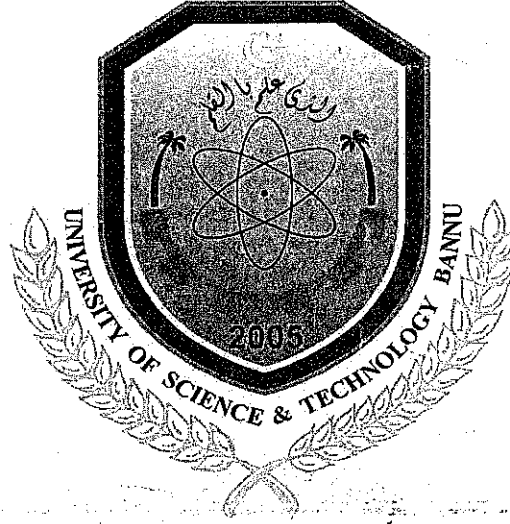


# University of Science & Technology, Bannu



2023

## Rules, Regulations & Examination Policy For (BS/BSc 4-Yers/Associate Degree/BBS/MA/MSc) Running under Semester System

**University of Science & Technology, Bannu**

Bannu Khyber Pakhtunkhwa, Pakistan

[www.ustb.edu.pk](http://www.ustb.edu.pk)

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### Short Title, Commencement and Definitions

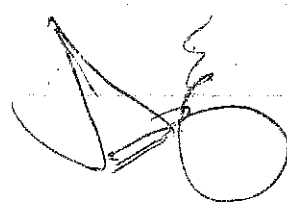
- (a). These Rules and Regulations, framed under section 29(a) of the Khyber Pakhtunkhwa Universities Act, 2012 (Amendment 2016), shall be known as Semester Rules and Examination policy for BS/BSc 4-Years, Associate Degree programs, and BBS/MA/MSc 2-Years (after 14 years of Schooling).
- (b). These Rules and Regulations shall come into force with immediate effect.
- (c). These Rules and Regulations shall apply to all undergraduate programs/ 4 years BS Programs and two Years MA/MSc Programs after 14 years of Schooling, students of University of Science & Technology, Bannu and Programs running in Affiliated/ Associated Colleges/ Institution under semester systems.

### Definitions

- I. **Academic Program.** Means Program of studies, which leads to the award of a Degree to the students, after successful completion of all its requirements.
- II. **Assessment.** Means evaluation of performance of students in academic Programs, including examinations, assignments, practicals, project work, seminars and tutorials.
- III. **Drop/ Cease.** Means that a student is declared unsuitable for further studies.
- IV. **Class Assignment.** Means a task relevant to a course of study to substantiate the course contents. An assignment may or may not be graded.
- V. **Credit Hour (Crd. Hr).** One credit means a lecture of one-hour duration per week in a semester for a subject countable towards a student's Cumulative Grade Point Average (CGPA). A practical of three hours is equivalent to one credit hour.
- VI. **Contact Hour.** Means one hour spent on teaching, (lab work, practicals, research work, projects, seminars, workshops, internship, training) etc.
- VII. **Controller.** Means Controller of Examinations of the University of Science & Technology, Bannu.

- VIII. **Credit Course.** Means a course required for a degree and is counted towards CGPA.
- IX. **Dean.** Means Dean of a faculty of the University of Science & Technology, Bannu.
- X. **Director Academics.** Means Director Academics of the University of Science & Technology, Bannu.
- XI. **Department.** Means an Academic Department/Institute of the University of Science & Technology, Bannu.
- XII. **Examiner.** Means a person appointed to conduct an examination.
- XIII. **Faculty.** Means Faculty of the University of Science & Technology, Bannu.
- XIV. **Freeze.** Means Freezing of studies.
- XV. **Grade.** Means a letter grade which represent certain points earned by a student.
- XVI. **Grade Point (P).** Means number of points assigned to a letter grade.
- XVII. **Grade Point Average (GPA).** Means the average of points earned by a student in a semester.
- XVIII. **Cumulative Grade Point Average (CGPA).** Means Quality points earned in all courses in two or more than two semesters of an Academic Program, GPA of first semester will also considered as CGPA.
- XIX. **Quality Point.** Grad point X Credit hours.
- XX. **Chairman.** Means Chairman of an Academic Department of the University of Science & Technology, Bannu.
- XXI. **Non-Credit Course.** Means a course of study, successful completion of which is required for a degree, reflected in transcript but not counted towards CGPA.
- XXII. **Probation.** Means a student is said to be on probation if his GPA/CGPA in a semester is lower than the required for promotion to the next semester.
- XXIII. **Principal.** Means Principal of the Affiliated/ Associated Colleges/ Institutes.
- XXIV. **Director.** Director of the Institute.

- XXV. **Registration.** Means Registration of the student in examination Section of the University of Science & Technology, Bannu.
- XXVI. **University.** Means University of Science & Technology, Bannu.
- XXVII. **Vice Chancellor.** Means Vice Chancellor of the University of Science & Technology, Bannu.

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## 1. Detail of Programs

(BS/BSc 4-Years)	
Total No. of Credit Hours	124-145
Semester Duration	16-18 weeks including 1-2 weeks for examination
Course Duration	8 Semesters (4 years) Maximum duration is 7 years
Summer Session	Only for improvement / failure of repetition courses.
Course Load per Semester for Regular Full-Time Students	15-18 Credit Hours
160-170 credit hours are recommended for 5 year degree program	

MA/MSc (2-Years)	
Total No. of Credit Hours	74-90
Semester Duration	16-18 weeks including 1-2 weeks for examination
Course Duration	4-5 Semesters (2-2.5 years) Maximum duration is 4 years.
*Summer Session	Only for improvement/ failure of repetition/ Grade Improvement courses.
Course Load per Semester for Regular Full-Time Students	15-18 Credit Hours

Associate Degree Programs (ADA/ADS/ADE)	
Total No. of Credit Hours	65-68
Semester Duration	16-18 weeks including 1-2 weeks for examination
Course Duration	4 Semesters (2 years) Maximum duration is 4 years.
Summer Session	Only for deficiency / failure / of repetition courses.
Course Load per Semester for Regular Full-Time Students	15-18 Credit Hours

Bachelor of Business Studies (BBS)	
Total No. of Credit Hours	74-90
Semester Duration	16-18 weeks including 1-2 weeks for examination
Course Duration	4-5 Semesters (2-2.5 years) Maximum duration is 4 years.
Summer Session	Only for improvement/ failure of repetition/ Grade Improvement courses.
Course Load per Semester for Regular Full-Time Students	15-18 Credit Hours

## 2. Courses of Study:

All Academic departments shall be responsible for devising their schemes of study, and developing the required syllabi/courses of study. The courses of study and syllabi shall be reviewed and finalized by the respective Boards of Studies. The same shall be submitted to the Academic Council. The Academic Council, after approving it will in turn recommend them to the Syndicate for approval. These courses and syllabi shall become effective from the date of approval by the syndicate or any other date as the Syndicate may determine. However, the Dean concerned can grant approval in anticipation to the courses adopted by concerned department. The Affiliated Colleges/ Institutes will follow the approved scheme of studies of University of Science & Technology, Bannu.

## 3. Teaching Methodology

3.1 An academic department shall offer courses, as per requirements of the respective Program/disciplines/schemes of studies, approved by relevant statutory bodies as defined in the University Of Science & Technology, Bannu Act.

3.2 It shall be binding upon all the stakeholders (teachers, students and examiners, etc.) to follow the syllabi and courses of study prescribed/ approved by the relevant statutory bodies from time to time.

3.3 Teaching in various courses shall be conducted in the University's departments, constituent / Associated/ affiliated/ Institute, Colleges, in any appropriate method as per requirements of the respective course. Teaching methods may include lectures, tutorials,

discussions, seminars, demonstrations, practical work in laboratories, field work and any other method of instructions approved by the Academic Council.

3.4 The medium of instructions shall be English, except in language courses and Islamic Studies.

3.5 Teaching in each department/institute shall be the responsibility of the University teachers, including Professors, Associate Professors, Assistant Professors and Lecturers or such other persons as may be declare "teacher" by the University.

#### **4. Admissions**

4.1 The University shall invite applications for admission to various academic programs on prescribed application form, through an advertisement by the Director Academics.

