



**TIMES INSTITUTE**  
— M U L T A N , P A K I S T A N —

ACADEMIC  
REGULATIONS OF  
**UNDERGRADUATE**  
PROGRAMS

**Version 1.2**

Approved in 2nd Meeting  
of Board of Governors



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The TIMES Institute Multan shall offer courses leading to the undergraduate degree, held under semester system being offered and introduced from time to time. Wherever applicable the regulations prescribed from time to time by the professional councils / bodies such as Pakistan Bar Council, Pakistan Medical Council (PMC), Pharmacy Council of Pakistan (PCP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), Pakistan Nursing Council etc. shall be applicable.

## 1. DEFINITIONS

In these regulations, unless there is anything repugnant in the subject or context:

- a. **"Institute / DAI"** means TIMES Institute Multan.
- b. **"Academic Council"** means the Academic Council of "TIMES Institute Multan."
- c. **"Academic Year"** of TIMES Institute Multan shall comprise of two regular semesters (Fall and Spring), each of which minimum of sixteen (16) weeks and not exceeding eighteen (18) weeks duration including the mid-term & final-term examination. During the summer break, there may be a Summer Session of not exceeding eight (8) weeks including the mid-term & final-term examination. The contact hours during the Summer Session will be doubled to ensure that a course is completely taught with half of the duration compared with a regular (fall or spring) Semester.
- d. **"Board of Governors"** means Board of Governor of TIMES Institute, Multan.
- e. **"Commencement of Semester"** means the day of start of classes for the semester as prescribed in the Academic Calendar of TIMES Institute Multan.
- f. **"Contact Hour"** means the total number of lectures, tutorials and laboratory hours per week.
- g. **"Controller of Examinations"** means the Controller of Examinations (COE) of TIMES Institute Multan.
- h. **"Coordinator"** means the Coordinator of TIMES Institute Multan.
- i. **"Credit Course"** means a course of study, successful completion of which shall be the requirement for the award of degree. The grade obtained in a credit course shall appear on the transcript.
- j. **"Credit Hour"** means teaching a theory course for 50-60 minutes of classroom per week throughout the semester. One Credit Hour in laboratory / library research / Museum / Clinical Wards would require contact of two- three (2-3) hours of laboratory work / library research / Museum / Clinical Wards per week throughout the semester.  
**NOTE:** The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the laboratory / research work / Museum / Clinical Wards. Thus 3(3-0) means three credit hours of theory while 4(3-1) means a total of four credit hours, of which, three credit hours are of theory while one credit hour is for laboratory / research / Museum / Clinical Wards. The weekly contact hours of a 3(3-0) course will be three, while the contact hours of 4(3-1) course will be five to six while the contact hours of 3(1-2) will be five to seven.
- k. **"Cumulative Grade Point Average (CGPA)"** means the weighted average of the Grade Points earned for all the credit courses in all the semester attended.
- l. **"Dean"** means the Dean of a Faculty of TIMES Institute Multan.
- m. **"Department"** means a teaching department of an Institute or a school or a centre of TIMES Institute Multan.
- n. **"Faculty"** means the Faculty of TIMES Institute Multan.
- o. **"Grade Point"** means the points (numerical value) associated with each letter grade.
- p. **"Grade"** means the letter grade earned by a student in a course depending on his performance in that course.
- q. **"Head of Department / HoD"** means the Head of Department / HoD of TIMES Institute Multan.



