




Notification

The Vice Chancellor as authorized by the Syndicate in its meeting held on 27.07.2020 approved to reconstitute the committee to review the rules and regulations relating term / semester examinations. The Syndicate further authorized the Vice Chancellor to approve the recommendations of the committee on behalf of the Syndicate.

On the recommendations of the committee made in its meeting held on 08.09.2020, the Vice Chancellor as authorized by the Syndicate has approved undergraduate / graduate term system examinations rules and regulations 2019 (annex-I).

Further, the Vice Chancellor has approved the amendments in semester regulations (Undergraduate / Graduate) 2019 (annex-II). In addition the Vice Chancellor has approved amendments in MS/MPhil/PhD regulations (annex-III).

The above mentioned regulations / amendments in regulation will be applicable w.e.f session 2020-2021.


Muhammad Farooq
Deputy Registrar (Acad)

28/9/2020

Pr in action H.
Sud
11/11/2020

Encl: As above

Distribution:

- All Deans of Faculties
- All Principals/Chairmen/Director/Incharges of Teaching Departments
- All administrative Heads
- Director Sub-Campus (Bhakkar)
- Incharge, Web-Development Cell
- Secretary to the Vice-Chancellor
- P.A to Registrar
- Notification file

(for uploading on University Web-site)



UNIVERSITY OF SARGODHA
Term Examination Regulations – 2019
For Students of Affiliated Colleges
(Undergraduate and Graduate)

1. Preamble

Notwithstanding anything contrary to the provisions of University of Sargodha Ordinance, 2002, the University shall offer 2-year Associate Degree, Undergraduate (4-year etc.), Graduate (2-year MA/MSc/MCom/MBA etc.) level degree programs or equivalent programs approved by the Syndicate. Provided that the regulations mentioned hereinafter regarding admission, registration and examination shall be applicable on each undergraduate and graduate level programs courses offered by the University for the students of affiliated colleges.

2. Short Title and Commencement

The regulations described hereunder shall be called Term Examination Regulations-2019, University of Sargodha and shall come into force w.e.f academic session 2019-20.

3. Definitions

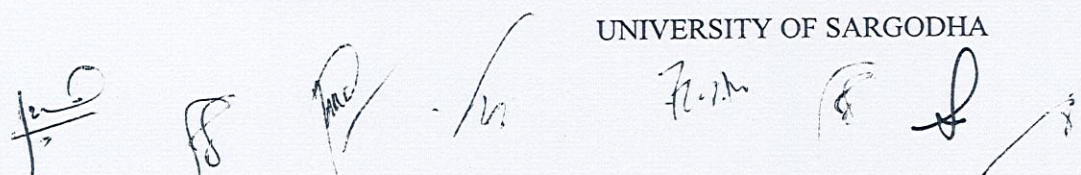
In these regulations unless the subject or context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- 3.1 "the University" means University of Sargodha;
- 3.1 "Vice-Chancellor" means the Vice-Chancellor of the University.
- 3.2 "Dean" means the Chairperson of the Board of Faculty.
- 3.3 "Registrar" means the Registrar of the University.
- 3.4 "Treasurer" means the Treasurer of the University.
- 3.5 "Controller of Examinations" means the Controller of Examinations of the University.
- 3.6 "Academic Department" means a teaching, research and technological development Department maintained and administered by the University at main campus.
- 3.7 "College" means an Affiliated College;
- 3.8 "Chairperson" means head of an academic department at main campus
- 3.9 "Principal" means the head of an Affiliated College.
- 3.10 "Director" means the Director of an Institute
- 3.11 "Academic Year" means a year consisting of two regular terms namely; Fall and Spring term.
- 3.12 "Authority" means any of the authorities of the University specified in the University of Sargodha Ordinance/Act;
- 3.13 "Credit Hour" means one hour student-teacher classroom contact per week per term in theory or two to three hours contact in practical/lab work per week per term.
- 3.14 "Deficiency Course" means a course in which a student has been adjudged deficient by the University at the time of admission/transfer of credits/migration;
- 3.15 "Non-credit Course" means a course that shall be mandatory to pass but shall not be counted in calculating GPA/CGPA and shall not have any effect on the academic position of a student;
- 3.16 "Pre-requisite" means a course required to provide basic knowledge of the follow up course;
- 3.17 "Term" means duration of sixteen weeks for teaching.

