



## **Policies & Procedures Manual**

### **Sir Syed University of Engineering & Technology**

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#### **Policy Statement**

It is the policy of SSUET to establish a quality management system that meets the quality standards expected by our stakeholders. To achieve this, SSUET management is committed to continue the improvement in all areas of activities.

	<b>Name</b>	<b>Designation</b>	<b>Date</b>
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# ACADEMIC RULES AND REGULATIONS

## **1. PREAMBLE**

Academic Rules and Regulations have been periodically developed and reviewed by the statutory bodies, however there was no single policy document containing the complete Academic Rules and Regulations. This comprehensive policy document has been developed in line with the Policy guidelines on Semester System Examination issued by HEC and is presented for approval by the statutory body.

These are the general rules and regulations for undergraduate degree programmes. The purpose of this document is to provide students and teachers, an overview of the semester system rules concerning courses, credit hours, sessionals, examinations and result procedures.

### **1.1. Short Title Commencement and Application**

- 1.1.1 These rules shall be called the Sir Syed University of Engineering & Technology Semester System Regulations.
- 1.1.2 These rules shall be applicable to all undergraduate degree programmes offered by SSUET from Spring Semester 2020, Batch 2020 and onwards, except for some of sections/clauses which are applicable to other batches as well which was mentioned in the relevant section/clauses.

### **1.2. Definitions**

- 1.2.1 **“Academic Year”** An Academic Year consists of two regular semesters (Fall and Spring) and summer semester in it.
- 1.2.2 **“Board of Studies”** means the Board of Studies (BoS) of the concerned Department of the University. The BoS is responsible for approving the coursework and plan of study of the relevant academic programme.
- 1.2.3 **“Chairperson or Chairman”** means the Head of the concerned Department of the University.
- 1.2.4 **“CGPA”** is the Cumulative Grade Point Average for the semesters.
- 1.2.5 **“Controller”** means the Controller of Examinations of the University.
- 1.2.6 **“Coursework”** is the mode of a programme of studies, whereby, the student are required to follow instruction as prescribed in the form of lectures, academics, examinations, assignments, projects etc.
- 1.2.7 **“Credit Hour”** means one lecture hour and / or one session (three hours of practical work per week) for sixteen weeks
- 1.2.8 **“Course”** means a course of studies as prescribed in the detailed syllabi approved by the competent authority, whose successful completion shall be the requirement of the Degree.
- 1.2.9 **“Dean”** means the head of a faculty of the University
- 1.2.10 **“Degree”** means a document awarded by the University to a student who has fulfilled the academic requirements of an Undergraduate programme.
- 1.2.11 **“Department”** means the academic Department of the University.

- 1.2.12 “**Examination**” means any form of evaluation to assess a student’s performance.
- 1.2.13 “**External Examiner**” means a person from outside the University having suitable qualification and experience in the relevant discipline. He/she should have not taught the course in any class / section for which examination is being held.
- 1.2.14 “**Faculty Member**” means a person teaching a course for which the examination is being held, and a faculty member appointed by the University to evaluate the performance of a student.
- 1.2.15 “**Final Examination**” means the examination held at the end of the semester upon completion of the study period of each semester.
- 1.2.16 “**Freezing**” means discontinuation of studies certain period.
- 1.2.17 “**GPA**” stands for Grade Point Average ranging from 0 to 4.0.
- 1.2.18 “**Grades**” the letters or points awarded to the students on the basis of the earned score
- 1.2.19 “**I-Grade**” means the Incomplete Grade.
- 1.2.20 “**Improve**” means a course taken to improve the grade already scored.
- 1.2.21 “**Internal Examiner**” means a person teaching a course for which the examination is being held, and a faculty member (normally Supervisor or Co-Supervisor) appointed by the University to evaluate the performance of an Undergraduate student.
- 1.2.22 “**Mid-Semester/Mid-Term Examination**” means the evaluation to be held during the course of the semester. Mid-Semester /Midterm Examinations will be held after completing 8 weeks of studies or as determined by the Department concerned.
- 1.2.23 “**Part time Students**” means a student who register less than 9 credit hours in a semester
- 1.2.24 “**Programme**” means a programme of studies offered by the University, such as for Undergraduate Degrees or any other Diploma and Certification.
- 1.2.25 “**Repeat**” means a course taken again after failing in first attempt.
- 1.2.26 “**Regular Full Time Student**” means a student who registers in 9 or more credit hours in a regular semester.
- 1.2.27 “**Special Examination**” means a chance given to the students on medical/emergency grounds in lieu of the scheduled examination.
- 1.2.28 “**Semester**” means a period of academic activities, normally 18 weeks including sixteen weeks of instruction/teaching, and two weeks of final examinations.
- 1.2.29 “**Student**” means a person enrolled in an academic programme of the University as per prescribed procedures.
- 1.2.30 “**Studio**” means Design Studio in Architecture discipline having one credit hour is equivalent to two contact hours.

- 1.2.31 **“Summer Semester”** means a period of academic activities, of 8 weeks including 8 weeks of instruction, and examinations.
- 1.2.32 **“Supervisor”** means a person appointed by the University to supervise or monitor a student’s project or Research work.
- 1.2.33 **“Syllabi”** means syllabi of the concerned discipline approved by the Statuary Bodies as BoS, BoF, and Academic Council of the University.
- 1.2.34 **“W-Grade”** means withdrawn course that will not be counted in CGPA calculation.

## 2. ACADEMIC SYSTEM

### 2.1 Scheme of Studies

Each degree program has been spanned over credit hours as prescribed by HEC and other regulatory bodies.