- r. **“Non-Credit Course”** means a course registered by the student or prescribed by the concerned Department, which is not to be counted towards the minimum degree requirements. The grade of a non-credit course shall appear on the transcript with a special mark and it shall not be used in calculation of the SGPA / CGPA. Internship to be shown in the transcript as a non-credit course if not required by HEC in the program.
- s. **“Program”** means the undergraduate program leading to a degree, diploma, or certificate.
- t. **“Quality Enhancement Cell (QEC)”** means QEC of the TIMES Institute, Multan.
- u. **“Rector”** means the Rector of TIMES Institute Multan.
- v. **“Registrar”** means the Registrar of TIMES Institute Multan.
- w. **“Semester Grade Point Average (SGPA)”** shall mean the weighted average of the Grade Points earned for all the credit courses in a single semester.
- x. **“Student”** means an enrolled student of TIMES Institute Multan.
- y. **Institute Registration:** It is a unique number allotted to a student by registrar office irrespective of program.
- z. **Program Enrollment:** Program enrollment means that a student enrolled in a particular program offered by the TIMES Institute Multan.
- aa. **Semester Enrollment:** Semester enrollment means that a student enrolled in a specific semester as per Academic Calendar.
- bb. **Enrollment Confirmation:** The student enrollment will be confirmed after submission of fee.

## ADMISSIONS

### 2. ADMISSION CRITERIA

- a. To be eligible for admission to a program, a candidate must have successfully qualified all the prerequisites including the number of years of schooling / education. Each department shall define the eligibility criteria for its program, duly approved by the BOG through Academic Council before offering the program.
- b. Anyone who has been rusticated or expelled by any college for misconduct or for use of unfair means in the examinations or any offence involving moral turpitude, or punished by law shall not be eligible for admission.
- c. The admission shall be made on the basis of cumulative merit or eligibility criteria as prescribed by Institute from time to time.
- d. **Pathway for Associate Degrees Holders:**
  - Students having completed Associate Degrees shall be allowed admission in the fifth semester of the undergraduate / equivalent degree program offered in the same discipline without any deficiency course.
  - Where the disciplines of the Associate Degree and the undergraduate / equivalent degree program are different, students shall be required to complete deficiency courses through a bridging semester before the fifth semester as determined by the admitting university.
  - The minimum eligibility for admission in the fifth semester in above cases is 2.00 / 4.00 CGPA in the prior qualification i.e., Associate Degree.

#### **Pathway for Conventional Two-Year BA/BSc/Equivalent Degree Holders:**

- Students having completed conventional two-year BA / BSc / equivalent degree programs shall be allowed admission in the fifth semester of the undergraduate/equivalent degree program, in which case students shall be required to complete deficiency courses through a bridging semester before commencement of the fifth semester as determined by the admitting University.
- The minimum eligibility for admission in the fifth semester in this case is 45% cumulative score in the prior qualification i.e., conventional two-year BA / BSc / equivalent degree programs.



### 3. ADMISSION PROCEDURE

Admission in Undergraduate programs shall be advertised. After the advertisement, Institute will invite the application from applicants on the following procedure:

- The candidate shall submit an application for admission in the program to the Institute on a prescribed admission form (along with the documents specified in the prospectus) and dues as prescribed in Financial Rules in response to an admission advertisement by the Institute.
- All applications received shall be periodically considered by the Institute.

### 4. DURATION OF PROGRAM

The duration of program shall be minimum of Four (4) years and not more than six (6) years after the enrolment of the student in 4 Year programs. While for the 5 years programs, degree shall be awarded after a minimum of Five (5) years and not more than Seven (7) years after the enrolment of the student.

### 5. CREDIT HOURS

- 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 for 4-years degree programs).
- Minimum of 160 credit hours for 5-year degree program subject to meeting the requirements of the respective Accreditation Councils.
- The structure of undergraduate/equivalent degree programs is designed to balance general education, disciplinary, interdisciplinary, and practical requirements to enhance the likelihood of student success. The structure of all undergraduate/equivalent degree programs, irrespective of field of study, program duration and licensure requirements, is comprised of the following set of mandatory requirements:

Sr. #	Category	Minimum Credit Hours
1	General Education	30
2	Major (Disciplinary)	72
3	Interdisciplinary	12
4	Internship / Field Experience	03
5	Project	03
	<b>Total</b>	<b>120</b>

- Detail of the general education requirements (i.e., courses) is given below:

