



**Revised Semester Regulations for Undergraduate (16-year
of education) Academic Programs 2017**

**THE GOVERNMENT SADIQ COLLEGE WOMEN UNIVERSITY
BAHAWALPUR**

**Revised Semester Regulations for Undergraduate Academic Programs
2017**

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These regulations will be applicable to all sixteen-year degree programs including BS (4 year)/MA/MSc (2 year), unless otherwise specified.

1 General

For admission in a BS (4 year) or MA/MSc (2 year) degree program a candidate has to fulfill the basic eligibility criteria for the said program as determined and announced by the GSCWU time to time.

To earn the degree a duly admitted student will have to successfully complete/defend/pass course work of a minimum of 124 – 140 credit hours for the BS or 64 – 72 credit hours for the MA/MSc degree including research work based thesis, if any, of 6 credit hours in the last academic year according to the criteria described in these regulations.

2 Semester Schedule

There will be two regular semesters (Fall and Spring) in an academic year. If required, a special semester (Summer) can also be arranged. Each regular semester will spread over 16–18 weeks (inclusive of 1–2 weeks for exams). Summer Semester will be of 8–9 weeks of concentrated study for completing remedial course work.

3 Scheme of Studies

Component	Description
Total No. of Credit Hours	124 – 140 for BS and 64 – 72 for MA/MSc (including 06 credit hours for Thesis, if any)
Semester Duration	Minimum of 14–16 weeks of teaching excluding examinations
Number of Regular Semesters	8 semesters for BS or 4 semesters for MA/MSc
Course Load per Semester	12 – 21 Credit Hours
Normal Duration*	4 years for BS / 2 years for MA/MSc degree

*The maximum time duration for completion of degree shall be SEVEN years (14 semesters) for BS or FOUR years (eight semesters) for MA/MSc, respectively. The period shall be counted from the date of admission of the candidate to the program. However, extension of the last year will be allowed in hardship cases by the Vice Chancellor, if requested by the student in writing, on recommendations with justification by the Chairperson/HoD of the Department.

4 Enrollment, Cancellation and Drop Out

A Departmental Admission Committee (DAC), consisting of 3-5 faculty members including the Chairperson, will conduct admissions in the respective program. This committee shall be constituted and notified by the concerned Dean of the faculty in consultation with the Chairperson. DAC will supervise the overall admission process including scrutiny of the applications for eligibility.

For admission in BS/MA/MSc program at GSCWU each candidate shall submit an on-line application on a prescribed form in response to the GSCWU advertisement.

A. Admission Criteria

Each Department will announce eligibility criterion for admission in the degree program offered and approved by the concerned authorities.

B. Cancellation of Admission

Admission in the undergraduate level program shall be cancelled any time by the department and notified by the Registrar office of the University, indicating reasons of such cancellation, on the recommendations of concerned HOD/Chairperson, if the scholar:

- i) Does not deposit the University Fee within prescribed period and becomes a defaulter.
- ii) Is found guilty on the charges of misconduct by the Committee of Indiscipline and Misconduct (CIM) of the GSCWU.
- iii) Is found guilty of concealment of facts.

C. Appeal Against Cancellation

The aggrieved scholar may file an appeal against cancellation of admission to the concerned Dean within a period of 15 days. The Dean will give her an opportunity to be heard in person and the case will be sent with comments to the Vice-Chancellor for final Approval/decision. The Registrar office will notify the final decision.

D. Drop Out (See details at 9E)

5 Fees and Dues

As may be approved by the Syndicate and notified by the University from time to time.

6 Conduct of Program

The concerned department will manage Teaching and Research activities of the program in strict compliance with and according to the approved regulations as notified by the University from time to time.

7 Organization of Teaching

Teaching shall be conducted in the University Departments through lectures, tutorials, discussions, seminars, field-work and practical as approved by the Academic Council and the Syndicate. Teaching in each department shall be conducted by the university teachers or by such other persons who may be allowed by the Vice-Chancellor to teach.

A. Course Enrollment

Before commencement of each semester, subject to the availability of specialized faculty, the Department will announce list of Optional and Elective courses for enrollment. The student will submit her enrollment request on prescribed proforma (Annex – I) in order of preference during the first week of the commencement of the semester in the department.

B. Change of Course Registration/Enrollment

No student shall change an optional/elective course except with the written approval/re-assignment by the Chairperson of the concerned Department. The time period for such a change shall be fourteen days from the commencement of the course.

Note: The department may swap the courses of different semesters or terminate offering a particular course according to the need or availability of the teaching faculty. Minimum enrollment required for a course is FIVE students. In case less

than five students enroll for a course, the course offering will be withdrawn and the students will be enrolled in the next offered course opted by her.

C. Course File

Maintenance of the course file is compulsory for the teacher/course instructor. It should have a complete record of activities that happened during the semester.

The course file will contain the following:

- i. Description of the Course including course coding
- ii. Weekly teaching schedule
- iii. Topic & Evaluation record of assignments
- iv. Copy of the quiz/test
- v. Copy of mid/final semester question papers (with key in a sealed envelope)
- vi. Course Award list

D. Course Withdrawal

A student may withdraw through a written request submitted to the concerned HoD/Chairperson, seven days before the conduct of the final term examination, one course out of four regular courses offered during a semester. Option for withdrawal will only be available for credit courses. Withdrawal option will be available only if an earlier withdrawn course, if any, has successfully been completed. Withdrawn course will appear on the transcript with letter grade “W”. Credit hours of a withdrawn course will not be used for calculation of SGPA/CGPA.

E. Attendance Requirements

Admitted students shall be required to regularly attend all the lectures, seminar sessions, fieldwork, laboratory work, etc. as may be required. They shall be required to attend at least 75% of such meetings and sessions in each paper separately, in order to be eligible for appearing in the Final Term Course Work Examination.

