

BALUCHISTAN UNIVERSITY OF ENGINEERING AND TECHNOLOGY KHUZDAR



ACADEMIC REGULATIONS FOR UNDERGRADUATE PROGRAMS

REVISED 2024

Contents

1. Title	4
2. Applicability:.....	4
3. General Scheme of Studies	4
4. Duration of the Program.....	4
5. Admissions.....	5
6. Struck offs and Re-admission.....	6
7. Academic Calendar	6
8. Courses of studies:	7
9. Credit Hours for Undergraduate Degrees.....	7
10. Course Limit	7
11. Repeating of Courses:	7
12. Promotion & Probationary Period	9
13. Freezing of a Semester	10
14. Examinations.....	10
15. Evaluation.....	11
16. Evaluation for Courses.....	13
17. Project Review and Evaluation Committee (PREC)	13
18. Grading System	14
19. Course File.....	15
20. Award of Degree and Criterion for Gold medal.....	16
21. Fee Refund Policy	16
22. Disciplinary Rules.....	17

OUR VISION

To become a world class higher education institute leading to socio economic development of the region and beyond.

MISSION STATEMENT

To impart quality education and research with professional excellence on strong ethical foundation to serve the region and beyond.

Our Goals

Provide an attractive campus environment and the resources to promote learning throughout the University:

1. Create supportive environments and innovative opportunities for student learning.
2. Provide high quality, accessible education that prepares learners for productive and creative lives.
3. To provide a technical base for the Development of the country.
4. To Contribute the due share in the development of the country by producing technically sound and motivated Engineers
5. To provide the best platform for research and promote modern education.
6. To give the University international recognition.

Academic Rules for Undergraduate Programs

These rules are designed for undergraduate programs being run at BUETK in different faculties. These rules have been emerged from discussions during meetings of various statutory bodies of BUETK in the light of academic practices in vogue at reputed institutions of the world and guidelines provided by Higher Education Commission Islamabad regarding semester system and academic life of an undergraduate student at a university.

These rules cover all aspects of academic life of undergraduate students and are presented in a single booklet for ready reference of students, teachers, and other stakeholders. The aspects covered in this booklet include durations of undergraduate Programs; attendance, struck offs and readmission; change of program; changing from one academic program to another; withdrawal and addition of courses; promotion & probation; freezing of a semester; course limit; examinations; award of degree; criterion for Gold Medal; repetition of courses for improvement of grades; conduct of summer sessions; maintenance of course files; migration / credit transfer policy; fee concession and award of scholarships; fee refund policy and discipline at campus.

These rules shall be practiced by all the Faculties and Departments, running under Semester System, and are subject to amendment/change and repletion by the competent authority as and when required.

1. Title

These Rules may be called the Balochistan University of Engineering and Technology, Academic Rules 2024 for undergraduate programs running at BUET main and sub-campuses.

2. Applicability:

These Rules shall be applicable from the Academic year 2025 and onward.

3. General Scheme of Studies

- 3.1. The courses of study leading to Bachelor degree are devoted to courses appropriate to the degree in relevant disciplines.
- 3.2. Practical/viva voce examinations shall be held along with the theory examinations by the University where practical work forms part of the curriculum.
- 3.3. For the programs running under Outcome Based Education (OBE) system, relevant schemes of teaching, learning and assessment as guided by PEC shall be followed with approval from relevant forums.

4. Duration of the Program

- 7.1. The programs leading to BE/BS shall be of four years duration, equally divided into eight semesters.
- 7.2. There shall be two regular semesters (Fall and Spring) in an Academic year. Each semester shall be spread over eighteen weeks, 16 weeks for teaching and two weeks for the conduction of examinations.
- 7.3. Provided that a student registered for Bachelor of Engineering degree program must successfully complete his/her course requirements in maximum period of 7 consecutive years otherwise his name will be removed from the rolls of the university.
- 7.4. The semester starting with the commencement of an academic year shall be called the spring semester and the next semester shall be called the fall semester. In addition, for a specific batch the semester shall be named as first, second, third and so on till the last semester which shall be called the eighth semester.

