

# **EXAMINATIONS RULES AND REGULATIONS**

## **GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT**

### **Definitions**

- a. "Semester" means a period of teaching and examination of 18-20 weeks including all gazette holidays.
- b. "University" "GCWUS" means The Government College Women University, Sialkot
- c. "Vice Chancellor" "Dean", "Registrar", "Director QEC", "Chairperson", "Controller" "Director Sports" means respectively The Vice Chancellor of the University, The Dean of faculty of Natural Science, The Dean of faculty of Arts and Social Sciences , The Dean of faculty of Administrative and Management Sciences, The Registrar of the University, The Director Quality Enhancement Cell, The Chairperson of respective Department, The Controller of Examinations and the Director Sports of the University.
- d. "Academic Year" means the period of program covering two semesters.
- e. "Board of studies" means the Board of studies of the department concerned.
- f. "Credit Course" means a course of study, the successful completion of which shall be a requirement of obtaining the Bachelor's Degree.
- g. "Credit Hour" means the rating allotted to each course during a semester. One lecture hour per week is equal to one credit hour. One lab work session of 3 hours laboratory work per week is also equal to one credit hour. If a course is taught for four lectures and two lab work sessions of 3 lecture hours per week shall be of six credit hours.
- h. "Cumulative Grade Point Average" means the grade point average of a student at the end of each semester after second semester considering the grades obtained in all the courses or at the end of the entire period of study.
- i. "Grade point average" means the average value of all grade points earned by a student in a semester. Grade point Average (GPA) is an expression for the performance of the student in the course she has taken during a particular semester. This is calculated by adding the quality points of all the courses taken in a semester divided by the total number of credit hours.
- j. "Quality points" means a product of grade point (GP) and credit hours (CH). For example if a student obtains a B grade in a course of 4 credit hours then her quality point (QP) will be calculated as follows  $QP=GP \times CH=3 \times 4=12$
- k. "Non-Credit course" means a course of study, the successful completion of which shall not be a requirement for the degree.

## Table Contents

1.	SCHEDULE OF SEMESTERS .....	4
2.	COURSE DESCRIPTION .....	4
2.1.	Associate Degree Program (ADP) 2 years .....	4
2.2.	Bachelors Program (BS) 4 years .....	4
2.3.	Master after 14 years education (MA/MSc) 2 years .....	4
3.	Entrance Requirement.....	4
3.1.	Entrance into 4 years Bachelor's program after 2 years Bachelor's degree (14 years education) .....	4
3.2.	Exit from 4 years Bachelor's Program after completion of 2 years study .....	5
3.3.	Course Code and courses of study.....	5
4.	Total Period of Study .....	5
4.1.	Associate Degree Program (ADP) (2-Years Degree Program).....	5
4.2.	BS (4-Years Degree Program).....	5
4.3.	M.A/M.Sc (2-Years Degree Program) .....	6
5.	Total Period of Study with extension.....	6
5.1.	Minimum Credit for the completion of a Degree Program .....	6
5.2.	Schedule of Semester .....	6
5.2.1.	Undergraduate Structure (Associate Degree Program).....	6
5.2.2.	Undergraduate Structure (BS) .....	7
5.2.3.	Graduate Structure (M.A/M.Sc).....	7
5.3.	Courses Add .....	7
5.4.	Credit Hours .....	8
6.	Credit Transfer Rules.....	8
6.1.	How – where – when to apply for the Credit Transfer: .....	8
6.2.	Credit Transfer rules Details/Procedure .....	9
7.	Repeating of Course.....	9
8.	Make-up / Re-sit Examination Rules.....	10
9.	Freezing a Semester and Leave. ....	10
9.1.	Semester improvement on Medical / Emergency Grounds/ Performance.....	11
9.2.	Semester Unfreeze .....	11
9.3.	Leave .....	11
10.	Manner and Method of Teaching .....	11
10.1.	Teaching.....	11
11.	Grades.....	12
11.1.	Grading System .....	12
11.2.	Grade Point Average (GPA).....	13
11.3.	Cumulative Grade Point Average.....	13

12.	Evaluation .....	13
12.1.	Sessional work .....	13
12.2.	Mid-Term Examination .....	13
12.3.	Practical Examination / Lab. Examination .....	14
12.4.	Final Term Examination .....	14
12.5.	Distribution of Marks for each Course.....	15
13.	Promotion and Probation .....	15
14.	Rechecking of Examination Script.....	16
15.	Course File.....	17
16.	Teacher Evaluation .....	17
17.	Notification of Results.....	17
18.	Marked Answer Sheet Review .....	17
19.	Class attendance .....	18
20.	Convocation and Award of Degree .....	18
20.1.	The Chancellor .....	18
20.2.	Notification of Convocation.....	18
20.3.	Procedure of the Convocation.....	18
21.	Award of Degree/positions.....	19
21.1.	Award of Positions, medals and other Distinctions .....	19
21.2.	Roll of Honour .....	19
21.3.	Issuance of Degree in Absentia.....	20
21.4.	Issuance of Degree Prior to Convocation .....	20
21.5.	Rules relating to issuance of duplicate and revised Transcript .....	20
21.6.	Rules relating to issuance of duplicate and revised degree .....	21
22.	Academic Calendar .....	22
23.	Unfair Means Cases (UMC).....	23
23.1.	Penalties keeping in view the nature and intensity of offence. ....	23
23.2.	Appeal against the decision of the Unfair Means Cases Committee.....	23
24.	Damaged/Lost Answer Script .....	23
25.	Cancellation of admission.....	24
26.	Redressal of Student Grievances .....	24
27.	Waiver of Islamic Studies for Non-Muslim Students .....	24
28.	Central Examination Committee.....	24
29.	Departmental Examination Committee.....	24
29.1.	Constitution of Committee .....	24
29.2.	Functions of the Committee .....	24
30.	Distribution of Marks for each Course in MS.....	25

## **1. SCHEDULE OF SEMESTERS**

- 1.1. There shall be two semesters (Fall & Spring) in an academic year.
- 1.2. Each semester shall be of 18 working weeks – sixteen weeks for teaching, one to two weeks for examination.
- 1.3. During the summer break, university may offer summer session of 6 – 8 weeks with subject of its choice which will provide opportunity to students who have failed or have withdrawn from a course and those who wish to improve their GPA to qualify to the next semester. A maximum of 09 credit hours courses will be offered during summer semester by each Department / Institute.
- 1.4. The contact hours during the summer session will be doubled to ensure that the course is fully covered in a summer session will half of the duration compared to a regular (Fall or Spring) semester.

## **2. COURSE DESCRIPTION**

Course contents, if revised, shall be approved by the faculty of each Department / Institute. The teacher concerned will be responsible for determining the details of the course. The Chairman / Director/ Principal shall call the meeting of the teachers of the Department / Institute for the purpose.

Courses will be numbered and codified as follows.