4. Introduction

Following regulations are applicable on the Affiliated Colleges/Institutions running Term System.

- 4.1 Each college/institute shall publish these regulations in its prospectus each year and at the beginning of each academic session and term shall arrange an "Orientation" to familiarize the admitted/enrolled students with term system of examination and their degree requirements.
- 4.2 A copy of Term Examination Regulations shall be made available at the University Website for guidance of all concerned i.e. Principals of Colleges, Teachers, Students and Parents etc.



- 4.3 Each college shall develop a Learning Management System to automate teaching learning processes and shall associate it with the University, particularly with the office of the Controller of Examinations for online sharing of data and monitoring.
- 4.4 Each affiliated college/institute shall be bound to follow the directions/instructions regarding Teaching Learning processes and assessments issued by the office of the Controller of Examinations from time to time.
- 4.5 The regulations inscribed here are subject to amendment/change and repletion by the Competent Authority.

5. Courses and Scheme of Studies

- 5.1 The curricula and schemes of studies of various degree programs shall be approved by the Syndicate and shall become effective from date of notifications and date of implementation by the office of the Controller of Examinations in the affiliated colleges/institutes. Each teacher will prepare a course file which will include course contents, time table, assessment methods, teaching learning material, presentations PPT handouts, assignments, quizzes, weekly schedule, mid term question paper, attendance record etc. and submit a copy of course file alongwith sessional award list one week before conduct of final examination in the office of the Controller of Examinations.
- 5.2 A student shall normally be required to take the prescribed courses of fifteen to eighteen credit hours work load offered by the College in each in Fall and Spring Term. However, in special circumstances, (s)he can add maximum two courses with prior approval of the Controller of Examinations. The permission must be obtained within seven days of the commencement of the term.
- 5.3 No student shall take any course unless (s)he has qualified the prerequisites for it as determined in the curricula and syllabi of the program.

6. Course Code and Credits

- 6.1 Each course shall be assigned credit hours. The credit hours are denoted by two digits within brackets with a hyphen 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 only, while 4(3-1) means a total of four credit hours, of which three are reserved for theory and one credit hour is for laboratory/studio work/field work/practical work as per requirement of discipline.
- 6.2 Each Board of Studies shall assign and prescribe the course codes, credit hours and work load up to a maximum of eighteen credit hours for each term for a given scheme of studies.
- 6.3 Course codes shall be divided into two parts *i.e.*, letters and digits.

7. Admission

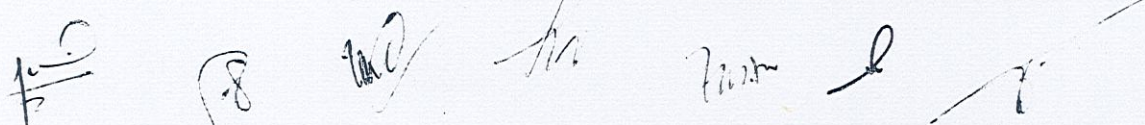
- 7.1 Every affiliated college/institute shall obtain copy of scheme of studies/curricula/syllabi of the relevant program/s from the office of the Controller of Examinations before admitting students in any program.
- 7.2 The Principal of affiliated college will admit students each year only in programs and against the seats mentioned in affiliation notification issued by Registrar's Office.
- 7.3 While making admissions, the Principal shall strictly observe admission criteria laid down in the notification of relevant curriculum or/and communicated by the office of Registrar.
- 7.4 The Principal of affiliated college shall submit registration returns of admitted students along with copies of required documents and pay prescribed registration dues as per admission schedule notified by the Registrar's Office.

8. Registration

- 8.1 The Registration Branch of Registrar's Office shall check eligibility of each student admitted by the affiliated colleges as per admission criteria of each program as well as affiliation notification and eligible students of each college shall be issued registration cards.
- 8.2 Registration Branch shall provide the data of registered students of each program of each college in soft and hard form to the Office of Controller of Examinations till the mid term examination of 1st term.

9. Commencement of Term and Course Enrollment

- 9.1 The dates of commencement of classes of each term and conduct of mid term as well as final term examination shall be notified by the Office of Controller of Examinations.