1. If due to some unavoidable circumstances (performing Umra, Sports, Accident or such other genuine reasons) a student has less than 75% but more than or equal to 70% attendance in a course(s) and has made up the deficiency by attending extra classes arranged by the concerned teacher, she may be allowed to sit in the examination by the Departmental Examination Committee on written request of the student along with sufficient proof of inability to attend classes.
2. Inability to appear in the examination for a course due to shortage of attendance shall be treated as failure in the course. Such a failure on record of a student will have all the implications of deficiency for the purpose of determining “Good Standing” of a student.

F. Semester Break and Freezing

- i) In case of a valid reason or circumstances beyond her control (such as a natural calamity, a medical condition duly verified by a Registered Medical practitioner etc.), a student may freeze her studies (take a break) maximum for one year (two semesters) with the permission of the Departmental Admission Committee/Departmental Research Committee of the concerned department. The case, after permission, will be forwarded to the Registrar for compliance and notification. However, freezing in 1st semester is not allowed.

During the “break period” the applicant will lose her studentship status and shall not be entitled to avail any facility like hostel/medical/transport, which university extends to its regular students. The student will rejoin the same semester next year with the next session after paying semester fee.

- ii) A student may discontinue her studies by seeking semester freeze any time during the semester before the final term examination subject to the condition that semester fee shall not be transferred/refunded.
- iii) A student may discontinue her studies by seeking semester freeze prior to enrollment in the second/subsequent semester subject to fulfillment of condition that the student has passed the final examination of the previous semester with minimum prescribed SGPA/CGPA required for academic standard of the University to remain on roll. Such student shall not have to pay the semester fee; if deposited, the fee will be transferred to the next semester. However, the student will have to pay a semester freezing fee of Rs. 1000 per frozen semester in advance.
- iv) For a student who opts for semester freeze/break the maximum time period for completion of the degree program will remain the same as prescribed in these rules.
- v) A student can avail this option only once during the duration of her enrollment in a program.

8 Performance Evaluation

Students shall be evaluated through a system of continuous evaluation spread over the entire period. The details are presented below.

9 Part – I Course Work and Conduct of Examinations

A. Departmental Examination Committee (DEC)

There will be an examination committee for each department that will consist of the following members:

- a) HoD/Chairperson of Department
- b) One teacher appointed by the Chairperson (preferably among the senior most faculty member)
- c) An In-charge Examinations of the Department to be appointed by the Dean on the recommendation of the HoD/Chairperson
- d) Controller of Examinations, GSCWU or his/her nominee not below the rank of Admin Officer.

i) Functions of DEC

The In-charge examinations and the DEC will:

1. Plan the schedule and conduct of the examination according to the University Academic Calendar.
2. Compile and forward the results with the help of award list and answer sheets submitted by the course instructor to the Controller of Examinations GSCWU for notification.
3. Keep record of official answer books and continuation sheets received, used etc.
4. Conduct of evaluation/Viva Voce examination.
5. Consider/decide Special Mid/Final term examination request
6. Entertain & resolve any exam related grievances within five working days.

7. Take the necessary action(s) against the student/s involved in malpractices or misconduct during the examination.

ii) Answer Books and Continuation Sheets

When required, the Controller of Examinations will provide answer books/continuation sheets to all the departments on demand as per prescribed form. The instructor will submit the marked scripts along with the result sheet to the concerned departmental In-charge Examination who will keep the used answer sheets for one year after completion of the concerned session and declaration of its final term result. The record of blank answer books/continuation sheets will be maintained as prescribed by the Controller of Examinations.

B. Examination of Course Work

i) Theoretical Component

There will be following stages/components of evaluation of each course during each semester. However, if the nature of course so demands, this proportion of marks for objective type and essay type questions may be changed with the approval of the concerned Head of Department/Chairperson.

Classroom participation/general behavior/group work	05%	Sessional marks (20%)
Quiz / Surprise test	05%	
Assignments.	05%	
Presentation / Seminar	05%	
Mid-term Exam	30%	
Final term-Exam	50%	

1. Criteria for Sessional Marks (20% weightage)

- a. Classroom participation/General behavior/Group Work:** A total of 5% marks are allocated to student's classroom participation, general behavior and performance in group-work.
- b. Quiz:** Surprise written quiz/test/s will be taken to evaluate the student's learning. These may range from 2-5 quizzes each having at least 5 questions. Marks obtained, however, will carry a weightage of 5% in the total marks.
- c. Assignment:** One assignment (minimum) will be given to the students in each course. The teacher may give more than one assignments where necessary. However, the weightage of marks will remain the same i.e., 5% of the total marks. The assignments will be assessed on the basis of information and references included, logical reasoning and organization of material.
- d. Presentation:** The students will individually or in groups give comprehensive presentation of their assignments. Each presentation should not be longer than 10-20 minutes. These presentations will contribute a maximum of 5% marks towards the total marks.

2. Mid Term Examination (30% weightage)

This examination will be conducted after 7/8 weeks of teaching. There will be different types of questions. The type and number of questions included in the exam, the division of marks and the time allocated for each component is given below:

Types of Questions	No. of Questions	Marks	Time allocated
Objective Type	10 (1 mark each)	10	15 minutes
Short Answer	5 (2 marks each)	10	25 minutes
Essay Type	1 – 2	10	35 minutes
Total		30	75 minutes

*The instructor, in consultation with the chairperson, may increase the number of questions, if so required. However, % distribution of the marks will stay the same.

3. Final Term Examination

The final-term examination will be conducted after 14/16 weeks of teaching. The type and number of questions included in the exam, the division of marks and the time allocated for each component is given below:

Types of Questions	No. of Questions	Marks	Time allocated
Objective Type	20 (1 mark each)	20	30 minutes
Short Answer	7 (2 marks each)	14	35 minutes
Essay Type	2-4	16	55 minutes
Total		50	120 minutes

*The instructor, in consultation with the chairperson, may increase the number of questions, if so required. However, % distribution of the marks will stay the same.