### **2.1. Associate Degree Program (ADP) 2 years**

- 2.1.1. All courses given in the first year (1st & 2nd semesters) will be designated by 100.
- 2.1.2. All courses given in the second year (3rd & 4th semesters) will be designated by 200.

### **2.2. Bachelors Program (BS) 4 years**

- 2.2.1. All courses given in the first year (1st & 2nd semesters) will be designated by 100.
- 2.2.2. All courses given in the second year (3rd & 4th semesters) will be designated by 200.
- 2.2.3. All courses given in the third year (5th & 6th semesters) will be designated by 300.
- 2.2.4. All courses given in the fourth year (7th & 8th semesters) will be designated by 400.

### **2.3. Master after 14 years education (MA/MSc) 2 years**

- 2.3.1. All courses given in the first year (1st & 2nd semesters) will be designated by 300.
- 2.3.2. All courses given in the second year (3rd & 4th semesters) will be designated by 400.

## **3. Entrance Requirement**

### **3.1. Entrance into 4 years Bachelor's program after 2 years Bachelor's degree (14 years education)**

The students after obtaining 2 years bachelor's degree are entitled to enter into third year of 4 years bachelor's program if the courses of study of 2 years Bachelor's degree are equivalent to the courses

of study of first two years of 4 years Bachelor's program. The student will earn 66 credit hours for 4-year bachelor's program. The equivalence of the courses will be determined by the Departmental Examination Committee of the Department / Institute.

### **3.2.Exit from 4 years Bachelor's Program after completion of 2 years study**

The students of 4 years Bachelor's program are allowed to opt for an exit on medical / emergency grounds after successful completion of study of first two years. Such students will be awarded 2 years bachelor's degree i.e. Associate Degree in Relevant subject, and will not be eligible for admission in any program of any other department of the GC women university Sialkot on the basis of this degree. However, such students will be eligible for admission in the same department for higher studies and diplomas.

### **3.3.Course Code and courses of study**

All courses will be preceded by 2-4 alphabets to be decided by the Department / Institute indicating the title of the degree/ area of specialization. Courses will be divided into following categories.

- |                |                      |                 |
|----------------|----------------------|-----------------|
| i.) Compulsory | ii.) General / Minor | iii) Foundation |
| iv.) Major     | v.) Elective         |                 |

Each Department / Institute shall decide its own compulsory, General/ Minor, Foundation, major and elective subjects in line with the guidelines provided by HEC Pakistan. The courses offered by a Department / Institute Shall be announced with a short description of each course along with time, day, Classroom, name of the teacher, semester and credit hours.

No student will take any course unless she has cleared the pre- requisite for it as determined by the respective Department / Institute.

## **4. Total Period of Study**

### **4.1. Associate Degree Program (ADP) (2-Years Degree Program)**

The normal duration of a 2-years Associate Degree Program (ADP) program is two years. Each academic year consists of two semesters. In case of valid reasons/excuse the period of study may be extended for two additional years (i.e., four semesters). The students who do not complete studies within the stated period will have their names struck off from the rolls of the University. The students who have been given the right to extend the duration of study for additional two years must register and pay tuition fee for these years.

### **4.2.BS (4-Years Degree Program)**

The normal duration of a 4-years bachelor (BS) program is four years. Each academic year consists

of two semesters. In case of valid reasons/excuse the period of study may be extended for two additional years (i.e., four semesters). The students who do not complete studies within the stated period will have their names struck off from the rolls of the University. The students who have been given the right to extend the duration of study for additional two years must register and pay tuition fee for these years. Total period of study may extendable for further one year with the permission of statutory bodies.

#### **4.3. M.A/M.Sc (2-Years Degree Program)**

The normal duration of a 2-years Master (M.A/M.Sc) program is two years. Each academic year consists of two semesters. In case of valid reasons/excuse the period of study may be extended for two additional years (i.e., four semesters). The students who do not complete studies within the stated period will have their names struck off from the rolls of the University. The students who have been given the right to extend the duration of study for additional two years must register and pay tuition fee for these years.

### **5. Total Period of Study with extension**

The normal duration of 4 years Bachelor's after intermediate, 2 years Master after 14 year education.

- |  |            |                 |
|--|------------|-----------------|
| a. 2 years Bachelors (Associate Degree)    | Two Years  | Maximum 4 years |
| b. 4 years Bachelors (BS)                  | Four Years | Maximum 6 years |
| c. 2 years Master after 14 years education | Two Years  | Maximum 4 years |

#### **5.1. Minimum Credit for the completion of a Degree Program**

A detail of minimum credit hours and semesters for each discipline is given below

Sr. #	Program	Min Credit Hours	Semesters
1	ADP	66-72	4
2	BS	124-136	8
3	M.A/M.Sc	66-72	4

#### **5.2. Schedule of Semester**

##### **5.2.1. Undergraduate Structure (Associate Degree Program)**

Total No. of Credit Hours	66-72
Semester Duration	16-18 weeks
Course Duration	4 Semester (2 years)
Number of Summer Session	Once in an academic year (optional)
Course Load per Semester for Regular Full-time Students	15-18 Credit Hours

### 5.2.2. Undergraduate Structure (BS)

Total No. of Credit Hours	124 – 136
Semester Duration	16-18 weeks
Course Duration	8 Semester (4 years)
Number of Summer Session	Once in an academic year (optional)
Course Load per Semester for Regular Full-time Students	15-18 Credit Hours

### 5.2.3. Graduate Structure (M.A/M.Sc)

Total No. of Credit Hours	66-72
Semester Duration	16-18 weeks
Course Duration	4 Semester (2 years)
Number of Summer Session	Once in an academic year (optional)
Course Load per Semester for Regular Full-time Students	15-18 Credit Hours

In case of valid reasons/excuse the period of study will be extended for two additional years (Four Semester) in all above said three programs. The students who will not complete studies within stated periods shall be struck off from the rolls of the Department / Institute. The students who have given the right to extend the duration of study for additional two years must register and pay tuition fee for the semesters. The students who extend their course of study beyond period given at sections above shall not be entitled to avail any facility like hostel, transport and medical which university extends to its regular students.

### 5.3. Courses Add

The enrolled students may

- i) Change the courses in their program not later than 7 days
- ii) Drop/Add the course within two weeks after the date of commencement of the semester with the permission of the Head of Department / Institute if such change/add/drop does not affect requirements of minimum / maximum course workload conditions. Withdrawals from a course will be allowed one week before the end of semester under the approval of the Head of the Department / Institute which will be represented by ‘W’ in the transcript.