Sr. #	Cluster	Courses	Credit Hours
1	Arts and Humanities	1	02
2	Natural Sciences	1	03(2-1)
3	Social Sciences	1	02
4	Functional English	1	03
5	Expository Writing	1	03
6	Quantitative Reasoning	2	06
7	Islamic Studies / Ethics	1	02
8	Ideology and Constitution of Pakistan	1	02
9	Applications of Information and Communication Technologies	1	03(2-1)
10	Entrepreneurship	1	02
11	Civics and Community Engagement	1	02



## 6. CURRICULUM OF PROGRAM

- a. Each department shall develop the curriculum for each of its programs and submit it to Academic Council for approval. Such curriculum shall be effective from the date of its approval by the Academic Council or as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure / requirements of the program, scheme of studies and syllabus of the courses.
- b. The requirements of the program shall be completed within time period as prescribed for the program in its curriculum.
- c. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.
- d. English shall be the medium of instructions in thesis writing and examinations for all the subjects except oriental languages, in which case it may be either the language itself or English.

## REGISTRATION

## 7. REGISTRATION AND ENROLLMENT

- a. **Registration**
  - (i) A student seeking admission in a program shall register himself / herself through his / her department with the Registrar Office (Registration Branch) within the dates notified for registration, failing which his / her admission may be declared as cancelled.
  - (ii) The Registrar Office shall issue a registration number to each student after scrutiny of his / her documents as per eligibility criteria.
- b. **Semester Enrollment**
  - (i) The Institute shall complete the course registration and semester enrollment of students within two weeks before the commencement of a semester / session.
  - (ii) A minimum of 15 credit hour and a maximum of 18 credit hour shall be register as per the permission of the Regulatory Body in a regular semester shall be register and up to maximum 9 credit hour in a summer semester. In a summer semester only the course improve, non-credit courses, advance courses and / or the repeatable courses with grade "F" may be allowed to register and shall deposit the dues as prescribed in Financial Rules.
  - (iii) The student shall deposit his / her semester dues according to fee plan before the commencement of semester.
  - (iv) If a student needs a maximum of 21 credit hour to complete his / her degree requirements, the Rector on the recommendation of the respective Dean may allow the student to register for all the remaining courses.
- c. **Add Courses**
  - (i) A student who is repeating any course(s) or is on academic deficiency (with a low SGPA and / or CGPA than the minimum requirement) shall submit required form for approval of Competent Authority on recommendation of the respective Dean through the HOD / Coordinator.
  - (ii) Once registered for summer semester, no add / drop of courses is allowed.
  - (iii) The student shall deposit the dues as prescribed in Financial Rules.
- d. **Freezing of Semester / Re-Admission**
  - (i) A student dropping all the registered courses or choosing not to enroll in any course for a semester shall be required to submit his / her application for the approval of Rector through respective Dean for freezing of the same semester before mid-term examination only by giving the justifiable reason.





- (ii) The frozen semester(s) shall be counted towards the maximum period allowed for completing the program.
- (iii) As student can freeze his / her semester for the duration of maximum 1 year.
- (iv) No freezing shall be allowed in the first semester. In case of the following special hardship / circumstances freezing can be considered by the approval of Rector.
  - Iddat
  - Accident
  - Any other subject to acceptance on justified rationale
- (v) A student, who neither registers any courses for a semester nor requests for freezing of the semester, shall deem to have abandoned his / her program. However, he / she may be allowed to reinstate his / her program in a subsequent semester / session on his / her request with the approval of Rector along with required documents, provided he / she has sufficient time to complete the requirements of the program within the maximum time period allowed from the date of his / her initial admission in the program. He / she shall be required to pay the prescribed re-admission fee along with other dues of the semester / session.
- (vi) Provided also that if a student does not get reinstated after abandoning the program within the maximum time period allowed for completion of the program from the date of his / her initial admission, he / she may be readmitted on his / her request in the same program by the approval of Rector through concerned Dean upon recommendations of the HOD / Coordinator.

