

**Rules & Regulations
(Academics)**



**Revised-2024
Kohsar University Murree**

1. Admission

1.1. Admission Criteria for Undergraduate Program

Applicants holding Intermediate /A Levels or High School Diploma stand eligible for admission at KUM subject to the following conditions as 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
BS Chemistry	Minimum 45% score in HSSC / A-Level or equivalent in relevant field and no 3rd division in SSC or equivalent + Interview
For all other new departments	Admission as per KUM rules/ BOS approved Policy

1.2. Documents Required for Undergraduate Application Form

Please attach three copies of the 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 the 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)

1.3.Admission Criteria for MS Programs

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

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

1.5.Selection Criteria

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

1.6.For Undergraduates

$MoAC = 800 \times (MOS/TM + MOH/TM) + HQ$

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

- 1) 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.

1.7. 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)

1.8. 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 admission until the commencement of the academic session.

1.9.Rejection Of Application:

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

1.10. Refusal Of Admission:

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

1.11. 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.

1.12. 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.

1.13. 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 in 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

1.14. 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

1.15 Study Gap

i. Gap certificate or affidavit

A gap certificate or affidavit is an essential requirement for those students who have taken a break from regular education owing to some reasons and are looking to resume their studies. This certification informs the competent authority about a specific reason why the student had taken a gap, for instance, to pursue a job or entrepreneurship.

ii. Age Limit for admission



Maximum age limit for admission in all Bachelor and Master Classes will be 24 and 28 years, respectively, on the last day fixed for the receipt of applications.

For a candidate seeking admission in BS Lateral on the basis of BA/ B.Sc. / Associate Degree the age limit shall be 30 year.

1.16. Admission Quota or Reserved Seats

The Kohsar University Murree has the following number of reserved seats for students in all departments on quota based as per directions of HED or the requirements of university admission committee. The Reference is taken from sister universities of the Punjab.

Minorities

Two percent (2%) (at least one seat) for Minorities in all Undergraduate degree programs except Fifth Semester Induction vide letter received from Higher Education Department NO. SO(COORD)MinorityQuota/2020 dated 12th January 2021 (Annex-I).

NADRA or Government Body documents for the proof of claim as minority shall be required.

Son/Daughter of martyrs of Armed forces, war disabled, serving and retired army personnel

Two percent (2%) seat(s) at least one seat; are reserved for the Wards of Shuhada, war disabled, serving and retired individuals of Pak Army personnel in all Undergraduate degree programs except Fifth Semester Induction and two years Associate Degree Programs.

The certificate of Wards of Shuhada, War disability or retirement issued by the army authority preferably GHQ shall be required

Reserved for Baluchistan

Two percent (2%) seat(s) at least one seat; are reserved for the applicants of Balochistan in all Undergraduate degree programs except in Fifth Semester Induction and two years Associate Degree Programs.

The applicant shall produce nomination letter from the respective government.

Azad Jammu and Kashmir (AJK)

Two percent (2%) seat(s) at least one seat; are reserved One (1%) at least one seat for the nominees of Azad Jammu and Kashmir (AJK) region in all Undergraduate degree programs (other than fifth semester induction and two years Associate Degree Programs).

The applicant shall produce nomination letter from the respective government.

Gilgit Baltistan Southern Punjab, Ex-Fata Districts



Two percent (2%) seat(s) at least one seat; are reserved One (1%) at least one seat for the for Baluchistan, Gilgit Baltistan, Southern Punjab, Ex-Fata Districts in all Undergraduate degree programs (other than fifth semester induction and two years Associate Degree Programs).

Domicile or NADRA or Government Body documents for the proof of claim as minority shall be required.

Disabled persons

Two percent (2%) seats; at least one seat is reserved for special persons in all Undergraduate degree program except Fifth Semester Induction and two years Associate Degree Programs.

The applicant shall have to produce a certificate, duly issued by the District Disable Assessment Committee issued by relevant District or Federal Government.

The candidate shall have to appear before the KUM Medical Board / Committee for Medical Examination as per advertised schedule along with original credentials.

Hard of Hearing shall not be considered as a disability.

Murree, Kotli Sattian and Kahuta

Twenty percent (20%) seat(s); are reserved in all Undergraduate degree programs has been approved in first Academic council meeting as mentioned in (Annex-2).

