



## **NOTIFICATION**

It is hereby notified that the University Syndicate vide its Resolution No. SYN-209.6(a)(ii) dated 28-05-2024 has approved revision in the Examinations Regulations for (Semester System) of the NED University, applicable w.e.f. 28-05-2024, as under:

### **1. TITLE AND APPLICABILITY**

- a) These Regulations may be called the NED University of Engineering and Technology, Semester System of Examinations leading to the Degrees of Bachelor of Engineering/ Bachelor of Science and Bachelor of Architecture Regulations 2024, applicable with immediate effect for all the batches.

b) **APPLICABILITY**

These Regulations shall be applicable with immediate effect to all Undergraduate Programmes leading to Bachelor level Degrees of semester examinations, except otherwise mentioned.

### **2. DEFINITIONS**

- 2.1 “Academic year” means a period comprising of two regular semesters, which may include Summer Session, if required. The period normally comprises twelve calendar months.
- 2.2 “Semester Examination” means an examination held after completion of instructions during each semester and conducted for all courses offered in that semester, as prescribed in respective curricula.
- 2.3 “Board of Reviews” means the Board of Reviews of Examinations Department under Quality Management System of the University.
- 2.4 “Board of Studies” means the Board of Studies of any Department of the NED University of Engineering and Technology, Karachi.
- 2.5 “Candidate” means a student as referred to in matters related to an examination.
- 2.6 “Examination Committee” means the Examination Committee of NED University of Engineering and Technology, 1st Statutes 1977.
- 2.7 “Student” means an individual who having qualified the admission criteria of the University and he / she has been duly enrolled in the University till he/she qualifies for the Degree or his/her enrolment is cancelled for any reason.
- 2.8 “Syndicate” means the Syndicate of the NED University.
- 2.9 “University” means the NED University of Engineering and Technology, Karachi.

- 2.10 “Vice Chancellor” means the Vice Chancellor of the NED University.
- 2.11 “Year of study” means an academic year required for a particular level in any bachelor’s degree Programme.
- 2.12 “Semester” means period between beginning of scheduled regular classes and completion of examinations at the end.
- 2.13 “Summer Session” means period of six to eight weeks, optionally offered after Spring Semester for conduct of deficiency courses.
- 2.14 RGS means Relative Grading System.
- 2.15 ERC means Examinations Review Committee.

### 3. EXAMINATIONS

- 3.1 After completion of semester instruction, there shall be Semester Examinations. Similarly, after completion of session instruction, there shall be session examinations. Schedules of examinations for each year of Study relating to each batch in a discipline shall be notified separately by the Controller of Examinations, duly approved by Vice-Chancellor on recommendation of Deans.
- 3.2 a) Distribution of marks from total marks assigned to any course shall be defined in relevant regulations of system of studies.
- 3.2 b) For each course, the theory and practical, together with respective sessional marks shall be treated as combined heads for passing the examination:

$$\text{Overall \% Marks} = \frac{(\% \text{ Th. marks} \times \text{Th. Cr. Hrs.}) + (\% \text{ Pr. marks} \times \text{Pr. Cr. Hrs.})}{\text{Total Cr. Hrs. of the course}}$$

- i. The chairperson of the concerned discipline of course shall forward the name of course teacher. The course teacher shall forward list of sessional marks both online and hard copy, certifying that these have been awarded to all those on the roll of the department.
- ii. The concerned Chairperson while forwarding these sessional marks list to COE shall certify that same list has been displayed on the Notice Board of his/her department for at least one week. All entries should be made online and there should not be any manual entries. In case of any correction in the Sessional Marks, the respective Chairperson/ course teacher shall only be given the rights to correct the mistake under the supervision of Controller of Examinations, as per written request submitted by the course teacher before the announcement of result.
- iii. The Examinations Department while forwarding answer scripts to examiner(s) for assessment shall also forward proforma of award list (online) duly filled with sessional marks of each candidate as reflected in the Examinations System.
- iv. The examiner must ensure that sessional marks have been correctly recorded as given in the earlier list sent to Controller of examinations and make corrections, if any, as per procedure mentioned in clause 3.2 b) (ii).

- 3.3 Syndicate may allow holding of any special examination under special circumstances other than scheduled semester or session examination for any /all years of study.
- 3.4 Each candidate shall be allowed to take an examination only if he/ she is in possession of an Admit Card. Admit Card for the examination shall be issued to any candidate who is eligible / allowed to appear in the course(s) as mentioned on his/her Admit Card. All Admit Cards shall be issued by the Controller of Examinations.
- 3.5 Any candidate who has been registered during the semester or session
- Will be allowed to appear only in such course(s) in which his/her attendance is at least 75% during the semester.
  - Will be allowed to appear in all such courses of the semester provided his/her aggregated attendance in those courses is at least 75% of the total of all classes held in the courses during the semester with no more courses having attendance less than 65%.
  - In case, his /her aggregate of attendance is 70% or more but less 75% then aggregate attendance may be condoned by concerned Dean, allowing him/her to appear in all courses of the semester on case-to-case basis provided that the candidate requests condonation and produces documentary evidence justifying his/her shortage of attendance, on such grounds as for example having officially represented the University during course of study and /or hospitalization for sufficiently long period in any recognized hospital.
  - In case, his/her attendance is less than 70%, the Chairperson forwards the form with his views, to the concerned Dean after enclosing subject wise attendance with the form. Such cases will be examined by the concerned Dean for making necessary recommendations to the Vice Chancellor keeping in mind that no student having less than 65% attendance should be allowed to sit in Examination except where at-least registration is necessary to avoid cancellation of admission.

**N.B.** Examiners Department will issue online admit cards to all those students, who will be eligible to sit in the exam, as per eligibility criteria define in clause 3.5

- 3.6 (i) Grade 'F' (*to be counted toward GPA/ CGPA of the Student*) shall be assigned to the following candidates in their respective course(s) examination:
- Any such candidate failing to appear in the examination.
  - Any such candidate who appears in only one component (i.e. Theory or practical) and remains absent in the other component examination.
- 3.6 (ii) Grade 'WU' (not to be counted toward GPA/ CGPA of the Student) shall be assigned to any candidate under clause 3.6 (i), provided that the Chairperson concerned certifies within two working days of examination that the reason as such was beyond the control of the candidate.
- 3.6 (iii) Grade 'W' is awarded as official withdrawal from any course.

