



Balochistan University Of Information Technology, Engineering & Management Sciences, Quetta

BUITEMS

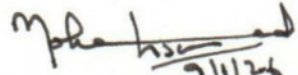
Quality & Excellence in Education

Dated: 9th January-2026

NOTIFICATION

Ref. ADR-41(Senate)/BUITEMS/2024/4941-49.../The BUITEMS Senate, in its 13th meeting held on 28-10-2025, approved the BUITEMS Academic Regulations for Undergraduate and Graduate Programs, duly recommended by the BUITEMS Academic Council in its 25th meeting held on 28th December-2023 and in its 26th meeting held on 30th July-2024 and the Syndicate in its 42nd meeting held on 13th & 20th October-2025.

2. The Academic Regulations for Undergraduate Programs shall be implemented with effect from Spring-2026, while the Graduate Program Regulations stand approved with effect from their date of implementation, i.e., Spring-2024, in accordance with the instructions of the Higher Education Commission (HEC), Islamabad.


(Mohammad Ahsan Achakzai)
Acting Registrar

Distribution :

1. Executive Secretary to Vice Chancellor, BUITEMS.
2. P.A to Pro Vice Chancellor, BUITEMS.
3. Director, Students Affairs & Academics, BUITEMS.
4. Dean, Graduate Studies Office, BUITEMS.
5. Director, Quality Enhancement & Accreditation, BUITEMS.
6. Resident Auditor, BUITEMS.
7. Relevant File.
8. Master File.

BUITEMS Academic Regulations for Undergraduate Programs

NOTIFICATION

No. 4941-49 / In exercise of the powers conferred by sub-section (1) of Section 36 of the Balochistan Universities Act-2022, the University on recommendations of its Academic Council and Syndicate, and with the approval of the BUIITEMS Senate is pleased to make the following Academic Regulations, to regulate the under-graduate programs of studies of the University.

CHAPTER I

PRELIMINARY

1. Preamble. —

The Academic Rules for the Undergraduate program of studies offered by BUIITEMS are in line with the guidelines provided by Higher Education Commission Pakistan. Aspects covered in these regulations include admission, duration of undergraduate programs; attendance, struck-offs, readmission, change of program, changing from one academic program to another, withdrawal and addition of courses, promotion & probation, freezing of semester, course limit, examinations, award of degree, criterion for Gold Medal and Badge of Honor, repetition of courses, improvement of grades, conduct of winter semesters, maintenance of course files, migration / credit transfer, fee concession and award of scholarships, fee refund policy and discipline/conduct at University Campus(es).

2. Short title, commencement and application. — (1) These regulations may be called the BUIITEMS Academic Regulations for Undergraduate Programs of Studies, 2025.

(2) These shall come into force at once.

(3). These Regulations shall henceforth replace and repeal the previous Academic Rules of the University covering undergraduate program of studies matters.

3. Definitions. – (1) In these Regulations, unless there is anything repugnant in the subject or context, –

- (a) “Academic Council” means the Academic Council of the University;
- (b) “Academic Department” means a teaching department, institute, center of studies, center of excellence, campus, sub-campus, school or research institute maintained and administered, or recognized by the University, in accordance with the University Act or as may be prescribed;
- (c) “Act” means the BUIITEMS Act;
- (d) “Affiliated college” means an educational institution affiliated to the University but not maintained or administered by it;
- (e) “Authority” means any of the Authorities of the University specified for any purpose as per these regulations;
- (f) “Chancellor” means the Chancellor of the University;
- (g) “College” means a constituent college or an affiliated college;
- (h) “Commission/HEC” means the Higher Education Commission of Pakistan;

- (i) “Committee(s)/ Sub-committee(s)” means the Committees specified or set-up in terms of Chapter VIII of these Regulations;
- (j) “Constituent College” means an educational institution, by whatever name described, maintained and administered by the University;
- (k) “Controller of Examinations” means the Controller of Examinations of the University;
- (l) “Dean” means the head of a faculty or the head of an academic body granted the status of a Faculty by the University and/or its Act or by the Statutes or Regulations;
- (m) “Director” means the head of an institute, center of studies, center of excellence, school, research institute, campus, sub-campus, administrative unit, directorate, section or non-academic office established by the University by Statutes or Regulations, as the case may be;
- (n) “Faculty” means an academic unit of the University consisting of one or more academic departments, as per the University Act or as may be prescribed through statutes;
- (o) “Other Department” means an administrative unit, directorate, section or non-academic office set-up/ established by the University through its Act, and/or by Statutes or Regulations, as the case may be;
- (p) “Prescribed” means prescribed by Statutes, Regulations or Rules and made under these Regulations or the University Act;
- (q) “Principal” means the head of a constituent or affiliated College, as the case may be;
- (r) “Pro-Vice Chancellor” means the Pro-Vice Chancellor of the University;
- (s) “Recognized University” means any University incorporated by law and recognized by Higher Education Commission of Pakistan;
- (t) “Registrar” means the Registrar of the University;
- (u) “Registered Graduate” means a Graduate of the University who has his/her name entered in the register maintained for the purpose;
- (v) “Regulations” mean the BUIITEMS Academic Regulations for Undergraduate Programs of Studies, 2025;
- (w) “Schedule” means a Schedule to these Regulations;
- (x) “Session” means the Academic Session of the student during which his/her admission is allowed by the University;
- (y) “Senate” means the Senate of the University;
- (z) “Statutes”, “Regulations” and “Rules” mean respectively the Statutes, the Regulations and the Rules made by the University in accordance with provisions of its Act from time to time;
- (aa) “Student” means a student who is registered with the University for the Undergraduate program of studies, for a specific academic session;
- (bb) “Syndicate” means the Syndicate of the University;

- (cc) “Teachers” include Professors, Associate Professors, Assistant Professors, Lecturers and such other persons as may be declared to be teachers through statutes, rules or regulations engaged whole-time by the University or by any constituent or affiliated college(s) of the University;
- (dd) “Treasurer/Director Finance” means the Treasurer/ Director Finance of the University;
- (ee) “University” means the Balochistan University of Information Technology, Engineering and Management Sciences; and,
- (ff) “Vice-Chancellor” means the Vice-Chancellor of the University.

(2) Words and expressions used in the masculine shall also apply to the feminine where applicable, and wherever the context of these statutes requires, the plural shall be read as the singular and the singular as the plural.