Category	Reserved Seats (At least 1 seat in each program)
Minorities	02% (at least one seat) (Annex-1)
Son/Daughter of martyrs of Armed forces, war disabled, serving and retired army personnel	02% seats in each program (at least one seat)
Reserved for Baluchistan	02% seats in each program (at least one seat)
Azad Jammu and Kashmir (AJK)	02% (at least one seat) seats in each program
Gilgit Baltistan	02% (at least one seat) seats in each program
Southern Punjab	02% (at least one seat) seats in each program
Disabled persons	02% (at least one seat) seats in each program
Ex-Fata Districts	02% (at least one seat) seats in each program
Murree, Kotli Sattian and Kahuta	20% (at least five seat) seats in each department

***In case no student applied on the reserved seat in any qouta, the reserved seats will be shifted to open merit seats.**

1.17 Merit list preparation & display

Merit lists of candidates for admission shall be prepared by the University Admission Cell and displayed on the University website as per schedule announced every year. Admission Committee of the corresponding department will download the merit list and display it on the departmental notice board after signature.

Candidates whose names appeared in the earlier merit lists but were unable to deposit their dues within time may apply for inclusion in the subsequent lists, if seats are available. Such applications will be submitted to the departmental admission committee at least one day before the display of the next list. The departmental admission committee will forward all such requests to the University Admission Cell with in due time before generation of the next merit list. This facility will however be available only once for a candidate.

The applicants selected for admission shall present them- selves with original documents before the admission committee of the department concerned for verification of their documents.

1.18 Readmission after termination from the University

Amendments in section 19. i.e. Ethical Code of Conduct for Students of Revised Admission Rules and Regulations (2022)

A student who was rusticated / expelled or whose entry in any college/University campus was banned for any reason at any time during his/her academic career shall not be admitted to any class, provided that the Syndicate may al- low admission of such candidates on the recommendations of the Admission Committee.

At any stage the University reserves the right to cancel the admission of a student who has obtained his/her admission by making any mis-statement or concealing a material fact, as well as, whose admission is found to be in violation of these admission regulations.

1. The Faculty In charge / Director academics of Campus in the absence of the Dean, the Chairman/Principal/HOD/ concerned is authorized to cancel the admission of such student(s).

2. The student may within seven days of the cancellation above appeal to the Vice-Chancellor after depositing Rs.1000/-. The decision of the Vice Chancellor shall be final.
3. The University reserves the right to rectify any error / omission in the admission lists etc. without incurring any liability. The Faculty In charge / Director academics or HOD concerned shall be authorized to take such corrective action.

2. Semester Rules and Regulations

2.1. Schedule of Semesters

There shall be two semesters (Fall & Spring) in an academic year.

1. Each semester shall be of 18 to 19 working weeks - 16 weeks for teaching, one for preparation before end of semester examination and one to two weeks for examination.
2. University may offer a summer semester of 8 weeks during summer break. Each department may offer a maximum of 8 credit hour courses of its choice to the students who have failed or withdrawn from a course or want to improve their CGPA.
3. The contact hours will be doubled during the summer semester as compared to a regular semester.
4. There will be two weeks semester break after each semester.

2.2.Course Credit

1. A minimum of 130 credits (or as per the approved scheme of studies of the specific department) are required for the BS (Hons) 4-year program. These credits shall normally be earned in eight semesters.
2. A minimum of 30 credits (24 for coursework and 6 for thesis) are required for M.S 2 years programme. These credits shall normally be earned in four semesters.
3. A course may range from one credit hour to four credit hours.
4. One credit hour stands for at least one hour of class contact per week per semester. For practical laboratory work, two hours shall be considered equivalent to one credit hour.

2.3.Course Description

The new or revised course contents proposal will be forwarded to Registrar/Director Academics by the Director and HOD/Coordinator, for the final approval from Board of studies and then from Academic Council of University of Kohsar Murree.

2.4. Course Workload

1. A student shall be required to take the workload as under:
2. A student will normally be required to take workload of 15 to 18 credit hours in each semester.
3. A student may be allowed to take up to 18 credit hours only if he/she has a CGPA of 2.50 or above.
4. A student may be allowed to take up to 15 credit hours if he/she has a CGPA of 2.00 to 2.49.

5. A student may be allowed to take up to 12 credit hours if he/she has a CGPA
6. of 1.50 to 1.99.
7. An exception can be made by allowing 18 to 21 credits to a particular student having a CGPA of 2.00 or above if he/she is graduating in that very semester or in case of repeating any course.