5. Admissions

- 5.1. The number of seats available for admission in the 1st semester for each Academic year/session and other requirements regarding eligibility of candidates for admission shall be such as announced by the University through the University Admission Policy amended from time to time.
- 5.2. Unless otherwise provided in the Admission Policy, admission shall be made strictly on the basis of academic record and admission test.
- 5.3. **Migration / Credit Transfer Policy**
 - 5.3.1. The Vice Chancellor, on the recommendation of the migration committee may allow migration/ credit transfer of a student as per BUET Migration Rules amended from time to time.
 - 5.3.2. Migration from other Universities/Institutions to Balochistan University of Engineering and Technology, Khuzdar shall be restricted to only 2nd, 3rd, 4th, 5th and 6th Semesters only.
 - 5.3.3. Migration / credit transfers from BUETK to some other University or vice versa shall be allowed after completion of the prescribed legal formalities. Migrations/transfers to and from only the Higher Education Commission recognized universities / institutions (both public and private) shall be considered.
 - 5.3.4. Candidates for migration shall be required to produce NOC from their parent University.
 - 5.3.5. Candidates applying for migration in a particular semester should have completely passed all previous semester Examinations of respective discipline from his/her parent University.
 - 5.3.6. For award of degree in case of transfer of Credit Hours, A student must have a proper admission in the undergraduate program of the university and should earn minimum of 60 credit hours out of a total of 130-145 credit hours from BUETK.
 - 5.3.7. No credit hour of a course will be transferred if the grade is less than C.
 - 5.3.8. A candidate admitted on migration shall not be allowed any change or exchange in Technology.
 - 5.3.9. Migration shall be allowed to the students from or to BUETK if the Migration Committee is convinced and Vice Chancellor is satisfied that the Migration of a student is in the best interest of the University.
 - 5.3.10. A regular student of the university / affiliated institute who desires migration to another university shall be issued Migration Certificate on the production of the Clearance Certificate.
 - 5.3.11. 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 Registrar that he/she had not been registered at that university for which the Migration Certificate was issued.
 - 5.3.12. No Migration / Credit Transfer Certificate shall be issued to a student who had been debarred from appearing in the university examination or expelled from university / affiliated institute / college for misconduct till such time as the period of punishment lasts.
 - 5.3.13. The Migration of the foreign students shall be considered by the Syndicate provided their applications are recommended by the respective Embassy/High Commission and Ministry of foreign affairs.
 - 5.3.14. Candidates admitted on the basis of Migration in this University shall be governed by rules and Regulations prescribed by the University subject to amendment from time to time.

5.3.15. The University reserves the right to refuse any Migration from/or to this University without assigning any reason thereof.

5.3.16. A student recommended for migration to BUETK shall be required to submit the migration fee equal to SFS fee in proportionate according to the semester he is applying for migration in addition to normal semester fee as prescribed by the university.

5.4. The Composition of the migration committee shall be as follow:

i.	Dean of Concerned Faculty	Chairman
ii.	Chairman Concerned Department	Member
iii.	Director Students Affairs	Member
iv.	Deputy Registrar	Member/Secretary

5.5. Change of Discipline/Program

5.5.1. Change of academic program will be allowed on the recommendation of the chairpersons concerned and approval of the dean, within first two weeks of the first semester, subject to the fulfillment of eligibility criterion and availability of the seat. The merit of the student has to be above the merit of the last student admitted in the program to which transfer is desired.

6. Struck offs and Re-admission.

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 would result in a student's name being struck off from the University rolls. Such a student must get himself/herself readmitted to the program within three (03) working days of the striking off his/ her name on payment of re-admission fee of Rs. 1000/- and within further three (03) days on payment of readmission fee of Rs 2000/-. The failure on the part of a student in getting himself/ herself readmitted shall be considered as the cancellation of his/ her admission.

6.3. There shall be at the most three chances for readmission during the entire study program. A student readmitted 3 times during the entire study program shall not be allowed any further readmission and his/her admission shall stand canceled.

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

7. Academic Calendar

The academic calendar will be prepared for the Fall and Spring Semesters of each academic year and will include the following information.

- Date of start of classes
- Conduct of Mid semester Exam
- Date of suspension of classes
- Schedule of examination
- Display of sessional marks
- Examination preparation up to
- Conduct of final semester exam
- Announcement of results
- Mark sheet/Transcript issues dates
- Semester breaks
- Vacation

In case if the University remains closed for a certain period due to unusual circumstances, then makeup classes shall be arranged by converting weekends/ holidays or evening classes into working days to cover the lapsed time period of the studies.