- iii) An undergraduate program of instruction generally includes a 15-18 credit hours course load including exams in a regular semester. The required course load for a full time undergraduate is minimum of 15 credit hours per semester.
- iv) In case any student wishes to enroll for one more course beyond 18 cr. Hours she may be allowed by institution in either of the two cases
  - a) If her CGPA is above 3.500 and
  - b) The student needs the course to graduate on time

#### **5.4. Credit Hours**

- i) A credit hour means teaching a theory course for one hour each week throughout the Semester.
- ii) One credit hour in laboratory or practical work / project would require lab contact of two hours per week throughout the semester.
- iii) The credit hours are denoted by two digits within brackets with a Plus in between. The first Digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3+0) means three credit hours of theory, while 4(3+1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory.
- iv) The weekly contact hours of a 3(3+0) course will be three, the contact hours of a 4(3+1) Course will be six.
- v) The contact hours during each week of the Summer Session will be doubled to ensure that the course is completely taught in a semester with half the duration compared with a regular (Fall/Spring) semester.

### **6. Credit Transfer Rules**

GCWUS accepts credit transfer requests of students from other HEC recognized Universities. A kind of holistic assessment, based on consideration of the following is employed by GCWUS in this regard, for suitability of the credit transfer:

- i) Compatibility  
A course not part of the GCWUS program/ curriculum shall not be transferred.
- ii) Academic Achievements  
Courses with less than grade C for undergraduate and grade B for graduate shall not be entitled for the credit transfer.
- iii) Academic Reference  
NOC and transcript from the previous University.
- iv) All credit transfer applicants must also meet the standard entry Criteria for GC Women University, Sialkot.
- v) Representation  
A transferred course shall be shown by “T” (Transferred) on the transcript and shall not be counted in the CGPA/GPA calculations.

#### **6.1. How - where - when to apply for the Credit Transfer:**

- i) Use application form for the credit transfer may be obtained from chairperson migration



committee is available on GCWUS website [www.gcwus.edu.pk](http://www.gcwus.edu.pk).

- ii) The applicant desiring credit transfer will submit an application form accompanied by copies of all previous transcripts, course outlines, her latest photograph, duly verified by the Registrar/Principal/Chairperson/Head of the Department of the institution in which he/she is currently enrolled.
- iii) Fill up the form completely.
- iv) Form is supported with
  - a) NOC
  - b) Course(s) outlines
  - c) Transcript for the previous University
- v) Submit the application to the migration office, from where it will be forwarded to the chairperson migration committee for their assessment and approval; if and when it is approved and received, it is preceded by the registrar office accordingly for the credit transfer.
- vi) All such applications need to be submitted before start of classes of a semester, to give ample time for processing of the application.

## **6.2. Credit Transfer rules Details/Procedure**

- i) The merit of the applicant should be higher or equivalent to the minimum admission criteria in that particular discipline/degree program/batch moreover Last merit of the admission for that program (requested to get transfer) will also be considered.”
- ii) Subject to the similarity and equivalence of at least 80% of courses of the respective discipline/degree for undergraduates and graduate programs and availability of seat(s), the transfer of credit request(s) will be processed for a regular semester only.
- iii) The applicant must have CGPA of at least 2.000 for undergraduate programs and 2.500 for Graduate / Post Graduate programs.
- iv) Depending upon the similarity and equivalence of the courses, o No credit hour of a course will be transferred if the grade is less than C for undergraduate and B for graduate.
- v) The participant will provide a clearance certificate from her previous institution and will register herself with GCWUS within the stipulated time.
- vi) The participant will have to cover the entire deficient course(s) (if any) within the stipulated time for the completion of her degree.
- vii) The credits transferred are counted towards degree requirements of a participant. However, GPA of transferred credits will not be counted towards the calculation of CGPA, and that only 'T' will be written against those courses whose transfer of credits was allowed by the respective Dean.

CREDIT TRANSFER POLICY (9 may 2018, BASR 30-4-2018) will be same with addition of above mentioned details

## **7. Repeating of Course**

- a) A student will be allowed to repeat in the following manner, a course in which she was absent or has secured cumulative “F” grade whenever the course is offered.
  - (i) Candidate who had appeared in surprise test, quiz, assignment and Mid-term Examinations but remained absent in Final Term Examination or could not secure 50% marks shall repeat the course whenever the course is offered.
  - (ii) Candidate who remained absent through out and did not take the examination shall be required to repeat all the subjects by readmission.
- b) Permission for repeating a course will be given by the Chairperson concerned with intimation to controller of examinations.

- c) Undergraduate students may be allowed to repeat a course in which she has obtained grade below “C”. 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. The Institution may define maximum number (<6) courses for BS and (<3) courses for M.A/M.Sc & ADP that student may be allowed to repeat in an eight Semester degree program.

## **8. Make-up / Re-sit Examination Rules**

- i) Absence from examination is permissible only in extreme situations beyond the control of the student. Serious illness of the student or death in the immediate family is regarded as a legitimate reason for scheduling a make-up exam.
- ii) The request for scheduling a make-up exam must be made by the student or someone on her behalf, on the Make-up Exam petition Form which must be submitted to the chairperson concerned, along with other required documents (application form may be obtained from office of the controller of examinations or [www.gcwus.edu.pk](http://www.gcwus.edu.pk)), within three working days of missing the exam. Medical Certificate (In case of illness) of private hospital will not be entertained. After the verification decision will be forwarded to the concerned instructor under the intimation to the controller of examinations.
- iii) The student will have to pay special examination fee of Rupees 4000/- for each course. If the number of courses is more than 2 than a lump sum of Rs. 8000/- shall be paid as special examination fee to the department.
- iv) The make-up exam must be taken within two weeks of the original exam with a maximum extension of up to one month. This will be coordinated by the chairperson of concerned department in consultation with the instructor (s)
- v) The Students involved in extracurricular activities, arranged by societies or other Institutions, need to get prior permission from the HOD/Director sports / director student affairs in case they would miss a quiz or an exam (no special examination fee required in such cases).
- vi) If a student repeats more than three courses in case of 9<sup>th</sup> semester BBA, BS , BFA etc. or 5<sup>th</sup> semester in case of MA/MSc program , she has to pay full semester fee.

### **Note:**

*Private arrangement for make-up examination between a student and a teacher is not allowed. The Student who misses a Scheduled make-up exam will not be given a second chance. Make up exam rules implies only on Mid Term Exams, there will be no make-up for Final Term Exams.*

## **9. Freezing a Semester and Leave.**

- i) A student may discontinue her studies by freezing a semester with the permission of Chairperson concerned due to illness duly certified by a district hospital countersigned by the University Medical Officer. The Chairperson concerned would intimate the same to the Dean and Controller of Examinations.
- ii) A student may also discontinue under the circumstances beyond her control to be determined by the Chairperson concerned, in each case on a written application by the student. The Chairperson concerned with prior approval of Dean shall duly notify it accordingly under intimation to Controller of Examinations.
- iii) A student can discontinue only if discontinuation is sought prior to enrollment in the second or subsequent semester, the student shall have not to pay the dues.so Freezing of first semester of BS and first semester for MS is not allowed.
- iv) A student who seeks discontinuation shall have to enroll in the program offered by the

department as per the courses of studies in vogue at that time.

