and for two semesters only (one Academic Year).

iii- A student so permitted to freeze is required to resume his/her studies after the two semesters (one freeze semester and other gap semester with zero credit hour) on the recommendations of Director / Principal / Chairman concerned and the Dean / Coordinator and notified by respective Directorate. However, the resumption of semester in Undergraduate program will be after one Academic Year with junior batch.

iv- During the semester freeze, bona fide status of the student shall remain suspended. The student will not be entitled to avail any privilege as that of a regular student. Student must submit complete fee dues for a freeze semester and Rs. 5,000 for the gap semester for Undergraduate programs to maintain his studentship.

v- A candidate shall not ordinarily be allowed to freeze his/her studies during 1st semester. However, in case of circumstances beyond his/her control i.e. accident/severe illness his/her admission may be retained subject to the approval of the Vice Chancellor.

vi- Application for deferment of the 1st semester within four weeks of the start of semester can be made by the student(s) in special cases and will be approved by the Competent Authority. In case of acceptance of the request, the student will restart semester-I with the next admitted batch.

vii- For the defreezing of a semester, the student will have to submit the request to the Authority through the Chairperson at least 2 weeks before start of the semester.

viii- The student will have to pay dues at the prevalent rate at rejoining time and shall be required to follow all the Rules & Regulation prescribed for new session as applicable for Undergraduate Programs.

ix- The freezing period (time of absence) will be included in the stipulated period for the program.

### **12. Enrollment/ Course Registration**

i- An application for enrollment in a course/s on the prescribed "Course Registration Form" accompanied by proof of fee paid (bank receipt) shall be presented in the office of the respective directorate duly signed by respective Chairperson and Dean of faculty.

ii- The office of the Dean / Coordinator under special circumstances and on payment of late fee of Rs. 500/- may permit a student to enroll within 5 working days after the commencement of the classes.

iii- The Vice Chancellor may allow a student to enroll till the last day of the 4th week after the commencement of classes, with double late fee of Rs. 1000/-

iv- Enrollment in absentia is not allowed. Student is required to be present in person with a proof of identification (University Identity Card or Computerized National Identity Card etc.) for enrollment.

v- Enrollment will only be considered complete when Course Registration Form (UG CR Form) is submitted to the office of the

Director Undergraduate Studies. Only depositing of fee will not serve the purpose.

vi- A candidate admitted to a degree program shall, far so long as the student has not completed course work has to enroll for each next semester.

### **13. Revision of Course Registration Form**

i- A student may be permitted to revise his/her Course Registration Form within 20 days from the commencement of classes. After this period, he/she may be allowed to revise Course Registration Form up to 28th day from the commencement of classes on payment of Rs. 1,000/- as Course Registration Form revision fee.

ii- A student of the first semester may be allowed to revise Course Registration Form within 30 days of the last date of enrollment.

### **14. Repeating/Improving Courses**

i- Whenever a student fails or gets a "F" grade, he/she must repeat the course, whenever offered.

ii- Student may be allowed to improve the courses in which he/she has obtained Grade 'D'; during the completion of course work i.e. residential period.

iii- After the completion of all semesters "if student scores CGPA 2.25 or more but less than 2.5; he/she may be allowed to improve courses of grade 'D' within stipulated period.

iv- The Institution may define maximum number of courses that student may be allowed to repeat or improve, in special cases.

v- Two chances will be allowed to repeat the subject in the program (maximum three takes per subject).

vi- If a student repeats/improves the course in regular semester, the new grade will be reflected in the respective semester where he/she has passed/improved the course in the DMC.

vii- If a student repeats/improves the course in summer semester, the new grade will be reflected under the "summer semester" where he/she has passed or improved the course in the DMC.

viii- If a student fails to improve his/her marks, the previous marks will be considered for the calculation of GPA/CGPA.

### **15. Change of Course and Course Waiver**

i- A student may apply for a course waiver. Applications for course exemption must be submitted to the concerned academic



department for approval. The application must be accompanied by supporting documents showing that equivalent courses have been taken elsewhere.

ii- The student may be allowed to revise his/her Course Registration Form within the first four weeks of the last date of enrollment without any late fee.

iii- In case of approval of his/her application for change of courses, the average of the remaining courses will be used to calculate grade point average.

