

Rules & Regulations
(Academics)
2022
Kohsar University Murree



Admission

Admission Criteria for Undergraduate Program

Applicants holding Intermediate /A Levels or High School Diploma stands eligible for admission at KUM subject to following conditions as an admission criteria for the program of interest. In the case of O Level, A-Level, American High School Diploma, or any other equivalent foreign qualification, an equivalence certificate from IBCC is mandatory.

Program	Admission
BS Microbiology	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS Biotechnology	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS Bioinformatics	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS Medical Lab Technology	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS Hospitality & Tourism Mgt	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS Physics	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS Mathematics	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent +

	Interview
BS computer Science	Minimum 50% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS Software Engineering	Minimum 50% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS Botany	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS Sociology	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS English	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS Forestry	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS Environmental Science	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS Agriculture	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS Design	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS Urdu	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview

BS Political Science	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
BS poultry Science	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview

Documents Required for Undergraduate Application Form

Please attach Three copies of educational documents.

- Matric Result or O-Level Result+ Equivalence Certificate
- Intermediate Results or A-Level Results+ Equivalence Certificate
 - For results awaiting students
 - First-year result
 - Statement of entry for A-Level students
- 2 Photographs (Name mentioned on back of each picture)
- 1 copy of CNIC of Candidate
- 1 copy of CNIC of Parent/Guardian
- Candidate's domicile copy

(Only for Applicants' applying for BS-CS/BS-SE/BS-IT/BS-AI/BS-CDS)

Admission Criteria for MS Programs

Applicants who have successfully completed 16 years qualification in relevant field with minimum 2.5 out of 4.0 CGPA or 50% score in annual system + having no 3rd division in academic career are eligible to apply for admission at KUM. Applicant must clear test conducted by relevant department according to KUM admission policy. In the case of a foreign qualification, an equivalence certificate from HEC is mandatory.

Admission Criteria for PhD Programs

To be eligible for admission to PhD, a candidate shall possess an MS/ MPhil degree or its equivalent in a relevant subject from a recognized university with a minimum CGPA of 3.00 (Semester System) or First Division (Annual System).

The PhD student prior to admission must qualify with at least 60% score in NTS GAT Subject Test or should have scored International GRE Subject test with 60% percentile (except foreign students), or 65% marks in relevant departmental test according to KUM admission and HEC policy.

Selection Criteria

Merit generation for BS admission will be calculated on the basis of academics score only. Generally, there will be no interviews, however, if requirement of interview is felt, candidates will be informed well in time.

For Undergraduates

$$\text{MOAC} = 800 \times (\text{MOS/TM} + \text{MOH/TM}) + \text{HQ}$$

Where

MOAC = Marks of Academic Career

MOS = Marks obtained in SSC/O-level

MOH = Marks obtained in HSSC/A-level

HQ = Hafiz Quran (20 marks)

Note; Low fee structure (subsidized) for BS programs (Botany, English, Mathematics, Psychology, Sociology, Political Science, Urdu, Statistics) is applicable to only **20** merit seats (including quota). Furthermore, quota seats left vacant will be filled by candidates on top in open merit order, while regular fee structure for remaining all BS programs is applicable to only **40** merits seats. Applicants falling below the merit possibly can secure their admission by

- I) Adopting their 2nd or 3rd preference with regular fee structure subject to meeting the merit criteria.
- II) on self-supporting/evening basis subject to the decision of admission committee and availability of seats.

For Graduates

$$\text{MOAC} = 800 \times (\text{MOS/TM} + \text{MOH/TM} + \text{MOB/TM}) + \text{Test} + \text{HQ}$$

Where

MOAC = Marks of Academic Career

MOS = Marks obtained in SSC/O-level

MOH = Marks obtained in HSSC/A-level

MOB = Marks obtained in BA/ BSc/ BCom/ BBA/DVM/MBBS

TM = Total Marks in the relevant Examination

HQ = Hafiz Quran (20 marks)

Merit List:

A list of names (discipline-wise) shall be prepared in strict order of merit, called the Merit list, which will be uploaded on the KUM website. Subject to the availability of any vacant seats, the next candidates on the Merit List will be offered admissions until the commencement of the academic session.

Rejection Of Application:

Refusal Of Admission:

The University may reject the application of any student due to some genuine reason.

The University can refuse admission to any candidate due to some genuine reason.