2.5. Change of Courses/Drops/Withdrawals

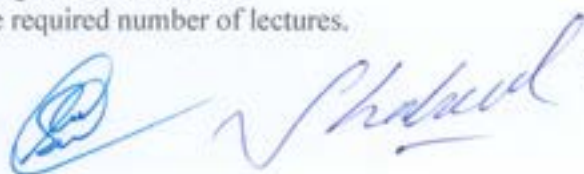
1. A student, with the consent of the concerned HOD, may be allowed to change a course within one week of the commencement of a semester and may drop a course within 2 weeks of the commencement of the semester.
2. Withdrawal from a course may be allowed by the end of 13th week by the approval of the HOD and will be represented by "W" in the transcript.
3. The above-stated changes/drops/withdrawals can be made only if they do not affect the conditions of the required workload.

2.6. Repeating Courses

1. A student getting an 'F' grade has to repeat the course when offered in the next semester. The student will register for that course in the first week of semester, with the permission of the concerned teacher. However, "F" grade obtained earlier will also be recorded on the transcript.
2. The student, who has been dropped from a particular course due to short attendance, will have to repeat the course and take classes when it will be offered next time. Whereas a student who has failed because of shortage of marks will only reappear in the midterm and final examination and submit all new sessional work.
3. Undergraduate students may be allowed to repeat a course in which s/he has obtained grade below "C", provided that his/her maximum workload, including his/her repeated courses, does not exceed the maximum allowed workload. In such a case both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA.
4. While a graduate student (MS/MPhil) with a 'C' grade can repeat the course if s/he desires to improve the grade. Each Institution may define the maximum number of courses (<3) that a student may repeat at the Graduate level. In such a case, both the course and the grade obtained will be recorded on the transcript, however, only the better grade shall be calculated in the CGPA.
5. In case a student repeats the course, the higher grade obtained in both attempts will be considered as final grade but in case a student takes a new course instead of the course in which he /she failed, both the grades will reflect on his/her transcript, i.e old course grade and new course grade.
6. If a student fails in all subjects of any semester, he/she must repeat the whole semester with the immediate junior class if any. otherwise, he/she is allowed to study the next semester, and repeat the failed semester, when offered by the department.
7. In case of pre-requisite course repetition, the specific department will follow BOS approved policy of that department.

2.7. Special Examination or Incomplete Grades

1. In case a student is unable to appear in the end of semester examination of a semester due to some unavoidable circumstances, he/she may be allowed to repeat the course when that course is offered next time following the rules as under:
2. The student must have fulfilled the required number of lectures.



3. He / She must have completed the midterm exam and sessional work during the semester.
4. Such student shall be given an Incomplete Grade (I Grade) on the recommendation of the committee (HOD, Dean/Director Academics and final approval from Vice-Chancellor).
5. The student will only have to appear in the end of semester examination whenever the course is offered again.
6. 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, Iddat, Maternity/Delivery, or any other subject to acceptance on justified rationale, 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/in charge of the department, in writing before the examination is held.
7. Procedure: Request for scheduling a special examination must be made by the student and submitted to the Chairperson/in-charge of the department, along with other required documents, within one week of missing the examination. The Chairperson/ in-charge will send the case to the controller of Examinations for notification, after the approval of the Dean/Director of academics and Vice-Chancellor.
8. 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 examinations, between a student and the teacher, are not allowed.

2.8. Class Attendance

1. Students are expected to attend all classes, laboratories, tutorials, or other class meetings officially designed for a particular course. They are expected, also, to complete all assignments. Each three-credit hour course will have 48 contact hours (3 hours/week
2. x 16 teaching weeks = 48) in a semester.
3. A minimum of 75 % attendance is required by the students to be eligible to sit in the final examination.
4. A student with less than 75 % of the attendance shall be dropped from the course and have to repeat the course whenever the course is offered again.
5. In exceptional/hardship cases Vice Chancellor on the recommendation of the HOD of the department, the dean/faculty in charge can allow students for the exam, and concerned faculty may exempt 5 to 10 % of the attendance.
6. In case a student remains absent from the class for seven consecutive lectures, without any valid hardship reason, his/her name will be dropped from the course.