8. Courses of studies:

- 8.1. The courses of studies and syllabi of various degree programs of the University shall be developed and recommended by the respective Board of Studies for approval of the Competent Authority. Such courses and syllabi shall become effective from the date of approval by the Academic Council or any other date as determined by the competent authority and notified by the Dean clearly mentioning the session from which it shall be effective.
- 8.2. All the courses shall be in conformation to HEC's credit hour scheme.
- 8.3. The students shall pursue the notified scheme of studies to be approved by the Competent Authority from time to time.
- 8.4. No student shall take any course unless s/he has qualified/fulfilled the prerequisites for it as determined in the scheme of studies.
- 8.5. The bachelor program in each discipline shall have a number of prescribed courses and each course shall be allocated a number of credit Hours as given in the curriculum of each discipline.
- 8.6. The candidate is required to clear all semester courses for the Bachelor's degree program and the maximum credit load allowed to be taken by a student in a semester shall be decided by the Chairman concerned department as per HEC policy.

9. Credit Hours for Undergraduate Degrees

- 9.1. A credit hour means teaching/earning a theory course for one hour each week throughout the semester.
- 9.2. One credit hour in laboratory or practical work/project would require lab contact of three hours per week throughout the semester.
- 9.3. The credit hours are denoted by two digits within brackets with a hyphen/plus in between. The first digit represents the theory part while the second (right side) digit represents the practical.
- 9.4. Thus 3(3+0)/3(3-0) means three credit hours of theory, while 4(3+1)/4(3-1) means a total of four credit hour of which three are of theory while one credit hour is for laboratory/field work/practical work supervised and graded by the faculty, and 4(1+3)/4(1-3) means a total of four credit hours, of which one is of theory while three credit hours are for laboratory/field work/practical work as per requirement of discipline.
- 9.5. All undergraduate degree programs are composed of 120-144 Credit Hours in which (120 represents the minimum and 144 represents the maximum credit hours required to be completed).

10. Course Limit

- 10.1. A student is required to take 15-18 credit hours course work per regular semester.
- 10.2. The chairperson of the department may allow a maximum of 21 credit hour course work in one semester on the approval of the concerned Dean.

11. Repeating of Courses:

A student shall be allowed to repeat in the following manner:

- 11.1. Repetition of Courses for the improvement of Grades (**while attending the classes**)
 - 11.1.1. Any student failing in any course or debarred from taking the final examination on account of shortage of attendance shall have to repeat that course whenever offered.
 - 11.1.2. A student who obtains a 'D' grade in a course may avail the opportunity of repeating that course whenever offered.
 - 11.1.3. A student may repeat a maximum of six courses to improve D grades during entire program of studies.

- 11.1.4. In case a student repeats the course, the new improved grade for CGPA calculation will be substituted for the old grade in the official records.
- 11.1.5. Only one chance to repeat a course for the purpose of improvement for the entire degree program shall be allowed.
- 11.1.6. Students have to register for the courses being repeated within 10 days from the date of commencement of the semester.
- 11.1.7. The result of failed course(s) will be reflected in the transcript of respective semester(s) and in the subsequent semester(s) during which the failed course(s) was (were) passed. In case of such repetitions, the previous Grades in the courses concerned shall stand cancelled. Such course(s) shall be marked under asterisk (R) in the transcript to be issued by the Controller of Examinations. Such students shall not be considered eligible for a position in the relevant examination.
- 11.1.8. Student registered for improvement shall have to attend the regular classes of the registered subject(s) and fulfill all the requirements including attendance, submission of assignments/quizzes etc, mid semester examination and final examination.
- 11.2. **Repeating a course without attending the classes**
A student may repeat failure course(s) without attending the classes provided:
 - 11.2.1. The student has studied this course in some previous semester by fulfilling all the conditions but couldn't appear in the final examination.
 - 11.2.2. The student had appeared in the final semester examination by fulfilling 75% attendance criterion and had failed
OR
 - 11.2.3. The student had completed 75% attendance of that semester but was unable to appear in the final semester examination because of health reason / death of kin and had reported his inability to the chairperson of the department in writing before the commencement of the final semester examination.
 - 11.2.4. A student who has obtained a D grade in a course.
 - 11.2.5. Student has to register for the course being repeated within 10 days from the date of commencement of the semester.
 - 11.2.6. Student shall have to appear for final semester examinations only as per schedule of the class with which repetition of the course is registered.
 - 11.2.7. Student will not be evaluated for midterm and sessional marks. Sessional/midterm marks obtained in first attempt for the course will be taken into account. However the student may register for lab if he/she had failed.
 - 11.2.8. No special examinations will be allowed to students repeating a course under these rules.
 - 11.2.9. Permission for repeating a course will be given by the Dean on the recommendation of the Chairman concerned.
- 11.3. **Special Examination for failure courses of 8th Semester**
There shall be a special examination to give an opportunity to the students of 8th semester to repeat the subject/s within 40 - 50 days of announcement of result of 8th semester in the following manner.
 - 11.3.1. The student had appeared in the final semester examination of 8th semesters and had failed.
 - 11.3.2. The student had completed 75% attendance of 8th semester but was unable to appear in the final semester examination because of health reason / death of kin, maternity leave or an act of God and had reported his inability to the chairperson of the department in writing before the commencement of the final semester examination.