Cancellation Of Admission:

Admissions at KUM can be cancelled at any stage of the academic career if any document / information provided by the student is found to be false / incorrect or not meeting the eligibility criteria, with no liability on KUM.

Medical Fitness:

At KUM a student is required to be medically fit to undertake the studies and practical/ physical work in the desired discipline. The selected students only will be required to provide medical fitness certificates to KUM along with the willingness certificates for joining the institution.

Admission Process

Online Application

- Sign up at the KUM admissions portal (<https://onlineadmissions.kum.edu.pk/>) and get a password for your account.
- Sign in with your email address and password and complete your application process. Guidelines to fill the application form is provided at each step.
- Fields mentioned or marked with (*) are mandatory to fill.
- After filling each section, kindly click the ‘Save and proceed’ button available at the bottom of each page. You have the facility to save the entered information and return later to complete and submit the final application.
- An application processing fee of Rs. 1000/- is mandatory and can be deposited at the BOP (Bank of Punjab). After payment upload a picture or scanned copy of the payment slip in the required section.
 - Pay through Bank voucher, provided in the application
 - Pay through KUM deposit slip. (Please write your VPN on it).
 - Pay through fund transfer to KUM, s bank account (BOP-
- For further assistance please call: For Graduate programs send your queries at: undergraduate@kum.edu.pk
For Graduate programs send your queries at: graduate@kum.edu.pk
- For queries you can email at: admissions@kum.edu.pk

Documents Required for Graduate Application Form

Please attach copies of attested educational documents.

- Matric Result or O-Level Result+ Equivalence Certificate
- Intermediate Results or A-Level Results+ Equivalence Certificate
- Bachelor or Master or MS/MPhil Result (required documents as mentioned for each situation)
 - Full Result
 - Annual System: Full Result Card
 - Semester System: Final Transcript
 - HEC attestation is mandatory for applicants having a degree of non-recognized institute (To check the unrecognized universities please visit HEC website)

- For Result Awaiting Students or Supply Holder Students
 - Annual System: 2-YearsDegree
 - Part-I Result
 - Part-II Roll No. Slip
 - Semester System: 4-YearsDegree
 - Provisional Transcript (till 7th Semester)
 - Hope Certificate or Degree Completion Letter
 - Both documents to be Signed and Stamped by Controller Examination or In-charge Examination or Registrar Office
 - For KUM result awaiting Alumni
 - Unofficial transcript
 - Hope Certificate
 - Both documents to be Signed and Stamped by Controller Examination or In-charge Examination or Registrar Office
- 2 Photographs (Name mentioned on back of each picture)
- 1 copy of CNIC of Candidate.
- 1 copy of CNIC of Parent/Guardian

Semester Rules and Regulations

1. According to KUM rules (Examination Regulations), enrolled students must maintain an attendance record not less than 75% in theory and practical of the course.
2. All students are informed that attendance in their respective classes in the CMS (Campus Management System) would be thoroughly recorded on daily bases.
3. All students are required to sign attendance sheet purposely to ensure their attendance record.
4. Students are required to sign the attendance list in each class.
5. Attendance record of all students will be displayed on notice board after 15 days and later attendance records will be displayed after one month.
6. In case of consecutive absence from three lectures (150 minutes), the student shall submit a written request to the subject teacher. The course teacher will forward the case with comments to the Chairman for permission to attend the classes in future.

7. All students are required to reach their lecture hall 05 minutes before the start of lecture.
In case of any genuine reason students can enter 05 minutes late after the start of class.

- **Class Conduct**

1. All students are required to attend regular classes of enrolled courses.
2. There will be no additional classes without preliminary information and permission from the chairman for additional classes.
3. All CRSs of those classes are necessary to ensure that every student has relevant material that has been recommended in advance by teachers of the subject.
4. According to the KUM policy (regulations on exam procedure), tests, special homework or classroom papers must be given from time to time and must be broken down uniformly throughout the entire semester.
5. All students are required to file a written request in order to avail leave.
6. All the students are specially CRs stands responsible for the proper cleaning of electronic equipment and furniture.
7. According to the Catalogue of KUM (Regulations Relating to Discipline and Conduct of Students) all students are bound to avoid use of impolite or filthy language, objectionable remarks or gestures, and disorderly actions in lecture rooms.

• **Conduct of Examinations**

1. Breach of Examination Rules

According to the Catalogue of KUM (Regulations relating to the Conduct of Examinations) for violation of examination rules, following standards are mandatory.