3.6 (iv) Grade 'I' is awarded to any course where the student does not attempt the examination due to being on official student exchange programme. Grade 'I' examination shall be conducted within 15 days from the continuation of his/her studies in subsequent semester.

3.6 (v) Grade 'F' shall be assigned on failing a course, and shall be counted toward GPA/CGPA of the Student.

3.7 In case a student is registered in a course for improvement of grades, better grades shall be considered for determining his / her GPA/CGPA.

#### 4 AWARD OF GRADES AND MERIT POSITIONS

4.1 (i) For all courses of Bachelors Programme, grades are calculated from marks as defined in clause 3.2 b).

4.1 (ii) Grade Point Average (GPA) for any semester and Cumulative Grade Point Average (CGPA) for more than one semester shall be calculated as under:

$$GPA/CGPA = \frac{\text{Sum of (credit hours of each course multiplied by grade point in that course)}}{\text{Total credit hours of the courses together}}$$

4.1 (iii) Grade Point table is as follows:

Grade	Grade Point	% Marks	Remarks
A +	4.0	94 – 100	Extra Ordinary
A	4.0	85 – 93	Excellent
A –	3.7	80 – 84	} Very Good
B +	3.4	75 – 79	
B	3.0	70 – 74	Good
B –	2.7	67 – 69	Above Average
C +	2.4	64 – 66	Average
C	2.0	60 – 63	Satisfactory
C –	1.7	57 – 59	Adequate
D +	1.4	54 – 56	} Pass
D	1.0	50 – 53	
F	0.0	Below 50	Fail
P	-	50 – 100	Pass in non-credit course
IP	-	-	In progress*
X	-	-	Exempted
I	-	-	Incomplete
W	-	-	Withdrawal
WU	-	-	Unofficial Withdrawal

4.2 If student is admitted in a programme after change of discipline his/her grades obtained in those courses of earlier discipline which are not Courses of new Discipline shall not be counted towards overall CGPA.

4.3 Any Student who is eligible for award of degree, but still desires to improve CGPA for any reason may be allowed by the Chairperson of the Department concerned, subject to the following conditions:

- No provisional certificate/degree has been issued to him /her.
- Duration of completion for the degree does not exceed the maximum limit described as prescribed by the University
- The student requests registration in desired courses within two weeks after announcement of his/her results.

- 4.4 Three merit positions shall be awarded in each Discipline based on the overall CGPA up to three decimal points, passing all University Examinations i.e. First year to Final year examinations in one attempt. In case of tie for merit position, it shall be decided on the maximum number of A+ in overall years of study. In case of a further tie, decision will be made on number of A+ in courses of the final year of studies. If it is still a tie, two or more merit positions on the same merit shall be awarded to the students on each three merit positions. However, the consecutive merit position(s) will be skipped. Such students, who shall not graduate with their original batch, shall not be considered for the award of merit positions.
- 4.5 Top Ten (10) Merit Positions shall be awarded where number of graduates is 100 or more, but only Five (05) students, if the number of students is less than 100, in the final transcript issued to the students.
- 4.6 Any student who has passed all courses as prescribed for his/her Discipline with CGPA of at least 2.0 shall be eligible for award of Degree in that Discipline. All candidates who secure 3.8 CGPA or above in their entire degree programme, calculated on the basis of weighted averages given in Sections 4.1 after passing all University Examinations i.e. First year to Final year examinations in one attempt shall be declared to have passed the examination with Distinction which shall then be recorded as such on their Degrees.
- 4.7 A candidate who secured First Position shall be awarded Gold Medal and Merit Certificate. Merit certificates shall also be awarded to students securing Second Position and Third Position.

## **5 THEORY, PRACTICAL AND PROJECT EXAMINATIONS**

- 5.1 a) The Controller of Examinations shall notify schedules of both theory and practical examinations.
- 5.1 b) Schedule of project examinations shall be notified by the respective Chairperson of Departments.
- 5.1 c) An examination postponed by the University shall be rescheduled and notified accordingly.
- 5.2 For each course, the theory and practical examination, together with respective sessional works shall be treated as combined heads for passing the examination.
- 5.3 There shall be a written examination of each theory paper of marks as per approved scheme of studies.
- 5.4 A candidate who fails in any examination shall have to repeat the entire course (both theory and practical) and new sessional marks shall be awarded by course teacher.
- 5.5 a) Candidates for any practical examination may be divided into convenient batches according to the physical facilities available for conducting that examination.

5.5 b) Practical examinations may be held both in the mornings and in the afternoons.

5.6 For Practical Examination, examiner will be responsible for conduct of examination and timely submission of awards (hard copy and soft copy) and attendance to the examination department after getting them signed (hard copy) by Chairperson of the department where the course is being examined.

### **5.7 FINAL YEAR (DESIGN) PROJECT EXAMINATIONS**

- a) A Final Year (Design) Project (FY(D)P) made by a candidate or a group of candidates shall be examined by a panel of three: Chairperson or his/her representative and two examiners; one of whom shall be Project Supervisor.
- b) Final Year Project shall have separate distribution for sessional marks and examination marks as per relevant University Regulations.
- c) The main text of each project shall be about 100 pages in standard format, to be compiled in one hardbound volume except Architecture.
- d) i) For Final Year (Design) Project or a design course spanning two semesters, Grade 'IP' is awarded in first semester of the FY(D)P, while it shall be evaluated in the second Semester of the FY(D)P.  
ii) Grade 'IP' shall also be reflected in the respective semester transcript of each student.  
iii) The Chairperson of the concerned department will be responsible for submitting the group-wise mid-term evaluation marks for FY(D)P in the first semester of the FY(D)P to the Examinations Department.
- e) Chairperson of the department where the project is being examined will be responsible for timely submission of awards (hard copy and soft copy) and attendance to the examination department.