- v) Discontinuation shall not be allowed for more than two times in whole degree program in any case. A student who discontinues with the permission may enroll in the same semester the following year with the written permission from Head of the Department concerned.
- vi) In general, a discontinuing student will be allowed to start the studies where she left off. But in special circumstances, where the program has been discontinued or re-designed, the vice chancellor on the recommendation of controller of examinations and HOD shall have the final authority regarding freezing and unfreezing semester of the student.
- vii) The Batch/Session of the discontinuing student shall remain unchanged.
- viii) Under special \*hardship circumstances freezing of first semester can be considered by the approval of competent authority.
  - Iddat
  - Maternity/Delivery
  - Death in the immediate family
  - Any other subject to acceptance on justified rationale

**Note: Freezing of Semester will only be allowed after successful completion of 1st Semester as prerequisite as the case may be for other semester's predecessor to the freezing Semester**

### **9.1. Semester improvement on Medical / Emergency Grounds/ Performance**

The student who discontinues studies on medical/emergency ground will be allowed to freeze the semester and will rejoin in the same semester next year after paying semester fee. During the period of discontinuation of studies, the hostel, medical and transport facilities shall be curtailed which are normally available during regular studies. On the basis of performance a student will not be readmitted in any case in the same institute up to fourth (4<sup>th</sup>) Semester for BS and second (2<sup>nd</sup>) Semester for MA/M.Sc./ADP, However students in Fifth (5<sup>th</sup>) Semester for BS and Third (3<sup>rd</sup>) Semester for MA/M.Sc./ADP will be allowed to improve semester once in the same semester they are Dropped.

### **9.2. Semester Unfreeze**

- (i) After completing freezed time period student have to apply for semester unfreeze on a prescribed application form for semester unfreeze before the start of semester.

### **9.3. Leave**

For a prolonged/ extraordinary leave of more than one semester, the student shall apply for leave with a valid reason approved by the program coordinator. Leave application shall be submitted before a semester starts. The student will not have to pay any charges during leave. Leave is valid for two semesters. After the two semesters, the student shall rejoin, register in courses and continue studies, failing which her admission shall be cancelled automatically, without any prior information/ intimation.

## **10.Manner and Method of Teaching**

### **10.1. Teaching**

- a) Ordinarily the teaching shall be through lectures, tutorials/ assignments, periodic quizzes, tests/examinations discussions, seminars, demonstrations, practical work in laboratories, field work, project, and any other method of instruction approved by the University.
- b) The courses shall be assigned codes according to a scheme. The course code numbers once fixed shall not be changed even if the course has been abolished.
- c) Teaching in each Department shall be conducted by the University teachers or such other persons as may be declared to be teachers by the authority.

- d) Teaching in each Department shall be organized through courses specified for each subject.
- e) English shall be the medium of instruction and examination would be taken in English except in the subjects of Islamic Studies/Ethics and Pakistan Studies, where the candidates may have an option to select Urdu or English.
- f) The competent authority may direct faculty to teach online depending on any emergency such as COVID-19 etc.

## 11. Grades

Grades given to a student in each course shall be of two types: (i) Numerical Grades:

Assessment of performance on the basis of marks fixed for a course of any credit Hours Unit, shall be termed Numerical grade (NG).

- (ii) Alphabetical Grades:

Equivalent of numerical grade in terms of alphabets shall be termed as Alphabetical Grade (AG). Each letter carries a value in terms of numerical points of Grade point (GP).

### 11.1. Grading System

- a) Grade point should be as follows:

A for 4.00, A- for 3.66, B+ for 3.33, B for 3.00, B- for 2.66, C+ for 2.33, C for 2.00, C- for 1.66, D+ for 1.33, D for 1.00 and F for 0.00 or fail and I for incomplete, W for withdraw, N for No grade reported.

Maximum Grade Point Average = 4.00

Please Note: Each course Title consists of theory and Practical, as given in the Courses of studies.

- b) Equivalence between letter grading and numerical grading shall be as follows:

Marks Range	Grade Point	Letter Grade
85 and above	4.00	A
80 – 84	3.66	A-
75 – 79	3.33	B+
70 – 74	3.00	B
67-69	2.66	B-
64-66	2.33	C+
60-63	2.00	C
57-59	1.66	C-
53-56	1.33	D+
50-52	1	D
0-49	0	F
Incomplete	0	I

Withdraw	0	W
No Grade reported	0	N

### 11.2. Grade Point Average (GPA)

The academic rating of a student shall be calculated on the basis of the Grade Point Average. The Grade Points obtained by a student in each course shall be multiplied by the number of credit hours specified for that course and then the Grade Point Average (GPA) shall be calculated. e.g.,

Course No.	Credit Hours	Grade	Grade Point	Total Grade	Points
332	3	B	3.00	3.00*3	9.00
342	3	C+	2.33	2.33*3	6.99
364	3	A-	3.66	3.66*3	10.98
367	3	F	0	0*3	0

Cumulative Grade Points 26.97

Total Credit Hours 12

Grade Point Average 2.247

### 11.3. Cumulative Grade Point Average

- The Cumulative Grade Point Average (CGPA) shall be calculated at the end of the second semester and each of the subsequent semesters.
- If a student fails to make up the deficiency in her Cumulative Grade Point Average in given the number of chances permitted, she will cease to be on the rolls of the university.

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (C. GPAs) will be calculated using the following relationships:

GPA =  $\frac{\text{Sum over Courses in Semester (Course Credit Hours X Grade Point Earned)}}{\text{Total Semester Credit Hours}}$

Total Semester Credit Hours

CGPA =  $\frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours X Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semesters}}$

Total Credit Hours Taken in all Semesters

## 12. Evaluation

- The evaluation of the students shall be done by following assessment methods for each course during each Semester. These shall be termed.
  - Sessional (Quiz, Surprise Test, Assignment, Presentation)
  - Mid-Term test
  - Semester Examination and or Practical /Lab Examination.

### 12.1. Sessional work

Sessional work will be of 25 marks including at least two surprise quizzes, 1 assignment and 1 research project or any other innovative work. Presentations can only be included from 5<sup>th</sup> semester onward but will not be taken during class timing and should not cover course contents.