#### **16. Class Attendance**

i- A candidate with less than 75% attendance in lectures or practical work or equivalent academic activity separately shall not be eligible to sit for the examination and may be dropped from the course. (for all programs).

ii- In exceptional cases/ hardship cases, following exemptions may be accorded:

a- 5% by the Dean of the Faculty on the recommendation of the Chairperson of the department.

b- Additional 5% by the Vice Chancellor.

iii- If a student fails to attend any lecture (without any authorization) during the first four weeks of the commencement of the semester as per the announced schedule, his/her admission shall stand cancelled automatically without any notice.

iv- A student may apply for a leave of absence in case of illness, family circumstances and in emergency. The length of leave will have to be mentioned and the circumstances should be explained in the application. The length of leave of absence will be a deciding factor whether he/she can continue his studies for the rest of the semester. If the leave is longer than a specified period, the student may apply for the deferment of the semester.

#### **17. Examinations**

##### **17.1. Examination Fee**

1. University examination fees shall be charged at the time of enrollment of each semester.

##### **17.2. Tests and Examinations**

i. There shall be two mandatory examinations in each semester i.e., Mid Term and Final Term. Any student absent in the final examination shall be considered fail. In addition to these examinations the teacher shall give home assignments and

quizzes etc. to the students. The teacher will be solely responsible for deciding the mode, conduct as well as evaluation of examination in his/her course. The grade given by the teacher shall be final.

- ii. The mid-semester examination shall be held during the 9<sup>th</sup> week of the semester and carry 30 percent of the total allocated marks for the course. This examination shall be held by the concerned teacher who shall proceed according to the University rules.
- iii. For the purpose of evaluation, one credit hour will carry 20 marks e.g., a four credit hours will carry 80 marks. These marks will be divided in accordance with the credits assigned to theory and practical (where applicable) for each course.
- iv. To pass a deficiency course a student is required to obtain at least "C" grade.
- v. The following weightage shall be given to the examinations, home assignments, etc.

(a) Mid Semester Examination	30%
(b) Home assignments/quizzes, presentations	20%
(c) Final Examination	50%
<b>Total</b>	<b>100%</b>

Note: (fraction in total obtained marks of a course will be rounded to the nearest whole number)

- vi. The scripts of each examination shall be discussed with the students.
- vii. To qualify for a course, it is essential to pass separately the theory and practical (where applicable) examinations with aggregation to be at least 40 percent except for Engineering and Pharmacy Degree programs where aggregation pass marks requirement is 50%.
- viii. The duration of the examination shall be as under;  
Mid-Semester Examination (One hour) Final Examination (Two to three hours)
- ix. Question paper for the mid and final term examination shall be set by the respective teacher. However, Chairperson/ Principal/ Director/ Departmental In charge shall ensure the quality and standard of the question paper set by the teacher.
- x. The teacher shall send the final award list of the course through the respective Chairperson to the office of the Controller of Examinations within 10 days after the end of a semester. The Dean/Coordinator may condone the delay in result submission. A

copy of the award list should also be sent to the office of the Director/Principal/Chairman and the Dean/Coordinator concerned.

- xi. On receipt of the award lists, the Controller of Examinations shall notify the results and send copies to the office of the Dean/Coordinator, Director/Principal, and the Chairman of the concerned Department.

### **17.3. Departmental Examination Committee**

This Committee shall have a proper role in supervising and evaluating the conduct of all examinations in the Department. The Committee may comprise the following:

- i. Chairperson/ In charge of Department (Convener)
- ii. Two faculty members of the Department (one may be program coordinator, the other as Secretary of Committee)
- iii. The teacher concerned may be co-opted in case of complaint of a student.