**e. Transfer of Credit / Exemption of Courses**

- (i) A candidate may be allowed to transfer his / her credit hours earned from any other recognized / accredited University / Degree Awarding Institute (DAI) on his / her request along with the admission application to the Institute.
- (ii) The transfer of credit application shall be evaluated by Admission Committee. The Admission Committee shall make its recommendations to the Rector for approval through concerned Dean. The Rector shall endorse the acceptance of transferred credit hours on behalf of the Academic Council.
- (iii) No credit of a course shall be transferred if the letter grade is less than C earned in the examination under semester system or with a minimum 50% marks obtained in the annual system.
- (iv) A maximum of 50% of the total credit hours of the coursework may be allowed to transfer. Student shall need to complete minimum 50% of the total credit hours of the course work at TIMES Institute.
- (v) The transfer shall normally be sought out on course-by-course basis. The transferable courses corresponding to the core courses of the program shall have at least 80% similarity of the course contents / syllabus on the current scheme of study of the program. However, in case of courses corresponding to the elective courses, the Committee shall evaluate and recommend the transfer of such courses which shall lead to fulfill the overall objectives of the programs.
- (vi) A candidate who has already earned a degree or other equivalent qualification from recognized University / DAI and intends to take admission in a program, may be given exemption of studied courses on his / her request. The case of exemption shall be dealt by a Admission Committee and refer to Rector through Dean for Approval.
- (vii) The transferred / exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred / exempted and the name of the University / DAI from where these were originally qualified and earned.
- (viii) The grade and the grade point of the transferred courses shall not be used in calculating the GPA and CGPA.



- (ix) The candidate shall be responsible for providing the duly signed result cards displaying the letter grades and the grade points of all the courses that he / she has qualified / earned at the previous University / DAI and shall meet all the admission requirements of the program.

## EXAMINATIONS

### 8. EXAMINATIONS OF COURSEWORK

A student shall be evaluated in each course on the basis of Mid Term Examination, Project, Assignments, Presentations, Attendance, Practicals and Final Term Examination covering the whole course at the end of the semester / session.

Nature of Examination	Course with Lab	Course without Lab
Mid Semester Examinations	30	30
Assignments / Presentations / Attendance	10	10
Final Semester Examination	60	60
Practical (if applicable)	25	—
<b>Total</b>	<b>125</b>	<b>100</b>

- Appearance in mid term and final term examination is compulsory. If a student fails to appear in any of exam, he / she shall be treated as absent and failed.
- The minimum pass marks for each course shall be 50% in theory and lab (if any) individually. If a student fails to secure 50% marks in theory and lab (if any), he / she shall be deemed to have failed in that course.
- Final examinations will cover 80% of the course covered after the mid-term examination and 20% of the course covered before the mid-term examination.
- If a student absents him / her in any assessment (e.g. class quiz, test, etc.) for any reason, no separate assessment will be arranged for him / her and he / she shall be awarded zero marks for that assessment.
- If student become unable to appear in mid exams due to special circumstances i.e.
  - Iddat
  - Accident
  - Any other subject to acceptance on justified rationaleExamination Office can re-conduct the mid exams after the 15 days with the Approval of Rector. Student is liable to submit his / her application along with prescribed fee as per Financial Rules to DAK window after recommendation of Head of Department.
- There shall be no re-conduct exam for Final Term Examinations.
- There shall be written examination for each course at the end of each semester / session on the dates fixed by the Controller of Examinations.
- A student shall be allowed to appear in the examination provided that he / she:
  - has been on the rolls of the Institute during that semester / session.
  - has registered himself / herself for the courses of study and has attended at least 75% of the lectures / laboratory work and completed the course work to the satisfaction of the department concerned.
  - The student falling short of the required percentage of attendance of lectures / seminars / practical / laboratory demonstrations etc., shall not be allowed to appear in the final term examination of the concerned course and shall be treated as failed in that course.
  - has paid all prescribed fees and dues payable before the commencement of the final term examinations.