## **6 REGISTRATION FOR EXAMINATION**

- 6.1 a) Candidates permitted to take any Examination shall be registered by the Examinations Department on obtaining course registration information from Registrar Office.
- 6.1 b) Each candidate of First year Fall Semester Examination shall have to submit an Examination Form within the due date which shall be notified by the Examinations Department.
- 6.2 The Chairperson of the Department shall forward the forms to the Controller of Examinations having attendance condoned.
- 6.3 Candidates should print out the computer generated Admit Card online, and get it stamped from the respective Department, prior to commencement of their Examinations. Only candidates with a legible print out of the admit card with a departmental stamp shall be allowed to take the examination.
- 6.4 Late submission of examination forms for the candidates of First year First Semester may be allowed subject to payment of prescribed late fee with the cut-off date 3 days prior to the candidate's First day of Examination.
- 6.5 No candidate shall be registered for an Examination after expiry of maximum permissible academic years as prescribed in relevant regulations.

## **7 APPOINTMENT OF EXAMINERS & ASSESSMENT OF SCRIPTS**

- 7.1 (a) The Board of Studies of each Department shall prepare/update panels of suitable Paper-setters / Examiners separately for all Courses offered by that Department and forward it to Examinations Department duly signed by the concerned Dean at least three weeks before commencement of Semester Examinations, for the approval of the Vice Chancellor.
- 7.1 (b) The Vice Chancellor shall appoint paper setters and examiners for all Theory papers and examiners for all Practical/Project examinations after considering proposal of paper setters/examiners received from the concerned Chairpersons through concerned Deans.
- 7.2 a) No person shall be suggested as examiner against whose work, there has been any adverse report accepted as such by the Dean concerned.
- 7.2 b) No person shall be appointed as examiner whose near relative is appearing at the examination.
- 7.2 c) Each paper setter/ examiner shall be required to submit a declaration that he/she has not coached any student or students for the examination independent of system of studies prescribed by the University.
- 7.3 a) Paper setter / Examiners should have at least the following qualifications and experience:
- i) For Theory paper, Eighteen years of education.
  - ii) For Practical, Sixteen years of education and registered in subsequent programme of study e.g. Masters, OR Sixteen years of education with at least two years relevant experience.
- b) Any examiner for Theory/Practical/Project shall either be a Course teacher, full time or part time, conducting the course or he/she may be any other full time teacher of the concerned department, who is considered competent by the board of faculty to take that course
- 7.4 (a) Examiners Review Committee (ERC) will be constituted for each examination to review the quality of assessment for the scripts.
- (b) ERC shall assess the quality of scripts' assessment carried out by the examiner. In case, if the ERC feels that the quality of the assessment of answer scripts is not satisfactory, the ERC will re-assess the scripts and fresh marks will have to be entered into examination system. These marks will be considered as full and final.
- (c) ERC in each department shall be comprised of the Chairperson concerned along with three senior faculty members, to be appointed by the Vice Chancellor on the recommendations of concerned Chairperson and endorsed by the concerned Dean. The required quorum for the ERC to be held shall be at least three members.
- (d) Each department may have at least two or more ERCs as desired by concerned chairperson with the consent of concerned Dean. These committees shall consider all courses carrying the course code of the department irrespective of where these courses are being offered.

(e) All such committees in each department will be headed by respective Chairperson.

However, for such papers where the chairperson is the examiner, another senior shall be the convener of ERC for that paper.

7.5 COE shall receive the following and submit to the VC for approval:

- i) Examiner proposal (on a prescribed format) from chairpersons.
- ii) ERC proposal from concerned Chairperson, endorsed by the concerned Dean.

Note: COE will also present the Panel Examiners received from concerned Board of Studies through concerned Deans to the Vice Chancellor, in case he may desire to alter the examiner for ERC members.

7.6 Each paper setter shall submit one question paper to examinations department per examination

7.7 After the examination, following procedure shall be adopted:

- i) Examination department shall immediately send the scripts to the examiners appointed for the subject.
- ii) After assessment, the examiner shall enter the marks of each script in examination portal and submit the scripts and printed awards to Examinations Department within due date.
- iii) Examination Department shall then handover the scripts to the concerned chairperson/ convener ERC.
- iv) ERC meeting shall then be called by convener as per requirement, which will evaluate the assessment by sampling at least 12.5% of the randomly selected scripts of each displayed on the portal of ERC in frozen form.
- v) ERC could perform one of the following activities:
  - a. No change – when the assessment is satisfactory.
  - b. Report corrections – when the assessment is otherwise satisfactory
  - c. Re-assessment – when the assessment is not satisfactory.
- vi) In case of no change, only assessment report would be submitted. Whereas in case of reporting corrections or reassessment, assessment report along with frozen/final award list should be sent back to examinations department within 04 working days of the receipt of answer scripts.

7.8 One Question paper per examination shall be set by the paper setter and submitted to Examinations Department along with hard copy as per the paper submission date specified by the Examinations Department.

7.9 There will be no choice in question papers.

7.10 An examiner shall normally be expected and required to assess answers of the paper set by him/her. If he/she declines to do so, or is not available, the Vice Chancellor shall appoint another examiner.



7.11 In case of delay in submission of awards and assessed answer-scripts by any examiner, a confidential report shall be forwarded to concerned Chairpersons, Dean and Vice-Chancellor on day to day basis.