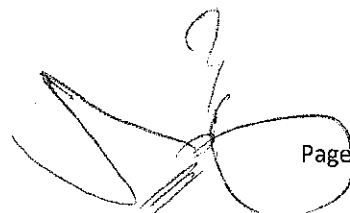
4.2 Potential candidates shall be required to submit an application form, within the stipulated time, complete in all respects, along with attested copies (attested by an Officer of BPS-17 OR above) of the following documents:

(i) All previous degree certificates, detail marks certificates, Character certificate from the head of the institution last attended, Domicile certificate, four passport size photographs, computerized national identity card or form "B" or CNIC of father / guardian.

(ii) Each application shall be accompanied by a declaration signed by the applicant and countersigned by his father/guardian stating that he/she will abide by the Statutes, Rules and Regulations of the University and instructions issued to him/her, from time to time, by the Vice Chancellor, Dean, Chairperson, or his/her teacher.

4.3 Candidates applying for admission to more than one discipline will be required to submit a separate application form along with all supporting documents, for each category.

4.4 **Eligibility.** Eligibility criteria shall be recommended by Board of Studies and approved by the academic council for each program offered in University Department, Affiliated/Constituent/ Associated Colleges/ Institute. However, the general minimum eligibility criteria for each program shall be as under:



4.4.1 For admission in BS programs/AD/BS 5<sup>th</sup>: (a). At-least 45% Marks OR 2.0/4.0 in last received certificate/ Degree/Diploma. (b). Formula for Merit Calculation shall be: 40% SSC and 60% HSSC. In case of BS 5<sup>th</sup>, formula for Merit Calculation shall be: 20% SSC and 40% HSSC and 40% AD/ADS/ADA/BSc.

4.4.2 For admission in BSc Engineering Programs: (a). at-least 60% Marks in last obtained certificate/ Diploma. (b). Appearance in ETEA Engineering test/ NTS NAT-I (IE) OR the Test Recommended by University. (c). Formula for Merit Calculation shall be: 20% SSC, 40% HSSC, and 40% Entrance Test. d. For BSc Engineering: As per PEC directives vide letter No. PEC/EAD/UST-Bannu/Elect-Software/DL-83/2017 dated 13 November 2017, only (two) 02% students, who have passed DAE, will be granted admission on merit basis. . However, If Supreme Court decision is implemented by PEC then DAE will be considered equivalent to FSc Pre-Engineering/ Open merit.

4.4.3 For admission in MA/ MSc/ BBS: (a). at-least 45% Marks OR 2.0/4.0 (b). Formula for Merit Calculation shall be: 20% SSC, 40% HSSC and 40% BA/BSc).

4.5 Candidates considered eligible for admission to any degree programs shall appear before the Admission Committee.

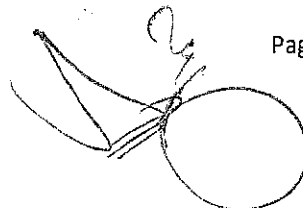
4.6 Admission shall be offered on the basis of merit/ Quota approved by academic council.

4.7 In case of admission on quota seats, the applicants/ nominees shall apply through proper channel. If no candidate appears for quota seat then, "the Chairman of concerned department shall convert quota seats to open merit seat with the approval of the Dean.

4.8 Academic departments shall constitute an Admission Committee comprising at least of 03 members including the Chairman/HOD/Principal of the Department/Institute/College concerned, as a Head of the Committee. The whole admission process shall be conducted by the Admission Committee.

4.9 The Admission Committee shall submit the list of admitted applicants to the Chairman of the concerned department, and then submitted to Dean of the concerned faculty for approval.

4.10 If any candidate fails to appear before the Admission Committee for interview, at the specified time and venue, he/she shall be dropped from merit list.



4.11 If two candidates have equal merit. The one senior in age shall be given preference over the other for the purpose of admission.

4.12 All the candidates shall be required to bring the relevant original documents for checking at the time of the interview.

4.13 Wherever needed, In case of any confusion in any degree provided by candidate the Admission may ask the candidate to provide equivalence certificate from HEC.

4.14 Foreign students shall be considered for admission after prior approval from the Ministry of Education, government of Pakistan, Islamabad.

4.15 **Undertaking.** All candidates selected for admission will be required to submit an undertaking, on a judicial stamp paper of Rs. 50/-, as per specimen provided in the prospectus before commencement of classes.

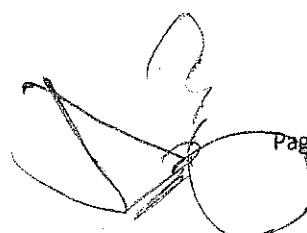
4.16 Within 15 days of completion of admission, the list of all the newly admitted students alongwith the recommendations of the departmental/ College admission committee shall be reported to the Director Academics and Controller of Examinations after ensuring payment of dues.

For registration in the University, Students shall register at the Controller Examination Office on the prescribed proforma within one month from the commencement of classes.

4.17 Director Academics can verify documents of students/candidate at any time, if any student is found guilty for submission of fake document(s), his/her admission shall be cancelled immediately without any right of appeal in any court of law.

4.18 Incorrect information or suppression of facts in application form shall result in refusal/cancellation of the admission and expulsion from the University if admission has already been granted.

4.19 New session of any program shall be started subject to the admission of Minimum ten students. Department cannot suspend intake to any program without the approval of the Vice Chancellor.



**4.20 Ineligibility.** The following categories of people shall not be eligible for admission to the Master and/or Bachelor study programs of the University/ College.

4.20.1 Who have got third division in the last qualification required for admission to the specific degree program.

4.20.2 Who have ceased to be students of this University on disciplinary grounds.

**4.21 University dues.** (i) All newly admitted students shall be required to deposit University dues in full immediately after the display of merit list in the given time frame and the initial verification of documents. (ii) Installment shall not be allowed in first semester (iii) Continuing students shall pay the University dues within four weeks of the start of each semester failing which shall not be allowed in midterm examination. (iv). Students shall deposit semester due/ fee in the start of each semester as per financial dues SoPs.

**4.22 Dual Enrollment.** A student/candidate enrolled, as a full time regular student in any of the degree program of the UST Bannu shall not be allowed to take admission in any other degree program of UST Bannu simultaneously. In case of dual enrollment a student/candidate will be liable for cancellation of his/her both enrollment. If enrolled in UST Bannu and in any other University/Degree awarding institution at the same time, HEC policy shall be applicable strictly.

**4.23 Cancellation of Admission.** If a student already registered but fails to attend any lecture during the first four weeks of the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically and concerned Chairman shall notify immediately.

## **5. Academic Calendar**

5.1 The university Directorate of Academics shall publish a schedule of all academic activities of the university in the last week of June each year, (Including Fall, Spring and Summer semesters). The Undergraduate Admission shall announce in Fall semester each year. However, the competent authority can allow admission in Spring semester.

The Annual Academic calendar shall include the following information:

- i. Advertisement date for admission.
- ii. Last date of admission closure.
- iii. Last date of Semester registration.

- iv. Semester starting date.
- v. Last date of add/drop of courses
- vi. Last date for subject withdrawal.
- vii. Holidays during the semester.
- viii. Semester termination date.
- ix. Mid-Term exam week.
- x. Final exam week.
- xi. Result notification and transcript issues dates. Each transcript will have course grades, semester Grade point average (GPA) and cumulative GPA (CGPA).
- xii. Controller of Examinations will be responsible for issuing the transcripts (and degree supplement form on request) to students and their faculty advisors in a timely manner to facilitate enrollment for the next semester or graduation.

5.2 In case the university is closed owing to the circumstances beyond the control then special makeup classes must be arranged converting weekends or holidays to working days to cover the lapsed period of the students. Students shall restrict to take the classes as directed by department Head.

## 6. Attendance, Struck offs and Re-Admissions

6.1 Students shall have to be punctual and regular in attending all Lectures, Laboratory periods, semester sessions and fieldwork as required for each course.

6.2 Two weeks consecutive absence from any course would result in a student's name being struck off from the roll of that course. Such a student must get himself/herself readmitted to the respective course within three (03) working days of the struck off of his/ her name by paying fee of Rs. 1000/- and within further three (03) days by paying Rs 1500/- to be deposited in official bank account. *The failure on the part of a student in getting himself/ herself readmitted shall be considered as the cancellation of his/ her registration of the course, which would mean that he/she is not allowed to sit in exam in that course.*

6.3 There shall be at the most six chances for readmission during the entire study program. A student readmitted 6 times during the entire study program shall not be allowed any further readmission and his/her admission shall stand cancelled.

6.4 A student seeking readmission shall not be exempted from the payment of readmission fee.

6.5 All the prescribed fee should be deposited in the University official bank account.



## 7. Change of Elective Courses, Withdrawal and Addition of Courses.

7.1 When a course, for which a student has enrolled, cannot be offered according to the announced program, the student may take another elective course. However, this must be done not later than 10 working days after the date of enrolment.