## 9. EVALUATION, GRADES, ACADEMIC STANDING

### a. Grades, Grade Points and Calculation of Grade Point Average

- (i) The academic work shall normally be evaluated on the basis of percentage marks obtained and the grade points according to the following grading system:

**TABLE FOR AWARD OF GRADES**

Percentage Marks	Grade	Grade Points
85 % - 100 %	A+	4.00
80 % – 84 %	A	3.75
75 % – 79 %	B+	3.50
70 % – 74 %	B	3.00
65 % – 69 %	C+	2.50
60 % – 64 %	C	2.00
55 % – 59 %	D+	1.50
50 % – 54 %	D	1.00
Below 50 %	F	0

- (ii) Marks will be rounded off for each course only once after adding in- semester and final examination marks. Marks would be rounded up / down from first decimal as under:
- If first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70.
  - If first decimal is less than 5, the value is to be rounded down to the current whole number e.g. 67.4 will be treated as 67 and 69.4 will be treated as 69.
- (iii) The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

### **Semester Grade Point Average (SGPA)**

$$\text{SGPA} = \frac{\text{Sum over all courses in a semester (Course Credit Hours x Grade Points Earned)}}{\text{Total Semester Credit Hours}}$$

### **Cumulative Grade Point Average (CGPA)**

$$\text{CGPA} = \frac{\text{Sum over all taken courses in all semesters (Course Credit Hours x Grade Points Earned)}}{\text{Total Semester Credit Hours}}$$

- (iv) SGPA and CGPA shall be rounded off up to two decimal places when shown on the transcript and in record(s) of result.
- (v) The result of student in each course, whether passed or failed, shall be indicated on the transcript by letter grade.

### b. Grade 'F'

- (i) If a student fails to appear in the mid-term and final-term examination of a course, he/she be treated as absent and failed.
- (ii) The minimum pass marks for each course shall be 50% in both theory and lab individually. A student obtaining less than 50% in theory and lab individually shall be deemed to have failed in that course.



- (iii) The grade point for the Grade “F” shall be 0 and it will be used in the SGPA and CGPA calculations.
- (iv) Whenever a student fails in a course, he / she shall repeat the course as soon as the course is offered to improve his / her grade. He / she is required to attend all the classes, presentations, assignments, projects, practicals, mid-term during the semester and final term examination at the end of the semester.
- (v) Appearance in mid-term and final term examination is compulsory.
- (vi) He / she shall pay the dues for repeating the failed course(s) as prescribed in Financial Rules.
- (vii) The course repeated in a subsequent semester(s) / session(s) shall be shown in the transcript corresponding to the respective semester(s) / session(s) for as many TIMES as it is registered for. The old grade of the course shall be replaced with the new letter grade and the “Repeated” word in remarks. The new grade through its corresponding semester / session shall be used for computation of SGCPA / CGPA. In case, the new grade is lower than the previous grade then the previous grade shall be retained as such.

**c. Improvement Policy**

- (i) A student may be allowed to improve his / her CGPA after completion of the program by repeating course(s), with the approval of the Rector on recommendations of the HOD / Coordinator through the respective Dean, provided the maximum allowable time of the program is not over and that he / she has not been issued the transcript. A maximum of twelve (12) credit hours of coursework may be allowed to a student to repeat for improvement.
- (ii) Students may be allowed to repeat a course in which he / she has obtained grade C and below. In such a case new grade obtained will be recorded on the transcript and shall be used in the calculation of CGPA.

**d. Probation:**

- (i) At the end of first semester, a student must obtain a minimum grade point average (GPA) of 2.00 to be promoted to the second semester.
- (ii) In case a student obtains GPA of 1.50 or more, but less than 2.00 he / she shall be promoted to the second semester on probation.

**e. Promotion:**

At the end of 2nd semester and onward, a student must obtain a minimum cumulative grade point average (CGPA) of 2.0 to be promoted to next semester. In case a student does not obtain the minimum criteria, he / she must appear in summer semesters to meet the minimum criteria. If this condition is not complied with by a student, he / she shall be / dropped from the roll of the Institute.