S.No.	Programme Title
1	Bachelor of Science in Electronic Engineering
2	Bachelor of Science in Computer Engineering
3	Bachelor of Science in Biomedical Engineering
4	Bachelor of Science in Civil Engineering
5	Bachelor of Science in Telecommunication Engineering
6	Bachelor of Science in Electrical Engineering
7	Bachelor of Science in Computer Science
8	Bachelor of Science in Software Engineering
9	Bachelor of Science in Bioinformatics
10	Bachelor of Architecture
11	Bachelor of Science in Information Technology
12	Bachelor of Business Administration
13	BSc. Electrical Engineering Technology
14	BSc. Civil Engineering Technology
15	BSc. Electronic Engineering Technology

### 2.2 Duration of Undergraduate Studies

Courses of Studies leading to the degree of Bachelor of Science in (Electronic Engineering, Computer Engineering, Biomedical Engineering, Civil Engineering, Telecommunication Engineering, Electrical Engineering, Computer Science, Software Engineering, Bioinformatics and Information Technology) and Bachelor of Business Administration, BSc. Electrical Engineering Technology, BSc. Civil

Engineering Technology, and BSc. Electronic Engineering Technology shall be of four (4) academic years' duration.

- 2.2.1 Courses of studies leading to degrees of Bachelor of Architecture (B.Arch.) shall however be of five (5) academic years' duration.
- 2.2.2 Maximum seven academic years shall be allowed for each Four-year to complete the degree programme.
- 2.2.3 Maximum eight academic years shall however be allowed for each Five-year to complete the degree programme.

<b>Programme</b>	<b>Total Duration of Programme (Minimum)</b>	<b>Extended Period</b>	<b>Maximum Duration of Programme</b>
4 years Bachelors	4 years or 8 regular semesters	3 years or 6 regular semesters	7 years
5 years Bachelors	5 years or 10 regular semesters	3 years or 6 regular semesters	8 years

**UNDERGRADUATE STRUCTURE AFTER COMPLETION OF LEVEL 5 OF NATIONAL QUALIFICATION FRAMEWORK PRESCRIBED BY HEC**

<b>Total No. of Credit Hours (Minimum)</b>	124
<b>Total No. of Credit Hours (Maximum)</b>	140
<b>Regular Semester Duration</b>	Minimum of 16 weeks of teaching excluding examinations
<b>Course Duration</b>	Minimum of 8 semesters (4 years/As per accreditation body *)
<b>Course Load in Regular Semester Full-Time Students</b>	9 -21 credit hours
<b>Course Load in Summer Semester</b>	For deficiency/failure/repetition of maximum Maximum of 2 courses and 2 labs of 08 credit hours
Minimum of 160 and Maximum 180-above** Credit hours for 5 year degree programme. **Subject to meeting the requirements of the respective Accreditation Councils to meet the International Standards for Credit Hours required.	

**2.3 Extension beyond Maximum Duration**

In exceptional cases, on the recommendations of Dean / Chairperson's, the Vice Chancellor may grant extensions up to a maximum period of one year beyond the maximum duration for completing the degree requirements.

- 2.3.1 A student who has not completed the degree program within stipulated time, i.e. 7 years for 4 years programme and 8 years for 5 years may apply for the extension of one year; just apply after the expiry of the maximum degree duration.
- 2.3.2 If the Vice Chancellor may allow extension of one year, students must submit an Affidavit stating that, if the relevant regulatory body would not register him/her, SSUET will not be responsible for the same.

## 2.4 Medium of Instruction

The medium of instruction at SSUET is English and students must therefore, be able to demonstrate their capacity to explain in this language. All lectures and student's assessment is carried out in English.

## 2.5 Definition of Credit Hours

2.5.1 A credit hour means teaching/earning a theory course for one hour (60 minutes) each week throughout the semester.

2.5.2 One credit hour in laboratory or practical work/project would require lab contact of three hours (180 minutes) per week throughout the semester.

**Theory:** A theory course is of 03 to 04 credit hours as per requirement of discipline.

Course	Duration of Class
Theory Course of 03 Credit Hours	3 classes of 01 hour per week OR 2 classes of 1.5 hour per week OR 1 class of 03 hours per week
Practical (Lab) Work / Field Work of 01 Credit Hour	03 hours per week
Studio of 01 Credit Hour	02 hours per week

2.5.3 The credit hours are denoted by two digits within brackets with a plus in between. The first digit represents the theory part while the second (right side) digit represents the practical.

2.5.4 Thus 3(3+0) means three credit hours of theory, while 4(3+1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory work/field work / practical work supervised and graded by the faculty, and 4(1+3) means a total of four credit hours, of which one is of theory while three hours are for laboratory/field work/practical work as per requirement of discipline.

2.5.5 For Architecture discipline, one credit hour of Studio hours are equivalent of 2 contact hours of 50 minutes each.

## 2.6 Teaching Methodology

2.6.1 Teaching at the University shall be conducted through lectures, discussions, case studies and practical work in laboratories, demonstrations, presentations, field work, seminars, tutorials, audiovisual aids, video conferencing, and study tours.

2.6.2 Teaching shall be conducted by the faculty member of the University or such other persons as may be declared to be a faculty member by the competent authority of the University.

## 2.7 Course File

Maintaining the Course File is compulsory for all faculty members of SSUET. It should have complete record of every activity that happens during the course. A course file must include all relevant data (such as given below) which could become the basis of evaluation.

- 2.7.1 Course Code and Title
- 2.7.2 Course Description includes course contents, recommended text books, lecture breakdown, office hours for students, grading policy etc.
- 2.7.3 Course syllabus and changes, if any, made over at least 3 semesters
- 2.7.4 Weekly Teaching Schedule
- 2.7.5 Monthly record of students' attendance
- 2.7.6 Schedule of sessionals / Mid-Semester Examinations/ Mid-Term Examinations and Final examination.
- 2.7.7 Grading Policy will identify each activity. such as Homework, Quizzes, Mid-Semester Examination, Final Examination and Term Papers etc.
- 2.7.8 Copy of Samples of best, worst and average answer sheets, (sessional(s)/ midterm / quizzes/ assignments and final examination). along with the question paper and model solutions of each sessional(s)/ midterm / quizzes/ assignments and final examination.
- 2.7.9 Grading Sheets of the Course, Detailing Statistical Data on the Grades obtained by Students
- 2.7.10 Record of make-up classes for any un-scheduled holiday.
- 2.7.11 Breakdown of laboratory experiments pertaining to the course and record of successful conduct.
- 2.7.12 Instructor course review form
- 2.7.13 Difficulties/Problems faced by the Teacher and Students during Classroom/ Course Delivery
- 2.7.14 Recommendation and suggestions related to the course for the next session
- 2.7.15 All other data/information as required by the concern accreditation body.