7.2 A student, with the consent of Chairperson of the department and on approval by the Dean may be allowed to drop a course within 5 weeks of the commencement of semester.

7.3 Withdrawal from a course shall be allowed, on the recommendations of the Chairperson of the department and approval by the Dean, latest by the end of 15th week of the semester.

7.4 Withdrawal course will appear on the transcript with letter grade W.

7.5 Courses withdrawn or dropped shall not account for calculation of GPA of the semester.

## 8. Promotion & Probationary Period

8.1 If a student scores CGPA less than 1.0 at the end of any semester during the program of studies, the student shall be dropped from the university rolls (GPA of first semester is CGPA as well).

### 8.2 Probation

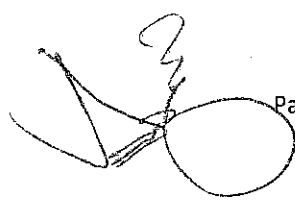
8.2.1 Whenever any student's CGPA falls between 1.0 and 2.0 he / she shall be put on the first probation list for the next semester.

8.2.2 If the student fails to raise the CGPA to 2.0 or above, he/she shall be placed on 2<sup>nd</sup> probation for the next semester.

8.2.3 If the student who was earlier on 2<sup>nd</sup> probation fails to raise the CGPA to 2.0 or above, he/she shall be placed on the last probation.

8.2.4 If the student fails to raise CGPA to 2.0 or above in the last probation, he/she shall be dropped from the University rolls.

8.2.5 Summer semester will not be considered in probation.



8.3 The student eligible to continue the study program and having failed in the course(s) shall repeat the course(s) whenever such course(s) shall be offered by the Faculty/Department provided the contents of the study program remain unchanged.

#### 9. Credit Hours

9.1 A credit hour (1 credit hour) means teaching a theory course for 60 minutes each week throughout the semester.

9.2 One credit hour in laboratory or experimental work would require lab contact of at least three hours per week throughout the semester

9.3 A course with 3 credit hours for theory and one credit hour for laboratory work will be denoted as 4 (3+1).

#### 10. Semester Fall/ Spring

10.1 There will be two regular semesters (Fall and Spring) in an academic year. Each semester will spread over 16-18 weeks (inclusive of 1-2 weeks for exams). Fall semester will start in September and the Spring semester will start in February.

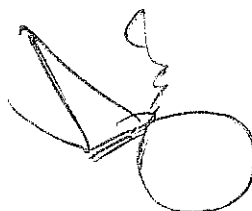
10.2 Departments are at liberty to enroll students (if they fulfill their criteria) for any semester or for any single course and will need to submit registration list to Controller of Examinations well on time for further processing in examination section.

10.3 A student who has either failed or has been stopped to take the examination due to shortage of attendance or wishes to improve his/her grade is allowed to register in future semester for such course(s), when offered by department as per criteria mentioned in 11 and 12.

#### 11. Summer Semester/ Session (Optional)

11.1 A Students who fail or withdraw from a course and those who wish to improve their grades or CGPA, can register for course(s) offered by the department.

11.2 During summer, the Departments may offer at least one intensive session of 48 contact hours.



11.3 The students can register for up to 09 Credit Hours, during summer semester.

11.4 A student, who has been declared failed/deficiency cases by departmental result sheet, but the result is yet to be announced by the Controller of Examinations, can register for summer session on recommendation of the Chairperson/Director.

11.5 All the rules of regular semester shall apply in summer semester except the duration of 16-18 weeks. The contact hours per week will be doubled, for example, a 3 credit hour course will have 6 contact hours per week and a practical of 1 credit hour will have 6 contact hours in the lab.

11.6 The number of students to be registered for a particular course that is being offered for summer semester may be Minimum 05 students.

11.7 The contact hours per week during the Summer Semester of 8 weeks will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

11.8 Summer semester/course(s) will be offered depends upon the availability of the relevant teacher.

11.9 Summer semester shall be offered after the completion of Spring semester.

11.10 Students must attend regular classes and participate actively in class activities. The evaluation will be based on the updated sessional, midterm, and final term marks.

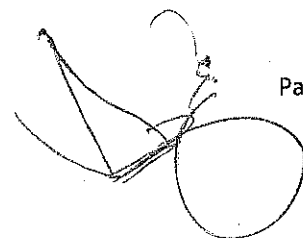
## **12. Maximum/ Minimum Work Load and Registration of Courses**

12.1 A full time regular student will be allowed a maximum work load of 15-18 credit hours per week in a semester (Fall/ Spring).

12.2 In case any student wishes to enroll for more course(s) beyond the 18 credit hours in Fall/ Spring semester, s/he may be allowed by the Competent Authority in either of the two case:

(a). If his/her CGPA is above 3.5.

(b). The student needs the course to graduate on time.



12.3 A student can register one more course to repeat/improve in a regular semester (Fall/Spring), among the offered courses in the department however, the total credit hours should not exceed than 21 credit hours.

12.4 The student shall deposit Rs. 2500 for theory course and 1250 for Lab, in university official bank account.

12.5 A student may be allowed to register an additional course as non-credit course, which may not be in excess of the maximum work load of 7 courses in a semester. The additional course, if successfully completed, will be reflected in the transcript as non-credit course in the footnote, without any impact on the grade/CGPA of the student.

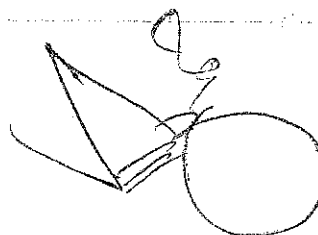
12.6 A student may register 3-18 credit hours in additional regular semester and 3-9 credit hours in a summer semester but the maximum completion period shall remain the same, i.e. 7 years for 4 years degree programs and 4 years for 2 years degree programs. Moreover, Fee shall be deposited in University official bank account as per 12.4.

12.7 If a student does not wish to register in a semester, he/she will be required to freeze the particular semester *within four weeks* (as per rule 19 freezing of semester), otherwise his/her admission shall stand cancelled.

12.8 The departments shall display the list of courses being offered prior to one week of the semester. All students shall register for courses from that list as per the requirements of their degree program by the end of the first week of the semester.

12.8 After submission of registration forms by the students, the Chairperson of each department shall forward the same to the Controller of Examinations, maximum by the end of second week of the semester.

12.9 The University shall offer every required course at least once in an academic year.

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### 13. Examinations

13.1 Each semester may be breakup as per the given table:

No.	Nature of Examination	Weightage
1	Mid-Term	30%
2	Final-Term	50%
3	Sessional (Quizzes/ Assignments/Presentations/Mini Projects)	20%

13.2 At the start of a semester, the instructor should hand over a course breakdown/weekly distribution of the course contents to students, including weekly lectures, books, assessment criteria, paper specifications, examination dates, schedule of material to be taught, take home assignment policy, reading material, and any other information important for the successful completion of the course.

13.3 All course instructors are required to take at least three quizzes and three assignments for each course in a semester. There will be no quiz or assignment in the final week of the semester.

13.4 The course instructor is required to show all marked papers, quizzes, assignments, project reports, etc. to the student.

13.5 A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final term examination. Students having class attendance of less than 75% in a particular course will be required to repeat the course when it is offered by the department.

13.6 There will be no special examination in a semester system; if a student fails in a course, s/he is required to repeat the whole course in another semester, whenever the course is offered. An incomplete "I" grade will be awarded, only in exceptional cases beyond the control of a student, such as serious accidents, family (parents/kids/spouse) demises, and serious health ailments of student.

13.7 In courses that have pre-requisites or co-requisites, a student who got an "F" in a pre-requisite or co-requisite course won't be able to take the course until they pass the required course and meet the requirement.

13.8 For lab courses, all the above requirements for the theory courses have to be met also. The departments are at liberty to set up midterm and final exam dates in coordination with the examination section.

13.9 At least one week before the examination, the course instructor is required to display the sessional and midterm marks to the students.

13.10 A student can sit for the final exam by fulfilling all other requirements, even without appearing in the midterm exam.

13.11 There will be no retake of the final examination. However, if a student fails to give the final examination due to circumstances beyond his control, the Dean of the respective faculty may allow him to re-take the examination within one week of the end of the examination date. In case the student is unable to re-take the examination, he/she may be given an "I" grade as per Para 13.6 above and 16.3.