### 12.2. Mid-Term Examination

- There shall be a Mid-Term Test in a course during a semester, which shall be held

- during the 9th week after the commencement of the semester.
- ii. The conduct (fixing of time, date and place) of Mid-term Test shall be the responsibility of the Chairperson concerned department with the consultation of Dean.
- iii. There shall be no separate Mid-term test for failures or repeat test for absentees on any account.
- iv. The scripts of Mid-term tests shall be shown to the students after evaluation/marking. The award lists/marks sheets of the tests will be displayed on the Notice board of the Department immediately after evaluation. A copy of the award lists of these tests will also be submitted by the teacher/examiner to the Chairperson of the department concerned.
- v. In Mid-Term examination, there will be objective type questions (MCQ, true False, filling of the blanks, matching's etc. and figure illustration) of 20 marks, short questions of 15 marks. Total marks for Mid-Term examinations will be 35. However, a teacher may change the above criteria depending on the nature of the subject with prior permission of concerned HOD.
- vi. Timing for Mid-Term examinations will be 01 hour & 15 minutes
- vii. If any student is not satisfied with the evaluation of Mid-term Test, she may represent to the chairperson of the concerned Department within 7 working days of the declaration of the result. The decision of the Chairperson after consulting the examiner concerned in the matter shall be final. Any representation after the expiry of 7 working days will not be entertained. The final award list of Mid-term Tests along with the marks of Assignment, tests shall be forwarded by the teachers to the Chairperson concerned before two weeks of the Final Semester Examination. The Marks so communicated to the Chairperson shall be final and no subsequent change shall be permitted.

### **12.3. Practical Examination / Lab. Examination**

The Practical/Lab. Examination may include:

- i. Journals, Reports-Evaluation.
- ii. Practical, Viva-Voce Examination.

### **12.4. Final Term Examination**

- i. The Examination in all the courses shall be conducted by the Controller of Examinations.
- ii. The Examination shall be open to a student who has been on the rolls of the University provided that her examination form is duly certified and forwarded by the Chairperson of the Department.
- iii. In Final-Term examination, there will be objective type questions (MCQ, true False, filling of the blanks, matching's etc. and figure illustration) Final Term examination will be of 40 marks (15-20 marks for subjective and 20-25 marks for Objective).
- iv. Timing of final term examination will be 01 hour & 30 minutes
- v. The duration of Examination in all the courses (irrespective of the number of credit hours) shall not be more than three hours except engineering drawing, which shall be of maximum four hours.
- vi. The Examination shall be held at the end of each semester. Preparation leave shall be allowed to the students after the completion of 16 weeks teaching period and before the commencement of Semester Examination as decided by the university.
- vii. The Examination schedule/Program shall be prepared by the Controller of examinations in consultation with the Chairperson of the department concerned and approved by the Vice-Chancellor on the recommendation of the Dean



- viii. The Examination schedule/program shall be notified by the Controller of Examinations at least one week in advance of the commencement of the Examination.
- ix. After holding the semester examination each teacher shall prepare three copies of the result/awards on the prescribed award-list. She shall retain one copy with her, shall send one copy to the Head of the Department and last to the Controller of Examinations along with scripts and question paper. The Controller of Examinations shall prepare the final result and submit it to the Vice-Chancellor for approval. After approval, the result shall be notified by the Controller of Examinations and a copy of the same shall be submitted to the Dean. Results of each semester along with scripts shall be forwarded to Controller of Examinations, within the prescribed period as mentioned in Examinations Rules.
- x. The Controller of Examinations shall be responsible for compilation/tabulation of the results and for submitting it to the Vice-Chancellor for approval before its announcement.
- xi. The Controller of Examinations shall issue Marks/Grade certificate to each individual student appearing in the examination on the prescribed form and fee after declaration of the results on the request of the student.
- xii. For the programs/degrees where research is optional, the students are required to submit the Thesis/Project report within two months from the date of last examination of the final semester. However, this time duration can be extended with the permission of the Head of the concerned Department. The evaluation of the project shall be made by the panel of three examiners comprising the Head, external examiner (to be recommended by the concerned Chairperson and Dean and appointed by the Vice-Chancellor) and the concerned faculty member under whose supervision the Thesis/Project is completed.

### **12.5. Distribution of Marks for each Course**

The distribution of marks (weightage of grade) in semester will be as follows: For courses where laboratory Practical is not involved:

Sessional:	25%
Mid-Term Examination:	35%
Final-Term Examination:	40%
Total:	100%

\*Assignment for the course/s where only practical work is involved shall include usual assignment, individual/ group tasks and mini projects.

\*\*Semester examination for the course/s where only practical work is involved shall include written as well oral examination decided by the concerned teacher, and individual/group project.

## **13.Promotion and Probation**

- i. A student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.000 at the end of each semester for promotion to the next semester.
- ii. In case a student is able to obtain GPA of 1.700 or more but less than 2.000 except first semester where GPA of students is 1.500 or more but less than 2.000, she will be promoted to the next Semester on probation (1st probation). If the student does not achieve the desired CGPA of 2.000 but obtains CGPA greater than or equal to 1.700, will go to the 2nd (last) probation. The candidate, who fails to secure 1.500 GPA in the first semester or 1.700 CGPA in a subsequent semester, will stand automatically DROPPED from the rolls of the University.

- iii. A student will have the right to avail probation twice in the following semesters for BS program and once in MA/M.Sc. and Associate Degree Program.
- iv. A student has to obtain CGPA 2.000 in the last semester (at the end of degree) of each program for the award of the degree.
- v. In the first, third, fifth and seventh semesters of BS Program a student will be required to repeat those courses of the first, third, fifth and seventh semesters, respectively, in which she had failed.
- vi. In the second, fourth, sixth and eighth semester, a student will be required to repeat those courses of the second, fourth, sixth and eighth semesters, respectively, in which she had failed.
- vii. In the first and third semesters of MA/M.Sc. and (ADP) Associate Degree Program a student will be required to repeat those courses of the first and third semesters, respectively, in which she had failed.
- viii. In the second and fourth semesters MA/M.Sc. and (ADP) Associate Degree Program a student will be required to repeat those courses of the second and fourth semesters respectively, in which she had failed.
- ix. If a student is fail in more than 50% of credit hours in current semester but her GPA/CGPA is (promoted/probation) according to promotion rules the she must pass the said credit hours before registration to next semester.
- x. If a student gets C- grade/ less than 60 marks, she can repeat the course when offered to improve her grade.

#### **14.Rechecking of Examination Script**

- a) a Student may apply for rechecking of examination script on a prescribed application form obtained from office of the controller of examination or GCWUS website: [www.gcwus.edu.pk](http://www.gcwus.edu.pk)
- b) The answer book of a candidate shall not be re-assessed under any circumstances.
- c) Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examination can arrange for re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of students. The Controller of Examination or any officer or re-checking committee appointed shall see that:
  - i. There is no computational mistake in the grand total on the title page of the answer book.
  - ii. The total of various parts of a question has been correctly made at the end of each question.
  - iii. All totals have been correctly brought forward on the title page of the answer book.
  - iv. No portion of any answer has been left un-marked.
  - v. Total marks in the answer book tally with the marks sheet.
  - vi. The hand-writing of the candidate tally in the questions/answer book.
- d) The candidate or anybody on her behalf has no right to see or examine the answer books for any purpose.
- e) The marks of a candidate could even decrease in light of (a) (iii) above. In the event of reduction of marks



## **15.Course File**

Maintaining the Course File is compulsory for all faculty members. It should have complete record of every activity that happens during the course. The course file should contain:

- (i) Course Code and Title
- (ii) Description of Course/Learning Outcomes
- (iii) Course syllabus and changes, if any, made over at least 3 semesters
- (iv) Weekly Teaching Schedule
- (v) Dates of Mid-Semester Examination
- (vi) Grading Rules will identify each activity. such as Homework, Quizzes, Mid-Semester Examination, Final Examination and Term Papers etc.
- (vii) Copy of each Homework Assignment
- (viii) Copy of each Quiz Assigned
- (ix) Copy of Question Papers for Mid Semester Examination
- (x) Copy of Question Papers for Final/Semester End Examination
- (xi) Grading Sheets of the Course, Detailing Statistical Data on the Grades obtained by Students.
- (xii) Difficulties/Problems faced by the Teacher and Students during Classroom/ Course Delivery.