(3) Words and expressions used but not defined herein above in sub-section (1), unless the context otherwise requires, shall have the same meaning(s) as assigned to them by BUIITEMS Syndicate/Senate of the University from time to time, as the case may be.

CHAPTER II

1. Framework of Undergraduate Education

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:

a) General Education (Gen Ed) Requirements:

The minimum requirement for the general education component is 34 credits in all the undergraduate/equivalent degree programs including Associate Degrees. Any changes in NCRC in this regard will supersede the minimum CH.

Details of the general education courses is given as follows:

General Education Cluster	Courses	Credit Hours
Arts and Humanities *	01	2
Natural Sciences *	01	3 (2+1)
Social Sciences *	01	2
Functional English **	01	3
Expository Writing **	01	3
Quantitative Reasoning **	02	6
Islamic Studies ** (OR) Religious Education Studies only for non-Muslim students	01	2
Ideology and Constitution of Pakistan **	01	2
Pakistan Studies	01	2
Applications of Information and Communication Technologies (ICT) **	01	3 (2+1)
Entrepreneurship **	01	2
Civics and Community Engagement **	01	2
Fehm-e-Quran I	01	0+1
Fehm-e-Quran II	01	0+1
Total	15	34
* University may offer any course within the specific broader subject domain/cluster to meet the credits given.		
** HEC designed model courses may be used by the university.		

b) Major (Disciplinary) Requirements:

A major is academic discipline or a specialized area of study in which the degree is offered.

The minimum requirement to complete a single major is 72 credit hours. This is valid for all undergraduate/equivalent degree programs except for Associate Degrees. Any changes in

NCRC in this regard will supersede the minimum CH.

- c) Interdisciplinary/Allied Requirements:** Interdisciplinary courses are those offered in allied or complementary disciplines to reinforce the notion of interdisciplinary competency and to support horizon of the major.

All the undergraduate/equivalent degree programs shall be comprised of a mandatory set of minimum 12 credit hours for interdisciplinary/allied courses. This is valid for all undergraduate/equivalent degree programs except for Associate Degrees, where the credit hours of interdisciplinary/allied courses may be less or more than 12 credits. It is also possible that an Associate Degree has no interdisciplinary or allied course

- d) Field Experience/Internship:** Field experience is a professional learning experience that offers meaningful and practical work experience related to a student's field of study or career interest. It is an opportunity to apply knowledge gained in the classroom with practice in the field. The field experience of six to eight weeks (preferably undertaken during semester or summer break) must be graded by a faculty member in collaboration with the supervisor in the field. This is a mandatory degree award requirement of 3 credit hours for all undergraduate/equivalent degree programs. However, for Associate Degrees, the requirement shall only be applicable where prescribed by the respective Accreditation Council, National Curriculum Review Committee or by the concerned university
- e) Capstone Project:** A capstone project allows students to bring together the concepts, principles and methods that they have learned in their course of study and to apply their knowledge and acquired competencies to address the real-world problems. A capstone project is multifaceted body of work that serves as a culminating academic and intellectual experience for students. The capstone project (preferably undertaken after the fourth semester) must be supervised and graded by a faculty member as per the protocols prescribed by the concerned department. This is a mandatory degree award requirement of 3 credit hours for all undergraduate/equivalent degree programs (except for Associate Degrees)

2. STRUCTURE OF ASSOCIATE DEGREE PROGRAMS

An Associate Degree is a two-year post higher secondary school certificate (HSSC) academic degree offered by the universities primarily in the market-driven subjects based on local and regional community and industry needs. The immediate link of the Associate Degree with the requirements of the marketplace is a core requirement of this program.

An Associate Degree program is structured to be comprised of four regular semesters over a period of two years and consists of 60-72 credit hours (Any changes in NCRC in this regard will supersede the minimum CH).

After completion of the Associate Degree, the qualification holder will have the option of seeking admission in the fifth semester of a relevant undergraduate/equivalent degree program through exemption of courses already studied in the Associate Degree. The courses to be exempted in this case shall be decided by the university on case-to-case basis. The breakup of credit hours is as under:

General Education: 34 credit hours

ii. Major: 30-42 credit hours

iii. Field experience/internship: Only applicable where prescribed by the respective Accreditation Council, National Curriculum Review Committee or the concerned university.

a) General Requirements for Launch of Associate Degree Programs:

- I. **Provision of Launch:** A university can offer Associate Degree programs in any field of study that is provisioned under its law i.e., Act, Charter and/or Statutes.
- II. **Seats of Offering:** A university may offer Associate Degree programs at its main seat, campuses and affiliated colleges (in case of a public sector university) provided that the seat of offering has an owning department duly accredited/approved by HEC.
- III. **Statutory Approval:** All Associate Degree programs must be approved by the relevant statutory body of the university, separately for each seat of offering.
- IV. **Registration in Pakistan Qualification Register:** All Associate Degree programs must be registered by the concerned university in the Pakistan Qualification Register (PQR) as maintained by HEC.
- V. **Semester System:** All Associate Degree programs must be structured on the semester system of examination as per HEC guidelines issued in this regard from time to time.

b) Structure and Academic Requirements for Associate Degree Programs:

- I. **Credit Hours:** The standard range prescribed to qualify for the Associate Degree is 60-72 credit hours with a normal range of 15-18 credit hours in each semester. The university may however offer maximum of 21 credit hours in a semester where there is a program specific requirement of the same provided that the total number of credit hours for the Associate Degree program must not exceed beyond 72 credit hours. Any

changes in NCRC in this regard will supersede the minimum CH.

- II. **General Education Courses:** All Associate Degree programs shall be comprised of a mandatory set of 34 credits hours for general education courses as prescribed in this policy.
- III. **Major Courses:** All Associate Degree programs shall be comprised of a mandatory set of 30-42 credit hours for major or disciplinary courses.
- IV. **Field Experience/Internship:** The field experience of six to eight weeks (preferably undertaken during semester or summer break) must be graded by a faculty member in collaboration with the supervisor in the field. This requirement of 03 credit hours is applicable only in cases where the same is prescribed by the respective Accreditation Council, National Curriculum Review Committee or the concerned university. Where this requirement is prescribed, the courses within the major will comprise of 30-39 credit hours.
- V. **CGPA Requirement:** The minimum CGPA required for the award of Associate Degree program shall be 2.00 / 4.00. Universities may however set higher standard in this regard.
- VI. **Program Duration:** The minimum and maximum duration to complete the Associate Degree program is four (04) and six (06) regular semesters, respectively. In extraordinary circumstances, and subject to approval of the concerned statutory body of the university, the maximum duration to complete the degree program may further be extended to another semester.