### **17.4. Conduct of Examination**

- i. All tests and examinations shall take place on the premises specified by the Departmental Examination Committee.
- ii. The schedule of tests and midterm/final examinations shall be notified by the Departmental Examination Committee at the beginning of the Semester or whenever these are announced by the Office of the Controller of Examinations.
- iii. Students are responsible for checking the date time and location of their examinations from the given schedules.
- iv. Student who is unable to take an examination due to reasons beyond his/her control (e.g., serious illness, accidental events etc.) may be permitted to take the special examination.
- v. For all examinations, the students may be required to show their students ID cards or personal ID for verification purpose. Students, who are unable to present their ID cards, if required, may not be allowed to sit in the examination.
- vi. Student must write the program title, subject title, course code (course title) and his/her registration number, signature clearly on the front page of their answer sheets.
- vii. The record of question papers/marked scripts/ Midterm Examination/ Final Examination etc. shall be preserved by the

Controller of Examinations for two years after the completion of the degree program.

viii. Provisional announcement of the result of a program will be made by the Controller of Examinations.

ix. Final Notification of the results shall be made by the Controller of Examinations by displaying on the University Notice Board/ Gazette/ University Website.

**17.5. Grade Point Average**

i. Grade point and equivalence between letter grading and numerical grading shall be as follows:

Grade	Value	Marks (%)	Remarks
A	4	80 - 100	Excellent
B	3 - 3.99	65 - 79.99	Good
C	2 - 2.99	50 - 64.99	Satisfactory
D*	1 - 1.99	40 - 49.99	Pass
I	0	Zero	Incomplete
F	0	Less than 40 %	Fail

\*Only for BS and Master Degree Programs. There is no "D" Grade in MPhil and PhD and BSc Pharm-D.

ii. For the BSc electrical (telecommunication) engineering and BSc Engineering / Electrical / Electronics / Telecommunication Technology programmes grade point and equivalence between letter grading and numerical grading shall be as follows:

Grade	Value	Marks (%)	Remarks
A+	4	90 - 100	Exceptional
A	4	80 - 89.99	Excellent
B+	3.51-3.99	75 - 79.99	Very Good
B	3.0 - 3.5	65 - 74.99	Good
C+	2.6 - 2.99	60 - 64.99	Satisfactory
C	2 - 2.59	50 - 59.99	Satisfactory
I	0	Zero	Incomplete
F	0	Less than 40 % for undergraduate & master Less than 50 % for MS/MPhil/PhD	Fail

iii. If a student fails to obtain prescribed CGPA at the end of each Academic Year (after two consecutive Fall and Spring Semesters

and summer semester) his/her admission shall stand cancelled. However, the student may seek fresh admission.

- iv. The following CGPA is required to secure admission in a program and successful completion.
  - a. After first Academic Year required CGPA is 1.75
  - b. After second Academic Year required CGPA is 2.00
  - c. After third Academic Year required CGPA is 2.25
  - d. After fourth Academic Year required CGPA is 2.50\*

\*A student, who obtains CGPA 2.25 or more but less than 2.50 upon the completion of entire course work, may be allowed to repeat once two courses of the lowest grades (C & D) in order to improve CGPA and to obtain the minimum required CGPA of 2.50, failing which the student shall cease to be on the rolls provided that he/she has availed the maximum permissible repetitions.

### **17.6. GPA/CGPA Calculation**

#### **Definitions**

**Grade Point Average (GPA):** This is a figure ranging from 0 to 4.00 (A=4.00) used as a performance indicator of a student in the semester concerned and is calculated as:

**GPA** = [Total weighted points of all courses taken in the semester concerned]/[Total number of credits enrolled in the semester concerned]

**Weighted Points** = [Grade Points] x [the number of credits of the course concerned]

**CGPA** = [Total weighted points of all courses taken] / [Total number of credits enrolled for in all semesters]

Pass marks in a course are 40 percent both in theory and practical separately where practical is a part of a course.

### **17.7. Requirements for the Award of Degree**

Within the framework of General Rules/Regulations for the award of a graduate or a postgraduate degree special/specific Rules may be applicable to certain Degree programs. These rules may be issued by the University in order to ensure quality standards and performance of the candidates. General Regulations are included but not limited to:

Candidate will be awarded the relevant degree if he /she has:

- i. Undertaken a program of study for a period not less than the prescribed period of study given for that program.
- ii. Completed the total credit hours of courses as stated in the regulations for that degree.
- iii. Passed the prescribed examinations.
- iv. Fulfilled minimum course work and lab work requirements.