2.9. Migration/Transfer of Credits

1. Migration of a student may be allowed subject to the fulfillment of Migration Regulations of Kohsar University Murree.
2. The credits earned in the previous institution may be transferred subject to the condition of similarity and equivalence with the university courses.
3. No credit hour of a course will be transferred if the marks obtained are less than 60%.
4. Migration will not be allowed during the first semester of the programme.
5. Migration will not be allowed if the CGPA of the student is less than 2.00.
6. Migration will be permissible if the student fulfills requirements of merit and availability of seats.
7. The merit criteria may be exempted if the CGPA of the student is equal to or more than 2.50

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8. 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.
9. Migration shall be allowed after successful completion of one Academic Year, having CGPA 3.00 out of 4.00.
10. 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.
11. 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.
12. 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:
13. The contents of the course(s) for which credit is claimed, are identical/ similar to the course in new planned course work.
14. The course for which credit is claimed has not been used for any other degree.
15. A course studied to qualify a degree will not be taken/ considered for any other and higher degree program.
16. Credit earned for a course shall laps on the expiry of five years for regular students 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.
17. 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.

2.10. Transfer of Students/ Transfer within KUM

1. Transfer to another program is generally discouraged but under special circumstances students can change their program of study with the permission of their parents/guardians and on the acceptance of the Dean/ Faculty Incharge to which a participant wishes to transfer, by submitting program change form and clearance form within add/drop week. It is to be noted that program change is provided to participants who meet admission criteria of the program which they intend to pursue.
2. The Dean/ Faculty Incharge accepting the transfer of the program will determine the road map to be completed. The previous course grades and credits applicable to the new program will be counted towards calculating CGPA of the new program. After approval, form will be submitted to Office of the Registrar; the new ID after checking all documents will be issued and will also block previous ID.
3. Admission fee paid by the participant for the previous program will be fully adjusted in the admission fee of the new program

2.11. Semester Freeze rules

1. 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/in charge under special circumstances. Provided,

that the student has passed the final examination of the previous semester with minimum prescribed GPA/CGPA required for the said degree program.

2. The facility of freezing will be allowed only once during the whole degree program and for two semesters only (one Academic Year).
3. A student so permitted to freeze is required to resume his/her studies after the two semesters (one freeze 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. The freezing period (time of absence) will not be included in the stipulated period for the program.

2.12. Hardship Committee:

1. Any case regarding academics and examination, which is undefined in the rules and regulations of KUM, might be referred to the hardship committee.
2. **Structure of the committee:**
 - Convener: Director Academics/Academic Registrar
 - Secretary/Member: Deputy Director Academics/Deputy Academic Registrar
 - Member: Controller of examination
 - Member: Concerned faculty Dean/In charge
 - Member: Concerned Department HOD/In charge
3. **Procedure:** The student by the recommendation of the department head will initiate the case in writing to the deputy director/registrar of academics. The deputy director/registrar of academics will call the meeting in this regard. The decision of the committee will be finally approved by the Vice-Chancellor.

3. Conduct of Examinations

3.1 Examination Rules



- 1 According to the Catalogue of KUM (Regulations relating to the Conduct of Examinations) for violation of examination rules, following standards are mandatory.
- 2 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.
- 3 Any candidate who uses abusive or obscene language within the answer book will be barred from qualifying for any exam of that semester.
- 4 Candidates who forge other's signatures on the attendance sheet will be disqualified according to the regulations.
- 5 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.:
- 6 Cancellation of the particular answer-book concerned.
- 7 Disqualification up to a maximum period of three years.
- 8 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 the midterm exam are not allowed to take the final exam.
- 9 Students who could not appear in mid-term due to special circumstances, can re-take the mid-exam if the respective teacher and HOD allow.
- 10 If a student does not appear on the final exam of a course, the student should be considered failed in that course.
- 11 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, does not exceed the normal workload.
- 12 If a student fails in any subject, he/she can appear in that subject if it is offered in that program or any other program after registration.

3.2.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:

1. 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.
2. 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.

3. Semester results or any appeals from students or teachers on any other related issues. The decision of the Board of Directors is final.
4. Result must be submitted by the due date issued by the controller examination office. In case of any late submission, the HoD is fully responsible for submitting the result along with substantial reason to get the result approved.
5. A mid-term examination for minimum of one-hour duration will be held during 8-10th weeks of the semester. The results of the examination shall be submitted to the Controller of Examinations by the 12th week.
6. Quizzes, special home assignments &/or term papers shall be given from time to time which shall be uniformly split over the whole semester.
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 the 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 are presented in the table below.