- i. Any candidate who is found to have or is available for his use of documents, books or notes, or electronic devices of any kind, such as mobile phones, programmable calculators, electronic diaries, etc., related to the subject matter of the exam for that paper, or is found to have given or received assistance, or uses or attempts to use any other unfair means related to the exam, shall be expelled from the exam room.
 - ii. Any candidate who uses of abusive or obscene language within side the answer book will be barred from qualifying any exam of that semester.
 - iii. Candidates who forge other's signatures on the attendance sheet will be disqualified according to the regulations.
 - iv. Candidates who do not obey the teacher/examiner who conducted the examination in the examination room, or change seats with other candidates, cause any form of interference in or around the examination room, or engage in other misconduct, should be dismissed from the position of teacher/examiner and punished according to the severity of the violation.:
 - a) Cancellation of the particular answer-book concerned.
 - b) Disqualification up to maximum period of three years.
2. According to the rules of KUM, in a theoretical exam, a student's assessment should be done through midterm exams, assignments/quizzes/term papers, and final exams. Both mid-term and final exams are mandatory; Students who did not appear in midterm exam are not allowed to take the make-up exam, are not allowed to take the final exam.
 3. If a student does not appear on the final exam of a course, the student should be considered failed in that course.
 4. Under the rules of the KUM, a student will be required to repeat the courses of the previous semesters of his/her failure at the first opportunity, provided that his/her maximum workload, including his/her repeated courses, do not exceed the normal workload.

5. Submission of Final Results

According to the Catalogue of KUM (Regulations relating to the Conduct of Examinations) for submission of results, following procedure are necessary to be followed:

- i. Students will be allowed to see their answer sheets in the presence of the relevant faculty member before sending the list of scores to the Examination.
 - ii. In each department, the Board of studies will review all questions about the uniformity/standard of tests, examinations, assignments, etc. before announcing tests, examinations, assignments, etc.
6. Semester results or any appeals from students or teachers on any other related issues. The decision of the Board of Directors is final.
7. As per the rules of KUM, Grading scheme according to the credit hours is as under:

i. Theory

Assignments	10%
Mid Examination	30%
Final Examination	60%

1-Credit 20- Marks	02 Marks –Assignments
	06 Marks- Mid Examination
	12 Marks- Final Examination
2-Credits 40- Marks	04 Marks –Assignments
	12 Marks- Mid Examination
	24 Marks- Final Examination
3-Credits 60- Marks	06 Marks – Assignments
	18 Marks- Mid Examination
	36 Marks- Final Examination
4-Credits 80- Marks	08 Marks – Assignments
	24 Marks- Mid Examination
	48 Marks- Final Examination
5-Credits 100- Marks	10 Marks – Assignments
	30 Marks- Mid Examination
	60 Marks- Final Examination

ii. Practical

For practical examination (if applicable) 100% weightage will be towards final examination. **Final practical/viva = 25% marks.**

Note:

It is mandatory to pass the theory part and Lab part separately. If students pass in theory and fail in Lab, he or she will be considered as fail in the subject. Theory and Lab distribution is presented in the table below.

Sr #	Theory	Lab	Total Marks	Remarks
1	100 %	0	100%	Without Lab
2	75%	25%	100%	With Lab.

8. Minimum CGPA requirements for BS students to remain on University rolls is asbelow;

Semester	CGPA
1 st	0.75
2 nd	1.00
3 rd	1.25
4 th	1.50
5 th	1.75
6 th	2.00
7 th	2.25
8 th	2.50

9. Minimum CGPA requirements for MS students to remain on University rolls is as below;

Semester	CGPA
1 st	1.50
2 nd	1.75
3 rd	2.50
4 th	2.50

10. According to the Catalogue of KUM (Regulations relating to the Conduct of Examinations) Article for evaluation and calculation of GPA/CGPA, following guidelines are required to be followed:

i. The minimum pass marks for each course shall be 40% for undergraduate and postgraduate programs in theory & practical (if applicable).

ii. Grade points will be as follows:

Marks Obtained	Grade	Grade Point	Remarks
80-100%	A	4	Excellent
65-79%	B	3	Good
50-64%	C	2	Satisfactory
40-49%	D	1	Pass
Below	F	0	Fail

iii. The grade point will be worked on the basis of percentage of marks obtained by a student in each course separately according to conversion table (Quality Points Table for GPA/CGPA) and not on the percentage of total marks obtained by a student. One credit hour shall carry twenty marks.