3. ENTRY AND EXIT PROVISIONS:

a) Pathway for Associate Degrees Holders:

- I. 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.
- II. 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.
- III. 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. The admitting university may, however, set higher eligibility criteria for admission in the fifth semester of the four-year undergraduate/equivalent degree program.

b) Pathway for Conventional Two-Year BA/BSc/Equivalent Degree Holders:

- I. 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.
- II. 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. The admitting university may however set higher eligibility criteria for admission in the fifth semester of the undergraduate/equivalent degree program.

c) Exiting from Undergraduate/Equivalent Degree Program with an Associate Degree:

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. A student shall not be allowed to exit from undergraduate/equivalent degree program with an Associate Degree on expiry of the minimum duration prescribed for that

particular undergraduate/equivalent degree program.

- VI. 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.
- VII. 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.

ADMISSIONS

4. Program of Studies offering. — (1) The University shall offer admission in the programs of studies as per its charter/ Balochistan Universities Act, needs in the job market, on guidance of its statutory bodies from time to time, and fulfillment of requirements of the relevant accreditation bodies, the physical and technological requirements of the University, as the case may be.

(2) The Program of studies offered by the University shall have semester system of studies.

5. Admission Policy of the University. — (1) The University shall continue following and implementing its Admission Policy duly approved by its statutory bodies.

(2) The University shall further be authorized to devise, revise and/or amend its Admission Policy through regulations, subject to approval of the Syndicate for grant of admissions to students from time to time.

Provided that such revised Admission Policy shall be applicable from the date of its approval from the Syndicate, to be declared by notification through Registrar.

6. Admission Process. — (1) The Registrar, through BUIITEMS Directorate of Student Affairs and Academics shall cause the admission advertisement on recommendations of the BUIITEMS Admissions Committee.

(2) Such advertisement shall mention details of program offerings, session of studies, important dates relating to admissions, guidelines for the candidates how to apply, the non-refundable application processing fee as may be prescribed from time to time, and the required documents for establishing his/her candidature.

(3) The Admission Advertisement shall be publicized through leading daily newspaper (s) and through University's official website.

(4) The details relating to the eligibility criteria in each program of studies offered shall be made available on official website of the University.

(5) The applications shall be received at Admission Office of the University or through a designated officer on its Campuses/Sub-campuses/Constituent colleges/ Affiliated colleges, as the case may be.

(6) The University shall have the right to reject incomplete admission forms, or those, received after the due date.

(7) The candidates who meet the required criteria of admission, shall be subjected to appear for taking Admission Entry Test arranged by the University, or through its designated third party at a specific date.

(8) The candidates who meet the required criteria of admission, and fall on the merit list of the admissions in their relevant program of studies, may be offered provisional admission by the University.

7. Determination of Merit. — (1) The merit shall be determined separately for each program of studies keeping in view the overall percentage weight-age and performance of the candidate measured on following scale:

7.1. For all undergraduate programs:

a.	Marks secured in matriculation:	10%
b.	Marks secured in intermediate examination:	40%
c.	Marks secured in Admission Entry Test:	50%

7.2. For the programs of Fashion and Textile Design, Architecture and Fine Arts:

a.	Marks secured in matriculation:	10%
b.	Marks secured in intermediate examination:	40%
c.	Marks secured in Admission Entry Test:	30%
d.	Drawing Test	20%

Provided that the University may include any other requirement at its own, or as per requirements of the field of studies, accreditation body of the relevant program of study, and may assign it percentage weight-age while calculating and determining the merit.

(2) The University shall accept already taken NTS/ HAT test results of the candidates (taken/ attempted before BUITEMS Entry tests), so that the candidates may have the opportunity of taking two tests, whereby, the best results shall be considered for inclusion in the merit.

(4) The merit lists along with waiting merit list (if any) containing names of the successful candidates shall be displayed at main Notice Boards of the University as well as on official website of the University with a defined last date for depositing fee.

(5) Seats allocated to the candidates who fail to deposit fee within the prescribed date, shall be considered vacant on expiry of the stipulated date, and the University shall assign/ allocate those to the candidates who are on waiting list of the merit for each program of study.

Provided that each time such arrangement is made, a stipulated date/ time for depositing fee shall be notified by the University.

Provided further, that for the subjects where no candidates are recorded on the waiting list, the University may allocate those to the candidates from other program of studies, subject to fulfilment of the basic criteria of admission and matching the merit percentage.

8. Grant of Provisional Admission. — (1) The candidates who fall on the merit list, and consequently deposit their fee within stipulated time, shall be granted Provisional Admission by the University. Such provisional admission shall be subjected to verification of educational documents from the issuing authority, and checking the character / antecedents of the candidate from the organizations as may be specified by the University, within the first two semesters of the provisional admission.

(2) In case educational documents of the student are found forged / tempered, or any objectionable question on the character / antecedents of the student are recorded, the University shall have the right to cancel his/her admission without any further notice.

9. Confirmation of Admission. — (1) On verification of educational documents and character/ antecedents of the provisionally admitted student, the candidature of student shall be confirmed for pursuing his/her studies in his/her relevant field.

(2) Such confirmation of admission shall not guarantee the award of relevant degree, unless the candidate meets all other requirements of the same as mentioned in these regulations, or other relevant in relevant rules, regulations, policies, procedures, requirements of accreditation bodies, as framed and/or adopted from time to time by the University.

(3) No degree may be conferred to any student, whose educational documents and character / antecedents are not verified from the relevant forums.

10. Registration of Students. — (1) On confirmation of the admission, the student shall be subjected to issuance of a Registration number through 'Registration Card', while his/her entry in the Register of relevant degree program is made by Director Academics.

(2) Such Registration number shall be mentioned on official transcript, degree and all other referral related documents pertaining to the student concerned.

11. University Fee. — (1) On securing provisional admission, the student shall be required to deposit the fee in university accounts, as may be prescribed and notified from time to time.

(2) The University shall be authorized to charge and receive such fees and other payments for the academic services, admissions, courses offered, examinations, laboratory services, hostel, transport facility, library facilities, co-curricular activities and such other academic and non-academic activities as it may determine from time to time, through regulation, subject to approval of the Syndicate.