#### **17.8. Calculation/Compilation of the Final Results**

- i. CGPA will be reported up to two decimals but for determination of merit position CPGA will be calculated up to four decimals. In the case of a tie, merit position will be determined based on the weighted percentage marks obtained.
- ii. All students obtaining a CGPA of 4.0 will be declared on the Honours List.
- iii. Compilation and notification of the results will be made by the Controller of Examinations.

#### **18. Special Examination and Incomplete Grade**

Absence from any scheduled examination is permissible only in extreme situations beyond the control of the student as approved by the Vice Chancellor. Serious illness of the student or death of the immediate family member is regarded as a legitimate reason for scheduling a special examination. Even in an emergency, the student or someone on his / her behalf must inform the Chairperson of the Department in writing before the examination is held. Request for scheduling a special examination must be made by student and submitted to the Chairperson, along with other required documents, within one week of missing the examination. The Chairperson will send the case to Controller of Examinations for notification after the approval of the Competent Authority. The special examination of the mid semester examination will be managed by the concerned teacher and chairperson of the department before the commencement of the final examination. Whereas special examination of the (missed) final semester examination must be held during the next summer break or before the Midterm examination of next semester. Such a candidate shall be given Incomplete Grade ('I' Grade). Private

arrangements for special examination between a student and the teacher are not allowed.

### **19. Student Grievances**

All departments should have a 3-member Committee headed by a senior faculty member to redress the grievances of the students about any course instructor or grades or about any other issue.

### **20. Code of Academic Integrity**

i- Every member of the University community is responsible for always upholding the highest standards of honesty. Academic honesty is expected from all the concerned (the students, teachers, technical and administrative staff etc.) of all levels.

ii- Cheating, that is, using or attempting to use unauthorized assistance, material or study aids in examinations or academic work will be called for disciplinary action.

iii-Plagiarism: using the data, or written material without specific or proper acknowledgment is an academic dishonesty that shall result in disciplinary action.

iv-Tempering or an attempt to temper any academic record or transcripts in any manner will result in the termination of the study of the student involved.

v-Exchanging or passing information to other students through any electronic or network means during an examination is considered cheating and shall be liable to disciplinary action.

vi- Any form of unfair means or irregularity by a student or a group of students will be immediately reported to the Departmental Examination Committee which will forward it to Discipline Committee (Examinations) for establishing facts and fixing responsibility/ies. Severity of penalty imposed on the student can range from termination or expulsion from the Programs for a specified period to monetary fines or both.

### **21. Equivalence Committee\*\***

For admission of candidates from other Universities, Colleges, Institutes, etc. to this University whose courses/examinations are different from the corresponding courses/examinations of this university, a standing committee of the Academic Council called

the Equivalence Committee, shall be set up to examine the cases of such students and make recommendations to Vice Chancellor for final approval on behalf of the Academic Council. The members of the equivalence committee shall hold office for two years.

\*\*Regarding conversion of grades/marks obtained in Semester system into Annual system or vice versa.

## **22. Vice Chancellor's Authority in Special Cases**

Notwithstanding anything contrary to these Regulations/Rules, the Vice Chancellor shall have the powers conferred by the statutory bodies to issue orders, directions or instructions for the smooth working of the Academic affairs of this University and on the issue(s) which are not covered under these "Semester Rules", where any rule(s) /Regulation(s) are silent or in cases of ambiguity or discrepancy as regards into the interpretation of these Rules, the decision of the Vice Chancellor shall be final.

## **23. General**

i- All the academic matters shall be routed through proper channel i.e. through the Chairperson/In charge of the Department/ Director and Principal/Dean/Coordinator of the faculty concerned.

ii-Office of the Director, Undergraduate Studies will maintain student's record for 3 years after the declaration of the final result. After that period, the records may be disposed off with the permission of the Vice Chancellor.

Patron-in-Chief

**Prof. Dr. Nasir Amin**

Vice Chancellor

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Editor

**Prof. Dr. Ghulam Murtaza**

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