4. Invigilation and Number of Invigilators

There shall be two invigilators (one teacher and one assistant/clerk) for 30 students. For every additional 30 students or part thereof, one more teacher and clerk will be appointed.

ii) Practical Component or Laboratory Courses

There will be following stages/components of evaluation of each course during each semester. However, if the nature of course so demands, this proportion of marks for objective type and essay type questions may be changed with the approval of the concerned Head of Department/Chairman.

Lab participation/general behavior/group work	05%	Sessional marks (20%)
Quiz/Surprise test	05%	
In time submission of the practical reports	05%	
Presentation / Seminar	05%	
Mid-term Exam	30%	
Final term-Exam	50%	

1. Criteria for Sessional Marks (20% weightage)

- a. **Lab participation/General behavior/Group Work:** A total of 5% marks are allocated to student' participation in the lab work, general behavior and performance in group-work.
- b. **Quiz:** Surprise written quiz/test/s will be taken to evaluate the student's learning. These may range from 2-5 all having 5 questions with each

question carrying 1 mark. Marks obtained however will carry a weightage of 5% in the total marks.

- c. In time submission of the lab reports:** Since lab work evaluation is based on a continuous performance evaluation, in time submission of the lab reports/notebook is important. However, the weightage of marks will remain the same i.e., 5% of the total marks.
- d. Presentation:** The students will individually or in groups give comprehensive presentation about an assigned experiment. Each presentation should not be longer than 10-20 minutes. These presentations will contribute a maximum of 5% marks towards the total marks.

2. Mid Term Examination (30% weightage)

This examination will be conducted after 7/8 weeks of laboratory training. There will be two components of evaluation as given below. The problem solving component will be an on-paper examination as desired and planned by the instructor whereas the practical performance evaluation component can either be in form of an assigned practical to be performed in the lab during the hours of examination or the lab work already done and for which written reports have been submitted to the instructor.

Components	Marks	Time allocated
Problem solving to evaluate understanding of the principles as well as critical evaluation of the practical data	10%	1 – 2 hours
Practical performance up to the mid-term (based on portfolio/practical evaluation which may be made on continuous assessment during the course)	20%	
Total	30%	1 – 2 hours

*The instructor, in consultation with the chairperson, may vary these components, if so required. However, % distribution of the marks will stay the same.

3. Final Term Examination

The final-term examination will be conducted after 14/16 weeks of teaching. There will be four components of evaluation as given below. The problem solving component will be an on-paper examination as desired and planned by the instructor whereas the practical performance evaluation component can either be in form of an assigned practical to be performed in the lab during the hours of examination or the lab work already done and for which written reports have been submitted to the instructor. The instructor or a group of instructors may conduct the viva voce.

Component	Marks	Time allocated
Problem solving to evaluate understanding of the principles as well as critical evaluation of the practical data	15%	2 – 3 hours or as required
Practical performance up to the final-term (based on portfolio/practical evaluation which may be made on continuous assessment during the course)	20%	
Final presentation/practical	10%	
Viva Voce	5%	
Total	50%	

*The instructor, in consultation with the chairperson, may vary these components, if so required. However, % distribution of the marks will stay the same.

4. Result Declaration

The result of a course will be submitted within 7 days from the conduct of each paper as per date sheet. The result will be notified within two-weeks of completion of examination. The instructor will announce show of the scripts date. A student may, on her own choice, opt to see her transcript in order to check any discrepancy/overlook in evaluation. The scripts will then be deposited to the DEC.

C. Grading System

Equivalence in numerical grades, letter grades and grade points will be as follows:

Numeric Equivalence	Grade Point	Letter Grade	Remarks	Numeric Equivalence	Grade Point	Letter Grade	Remarks
100	4.0	A+	Excellent	74	3.3	B	Good
99	4.0	A+	Excellent	73	3.2	B	Good
98	4.0	A+	Excellent	72	3.1	B	Good
97	4.0	A+	Excellent	71	3.1	B	Good
96	4.0	A+	Excellent	70	3.0	B	Good
95	4.0	A+	Excellent	69	2.9	C	Satisfactory
94	4.0	A	Very Good	68	2.8	C	Satisfactory
93	4.0	A	Very Good	67	2.7	C	Satisfactory
92	4.0	A	Very Good	66	2.6	C	Satisfactory
91	4.0	A	Very Good	65	2.5	C	Satisfactory
90	4.0	A	Very Good	64	2.4	C	Satisfactory
89	4.0	A	Very Good	63	2.3	C	Satisfactory
88	4.0	A	Very Good	62	2.2	C	Satisfactory
87	4.0	A	Very Good	61	2.1	C	Satisfactory
86	4.0	A	Very Good	60	2.0	C	Satisfactory
85	4.0	A	Very Good	59	1.9	D	Poor
84	3.9	B+	Good	58	1.8	D	Poor
83	3.9	B+	Good	57	1.7	D	Poor
82	3.8	B+	Good	56	1.6	D	Poor
81	3.7	B+	Good	55	1.5	D	Poor
80	3.7	B+	Good	54	1.4	D	Poor
79	3.6	B	Good	53	1.3	D	Poor
78	3.5	B	Good	52	1.2	D	Poor
77	3.5	B	Good	51	1.1	D	Poor
76	3.4	B	Good	50	1	D	Poor
75	3.3	B	Good	Below 50	0	F	Fail

- i. Maximum possible Grade Point Average is 4.00.
- ii. A fraction of mark in a course is to be counted as '1' mark e.g. 64.1 or 64.9 is to be shown as 65.
- iii. Letter Grade and Grade Point for a course will be calculated as given above.
- iv. In order to calculate the Grade Point Average (GPA) or Semester Grade Point Average (SGPA) for a semester, multiply Grade Points (GP) earned (using the above-mentioned reckoner's table) during examination/evaluation with the number of Credits earned in each Course to obtain Quality Points, add up all Quality Points and divide by the total number of Credit Hours.