- (3) An increase, decrease in any fee or related charge may be implemented on approval of the Syndicate, and shall be made applicable from the date mentioned in the notification.

CHAPTER III

TEACHING AND ACADEMIC ADMINISTRATION

12. Duration of the Program. — (1) The minimum and maximum duration for completion of the BS degree shall respectively be four years (equally divided into eight semesters), and seven years (equally divided into 14 semesters). The students availing more than eight semesters to complete their degrees, shall apply for the same (up to 14th semesters), to their respective chairpersons. All such cases shall be decided by the Faculty Management Committee duly notified by the concerned dean.

Provided that the degree of B-Architecture shall span over five years as minimum duration (equally divided into ten semesters) and eight years (16 semesters) as maximum duration. On completion of 10 semesters, additional semesters, up to 16th semester, can be allowed by the Faculty Management Committee, duly notified by the concerned dean

Provided further, and any other program of study that may require extended semesters as per university requirements or as per requirements of its relevant accreditation body, shall be notified by the Registrar on case-to-case basis.

(2) Each semester shall spread over eighteen (18) weeks, including sixteen (16) weeks for teaching, and two (02) weeks for the conduct of examinations.

13. Attendance and Punctuality. — (1) Students shall have to be punctual and regular in attending all lectures, laboratory periods, semester sessions, and fieldwork as required for each course.

(2) The students shall have to meet the minimum attendance requirement of 75%, so as to make himself/herself eligible for appearing in the Mid or Final examination. In-case the student fails to meet the required percentage of attendance, he/she shall not be allowed to take mid/final examinations.

14. Struck off and Readmission. — (1) One-month uninformed absence of any student would result in his/her name being struck off from the University rolls. After being notified as 'struck off' by the Department Chairperson, the student has one week to get himself/herself readmitted by submitting the readmission fee equivalent to 50% of the admission fee of his/her relevant session. The failure on part of the students not to get themselves readmitted will be considered as the cancellation of their admission.

(2) There shall be at the most two chances for readmission during the entire study program.

(3) In case of informed absence, the student will be exempted from struck-off, however, a valid reason with documentary proof for absence is to be established by the student concerned, to be

considered and recommended by the Departmental Academic Committee. However, 75% attendance criteria shall remain intact.

(4) A student readmitted two times during the entire study program shall not be allowed any further readmission and their admission shall stand canceled. The Chairperson of the respective department will ensure the student's name is struck off as per academic regulations of the University.

15. Change of Program of Studies. — (1) Change of academic program may be allowed on the recommendation of the chairperson concerned and approval of the dean, within the first two weeks of the commencement of classes of the first semester, subject to the fulfillment of eligibility criteria and availability of the seat. The merit of the student has to be above the merit of the last student admitted to the program to which transfer is desired.

16. Withdrawal and Dropping of Course(s). — (1) A student shall request for dropping a course within the first four weeks of a regular semester, which shall be subjected to the approval of the Dean concerned.

(2) Student shall not be allowed to drop any General Education course in the **first two semesters**.

(3) Student shall not be allowed to drop a course in the winter semester. The student shall be allowed to drop a particular course only once.

(4) Withdrawal from a course shall be allowed, on the approval of the Dean, latest by the end of the 15th week of the semester, but before the commencement of the final semester examinations.

(5) Withdrawn course(s) shall appear on the transcript with a letter grade of 'W'

(6) Course(s) withdrawn or dropped shall not account for calculation of the GPA of the semester.

(7) At the most, 50% of courses can be dropped and/or withdrawn in a particular semester (fraction to be counted as 1)

17. Academic Dismissal and Probationary Period. — (1) Degree may not be conferred to a student who secures CGPA less than 2.0 at the end of the program of study.

2) Minimum CGPA required to avoid probation at any stage of studies shall be 2.00 for all undergraduate program of studies. The student shall be dismissed from the university rolls if:

a. He/she scores a GPA of < 0.5 at the end of the first semester.

b. He/she scores CGPA < 1 at the end of the second semester.

c. He/she scores CGPA < 1.5 at the end of the third semester and onwards

(3) The student eligible to continue the study program and having failed in a course shall repeat the course whenever the course shall be offered.

18. Freezing of Semester. — (1) A student may be allowed to freeze his/her two (02) semesters in the entire program of study, except the first semester.

(2) Deadline to apply for freezing the semester shall be before the commencement of Mid Semester Examination.

(3) The case for freezing of the semester(s) shall be placed before the Dean of the concerned Faculty duly recommended by the relevant Departmental Academic Committee with valid justification.

(4) The Dean, on the recommendation of the Faculty Management Committee, may allow freezing of the semester. The Associate Dean shall notify the same clearly mentioning the freeze semesters and the date of re-joining of the student.

(5) The period of freeze semesters shall not be counted towards maximum duration of the degree program.

19. Course Limit. — (1) A student can enroll in up to a maximum of 18 credit hours of coursework per regular semester.

(2) The chairperson of the department, after seeking approval from the Dean, may allow 21 credit hour course work in one semester.

20. Credit Hour. — (1) Teaching a course in the University set-up shall be measured by Credit Hours.

(2) A credit hour means teaching a theory course for 50-60 minutes each week throughout the semester.

(3) One credit hour in laboratory or experimental work would require lab contact of at least two hours per week throughout the semester

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

CHAPTER IV

EXAMINATION AND EVALUATION

21. Examination. — (1) University shall conduct Mid-terminal and Final/Terminal examinations in each semester.

(2) No student shall be eligible to appear in the final examination unless they are registered at the University for the respective Study Program and have paid all the required dues.

(3) A student must have attended at least 75% of the classes held for a course to be allowed to sit in the final semester examination, or a percentage / limit of attendance set by the University for any specific academic session as notified by the Registrar from time to time.

(4) Students having class attendance less than the required mark of 75% in a particular course will be required to repeat the course whenever it is offered again.

(6) Paper setting, appointment of Examiners/ External Examiners, invigilation related matters and conduct of Examination shall be in accordance with the provisions of the University Act, and/ or as the case may be from time to time.

22. Evaluation. — (1) There shall be a perpetual evaluation system of the student's performance. In addition to home assignments, term papers, quizzes, and class presentations, the following examinations in each course during the semester shall be held: -

- i. Mid Semester Examination
- ii. Final Semester Examination

(2) The Mid Semester Examination shall be held by the end of the 8th week of classwork for each course from the commencement of the semester. The final term examination shall be held at the end of the semester.