- 11.3.3. Student will not be evaluated for mid-semester and sessional marks (surprise tests, quizzes, assignments, lab. work etc). Sessional marks obtained in the first attempt for the course will be taken into account.
- 11.4. **Winter Semester:**
There shall be a Winter semester subject to the approval of the Vice Chancellor to provide opportunities to the students who fail or withdraw from a course and those who wish to improve their GPA/CGPA to qualify to the next semester.
- 11.4.1. During the winter break, departments may offer at least one intensive session of maximum 48 contact hours with courses of their choice.
- 11.4.2. Students who fail or withdraw from a course and those who wish to improve their CGPA as per prevailing academic rules of BUETK can register for courses offered during Winter semester.
- 11.4.3. The contact hours per week during the Winter semester will be doubled to ensure that the course is completely taught in a winter semester with half of the duration as compared to a regular semester.
- 11.4.4. The students can register for up to two courses during Winter semester.
- 11.4.5. A student, who has taken examination in the semester immediately prior to the said Winter semester and has failed certain courses according to departmental result sheet, can register for Winter semester on recommendation of the chairman countersigned by the Dean.
- 11.4.6. A student shall have to achieve 75% attendance target, complete tasks for sessional marks, and appear for mid and final semester examinations for each course registered for Winter semester.
- 11.4.7. Special examination shall not be allowed for winter semester courses.
- 11.4.8. The Dean of the faculty in consultation with the Chairman of respective department may decide about the number of students to be registered for a particular course that is being offered for Winter semester.
- 11.4.9. There shall be a registration and examination fees for Winter semester courses which shall be notified prior to the commencement of Winter semester.
- 11.4.10. All other conditions regarding pre-requisite courses, duration of mid and final examinations, no choice in question papers and objective-subjective ratio shall remain the same.

12. Promotion & Probationary Period

- 12.1. 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).
- 12.2. **Probation**
- 12.2.1. Whenever any student's CGPA falls between 1.0 and 2.0 s/he shall be put on the first probation list for the next semester
- 12.2.2. If the student fails to raise the CGPA to 2.0 or above, s/he shall be placed on 2nd probation for the next semester.
- 12.2.3. If the student who was earlier on 2nd probation fails to raise CGPA to 2.0 or above, s/he shall be placed on the last probation.
- 12.2.4. If the student fails to raise CGPA to 2.0 or above in the last probation, s/he shall be dropped from the university rolls.
- 12.2.5. 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 provided the contents of the study program remain unchanged.

- 12.2.6. Student shall have to complete the degree Program within fourteen (14) semesters or seven years.

13. Freezing of a Semester

- 13.1. A student may discontinue his studies by freezing a semester under the circumstances beyond his/her control by a written request submitted to concerned chairperson.
- 13.2. No freezing in the first semester is allowed.
- 13.3. A student shall be allowed to apply for freezing of at the most two semesters in his / her entire program of studies.
- 13.4. The case for freezing of the semester shall be placed before the concerned Dean by the chairperson of the respective department.
- 13.5. Being allowed a semester freeze by the Dean, the student 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 the studies. However, the student has to complete the degree requirements within 7 years from the date of his/her first admission.
- 13.6. The Batch/Session of the discontinuing student shall remain unchanged.