## **16.Teacher Evaluation**

The evaluation of teacher is mandatory because there is very little control over the teacher when she is in the classroom. The evaluation will be done in the last week of the semester without the presence of the teacher, so has to maintain impartiality by Quality Enhancement Cell. The evaluation will be shared with the concerned teacher for her improvement/knowledge. Evaluation done by the students will completely be anonymous, i.e., the students will not be required to indicate their names, roll numbers, registration numbers and/or any other student.

## **17.Notification of Results**

The teachers are required to submit result within one week after the examination so that result shall be declared by the office of the controller of Examinations, after its consideration/Analysis by the Examination Committee of the Department / Institute within two weeks after the examination. The Controller of Examinations will ensure declaration of result within stipulated period of two weeks. If the teacher concerned does not submit result within two weeks even after reminders by the Head of the Department then the Head of the Department may appoint any other teacher to organize examinations again with the permission of Controller of Examinations and will submit results within one week after the examination. In such cases the remuneration will be paid to the teachers appointed later by the Head of Department. A student will not be allowed to improve after final degree notification/issuance of final Transcript.

## **18.Marked Answer Sheet Review**

- (i) Proper Paper review has to be made mandatory before final submission of result to the controller of examinations.
- (ii) Paper review schedule will be notified by the concerned chairperson of the department under intimation to controller of examination.
- (iii) student must be facilitated to review the answer sheet within 5 days after the commencement of examination of that specific subject in both Mid/Final term examinations.
- (iv) This would help in avoiding student grievances, biasness and calculation errors etc. in the papers.

## **19. Class attendance**

- (i) At the end of each Semester the Teacher concerned shall send attendance record to the Dean, through the Chairperson of Department concerned, a statement giving the total number of lectures delivered and practical conducted by her together with the total number of lectures and practical attended by each student in her charge.
- (ii) A candidate with less than 80% attendance in Class lectures and lab work will not be allowed to appear in the Semester Examination in a semester. For genuine reasons the Dean of the faculty may condone 5% shortage in attendance on the recommendations of the Chairperson of the Department. In exceptional cases the Vice Chancellor may further condone 5% shortage in attendance on the recommendations of the Dean of the concerned faculty. Beyond this limit the academic council shall be the competent authority.
- (iii) In the case of a sports person participating in games of National or International level, as verified by the Director sports and recommended by Chairperson concerned, the attendance in class lectures and lab. Work will be calculated on the basis of total number of lectures delivered/practical conducted in a course minus the number of total lecture days actually spent by the sports person in representing the university in sports or games.
- (iv) In the case of persons who are selected by the government or the university for proceeding on good-will missions outside the City/Province/Country, the lectures delivered in the concerned classes during the period of absence of such persons not exceeding 15-days shall be deducted from the total number of lectures delivered to the class and the required percentage of attendance for purpose of examinations shall be based on the balance of lectures.

## **20. Convocation and Award of Degree**

The Convocation shall be held on regular basis for conferring the Degree on persons who shall have under prescribed conditions pursued 2 years Bachelor (Associate Degree) 4 years Bachelor, 2 years Master MS and Ph.D course of study and passed examination of Government College Women University, Sialkot.

### **20.1. The Chancellor**

Per section 8 (1) & (2) of Government College Women University Sialkot ACT 2012 (VII of 2013), The Chancellor or a nominee of the Chancellor shall preside at the convocation of the University.

### **20.2. Notification of Convocation**

- (a) The date of Convocation shall be fixed by the Chancellor on the recommendations of the Vice-Chancellor. As soon as the date of Convocation is fixed, the Controller shall notify all graduates eligible to receive their Degrees at the Convocation through letters posted to the candidates. The date of convocation be also publicized through press or university website/ social media.
- (b) Such candidates should be required to submit Rs. 3000/- each as convocation registration fee and same is considered as Degree Fee.
- (c) The Registrar shall inform all the members of the Syndicate, the Academic Council and the Faculties by means of circular giving the time, date and venue of the Convocation.
- (d) Graduates receiving degrees at the Convocation shall wear the Academic costume approved by the university to which they are entitled.
- (e) Roll of Honour will be awarded to the Graduates obtaining CGPA 3.700 or more.
- (f) No graduate shall be admitted to Convocation unless she is in the proper Academic costume.

### **20.3. Procedure of the Convocation**

The procedure of the Convocation shall be as follows:

- (a) The teaching faculty of the University and the graduates shall assemble in the Convocation hall half an hour before the time of the commencement of Convocation.
- (b) Procession
  - I) The convocation procession will be formed in two rows and enter the auditorium in the following order:
    - i. Registrar
    - ii. Two Students left/right side following Registrar with flags.
    - iii. Faculty members in ascending order of Seniority
    - iv. Deans of all Faculties
    - v. Controller of Examinations
    - vi. The Vice-Chancellor
    - vii. Chairman HEC
    - viii. The Pro-Chancellor
    - ix. The Chancellor

## **21. Award of Degree/positions**

Names and citation of students who have earned distinction for Gold, Silver Medals and Rolls of Honor on basis of following rules:

### **21.1. Award of Positions, medals and other Distinctions**

Award of position of the degree program shall be determined on the basis of CGPA (cumulative grade point average). In case of tie between two or more students having equal CGPA, their overall percentage of marks (OPM) obtained in all the semesters shall be considered. A student with higher percentage shall be awarded the first position and so on. However, if their overall percentage of marks is also equal, they shall be considered on the same position.