Quality Points earned for one course: GP x Course Credit (CrH)

$$\text{GPA} = \frac{\sum \text{Quality Point of all courses of a semester}}{\text{Total Credit Hours of a semester}}$$

- v. For calculating CGPA, sum total Quality Points earned in all semesters and divided by total numbers of credit hours successfully earned in all semesters.

$$\text{CGPA} = \frac{\sum \text{Quality Points earned in all semesters in the program}}{\text{Total Credit Hours earned in all semesters in the Program}}$$

D. Promotion and Probation

i) PROMOTION

Following rules will be followed for promotion of MS/MPhil students:

1. At the end of the first semester, a student must obtain a minimum Semester Grade Point Average (SGPA) of 1.70/4.00 to be promoted to the second semester. The candidate who secures less than 1.50/4.00 SGPA in the first semester shall stand automatically dropped from the rolls of the department.
2. At the end of the second and subsequent semesters, a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.00/4.00 for promotion to the next semester. The candidate who secures less than 1.70/4.00 CGPA in these semesters shall stand automatically dropped from the rolls.
3. A student who completes the course work without failing any course, obtains CGPA of less than 2.00 but not less than 1.70, may be allowed to repeat some courses (only one chance) in which she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum CGPA of 2.00 failing which she shall not be awarded degree and removed from the rolls of the university. (Also see regulation **9J – Repeating Courses**)

ii) PROBATION

Following rules will be followed for probationary promotion of MS students:

1. At the end of the first semester if a student fails to secure 1.70/4.00 SGPA but secures a minimum SGPA of 1.50/4.00 she will be promoted to the second semester on probation.
2. Similarly, at the end of the second and subsequent semesters, if a student fails to secure a minimum CGPA of 2.00/4.00 but secures a minimum CGPA of 1.70/4.00 she may avail the option of probationary promotion to the subsequent semester provided she has not availed this opportunity in the immediate previous semester.

E. Drop Out

Drop out decision on academic grounds will be made by the department and notified by the Registrar office of the University, indicating reasons of drop out, on the recommendations of concerned HOD/Chairperson as follows.

- i) The name of a student shall be dropped from the rolls of the University on academic grounds, if:
 1. If she fails to attain the required SGPA/CGPA in the respective semester as explained in 9D above.

2. She absents herself from the course work classes for a period of consecutive three weeks. Provided that the cause of absence is explained to the satisfaction of the Chairperson of the Department concerned such a student may be re-admitted within ten working days after her name is dropped from the rolls, on the payment of prescribed fee. Provided further, if such a student is unable to make up the shortage of classes and is unable to maintain the minimum level of attendance i.e., 75%, she will not be re-admitted.

F. Retention

A student who secures less than 1.50 SGPA in the 1st Semester or less than 1.70 CGPA in the subsequent semesters and is to be dropped out may be given a one-time chance of being retained in the same semester. The DRC/Admission Committee of the Department concerned will make the decision. The option of retention, however, would be available only once during the whole duration of program. Such a student will join the same semester with class of the subsequent session. Maximum duration of the degree program for such a student will stay the same and will be counted from the date of her original admission.

G. Incomplete Courses/Grades/Re-sit Examination

In case a student is unable to appear in the Mid- or the Final Term Examination of a course(s) on medical grounds or a natural calamity or a situation beyond her control, she shall be given incomplete Grade (“I”-Grade). This grade will not be included in SGPA/CGPA calculation. She may be allowed to appear in the special Mid/Final Term Examination, as the case may be, to be held on her request within ONE week after the examination.

A student who gets incomplete grade (I) in a course may be allowed to appear in the Special Mid/Final-Term Examination to be arranged by the Department provided that:

- i) She fulfills the condition of having attended the prescribed number of lectures and practical work as laid down in these regulations.
- ii) She satisfies Departmental Examination Committee of the concerned department regarding her inability to appear in the examination or otherwise.
- iii) Application of the student reaches the department not later than 5 days after the conduct of examination for the said course(s).
- iv) The Departmental Examination Committee will make the decision regarding conduct of the special Mid- or Final Term examination after inspecting the documentary evidence.
- v) She pays a fee of Rs.2000/- per course for special Mid- or Final Term examination. If the number of courses is more than two then a maximum of Rs. 5,000/- shall be paid as the special examination fee to the University.

H. Penalties for Malpractices and Misconduct during Examinations

The examination committee may impose a penalty/penalties mentioned below against each type of malpractice:

Malpractices or misconduct	Penalty
Cheating during exam	Fine of Rs. 1000, Cancellation of paper or both
Seeking/providing help from/to others	Fine of Rs. 1000, Cancellation of paper or both

during exam	
Misconduct during exam	Fine of Rs. 2000, Cancellation of paper or both
Provoke to boycott	Fine of Rs. 5000, placing on probation for the next semester or both
Any other misconduct or malpractice	Fine of Rs. 1000, Cancellation of paper or both

I. Appeal/Grievance Committee

i) **Composition of Appeal/Grievance Committee:** There will be an Appeal/Grievance Committee of each department consisting of the following members:

1. Dean of the concerned faculty
2. Chairperson/Head of the Department
3. A senior teacher of the same department preferably from concerned field to be co-opted by the Dean of the concerned faculty
4. Controller of examinations, GSCWU or her nominee
5. Concerned In-charge of examination of the department as secretary

ii) **Functions of Appeal/Grievance Committee:**

A student who is not satisfied with the assessment of her assignments, test, quizzes, presentations, seminars, mid-term and final term papers may file an appeal to the Appeal/Grievance Committee. The student must apply to the Head of the Department within five working days from the date of declaration of the result by paying a prescribed fee of Rs. 500/- per course. The Head of the Department shall forward the matter to the appeal committee and it will be binding on the committee for hearing both sides (the student and the instructor), and to give a final decision within 10 days. If the complaints are found false, the result of the course under question will remain unchanged. The function of this committee will be to resolve any dispute related to the assessment and examination. The Quorum for the meeting will be 100%. In the absence of a member, the Vice Chancellor may appoint another member. Decision of the Committee will be final.