13.12 Project: In programs where a final year project is mandatory, departments are encouraged to set up their own policy for dividing the marks within project supervisor, sessional, and final exam categories. The final exam for projects has to coincide with the final exam of the semester, and a date sheet for the exam will be issued from the examination section. Students who miss the opportunity will have to wait until the next semester's final exam date.

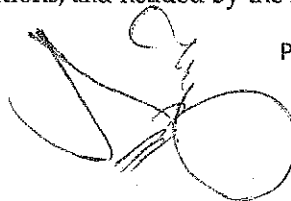
13.13 According to HEC, every Final Year Research Project or Final Year Research would be subject to a 19% plagiarism check. Each department should constitute a project evaluation committee. The committee is required to check the progress of FYP/Research from time to time.

13.14 The projects should be equally divided among the faculty.

13.15 Internship: Students should be encouraged to do an internship in a relevant academic, research, or business organization relating to the discipline chosen for the specialization of a maximum of 3 credit hours offered in any upper division semester as per the requirement of the discipline.

#### **14. Student Grievances against Course Instructor**

14.1 There should be a five-member committee constituted of two senior faculty members, the head of the department, the Controller of Examinations, and headed by the Dean of the



concerned faculty to redress the grievances of the students about any course instructor, grades, or any other issue.

14.2 The committee for Associated/Affiliated Colleges shall consist of six members: two senior faculty members, the relevant department head, a BS Coordinator, a BS Controller, and the Controller of Examinations, UST Bannu.

14.3 In respect of grade, a student must submit the grievance application, if any, in writing to the Head of the Department within (07) seven working days of the receipt of the grade. The Head of Department shall forward the grievance application to the Chairperson. It will be mandatory for the Committee to hear from both sides (student and the instructor) and will give its final decision within (05) five working days or before the start of registration for the new semester, whichever comes earlier. The decision of the committee will be deemed final and will be binding on all parties.

14.4 To ensure the transparency and uniformity, a Departmental Committee, headed by the Chairman and two senior faculty members shall be constituted to check randomly a few answer papers of the final term examination for uniformity of scoring and covering of the course content.

## 15. Evaluation

15.1 There shall be a perpetual evaluation system of the student's performance. In addition to homework, quizzes, and class presentations, the following examinations will be held in each course throughout the semester:

- I. Mid-Term examination
- II. Final-term examination.

15.2 The mid-term examination shall be held by the 9th week for each course from the commencement of the semester, and the final term examination shall be held in the 18th week of the regular semester (Fall/Spring), and in the 5th week and 9th respectively in the summer semester.

15.3 The duration of the examinations:

- I. Mid-term examination Minimum one hour.
- II. Final-term examination Minimum two hours.

#### 15.4 Structure of Question Paper:

- I. There shall be no choice in question.
- II. Paper must be descriptive type.
- III. Teacher may try to make a conceptual paper.

#### 16. Grading Policy (Absolute)

16.1 Letter grades are used only for individual courses and not for semester GPA or CGPA.

Grade points for each letter grade are given below.

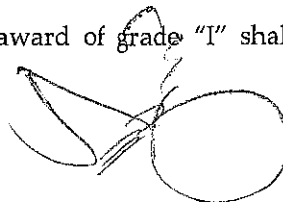
Grade	Grade Points	Percentage Obtained in a course
A	4.00	85 and above
A-	3.66	80-84
B+	3.33	75-79
B	3.00	71-74
B-	2.66	68-70
C+	2.33	64-67
C	2.00	61-63
C-	1.66	58-60
D+	1.3	54-57
D	1.00	50-53
F	00	Below 50
I	---	Incomplete
W	---	Withdrawal

\*fraction is to be rounded as a whole number.

16.2 The percentage of marks or values of grades other than grade points should not be listed on transcripts, even if they are absolute grading policies.

16.3 Grading of students will be through letter grades and grade points showed in above table.

Grade "I" (incomplete) shall be awarded to a student only if he/she has missed the final examination, project report, etc. Due to some genuine reason, but has completed all other requirements of the course successfully. The award of grade "I" shall not cover a



student's lethargic attitude, wilful absence, or bad performance in class. Grade "I" should be converted into an appropriate letter grade within one year, otherwise, it shall be changed to an "F" grade. The teacher concerned shall specify the conditions for conversion of grade.

16.4 A student shall not be allowed for appearing in the final examination of a course due to shortage of attendance and shall be deemed "0" obtained marks in the Final Examination. The grade will be awarded based on the student's sessional and mid-term marks.

16.5 Grade "W" (Withdrawn), shall be awarded to a student, who has withdrawn the course willingly or due to not fulfilling the pre-requisite criteria. Grade "W" (Withdrawn) shall not be considered in calculation of SGPA & CGPA.

### 17. Repetition/ Improvement Courses

17.1 Any student who fails a course or is barred from taking the final exam due to a lack of attendance must repeat that course in a regular Fall or Spring semester, an odd semester course with the next odd semester, and an even semester course with the next even semester.

17.2 Student can repeat/ improve one course along with lab in a regular semester (Fall/Spring).

17.3 In the additional semester, which means after the 8th semester in 4-Years programs and after the 4th semester in 2-Years programs, students shall be allowed to take 18 credit hours in the fall or spring semester with the permission of the chairperson, without the issue of Fall/Spring (an even or odd) semester.

17.4 A student who obtains a "D," "D+," or "C-" grade (Marks range 50-60) in a course may avail him/herself of the opportunity to improve that course whenever offered in the same department (Same Course Contents) in Fall and Spring. However, only mid-term and final-term marks will be updated.

17.5 A student may improve a maximum of six courses at BS/BSc 4-Years, and three courses at AD/BBS and MA/MSc-level to improve their grades during entire program of studies.

17.6 In the case that a student repeats the course, the new improved grade for CGPA calculation will be substituted for the old grade. However, both grades must be reflected on the transcript, and only the higher grade will be considered in the GPA/CGPA calculation. Moreover, the course shall be highlighted with a "\*".

17.7 A single chance shall be given in a course for the purpose of improvement, and both records will be reflected on the transcript, but the higher grade will be considered in the calculation of GPA/CGPA.

17.8 Students have to register for the courses being repeated within 10 days of the date of commencement of the semester.

17.9 The results of the failed course(s) will show up on the transcript of the semester(s) in which they were taken and the semester(s) in which they were passed.

17.10 A student may repeat one course only in each semester without attending the classes provided:

17.10.1 The student has studied this course in some previous semester by fulfilling all the conditions.

17.10.2 The student had appeared in the final-term examination by fulfilling 75% attendance criterion and but failed.

17.10.3 The student had completed 75% attendance of that semester but was unable to appear in the final-term examination because of health reason /death of kin as specified in section on special examination of Academic Rules and had reported his inability to the Chairperson of the Department in writing before the commencement of the final-term examination.

17.10.4 A student who has obtained a "D, D+, C-" OR "F" grade only in a course can repeat/ improve the course.

17.10.5 Student has to register for the course being repeated, within 10 days from the date of commencement of the semester.

17.10.6 Student shall have to appear for mid-term and final-term examinations only as per schedule of the class with which repetition/improvements of the course is registered.

17.10.7 Students availing additional semesters, may however register for failed courses even if these courses are not being offered in the respective semester. All other conditions for registration shall apply.

17.10.8 The student will not be evaluated for 20% sessional marks. Sessional marks obtained in the first attempt for the course will be taken into account from the old record.

17.11 In case of summer semester or in a course, where course is being taken due to the issue of pre-requisite, sessional marks, mid-term and final-term marks shall be updated accordingly.

17.12 No special examination shall be allowed to students repeating/improving a course.

17.13 If a student gets "F" grade, s/he will be required to repeat the course or its recommended alternate, if any. However, "F" grade obtained earlier shall also be reflected on the transcript.

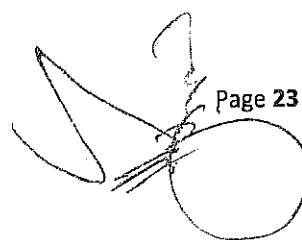
## 18. Computation of Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

18.1 Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPA) will be calculated using the following formulas:

$$\text{GPA} = \frac{\text{Sum of Quality Points of All Courses of a Semester}}{\text{Sum of Credit Hours of all Courses of a Semester}}$$

$$\text{CGPA} = \frac{\text{Sum of Quality Points of All Studied Courses in Current and Previous Semesters}}{\text{Sum of Credit Hours of all Studied Courses in Current and Previous Semesters}}$$

18.2 CGPA Required For Completion of Degree: The minimum qualifying CGPA for the award of degree to the students of BS/BSc 4-Years, AD/ADA/ADS/MA/MSc/BBS 2-Years degree programs shall be 2.0/4.0.