**f. Detention:**

- (i) However, if a student fails to comply with above condition in 5th and subsequent semesters, he / she will be detained in that semester and he / she shall repeat the semester. He / she shall be promoted to the next semester on attaining a CGPA 2.0. The student shall have to complete their courses within the stipulated time for completion of degree.
- (ii) At the end of the last semester of the program a student must obtain not less than 2.5 in otherwise he / she shall not be awarded transcript. A student who has not been required to repeat any course(s), obtains less than 2.5 CGPA at the end of the last semester, shall be allowed to improve course(s) in a single chance of the previous semesters in which he / she had obtained the lowest grade, in order to improve the CGPA so as to obtain minimum criteria, failing which he / she shall be removed from the rolls of Institute.
- (iii) A student shall be deemed to have lost his / her “good standing”, if his / her conduct and behavior is found objectionable from disciplinary point of view.



**g. Summer Semester**

- (i) A course in the summer semester will be offered only if a minimum of 10 students are willing to take the course.
- (ii) Summer semester shall be offered as an optional semester of 08-09 weeks duration.
- (iii) Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 08 credit hours during summer.
- (iv) The students are allowed to take maximum of two courses in the summer semester of up to 08 credit Hour.
- (v) Students opting internship are not allowed to take course (s) in summer program.
- (vi) The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall / Spring) semester.

**h. Writer / Amanuensis:**

A permanent handicapped / disabled (blind) student will be provided writer / amanuensis on the recommendations of the respective HoD / Coordinator. The writer / amanuensis shall be of a lower grade in education than the student. He / she would be allowed additional 25% time for solving the question paper over and above the time stipulated for a question paper.

**i. Project:**

**(i) Credit Hours of Project**

The students of those departments where project / thesis is a requirement for the program will be required to carry out research on a project of maximum 6 credit hours and submit a project report as a requirement for partial fulfillment of their programs in the relevant disciplines. However, each department may devise its own policy regarding projects.

**(ii) Selection of Supervisor and Co Supervisor**

Each student shall perform his / her research work under the supervision of a person appointed by the HOD. Where necessary and desirable, a co-supervisor may also be appointed by the HOD.

**(iii) Selection of Topic**

The student shall be permitted according to the scheme of studies of the program to select a topic of research in consultation with his / her supervisor.

**(iv) Stipulated Time Period**

The student is required to complete the project and submit his / her report for evaluation to the department through his / her supervisor within 04 months. At the time of submission of final project, students shall deposit the project submission fee as prescribed in Financial Rules.

**(v) Extension**

In case a student fails to complete the project within the given time, the students will apply for the extension to concerned HOD. The HOD may allow him an extension up to 01 semester after the approval from Rector through respective Dean. If the student again fails to complete the project within time period, he / she will again apply for extension to HOD. The HOD may allow him / another extension up to 01 semester after the approval from Rector through respective Dean.

**(vi) Charges for Extension**

If a student is unable to complete / submit his / her project within time, then he / she shall be given extension in the period for completion of his / her project. He / she shall pay the Full Semester Fee for the extended period and no fellowship or financial assistance shall be provided during the extended period.



**(vii) Plagiarism**

For the Final Year Project (FYP) / Thesis Plagiarism check is compulsory and the bar will be set by the Supervisor which is approximately 15-19%.

**j. Panel of Examiners**

**(i) Examiner**

A panel of 03 examiners for evaluation of project report / thesis and conduct of viva-voce examination shall be suggested by concerned HOD for the approval of Rector through Dean.

**(ii) Date and Time**

The examiner shall evaluate the project report / thesis and conduct viva- voce examination of the student on the date and time given by the HOD of the department concerned in consultation with the COE.

**(iii) Revision**

In case, the project / thesis is adjudged inadequate by the examiner, he / she may reject the project report / thesis or ask the student to revise the same.

**(iv) Revision Period**

The student shall be required to submit the revised version of the project report / thesis within a period of one month from the date of viva-voce examination. The revised version of the project report / thesis shall be re-examined by the supervisor.