Note: Where the appeal is against a teacher who is a member of the Appeal Committee, another senior teacher will be co-opted by the Dean.

J. Repeating Courses

A student may repeat a course under obligation, if she has failed in the said course, or optionally, if she needs to improve her grades.

- i) To pass a failed course the student will have to repeat the said course when offered by the Department in the subsequent session(s). Such a repeat course is an obligation to fulfill the degree award requirements.
- ii) To improve the grades, however, a student may optionally repeat a course(s). The student(s) desiring to repeat a course(s) will request in writing to the HOD/Chairperson concerned one week before commencement of the concerned semester. If allowed by the HOD/Chairperson, the student will have to deposit a fee of Rs. 2000/- for each course.
- iii) Where morning and evening programs of such subjects are being offered student of the morning program will repeat the said course with the evening program and vice versa.
- iv) A student repeating a failed course will be bound to attend the lectures whereas a student desiring to improve her grades may be exempted from attending the lectures but in both cases fees and dues of the said course will

be payable by the student. The exemption from the attendance will, however, be based on the genuineness of the case. Such cases after approval by Chairperson/ HOD and deposit of fee will be reported by the departmental In-charge examination to the concerned teacher(s)/course instructor(s). The student will have to be in regular contact with the course instructor and complete all assignments, term papers, reports and presentations. Following are the conditions for repeating a course:

1. Whenever a student fails and gets an “F” grade she should repeat the course when it is offered to pass the said course.
2. A student who gets a “D”, “C” or “B” grade in a course may repeat the course to improve her grades as per conditions mentioned above. However, a student who has already passed a course with a “B+”, “A” or “A+” grade will not be allowed to repeat.
3. A student can be allowed to repeat/improve a maximum of FOUR courses at MA/MSc level and EIGHT courses at BS level during the total duration of her degree program to improve her grades.
4. Only better course grade should be included in her transcripts.

10 Part – II Research and Thesis

The department may offer the interested students a research project in the last two semesters of the academic program. If opted by the student, the project will be evaluated at the end of the last semester. Her second last semester transcript will carry “I – incomplete/in progress grade” for this component. After evaluation in the final semester the awarded marks will be equally allocated to the transcripts of the last two semesters. All research related activities in the department will be monitored by a Departmental Research Committee (DRC).

A. Departmental Research Committee (DRC)

i) Composition of DRC

The DRC will include Chairperson/HOD, all Professors & Associate Professors, one most senior Assistant Professor / Lecturer (holding PhD degree). In the departments where there is no Professor/Associate Professor, DRC will be constituted by the Vice-Chancellor on the recommendations of the Dean of the Faculty.

ii) Functions of the DRC

1. To assist the DAC in conduct of departmental entry test and interviews at the time of admission.
2. To examine and approve project of each student for synopsis preparation
3. To periodically assess progress of the research students
4. To conduct preliminary evaluation of the dissertation of a scholar as per University guidelines
5. To review the report submitted by the external examiner and to ensure that the necessary amendments have been made as recommended.
6. To take up/consider any other research related matter

B. Conduct of Research

- i) Each student shall work under the supervision of a teacher on provisional approval of the Departmental Research Committee (DRC).

Supervisors will be awarded an honorarium of **Rs. 5,000** per research student or as per University policy revised time to time.

- ii) A Supervisor appointed may preferably hold a Doctorate or MS/MPhil degree.

C. Preparation and Submission of Thesis/Dissertation/Research Report

After completion of research work following regulations will be practiced:

- i) After the completion of research, each student shall submit TWO loose bound copies of the Thesis/dissertation/Research Report approved by the supervisor to the Controller of Examinations through HOD/Chairperson. These copies will be processed as follows:
 - One to be sent to the external examiner for evaluation and report
 - One to be retained by the examination section temporarily
- ii) Guidelines for Thesis Write-up and Binding (See Annexure – III for the recommended format).
- iii) Format of dissertation/thesis is attached at Annexure – IV.

D. Thesis/Dissertation/Research Report Evaluation and Examination

- i) The undergraduate level thesis/Dissertation/Research Report shall be evaluated by ONE external examiner appointed by the Vice Chancellor on the recommendation of the DRC and approval of the BOS of the concerned department, from a list of at least 5 proposed examiners. The Controller of Examinations will send the thesis to the external examiner.
- ii) The external examiner will send the evaluation report to the Controller of Examinations for onward transmission to the concerned Supervisor to make any amendments, if recommended by the external examiner.
- iii) On completion of the recommended amendments, if any, the Supervisor will request the Controller of Examinations to notify for the conduct of Viva Voce Examination. The External Examiner will be requested to travel to GSCWU to conduct the Viva Voce Examination. The award list/result prepared by the concerned Supervisor and the External Examiner will be forwarded by the DEC to the Controller of Examinations for notification.
- iv) After successful conduct/completion of the Viva Voce Examination, FOUR/FIVE copies of the final hard-bound dissertation be submitted to the DEC for distribution as follows:-
 - One for central library
 - One for departmental record
 - One each for the supervisor and co-supervisor, if any
 - One to be returned to the student after being duly signed by the concerned members.

11 Award of Transcripts

Once a student fulfills all the degree requirements, the Controller of Examinations will issue a final transcript to every successful candidate. Bachelor and Master Degree will then be conferred upon the successful candidates as per rules and regulations of the University.

- A. All Chairpersons/ HOD of concerned departments will be responsible to forward following documents to the Examination Department as early as possible but not later than one month of commencement of new session for completion of examination record and other necessary workings:
 - a. 01 Passport size picture of student
 - b. Copy of Matriculation Certificate of student
 - c. Copy of last Certificate / Degree
 - d. Copy of CNIC of student
- B. Transcripts shall be issued only at the written request of a student. Verbal or telephonic request shall not be entertained or accepted. Official transcripts of the student shall be issued on the University's security stationery, bearing the official embossed seal of the University.