The duration of the examinations: -

- i. Mid Semester Examination Minimum one hour.
- ii. Final Semester Examination Minimum two hours

23. Evaluation Scheme. — (1) Evaluation of the registered students shall be done as per following scheme;

- a. The Evaluation Scheme for Theory courses
 - i. Mid Semester Examination: 25%
 - ii. Final Semester Examination: 50%
 - iii. Quizzes, Assignments, Reports,

Projects, Term Papers, Case Studies,
Class Presentations, Group Work etc : 25%

- b. The Evaluation scheme for Laboratory courses 1(0-1)
 - i. Each laboratory course will be of 1 credit hour and will have its own course code.
- c. The Evaluation Scheme for Studio Courses n (0-n)
 - i. Here 'n' stands for a number of Credit Hours. Each Studio Course will have its own.

(2) The marks, grade-points and letter-grades for evaluation shall be as follows: -

Mark Range	Grade Point	Grade
85 and above	4.00	A ⁺
80-84	3.70	A
75-79	3.30	B ⁺⁺
70-74	3.00	B ⁺
65-69	2.70	B
61-64	2.30	C ⁺⁺
58-60	2.0	C ⁺
55-57	1.70	C
50-54	1.00	D
0-49*	0.00	F

**Fraction shall be rounded as a whole number.*

- (3) The above Letter grades shall be used only for individual courses and not for semester GPA or CGPA.
- (4) The percentage of marks or values of grades other than grade points shall not be reported on the transcripts whether these are relative grades or absolute grades.
- (6) The course teacher is bound to show the mid-semester and final semester answer books to the student after marking and before posting the result.

(7) Cases of Re-evaluation of answer books shall be placed before the Departmental Academic Committee. The appellant forum against the decision of the Departmental Academic Committee shall be the Faculty Management Committee.

24. Allocating ‘I’ grades for Incomplete Examination. — (1) Those students who have missed final semester examinations due to medical reasons, death (parent, sibling, spouse, children and the like) religious obligations, exchange programs, or any other situation deemed justified by the Faculty Management Committee (FMC), a temporary grade of ‘I’ may be allocated to the incomplete courses. The FMC has, however, to bring in writing the peculiar situation due to which, the student has been allowed ‘I’ grade.

(2) Students shall only appear in the final examination in the courses marked as ‘I’ grade by the end of next semester provided that the students fulfill the eligibility criteria.

(3) If temporary grade ‘I’ is not changed to an earned grade, it shall automatically convert to an ‘F’ grade after the lapse of duration mentioned in 24(2).

(4) On the recommendations of the Departmental Academic Committee, the Faculty Management Committee (FMC) may approve the retake of the mid-semester examination on medical reasons, death (parent, sibling, spouse, children and the like) religious obligations, exchange programs, or any other situation deemed justified by the Faculty Management Committee (FMC). The FMC has, however, to bring in writing the peculiar situation due to which, the student has been allowed retake of mid examination.

25. Repetition of Course(s). — (1) Any student failing in a course or debarred from taking the final examination on account of a shortage of attendance shall have to repeat that course whenever offered.

(2) A student who obtains a D or/and C grade in a course may avail the opportunity of repeating that course whenever offered. He/she, may however, be allowed to repeat a particular course only once during the entire study program.

(4) In case a student repeats the course, the new improved grade for CGPA calculation will be substituted for the old grade in the official records.

(6) Students have to register for the courses being repeated within 10 days from the date of commencement of the semester.

(7) The result of failed course(s) will be reflected in the transcript of the respective semester(s) and in the subsequent semester(s) during which the failed course(s) was (were) passed.

(8) The student shall not be allowed more than three chances (in addition to the initial attempt) in each course with an ‘F’ grade. The student may be allowed final attempt (4th attempt) by the University Examination Committee, on the recommendation of the FMC.

26. Observation or Grievance in Grade Evaluation. — (1) A student must approach the chairperson of the department for a grievance on a grade within 5 working days of the receipt of the grade. Final semester students must apply within 15 working days of the receipt of their grade.

(2) The chairperson of the department shall forward the grade grievance to the “Departmental Academic Committee”

(3) It will be binding on the committee to hear both sides (student and instructor) and give the final recommendation within 5 working days or before the start of the date of registration for the new semester, whichever comes earlier.

(4) Appeals against the decisions of the Departmental Academic/Faculty committees shall be lodged within 07 days before Faculty Management Committee.

27. Winter Semester. — (1) Winter Semester provides opportunities to the students who fail or withdraw from a course and those who wish to improve their GPA to qualify for the next semester.

(2) During the winter break, departments may offer at least one intensive session of 48 contact hours with course offering as decided by the faculty Management Committee.

(3) Students who fail or withdraw from a course and those who wish to improve their CGPA as per prevailing academic rules of BUIITEMS can register for courses offered during winter semester.

(4) The students shall be allowed to register for up to 03 courses (10 credit hours) during the winter semester.

(5) Only those students shall be eligible to enroll in the winter semesters are, at least, in the second year of their degree programs.

(6) Each student must meet a minimum attendance requirement of 75%, fulfill sessional task obligations, and participate in both mid-semester and final examinations for every course enrolled in during the winter semester.

(7) The Dean of the faculty in consultation with the chairperson of the respective department may decide about the number of students to be registered for a particular course that is being offered for the winter semester.

(8) The registration fee for winter semester courses shall be paid through bank challan in the designated bank(s).

(9) Students shall strictly observe the university dress code during Winter Semester.

(10) The contact hours per week during the winter semester will be doubled to ensure that the course is completely taught in the winter semester (with half the duration as compared to a regular semester).

(11) A student shall not be allowed to register for a new course.

(12) Students have the option to withdraw from a winter semester course until the last day of classes, subject to approval by the relevant chairperson. However, fees for the withdrawn course are non-refundable and cannot be transferred to subsequent semesters.

28. Award of Degree. — (1) On completion of the examination process, the controller of examinations of the University shall compile the results of the study programs and declare the results indicating the marks and grades obtained by the students.

(2) The University shall confer the degrees upon the successful students, who meet and fulfill the requirements of their relevant degrees, as may be determined from time to time.