## 19. Freezing of a Semester

19.1 No freezing in the first semester is allowed.

19.2 A student shall be allowed to apply for freezing at most two semesters in his / her entire program of studies.

19.3 The case for freezing of the program shall be placed before the Vice Chancellor by the Chairperson of the respective department through the Dean/ Principal of the concerned Faculty/College.

19.4 A student who frozen the semester shall resume the program subject to the commencement of the relevant semester. A student already registered shall not pay the registration / admission fee in order to resume his/her studies. However, the student has to complete the degree requirements within 7 years from the date of his/her first admission (excluding the period of semester being frozen).

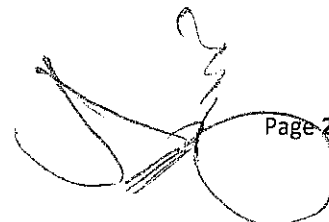
19.5 If a student does not wish to register in a semester, he/she will be required to freeze the particular semester *within four weeks*, otherwise his/her admission shall stand cancelled.

## 20. Permission of Writer for Special Students

20.1 A visually impaired student may be allowed to attempt the Mid/Final examinations of the University on Braille/ Computer/any other means of facilitation.

20.2 In case a student is physically handicapped/visually impaired, s/he may apply to the Chairperson of the respective department (with medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ examinations of the University two weeks before the start of Tests/ examinations. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.

20.3 The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g. for level 6 student, the writer should be at the most of level 5).



## 21. Rechecking Of Examination Script

The answer book of a candidate shall not be re-assessed under any circumstances.

21.1 Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Chairman/director of the department or Internal C.O.E, within one week of internal display of result, can arrange for re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of students. The Director/Chairman or Internal Controller of Examination or any officer or re-checking committee appointed shall see that:

21.1.1 There is no computational mistake in the grand total on the title page of the answer book.

21.1.2 The total of various parts of a question has been correctly made at the end of each question.

21.1.3 All totals have been correctly brought forward on the title page of the answer book.

21.1.4 No portion of any answer has been left un-marked.

21.1.5 Total marks in the answer book tally with the marks sheet.

21.1.6 The hand-writing of the candidate tally in the questions/answer book.

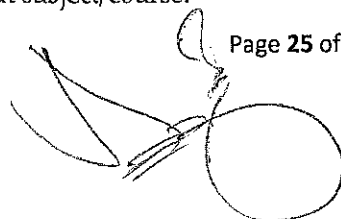
21.2 The candidate or anybody on his behalf has no right to see or examine the answer books for any purpose other than that of a student.

21.3 The marks of a candidate could even decrease in light of 21.1 above. In the event of reduction of marks the record shall be corrected accordingly and revised transcript will be issued.

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

### 23. Indiscipline in Examinations

23.1 Any candidate found of the following matters will have his/her case submitted to the Unfair Means Cases Committee constituted by the University. Any member of supervisory staff or faculty member can report such cases to Chairman or directly to unfair means committee.

23.2 This committee will be made up of two senior teachers, the Director of Academics, and a senior professor from the university, who will be the convener of the committee.

23.3 Removes a leaf from his/her answer book, the answer book shall be cancelled.

23.4 Submits forged or fake documents in connection with the examination.

23.5 Commits impersonation in the examination.

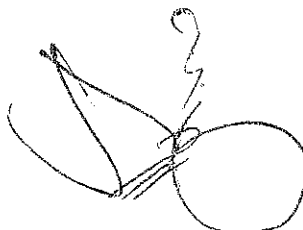
23.6 Copies from any paper, book or notes.

23.7 Mutilates the Answer Book.

23.8 Possesses any kind of material, which may be helpful to his/her in the examination.

23.9 Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.

23.10 Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.



23.11 Misbehaves or creates any kind of disturbance in or around the examination center.

23.12 Uses abusive or obscene language on the answer script.

23.13 Possesses any kind of weapon in or around examination center.

23.14 Possesses any kind of electronic device which may be helpful in the examination.

23.15 His/her case shall result in penalties keeping in view the nature and intensity of offence:

- I. Cancellation of paper\*.
- II. Suspension from program for one semester.
- III. Heavy and light Fine
- IV. Expulsion forever from the University.
- V. Any other.

\* Unfair Means Cases Committee will decide that the student will have to appear in summer semester/with regular semester for the cancelled paper.

#### **24. Appeal against the decision of the Unfair Means cases Committee**

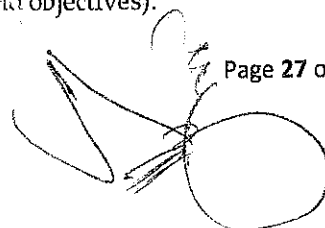
If a student is not satisfied by the decision of the Unfair Means Cases Committee, s/he can submit his/her appeal within a week after the decision of the Committee to the Vice Chancellor. The Vice Chancellor shall forward the case to academic council for further discussion and recommendations.

#### **25. Course File/ Folder**

Maintenance of course file/ folder is compulsory for the Instructors. It will have a complete record of all academic activities during the semester. All the instructors shall require submitting the course folder to the Chairperson of the department within two weeks of the final-term examination

The course file/ folder shall contain the following record:

- I. Description of courses (Course codes, content and objectives).



- II. Weekly teaching schedule/ Distribution
- III. Schedule of examination.
- IV. Grading policy identifying marks distribution of mid, final and sessional.
- V. Record of each assignment, Quizzes, Mid-term, Final-term copies and their results.
- VI. The best, worst and average among the answer sheet, quizzes and assignments etc.
- VII. Grading sheets of the course detailing statistical data about Marks/grade obtained by the students (Result Sheet(s)).
- VIII. Difficulties/problems faced during classroom/course delivery.
- IX. Future suggestions for the improvements of course contents.

## **26. Migration / Credit Transfer Policy**

### **26.1. Migration from other Institutions to UST Bannu**

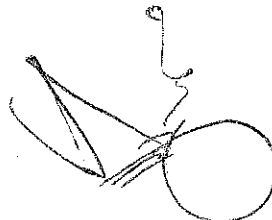
26.1.1 A migration committee shall be constituted by the Vice Chancellor for the period of two years to deal with the migration cases/ credit hour transfer cases, consists of Director Academics, Controller of Examinations, one experts amongst University Teacher, concerned HoD, and headed by Pro Vice Chancellor.

26.1.2 In order to protect the merit policy and quality of education, the University shall allow migration from any other University/College/Institute, recognized by HEC and program approved by relevant body.

26.1.3 Student may apply for migration to UST Bannu, if s/he complete at-least two semester in the parent University/ Institution/College.

26.1.4 Only those students shall be allowed for migrations who fulfill the minimum criteria for admission to the relevant discipline of UST Bannu.

26.1.5 Student may apply for migration to enroll in UST Bannu, from 3rd semester to 5th semester only.



26.1.6 The student must submit a written application to the Director of Academics, as well as pay a migration application processing fee of Rs. 3000 in the official account of UST Bannu and attach the fee receipt to the application for processing.

26.1.7 No credit hour of a course will be accepted from other Institution to UST Bannu, if the grade is less than "D".

26.1.8 After acceptance of the migration application and issuance of notification by the Director Academics, a student shall pay the following fees in the official bank account of UST Bannu: an admission fee of Rs. 5000; a registration fee of Rs. 1000; and an examination-processing fee of Rs. 2000/per each studied semester of the parent university. Students must pay a semester fee based on their batch fellow's fee structure, as well as any necessary fee, beginning with the semester in which they are permitted to sit.

26.1.9 A student must earn a minimum of 50% credit hours from UST Bannu out of the total credit hours being studied.

26.2 College-to-College Migration is allowed only in out-of-jurisdiction cases. OR the program being phased out by HED from a college due to technical issues.

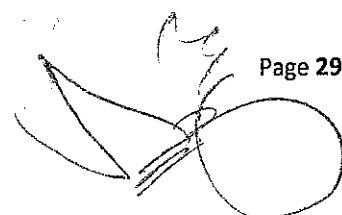
26.3 Migration from college to UST Bannu academic department within the jurisdiction of UST Bannu is allowed subject to fulfillment of 26.1. A student will not have to pay the examination-processing fee, though, because his record is already in the exam section.

26.4 Migration from college to UST Bannu academic department from out of the jurisdiction of UST Bannu is allowed subject to fulfillment of 26.1.

26.5 Inter departmental migration will be allowed subject to the condition that:

(i) Submission of interdepartmental migration form within the 15 days of the commencement of classes in both department (ii) Availability of seats (iii) Fulfillment of eligibility criteria.