12 Award of the Undergraduate Degree

A student who has completed the following requirements shall be eligible for Award of the Undergraduate degree:

- i) She has been a student on a regular basis in a teaching department of the university for the prescribed period, or allowed necessary extension as per rule
- ii) She has successfully completed the prescribed course work and a dissertation on an approved research topic, if any.
- iii) Based on her performance, her thesis and viva voce examination her Supervisor and the External Examiner have recommended her case for award of the Undergraduate degree.
- iv) The student has cleared all dues of the University and has paid the prescribed examination fee.
- v) She has submitted copies of her thesis as prescribed above.

13 Criteria for Position Holder/Gold and Silver Medals

Two positions namely 1st (Gold Medal) & 2nd (Silver Medal) shall be awarded on the basis of Cumulative Grade Point Average (CGPA) at the end of the program. In order to qualify for the award of any of these positions a student is required to:

- a) Pass all the courses (both credit and non-credit) in the first attempt.
 - b) Complete all courses opted and never withdrawn any course or repeat/improve/opted any semester break due to any reason.
 - c) Appeared in all Mid and Final Term Examinations offered.
- A. In case of a tie in CGPA, a student with higher COPM (Cumulative Overall Percentage Marks) shall be awarded position. In case of tie between CGPA as well as COPM, the same position will be awarded to the number of students securing the same CGPA and COPM.

14 Vice- Chancellor's Authority in Special Cases

Notwithstanding anything contained in these regulations, the Vice Chancellor shall have the powers to issue orders, directions or instructions for the smooth working of

the examination system where the Regulations are silent, ambiguous or deficient. The decision of the Vice Chancellor shall be final with regard to the interpretation of the regulations.



COURSE ENROLLMENT PROFORMA

Department	
Name of the student	
Degree Program	
Session	
Roll No./Registration No.	
Semester	

Course(s) to be enrolled in:

Sr.	Title of the Course	Course Code	Credit Hours	Nature of the Course*	Instructor
1					
2					
3					
4					
5					
6					
7					
8					

*Nature of the Course: Compulsory/Core/General/Optional/Elective etc.

Note: If the course is being repeated, compulsorily or for optionally, letter 'R' be placed next to the Course Code.

Name: _____

Signature: _____

Date: _____

GENERAL GUIDELINES FOR UNDERGRADUATE THESIS WRITE-UP& BINDING

All theses presented in typescript for the Undergraduate degree should comply with the following specifications unless permission to do otherwise is obtained from the relevant authority/body.

1. Size of paper

A4 size be used, no restriction is placed on drawings and maps.

2. Paper specification

Good quality paper (minimum 80 grams).

3. Method of production

The text must be typewritten in an acceptable typeface and the original typescript must normally be submitted as the first copy. The second and subsequent copies may be produced by means of other acceptable copying methods.

4. Layout of script

Typescript should appear on one side only, lines; 1.5 to 2.0 spaced. Footnotes, quotations, references and photographic captions may be single-spaced. Where appropriate, the theses should contain lists giving the locations of figures and illustrations.

5. Font Size

Title page	18-22
Headings/subheadings	14-16
Text	10-12
Footnotes	8-10

Note: Footnotes be given on the same page where reference is quoted.

6. Type Style

Times New Roman/Helvetica/Arial

Margins

At least 1.25 – 1.50 inches (3.17-3.81 cm) on the left-hand side (the side to be used for binding), 0.75 – 1.00 inches (2.0 – 2.54 cm) at the top and bottom of the page, and about 0.75 – 1.00 inches (2.0 – 2.54 cm) at the outer edge. The best position for the page number is at top-center or top right 0.5 inches (1.27 cm) below the edge. Pages containing figures and illustration should be suitably paginated.

7. The Following are Preferable Layout of the Thesis

- a. Title Page
- b. Abstract/Summary
- c. Acknowledgements
- d. Abbreviations not described in the text
- e. Content
- f. List of Tables (where applicable)
- g. List of Figures (where applicable)
- h. Introduction (including literature review) or Introduction
- i. Review of Literature
- j. Results

- k. Discussion (including Conclusion(s), Recommendation(s) where applicable)
- l. References/Bibliography/Literature Cited
- m. Appendices (where applicable)
- n. Any other information specific to the respective discipline

8. Title Page

All theses must contain a title page giving the title of the thesis, the author's name, the name of the degree for which it is presented, the department in which the author has worked or the Faculty to which the work is being presented, and the month and year of submission.

9. Publish Work

Published work from the thesis may be included as appendix (Reprints/proof/preprint).

10. Binding

All final theses must be bound in a permanent hard bound form (after defense of the thesis) or in a temporary form approved by the Advanced Studies and Research Board; where printed pamphlets or off-prints are submitted in support of a thesis, they must be bound in with the thesis. Front cover should give title of the thesis, monogram of the University, name of the candidate, the name of the Department through which submitted and year of submission, in the same order from top to bottom. The lettering may be in boldface and properly spaced. Their sizes should be:

Title:	24 pt
Name of the candidate:	18 pt
Name of the department:	18 pt

The color of binding for Undergraduate degree thesis is as follows:

Undergraduate: Black with silver printing

Spine of the thesis should show "BS Thesis" or "MSc thesis" on top across the width of spine, name of the candidate in the middle along the length of spine, and the year of submission across the width at the bottom. Lettering on spine should be in 18 pt and may be in boldface.