(3) Degree will not be awarded to a student whose CGPA is less than 2.0.

29. Award of Gold Medal, Badge of Honor and Merit Certificates. — (1) The University, as per the below mentioned criteria, shall award the students with Gold Medals or Badge of Honor and Merit Certificates who perform exceptionally well in their academic pursuits:

- a. Gold Medal shall be awarded to the students who secure highest CGPA (≥ 3.70) in their respective program of studies,
- b. Badge of Honor shall be awarded to the students who secure highest CGPA ($3.00 \leq \text{CGPA} < 3.70$) in their respective program of studies
- c. Merit Certificates may be issued to the students who secure 2nd or 3rd Position with $\text{CGPA} \geq 3$ in their respective program of studies.
- d. If the number of students in a program of studies, is less than 10, then the minimum CGPA requirement for award of Gold Medal is 3.85

(2) Award of Gold Medal, Badge of Honor and Merit Certificates shall further be subjected to meeting the following criteria:

- a. Successful completion of courses whenever initially offered during the program of studies.
- c. Completion of the degree within the minimum prescribed period
- d. Immaculate character
- e. Recommendation by the university examination committee

(3) A Student, who opted or availed any of the following(s), shall not be considered for the award of Gold Medal and Badge of Honor:

- a. Having a semester freeze,
- b. Repeating any course, or re-appearing of any type in any course including but not limited to retake of mid and/or final term examination.

- c. Withdrawal, or dropping or I grade in any course.
- d. Migrated from any other University/ Institution in that program of Study.

CHAPTER-V

GENERAL PROVISIONS

32. Course File. — (1) The Dean and Chairperson concerned shall ensure that every faculty member at the University prepares and maintains a Course file for the assigned courses to be taught each semester.

(2) Maintenance of such course files shall be one of the primary duties of the faculty concerned. It shall have a complete record of all academic activities during the semester. The course file shall contain:

A. Course Information

i. Course Outline / Syllabus (Approved)

- ☐ Course title, code, credit hours
- ☐ Course description
- ☐ Course learning objectives (CLOs)
- ☐ Weekly teaching plan
- ☐ Assessment scheme (weights)
- ☐ Textbooks and references
- ☐ Academic integrity policy

ii. Learning Outcomes & Mapping

iii. CLO–PLO Mapping Matrix

- ☐ Shows how Course Learning Outcomes contribute to Program Learning Outcomes

iv. Assessment–CLO Mapping

- ☐ Which quiz, assignment, midterm, or final assesses which CLO

B. Teaching & Learning Materials

v. Lecture Materials

- ☐ Lecture slides (printed or indexed soft copies)
- ☐ Lecture notes / handouts
- ☐ Case studies or readings

vi. **Teaching Method Evidence**

- ☐ Lesson plans (optional but encouraged)
- ☐ Evidence of active learning (case discussions, group work, labs)

C. Assessment Materials

vii. **Quizzes**

- ☐ Question papers
- ☐ Sample* evaluated scripts (high, average, low)

viii. **Assignments / Projects**

- ☐ Assignment briefs
- ☐ Rubrics
- ☐ Sample* graded assignments

ix. **Midterm Examination**

- ☐ Question paper
- ☐ Answer key / marking scheme
- ☐ Sample* evaluated scripts

x. **Final Examination**

- ☐ Question paper
- ☐ Answer key / marking scheme
- ☐ Sample* evaluated scripts

*At least 3 samples per assessment (top, middle, bottom).

D. Rubrics & Evaluation Criteria

xi. **Rubrics**

- ☐ For assignments
- ☐ Presentations
- ☐ Projects
- ☐ Class participation (if graded)

xii. **Transparency Evidence**

- ☐ Rubrics shared with students

E. Attendance & Class Management

xiii. Attendance Record

- ☐ Manual and CMS-generated
- ☐ Clearly dated and signed

xiv. Make-up Class Records (if any)

- ☐ Reason
- ☐ Date
- ☐ Content covered

F. Course Evaluation

xv. Faculty Reflection

- ☐ Strengths of the course
- ☐ Challenges faced
- ☐ Proposed improvements

G. Continuous Improvement

xvi. Grade Distribution

- ☐ Final grades summary
- ☐ Analysis of student performance vs CLOs

H. Academic Integrity & Compliance

xvii. Plagiarism Policy Evidence

- ☐ Turnitin report samples (if applicable)
- ☐ Statement on academic honesty

xviii. Special Cases Documentation

- ☐ Re-sit approvals

I. Optional but Highly Recommended

- ☐ Guest lecture evidence
- ☐ Industry linkage (if applicable)
- ☐ Peer review of teaching

33. Retention/Disposal of Examination Graded Papers. — (1) The University shall have the following mechanism for retention and disposal of the graded examination papers, to be managed through a committee viz Examination Records Retention and Disposal Committee, constituted for the purpose by the Vice Chancellor.

A. Retention

- a) graded papers of the students shall be retained for three years from the date of first gazette notification of that session.
- b) Office of the COE shall primarily be responsible for safe and organized custody of Student examination record (Graded papers, MCQs sheets etc.) for the retention period.
- c) If an exam is used as evidence in a grade appeal or some other dispute resolution procedure, the date on which a grade appeal is finally decided or other dispute resolved, shall be considered for counting retention period of the examination record.

B. Disposal

- a) University examination records shall be disposed in a manner appropriate to the sensitivity of the information.
- b) Student exams or assignments contain sensitive personal information and are to be disposed by physical destruction in such a way that they cannot be retrieved or reconstructed.

31. Migration & Credit Transfer. — (1) BUITEMS may accept migration/ credit transfer cases of applicants from HEC recognized HEIs at the undergraduate level on recommendations of a committee constituted by the Vice Chancellor through Notification, titled “Migration Committee”, subject to meeting the following requirements: -

A. Eligibility

The following criteria shall be met by all applicants interested in joining BUITEMS Undergraduate Programs through admission by migration:

- a) The applicant shall be enrolled in an undergraduate program (duly accredited by the competent body, if needed) of a Higher Education Commission (HEC) recognized institute at the time of applying for migration.
- b) S(he) shall fulfill the minimum criteria for admission to the relevant degree program
- c) S(he) fall within the merit list of admitted students of the session he/she is applying for
- d) Intra city migration cases shall be dealt on case-to-case basis. The general policy shall, however, be not to encourage such cases.
- e) S(he) shall not be eligible for admission by migration if (s)he has appeared in the BUITEMS entry test before and failed to get admission in BUITEMS due to low merit.