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

3.3. Minimum CGPA requirements for BS students to obtain in any particular semester:

Semester	CGPA
1 st	0.75 (GPA)
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

Probation: If the student fails to obtain the required CGPA for any particular semester will be placed on probation with two chances throughout the program and this also applies to all currently enrolled students. However, the transcript must reflect, 1st chance given or 2nd chance given, for each semester where the student was on probation. If the student fails to obtain the required CGPA for the third time, shall be dropped from the university roll.

3.4. Minimum CGPA requirements for MS students in any particular semester:

Semester	CGPA
1 st	1.50 (GPA)

2 nd	1.75
3 rd	2.50
4 th	2.50

Probation: If the student fails to obtain the required CGPA for any particular semester will be placed on probation with one chance throughout the program and this also applies to all currently enrolled students. However, the transcript must reflect, chance given, where the student was on probation. If the student fails to obtain the required CGPA for the second time, shall be dropped from the university roll.

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

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

3.7. 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

3.8. The grade point will be worked based on percentage of marks obtained by a student in each course separately according to the 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.

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

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

3.10. 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	4.80		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												

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

3.12. Publication of Results

1. All results received from the HODs after marking, shall be checked and tabulated in the office of the Controller of Examinations. The result of a particular examination will be notified by the Controller of Examinations.
2. After receiving the results, if a discrepancy of a numerical nature in the marking

comes to the notice of the Controller of Examinations, he/she shall take action to get it rectified.

3. In case the result of a particular candidate or class be wrongly declared, and mistake is of serious nature the Vice-Chancellor shall issue orders that the mistake be rectified in a manner which appears to him to be just and proper.
4. The Vice-Chancellor may order with-holding the result of a particular candidate or candidates, if it is considered necessary in the interest of the University to do so.
5. Each successful candidate at a degree examination shall be conferred the degree free of cost at the subsequent Convocation held for the purpose. These degrees shall be signed by the Controller of Examinations, Vice-Chancellor and the Chancellor.
6. The candidates who are not able to present/register themselves at the Convocation shall be granted the degree in absentia on request and payment of the prescribed fees.
7. After the notification of the result, each successful candidate at a non degree examination shall receive a certificate of passing the examination in the prescribed form signed by the Controller of Examinations and the Vice Chancellor on payment of prescribed fee.
8. The Controller of Examinations shall issue degree/diploma/provisional certificate and final transcripts (detailed marks certificates) on prescribed forms to the successful candidates, on request and payment of prescribed fee and on production of proof of his University clearance and identity.



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4. Unfair Means/Cheating Cases:

A strict code of conduct in examination is put into practice, to give a credible Examination System which is the key to excellence in academic pursuits.

The following actions will be regarded as Unfair Means and are liable to strict penalties by the Unfair Means Committee, after proper proceedings and giving the candidates a fair chance of showing cause.

4.1. Possession of Helping Material

Any candidate who, after the announcement made by the Superintendents, fails to part with or is found to have in his/her possession or access, books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders, concealing notes on clothing/hands/shoes/pockets/wallets or any other material or equipment in his/her possession relating to the subject of Examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other Unfair Means in connection with the Examination.

4.2. Copying

Any candidate found guilty of copying from any paper, book or notes, mobile phones, or any other helping material, allowing any other candidate to copy his/her Answer Book or exchanging Answer Book/Extra Sheet/Question Paper with other candidates and making gestures which may help in solving the paper.

4.3. Impersonation

Any person who impersonates a valid candidate by forgery of documents i.e. roll number slip or the registration record or disguises him/herself or any other means.

4.4. Physical Assault and Intimidation or Misbehaving

Any candidate found guilty of resorting to physical assault or intimidation or misbehaving with the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates.

4.5. Possession of Weapons

Any candidate found guilty of possessing firearms, daggers, knives and other weapons, which may cause injury.

4.6. Instigation for a Walkout/Pen-Down Strike

Any candidate found guilty of instigating others to stage a walkout or resort to a pen-down strike.

4.7. False statement/Forgery

Any candidate found guilty of forging another person's signature on his/her Attendance Sheet.

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4.7.1. Identity/Appeal

Disclosing his/her identity or making an appeal in his/her Answer Book to the Assessor.