## **2.8 Attendance**

- 2.8.1 Attendance in classes and laboratory is mandatory. Students are expected to attend all classes, laboratories, tutorials, or other class meetings officially designed for a particular course. They are expected, also, to complete all assignments. Each three credit hour course will have 48 contact hours (3 hours/ week x 16 teaching weeks = 48) in a semester. Every student of the University is required to maintain at least 75% of the attendance in each course. A student who fails to meet the minimum requirements of attendance in any course will not be allowed to appear in the End Semester Final Examination for that component of the course.
- 2.8.2 In courses with Lab, every student studying such course is required to maintain at least 75% of the attendance in lab and 75% in class room lectures, separately. A student who fails to meet the minimum requirements of attendance, either in Lab or in classroom lectures, he/she shall not be allowed to appear in the End Semester final examination for that course.
- 2.8.3 The 25% margin of absence from the classes is reserved for hospitalization or for any genuine eventuality, those who do not have the 75% (Theory & Lab separately) attendance



or miss their periodical examination are subject to be detained from appearing in End Semester Final Examinations as per statues of SSUET and relevant accreditation and regulatory bodies.

2.8.4 Attendance in academic events, such as seminar, lab work, workshop or a skills development programme, may be adjusted to cover the shortage in a given course. It is the responsibility of the students to constantly monitor their attendance level.

2.8.5 The Course instructor may report a student's absences and the student may be placed on attendance warning by his/her Course Instructor/ Chairperson /Dean and it will be notified by the department after every four week of the semester.

2.8.6 In exceptional cases / hardship cases the following exemptions may be accorded.

2.8.6.1 5% by the Vice Chancellor on the recommendation of Dean of the Faculty/ Chairperson's of the department.

2.8.7 If a student fails to attend any lecture (without any authorization) during the first four weeks of the commencement of the semester as per the announced schedule, his/her semester registration shall stand cancelled automatically without any notice.

**Clause No. 2.8:** Applicable from Spring 2020 session for all batches & all undergraduate degree programs offered at SSUET.

## **2.9 Academic Calendar**

The SSUET publishes a schedule of complete academic year (including Fall, Spring and Summer semesters), separately for the convenience of students and Faculty members. The following information will be provided alongwith the Academic Calendar

- Registration Schedule Notification
- Time Table Notification
- Registration Starts
- Registration Ends
- Orientation of Newly Admitted Students
- Orientation of Existing Students
- **Academic Session Starts**
- **Registration with late fee**
- Issuance of Examination Forms
- Final Year Project First Milestone
- Last day to Add/Drop a Course (**2<sup>nd</sup> Week**)
- Last Date for Submission of Examinations Forms
- Last Date for Submission of Examination Forms with Late Fine.
- Last date to with draw from a course "W" shown on the transcript. (10<sup>th</sup> week)
- Date Sheet Notification for Mid Semester Examinations on SSUET Notice Board & Website
- Date Sheet Notification for End Semester Examinations on SSUET Notice Board & Website
- **Mid-Semester Examinations (08<sup>th</sup> / 09<sup>th</sup> Week)**
- Date Sheet Notification for End Semester Examinations send to PEC
- Mid-Semester Examinations Marks Notification
- Seating Plan Notification

- Invigilation Duties Notification
- Final Year Project Second Milestone
- Submission of Feedback Form of Faculty by Students
- Issue of Admit Cards
- Meeting of the faculty by the respective (Chairperson's Office) for the finalization of Lab Short of Attendance Cases
- **Laboratory Exams (16<sup>th</sup> / 17<sup>th</sup> Week)**
- **Submission of Question Papers**
- **Academic Session Ends**
- Preparatory Days
- Meeting of the faculty by the respective Chairperson's at Dean Office for the finalization of Short of Attendance Cases
- Notification of Short of Attendance on SSUET Notice Board & Website
- **Final Semester Examinations (17<sup>th</sup> /18<sup>th</sup> Week)**
- Unfair means Committee Meeting
- Submission of Results by the Examiners
- Examination Committee Meeting
- Announcement of Results
- Issuance of Semester Mark Sheets / Transcripts
- Makeup classes due to Holidays: All faculty members are advised to make sure that the credit hours must be completed according to the Time Table. If a faculty missed a class due to any unforeseen circumstance/gazette holidays, the faculty must arrange the makeup classes in the same week. Evening and converting weekends or holidays to working days to cover the lapsed period of the students.

Students' are expected to know and adhere to the rules, regulations, course loads, pre-requisites and policies of the University, as well as those of the departments in which they are enrolled.

## **2.10 Schedule of Semesters**

- 2.10.1 There will be two regular semesters in an academic year Spring/Fall Semesters and an optional Summer Semester during each academic year between Spring and Fall Semester.
- 2.10.2 Fall and Spring will be spread over 17-19 weeks (inclusive of 1 - 2 weeks for exams) with at least 16 weeks of study/teaching during the semester. One week for Mid Semester Examinations, Two weeks for End Semester Examinations and Two weeks for the compilation and announcement of Results.
- 2.10.3 Summer Semester will be of 8 weeks of concentrated study for completing remedial course work. The contact hours will be doubled during the Summer Semester as compared to a regular semester to ensure that the course is taught completely in a semester with half the duration compared with a regular (Fall/Spring) semester.
- 2.10.4 Depending on the availability of faculty / staff and necessary facilities University may offer a summer semester. Students can enroll maximum of 2 Theory courses and 2 lab courses during summer semester.
- 2.10.5 University is at liberty to register students (if they fulfill their probation criteria as given in clause 3.10) for Fall/Spring semester or for any single course and issue transcript with letter grades at the end of the semester.