14. Examinations

14.1. Eligibility to Appear in the Final Examination of a Semester

- 14.1.1. No student shall be eligible to appear in the final examination unless s/he is registered at the University for the respective Study Program and has paid all the required dues.
- 14.1.2. A student must have attended at least 75% of the classes/lab work held in a course in order to be allowed to sit in the final semester examination.
- 14.1.3. Students having class attendance of less than 75% in a particular course will be required to repeat the course when it is offered again.
- 14.1.4. A student must have submitted all assignments, term papers and reports in time before the commencement of the final semester examination.

14.2. Special Examination

- 14.2.1. A special examination shall be conducted for a student having failed to appear in an examination on medical grounds or the demise of parent, spouse, children and brother/sister.
- 14.2.2. A student must have met the eligibility criteria to appear in the respective examination of a semester
- 14.2.3. The student shall have to produce the death certificate of the kin referred to in 14.2.1
- 14.2.4. A student shall have to submit an application of illness to concerned Chairperson on or before the date of commencement of examination.
- 14.2.5. In case of serious illness of the student, s/he must have been hospitalized in a recognized private or a public sector hospital.
- 14.2.6. A student shall have to apply to appear in a special examination. The case shall be examined by the Departmental Examination Committee (DEC) and recommendations of the committee shall be placed before the Dean through the chairperson of the department for approval.
- 14.2.7. Special mid-semester examination: The student shall be allowed by the Dean to appear in special mid-semester examination to be scheduled latest by the 12th week of the semester.
- 14.2.8. Special final semester examination: The student shall be allowed by the Dean to appear in the special final semester examination to take place during semester break before the commencement of next semester.

- 14.2.9. The chairperson of the Department will monitor the special examinations and ensure the standards.
- 14.2.10. There would be maximum two chances to appear in special examination during entire program of studies.
- 14.2.11. Departmental Examination Committee
There shall be a "Departmental Examination Committee" comprising:
 - a Chairperson of the department
 - b Two senior most faculty members
- 14.2.12. The committee will address the grievances of the students about any course teacher or grade or for any other academic issue.
- 14.2.13. Appellate authority shall be the Dean of the Faculty
- 14.2.14. For grievance on Grade/obtained Marks, the student must approach the chairperson of the department for a grievance on grade within 5 days of the receipt of the grade.
- 14.2.15. The chairperson of the department shall forward the grade grievance to the "Departmental Examination Committee."
- 14.2.16. It will be binding on the committee to hear both sides (student and teacher) and give the final decision within 5 days or before the start of the date of registration for the new semester whichever comes earlier.
- 14.2.17. Faculty Examination Committee
- 14.2.18. Constitution of the Committee
There shall be a Faculty Examination Committee comprising of
 - i Dean of Faculty
 - ii Chairpersons of concerned Departments
 - iii One senior most faculty member
 - iv The teacher concerned may be co-opted in case of complaint of a student

14.3. University Examination Committee

There shall be a University Examination Committee comprising of

- 1. Pro Vice Chancellor (Chairperson)
- 2. Registrar / his nominee
- 3. Deans of faculties
- 4. The Controller of Examinations will be the secretary of the University Examination Committee.

15. Evaluation

- 15.1. There shall be a perpetual evaluation system of the student's performance. The assessment tools shall be used for evaluation of each course during each semester.
 - a. Quiz, Surprise Test, Assignment, Presentation, CEP
 - b. Mid-Semester examination
 - c. Semester Examination
 - d. Practical /Lab Examination (where applicable)
 - e. Additional assignments/quizzes may be given to students for attainment of PLO/CLO, if required for program under OBE system only.
- 15.2. At least two Assignments/presentation and two surprise tests shall be given in each course during a semester. The first assignment and first surprise test shall be given before the midterm and the Second assignment, and second surprise test shall be given before the semester examination. The students may be asked to give presentations as and when required by the teacher. The assignment and test manuscripts be assessed and returned to the students.

15.3. If student fails to submit an Assignment or take a test on the due date, on account of any genuine reason, the teacher concerned may allow him/her to submit the same within the next one week.

15.4. At least one Complex Engineering problem shall be given to students for some major course as notified by concerned chairperson.

15.5. Mid-Semester Examination:

15.5.1. There shall be a Mid-Semester Examination in a course during a semester, which shall be held during the 9th week after the commencement of the Semester.

15.5.2. The duration of the Mid-Semester Examination shall not be more than two hours.

15.5.3. The conduct (fixing of time, date and place) of Mid-Semester Examination shall be the responsibility of the Chairman concerned department with the consultation of Dean.