4.8. Influencing

Any candidate found guilty of influencing or attempting to influence the Assessor, Examiners, Supervisory Staff or University Employees directly or through his/her relatives or guardians or friends with the objective of gaining benefit in the Examination/Paper Assessing.

4.9. Disobedience/Disturbance

Any candidate who refuses to obey the Centre Superintendent or changes his/her seat with another candidate, or changes his/her roll number or create disturbance in smooth functioning of Examination Centre.

4.10. Substituting the Answer Book

Any candidate substituting the whole or part of an Answer Book or a Continuation Sheet in the Examination Centre which is not duly issued to him/her for the Examination.

4.11. Taking out/Tearing off Answer Sheet

Any candidate taking out from the Examination Centre the whole or a part of an Answer Book or Tear off an Answer Book or Pages or Continuation Sheet.

UNFAIR MEANS MAY LEAD TO ONE OR MORE FOLLOWING PENALTIES;

- 4.11.1. Grade "F" in the relevant paper; and/or Cancellation of relevant paper;
- 4.11.2. Maximum fine up to Rs. 10,000 per paper;
- 4.11.3. Suspension from the Program;
- 4.11.4. Expulsion from the University.

4.12. Convener of the Unfair Means Committee

On the recommendation of the Controller of Examinations, a committee of three (03) teachers of different disciplines shall be constituted by the Vice Chancellor for the term of two years to deal with Unfair Means Cases. The Controller of Examination shall be the Convener of the committee. Deputy Registrar Academics will be the Coordinator of the Committee.

The Committee will decide on the UMC Cases with a simple majority. The final decision will be implemented by the Controller of Examinations.

Suppose a seat of any member of UMC Committee becomes vacant for any reason. In that case, the Convener will report to the Vice Chancellor along with the recommendation nomination for replacement within 21 days of its vacancy. The office of the Vice Chancellor will issue notification of the new member.

4.13. Reasonable Opportunity of Showing Cause against the Action

No punishment shall be imposed, unless a student accused of using Unfair Means in an Examination, has been given a reasonable opportunity of showing cause against the action proposed to be taken for him/her. An appropriate charge sheet in this regard will be issued to him/her specified below:

4.14. CHARGE SHEET FOR USING UNFAIR MEANS (SPECIMEN)

Reportedly you have been found indulging in the use of Unfair Means as indicated below in the paper of _____, during the _____ (Semester System) 20__ Examinations thus violating the University's Examination rules:-

- Your above act of violation of rules warrant strict disciplinary action against you.
- Your case is, now, to come up before the Unfair Means Committee of the University for enquiry on _____ at _____. You are, therefore, called upon to state and explain why disciplinary action should not be taken against you under rules of the University.
- Your reply should reach this office within 10-days after issuance of this letter. You are further called upon to state if, you would like to be heard in person along with any documentary proof. If "YES" you are directed to appear before the Unfair Means Committee on _at _ at your own Expenses.
- Please note that if, you fail to file any written statement or, fail to appear before the Unfair Means Committee on the specified date and time an ex-parte decision will be taken without giving any further notice.

4.15. Punishment awarded by The Vice Chancellor

In case of emergency, The Vice Chancellor may provisionally award suitable punishment without reference to the committee, in commensuration with the gravity of offence, to any candidate. However, the case will be referred to the UMC Committee for proceedings.

4.16. APPELLATE COMMITTEE

A candidate to whom the decision of the Unfair Means Committee is communicated and has valid reason to appeal against such decision; he/she may do so in writing to the Vice Chancellor within Ten (10) days of the receipt of the decision along with the prescribed fee (Rs. 1000). The appeal shall be referred to the Appellate Committee. Applicant will be allowed to be heard in person by the committee if, he/she so desires. The Vice Chancellor shall appoint by nomination the Appellate Committee comprising two (02) or more members. These persons shall be other than those who have been on the Unfair Means Committee and dealt with the case earlier. The Vice Chancellor or his nominee shall be the **Convener** of the committee.

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5. 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



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6. 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.
13. Abuse of drugs and tobaccos
14. The University has imposed complete ban on abuse, storage, sale and distribution of

tobaccos and drugs or narcotics within university premises. Anyone found involved in tobaccos and drugs or other narcotics will be subjected to the monitoring committee assigned by KUM for investigation.

7. 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.

8. 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



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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

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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.

8.1. 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.