#### **7.12 DUTIES OF PAPER SETTERS AND EXAMINERS**

- a) Paper setter shall be required to make the question paper available to the Controller of Examinations well before an appropriate period of time as proposed by the Controller of Examinations before the scheduled date of examination in that paper.
- b) Paper setter shall be responsible for complete secrecy of the question paper at their ends.
- c) Paper setter shall not be permitted to keep with him/her any copy of the question paper in any medium or any loose papers concerning it after the question paper is dispatched or handed over to the Controller of Examinations.
- d) Paper Setter shall send the question paper to the Controller of Examinations along with its solution particularly in case of numerical questions, in properly sealed envelopes. The Controller of Examinations shall refuse to accept any question paper if it is not properly sealed.
- e) Paper setter shall abide by all instructions contained in the memorandum of appointment as well as those issued separately.
- f) Examiners are required to collect answer scripts from the Examination Center immediately after each examination. If answer-scripts are not collected from the Examination Center, scripts should be collected from the Examinations Department by the Examiner. Assessment time will be calculated from day following the examination and not from the date of delivery collection of scripts.
- i. The time frame for the scripts' assessment by the examiner and then the review by ERC, and its remuneration will be calculated as under.

<b>Remuneration @</b>	<b><u>Examiner</u></b>	<b><u>ERC</u></b>
	<b>Number of Scripts</b>	<b>Days per Course</b>
Bonus Date	20 scripts per day	
Due Date	15 scripts per day	04 working days
Post Due Date	Less than 15 scripts per day	More than 04 working days

- ii. After the last theory examination held in the respective department, following will be adopted:
  - a) For examiner ten (10) scripts per day will be added for calculating the number of scripts per day in the above chart.
  - b) For ERC one (1) day per course will be deducted for calculating the number of courses per day in the above chart.
- iii. In case of two or more examinations of same examiner conducted within three days of time, the number of scripts shall be combined for the calculation of Bonus.

**Note:** Remuneration rates will be notified separately.

- g) Examiner shall send to Controller of Examinations the marked scripts duly signed, packed and properly sealed after submitting the award ONLINE along with two copies of award lists – COE copy and Tabulator copy. In case of any correction in the Marks, the respective chairperson/ examiner shall only be given the rights to correct the mistake in the office of Controller of Examinations, as per written request submitted by examiner.
- h) Fractions of marks shall be rounded off to the nearest whole number.

## **8 PLACE OF EXAMINATIONS**

- 8.1 All examinations of the University shall be held within the premises of the University and its constituent colleges on dates and according to an approved schedule. The program of each examination shall, except as otherwise provided, be drawn up by the controller of examination subject to approval of the Vice Chancellor.
- 8.2 Notwithstanding anything to the contrary contained in the regulations the syndicate may allow candidates under detention to appear in examination, if otherwise eligible.
- 8.3 Examinations may also be held on weekends and on non-gazetted holidays according to an approved schedule.
- 8.4 Remuneration equivalent to the rate given to Head Invigilator, Factotum and Invigilators for morning and afternoon shift shall be given to the officers of Examinations Department for performing the duty on Weekend or any non-gazetted holidays for the conduct of exam.

<b>Designation of Officer</b>	<b>Remuneration rate equivalent to</b>
Controller of Examinations / Additional Controller of Examinations	Head Invigilator
Deputy Controller of Examinations / IT Manager (Sr.)	Factotum
Assistant Controller of Examinations/ Superintendent / IT Managers (Jr.)	Invigilators

## **9. CONDUCT OF EXAMINATIONS OF TEMPORARY DISABLED AND VISUALLY IMPAIRED STUDENTS**

### **9.1 APPOINTMENT OF AMANUENSIS**

- i. An amanuensis may be allowed to a candidate who suffers from any temporary disability rendering him/her to write. The candidate must submit an application, duly certified by the Senior Medical Officer of the University, to the vice Chancellor who may allow an amanuensis to a candidate, if in his/her opinion, it is a fit case for such a concession.
- ii. The amanuensis must be a lower grade of education than the candidate.
- iii. The head invigilator shall arrange a suitable room for the disabled candidates and arrange for their invigilation.
- iv. Such candidates shall be given half an hour more than the time allowed for answering the question paper.

## 9.2 CONDUCT OF EXAMINATIONS OF VISUALLY IMPAIRED STUDENTS

- i. As there are different categories of blindness i.e., B1, B2, and B3, these regulations only applicable to B1 Category which means they have very low visual acuity and/or no light perception (complete blindness).
- ii. The examination paper shall be same as that of the regular examination paper for regular students. A softcopy of the examination paper shall be provided on the stand-alone computer.
- iii. A separate annexure in the softcopy on the same stand-alone computer shall be provided to these students with the examination paper to describe the diagrams/figures/shapes (if any) included in the examination paper.
- iv. The examination shall be conducted in the regular examination hall with regular students.
- v. **Final Examinations:**  
Extra one hour for regular final examination.  
**Midterm Examinations:**  
Extra 30 minutes for mid-term examination.
- vi. All computer-based assessments shall be done just like regular students. Any practical/lab assessments involving physical activity shall be conducted orally/viva voce mode.
- vii. Class presentations may be conducted (wherever applicable) as these students can deliver presentations as regular students do.

## 10. INSTRUCTIONS TO CANDIDATES

- 10.1 All answers intended for the examiners must be written on both side of the pages of the book and not on one side only. Supplement will be provided only when the candidates has fully written out both sides of the pages of the book first supplied to him.
- 10.2 No loose paper will be provided for rough work and no paper is to be brought in for the purpose. All work must be done in the book provided and the pages used for rough work or calculations must be struck out by drawing a line through each page so used from top to bottom but no page should be torn out.
- 10.3 Candidates are forbidden to write anything on the question paper or any material or carry away any writing or scribbling from the examination hall.
- 10.4 No candidate will be allowed to leave the examination hall until an hour has elapsed from the time when question paper was given, or re-enter examination hall after once leaving it giving up his/ her answer book.
- 10.5 A candidate, while under examination shall neither help nor try to help any other candidates nor obtain / try to obtain any help from any other candidate or any other person. Communication of any sort or in any form between any candidate and any other person, whether inside or outside the examination hall, is strictly forbidden. Stringent punishments shall be meted out to candidates, who are found in possession of notes, books whit scribbles or using or making attempts to adopt other unfair means.
- 10.6 Smoking is strictly prohibited in examination halls.