- 9.2 The Principal shall get the students of each term enrolled with the Office of Controller of Examinations at the start of each term as per schedule notified by the office of the Controller of Examinations.

10. Attendance

- 10.1 A student having less than 75% attendance in lectures and practical separately shall not be allowed to take the mid and final term examination of the course.
- 10.2 The Principal of College may condone, for valid reasons, deficiency up to five percent of the total number of lectures under intimation to office of the Controller of Examinations.
- 10.3 If a student who has missed three consecutive lectures without any reason in a course, a verbal/written warning from the course teacher may be given to the student.
- 10.4 If a student who is found habitual of missing lectures in a course, he/she shall not be allowed to sit in the class without the approval of the Principal.
- 10.5 If a student makes him/herself absent from the College for ten consecutive working days, his/her name shall be struck off from the rolls of the College. Such student shall not be re-admitted without the approval of the Controller of Examinations. The student shall have to pay the prescribed re-admission fee/dues.
- 10.6 At the end of each term, the teacher concerned shall submit the statement, through the Principal, showing the total number of lectures delivered and practicals conducted by him/her and the total number of lectures and practicals attended by each student to the office of the Controller of Examinations

11. Withdrawal of Course(s)

- 11.1 A student may withdraw a maximum of 50% of the courses offered i.e. two out of five or three out of six courses.
- 11.2 Students may be allowed to withdraw a course during 4-6 week of the term with permission of office of the Controller of Examinations. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.
- 11.3 A student withdrawing after the 6th week shall be automatically awarded "F" grade which shall count in the GPA/CGPA and stay on the transcript.

12. Term Freeze

- 12.1 A student may discontinue his/her studies by seeking term freeze after passing 1st term examination (maximum for two terms) in the second and subsequent term before the final term examination on medical grounds or circumstances beyond his/her control with written permission of Principal of the College concerned subject to approval of the office of Controller of Examinations.
- 12.2 A student who sought discontinuation/freeze of a term shall have to get approval from the Office of the Controller of Examinations and get approval from the Controller of Examinations to rejoin the program.
- 12.3 During the term freeze, bona fide status of the student shall remain suspended provided that discontinuation shall not be allowed for more than one year in any case.

13. Evaluation

The following scheme of evaluation shall be followed

Courses without practical		Courses with practical	
Assessment	Weightage	Assessment	Weightage
Mid	30	Mid	30
Sessional	10	Sessional	10
Final	60	Final	40
--	--	Practical	20

Note: - The students will have to qualify the final term examination conducted by the University with at least 40% marks of final term examination both in Theory and Practical part separately. Minimum pass marks will be 50% in each course on the basis of cumulative total of marks obtained in sessional, mid term conducted by the college and final term

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examination (qualified with at least 40% marks) conducted by office of the Controller of Examinations.

Courses involving project/practical/field work may deviate from the above given marks distribution to accommodate the marks of the project/practical/field work as per notified scheme of studies.