9. Fee structure

Revision of early fee structure by addition of 10% annually, along wile 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.

When two or more brothers/sisters are enrolled at KUM , the one in the highest class shall pay the full semester fee prescribed and the others will pay half of the full tuition fee.

If the brothers/sisters are in the same semester then decision will be made on the basis of academics performance of both students in their latest semester result announced.

9.1.Implementation

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

10. 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.

11. 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

11.1. 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.



12. Degree Completion Requirement:

BS degree will be awarded on completion of 130 Credit Hours (or as per the approved scheme of studies of the specific department) with a minimum CGPA of 2.00. For MS student the minimum CGPA required is 2.5.

13. Fee Refund Policy

1- If a freshly admitted student leaves the university and request in writing to withdraw his/her fee the securities will be refunded in full, whereas, only the tuition fee will be refundable as per the following policy.

- i. Full (100%) fee refund upto 7 day of commencement of classes as announced by the University.
- ii. Half (50%) fee refund from 8"-15" day of commencement of classes as announced by the University.
- iii. No fee (0%) for refund from 16" day of commencement of classes as announced by the University.

2- Refund of Fee other charges can be made to a continuing student only if all the courses for which he/she was enrolled are not offered by the Department concerned or the university considers the student to be ineligible for enrolment in a semester.

3- Refund of hostel charges can be made on the written request of the student as per following policy.

- i. 75% refund is a student applies within 7 days of the allotment of the hostel as announced by the university.
- ii. 50% refund within two weeks (14 days) of allotment.
- iii. No refund after two weeks (14 days).

4- Refund of fee will be made after two weeks of completion of admissions.

5- Refund of security will be made by the Treasurer office to the eligible student (notified as successful by the Controller of Examination) on the written request along with the clearance issued by heads of respective departments. The claim to refund will be valid for a period of six months after passing the programme/course.

6- Semester late fee after due dates as notified by the Treasurer Office, will be made on written application by the student after recommendation of their respective Dean/Director.

14. Award of Medals General Conditions

4. In case more candidates than one become eligible for award of medal, the medal shall be

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awarded to only one candidate, who got more number of "A" grade during the degree programme. If the number of "A" grade of such candidates is also equal then the number of "B" grade will be compared.

2. For the purpose of these regulations, the candidates qualifying for the award of a degree in the passing year/calendar year (irrespective of their semester/session of admission in the degree programme) will be considered. However, the candidate of degree who, as per rules, discontinued the studies/remained ceased on the university roll/migrated from other institution will not be included in the competition for the award of medal.
3. The award of medal shall be subject to good conduct and behavior of a student during his/her stays in the university to be certified by the concerned Dean/Director/Principal.
4. The candidate must simultaneously fulfill all the conditions prescribed for the award of medal. If student fails to fulfill any of condition laid down in this behalf, he/she will not eligible for medal nor will that medal be transferred to next student (i.e lower achiever marks, % age) on the merit list of passing students.

14.1. AWARD OF MEDALS IN UNDERGRADUTE PROGRAMME

The following medals, Gold, Silver, and Bronze are awarded in each undergraduate degree of minimum 08 semester programme of the study for the students who fulfill the following conditions as well as the general conditions simultaneously. However, for the undergraduate degree having less than 08 semester residency, only Gold Medal is awarded on the same conditions.

14.2. Gold Medal

A gold medal may be awarded to a student who has:

Secured the highest number of marks in aggregate of examination (%age) in all courses of study prescribed for the degree along with, qualifying following three conditions.

- (i) Passed examination in each course of study in first attempt.
- (ii) Obtained 70% or more marks in each semester in aggregate of all courses.
- (iii) Completed all requirements for the degree program during the minimum prescribed period.

15. SCHOLARSHIPS

A meeting of scholarship committee was held to discuss different kinds of scholarships offered by the KUM and the rules and regulations for the grant of these scholarship. Following are the main scholarships offered:

15.1 MERIT SCHOLARSHIP

At Kohsar University Murree, facilitating our bright students in their pursuit of education is one of our top priorities. Our merit-based scholarships recognize and reward students who excel academically. These scholarships are available for all regular semesters in both undergraduate and graduate programs.

The scholarship is awarded to the top three applicants in each degree program, with the top applicant receiving a fee waiver of up to 50%, the second place receiving a 40% waiver, and the third place receiving a 30% waiver.