- 10.7 Use of mobile phone, any smart device and programmable calculators is strictly prohibited in examination halls.
- 10.8 In addition to the above, the head invigilator may issue supplementary instructions, as he/she may deem necessary, for smooth conduct of any particular examinations.
- 10.9 No candidate shall write his/her name, on anything in the answer book to disclose his/her identity but should write only his/her Seat No., Enrolment No., etc. only in the space specially provided on the cover of the answer book.
- 10.10 Students are not allowed to use red or green ink except for headings. Similarly use of pencil is not allowed except for Sketch work. In case of non-compliance with these instructions the answer book shall be treated as marked zero.
- 10.11 Students should write on both sides of the pages without leaving any blank page. Blank spaces left-over, if any, should be crossed out. Failure to do so can result in cancellation of the answer book.
- 10.12 To draw the attention of the invigilator, candidate may simply rise in his seat without making any noise or disturbance.

## **11. USE OF UNFAIR MEANS**

- 11.1 Use of unfair means in examinations by any student must immediately be reported to the Controller of Examinations by the Head Invigilator.
- 11.2 Controller of Examinations, on the recommendation of the Head Invigilator shall either:
- i. Debar the candidate from appearing in one and/ or all examination or
  - ii. Report to Unfair Means Committee for further action. Unfair Means Committee constitution and working is contained in the relevant statutes.
- 11.3 If a Candidate is found having in his/ her possession, while under examination, paper, books, notes, smart device/gadgets or any other material or any forging in the admit card which might possibly be of assistance to him/ her in examination, he/ she shall be expelled from the examination of that day and subsequent days, if any, by the Head of Invigilator, and his/ her case shall be reported to Controller of Examination for such further action as may be deemed necessary. Such candidates shall be liable to being debarred from appearing any examination of the University and from admission to any class of the University for a period not exceeding two academic years.
- 11.4 Any candidate, detected either giving or receiving any paper, book or note, or using or attempting to use these or any other unfair means shall be expelled by the Head Invigilator from the examination of that day and subsequent days, if any, and his/ her case reported to the Controller of Examinations for such further action as may be deemed necessary. The examination result of such candidate shall be liable to cancellation and he/ she shall be further liable to be debarred from appearing at any examination of the University and/ or from admission to any class in the University for a period not exceeding two academic years.

- 11.5 Any candidate, obtaining admission to the examination on false representation made in his/ her application from or by false impersonation, or using obscene language in the answer book, shall be liable to cancellation of his/ her examination result and he/ she shall be further liable to be debarred from appearing at any examination of the University and from admission to any class in the University or in any of its affiliated institutions for a period not exceeding two academic years.
- 11.6 Any candidate, forging any another person's signature in his/her application of his/ her Examination form shall be liable to cancellation of his/ her examination result and he/ she shall be further liable to be debarred from appearing to any examination of the University for a period not exceeding two academic years.
- 11.7 Any candidate, guilty of communicating or attempting to communicate with an examiner with the object of influencing him/ her in the award of marks, shall be deemed to have used or attempted to use unfair means and shall be deemed to have used or attempted to use unfair means and shall be treated as falling in the above category and liable to the same punishment as provided for in clause 11.4.
- 11.8 Communications of the same nature addressed to the Registrar or the Controller of Examinations, shall also be treated as falling in the above category and liable to punishment as laid down in Regulation 11.4.
- 11.9 An approach made by any relative, guardian or friend of any candidate will be considered to be responsibility of the candidate, who will be liable to be punishment as laid down in Regulation 11.4.
- 11.10 If a candidate makes an appeal to an examiner through his/ her answer-books shall be cancelled and he/ she shall be liable to punishment as laid down in Regulation 11.4.
- 11.11 Any candidate or candidate, creating any deliberate disturbance while under examination against the contents of question paper, or by inciting or resorting to walkout from the examination or committing violence by intimidating students willing to continue their examination by tearing their answer paper, or forcing them out of the examination rooms, shall be deemed guilty of a serious breach of examination regulations under Regulation 11 and the Vice Chancellor shall be competent to debar them from taking further examination or to cancel the result of their examination, if completed, and to take such further disciplinary action against them as the circumstances of the case or the gravity of the offence demand.
- 11.12 In any case not covered by the foregoing Regulations the syndicate, on the report of the person or body concerned shall take such action against the candidate or candidates concerned as the circumstance of the case may warrant.

- 11.13 All punishments under Regulation Clauses 11 shall be awarded by the Vice Chancellor on the recommendation of Unfair Means Committee. The latter itself may hold inquiry or authorize any one or more of its members to do so. The examination results of such candidate(s) shall be withheld till such time as their cases are decided.
- 11.14 The Unfair Means Committee shall be the competent authority to determine whether the charge of any breach of Examination Regulations under Clause 11.11 has been proved or not, and even in cases where evidence is difficult to obtain, it may still recommend to the Vice Chancellor disciplinary action against student or students if is satisfied that there is a strong case against such student or number of student.
- 11.15 If the Vice Chancellor is satisfied that a situation has arisen which calls for a re-examination of paper or papers in any particular subject or subjects, necessary directions of that effect may be issued.
- 11.16 An appeal shall lie to the Vice Chancellor for any punishment awarded under Regulation 11 by Unfair Means Committee.

## **12. APPOINTMENT OF THE INVIGILATOR, FACTOTUM AND INVIGILATORS**

- 12.1 The Vice Chancellor shall appoint one Head Invigilator for each examination centre. Chairperson of the concerned department is normally appointed as Head Invigilator for examinations for his/her Department.
- 12.2 Factotum is appointed by the Head Invigilator usually the Class Advisor.
- 12.3 Head Invigilator appoints invigilators. They shall normally be selected from amongst members of the teaching staff and may also include other persons of integrity, (not lower than Grade-17 officer). No one shall be appointed as an invigilator against whom any prior complaint of serious nature has been filed.