- 13.1 The sessional marks would be given by the concerned teacher of the college for this purpose proper record shall be maintained. The distribution of the sessional marks is given as:
- | | | |
|-----------------|---|---|
| Quizzes | 2 | (Total marks 4) |
| Two Assignments | 2 | (one before Mid term Exam and one after Mid term) |
| | | (Total marks 4) |
| Presentations | 1 | (Total Marks 2) |
- 13.2 Mid term Examination will normally be conducted after first eight weeks of teaching during a term by the college. Schedule of the mid term exam will be notified by the office of the Controller of Examinations.
- 13.3 The Controller of Examinations shall also notify schedule for enrollment of the students alongwith payment of prescribed examination fee for final term examination of each term. In response, the Principal shall get the students of each term enrolled and deposit prescribed examination fee of eligible students to the University.
- 13.4 Final term question paper of each course shall be set from the complete curricula & syllabi of theory and practicals as the case may be.
- 13.5 The date sheet of mid term examination shall be notified/ displayed on the Notice Board well in time by the College under intimation and date sheet of final term examination of each term will be notified by the Controller of Examinations, University of Sargodha.
- 13.6 The duration of examinations shall be as under:
- | | |
|----------------------------|------------------|
| a) Mid Term Examination: | Minimum 1½ Hours |
| b) Final Term Examination: | Minimum 2 Hours |
- 13.7 Examination shall be held on consecutive days excluding holidays which means that no gap shall be allowed in the papers.
- 13.8 Question paper for mid term shall be set by the respective teacher. However, Principal shall ensure the quality and standard of the question paper set by the teacher and keep record of solved answer books till verification and inspection by the University and issuance of official transcripts.
- 13.9 The chairperson of the relevant academic department of the University shall propose a panel for appointment of Course Coordinator of each course of each term from amongst serving/retried faculty members of University/Govt. Colleges within seven days of the commencement of classes. The Controller of Examinations shall appoint the Course Coordinators. The Course Coordinators will keep a liaison with the course teachers of all affiliated colleges and ensure uniformity of course contents being taught in order to minimize complaints about coverage of course contents in question papers of final term. The remuneration of the Course Coordinator shall be equal to that of Head Examiner of relevant course.
- 13.10 The Convener of relevant Board of Studies/ Chairperson of relevant academic department shall forward a panel of paper setters/head examiners and sub examiners of each course comprising faculty members (serving/retired) of the University, public sector universities, and public sector colleges for paper setting and evaluation of final term examination. The Controller of Examinations shall appoint paper setter/ head examiner and sub examiners of each course out of the provided panel. All paper setters and examiners shall be monitored by the Course Coordinator who shall ensure standardized and expeditious paper setting and evaluation of scripts. In addition to this, the relevant BOS may recommend examiners through advertisement from other than above mentioned categories for evaluation of answer books. However, such persons shall preferably be PhD Scholars or having at least MPhil or equivalent level qualification.
- 13.11 The pass marks in each course shall be 50%.
- 13.12 The scripts of mid term examination shall be shown to the students by the teacher to review the marks awarded.
- 13.13 Sessional marks awarded on the basis of assignment, test, quiz etc. shall be displayed/shown to the students by the concerned teacher two weeks before the final term examination.

- 13.14 In case a student is not satisfied with his/her award even after checking his/her answer book of mid term examination or clarification from the teacher, (s)he may submit a written application to this effect to the office of the Controller of Examinations for checking within 15 days of declaration of result of mid term examination.
- 13.15 Principal of College shall ensure provision of result of mid term examination to the University through online and signed hard copy before completion of 10th week and sessional marks before two weeks completion of each term.
- 13.16 The result compiled on the basis of cumulative total of marks obtained in sessional, mid term and final term examinations shall be placed before Result Moderation Committee for review before declaration. The committee shall have power to moderate the inflated/deflated marks awarded in sessional, mid term and final term examinations and settle any other discrepancy to rationalize the result. The committee shall also look into and decide the complaints received from the students regarding evaluation of answer book/s of mid term examination. The committee shall be chaired by the Controller of Examinations and will include Course Coordinators of respective courses, Additional Controller of Examinations, Deputy Controller of Examinations and Assistant Controller of Examinations (Term Exams Branch) as members. Assistant Controller of Examinations (Term Exams Branch) will serve as secretary of the committee.
- 13.17 A student may apply for rechecking of answer book by paying the prescribed fee within 15 days of the declaration of result of final term examination. Rechecking means confirmation that the result of the applicant has been correctly compiled and declared. It shall include checking of his answer book, award list and result sheet. It shall not, in any way, include reevaluation of applicant's answer book.
- 13.18 Provisional transcript shall be issued after declaration of result of final term exam of each term and official transcript shall be issued on completion of a degree program by the Controller of Examinations
- 13.19 For the degree programs where research is offered, the students are required to submit the Thesis/Project report within three months of the end of final term examination of the last term. However, this time duration may be extended up to one month with the permission of the Controller of Examinations of the University. If they fail to submit thesis/project within stipulated time, they shall have to re-enroll in the coming term to complete the Thesis/Project. The evaluation of the project shall be made by the external examiner appointed by the Controller of Examinations followed by Viva Voce.
- 13.20 Unfair Means Cases shall be reported to the office of the Controller of Examinations during final term examination shall be decided by the University Disciplinary Committee constituted for the said purpose.
- 13.21 The Disciplinary Committee may award the following punishment/s depending upon the severity of the offence:
- 13.21.1 Cancellation of the relevant paper;
 - 13.21.2 Cancellation of the result of complete result of the relevant term
 - 13.21.3 Disqualification for any examination for a period of 1-3 years.