The top three performers in each batch of a degree program (based on CGPA) will be selected for the scholarship at the end of their 2nd, 4th, 6th, and 8th semesters and will be applicable for one semester only (students have to pay full fee for other semester in that year). This scholarship is available for regular semesters, namely 'fall' and 'spring'.

Please note that students who transfer from other universities or freeze their semesters are not eligible for this scholarship. Additionally, students with repeated courses or failed grades are also ineligible.

In the case of equal CGPAs, the scholarship will be given to top students only depending on the total number of students in class. If more than one students compete for a scholarship on the basis of equal CGPA, then the scholarship amount will be distributed.

The number of scholarships available in each batch depends on the number of students in the class: one scholarship for a minimum of 10 students, two scholarships for 15 students, and three scholarships for 20 students.

15.2 NEED-BASED SCHOLARSHIP

At Kohsar University Murree, we are committed to ensuring that financial circumstances do not hinder any student from pursuing their education. Our need-based scholarships are available to the most deserving students, subject to approval from the esteemed Vice Chancellor.

Applications for these scholarships should be submitted to the scholarship committee, which will thoroughly investigate each case and provide their recommendations for final approval by the Vice Chancellor. This process ensures that the scholarships are awarded to students who genuinely need financial support to continue their studies.

15.3 EMPLOYEE CHILDREN SCHOLARSHIP

Children (up to a maximum of two at a time) of permanent employees at Kohsar University Murree will receive a 50% fee waiver for all semesters.

15.4 KINSHIP SCHOLARSHIP

To alleviate the financial burden on families with multiple members enrolled at Kohsar University Murree, we offer kinship-based scholarships for siblings (both real and adopted).

Students are encouraged to apply for this scholarship in their first semester, although applications may be accepted until the second semester on a case-by-case basis. The kinship scholarship is not available to cousins and will cease to apply once any of the kin has graduated or is in their last two semesters. Additionally, students enrolled in postgraduate programs, short courses, and Ph.D. programs are not eligible for this scholarship.

For two related students, each will receive a 25% fee waiver. If more than two siblings are enrolled, only two will be considered for the scholarship, and the combined financial aid will not exceed a 50% fee waiver.

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16. Rules and regulations of winter semester

- 1) During winter vacations of the Kohsar University Murree (January-February), there will be winter session of 8-10 weeks duration as part of the academic year and shall be optional based upon the availability of teachers and minimum number of 10 students. Students who wish to pass/improve "F" and "D" grade(s) course(s) may enroll in winter session maximum of ten (10) credit hours.
- 2) After 8th regular semester of four years degree programs and 10th regular semester for five years degree programs, if a student has yet to qualify fail courses of more than (16 credit hours, s/he will enroll only up to the normal limit of 12 credit hours, which may include 'F' and 'D' grade courses. He/she will enroll the remaining course (s) in the forthcoming regular semester(s) or the winter session(s) following thereafter as per scheme of studies.
- 3) In winter sessions following 8th, 10th and 12th regular semester(s) for the students of four years degree programs and 10th, 12th and 14th regular semesters for five years degree programs, a student may enroll fail course(s) only, upto 16 credit hours with the permission of the Dean/ Director if s/he will complete her/his degree program after that session. In this situation, s/he will not be able to enroll any "D" grade course(s).
- 4) Undergraduate and Postgraduate students whose required GPA/CGPA in for promoting to the next semester is less than the required GPA/CGPA may enroll 'F' and 'D' grade(s) courses during winter session for improvement of GPA/CGPA.
- 5) The contact hours per week during the winter semester will be doubled to ensure that the course is completely taught in a winter session with half of the duration as compared to a regular (Fall/Spring) semester.
- 6) Mid-term examination will be held after 4 weeks while terminal examination will be held after 8 weeks of educational work.
- 7) The Controller of Examinations will announce the result of such students after winter Session on the analogy of regular semesters.
- 8) The mode of teaching will be "ONLINE" due to harsh weather conditions and to save on extraordinary utility expenses, which result in high bills.
- 9) Teachers who manage a full workload (3 credits for Professors, 6 credits for Associate Professors, and 9 credits for Assistant Professors and Lecturers) during this semester will be eligible for an additional basic (running) salary. Those handling less than a full workload will receive an additional 50% of their basic (running) salary.
- 10) The students must pay Rs-2500/one credit hour along with other regular charges of the semester.