26.6 Admission to one discipline does not entitle a student to transfer to another discipline at UST Bannu.



## 26.7. Migration from UST Bannu to other Institutions

26.7.1 Migration/credit transfers from UST Bannu to some other University allowed after completion of the prescribed codal formalities.

26.7.2 The migration processing fee of Rs. 3000/- shall be deposited in the official bank account of UST Bannu and needs the following documents to be attached by the candidate with the application to the Chairperson of the concerned department for obtaining a migration certificate: (i) A certified copy of the most recent diploma or results card. (ii) Bank Challan showing the deposit fee. (iii). Clearance certificate.

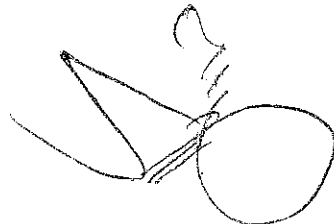
26.7.3 The student concerned shall obtain the migration certificate within 15 days after submission of the application for migration.

26.7.4 Students seeking duplicate migration certificate from UST Bannu to another university shall be allowed such certificate on submission of an application supported by an affidavit by the student, duly attested by Magistrate, revealing that the original Migration Certificate issued by the university had been lost and was not used for any other purpose.

26.7.5 A student who fails in the UST Bannu examination and wants migration/credit transfer to another university shall be issued a migration certificate on the production of the original result card and clearance certificate.

26.3.6 Once the Migration Certificate is issued, it can be cancelled and admission restored within 3 weeks from the date of issuance of migration certificate. The student will have to provide a certificate from the respective University authorised officer such as Registrar/ Director Academics/ Controller of Examination that he/she had not been registered at that university for which the Migration Certificate was issued.

26.7.7 No migration/credit transfer certificate shall be issued to a student who has been debarred from appearing in a university examination or expelled from a university/affiliated institute/college for misconduct until such time as the period of punishment lasts.



## 27. Disciplinary Rules

A record in the BOOK OF DISCIPLINE to be maintained by the Registrar's/ Principal office.

27.1 The following shall constitute the acts of indiscipline:

27.1.1 Use of indecent or uncivilized language, remarks or gestures within the university premises.

27.1.2 Improper behavior, such as shouting, abusing, quarreling, fighting and manhandling on the campus.

27.1.3 Carrying, using or threatening to use firearms and deadly weapons.

27.1.4 Defiance of authority.

27.1.5 Fake representation or giving false information or willful Concealment of the relevant information, cheating or deceiving.

27.1.6 Inciting or staging a walkout, strike or an unauthorized procession or forming organization for sake of indulging in political activities.

27.1.7 Shouting of slogans derogatory to the prestige of the university or the reputation of its officers or teachers.

27.1.8 Being found under the effect of an intoxicant.

27.1.9 Smoking within the University premises or university or while in the university transport, except the designated places.

27.1.10 Action defamatory of and derogatory to religion and Pakistan.

27.1.11 Use of unfair means in an examination.

27.1.12 Indulgence in activities prejudicial and detrimental to good order on the campus.

27.1.13 Unauthorized use of, or damaging university's moveable or immovable property or wall chalking.

27.1.14 All such other acts, which the Competent Authority/ Discipline Committee may construe as breach of discipline.

27.2 Punishment or penalty for any of the offenses mentioned under above clauses shall be according to gravity of the case and may be one or more of the following:

First stage: Stern Warning

Second stage: Monetary Fine

Third stage: Expulsion

27.2.1 Fine as decided by the Discipline Committee.

27.2.2 Expulsion from the class, hostels for a specified period.

27.2.3 Detention from examination.

27.2.4 Cancellation of examination results or withdrawal of certificate granted.

27.2.5 Expulsion or rustication from the university for a specified period or for good.

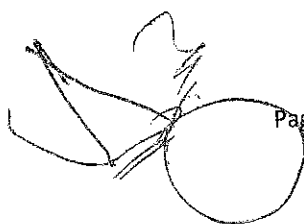
27.3 The Department Chairs/ Directors / Provosts shall be responsible for the maintenance of discipline among the students of their respective departments/Institute/Hostel subject to the provisions of statutes and regulations of the university.

27.4 The certificates/ degree/ diplomas and other documents of a student involved in a case of breach of discipline may be withheld until the final disposal of the case.

27.5 Exceptional cases not covered by the prescribed rules shall be referred to the Academic Council/Syndicate by the Discipline Committee.

27.6 The Academic Council/Syndicate may consider the appeals of the students involved in the cases of breach of discipline on the recommendation of the Vice Chancellor.

27.7 Any student found guilty of committing any of the offences cited above shall automatically disqualify himself or herself from the award of any honor/ distinction from the university.



## 28. Matters Related to Degrees Conferment

28.1 University should conduct Convocation once in a year to award the degrees to the qualified students as per criteria.

28.2 Urgent degree can be issued as per policy of University upon the request of student.

28.3 Duplicate Degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost/damaged or in case of change in the name of candidate. The candidate has to apply to the Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof as per University rules.

28.4 The Duplicate Degree shall be signed by the Controller of Examinations and other signatory authorities as per the original degree.

28.5 There will be no reflection on the degree "inparts/as a whole" on the semester system based on graduation.

## 29. Gold Medal

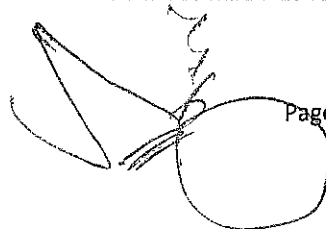
29.1 In order of merit, 1st position holder in a discipline will be awarded a Gold Medal. Provided that the student has not failed in, or repeated any course in any circumstances and has completed the course work in the normal period in first attempt as prescribed for Degree program.

29.2 If more than one student secures the same CGPA a position will then be determined on the basis of percentage of marks obtained. Even if still a tie, all will be awarded Medals.

29.2 The disciplines where number of students is less than 10, no position will be awarded in semester system.

29.3 Medal is allocated to top scorer of the students whose result is declared by the examination section. In case of project/thesis the top scorer among those whose result is declared within due time by the controller of examination.

29.4 Minimum CGPA required for Gold Medal is 3.0.



### 30. Format of Final Transcript

The final transcript for the award of degree includes following information:

#### *Front Side:*

- I. Name of Student
- II. Father's Name
- III. Date of Birth
- IV. Registration No. /Roll No.
- V. Name of the Program
- VI. Date of Admission into Degree Program
- VII. Semester Wise Break-up with Dates
- VIII. Subjects Detail along with Credit Hours
- IX. Type of Enrollment – Full Time or Part Time
- X. Picture of the Applicant
- XI. Date of Completion of Degree Requirements
- XII. Mode of Study – Regular or Private or Distance Learning
- XIII. Online Result Verification Key/ID (Front Side at the End of the Transcript)
- XIV. GPA/CGPA and Overall Percentage against earned CGPA (at the End of the front side of Transcript)

#### *Back Side:*

- I. Basic Admission Requirement of the Program
- II. Previous Degree held by the Student along with Institution Name
- III. Credit Hours Exempted/Transferred if any/applicable.
- IV. CNIC No. for Pakistani and Passport No. for Foreign Students
- V. Grading System must be mentioned on Back Side of the Transcript
- VI. Charter Date of the University/DAI may be mentioned
- VII. Name of Campus/College be mentioned along with HEC Permission Date
- VIII. Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- IX. The diploma/transcript must have the water-mark seal on it.

### 31. Age Limit for BS Program

There is no age limit to take admission in the BS Program.

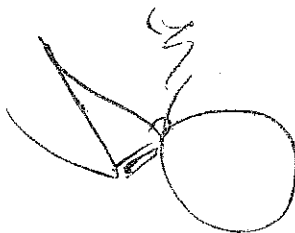
### 32. Interruption of Studies

If a student fails to register or withdraws his/her registration for a semester for a valid reason, he or she will get one chance to register for the same semester in the next academic year. If the student again fails to register or freeze his/her registration, his/her name will be struck off the rolls of the university.

If the student does not take any class in semester, then s/he will not be liable to pay any fee.