15.5.4. There shall be a special Mid-Semester examination to be conducted for a student in case of unavoidable circumstances as prescribed in section 14.2.

15.5.5. The scripts of Mid-Semester Examination shall be shown to the students after evaluation/marking. The award lists/marks sheets of the tests will be displayed on the Notice board of the Department immediately after evaluation. A copy of the award lists of these tests will also be submitted by the teacher/examiner to the Chairman of the department concerned.

15.5.6. The final award list of Mid-Semester Examination along with the marks of Assignment, tests shall be forwarded by the teachers to the Chairman concerned within one week of the Mid-Semester Examination. The Marks so communicated to the Chairman shall be final and no subsequent change shall be permitted.

15.5.7. If any student is not satisfied with the evaluation of the Mid-Semester Examination, s/he may represent to the chairman of the concerned Department within 7 days of the declaration of the result.

15.5.8. The Chairman concerned shall place the grievance cases before the Departmental Examination Committee for recommendations.

15.6. Semester Examination:

15.6.1. The Examination in all the courses shall be conducted by the Controller of Examinations.

15.6.2. The Examination shall be open to a student who has been on the rolls of the University provided that his/her examination form is duly certified and forwarded by the Chairman of the Department.

15.6.3. The duration of Examination in all the courses (irrespective of the number of credit hours) shall not be more than three hours except engineering drawing, which shall be of maximum four hours.

15.6.4. The Examination schedule / Program shall be prepared by the Controller of examinations in consultation with the Chairman of the department concerned and approved by the Vice Chancellor on the recommendation of the Dean

15.6.5. The Examination schedule / program shall be notified by the Controller of Examinations at least one week in advance of the commencement of the Examination.

15.6.6. Mid-semester and final semester answer books of each student should be shown to him / her after marking.

15.6.7. The Controller of Examination shall be responsible for compilation/tabulation of the results and for submitting it to the /Vice Chancellor for approval before its announcement.

16. Evaluation for Courses

- 16.1. In each semester, students may be required to appear in quizzes, tests, mid semester, final semester examinations, presentations, group discussions, design of complex engineering problems, submit projects/assignments/lab reports, open ended lab etc. These assessment tools (to be determined by teacher with approval of concerned HoD) will have different weightage contributing towards the overall assessment. The final grade shall depend on the marks obtained in each of the evaluation components listed above.

- 16.2. The weightage given to each component is as follows:

S.NO	Description	Max Mark (100)
1.	Class Quizzes/tests	15%
2.	Assignment/CEP/Mini project	
3.	Mid Semester exam (with no option)	25%
4.	Laboratory Examinations	20%
5.	Final Semester exam (with no option)	40%

- 16.3. In case of courses not having any laboratory / practical work, the weightage of End Semester Examination shall be 60%. While in case of courses having only laboratory / practical work, the weightage of laboratory reports shall be 100%

- 16.4. Details of Marks of Final Year Design Project (FYDP)

Semester	Thesis CH	Thesis Credit Marks	Maximum Sessional Marks by Supervisor	To be awarded by PREC (average marks)	
				Thesis Report/ Initial Proposal/Initial write up	Project Viva Voce
7 th	3	100	20	20	60
8 th	3	100	20	20	60

- 16.5. Further break-up of these marks can be found in PREC/FYDP Standard Operating Procedures/Rubric.
- 16.6. In the beginning of the semester, the teacher of each course should handover syllabus providing information to the students about assessment criteria, paper specification, schedule of material to be taught (Lesson Plan/TTP), take home assignment policy, required and recommended reading materials and any other information, important for the successful completion of the course and its requirements.
- 16.7. To implement the semester system effectively, the committee is required to display provisional result within two days after the conduct of final exam of that subject and submit the same to the concerned chairperson and Controller of Examinations.

17. Project Review and Evaluation Committee (PREC)

- 17.1. There shall be a departmental Project Review and Evaluation Committee (PREC) to guide and supervise the students in order to complete proper and healthy projects. The said committee shall comprise of four senior faculty members including project supervisor and Chairman concerned department being head of the committee/or any other senior teacher nominated as chairman of the committee. The nominee as chairman of the committee and two other members amongst the senior faculty members shall be approved by the Dean concerned on recommendations of Chairman concerned.