### **12.4 DUTIES OF HEAD INVIGILATOR**

The duties of the Head Invigilator shall be:

- a. To make proper seating arrangements for all examinations at his/her centre.
- b. To draw up the statements of numbers of invigilators required for his/her centre at each examination.
- c. Normally one invigilator shall be allowed for every 20 examinees plus one relieving or reserve invigilator for every 100 candidates. Where the capacity of rooms in small there shall, not be less than two invigilators in each room. In halls or rooms of large capacities, the numbers may be reduced to only five invigilators per 100 candidates including the reserve invigilator. In special cases, the Vice Chancellor may sanction additional invigilators.

- d. Head Invigilator shall appoint clerical staff and subordinate staff required for efficient conduct of examinations. The Head Invigilator shall satisfy himself/herself before appointing any of the above persons about their character and honesty.
- e. The Head Invigilator shall normally arrange to receive in advance from the Controller of Examinations the answer books and other material and stationery required by examinees and shall keep them in safe custody. He/she shall be personally responsible for any losses and/or pilfering of blank answer-books.
- f. The Head invigilator shall receive from the Controller of Examinations sealed packets of question papers for each sitting of examination at his/her centre. He/she shall keep the sealed packets in his/her custody till the required to be opened for distribution. He/she shall also be personally responsible for loss or leakage of papers from his/her centre.
- g. The Head Invigilator shall assign invigilators to various rooms or places, the latter shall abide by all his/her instructions and his/her orders. The head Invigilators from one place in the centre to another without assigning any reason or dispense with the services of any particular invigilator if he/she is, in the opinion of the Head Invigilator, not competent to discharge his/her duties.
- h. In all prima facie cases of resort to unfair means or cheating at examination by any candidate, he/she shall expel the candidate from examination in the paper and shall submit detailed report in sealed cover to the Controller of Examinations, together with any incriminating material or evidence found. He/She shall always include an explanation of the candidate, if the latter is prepared to give one, and the comments and definite opinion of the Head Invigilator on the case.
- i. He/She shall at once communicate to the Vice Chancellor any attempt on the part of the examinees in general to create disturbance in the examination centre or to stage walk-out and subsequently prepare written report giving details, for submission to the Vice Chancellor.
- j. He/She shall see that all answer papers collected at his/her centre are properly counted, serially arranged, subject wise packed, sealed and dispatched to the Controller of Examinations on the same day on which examination is held.
- k. He/She shall arrange necessary articles of stationery like wrapping paper, sealing wax, sutli etc, and cold water for drinking. For this purpose, he/she will be paid a prescribed amount of money before the commencement of examination that the amount paid to him/her had been spent on purchase of articles of stationery, basic refreshment etc. The unspent amount if any, shall be refunded to University.
- l. He/She shall not leave the centre during examination except with the permission of the Vice Chancellor.

## **12.5 DUTIES OF INVIGILATORS**

The duties of the invigilators shall be:

- a. To reach the center of examination at least 30 minutes before commencement of each sitting of examination, and report immediately to the head invigilator.
- b. To help the head invigilator in distribution of question papers, blank answer-books and examination material which the examinees are authorized to use.
- c. To note without fail details of absentees in room or rooms in their charge and submit the list to the head invigilator half an hour after the start of examination.
- d. To sign the answer books of all the candidates after distribution.
- e. To see that all rules for guidance of candidates are duly observed.
- f. To collect all the answer-books from the candidates at the close of examination, arrange them in serial order subject wise count them with reference to the number of candidates actually present and make certain there is no shortage. They shall in particular check all attempts on the part of candidates to pilfer out or smuggle in any answer-book or any other written paper, or to exchange an answer-book with another.
- g. They shall also keep a watch over daftaries, water suppliers and other staff authorised to move about in the examination rooms, to see that no extraneous matter is introduced in the examination room in any way, and if any such thing comes to their notice to report at once to the Head Invigilator.

## **13. DISPATCH OF WRITTEN ANSWER-BOOK**

13.1 Receipt from invigilator, safe custody and dispatch of written answer-books to examiners shall be the responsibility of Controller of Examinations, and for this purpose he/she shall take action in the following stages:

- a) Receive all written answer-books from the Head Invigilators and keep them in safe custody in the Internal section of the office under lock and key, till such time as they are sent to the examiners concerned. In case of delay in receipt of answer-books, he/she shall call for the Head Invigilator concerned.
- b) If any answer-book of any candidate is lost after having been received by the head invigilator or by one of the invigilators and if that candidate passes in all the other subjects, the Vice Chancellor shall decide whether or not he may be required to appear again in that one paper on a date to be fixed by the Vice Chancellor. In case of a dispute as to whether any candidate's answer book was or was not duly received, the decision of the Vice Chancellor shall be final.
- c) The Controller of Examination shall supply the examiners all the material and information required for examining answer-books, such as blank mark slips, question papers, schedule of maximum marks and minimum pass marks of the paper etc.
- d) The examiner is responsible for promptly collecting the answer scripts from the Controller of Examination's representative at the Examination Centre on the examination day. After evaluation, they must directly submit the scripts to the ERC Convener and obtain receipts for the Examination Department, along with the award list.



- e) The Controller of Examinations shall see that examiners complete marking of papers and submit marks to him/her in due time, and in cases of delay, remind the examiners concerned. In case of inordinate delays he/she shall report the matter to the Vice Chancellor and act according to instructions given on such report.

#### **14. TABULATORS AND CHECKERS**

14.1 IT Manager(s) of the Examinations Department shall be assigned the responsibility of Tabulator by Controller of Examinations to compile the results of each separate examination. Tabulator shall compile the results when all entries, partials totals, and aggregate have been posted by examiners through online examination system to generate Tabulation Sheet and Top Sheet and such further statements and statistics as may be required by the Controller of Examinations. Tabulator shall be personally responsible for keeping all information secret in connection with the result and shall be responsible for the accuracy and correctness of the result compiled by him/her.