- 2.10.6 Foreign students under student exchange programme will be enrolled for any semester or for any single course and University will issue transcript with letter grades at the end of the semester. Admission offer letter of the foreign student will be forwarded to HEC for issuance of NOC.

### **3 REGISTRATION**

#### **3.1 Semester Registration**

- 3.1.1 The students who intend to continue their studies at the University are required to complete the registration formalities well in time in each semester. A student, who fails to register him/her's-self for studies in a semester till the end of add/drop period, would have his/her registration /admission cancelled for that semester. All the previous dues must be cleared before registration to the new semester. The students are required to pay full tuition fees/course wise fee/credit hour wise fee before the start of the semester. Finance Department issues deposit slips to each student. The students are required to submit the registration form along with the paid fee voucher in their respective department. If the dues are not paid in full by the stipulated time, he/she may not be allowed to attend the classes and to sit in the examinations. It is the responsibility of the students concerned to clear all dues outstanding against his/her name and report to the department's Chairperson for the confirmation of the registration.
- 3.1.2 The Chairperson Department assigns a Class Advisor to each section of batch at the admission. The Class Advisor and the student together will develop a flexible comprehensive plan of study that will be implemented in each semester. The advising file will be updated each semester and will include copies of semester mark sheets/ progressive transcripts, cleared pre-requisites and GPA /CGPA earned.
- 3.1.3 Students are required to choose the courses they wish to enroll in, prior to the start of a semester with the advice of a Class Advisor. For this purpose the department will publish a schedule for registration of students.
- 3.1.4 Registration in any course(s) offered other than the prescribed courses of that Semester/ Session may also be allowed by the Chairperson of the Department concerned in the following cases subject to payment of prescribed fees:
- 3.1.4.1 If the student has been admitted in Second Year Spring Semester on migration basis and consequently required to pass (additional) course(s) of First Year in which he/she is not eligible for exemption.
- 3.1.4.2 The student having been allowed change of discipline is required to pass such course(s) in which either transfer of credit has not been allowed or the student has not studied the course(s) earlier.
- 3.1.4.3 The student requests being allowed to either re-register in any course(s) in which he/she had failed earlier or any course(s) as permissible if the student has obtained grade point lesser 2.0 in that semester. The student must appear in all components of the course and fulfill the attendance requirement as well.
- 3.1.4.4 The student having short of attendance during previous semester(s).
- 3.1.4.5 The student shall have to attend at least 75% classes in courses where he/she has not met this requirement earlier.

- 3.1.4.6 A student cannot register a course if he/she has not studied/passed the pre-requisite of the course.
- 3.1.5 In case a student could not submit the semester registration form within the registration period of the semester due to unavoidable and acceptable reasons, the Registrar may grant approval of the late registration on the following terms and conditions:
  - 3.1.5.1 The registration shall not be late by more than two weeks of the normal registration deadline, inclusive of holidays, if any.
  - 3.1.5.2 If granted approval, the student must deposit a late fee as per policy.

**Clause No. 3:** Applicable from Spring 2020 session for all batches of all undergraduate degree programmes and for courses registered in Semester Spring 2020 and onwards.

### **3.2 Adding /Dropping of Course**

- 3.2.1 The students may make any change (add/drop) in the courses they are taking within second week of the semester and record the changes in Class Advisor file and office of the Registrar. No drop and add will be allowed after the second week of the semester.
- 3.2.2 Students may be allowed to withdraw from a course up till 10<sup>th</sup> week of the semester. A “W” grade will be awarded to a student which shall have no impact on the calculation of the GPA/CGPA.
- 3.2.3 A student withdrawing the course after the 10<sup>th</sup> week shall be automatically awarded "F" grade which shall count in the GPA, CGPA and stay on the transcript.

### **3.3 Course Load for Fall/Spring Semesters**

An undergraduate programme of instruction generally includes a 9 -21 credit hours course load including exams in a regular semester. The required course load for a full time undergraduate is minimum of 09 credit hours per semester.

### **3.4 Course Load for Summer Semester**

- 3.4.1 Summer semester will be offered as an optional semester of 08 weeks duration.
- 3.4.2 Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 08 credit hours during summer.
- 3.4.3 Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer.
- 3.4.4 A student will only be allowed to register in 2 courses and 2 labs of maximum 08 credit hours.
- 3.4.5 The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a Summer Semester with half of the duration as compared to a regular (Fall/Spring) semester.

### **3.5 Withdrawal from Programme**

- 3.5.1 Withdrawal from Programme may be allowed only in extra-ordinary circumstances.

3.5.2 Any such student(s) seeking restoration of candidature after withdrawal shall only be considered for readmission provided that:

3.5.2.1 The student has officially withdrawn earlier from the Programme.

3.5.2.2 The maximum period of discontinuation of his studies does not exceed two academic years.

3.5.2.3 He /She produces an Affidavit on Stamp Paper of prescribed amount declaring that during the period of his/her discontinuation of studies he/she was neither on the Rolls of any other Educational Institution nor was convicted by any Court of law.

3.5.2.4 The student shall be able to complete his/her degree within time limit prescribed for four year degree programme is seven years and for five year degree programme is eight years.

3.5.2.5 The student shall fulfill all the requirements of accreditation body.

### **3.6 Repeating Courses**

3.6.1 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 will also be recorded on the transcript.

3.6.2 If a student is not allowed to take the examination of any course due to shortage of attendance, he/ she shall be required to register himself / herself in that course whenever offered again, attend the classes regularly and reappear in all components of the final examination.

3.6.3 The credit hours of repeating courses shall be considered for the purpose of calculating maximum semester work load of the student.

3.6.4 In case a student repeats the course which has already been taken, the better grade will be considered for determining his/her GPA/CGPA.

### **3.7 Improvement of Grades /CGPA**

3.7.1 Any student may be allowed by the Chairperson of the Department concerned to repeat course(s) offered in that semester in which he/she has obtained grade point lesser than 2.0 and obtained grade C or below. In such a case both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA. In case of CGPA improvement, it would be recorded with (Imp) on the transcript.