GUIDELINES FOR THESIS WRITING**APA Writing Style****1. WRITING STYLE**

- 1.1 Your draft must be typed or printed on a computer.
- 1.2 Use 12 points before and after paragraph spacing in which the first line of each paragraph is indented five characters for all paragraphs in the manuscript except the titles, table titles, notes, and figure captions.
- 1.3 For chapter titles, use 12 points before and 36 points after paragraph spacing, whereas in table titles, notes, and figure captions use normal paragraph (0 before and after paragraph spacing).
- 1.4 Use a 12 point font. In other words, there should be 10 typed characters per inch. The whole thesis should be typed in Times New Roman only.*
- 1.5 The font size of chapter titles should be 14, whereas in the title pages, the title of the research may be of 16 point, the remaining (author, institute/department, university, degree requirements) should be of 12 points. All the contents of the first title page should be typed capital, whereas on the second title page, except for the phrase “In partial fulfillment of the requirement for the” all the contents should also be typed in capitals.*
- 1.6 Single space after sentence terminators (i.e., '.', '?', '!').
- 1.7 Capitalize the first letter following a colon if the clause following the colon is a complete sentence.
- 1.8 Make sure the text is justified.
- 1.9 Use chapter separators. Each separator should have chapter titles in bold face, in a font size of 20 points, at the center of the page.

2. Writing in General

- 2.1 You must use complete sentences.
- 2.2 The first sentence of a paragraph must be independent (able to stand on its own). For example consider “While these studies are important, there is...” This sentence would be correct in the middle of a paragraph, but as the first sentence, it should more appropriately read, “While studies of the effects of whatever on whatever else are important, there is...”
- 2.3 Try not to use slang.
- 2.4 Do not use contractions. For instance, instead of it's, use it is.
- 2.5 If you are doubtful about the spelling of a word, do not guess. Look up the correct spelling in an appropriate [reference source](#).
- 2.6 Proofread the copy that you submit and do correct minor typographical errors, formatting, spelling, or even the wording, with a pencil. These corrections are inevitable and will communicate that you are serious about your work.
- 2.7 Avoid excessive use of the terms I, me, and my, as well as the phrase personally speaking...
- 2.8 Avoid the use of sexist language. For example, consistently referring to a person as a him or he when it is just as likely for the person to be a she or a her, is sexist. However, using he/she or him/her all of the time can also be awkward. If you phrase it right, you can often use the word person instead.

- 2.9 Avoid using 'empty words' or words, which serve no purpose. For example, In the Smith (1990) study it was found that... should read more like Smith (1990) found that...
- 2.10 Generally speaking, use past tense in the abstract, introduction, and method. Results and discussion sections can be in the present tense.

3. Abbreviations

- 3.1 When abbreviating any terms, spell them out the first time (in both the abstract and again in the body of the manuscript, if need be). For example, The Sexual Opinion Survey (SOS) was used to...
- 3.2 Do not use too many abbreviations. Whereas one, two, or three can be helpful, four or five can be confusing.
- 3.3 You will often see the following Latin abbreviations used:
- | | | | |
|---------------|-------------|--------------|----------------|
| cf. | Compare | etc. | and so forth |
| e.g., | For example | i.e., | that is |
| et al. | And others | vs. | Versus against |
- 3.4 Note that (except for et al.) these abbreviations are only used in parenthetical material. In non-parenthetical material, use the English translation.
- 3.5 Do not use E and S as abbreviations for experimenter and subject. This was done in articles written many years ago.
- 3.6 Note the period is not used with the following common abbreviations.

cm	Centimeter	S	seconds
mg	Milligrams	min	minutes
g	Grams	hr	Hours
M	Mean	IQ	Intelligence

4. Numbers

- 4.1 The numbers zero through nine are spelled out (except when it is a table or figure number, or a metric measurement, etc.). The numbers 10 and above are written as numbers.
- 4.2 Capitalize nouns followed by numerals or letters that denote a specific place in a numbered series. For example, As can be seen in Figure 3, during Block 4 of Session 2 such and such occurred... Note that this example demonstrates one of the exceptions to the rule noted in I.E.2.
- 4.3 In the abstract, use digits for all numbers except when they begin a sentence. Note that this example demonstrates one of the exceptions to the rule noted in I.E.2.
- 4.4 Spell out any number when it is the first thing in a sentence. For example, the sentence "34 students were used", is not appropriate and should read "Thirty-four students were used".

- 4.5 Try to be consistent with number formats. That is, if you are reporting a series of related numbers, they should all be presented with the same number of decimal places. For an example, see I.D.5 above.
- 4.6 Report only two digits after the decimal point except when you are reporting the exact value of p, where three digits after the decimal point should be reported.
- 4.7 Do not use "0" prior to the decimal point in a coefficient (e.g., correlations coefficients, alpha coefficients etc.).

5 Citations in the Text

- 5.1 If you use someone's words or ideas, you must give them credit with a citation. This is particularly important, since the penalties for plagiarism are severe.
- 5.2 There are numerous ways to formally cite a reference in the text. Examples include Some fact (last name, year)., Last name (year) noted that..., or In <year>, <last name> reported that... For more ideas, pay close attention to the articles you read.
- 5.3 The first time the reference is cited in the text, spell out all of the authors' last names. For example, Miller, Rosellini, and Seligman (1975) suggested that... With articles that have three or more authors use the Latin abbreviation for "and others" when the reference is cited a second (or third) time. For example, Miller et al. (1975) suggested that... or ... some fact (Miller et al., 1975).
- 5.4 If the citation is in parentheses and you need to use the word "and", use the ampersand ('&') instead. For example, Some (e.g., Estes & Skinner, 1940) have suggested that..., as compared to Estes and Skinner (1940) have suggested... Note also that the opposite applies as well, that is, if the citation is not in parentheses, you must use the word "and".
- 5.5 Multiple citations in parentheses are placed alphabetically and are separated by a semicolon and a space. For example, Some fact (Carlson, 1972; Moon, 1968; Partin, 1980).
- 5.6 If you cite something second hand, you must make it clear (e.g., Some fact (Smith, as cited in Jones, Year)). Note that in this example, only the Jones reference would be placed in the reference section.
- 5.7 **If possible use the EndNote software to incorporate citations in the text and to arrange the Bibliography/References chapter.**

6 Quotations

- 6.1 You must give page numbers for direct quotes. For example, Smith (1978) noted that "the world is round" (p. 1).
- 6.2 Three or four quotes in a 10 page paper is about the upper limit.
- 6.3 Display a quotation of more than 40 words as free-standing block of text indented 5 spaces from the left margin (doubles spaced as usual). Omit the quotation marks and include the page number in parentheses after the last period. Also, if the quotation is more than one paragraph, indent the first line of the second and any additional paragraphs 5 spaces.