- i. Merit Positions/Medals/Prizes/Role of Honor shall be awarded to the students in each department by the controller of examinations. The merit positions will be based on the results of all the 4 semesters of ADP, 8 semesters of BS and 4 Semesters of MA/MSc on the basis of highest marks, provided that the students have cleared all the subjects in the first attempt and not penalized by the student disciplinary committee.
- ii. The students who fail to qualify the Internal Examination in any subject / paper do not qualify for getting any distinction. (In exceptional cases where a student represents GC Women University, Sialkot in sports / Co-Curricular activities and her performance has been verified by the Director Sports or coordinator societies as the case she may be eligible.
- iii. The candidate/student who are employees of GC Women university Sialkot are not eligible for award any position or Medals in any degree program being taught at GC Women University Sialkot, This policy is also applicable to both previous and current programs being taught at GCWUS.
- iv. If more than one candidate achieves same CGPA & OPM, all will be eligible for position or medal.
- v. The disciplines where number of students are less than 05, no position will be awarded in semester system.
- vi. For the award of Gold Medal, roll of honors and all other distinctions of Government College Women University, Sialkot a student must have passed all the examinations at least with not less than B grade, in the first attempt.
- vii. No Medal or position certificate will be awarded at postgraduate programs (MS/PhD).

### **21.2. Roll of Honour**

All students obtaining CGPA 3.70 or above shall be declared on the Honour List. Following Medals and Rolls of Honour shall be awarded by the Chancellor or the Chief Guest:

- i. Gold plated medal with Rs. 5000/- as cash prize for 1st position holder at undergraduate level.

- ii. Silver plated medal with Rs. 3000/- as cash prize for 2nd position holder at undergraduate level.
- iii. University gold plated medal with the title “Allama Iqbal Gold Medal” with Rs. 5000/- for the outstanding student with highest position among all the students of the University at the graduate level.
- iv. No position/medal will be awarded to the students of the University at the postgraduate level i.e. (MS/PhD).
- v. Special Gold plated medals to be initiated by Educationists and Industrialists.

With the approval of Vice Chancellor (GCWUS) Special Gold Plated medals with Rs. 5000/- as cash prize to be initiated by the educationists and industrialists to commemorate the memory of eminent, social and political figures of city of Sialkot on producing appropriate citation.

However, the students who do not pass any semester in first attempt or improve their grades are not eligible for any academic distinction.

### **21.3. Issuance of Degree in Absentia**

The graduates who do not attend the Convocation shall apply to the controller of examinations through department concerned for obtaining such degrees on payment of approved Registration Fee for Degree.

### **21.4. Issuance of Degree Prior to Convocation**

Sometimes students have to apply for their jobs, admission for higher studies in local or foreign Universities or for immigration. They are in dire need of original degrees without which they cannot proceed further. To facilitate them Degree prior to Convocation may be issued to graduates who are unable to attend the annual convocation. In such case the graduates will need to fulfil the following requirements to obtain the Degree prior to Convocation:

- i. The graduate can apply to the Controller of Examinations for obtaining Degree prior to Convocation.
- ii. On the receipt of such application, the Vice Chancellor shall consider it and may declare the applicant to be admitted to this Degree prior to Convocation.
- iii. The graduate will pay the approved Registration Fee for Degree and fill the requisite Registration Form and attach all the relevant documents on producing documentary proof to get the Urgent Degree prior to Convocation.
- iv. The Controller of Examinations will be required to proceed for preparation of Degree prior to Convocation as per prescribed procedure.

### **21.5. Rules relating to issuance of duplicate and revised Transcript**

- (a) Duplicate Final Transcript shall be issued only in the cases of loss or damage of original Final Transcript.
- (b) The candidate should submit an application for the Duplicate Final Transcript along with the following documents:
  - i. Copy of CNIC
  - ii. One Passport Size Photograph
  - iii. Copy of Transcript (if available)
  - iv. Affidavit
  - v. Demand Draft/ Fee receipt as prescribed.
- (c) Revised Final Transcript shall be issued in cases of change in Name/ Father Name on original Final Transcript.
  - i. The candidate shall apply for the Revised Final Transcript along with following documents:
  - ii. Copy of CNIC

- iii. Copy of revised matric and inter marks sheet
  - iv. Two Passport Size Photograph
  - v. Final Transcript in original
  - vi. Notification issued by the Registrar for Change of Name/ Father Name.
  - vii. Affidavit
  - viii. Demand Draft/ Fee receipt the prescribed.
- (d) The word Revised or Duplicate shall be at the top of the Revised and Duplicate Transcript respectively.
  - (e) The revised Final Transcript shall be issued within 15 working days after receiving the application.
  - (f) The controller of Examinations shall issue the Duplicate/ Revised Final Transcript to the candidate after verification from the original CNIC and signatures on the prescribed register.
  - (g) In case of change/correction in name on Final Transcript the Controller of Examinations shall mark the original Final Transcript "CANCELLED" prior to the issuance of revised Final Transcript and by observing the codal formalities.
  - (h) Fee for Duplicate and Revised Transcript will be Rs. 2000/-

## **21.6. Rules relating to issuance of duplicate and revised degree**

### **(a) Duplicate degree:**

- I) Duplicate Degree shall be issued only in the cases of loss or damage of original degree.
- II) The candidate should submit an application for the Duplicate Degree along with the following documents:
  - i. Copy of CNIC
  - ii. One Passport Size Photograph
  - iii. Copy of Degree (Original in case of damaged)
  - iv. Copy of FIR filed with local Police intimating the loss/theft of the Degree.
  - v. Affidavit signed before the first class magistrate regarding the fact of irrecoverable loss on stamp paper worth of Rs. 200/- stating a declaration to the effect that the candidate will not misuse the duplicate Degree in case original is found. She will surrender the duplicate Degree if the original Degree is recovered subsequently.
  - vi. Demand Draft/ Fee receipt as prescribed.
  - vii. Fee for Duplicate and Revised Degree will be Rs. 3000/-

### **(b) Revised degree:**

- I) Revised Degree shall be issued only in cases of change in Name/ Father Name or any other change in original Degree.
- II) The candidate shall submit an application to the Registrar for change of Name/ Father's Name or any other change along with following documents:
  - i. Copy of CNIC
  - ii. One Passport Size Photograph
  - iii. Decree in original
  - iv. Revised Certificate of Matriculation.
  - v. Degree of the Court.
  - vi. Affidavit signed before the first class magistrate regarding the change in name on stamp paper worth of Rs. 200/- stating, a declaration to the

effect that the candidate will not misuse or allow to misuse the Degree and all the precautionary steps would be taken against possible misuse.

vii. Demand Draft/ Fee receipt as prescribed.