3.7.2 The maximum number of courses that student may be allowed to repeat in an eight semester degree programme is six (6) for 4 year degree programme, however for 5 year degree programme is eight (8)..

3.7.3 The students may however repeat the course(s) as and when offered.

3.7.4 Better grades in course(s) shall be considered for determining his/her GPA/CGPA. Maximum grade that can be award for improvement of grades is B+.

3.7.5 Any student who is eligible for award of degree (passed all courses as prescribed for his/her discipline with CGPA of at least 2.00) but still desires to improve CGPA for any reason

may be allowed by the Chairperson of the Department concerned, subject to the following conditions:

3.7.5.1 No provisional certificate/degree has been issued to him/her.

3.7.5.2 Duration of completion for the degree does not exceed the maximum limit described for four year degree programme is seven years and for five year degree programme is eight years.

3.7.5.3 The student requests registration in desired courses within two weeks after announcement of his/her result.

### **3.8 Cancellation of Registration**

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

**Clause No. 3.8:** Applicable from Spring 2020 session for all batches & all undergraduate degree programmes.

### **3.9 Freezing of Semester**

3.9.1 If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). No freezing during the semester will be allowed except for hardship cases. The maximum duration of the degree programme shall remain the same.

3.9.2 If a student is not enrolled in any course in a semester, s/he will not be considered a regular student of University in that period. The student may then enroll in these courses in a subsequent semester; however, s/he will have to meet pre-requisites of any course taken.

3.9.3 In special hardship cases, for freezing a semester with the prior permission of the Vice Chancellor. Medical certificate must be duly signed by the University Medical Officer.

3.9.4 The duration of Freezing is one year; a student who gets a semester freeze can get readmission next year with upcoming session but hardship cases can be considered by the competent authority only.

3.9.5 Freezing of first two semesters for BS is not allowed.

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

### 3.10 Promotion Rules for Higher Semesters

Registration in any Semester shall be allowed before the commencement of classes of that Semester.

3.10.1 Registration in Fall Semester of any Year shall be open to any student who was registered in the Spring Semester of that Year. Similarly, Registration in Spring Semester of any Year shall be open to any student who was registered in Fall Semester of the preceding Year and eligible as per promotion rules.

- (a) Student who fails to obtain at least 2.0 CGPA in 1st semester (Spring semester), the 2<sup>nd</sup> semester (Fall Semester) shall remain on first probation. If a student still has CGPA less than 2.0 at the time of registration to Second year shall be on second probation during the semester. Such student shall be allowed to register for the semester courses along with remaining courses of previous semesters.
- (b) Any further registration in subsequent semester shall be allowed subject to the condition that the student has obtained at least 2.0 CGPA after at most two probations.
- (c) A student being on second probation obtains less than 2.0 CGPA shall not be allowed to register in the next semester. The student is required improve his/her CGPA to 2.0 before registration to subsequent semester with junior batch.
- (d) In addition to CGPA, a student shall have to fulfill following conditions;
  - (i) For registration in third year, the student must have passed all courses of the first year and 60% of the courses up to the second year.
  - (ii) For registration in Fourth year, the student must have passed all courses up to the Second Year.
  - (iii) For registration in Fifth Year, the student must have passed all courses up to the Third Year.

3.10.1.1 In all circumstances, re-admission to any student shall only be granted in the semester where the student has discontinued his/her study due to any reason.

- (a) A student admitted in any Semester shall be registered in all such courses prescribed in that Semester which the student has not passed earlier.
- (b) In any Semester, the student may be allowed to register in maximum of two repeating courses in addition to the courses prescribed for that particular semester but the total number of register courses is seven.
- (c) Registration in any repeating course(s) offered for any junior batch (es) in the Semester may also be allowed by the Chairperson of the Department concerned subject to payment of prescribed fee.

**Clause No. 3.10:** Applicable from Batch 2019 onwards.

## 4 EVALUATION, ASSESSMENT & EXAMINATION

### 4.1 Student's Evaluation, Assessment & Examination

4.1.1 Students' Evaluation is an overall result of two components, Sessional marks and End Semester Final Examination marks.

4.1.2 **Sessional Marks:** Sessional marks are based on a continuous assessment of the student throughout the semester and these are derived from Quizzes, Mid Semester Examinations, presentations (individual/group), group discussion, and submit projects/assignments/lab reports etc. Assignments and Lab work (if applicable). The sessional evaluation marks shall be displayed on the Notice Board of the Department concerned for at least one week for information of concerned students, and corrections, if necessary, before submission to the Examinations Department. This Clause shall also be applicable w.e.f. Spring 2020 to all batches in pipe line.

4.1.2.1 **Quizzes:** In each course, quizzes are given at irregular intervals (minimum 1 per credit hour) throughout the semester, without prior intimation.

4.1.2.2 **Assignments:** In each course, assignments are given (minimum 1 per credit hour).

4.1.2.3 **Mid Semester/Mid Term Examinations:** Mid Semester/Mid Term Examinations will be held in the 8<sup>th</sup> / 9<sup>th</sup> week of the semester organized by the Department with an announced schedule. The Mid Semester Examinations will have maximum 30 marks.

4.1.3 **Lab Work:** For Courses with labs, the lab work is assessed by the instructor, which carries 15 marks for lab manual, 15 marks for project/assignments and Final Exam 20 marks.

4.1.4 **Lab Final Exam:** The Laboratory Final Exam will be held in 16<sup>th</sup> /17<sup>th</sup> week of the semester.

4.1.5 **Final Semester Marks:** These are the marks obtained by the student in the Final Semester Final Examination. This Examination is of 3 hours duration and given at the End of Semester.

4.1.6 **Final Year Project:** Every student should submit a project report/research report/project in the final year up to maximum of 06 credit hours on a research topic approved by the department.

#### 4.1.7 **Passing the Course**

A student, who meets the following conditions, is considered passed in the course.