7 Capitalization

- 7.1 Capitalize formal names of tests (Stroop Color-Word Interference Test).
- 7.2 Capitalize major words and all other words of four letters or more, in headings, titles, and subtitles outside reference lists, for example, "A Study of No-Win Strategies."
- 7.3 Capitalize names of conditions, groups, effects, and variables only when definite and specific. (Group A was the control group; an Age x Weight interaction showed lower weight with age.)
- 7.4 Do not capitalize names of laws, theories, and hypotheses (the law of effect).
- 7.5 Do not capitalize when referring to generalities (any department, any introductory course).

8 Commas

- 8.1 Do not use commas to separate parts of measurement (9 lbs 5 oz). Use the metric system, as a rule.
- 8.2 Use commas before "and" in lists, for example, height, width, and depth.
- 8.3 Use commas between groups of three digits, for example, 1,453.
- 8.4 Use commas to set off a reference in a parenthetical comment (Patrick, 1993).
- 8.5 Use commas for seriating within a paragraph or sentence. For example, "three choices are (a) true, (b) false, and (c) don't know." Use semicolons for seriating if there are commas within the items. For example, (a) here, in the middle of the item, there are commas; (b) here there are not; (c) so we use semicolons throughout.
- 8.6 Use commas in exact dates, for example, April 18, 1992 (but not in April 1992).

9 Italics & Underlining

- 9.1 Do not italicize or underline common foreign abbreviations (vice versa, et al., a priori).
- 9.2 Do not italicize or underline for mere emphasis.
- 9.3 Italicize or underline the titles of books and articles, species names, introduction of new terms and labels (the first time only), words and phrases used as linguistic examples, letters used as statistical symbols, and volume numbers in reference lists.

10 Miscellaneous: Colons, Dashes, Parentheses, Numbering Paragraphs

- 10.1 Do not use "and/or." Write things out. For example, "Monday, Tuesday, or both" is preferable to "Monday and/or Tuesday."
- 10.2 Do not use a colon or other punctuation after an introduction which is not a complete sentence such as this one, or any other sentence in the body of text

which flows into an extended quote. The quote "picks up where the sentence leaves off" and provides the punctuation.

- 10.3 Use a dash (rendered on typewriters and some word processors as a double hyphen) when there is a sudden interruption like this one--zoiks!--in the flow of a sentence. Overuse "weakens the flow of the writing" (APA, 2001, p. 81).
- 10.4 Use parentheses to introduce an abbreviation, for example, the galvanic skin response (GSR).
- 10.5 Use appendixes (appendices) as the plural of appendix. Use datum as singular, data as plural. Use matrix as singular, matrices as plural. Phenomenon is the singular form of the plural phenomena. Use schema as singular, schemas (not schemata) as plural.

11 Headings

- 11.1 APA specifies 5 levels of headings.
- 11.2 Use level 5 heading (centered uppercase heading) for research title and chapter titles.
- 11.3 Use level 1 heading (centered uppercase and lower case heading) for the subtitles of chapters.
- 11.4 Use flush left bold uppercase and lower case heading for sections of each chapter.
- 11.5 Use flush left bold and italicized uppercase and lower case heading for subsections of a section.
- 11.6 Use indented bold and italicized uppercase and lower case heading for subheadings in each subsection.

12 Tables and Figures

- 12.1 Tables and figures should be able to stand alone (i.e., you should not have to read the manuscript to be able to understand a table or figure). A big help in this regard is the table title or the figure caption. Use these wisely to explain what is going on in the table or figure. In other words, do not be afraid to be a little bit verbose in your table titles and figure captions.
- 12.2 Tables and figures should not duplicate the same information. Likewise, you should not repeat the data point values in a table or figure in the text of the manuscript.
- 12.3 Tables and figures are most often used to present results, but may also be used to present other information, such as the design or a theoretical schema.
- 12.4 If you include a table or figure, you must introduce it in the text of the results section (e.g., Table 1 displays the...) and describe to the reader what should be seen in it.

12.5 Tables

- 12.5.1 Note that APA style tables do not contain any vertical lines, so do not draw them in or use your word processor to generate them.
- 12.5.2 Type the table number in bold face and then (on the next line) type the italicized table title flush left. Note that there are no periods used after the table number or title.

- 12.5.3 There are different ways to format tables. Your best bet is to set the tabs for the table or to use your word processor's table generating ability.
- 12.5.4 When using columns with decimal numbers, make the decimal points line up.
- 12.5.5 Line space within the tables should be set at 2 points (see Appendix B for sample tables).

12.6 Figures

- 12.6.1 'Figures' is the technical term for graphs, charts, drawings and pictures.
- 12.6.2 Figures (other than pictures) may be drawn in black and white only (using a ruler and preferably on graph paper) or they may be generated with a computer graphics program (keeping it in two dimensions).
- 12.6.3 Each figure should be followed by figure caption. The word 'figure' and the number are italicized, for example, *Figure 1*. The effects of...
- 12.6.4 Center each figure on the page vertically as well as horizontally and arrange for the figure to use the bulk of the page.
- 12.6.5 If the figure is a chart or graph, verbally label the axes (do not use "X" and "Y") and provide a key if necessary (e.g., explaining what open vs. filled circles are).