iv. GPA/CGPA will be calculated at the end of each semester in accordance to the following formula:

$$\text{GPA/ CGPA} = \underline{\text{SUM OF QUALITY POINTS / SUM OF THE CREDIT HOURS}}$$

11. Quality Point Table for GPA and CGPA

QUALITY POINTS TABLE FOR GPA / CGPA

5-Credits 100-Marks		4-Credits 80-Marks		3-Credits 60-Marks		2-Credits 40-Marks		1-Credit 20-Marks	
D 40	5.00	D 32	4.00	D 24	3.00	D 16	2.00	D 8	1.00
41	5.50	33	4.40	25	3.60	17	2.60	9	1.50
42	6.00	34	5.20	26	3.90	18	3.00	C 10	2.00
43	6.50	35	5.60	27	4.50	19	3.60	11	2.30
44	7.00	36	6.00	28	5.10	C 20	4.00	12	2.70
45	7.50	37	6.40	29	5.40	21	4.40	B 13	3.00
46	8.00	38	7.20	C 30	6.00	22	4.60	14	3.30
47	8.50	39	7.60	31	6.30	23	5.00	15	3.70
48	9.00	C 40	8.00	32	6.60	24	5.40	A 16	4.00
49	9.50	41	8.40	33	6.90	25	5.60		
C 50	10.00	42	8.80	34	7.20	B 26	6.00		
51	10.50	43	8.80	35	7.50	27	6.40		
52	10.50	44	9.20	36	8.10	28	6.60		
53	11.00	45	9.60	37	8.40	29	7.00		
54	11.50	46	10.00	38	8.70	30	7.40		
55	11.50	47	10.40	B 39	9.00	31	7.60		
56	12.00	48	10.80	40	9.30	A 32	8.00		
57	12.50	49	10.80	41	9.60				
58	12.50	50	11.20	42	9.90				
59	13.00	51	11.60	43	10.20				
60	13.50	B 52	12.00	44	10.50				
61	13.50	53	12.00	45	11.10				
62	14.00	54	12.40	46	11.40				
63	14.50	55	12.80	47	11.70				
64	14.50	56	13.20	A 48	12.00				
B 65	15.00	57	13.60						
66	15.50	58	14.00						
67	15.50	59	14.40						
68	16.00	60	14.80						
69	16.50	61	14.80						
70	16.50	62	15.20						
71	17.00	63	15.60						
72	17.50	A 64	16.00						
73	17.50								
74	18.00								
75	18.50								
76	18.50								
77	19.00								
78	19.50								
79	19.50								
A 80	20.00								

12. According to the rules of KUM, in summer session students can enroll only ten (10) credit hours either 'F' or 'D' grade course(s).

- **Competent Authorities and Penalties:**

According to the Catalogue of KUM (Regulations Relating to Discipline and Conduct of Students) and the Deans of the Faculties/Chairpersons of the Departments shall be competent to take disciplinary action against students, found guilty of misconduct and indiscipline.

Sr. No.	Penalties	Authority Competent to Impose the Penalty
a	Exclusion from all classes or a class (class of a course) for a period not exceeding one week	Dean of Faculty
b	Exclusion from class room for the periods concerned and be marked absent	Class In-charge
c	Exclusion from study tours/tours	Chairperson/Teacher In-charge
d	Fine less than Rs. 500/-	Chairperson
e	Recovery of loss or breakage of movable and immovable University property	Chairperson
f	Strict warning to be careful in future	Dean/Chairperson

Ethical Code of Conduct for Students

According to the Catalogue of KUM (Ethical Code of Conduct for Students, Faculty, and Staff) instructors and University students are required to comply with prescribed behavior of conduct and obligations which can be vital to create a conducive teaching and learning environment.

Students are expected to:

1. Present respect for your institution by avoiding comments or actions that negatively impact the university.
2. Present respect towards their teachers by following their guidelines, using proper language, showing courtesy.
3. Avoid smoking anywhere on the campus.
4. Avoid using cell phones during class and for purposes other than appropriate communication and education.
5. Preserve a decent dress code which is neat and modest for both male and female students.
6. Meet respective faculty after getting appointment from the department.
7. Male and female students should avoid isolated coupling on campus, especially in cafeterias, libraries, mosque lawns, in front of girls' dormitories, etc.
8. Students should maintain a decent posture when communicating with each other.
9. When on tour, students should also observe the above-mentioned guidelines.
10. Academic integrity and professional responsibility should be maintained in true letter and spirit.
11. Social networking/ electronic means of communication, bullying, indecent, probing, or harassing messages not allowed.
12. Improper use of computer resources is illegal i.e. Computer user ids and passwords must not be shared with one another etc.