- f) S(he) shall be required to complete at least four semesters at BUITEMS as fulltime student.
- g) S(he) shall have a minimum CGPA of 2.5 out of 4.0 in the courses studied at the parent institute.
- h) Migration to BUITEMS shall only be allowed in BS or equivalent degree programs.

B. Process

- a) An application for admission by migration shall be submitted to Academic section of BUITEMS along with the following documents:
 - i. Duly filled Migration form
 - ii. Detailed marks certificate showing the examinations passed by the applicant at his/her parent university.
 - iii. Detailed course outlines of courses already studied.
 - iv. A certificate from the parent university clearly stating that disciplinary proceeding are neither pending nor taken place against the applicant in the university.
 - v. Bank Challan showing the deposit of migration processing fee of PKR 1000/-(Non-refundable)
- b) The Academic section, after initial scrutiny, in terms of eligibility and availability of seats in the applied study program, shall forward the application form to the concerned chairperson for evaluation.
- c) The chairperson shall evaluate the application and submit his/her remarks to the Migration Committee through concerned Dean/Director Academics
- d) The University Migration Committee shall submit its recommendations to the Vice Chancellor for approval.

C. Migration Fee

- a) Migration fee structure, applicable after migration/transfer is accepted/approved by BUITEMS.

Migration/Transfer Fee	Amount
Migration from foreign universities	\$ 200
Migration from local universities	PKR 30,000

- b) All other university fee applicable to the students of applied admit term shall also be applicable in addition to the migration fee mentioned above.

- (2) The university reserves the right to reject cases without assigning any reason

- (3) If any question arises to the interpretation of any of the provisions of these rules, it shall be placed before the Vice Chancellor whose decision thereon shall be final and binding.
- (4) No credit hour of a course shall be transferred if the grade is less than C⁺(60%).
- (5) For the cases of Migration from BUIITEMS, the following procedure shall be followed:
- i. A regular student of the BUIITEMS / affiliated institute who desires migration to another university shall be issued Migration Certificate on the production of bank challan of migration processing fee of PKR 1000/- and Clearance Certificate.
 - ii. No Migration / Credit Transfer Certificate shall be issued to a student who had been debarred from appearing in the university examination or expelled from university / affiliated institute / college for misconduct till such time as the period of punishment lasts.
 - iii. Once the Migration Certificate is issued, it can be cancelled and admission restored within 3 weeks from the date of issuance of migration certificate. The student will have to provide a certificate from the respective Registrar that he/she had not been registered at that university for which the Migration Certificate was issued.
 - iv. Students seeking duplicate migration certificate from one university to another university shall be allowed such certificate on submission of an application supported by:
 1. An affidavit by the student, duly attested by Magistrate, revealing that the original Migration Certificate issued by the university had been lost and was not used for any other purpose.
 2. A cutting of daily newspaper in which the report regarding loss of Migration Certificate was published.
 3. A certificate to the effect that the applicant had not been registered at the university for which Migration Certificate was issued.

CHAPTER-VI

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

35. Merit Scholarship. — (1) The university will award merit scholarships to the top 10% of students studying in each program of a semester. A student shall have to pass all the courses of the respective semester described in the scheme of studies with at least GPA 3 in order to qualify for the merit scholarship.

(2) Any student who gets admission after the due date of fee deposit / scheduled test date/commencement of the semester, shall not be entitled to get a merit scholarship in the first semester.

(3) Students falling under sub-section 2 will be allowed to compete for merit scholarships in subsequent semesters.

(4) A student who changes the program of study will not be entitled to a merit scholarship in the first semester.

(5) If the class strength of a program of study is < 5 merit scholarship will be awarded to a student having at least GPA 3.5.

36. Fee Concession for needy students. — (1) The university shall provide fee concessions to needy students. Such concessions may be decided on a case-to-case basis.

37. Fee Concession for Siblings. — (1) The university shall allow fee concession to siblings who are enrolled in the university, subject to fulfilling the requirements for grant of the said concession.

(2) Such concession is granted as per the following:

a. If two siblings are studying in BUIITEMS then:

One will get a 50% fee concession

One will pay the full fee

b. If three siblings are studying in BUIITEMS then

One will get a 100% fee concession

Two will pay the full fee

c. If four siblings are studying in BUIITEMS then

One will get a 100% fee concession

One will get a 50% fee concession

Two will pay the full fee

d. If five siblings are studying in BUIITEMS then

Two will get a 100% fee concession

Three will pay the full fee

(3) The sibling getting brother/sister concession, cannot apply for the need base fee concession. However, the siblings not getting this concession can be granted, at the most, a 50% fee concession if they deserve this on the basis of need.

(4) Fee concession will be granted to those siblings who are expected to complete their programs of studies earlier.

(5) If the brother/sister who is expected to complete his/her study program earlier as per the schedule of studies, is getting a merit scholarship, then the other sibling will avail of the brother/sister concession.

38. Fee Concession for dependents of BUIITEMS Employees. — (1) The university shall allow 100% concession in tuition fee to the dependent family members of the BUIITEMS employees, subject to fulfillment of the conditions narrated herein, and/or as framed from time to time by the University.

(2) Dependents of BUIITEMS employees will pay only the admission, registration, and security fees at the time of admission.

(3) The dependent primarily include sons, daughters and spouses of the employees of the university. Special consideration may be given to include siblings as dependent of the employee in case the father has expired/ or retired or going to retire within one year or during the study period and the applicant is fully dependent on BUIITEMS employee.

39. Fee Installment. — (1) The university, may from time to time, based on the nature of case, may allow the student to deposit the fee in two or three equal installments to those students who cannot deposit the semester fee in a lump sum.

(2) Such fee installment may not be allowed in the first semester and/ or in the admission fee.

40. Fee Refund. — (1) The university shall refund the Security Fee to the student on completion of the program of study, or on cancellation of the admission, subject to submission of clearance

certificate mentioning that nothing is outstanding against the student and the relevant quarters, i.e. the office of Department Chair, Lab, Library, Student Affairs Office, Hostel, State Bank Library and Accounts section, have provided their clearance certificate.

(2) The admission and registration fee deposited shall not be refunded to a student in any case. Further, Prospectus charges and the application processing fee shall not be refunded.