**(v) No Further Extension**

The result of the revised version received from the supervisor shall be declared and no further extension shall be granted.

**(vi) Declaration of Result**

After the viva-voce examination, the successful student shall submit three hard bound copies of the project report on approved pattern & boundaries to the department for onward transmission to the Controller of Examinations for declaration of result. A copy of the project report will be deposited by the Controller of Examinations in the Library. The result of the student shall not be declared unless he / she has submitted three hard bound copies of the project report to the department.

**k. Re-Checking of Answer Books**

- (i) There shall be no re-evaluation and re-assessment of the answer books.
- (ii) A student may, on the payment of fee as prescribed in Financial Rules, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher and the Controller of Examinations or his / her nominee.
- (iii) Student can apply for re-checking of answer book in prescribed format after submission of prescribed fee as per Financial Rules to DAK office within 07 days from date of declaration of the result.
- (iv) Errors or omissions, if any, shall be rectified.

**l. Silver Medal**

A student obtaining overall second position in the batch shall be awarded a Certificate of Merit and a silver medal provided that

- (i) He / she has not repeated / failed in any course.
- (ii) He / she has not been punished on Academic Dishonesty grounds.
- (iii) He / she has completed the entire requirements of the program at the same department of the Institute as a regular (non-transferred / non- migrated) student within the minimum prescribed and stipulated period.



**m. Gold Medal**

A student obtaining overall first position in the batch shall be awarded a Certificate of Merit and a Gold Medal provided that

- (i) He / she has not repeated / failed any course.
- (ii) He / she has not been punished on disciplinary grounds.
- (iii) He / she has completed the entire requirements of the program at the same department of the Institute as a regular (non-transferred / non- migrated) student within the minimum prescribed and stipulated time period.

**Note: Gold Medal or Silver Medal shall be awarded to a batch having minimum 20 regular enrolled students.**

**10. FEES AND OTHER DUES**

Each student shall be required to pay tuition fee and such other charges as may be determined by Institute from time to time.

**11. EXITING FROM UNDERGRADUATE/EQUIVALENT DEGREE PROGRAM WITH AN ASSOCIATE DEGREE:**

- a. Students enrolled in the undergraduate/equivalent degree program shall be allowed to exit from the program with an Associate Degree provided that the following requirements are met:
  - (i) The student must have completed minimum of 60 credit hours in at least four (04) semesters of the undergraduate/equivalent degree program including general education courses comprised of 30 credit hours.
  - (ii) The minimum CGPA is maintained at 2.00/4.00.
  - (iii) The name of the subject field on the degree shall remain the same in which a student was initially enrolled for the undergraduate/equivalent degree program.
  - (iv) The case of exit from the undergraduate/equivalent degree program with an Associate Degree is approved by the concerned statutory body of the university.
  - (v) The option of exit in from the undergraduate/equivalent degree program with an Associate Degree is not allowed in disciplines accredited under the councils i.e. PM&DC, PNC, PVMC, PEC, PCP, PCATP, PBC, NTC, NCT, NAEAC and NCH.
  - (vi) The option of exit from the undergraduate/equivalent degree program with an Associate Degree is allowed in disciplines accredited under the councils i.e. NCEAC, NBEAC and NACTE.

**12. REQUIREMENTS FOR AWARD OF TRANSCRIPT & DEGREE**

1	Course Work Requirements	Shall complete his / her coursework through regular classes without any fail subject.
2	Minimum CGPA	Shall obtain minimum 2.5 CGPA
3	Documents Verification	Shall submit copy of Matriculation and Intermediate Degrees attested from Inter Board Committee of Chairmen (IBCC) Islamabad.
4	Project (If applicable)	Shall submit Hard Bindings of Project Work
5	Dues	Shall clear his / her dues.

**13. ISSUANCE OF DEGREE**

**a. Normal Degree**

A successful candidate shall be awarded degree after holding the convocation for the respective pass out students.

**b. Urgent Degree**

A successful student can apply for issuance of Urgent Degree on payment of prescribed fee 6 months after the issuance of transcript.