Hostel Rules & Regulations

1. The University provides accommodation facilities for students. For this purpose, dormitories for boys and girls provide accommodation for students.
2. The hostel has a peaceful living and learning environment and offers all the basic facilities. Facilities in both dormitories include clean drinking water, water cooler, geyser, Wi-Fi, generator, common room, restaurant, prayer place, visitor room, lawn, sports field, etc. The hostel also provides sports facilities such as table tennis and volleyball.
3. The dormitory supervisor is responsible for maintaining discipline in the dormitory. All serious disciplinary cases should be immediately reported to the Administrator/University Administration.
4. Each part of the dormitory should remain open for residents to inspect at the time of inspection.
5. Any boarder who in any way interferes with or interferes with the supervisor's normal duties shall immediately expel him from the dormitory.
6. International student gatherings are not permitted in the dormitory. Participants in unapproved meetings should leave the dormitory immediately.
7. Guests are not allowed to enter after Azan-e-Maghrib. In very special cases, the dorm supervisor can allow residents to keep guests (parents, brothers). Unauthorized guests will be evicted from the dormitory and appropriate disciplinary action will be taken against boarding students.
8. Students who gamble, drink alcohol and indulge in other recognizable activities within the dormitory will be subject to severe disciplinary action.
9. Rooms and front hallways must be kept clean and tidy. All glass panes of the room should remain uncovered.
10. Female students are not allowed to visit boys hostel in any capacity.
11. The promotion of localism/parochialism is strictly prohibited. Violators shall be expelled.
12. Residents must take care of their belongings. Any loss or damage arising from theft or otherwise is not the responsibility of the property authorities.

13. Ill-treatment of servants, interference with their normal work or assignment of work beyond the scope of their duties shall be considered irregular and subject to disciplinary action.
14. During the vacations, students should carry valuables with them. Otherwise, the property management will not be liable for any damages.
15. Students staying in dormitories during the summer vacation should obtain the written permission of the supervisor/provost and pay the fees and other membership fees specified under the heading "Accommodation Fees".
16. Guns or weapons are not allowed on site.
17. Students who are absent from the dormitory for three consecutive weeks without permission will automatically lose their assignment. The head of the dormitory and any member of the residents' committee has the right to open his room and, after counting the items, can transfer them to the dorm shop.
18. Outsiders are not allowed to enter the property without the prior permission of the property incharge.
19. Smoking is strictly prohibited inside the property.
20. It is forbidden to write on walls, windows or doors. Occupants of rooms found with such texts are responsible.
21. If a working student's working hours coincide with the class hours, they are not eligible for dormitory accommodation.

Rule for the Use of Library

General Rules

The use of the libraries shall be open to the members of the following categories:

Faculty and Staff

Research Fellows and Scholars

Students on the roll of KUM University

The borrowing privileges of the users are mentioned as under:

Sr#	Category	Books Limit	Loan Period
1	Undergraduates	2	30 Days
2	Graduates (MS)	4	30 Days
3	Postgraduates (Ph-D)	8	30 Days
4	Senior Faculty (Deans/ Advisors/ Professors/ Associate Professors/ Assistant Professors)	10	Semester
5	Faculty (Lecturers/ RAs/ TAs)	5	Semester
6	Officers (BPS-18 to BPS-21 officers)	6	100 Days
7	Staff	2	100 Days

3. Borrowed books should be renewed for another four weeks, if they haven't been reserved for other users. Overdue books may not be renewed.

4. Books and other materials described below may not be distributed to borrowers but may be consulted at the KM Library during working hours.

1. Reference books like encyclopedia, dictionaries, reports and other reference materials

2. Reserved books

3. Rare books and protected documents

4. Microfilms, manuscripts

5. Periodicals

6. Any other material at the discretion of the Librarian
5. Under the Library Rules, mutilation of KUM library materials is a punishable offence. However, accidentally damaged books should be reported in a timely manner so that proper assessment and recovery of damage can be made.
6. If a book is urgently needed, the librarian can recall it at any time at short notice, and the borrower should return the book immediately.
7. Librarians should periodically notify the chair/head of the department of new arrivals of books, journals, journals, research reports and other materials of interest.