(3) If any student requests for cancellation of his/her admission, he will be entitled to a fee refund as per the following details based on the HEC National Fee Refund Policy at HEIs of Pakistan:

Fee Refund*	Prescribed Time Duration**
Full (100%) Fee Refund	Up to 7th day of commencement of classes
Half (50%) Fee Refund	From 8th – 15th day of commencement of classes
No Refund (0%) Refund	From 16th day of commencement of classes

* Percentage of fee shall be applicable on all components of fee, except for security & admission charges.

** Timeline shall be calculated continuously, covering both weekdays and weekend.

CHAPTER-VII

CODE OF CONDUCT AND DISCIPLINE

STUDENT CONDUCT

- I. Students are expected to be law-abiding, and responsible individuals, demonstrating tolerance towards religious, ethnic, social, and other differences.
- II. Students must avoid engaging in any activity that undermines discipline or tarnishes the reputation of the University.
- III. Students should dress uniformly in the prescribed way in all campus settings.
- IV. Students must ensure that their actions do not pose any threat to the health, safety, or security of others or endanger their property.
- V. Students should refrain from behaviors that may cause damage to university property.
- VI. Students are expected to treat all members of the BUITEMS family, including staff, faculty, volunteers, visitors, and fellow students, with respect and dignity.

Permissions

Students must obtain prior written permission through office of Registrar for the following:

- I. Arranging extracurricular events on campus or in digital spaces.
- II. Issuing public statements or communications to the media regarding internal University matters.
- III. Utilizing University branding, such as the BUITEMS logo, mascot, and official wordmarks, across various media.
- IV. Engaging in protests, rallies, or demonstrations disrupting student or University functions.
- V. Organizing fundraisers on campus or using University branding for such activities.
- VI. Extending official invitations to government officials or public figures to visit the University.
- VII. Retrieving University records or data for academic or professional use.

41. Discipline. — (1) The following shall constitute the acts of indiscipline:

- I. Use of indecent or uncivilized language, remarks or gestures within the varsity premises.
- II. Improper behavior, such as shouting, abusing, quarreling, fighting, and manhandling on the campus.
- III. Carrying, using, or threatening to use firearms and deadly weapons.
- IV. Defiance of authority.
- V. Fake representation or giving false information or willful concealment of the relevant information, cheating, or deceiving.
- VI. Inciting or staging a walkout, strike, or unauthorized the procession or forming an organization for sake of indulging in political activities.

- VII. Shouting of slogans derogatory to the prestige of the university or the reputation of its officers or teachers.
- VIII. Being found under the effect of an intoxicant.
- IX. Smoking within the University premises, hostel or while using University transport.
- X. Action defamatory of and derogatory to religion and Pakistan.
- XI. Use of unfair means in an examination.
- XII. Indulgence in activities prejudicial and detrimental to good order on the campus.
- XIII. Taking pictures / recording videos of students, officials or the University facilities without prior permission of the student concerned or the official concerned, or the Registrar/ Campus Director, as the case may be.
- XIV. Unauthorized use of, or damaging university's moveable or immovable property or wall chalking.
- XV. All such other acts which the Competent Authority/Discipline Committee may construe as breach of discipline, from time to time.
- XVI. Any act prohibited and/ or not permitted under any law of the country

(2) Punishment or penalty for any of the offenses mentioned under the above clauses shall be according to the gravity of the case and maybe one or more of the following:

- a. A record in the BOOK OF DISCIPLINE to be maintained by the Registrar's office.
 - First entry: Stern Warning
 - Second entry: Monetary Fine
 - Third entry: Expulsion
- b. Fine as decided by the Discipline Committee.
- c. Expulsion from the class, hostels for a specified period,
- d. Detention from examination.
- e. Cancellation of Examination results or withdrawal of certificate granted, and
- f. Expulsion or rustication from the university for a specified period or for good.

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

(4) The certificates/degrees/ diplomas and other documents of a student involved in a case of breach of discipline may be withheld till the final disposal of the case.

(5) Exceptional cases, not covered by the prescribed rules, shall be referred to the Syndicate by the Discipline Committee.

(6) The Syndicate may consider the appeals of the students involved in the cases of breach of discipline on the recommendation of the Vice Chancellor.

(7) Any student found guilty of committing any of the offenses cited above shall automatically disqualify himself or herself from the award of any honor/ distinction from the university.

Permissions:

CHAPTER-VIII

ACADEMIC COMMITTEES

42. Faculty Examination Committee. — (1) There shall be a Faculty Examination Committee comprising of;

- Dean of Faculty
- Associate Dean
- Chairpersons of Departments
- Two senior faculty members (on a rotation basis for a period of two semesters)

(2) Functions of the Committee shall be as follows:

1. Ensuring content coverage of courses by comparing exam question papers, quizzes, tests, etc. with the course outlines and work plan provided by the teacher
Monitoring of classroom activities as given in the course outline.
2. Examination of all problems regarding uniformity before the declaration of results.
3. Addressing any other academic-related issues raised in the faculty.

43. University Examination Committee. — (1) There shall be a University Examination Committee comprising of;

- Pro-Vice-Chancellor (Chairperson)
- Registrar
- Deans of Faculties
- Dean Graduate Studies
- Controller of Examinations (Member/Secretary)

(2) Functions of the University Examination Committee shall be:

1. To permit and notify all the cases/requests of “I” grades (temporary grades) after scrutiny of the evidence.
2. To Finalize the unfair means cases reported by examination committees of faculties
3. To Monitor the mid and final semester examinations of faculties.
4. To Recommend (or otherwise) gold medals and badges of honor for graduating students in accordance with criteria given at 9.5 and 9.6.

44. Departmental Academic Committee. — (1) There shall be a Departmental Academic Committee comprising of;

- Chairperson of the department
 - Four senior and one junior faculty members (serving on a yearly rotation basis), duly approved and notified by the Faculty Dean
- 1) The committee will address the grievances of the students about any course instructor or grade or for any other academic issue.
 - 2) Ensuring content coverage of courses by comparing examination question papers, quizzes, tests, etc. with the course outlines and work plan provided by the teacher

- 3) Monitoring of classroom activities as given in the course outline.
- 4) Examination of all problems regarding uniformity before the declaration of results.

Addressing any other academic-related issues raised in the faculty

- (3) Appellate body of the Departmental Academic Committee will be the Faculty Examination Committee.