### 33. SOP for Examination for the Academic Departments of the University

- I. All students of such program shall be registered on the prescribed registration return proforma with the examination section immediate after completion of admission process.
- II. Enrolment of Students: The eligible registered students shall be enrolled for the purpose of classes in each semester in the first week of the semester.
- III. Only those students shall be considered valid if s/he deposited semester fee and properly submit courses registration form to the Head of the department.
- IV. The HoD will be required to forward the eligible registered students' lists to the Controller of Examinations for the purpose of examinations and award lists each semester before the mid-term examination week.
- V. The HOD/Chairman concerned shall have to provide semester-wise details of the subjects' Board of Studies along with minutes of the meeting duly approved by the relevant bodies for incorporating the same in the Examination section database well in time.
- VI. The HOD/Chairman concerned shall communicate the tentative date sheet (proposed) fifteen days before the commencement of the final-term examination to the Controller of Examinations. The Controller of Examinations shall notify and issue the final date sheet at least a week before the commencement of the examination.
- VII. The Controller of Examinations shall issue respective roll number slip having examination related information.
- VIII. The Controller of Examinations shall appointment the supervisory staff from amongst the University dedicated faculty members only.
- IX. Examination section shall issue answer books in accordance with the requisition prior to the commencement of examination.



- X. The center documents (including Superintendent file, students attendance sheets, memos, confidential list of the students and summary) shall be provided to the center superintendent by the office of the Controller of Examinations.
- XI. The concerned teacher shall set and furnish the sample question paper for the final-term examination to the Controller of Examinations at least 10 days before the commencement of the examination. The activities of composing, proofreading, printing, packing, and issuing the same on the corresponding dates shall be carried out by the Controller of Examinations.
- XII. The center superintendent shall stand responsible to deliver the solved answer books (scripts) within an hour after the end of paper session to Controller of Examinations.
- XIII. The Diary and Dispatch record of Scripts shall maintained in the secrecy section, the scripts along with prescribed award list shall be issued to the relevant teacher for evaluation/ marking, the scripts shall be returned with award on prescribed award list to the secrecy section with in stipulated time periods.
- XIV. The Controller of Examinations or his nominated officer/official shall crosscheck the scripts with the award list so as to ensure accuracy. This activity shall be followed by the manual and computerized tabulation process.
- XV. The scrutinizers appointed by the Controller of Examinations shall carry out the scrutiny as per standard procedure. Correction/amendments made by the scrutinizer shall be reflected accordingly with the approval of Controller of Examinations.
- XVI. The Gazette notification shall be issued within specified period and the Notification shall contain subject wise grade, SGPA and CGPA.
- XVII. There will be no semester transcript to each student; In case of emergency; student may submit application through HoD/ Chairman with fee of Rs. 700 shall be deposit in Examination account of designated bank for each transcript. The Transcript shall contain all his/her studied semester on as single page.
- XVIII. The correspondence with Examination section shall be made through the concerned Chairman/HoD Department of the University.

XIX. Payment to the supervisory staff/examiners will be made on the analogy/rates of the terminal examination system.

### **34. Additional Rules for Associated/ Affiliated Colleges Running Academic Programs under Semester System.**

This document describes the semester rules and regulations for the (BS/AD) degree programs at the colleges, which have been Associated/ Affiliated with University of Science & Technology, Bannu. It also elucidates the rules of engagement between University of Science & Technology, Bannu and the Associated/ Affiliated Colleges.

#### **I. Total Period of Study**

The normal duration of a 4-year bachelor's (BS) program is four years, and an Associate's degree (AD) is two years. Each academic year consists of two semesters. In the case of valid reasons or excuses, the period of study may be extended for three additional years (7-Years) for BS and two additional years (2-Years) for the AD program. Students who do not complete studies within the stated period will have their names struck off from the rolls of the college. Students who have been given the chance to study for more than four years must register and pay fees related to exams during these extra years.

#### **II. Schedule of Semesters**

There will be two semesters in an academic year, called the Fall Semester and the Spring Semester.

Each semester will be made up of 18 working weeks; 16 weeks for teaching; and two weeks for mid-term and final-term examinations. The university will conduct final-term examinations at the end of each semester. The Principal of the College shall send the proposed schedule to the University. The date sheet for the final-term examinations will be issued by the Controller of Examinations of the University of Science & Technology, Bannu.

The Principal shall be required to send eligible students' lists semester-wise/discipline details of all semesters along with students' names, registration numbers, and courses/subjects details along with course code and credit hours for registration and admission in the exam section in the 2nd week of each semester. Only those students shall be allowed in examinations who are

registered at the beginning of the semester, and the Controller of Examinations will send the registered students' lists for record and in black and white to the Principal. However, in the case of any document issue, the college is bound to send the names of the students at the beginning of the semester.

### **III. Admission in a 4-year BS Degree Program**

Colleges must follow the minimum eligibility criteria used for the corresponding degree programs at the university for admission to a four-year BS degree program. Colleges may not complete their admissions before the University of Science & Technology Bannu completes its admission process for the BS degree programs. Colleges shall send lists of students in all 4-year BS degree programs to the Controller of Examinations of the University within 10 working days after the admissions have been finalized for the incoming batch. The college is also required to send a copy of the same to the Director of Academics, UST Bannu. Only those students who have been registered by the University of Science & Technology, Bannu, will be allowed to appear at the end of the semester in the final-term examinations.

### **IV. Syllabus/ Course Structure and Contents**

All colleges shall follow the syllabus of the university duly approved by university bodies such as the Board of Studies, Board of Faculty, and the Academic Council.

### **V. Maintenance of Examination Records**

The teacher concerned will prepare five copies of the award lists containing sessional and mid-term marks. He/she will retain one copy with him/her, display one copy on the college notice board, and provide three copies to the college Principal. The Principal shall keep one copy and forward one copy to each of the relevant university department heads and the Controller of Examinations, University of Science and Technology, Bannu. The scripts for the mid-term examinations shall be sent to the Controller of Examinations, University of Science & Technology, Bannu, in the 16th week of the semester.

## **VI. Unfair Means Cases**

The teacher in-charge/ invigilator will report unfair means cases in quizzes and mid-term examinations to the Principal, who will forward these cases to College Examination Committee within one week for necessary action.

All Unfair mean cases shall be dealt as per UST Bannu rules.

## **VII. Cancellation of Admission**

If a student fails to attend any lecture during the first four weeks of the commencement of the semester as per announced schedule, his/her admission stands cancelled and shall notify by the Principal of the College.

## **VIII. Teacher Evaluation**

The evaluation of teachers is mandatory to ensure quality education. The Principal of the College will need to ensure the course teacher's evaluation through students on what they have taught by him/her. The evaluation shall be done in the last week of the semester without the presence of the teacher, so as to maintain impartiality. The evaluation will be shared with the concerned teacher for his/her improvement/knowledge.

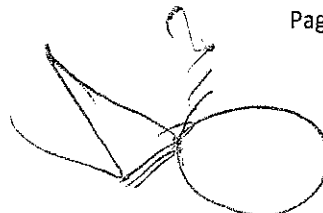
Evaluations done by the students will be completely anonymous, i.e., the students will not be required to indicate their names, roll numbers, registration numbers, and/or any other student identities whatsoever.

## **IX. College Examinations Committee**

IX.I A College Examination Committee headed by the Principal, Controller of Examination or his nominee (USTB), BS Coordinator, and two Senior Faculty Members from related field shall be constituted to check randomly a few answer papers of the students for uniformity of scoring & covering of the course content.

IX.II Main functions of the Committee will be:

- a. To maintain uniformity of standards in the courses taught in the College by individual teachers.
- b. To make arrangements for the conduct and supervision of examination.



- c. To hear appeals arising from evaluation of papers.
- d. To suggest provision of seminars, assignments etc.
- e. Timely preparation and announcements of results of mid-term and final term examinations.
- f. To submit tabulated result showing subject wise detailed marks prior to final-term examination, to the Controller of Examination of University duly authenticated by the Principal of the College.

IX.III . Altered or edited award lists will not be accepted.

- a. Award list of each subject clearly showing Semester examinations (Fall/Spring), Semester Number, College Name, Teacher Name, Course Code, Credit Hours, Date of Submission, Signature of the Concerned Teacher, Signature of the Head of Department and Signature of the Principal.
- b. Result of Each subject/ Course will be duly authenticated by the Principal of the College concerned.

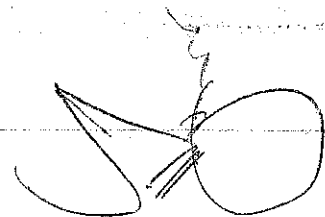
#### **X. Appeals**

X.I A student must submit an appeal to the Principal of the College for any grievance on grade, within 7 days of the declaration of result.

X.II The Principal of the College/Institute shall forward it to the College Examination Committee and it will be binding on the committee for hearing both sides (student and the teacher), and will give a final decision within 5 days.