Note:- The Controller of Examinations can pass/issue any instruction/s regarding conduct of examinations with the approval of Vice-Chancellor.

14. Promotion and Re-admission

- 14.1 If a student fails to obtain prescribed CGPA at end of each term shall be detained in the same term and shall not be promoted to the next term. A student who has been declared to be detained in any term due to less than prescribed CGPA or failure in more than 50% courses, may be readmitted (once) to the relevant/previous term with the following conditions:
- 14.1.1 The student has to pay prescribed re-admission fee in addition to regular term fee under intimation to the Treasurer and the Controller of Examinations.
 - 14.1.2 Permission to re-admission shall be obtained from the office of the Controller of Examinations.
- 14.2 If a re-admitted student fails to maintain prescribed CGPA and pass 50% courses, he/she shall be dropped from the program and rolls of affiliated institute/college.

- 14.3 A student may be allowed to take work load of maximum two repeat courses (if any) with the permission of the office of the Controller of Examinations in each term in addition to the courses offered in a regular term.
- 14.4 A student may repeat fail courses and/or improve the grade/s of the already pass course(s) in relevant term (even/odd) within prescribed maximum time limit of the program. In this case, a student shall enroll the course(s) in the term in which the course(s) is/are being offered, by paying the prescribed fee. Such course(s) shall be marked under asterisk (*) in the provisional and official transcript.
- 14.5 In case of improvement, the better grades shall be reflected on the provisional and official transcript.

14.6 Promotion Criteria

Each student must obtain the minimum GPA/CGPA and fulfill the requirements given below at the end of each term to remain enrolled and continue his/her studies in the program and complete degree requirements within stipulated time to qualify for award of degree.

For 4-Year program

Term	Promotion to Next Term		Readmission
	Minimum Required CGPA	Minimum Number of Courses to be Passed	
1 st	1.75	Student must pass at least 50% of the courses offered in a Term	In case of GPA < 1.75 or/and failure in more than 50% of the courses, student may be allowed fresh admission into 1 st term in the subsequent year.
2 nd	2.00	Student must pass at least 50% of the courses offered in a Term	In case of CGPA < 2.00 or/and failure in more than 50% of the courses, student may be allowed readmission into 2 nd /previous term in the subsequent year.
3 rd	2.10	Student must pass at least 50% of the courses offered in a Term	In case of CGPA < 2.10 or/and failure in more than 50% of the courses, student may be allowed readmission into 3 rd /previous term in the subsequent year.
4 th	2.15	Student must pass at least 50% of the courses offered in a Term	In case of CGPA < 2.15 or/and failure in more than 50% of the courses, student may be allowed readmission into 4 th /previous term in the subsequent year.
5 th	2.20	Student must pass at least 50% of the courses offered in a Term	In case of CGPA < 2.20 or/and failure in more than 50% of the courses, student may be allowed readmission into 5 th /previous term in the subsequent year.
6 th	2.25	Student must pass at least 50% of the courses offered in a Term	In case of CGPA < 2.25 or/and failure in more than 50% of the courses, student may be allowed readmission into 6 th /previous term in the subsequent year.
7 th	2.25	Student must pass at least 50% of the courses offered in a Term	In case of CGPA < 2.25 or/and failure in more than 50% of the courses, student may be allowed readmission into 7 th /previous term in the subsequent year.
8 th	2.50	Student must pass at least 50% of the courses offered in a Term	1. If a student fails in more than 50% of the courses, he/she may be allowed readmission into 8 th /previous term. 2. In case a student passes at least 50% of the courses but obtains CGPA < 2.50, he/she must pass fail courses or/and improve already passed courses as and when offered in order to obtain minimum required 2.50 CGPA to complete degree within stipulated time period (maximum six years).