- 17.2. **The responsibilities of the said committee shall be as under:**

- 17.2.1. To invite final year undergraduate project proposals from faculty members on the 10th week of every fall semester (for the students of sixth semester).

- 17.2.2. Receipt, processing and display of proposals for Final Year Projects on the 12th week of every fall semester.
- 17.2.3. To finalize final year project groups and their respective supervisor maximum till the end of every fall semester (for the students of sixth semester).
- 17.2.4. Approval/ award of Final Year Project topics after successful defense by the project groups till second week of every spring semester (for the students of seventh semester).
- 17.2.5. Observe/ direct the progress of project groups through monthly presentations.
- 17.2.6. Review and check the submitted project manuscripts in accordance with university requirements.
- 17.2.7. Approval of Final Year Project copies after modifications if necessary.

18. Grading System

Grades given to a student in each course shall be of two types:

18.1. Numerical Grades:

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

18.2. Alphabetical Grades:

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

18.3. Letter Grades

- a) Letter grades are used only for individual courses and not for semester GPA or CGPA. Grade points for each letter grade are given below.

A+ for 4, A for 3.7, B+ for 3.3, B for 3, B- for 2.7 C+ for 2.5, C for 2.3, C- for 2.0, D for 1 and F for 0 or fail and I for incomplete.

Maximum Grade Point Average = 4.00 Please Note: Each course Title consists of theory and Practical, as given in the Courses of studies

18.4. Equivalence between letter grading and numerical grading shall be as follows:

Grade	Marks (%)	GP
A+	85 and above	4.0
A	80-84	3.7
B+	75-79	3.3
B	70-74	3.0
B-	65-69	2.70
C+	61-64	2.30
C	58-60	2.00
C-	55-57	1.70
D	50-54	1.00
F	<50	F
I	Incomplete	I
W	Withdrawal	W

- 18.5. Fraction of marks obtained in a course shall be rounded to the nearest ten, e.g. 60.3 shall be considered as 60 and 59.5 is to be considered as 60.
- 18.6. Calculation of Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)
- 18.7. **The responsibilities of the said committee shall be as under:**
To invite final year undergraduate project proposals from faculty members on the 10th week of every fall semester (for the students of sixth semester).
- 18.8. **Quality Point (Q.P.)**
For computation of the (G.P.A.) the quality point (Q.P) shall be determined by multiplying the value of the grade earned by a student with the Credit Hours assigned to that particular course, e.g. if a student obtain “A+” grade for a three credit hour course then the Quality Points will be calculated as follows: (Q.P.) = 4×3 = 12
- 18.9. **Grade Point Average (G.P.A)**
Grade point Average is an expression for the average performance of a student in the course s/he has been offered during a particular semester. This is calculated by adding the Quality Points of all the courses taken, divided by the total number of Credit Hours offered:-
- $$G.P.A = \frac{\text{Sum of Quality points}}{\text{Sum of the Credit Hours}}$$
- 18.10. **Cumulative Grade Point Average (C.G.P.A)**
The Cumulative Grade Point Average (C.G.P.A) is the expression describing the performance of a student in all semester is determined by the following way:
- $$C.G.P.A = \frac{\text{Sum of Quality Points for all the courses appeared}}{\text{Sum of the Credit Hours for all the course appeared}}$$
- 18.11. **Condition of Passing the Course**
In order to pass a course a candidate must obtaining:
- 50% marks aggregate in the course (Quizzes + Assignments +Mid-Semester +Lab work + Theory)
 - 50% marks in semester examination
 - 50% marks in Lab

19. Course File

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

- 19.1. **(For Theory)**
1. Academic Calendar
 2. Course contents with defined CLOs, taxonomy level and linking to PLOs
 3. Tentative Teaching Plan
 4. Lesson Plan
 5. Classes Time Table and student counseling hours including record of makeup classes (if any)
 6. Semester Progress Report
 7. Student's attendance register
 8. Teaching material
 9. Class sessional activities and record (Tests/Assignments/etc. with solutions)
 10. Mid Semester and Final Exams Question papers and solutions
 11. Sample of best, worst and average answer sheets of Tests/Assignment/ Exams.
 12. Award Lists

13. Assessment Sheet conforming to the CLOs and PLOs
14. Course Evaluation Report

19.2. **(FOR PRACTICAL)**

1. Academic Calendar
2. List of Experiments
3. Tentative Teaching Plan
4. Laboratory Time Table
5. Student's attendance register
6. Laboratory Manual / Workbook
7. Rubrics Sheet
8. Sample of Objective type paper with solution
9. Sample of Best, Worst, and average Objective type test
10. Award Lists
11. Assessment Sheet conforming to the CLOs and PLOs Model/ standards/patterns
12. Course Evaluation Report.