(i) Student must secure 50% marks aggregate both in Sessional (Quizzes + Assignments + Mid Semester Examinations) and Final End Semester Theory Examination.

(ii) Student must pass the Laboratory component separately with a minimum of 50 % marks.

(iii) For awards of grades, theory and practical examination of each course shall be considered separately.

(iv) Student must appear in Final End Semester Theory Examination.

**Clause No. 4.1.2:** Applicable from Spring 2020 session for all batches & all undergraduate degree programmes.



### For all disciplines except Bachelor of Architecture

The required pass marks for each course of a term are as under:

Name of Exams	Total Marks	Pass Marks
Sessionals	50	50
End Semester Examinations	50	
Laboratory Examinations	50	25

### For Bachelor of Architecture

The required pass marks for each course of a term are as under:

Name of Exams	Total Marks	Pass Marks
<b>For Theory Courses only</b>		
Sessionals	50	60
End Semester Examinations	50	
<b>For Studio Courses only</b>		
<b>Name of Exams</b>	<b>Total Marks</b>	<b>Pass Marks</b>
Sessionals	50	120
End Semester Examinations	50	
Studio	100	

#### 4.1.8 Project Examination

- 4.1.8.1 A project made by a student or a group of students shall be examined by a panel of three: Chairperson or his representative and two examiners; one of whom shall be Project Supervisor external expert/examiner will be preferred.
- 4.1.8.2 Final Year Project shall have separate distribution for sessional marks and examination marks, as per approved rubric of the faculty.
- 4.1.8.3 The main text of each project shall be about 100 pages in standard format, to be compiled in one hardbound volume except Architecture.
- 4.1.8.4 For Final Year Project or a design course spanning two semesters. Grade 'IP' is awarded in first semester of the final Year, while it shall be evaluated in the second Semester of the final year.

4.1.8.5 Chairperson of the department where the projects having been examined will be responsible for timely submission of awards (hard copy and soft copy) and attendance to the examination department.

4.1.8.6 Examination in each course of theory, practical, design (studio work) and Final Year project shall be numerical (marks) in nature, but final result of the course shall be declared in Letter Grade together with Grade Point, as prescribed in Grading System.

#### 4.1.9 Student's Evaluation Chart

Name of Examinations	Duration	Frequency per semester	Mark Distribution
<b>A. Theory</b>			
End Semester Examinations	3 Hrs.	1	50
Mid Semester Examinations	1.5 Hrs.	1	1x30=30
Quizzes / Assignments		Minimum 1 per credit hour	1x20=20
<b>B. Practical</b>			
	3 Hrs.	14-15	50

4.1.10 In the first class of a semester, the Instructor of each course should hand out a syllabus providing information to students that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take home assignment policy, required and recommended reading materials and any other information important for the successful completion of the course and its requirements.

4.1.11 There will be no Supplementary/Special Examination in a Semester System; if a student fails in a course, s/he is required to repeat it. An incomplete grade will be awarded by the faculty only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments, etc.

## 4.2 Grading System

The performance of each student in a course of studies is graded as follows:

Numerical Grade	Grade Point	Letter Grade	Value Remarks
86-100	4.00	A	Excellent
80-85	3.66	A-	Very Good
75-79	3.33	B+	Very Good
70-74	3.00	B	Good
67-69	2.66	B-	Above Average
63-66	2.33	C+	Average
60-62	2.00	C	Satisfactory
57-59	1.66	C-	Adequate
54-56	1.30	D+	Pass
50-53	1.00	D	Pass
Less than 50	0.0	F	Fail
-	-	I	Incomplete
-	-	W	Withdrawal
-	-	X	Exempted
-	-	IP	In progress
-	-	WU	Short of attendance

- 4.2.1 Fraction of marks obtained in a course shall be counted as next whole number e.g. 60.3 shall be considered as 61 while 59.5 or more is to be considered as 60.
- 4.2.2 Grade Point Average (GPA) is an expression for the average performance of the student in the courses he/she has taken during any semester, thus GPA may be calculated for 1<sup>st</sup> semester, 2<sup>nd</sup> or any other semester.
- 4.2.3 GPA shall be rounded to 2 decimal places, e.g. a GPA of 3.084285 shall be reported as 3.08, while a GPA of 3.065124 shall be reported as 3.07.
- 4.2.4 A student shall be awarded incomplete grade represented by “I” in the following cases :
- 4.2.4.1 If a student fails to complete any assignment, term paper or presentation assigned to him by the teacher for the purpose of internal assessment.
- 4.2.4.2 In case a student is unable to appear in part or whole of the mid or final term examination of semester on medical grounds or circumstances beyond the control of student to be determined by the Chairperson’s, provided that he/ she fulfills the condition of having attended the prescribed number of lectures.

- 4.2.4.3 If a student fails a course he will be awarded ‘F’ for failure in a given course grade representing he/she has failed the course in that semester. He/she will repeat the failed course whenever offered again.
- 4.2.4.4 It shall be mandatory for a student to pass both written and viva of a research project at all levels where research project is opted for degree completion.
- 4.2.4.5 Grade ‘IP’ is awarded for Final Year project or any specified Design Course in Spring Semester which shall be evaluated in Fall Semester.
- 4.2.4.6 Grade ‘W’ is awarded on official withdrawal from the Semester or Programme.
- 4.2.4.7 Grade ‘I’ is awarded on failing to appear in the examination Award of grade ‘I’ is subject to the conditions as approved by the University from time to time.
- 4.2.4.8 Grade ‘WU’ is awarded in case of short of attendance in any course.
- 4.2.4.9 Grade ‘W’ is awarded as official withdrawal from any course.
- 4.2.5 The overall course percentage thus obtained shall be rounded off by the individual faculty up to two decimal points.

### **4.3 Computation of Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)**

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

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

$$\text{CGPA} = \frac{\text{Sum Over all Taken Course in Semester (Course Credit Hours x Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

### **4.4 Schedule of Mid Semester Examinations**

The schedule of Mid Semester Examinations will be announced in 5<sup>th</sup> / 6<sup>th</sup> week of the semester by the Department concerned on the Departmental notice board as well as on website.