viii. Fee for Duplicate and Revised Degree will be Rs. 3000/-

**(c) Revised/Duplicate Degree procedure**

- i. The candidate shall apply for the change/correction in name in her personal file available in concerned Department along with all the documents prior to apply for Revised/ Duplicate Degree.
- ii. The Controller of Examinations, after the verification of the documents and data provided by the candidate, shall forward the application to the Vice-Chancellor for approval.
- iii. After the approval by the Vice-Chancellor, the Controller of Examinations will issue notification shall proceed for Revised/ Duplicate Degree, accordingly.
- iv. After the approval of Vice Chancellor, the Registrar will issue notification regarding all matters of registration, if needed to be revised or desired by candidate after fulfillment of the codal formalities.
- v. Information regarding change of the candidate's Name/ Father's Name or any other Change/ correction will be mentioned on the Degree.
- vi. The word Revised or Duplicate shall be at the top of the Revised and Duplicate Degree respectively.
- vii. The Controller of Examinations shall issue the Duplicate / Revised Degree to the candidate after verification from the original CNIC and Signatures on the prescribed register for receiving degrees.
- viii. Nobody other than concerned candidate can apply for the Duplicate / Revised Degree on behalf of the candidate.
- ix. In case of damage/ change/ correction in name in Original Degree, the Controller of Examinations shall stamp "CANCELLED" on the original Degree prior to the issuance of Duplicate / Revised Degree in the presence of the Signatories and by observing all codal formalities.
- x. In either case, the Registrar shall notify the cancellation of Degree, prior to the issuance of Duplicate and Revised Degree.
- xi. In each case, The Registrar Office/ Controller of Examinations shall inform HEC accordingly.
- xii. Prescribed Fee for Duplicate and Revised Degree will be the same as that was fixed at the time of Convocation.
- xiii. Fee for Duplicate and Revised Degree will be Rs. 3000/-

## **22.Academic Calendar**

The directorate of Academics, Government College Women University, Sialkot will publish a schedule of complete academic year for its fall, spring and summer semesters for the convenience of students in consultation of Faculty, Director student affairs and the controller of examinations mentioning the following:

- i. Semester starting date
- ii. Holidays during the semester
- iii. Events / seminars
- iv. Sports week
- v. Semester termination date
- vi. Mid-term exam week



- vii. Final-exam week
- viii. Grade notification date

Students are responsible to meet the requirement and deadline published for each semester in the academic calendar of the university. Students will also be expected to know and adhere to the rules, regulations, course loads, prerequisites, and policies of the university, as well as those of the departments / institutes in which they are enrolled.

### **23.Unfair Means Cases (UMC)**

Any Candidate found guilty of following matters in mid/final term semester system examinations, her case will be submitted to Unfair Means Cases Committee constituted by the GC Women University Sialkot within one week for necessary action. The committee will be constituted of 02 senior faculty members, Director of student affairs, headed by office of the Controller of Examinations of the GC Women University Sialkot. Detail is as under:

- i. Removes a leaf from her answer book, the answer book shall be cancelled.
- ii. Submits forged or fake documents in connection with the examination.
- iii. Commits impersonation in the examination.
- iv. Copies from any paper book or notes.
- v. Mutilates the Answer Book.
- vi. Possesses any kind of material, which may be helpful to her in the examination.
- vii. Does anything that is immoral or illegal in connection with the examination and which may be helpful to her in the examination.
- viii. Refuses to obey the invigilation staff or refuses to follow the instructions issued by the GC Women University Sialkot in connection with the examination.
- ix. Misbehaves or create any kind of disturbance in or around the Examination Branch.
- x. Uses abusive or obscene on the answer script.
- xi. Possesses any kind of weapon in or around the Examination Branch.
- xii. Possesses any kind of electronic device (Laptop, Mobile/Tab etc) which may be helpful in the examination.
- xiii. Leaking out content of question paper in any form before or during the examination.

#### **23.1. Penalties keeping in view the nature and intensity of offence.**

- i. Cancellation of paper and Unfair Means Cases committee will decide that the student will have to appear in summer semester or with regular semester for the cancelled paper.
- ii. Suspension from program not exceeding two semesters.
- iii. Heavy and light Fine.
- iv. Expulsion forever from the GC Women University Sialkot.
- v. Any other

#### **23.2. Appeal against the decision of the Unfair Means Cases Committee.**

If the student is not satisfied by the decision of the Unfair Means Cases Committee, she can submit her appeal within a week after the decision of the committee to the Vice Chancellor of GC Women University Sialkot. No appeal shall lie against the decision of the Syndicate.

### **24.Damaged/Lost Answer Script**

In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:

- i. Average marks shall be awarded to the student in that subject/course.

- ii. In case of Final Examination, if the candidate so desires, she shall be given another chance as a special case to take the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.

In case of Internal Assessment, if the candidate so desires, she shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same academic session.

## **25.Cancellation of admission**

If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, her admission shall stand cancelled automatically without any notification.

## **26.Redressal of Student Grievances**

- i. GCWU Sialkot has a Grievances Committee headed by a senior faculty member to redress the grievances of the students about any course instructor or grades or for any other issue.
- ii. A student must approach the Head of the Institute for a grievance on grade within 5 days of the receipt of the grade. The Head of the Department shall forward the Grade grievance to a 3 member committee and it will be mandatory on the Committee for hearing both sides (student and the instructor), and will give a final decision within 5 days or before the start of registration for the new semester whichever comes early. The decision of the Committee will be final.
- iii. A Departmental Committee headed by the Chairperson i.e. a Senior Faculty Members will be constituted to check randomly a few papers of the final semester examination for uniformity of scoring & covering of the course content.
- iv. Controller of examination (GCWUS) may appoint any external evaluator for paper marking to address student's grievance in marking.

## **27.Waiver of Islamic Studies for Non-Muslim Students**

Non-Muslim students are exempt from taking Islamic Studies which is a core course for BS (Honors) students. They may select Values and Ethics instead. To register for it, they will be required to fill in Add/Drop form

## **28.Central Examination Committee**

The Vice Chancellor GC Women University Sialkot will constitute 05 to 06 members "Central Examination Committee" headed by Controller of Examinations to redress the grievances of the students about any course Instructor or Grades or any case received by the Departmental Examination Committee or for any other issue.

## **29.Departmental Examination Committee**

### **29.1. Constitution of Committee**

Each Department / Institute shall have a Departmental Examination Committee comprising following:

- i. Chairperson of department / Institute
- ii. Two to three Senior most faculty member.
- iii. Exam Coordinator

### **29.2. Functions of the Committee**

- i. Ensure Content coverage of courses by comprising tests with the course outline and work plan provided by the teacher.
- ii. Monitor classroom activities as laid down in the course outline.



- iii. Examine all matters regarding uniformity before the declaration of result.
- iv. Address and dispense student complaints.
- v. i.e. a Committee will check randomly a few papers of the semester's final examination for uniformity of scoring & covering of the course content.
- vi. Address UMC cases and make initial investigation of the cases and forward to the Central UMC committee.

In case a student is not satisfied with decision of Departmental Examination Committee then she may appeal to the Central Examination Committee of GC women university Sialkot.

### **30. Distribution of Marks for each Course in MS**

The distribution of marks (weightage of grade) in semester in MS will be as follows:

Sessional:	30%
Mid-Term Examination:	30%
Final-Term Examination:	40%
Total:	100%

**\*\*Note** Fee schedule will be automatically be revised after approval from competent bodies.