KUM library etiquettes

1. Users are not allowed to bring personal belongings into the KUM Library. All members must leave their personal belongings (books, documents, briefcases, handbags, registers, etc.) at designated locations at the entrance of the KM Library.
2. Users may not write, underline, or mark books in the KUM Library. Books in the KUM Library are carefully inspected at the time of return and the borrower will be responsible for the defacement or damage or loss of the KUM Library materials in their possession.
3. Users should leave the MATERIALS of the KUM Library on the table after consultation and only shelve them by the KM Library staff.
4. Complete silence should be maintained within the KMM Library, except for a short but gentle conversation with the KUM Library staff of the circulation desk or any other department of the KUM Library.
5. Alcohol, eating and sleeping are not permitted inside the KUM Library.

6. Cell phone use and smoking are strictly prohibited in the KUM Library.

7. KUM Library does not allow loud talking/unnecessary discussions/distractions/napping etc.

Fee structure

Revision of early fee structure by addition of 10% annually, along with approval of fee structure of Ms/Mphil on the analogy of analogy of PMAS UAAR, however fee structure for self-supporting/evening programs was kept same for one year as approved earlier.

- **Implementation**

Failure to comply with the above guidelines may be reported to the Disciplinary Department for appropriate action.

- **Transfer of Degree Program**

Transfer of Credit Hours from other educational institutions:

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 in any Affiliated College.

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

Only 50% of total credit hours shall be transferred in a program. However in MS/MPhil & PhD programs all credit hour studied will be transferred.

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.

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:

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

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

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

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.

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.

- **Semester Freeze rules**

A student may discontinue/freeze enrolled semester before appearing in the final examination with the permission of the Vice Chancellor on the recommendations of the Dean/Coordinator of respective faculty and Director/Chairperson/incharge under special circumstances. Provided, that the student has passed the final examination of previous semester with minimum prescribed GPA/CGPA required for the said degree program.

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

A student so permitted to freeze is required to resume his/her studies after the two semesters (one frozen semester and other gap with zero credit hour semester) on the recommendations of Chairman concerned and the Dean/Coordinator. However, the resumption of semester in Undergraduate & Master Degree program will be after one Academic Year with junior batch and in MS/MPhil & PhD programs may be in the next semester.

During the semester freeze, bonafide status of the student shall remain suspended. The student will not be entitled to avail any privilege as that of a regular student. Student has to submit the complete fee dues for a freeze semester and Rs.5000 for the gap semester for Undergraduate & Master Degree programs to maintain his studentship.

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/swear illness his/her admission may be retained subject to the approval of the Vice Chancellor.

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 Vice Chancellor on the recommendations of Chairman concerned and the Dean/Coordinator. In case of acceptance of the request, the student will restart semester-I with the next admitted batch.

For the de-freezing 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.

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 & Master Degree Programs.

The freezing period (time of absence) will not be included in the stipulated period for the program.

- **Deficiency Courses**

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. Student may enroll the deficiency course/s during the summer semester.

- **Bridging Semester for BSc Degree Holder Students**

This program is offered, in accordance with the HEC requirement, for the students who have passed their two years bachelor degree i.e. BSc with different courses combinations. For BSc Degree holders admitted in BS Program, bridging semester comprising 15-18 credit hours of deficiency removal courses shall be offered. A total eight weeks (1 week = 40 hours) shall be assigned to complete the deficiency removal courses/ bridging semester

Admission Eligibility Criteria:

14 year of formal Education for BSc or equivalent. Intermediate with Minimum of 50% marks also 50% marks in two-year BSc (Annual system). Moreover, candidate should pass KUM entrance test.

Degree Completion Requirement:

BS degree will be awarded on completion of 130 Credit Hours with minimum CGPA of 2.00.

Repeating/Improving Courses

Whenever a student fails or gets a 'F' grade, he/she has to repeat the course, whenever offered.

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.

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 in which he/she has obtained grade 'D' within stipulated period.

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

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

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

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

- **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 situation, 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 Dean/Director Academics. 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 before the Midterm examination of next semester. Private arrangements for special examination between a student and the teacher are not allowed.