### **4.5 Examination Schedule of Theory, Practical and Project Examinations**

Schedules of Examinations for each semester/session of Study relating to each batch in a discipline shall be notified separately by the Controller of Examinations, duly approved by Vice-Chancellor on recommendation of the Deans. The Examinations Department announces the Date Sheet for End Semester Examinations (Theory & Practical) for every session Examinations in 10<sup>th</sup> week of the semester which is displayed on the notice board as well as on the University website [www.ssuet.edu.pk](http://www.ssuet.edu.pk)

Schedule of Project Examinations shall be notified by the respective- Chairpersons’ of Departments.

#### **4.6 Weightage Policy for Mid-Semester/Mid-Term Examinations**

**Weightage** for a course may be allowed in case a student misses any midterm exam due to genuine reason such as:

- 4.6.1 **Medical:** In case, where any hospitalization is compulsory, the student has to inform Director/Principal prior to the examination. Later on medical certificate for hospitalization will be required.
- 4.6.2 **Family Emergency:** Applicable to the death of 'close relatives'. Prior information is compulsory. Later on death certificate will be required.
- 4.6.3 **University Representation:** Official letter from the University nominating office. Prior information is compulsory.
  - 4.6.3.1 Following terms and conditions apply on all Weightage applications:
  - 4.6.3.2 Submission of application within one week from the date of missed mid-term exam.
  - 4.6.3.3 At least 50% marks secured in final exam of the course.
  - 4.6.3.4 Minimum 75 % class attendance by the end of semester
  - 4.6.3.5 Supporting documentary evidence.
  - 4.6.3.6 A prescribed fee shall be applied for processing Weightage cases.

**Clause No. 4.6:** Applicable from Spring 2020 session for all batches & all undergraduate degree programmes.

#### **4.7 Permission of Writer for Special Students**

- 4.7.1 A visually impaired student may be allowed to attempt the Mid/Final Semester Examinations of the University on Braille/ Computer/any other means of facilitation.
- 4.7.2 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 debility) for permission to engage a writer in Tests/ Examinations of the University before the start of Tests/ Examinations. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.
- 4.7.3 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).

**Clause No. 4.7:** Applicable from Spring 2020 session for all batches & all undergraduate degree programmes.

#### **4.8 Student Grievances against Course Instructor**

**Examination Grievance Committee:**

There shall be a grievance committee comprising of relevant Dean of faculty who will be the Convener, concerned chairman of the department and controller of examination. The committee may opt a member if deems necessary.

The grieved student shall submit an application to the Chairman of the department not later than a week after announcement of the result. The chairman shall forward application to the chairman of the GC for consideration. The recommendations of the Examination Grievance committee will be sent through Controller of Examination to Vice Chancellor for final approval.

**4.9 Re-totaling/Rechecking/Scrutiny of Examination Script**

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

4.9.1 Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examination can arrange for re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of students. The Controller of Examination or any officer or rechecking committee appointed shall see that:

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

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

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

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

4.9.1.5 Total marks in the answer book tally with the marks sheet/award list.

4.9.1.6 The hand-writing of the student tally in the questions/answer book.

4.9.2 The student or anybody on his behalf has no right to see or examine the answer books for any purpose.

4.9.3 The marks of a student could even decrease in light of (4.9.1) and (4.9.1.3) above. In the event of reduction of marks the record shall be corrected accordingly and revised transcript will be issued.

**Clause No. 4.9:** Applicable from Spring 2020 session for all batches & all undergraduate degree programmes.

**4.10 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:

4.10.1 Average marks of all appeared courses in the Semester or Sessional marks secured in the course whichever is higher shall be awarded to the student in that subject/course.

4.10.2 In case of Final Examination, if the student 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.

**Clause No. 4.10:** Applicable from Spring 2020 session for all batches & all undergraduate degree programmes.

#### **4.11 Indiscipline in Examinations**

The Unfair Means Committee will look after the cases of indiscipline in Examinations. The Committee constituted by the University.

Following actions will be regarded as Unfair Means and are liable to strict penalties by the Unfair Means Committee, after proper proceedings and giving the students fair chance of showing cause.

##### **4.11.1 Possession of Helping Material**

Any student who, after announcement made by the Superintendents, fails to part with or is found to have in his/her possession or access, books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders, concealing notes on clothing/hands/shoes/pockets/wallets or any other material or equipment in his/her possession relating to the subject of Examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other Unfair Means in connection with the Examination.

##### **4.11.2 Copying**

Any student found guilty of copying from any paper, book or notes, mobile phones, any other helping material, allowing any other student to copy his/her Answer Book or exchanging Answer Book/Extra Sheet/Question Paper with other students and making gestures which may help in solving the paper.

##### **4.11.3 Impersonation**

Any person who impersonates a valid student by forgery of documents i.e. roll number slip or his/her registration record or disguises him/her self or any other means.

##### **4.11.4 Physical Assault and Intimidation or Misbehaving**

Any student found guilty of resorting to physical assault or intimidation or misbehaving with the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other students.

##### **4.11.5 Possession of Weapons**

Any student found guilty of possessing firearms, daggers, knives and other weapons, which may cause injury.

##### **4.11.6 Instigation for a Walkout/Pen-Down strike**

Any student found guilty of instigating others to stage a walkout or resort to a pen-down strike.

**4.11.7 False statement/Forgery**

Any student found guilty of forging another person's signatures on his/her Attendance Sheet.

**4.11.8 Identity/Appeal**

Disclosing his/her identity or making an appeal in his/her Answer Book to the Assessor.

**4.11.9 Influencing**

Any student found guilty of influencing or attempting to influence the Assessor, Examiners, Supervisory Staff or University Employees directly or through his/ her relatives or guardians or friends with the objective of gaining benefit in the Examination/Paper Assessing.