14.2 The responsibilities of the Tabulators shall be:

- i. Receiving of awards online from examiners with “No Correction” or “Correction Inside” remarks
- ii. Assigning of access to concern Course Teacher/ Examiner/ Factotum/ Head Invigilator by unfreezing the Award List / Top Sheet, to rectify the correction in the office of Controller of Examinations along with concern chairperson.
- iii. Receiving of awards from ERC.
- iv. Checking the limits of Sessional Marks in the system with respect to received marks.
- v. Checking the limits of Examinations Marks in the system with respect to received marks.
- vi. Checking the status of all Freeze/Unfreeze marks of an individual complete result before compilation.
- vii. Checking for the inclusion of all Grade Improvement Cases in the Tabulation Sheet.
- viii. Compilation of Tabulation Sheet.
- ix. Printing of Initial Tabulation Sheet for Checkers.
- x. Implementation of correction, if any identified by Checkers.
- xi. Receiving of checked & signed Initial Tabulation Sheet from Checkers.
- xii. Grant of access to respective Dean for Relative Grading (RGS).
- xiii. Checking for the implementation of RGS policy in the Tabulation Sheet.
- xiv. Recompile of Tabulation Sheets with the RGS policy, imposed by respective Dean.
- xv. Checking for the implementation of RGS on each relevant students.
- xvi. Printing of Final Tabulation Sheets.
- xvii. Printing of Top Sheets.
- xviii. Reconciliation of statistics from Top Sheet to Tabulation Sheet.

- xix. Assigning of access to concern chairperson for implementation of moderation of marks as suggested in Examination Committee meeting.
  - xx. Printing of moderated Tabulation Sheet after Examination Committee.
  - xxi. Printing of Press Release for the announcement of result.
- 14.3 The performance of the Tabulator and Checker shall be reviewed by the Board of Review (Examinations Department) based upon the report submitted by Controller of Examinations.
- 14.4 Departmental Board of Reviews (Examinations Department) must evaluate performance of tabulators/ checkers before recommending them to the Vice Chancellor for re-engagement.
- 14.5 a) Four officers of Grade 17 or above will be appointed as Checkers, who shall be assigned the courses to check jointly in pairs. The responsibilities of the checkers shall be:
- i. 5% random checking of Theory sessional marks and examination marks from Tabulator copy of examiner of all concerned courses with the marks mentioned in Tabulation Sheet.
  - ii. Checking of Tabulation Sheet for the implementation of correction made, if any, by the examiner in Theory courses.
  - iii. Checking of ERC Report for minor or major correction.
  - iv. Checking of Tabulation Sheet for the implementation of modified marks by ERC for respective students.
  - v. 5% random checking of Practical/Project sessional marks and examination marks from Tabulator copy of examiner of all concerned courses with the marks mentioned in Tabulation Sheet.
  - vi. Checking of Tabulation Sheet for the implementation of correction made, if any, by the examiner in Practical/Project courses.
  - vii. Random checking for the proper implementation of calculation of GPA of various courses.
  - viii. Verification of absentees in the Tabulation Sheet from the award list of examiners.
  - ix. Checking of Final Weighted Sheet for Top Three Positions.
  - x. Checking of Final Tabulation Sheet of all Grade improvement cases.
  - xi. Checking for the implementation of manual moderation, as suggested by Examinations Committee.
    - b) After the results have been thoroughly scrutinized, the checkers shall sign the Tabulation Sheet with the remarks of error found, if any, in the compiled tabulation sheet. After necessary correction of these errors, checkers shall sign the initial tabulation sheet for provide it to respective Dean's for RGS.
    - c) The tabulator/ ITM shall make all entries in the result sheet, in case of any correction found.
    - d) Every mistake detected by the checkers in the result-sheet must be got corrected by the tabulator/ ITM and initialed by the checker.
    - e) In case of any kind of objection to pass any result, the checkers must put up their note in writing for decision by the proper authority.

- f) Checkers are expected to maintain the strictest secrecy about results. Any attempt to leak out any result on the part of the office must be reported to the Controller of Examinations in writing.
- g) Any suspected case of tampering with any result must also be reported to the Controller of Examinations in writing.
- h) Checkers shall jointly submit their confidential report regarding work of the tabulators on the form to be obtained from the office. This report should be handed over to the Controller of Examinations in closed cover immediately after scrutiny.
- i) Every Checker must finish the work assigned to him/her within the given time.
- j) If any checker fails to present himself/herself for scrutiny or fails to complete the work by the given date, the work shall be given to another checker. In the latter case, the checker shall forfeit his/her claims for any remuneration even though he may have done part of the work.
- k) The checker must immediately report to the Controller of Examinations if he/she suspects the genuineness of the signature of any examiner.
- l) The checkers must consider themselves jointly responsible for correctness of the results.

## **15. RESULTS**

15.1 Result shall be arranged within three days of assigning of RGS (Relative Grading System), by concerned Dean. Progressive transcript may be issued after declaration of the result on payment of prescribed fee in each case.

15.2 After ERC, the concerned Dean may moderate the entire result of his/her faculty through RGS. After RGS, the final compiled result shall be presented to Examination Committee Meeting before the announcement of Result, along with original result.

## **16. PUBLICATION OF RESULTS OF EXAMINATION AND EXAMINATION COMMITTEE**

16.1 a) A Committee called the Examination Committee to approve and if necessary moderate the results of an examination based on course work for announcement and publication.

b) The Examination Committee shall consist of:

(i)	Vice Chancellor	Chairperson
(ii)	Pro-Vice Chancellor	Member
(iii)	Deans of Faculties	Members
(iv)	Chairperson concerned of the teaching department of the University.	Member
(v)	The Registrar	Member
(vi)	The Controller of Examinations.	Member/ Secretary

c) The Examination Committee shall decide its own working procedure, but the quorum shall not be less than 50% of the total strength.

d) All examination results after having been tabulated by the tabulators and checked by the checkers, to the satisfaction of the Controller of Examinations shall be placed before the Examination Committee together with necessary statistics.