For 2-Year program

Term	Promotion to Next Term		Readmission
	Minimum Required CGPA	Minimum Number of Courses to be Passed	
1 st	1.75	Student must pass at least 50% of the courses offered in a Term	In case of GPA < 1.75 or/and failure in more than 50% of the courses, student may be allowed fresh admission into 1 st term in the subsequent year.
2 nd	2.00	Student must pass at least 50% of the courses offered in a Term	In case of CGPA < 2.00 or/and failure in more than 50% of the courses, student may be allowed readmission into 2 nd /previous term in the subsequent year.
3 rd	2.15	Student must pass at least 50% of the courses offered in a Term	In case of CGPA < 2.15 or/and failure in more than 50% of the courses, student may be allowed readmission into 3 rd /previous term in the subsequent year.
4 th	2.50	Student must pass at least 50% of the courses offered in a Term	1. If a student fails in more than 50% of the courses, he/she may be allowed readmission into 4 th /previous term. 2. In case a student passes at least 50% of the courses but obtains CGPA < 2.50, he/she must pass fail courses or/and improve already passed courses as and when offered in order to obtain minimum required 2.50 CGPA to complete degree within stipulated time period (maximum four years).

Note:- The student who has already been readmitted as per regulation No 14.6 and is again detained in any term will be "Dropped" from the program/college rolls and will not be readmitted in any circumstances.

14.7 A student has to qualify all courses within prescribed time limit to qualify for award of degree in a program.

15. Requirements for the Award of Degree

Within the framework of General Rules/Regulations for the award degree special/specific Rules may be applicable to certain degree programs. These rules may be issued by the University in order to ensure quality standards and performance of the students. Students will be awarded the relevant degree, provided that he /she has

- i. Undertaken a program of study for a period not less than the prescribed period of study of a program as mentioned in the scheme of studies.
- ii. Completed the total credit hours of courses as prescribed in the scheme of studies of the program.
- iii. Passed the prescribed examinations.
- iv. Fulfilled minimum course work and lab work requirements.
- v. In case of thesis passed the Viva Voce and / any other mode of assessment prescribed by the University.

15.1 The pass marks in each course shall be 50%. At the end of degree programme and final compilation of results, if a candidate is failing in any course/s, she/he shall be awarded grace marks to enable her/him to pass the course/s. However, maximum grace marks awarded must not exceed 10 and 5 in case of four year and two year programme respectively.

15.2 Degree shall be awarded to the students only who have completed all the degree requirements by passing all courses specified in scheme of studies by securing at least 2.50 CGPA.

16. Awards: Merit Positions

16.1 Award of merit position on completion of the degree program shall be determined on the basis of CGPA. In case of tie between two or more students having equal CGPA, their overall percentage of marks obtained in all the terms 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.

- 16.2 All merit positions shall be declared by the office of the Controller of Examinations at the end of each program ensuring that position holder has not repeated/improved/withdrawn/freeze any course/term during the entire program.

17. Migration/Transfer of Credits

The students enrolled in the affiliated colleges may apply for migration by obtaining NOC from both colleges/institutions and issuance of migration certificate from the Registrar's office.

- 17.1 The migration of a student from another University to an affiliated College of the University of Sargodha and vice versa will be governed only in accordance with the Migration Policy of University of Sargodha, provided that the student belongs to a university recognized by HEC.
- 17.2 A student, who has been dropped out, rusticated, expelled, or whose entry in the parent institute was banned for any reason whatsoever at any time during his/her academic career, the case for transfer of credits shall not be considered.
- 17.3 All University regulations for migration/transfer of credits shall apply.

18. Grading System

- 18.1 The grading shall be done on a scale of 4.
- 18.2 Equivalence between Letter grading and Numerical grading shall be as follows:

Grading Table:

%age of Marks Range	Letter Grade	Grade Point Value/s	Remarks
80 and Above	A	4.00	Excellent
65 to 79	B	3.00 to 3.99	Good
50 to 64	C	2.00 to 2.99	Satisfactory
40 to 49	D	1.00 to 1.99	Only use for the calculation of GPA/CGPA
0 to 39	F	0	Fail

Minimum Passing marks will be 50% in each course on the basis of cumulative total of marks obtained in sessional, mid term conducted by the college and final term examination conducted by the University.

Fraction of marks obtained in a course shall be counted as one mark, e.g. 60.1 and 60.9 shall be considered as 61.

Note: The degree requirements for all programs shall be 2.50 CGPA. GPA/CGPA calculation is available with University.