**4.11.10 Disobedience/Disturbance**

Any student who refuses to obey the Head Invigilator/Factotum/Invigilator or changes his/her seat with another student, or changes his/her roll number or create disturbance in smooth functioning of Examination Centre.

**4.11.11 Substituting the Answer Book**

Any student substituting the whole or part of an Answer Book or a Continuation Sheet in the Examination Centre which is not duly issued to him/her for the Examination.

**4.11.12 Taking out/Tearing off Answer Sheet**

Any student taking out from the Examination Centre the whole or a part of an Answer Book or Tear off an Answer Book or Pages or Continuation Sheet.

**4.11.13 Unfair means may lead to one or more following penalties;**

4.11.13.1 Grade "F" in the relevant paper; and/or Cancellation of relevant paper;

4.11.13.2 Fine as prescribed by the University;

4.11.13.3 Suspension from the Programme;

4.11.13.4 Expulsion from the University.

**4.11.14 Reasonable Opportunity of showing cause against the Action**

No punishment shall be imposed, unless a student accused of using Unfair Means in an Examination, has been given a reasonable opportunity of explanation showing cause against the action proposed to be taken with respect to him/her. An appropriate charge sheet in this regard will be issued to him/her specified below:

**(Specimen) of charge sheet for using Unfair means**



Reportedly you have been found indulging in the use of Unfair Means as indicated below in the paper of \_\_\_\_\_, during the \_\_\_\_\_ (Semester System) 20\_\_ Examination thus violating the University's Examination rules: \_\_\_\_\_

Your above act of violation of rules warrant strict disciplinary action against you. Your case is, now, to come up before the Unfair Means Committee of the University for Enquiry on \_\_\_\_\_ at \_\_\_\_\_. You are, therefore, called upon to state and explain why disciplinary action should not be taken against you under rules of the University.

Your reply should reach this office within 3-days after issuance of this letter. You are further called upon to state if, you would like to be heard in person along with any documentary proof. If "YES" you are directed to appear before the Unfair Means Committee on \_\_\_\_\_ at \_\_\_\_\_ at your own Expenses.

Please note that if, you fail to file any written statement or, fail to appear before the Unfair Means Committee on the specified date and time an ex-parte decision will be taken without giving any further notice.

#### **4.11.15 Punishment awarded by the Vice Chancellor**

The Committee will recommend the punishment for the approval of the Vice Chancellor. In case of emergency, The Vice Chancellor may provisionally award suitable punishment without reference to the committee, in commensuration with the gravity of offence, to any student or to any student on the rolls of Semester System Examination.

#### **4.11.16 Appellate Committee**

A student to whom the decision of the Unfair Means Committee is communicated and has valid reason to appeal against such decision; he/she may do so in writing to the Vice Chancellor within Ten (10) days of the receipt of the decision along with the prescribed fee. The appeal shall be referred to the Appellate Committee. Student will be given an opportunity to be heard in person by the committee if, he/she so desires. The Vice Chancellor shall appoint by nomination. The Appellate Committee comprising two (02) or more members. These persons shall be other than those who have been on the Unfair Means Committee who dealt with the case earlier. The Vice Chancellor or his nominee shall be the Convener of the committee.

### **4.12 Award of Degree**

4.12.1 Any student who was admitted in First Year and has passed all courses as prescribed for his/her Discipline with CGPA of at least 2.0 shall be eligible for award of Degree in that Discipline.

4.12.2 Any student who was admitted directly on migration from any recognized Institution and has passed all courses as prescribed for that Discipline with CGPA of at least 2.0 shall be eligible for award of a Degree in that Discipline. The course(s), if any, in which the student was allowed exemption on the basis of having studied the course(s) in the former Institution shall not however be counted for determining his/her GPA/CGPA.

### **4.13 Awards & Distinctions**

- 4.13.1 Gold Medals//Rolls of Honor/Positions will be awarded to the students passing their examinations in the first attempt.
- 4.13.2 In the Semester System, Letter Grades will be awarded on the basis of GP / GPA / CGPA and Positions would be given on the basis of CGPA. The recipient's CGPA must not be less than 3.5.
- 4.13.3 Three merit positions shall be awarded in each Discipline based on the overall CGPA up to two decimal points, passing all University Examinations i.e. First year to Final year examinations in one attempt.
- 4.13.4 In case of tie for merit position, it shall be decided on the basis of CGPA calculated to 5 decimal places.
- 4.13.5 In case of a further tie, decision will be made on number of "A" grades in courses of the final year of studies. If it is still a tie, two or more merit positions on the same merit shall be awarded to the students on each three merit positions. Such students, who shall not graduate with their original batch, shall not be considered for the award of merit positions.
- 4.13.6 No medal and roll of honor will be granted to students who passed the examination in 2nd attempt.
- 4.13.7 No Medal/Roll of Honor will be awarded in the case of improving CGPA.
- 4.13.8 No disciplinary action against the students
- 4.13.9 Top Ten (10) Merit Positions shall be awarded where number of graduates is 100 or more, but only Five (05) students, if the number of students is less than 100, in the final transcript issued to the students.
- 4.13.10 A student who secured First Position shall be awarded Gold Medal and Merit Certificate. Merit certificates shall also be awarded to students securing Second Position and Third Position.
- 4.13.11 The disciplines where number of students is less than 06, one position (Gold Medal) will be awarded in that batch, second and third position will be awarded merit certificate.
- 4.13.12 The result of the student is not declared within the prescribed time of the degree, then no medal will be awarded.

**Clause No. 4.13:** Applicable from Batch 2017 onwards.

#### **4.14 Matters related to Degree Conferment**

- 4.14.1 SSUET conduct Convocation once in a year to award the degrees to the qualified students as per criteria.
- 4.14.2 Urgent degree can be issued on the prescribed form upon the request of student.
- 4.14.3 Duplicate Degree may be issued (with completion of all requirements) to a student in case the original degree is lost/damaged or in case of change in the name of student.
- 4.14.4 The student has to apply to the Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof as per University rules.

**Clause No. 4.14:** Applicable from Batch 2016 onwards.