- e) The Controller of Examinations shall announce the results after the Examination Committee has duly vetted the result.
  - f) The University, however reserves the right to correct, modify or change the result in any manner (by the approval of Vice Chancellor), if it is found to have been wrongly computed or compiled.
- 16.2 The Vice Chancellor and or the Examination Committee may order withholding of result of any particular candidate if satisfied that it is necessary in the interests of the University.
- 17. ISSUE OF MARKS CERTIFICATES, DEGREES AND OTHER CERTIFICATES**
- 17.1 Computer generated online “Progressive Transcript of Academic Records”, showing grades obtained by each candidate be made available at NED portal by the Controller of Examinations, within 5 working days after announcement of results. However, in case of any requirement, the student shall obtain the printed “Progressive Transcript of Academic Records” from the Examinations Department, after payment of prescribed fee.
- 17.2 The Controller of Examinations shall also issue complete Transcript of Academic Records showing GPA and CGPA obtained during the entire degree programme on request, after payment of prescribed fees.
- 18. SCRUTINY OF RESULTS**
- 18.1 Applications from candidates at University examinations for any inquiry into correctness of their results must be accompanied in each case by the prescribed fee. The inquiry shall deal with the totaling of marks and unassessed part if any and shall not include re-examination of the candidate’s answer-book. In no case shall the answer- book be shown to the candidate concerned.
- 18.2 No such application shall be accepted unless it reaches the University office within 15 days from the date of announcement of result.
- 18.3 The fee paid shall be refunded if on inquiry the result is found to be incorrect.
- 18.4 The answer scripts of any examination will be retained for 120 days from the announcement of such examination result.
- 19. AWARD OF DEGREE/ PROVISIONAL CERTIFICATE**
- 19.1 Any student who has passed all courses as prescribed for his/her Discipline with CGPA of at least 2.0 shall be eligible for award of Degree in that Discipline, subject to provision of issuance of certificate by the Registrar for having completed all the statutory requirements for the issuance of degree.
- 19.2 Any Student who was admitted directly in Second Year on migration from any recognized Institution and has passed all courses as prescribed for that Discipline with CGPA of at least 2.0 be eligible for award of a Degree in that Discipline,

- subject to provision of issuance of certificate by the Registrar for having completed all the statutory requirements for the issuance of degree. The course(s), if any, in which the student was allowed exemption on the basis of having studied the course(s) in the former Institution shall not however be counted for determining his/her GPA/CGPA.
- 19.3 Candidates after passing all examinations of their Degree programme may request issuance of provisional certificates/degrees. Candidates, who get their degrees conferred at the Convocation held for their batch, shall be issued their degrees showing the year of Convocation. For others, degrees shall be conferred in absentia. Degrees or provisional certificates shall be issued subject to the following conditions:
- a) Production of clearance or no objection certificate on the prescribed form.
  - b) Payment of prescribed fees
  - c) Certificate from Registrar for having completed all the statutory requirements for the issuance of degree.
  - d) Undertaking as per specified specimen.
- 19.4 The Vice Chancellor, concerned Dean and the Registrar shall sign the degree. The provisional certificates shall, however, be signed by the Controller of Examinations or by the Deputy Controller of Examinations.
- 19.5 Degree and Provisional Certificate shall be handed over only to the candidate personally by the Controller of Examinations/ Deputy Controller of Examinations but not to any representative of the candidate.
- 19.6 The degree/ provisional certificate can however be dispatched by insured/ registered post or courier to the candidate's home address (within Pakistan) if written request to this effect is made by the candidate and charges are paid.
- 19.7 Candidate can apply for duplicate degree with prescribed fee if his/her degree may be lost / misplaced after production of such evidence (i.e newspaper cutting, affidavit, or any such documents as required by the competent authority). These degrees will be issued with the label "DUPLICATE" in the degree.
- 19.8 In case of any correction in the particulars of degree, revised degree will be issued to such candidate with the label "REVISED" in the degree.

## **20. IRREGULARITIES**

- 20.1 Notwithstanding anything to the contrary contained in any Regulations, the Syndicate shall have the power to quash the result or withdraw the degree, or certificate of a candidate even after it has been declared or awarded:
- a) If the admission of a candidate to the examination was irregular for any reason or that any material fact about him/her was wrongly stated or suppressed.

- b) Disciplinary action shall be taken if the candidate either during the course of an examination or after its conclusion, had behaved in an inappropriate manner.
- c) If the candidate has been disqualified for using unfair means in the examination.
- d) If any mistake is found in compilation after declaration of the result of the candidate.
- e) If it is found that the candidate was not eligible to appear in the examination.
- f) Provided that the order of quashing the result under paras (b) and (c) is issued not later than 3 years from the date of the declaration of the result of the examination concerned.
- g) Provided further that in quashing the result of a candidate under (d) and (e) above, the University declares as 'failed' a candidate, who was previously declared to have passed in an examination, the Syndicate may, after considering the circumstances of the case take such action as it may deem necessary to give to the candidate the benefit of any privilege that he/ she may have acquired by studying in the next higher class in any recognized institution or of taking an examination conducted by the University.

## **21. INTERPRETATION**

21.1 In case of question of interpretation of these Regulations, the Chairperson of the Department concerned shall address the concerned Dean giving his/her own views, the Dean may then either refer the matter to the Academic Council for decision or send the case with his/ her opinion to the Vice Chancellor for decision.

21.2 If the affected party is not satisfied with the decision of the Academic Council it will have the right of appeal to the Vice Chancellor who may either decide the matter or, if deemed necessary, place the matter before the Syndicate. The decision of the Vice Chancellor/ Syndicate in either case shall be final.



**REGISTRAR**

To,

Controller of Examinations

Copy to:-

- 1- All Deans
- 2- All Chairpersons of Teaching Departments
- 3- Chairman Admission Committee
- 4- Deputy Chairman Admission Committee
- 5- Director Finance
- 6- Ag. Librarian
- 7- Controller Student Affairs
- 8- Director, I.T. Department
- 9- Deputy Registrar (Cdn)
- 10- Assistant Registrar (Academic)
- 11- I.T. Manager, Registrar Office

Copy for information to:-

- 1- PS to the Vice Chancellor
- 2- PA to Pro-Vice Chancellor
- 3- Director QEC