20. Award of Degree and Criterion for Award of Medal to Position holders

The Following is the criterion for award of medals to graduating position holder students.

- 20.1 The Top three students in each academic department shall be awarded gold, silver and bronze medals respectively, by controller of examinations.
- 20.2 The top position holder in each faculty is also awarded gold medal.
- 20.3 Medals shall be awarded to the students meeting the following conditions:

Conditions

- a. Students must demonstrate exceptional academic performance, often measured by the highest Cumulative Grade Point Average (CGPA) or average percentage of marks.
- b. The CGPA is not less than 3.50/4.0.
- c. Students must have passed all courses in their first attempt.
- d. Students should not have any failed or repeated courses.
- e. Students must have no outstanding dues or fees.
- f. Students must complete their degree program within the minimum prescribed period.
- g. Students should have no disciplinary issues or actions during their studies.
- h. If there's a tie in CGPA, the student with the higher percentage of marks may be considered for awarded.
- i. If there is a tie in CGPA and the percentage of marks, then both/all students shall be awarded medal.

21. Fee Refund Policy

- 21.1 The admission and registration fee deposited shall not be refunded to a student in any case.
- 21.2 Security fee shall be refundable provided nothing is outstanding against the student and the relevant quarters, i.e. the office of Department Chair, Lab, Library, Student Affairs Office, Hostel, State Bank Library and Accounts section, provide their clearance certificate.
- 21.3 Prospectus charges and the application processing fee shall not be refunded.
- 21.4 If any student requests for cancellation of his/her admission within 07 days from the date of commencement of classes, he will be entitled for full refund of tuition, laboratory, examination and library fees.

21.5 Refund policy may varies from time to time as per Government of Balochistan/HEC policy.

22. Disciplinary Rules

The following shall constitute the acts of indiscipline.

- 22.1 Use of indecent or uncivilized language, remarks or gestures within the varsity premises.
- 22.2 Improper behavior, such as shouting, abusing, quarreling, fighting and manhandling on the campus.
- 22.3 Carrying, using or threatening to use firearms and deadly weapons.
- 22.4 Defiance of authority.
- 22.5 Fake representation or giving false information or willful Concealment of the relevant information, cheating or deceiving.
- 22.6 Inciting or staging a walkout, strike or an unauthorized procession or forming organization for sake of indulging in political activities.
- 22.7 Shouting of slogans derogatory to the prestige of the university or the reputation of its officers or teachers.
- 22.8 Being found under the effect of an intoxicant.
- 22.9 Smoking within the University premises or university or while in the university transport.
- 22.10 Action defamatory of and derogatory to religion and Pakistan.
- 22.11 Use of unfair means in an examination.
- 22.12 Indulgence in activities prejudicial and detrimental to good order on the campus.
- 22.13 Unauthorized use of, or damaging university's moveable or immovable property or wall chalking.
- 22.14 All such other acts which the Competent Authority/ Discipline Committee may construe as breach of discipline.

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:

- 22.15 A record in the BOOK OF DISCIPLINE to be maintained by the Registrar's office.
- 22.16 First entry: Stern Warning
- 22.17 Second entry: Monetary Fine Third entry: Expulsion
- 22.18 Fine as decided by the Discipline Committee.
- 22.19 Expulsion from the class., hostels for a specified period,
- 22.20 Detention from examination.
- 22.21 Cancellation of Examination results or withdrawal of certificate granted, and
- 22.22 Expulsion or rustication from the university for a specified period or for good.
- 22.23 The Department Chairs/ Directors / Provosts shall be responsible for the maintenance of discipline among the students of their respective departments subject to the provisions of statutes and regulations of the university.
- 22.24 The certificates/ degree/ diplomas and other documents of a student involved in a case of breach of discipline may be withheld till the final disposal of the case.
- 22.25 Exceptional cases, not covered by the prescribed rules, shall be referred to the Syndicate by the Discipline Committee.
- 22.26 The Syndicate may consider the appeals of the students involved in the cases of breach of discipline on the recommendation of the Vice Chancellor.
- 22.27 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.