Definitions:

Grade Point Average (GPA): This is a figure ranging from 0 to 4.00 (A=4.00) used as a performance indicator of a student in the term concerned and is calculated as:

$GPA = \frac{[\text{Total weighted points of all courses taken in the term concerned}]}{[\text{Total number of credits enrolled for in the term concerned}]}$

Quality Points = [Grade Points] x [the number of credits of the course concerned]

Cumulative Grade Point Average (CGPA) = $\frac{[\text{Total weighted points of all courses taken}]}{[\text{Total number of credits enrolled for in all terms}]}$

19. Time Frame for Completion of Degree Programs

Maximum duration for the completion of various programs shall be as under:

Program Maximum Duration

2-Year Four Years or Maximum Eight Terms whichever is applicable

4-Year Six Years or Maximum Twelve Terms whichever is applicable

20. Code of Academic Integrity

- 20.1 Every member of the University/College/Institute community is responsible for upholding the highest standards of honesty at all times. Academic honesty is expected from all the concerned (the students, teachers, technical and administrative staff etc.) of all levels.

- 20.2 Cheating, that is, using or attempting to use unauthorized assistance, material or study aids in examinations or academic work will be called for disciplinary action.
- 20.3 Plagiarism: using the data or written material without specific or proper acknowledgment is an academic dishonesty that shall result in disciplinary action.
- 20.4 Tampering or an attempt to tamper any academic record or transcripts in any manner will result in the termination of the study of the student involved.
- 20.5 Exchanging or passing information to other students through any electronic or network means during an examination is considered cheating and shall be liable to disciplinary action.

21. University Semester/Term Committee

There shall be a University Semester/Term Committee to be constituted by the Vice Chancellor. The Committee shall perform the following functions

- 21.1 Provide consultation to the College converting to term system from the annual system.
- 21.2 Provide support in the implementation of term system by arranging short courses for the faculty on its various aspects.
- 21.3 Monitor and report on the implementation of Term Regulations and address various issues arising thereof.
- 21.4 Recommend necessary amendments in the Term Regulations, if needed.
- 21.5 Vice Chancellor can extend the degree time period on the recommendations of Semester/Term Committee.
- 21.6 Deal with the individual student hardship cases and migration cases from other universities studying under the term system of affiliated colleges.
- 21.7 Procedure:
 - (a) The students studying under term system in affiliated colleges shall submit application in office of Principal of affiliated college/institute who shall forward the application to the Controller of Examinations of the University. The application shall be submitted along with prescribed processing fee in prescribed University account.
 - (b) The Controller of Examinations shall forward the application to the Chairman Semester/Term Committee with clear recommendation keeping in view student's hardship.
 - (c) The Semester/Term Committee after reviewing the cases shall submit the recommendations to the Vice Chancellor for necessary approval.

Repeal: The existing semester/term regulations related to affiliated colleges notified vide No. UOS/Acad/2876 dated 01-06-2011, No. UOS/Acad/102 dated 16-01-2013 and No. UOS/Acad1597 dated 18-08-2014 stand repealed. However, the cases arising under the repealed regulations shall be governed by those regulations.

Grade Points Table

%age Marks	Grade Point	Letter Grade	%age Marks	Grade Point	Letter Grade
80-100	4.00	A	57	2.43	C
79	3.94	B	56	2.36	C
78	3.87	B	55	2.30	C
77	3.80	B	54	2.24	C
76	3.74	B	53	2.18	C
75	3.67	B	52	2.12	C
74	3.60	B	51	2.06	C
73	3.54	B	50	2.00	C
72	3.47	B	49	1.90	D
71	3.40	B	48	1.80	D
70	3.34	B	47	1.70	D
69	3.27	B	46	1.60	D
68	3.20	B	45	1.50	D
67	3.14	B	44	1.40	D
66	3.07	B	43	1.30	D
65	3.00	B	42	1.20	D
64	2.92	C	41	1.10	D
63	2.85	C	40	1.00	D
62	2.78	C	Below 40	0	F
61	2.70	C	Result Late	----	RL
60	2.64	C	Withdrawal		W
59	2.57	C	Repeat		R
58	2.50	C	Incomplete	0.00	I

Pass marks for a course = 50% (C Grade)

Grading Table

Marks Range	Letter Grade (LG)
80 and above	A
65 – 79	B
50 – 64	C
40 – 49	D
Below 40	F
Result Late	RL
Incomplete	I
Withdrawal	W
Repeated	R