X.III The decision of the College Examination committee shall be final.

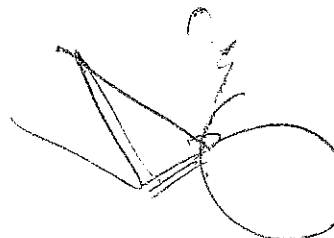
**THE REST OF ACADEMIC RELATED RULES REMAIN SAME FOR ALL PROGRAMS RUNNING UNDER SEMESTER SYSTEM, AS MENTIONED IN THE UNIVERSITY RULES ABOVE.**



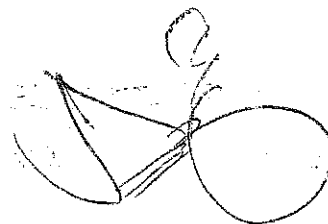
### 35. SOP for Associated/Affiliated Colleges

Here is the summary of the responsibilities of University and the Associated/ Affiliated Colleges offering 4-year BS degree programs under the semester system:

- I. Colleges will send lists of students in all 4-year BS/AD degree programs to Controller of Examination office of University within 10 working days after the admissions have been finalized for the incoming batch. Examination section will register these students. Late registration shall only be allowed subsequent approval of the competent authority of the University.
- II. Colleges will conduct and evaluate Mid-term examinations and sessional work (i.e quizzes, homework, assignments, presentations etc) of students.
- III. Colleges shall submit results of Mid-term Examination and sessional marks to the Controller of Examination, University by the end of 16th week of the semester.
- IV. A Cover Letter contains complete information like Subject/ Course Names, Course Code, Authentic Reference Number, Date, Semester number, Batch No, Session, Discipline and Department name must be attached with each semester result of concerned Discipline and duly signed by the Principal of the College only. No Result shall be processed, if forwarded by other than Principal of the Concerned College.
- V. Final merit list shall be provided duly signed by the Admission Committee & countersigned by the respective principle/ HoD along with the students' registration list to the examination section of UST, Bannu for registration in the University.
- VI. Following record must be maintained by all affiliated/associated colleges as a pre-requisite for processing of results:
  - a) Students attendance record.
  - b) Mid Term scripts & Question Papers.
  - c) Sessional Marks record (Assignments, tests and quizzes etc)
- VII. Only Registered students with University shall be allowed in final-term examination.



- VIII. The Office of the Controller of Examinations, University of Science & Technology Bannu, shall conduct the final term examination of each semester, including preparation of question papers, assignment of examiners, assignment of invigilators etc, and evaluation at the end of the semester.
- IX. The office of Controller of Examinations of the University is responsible for preparation of tabulated result sheet of each semester.
- X. The Office of Controller of Examinations, University of Science & Technology Bannu, shall arrange the schedule for the conduction of viva voce for final year projects through external examiners, the Concerned HoD shall send a proposed panel of examiners through the concerned Principal, the Controller of Examinations will forwarded for subsequent approval to the competent authority of the University. Evaluation by the external examiner shall be carried out 50% marks of the student, and remaining 50% marks by concerned project supervisor.
- XI. In the case of Research thesis, the procedure/policy of the University of Science & Technology Bannu in vogue shall be adopted. Refer to Research thesis policy.
- XII. The Office of Controller of Examinations, University of Science & Technology, Bannu, shall prepare, semester marks sheets, final transcript.
- XIII. University of Science & Technology, Bannu shall issue degrees after the completion of all codal formalities in letter and spirit.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, located in the lower right quadrant of the page.



# University of Science & Technology, Bannu

OFFICE OF THE DIRECTOR ACADEMICS

Main Campus, Bannu Township, Bannu, Khyber Pakhtunkhwa (Pakistan)  
Ph # 0928-633825, Fax # 633821, <http://www.usib.edu.pk>

## Minutes of meeting of the Committee constituted for implementation of Bridging Semester

Meeting of the Committee constituted by the Academic Council in its 14<sup>th</sup> meeting dated 29-7-2022, was held at Main Campus of the University on 26-09-2022, regarding implementation of bridging courses for the candidates getting admission in BS 5<sup>th</sup> Semester after BA/BSc/B.Com.

The following attending the meeting:

1. Prof. Dr. Sultan Mehmood (Pro Vice Chancellor/Convener)
2. Prof. Dr. Aurangzeb Khan (Dean of IT)
3. Prof. Dr. Safdar Rehman Ghazi (Dean of Social Sciences)
4. Prof. Dr. Khair Ullah Khan, Deptt. of Computer Science
5. Dr. Muhammad Iqbal Zaman (Director Academics)
6. Prof. Mussarrat Shaheen (Principal GDC Mandan Bannu)


The meeting started with recitation from the Holy Quran. The Convener welcomed all the members and then asked the Director Academics to present the Agenda. The Director Academics briefed the House that University has already announced admissions in BS 5<sup>th</sup> Semester for the candidates having BA/BSc/B.Com, subject to the completion of 15-18 credit hours bridging courses, under the directives of the HEC, Islamabad, vide letter No.9-1/HEC/Acad-Curri/2019/761, dated 22-4-2019. He further stated that under the said directives the HEC has authorized the University authority to adopt a mechanism for bridging courses.

He further added that sister universities of the Province have already adopted the procedure for bridging courses. In the meanwhile the guidelines for bridging semester of KUST Kohat and Abbottabad University were also presented before the House.

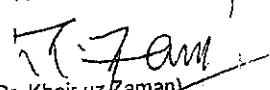
Therefore, after the long deliberation the House unanimously recommended the "Guidelines for Lateral Entry into BS 5<sup>th</sup> Semester through Bridging Semester and BS exit program" as attached (Annex-I), for implementation at University's Departments as well as Affiliated Colleges.

The meeting thereafter ended with the vote of thanks to the Chair.

  
Pro-Vice Chancellor

  
Director Academics

Approved by

  
(Prof. Dr. Khair uz Zaman)  
Vice Chancellor 8.10.22

**Annex-I**

**Guidelines for Lateral Entry into BS 5<sup>th</sup> Semester through Bridging Semester and BS exit program**

**Admission Criteria:**

The applicant shall be eligible for taking admission in lateral entry into 5<sup>th</sup> semester having minimum marks of 45% or CGPA2 at foundation degree. Relevancy of the course contents at foundation degree corresponding BS program is mandatory that will be determined by the Departmental admission committee (DAC) and endorsed by the respective Dean. The applicant will complete 15 to 18 credit hours of courses as per HEC criteria in bridging semester.

\*DAC shall consist of:

- i. Chairman/Director
- ii. Two senior most teacher of department

The purpose of DAC is to check the relevancy and eligibility of the candidates for their entry into 5<sup>th</sup> semester in concern BS program.

**Bridging Semester:**

The applicant having BA/BSc/B.Com or equivalent will have to pass through the bridging semester in case of course deficiencies. Bridging semester can be arranged subject to the provision of faculty and required resources (Lab, furniture, space etc.). No repetition of course of BA/BSc/B.Com or equivalent against BS 5<sup>th</sup> to 8<sup>th</sup> semester will be allowed. Any other course of the same weightage can be opted in case of doubling. Bridging Semester can be offer in summer, evening shift or parallel to the current semester. Bridging semester shall be reflected in final Transcript. The total credit hours shall not exceed the HEC prescribed credits hours for BS 4 years program.

**Allotment of AD 2 years with BS-4 year Programs:**

Candidates having conventional bachelor degree (BA/BSc/B.Com) will be accommodated in BS 5<sup>th</sup> semester during Fall-2022 and onward, while AD degree holder shall be allowed for admission as such in 5<sup>th</sup> semester without bridging semester in the relevant BS 4 years Programs. Candidates waiting for results of 4<sup>th</sup> Semester in AD programs can also apply for admission in 5<sup>th</sup> Semester.

**BS Exit Program and entry into 5<sup>th</sup> semester:**

Candidates having completed 4 semesters may get exit by awarding Associate Degree as per Academic council decision and the practice in vogue.

However, once a candidate get an AD, he/she may be enrolled in 5<sup>th</sup> semester, as per admission criteria of UST Bannu and will be awarded BS two year degree (2+2 Model).

**Bridging semester shall consist of:**

**a. Common Courses (at least 3 courses to be selected)**

- Introduction to computer,
- Communication skill,
- Introduction to Statistics,
- Introduction to Management,
- Basic Mathematics,
- Introduction to Psychology,
- Introduction to Sociology

**b. Foundation/Core courses ( 2 to 3 courses of the concern program)**

The courses should be selected from approved courses by the BoS.