

EXAMINATION RULES – 2021



NATIONAL UNIVERSITY OF MODERN LANGUAGES

TABLE OF CONTENTS

<u>CHAPTER</u>	<u>SECTIONS</u>	<u>TITLE</u>	<u>PAGE #</u>
Chapter 1	-	<u>DEFINITIONS</u>	6
	1.1	Overview	6
	1.2	Definitions	6
Chapter 2		<u>CONDUCT OF EXAMINATION</u>	9
	2.1	Introduction	9
	2.2	Procedure for Conduct of Examination	9
	2.3	Marking of Answer Sheets and Preparation of Results	10
	2.4	Affiliated Institutions	11
	2.5	Regional Campuses	11
	2.6	Miscellaneous Tests/Examinations	12
	2.7	Make Up Examination (Degree Courses only)	12
	2.8	Directed Studies	14
	2.9	Unfair Means Committee (UMC)	14
	2.10	Procedure for Reporting	15
	2.11	Award of Punishment	16
	2.12	Appointment of a Writer	16
	2.13	Computer Assistance for Blind Students	16
	2.14	Rechecking of Graded Answer Sheets	17
	2.15	Custody of Record of Examination	17
	2.16	Misplacement of Solved Answer Sheets	17
Chapter 3		<u>UNDERGRADUATE PROGRAMS</u>	18
	3.1	Degree Requirements	18
	3.2	Semester Duration	18
	3.3	Registration of Courses	18
	3.4	Grading & Evaluation	19
	3.5	Course Evaluation Breakdown	19
	3.6	Grading Ranges	19
	3.7	GPA Calculation	19
	3.8	Transfer of Credits	20
	3.9.	Academic Deficiencies	21
	3.10	Disposal of Academically Deficient Students	21
	3.11	Probation	21
	3.12	Relegation	21
	3.13	Ceased	22
	3.14	Re-Admission Procedure for Ceased Students	22

	3.15	Struck off from university Rolls	23
	3.16	Attendance Requirements	23
	3.17	Repetition / Improvement of Courses	23
	3.18.	Project / Thesis / Internship etc.	25
	3.19	Semester Freeze	25
	3.20	Continued Registration for Completion of a Program	26
	3.21	Transcript and Degree	26
	3.22	Merit Scholarships	27
	3.23	Award of Gold Medal	27
Chapter 4		<u>MS / MPhil PROGRAM</u>	29
	4.1	Eligibility Criteria for MS/MPhil	29
	4.2	Degree Requirements	29
	4.3	Length of Program	29
	4.4	Semester Duration	29
	4.5	Registration of Courses	29
	4.6	Grading & Evaluation	30
	4.7	Course Evaluation Breakdown	30
	4.8	Grading Ranges	30
	4.9	Transfer of Credits	30
	4.10	Academic Deficiencies	31
	4.11	Disposal of Academically Deficient Students	32
	4.12	Probation	32
	4.13	Relegation	32
	4.14	Ceased	32
	4.15	Re-admission Procedure for Ceased Students	33
	4.16	Struck off from university Rolls	33
	4.17	Attendance Requirements	33
	4.18	Repetition / Improvement of Courses	33
	4.19	Semester Freeze	33
	4.20	Continued Registration for Completion of a program	34
		RESEARCH PHASE	34
	4.21	Allocation of Supervisor	34
	4.22	Change of Supervisor	34
	4.23	Research Proposal Defense	35
	4.24	Length of Thesis	35
	4.25	Similarity Check of Thesis	35
	4.26	Plagiarism Check	36

	4.27	Thesis Grading	36
	4.28	Evaluation Procedure	36
	4.29	Composition of Thesis Defense Committee (TDC)	37
	4.30	Thesis Defense	38
	4.31	Thesis Re-Defense	38
	4.32	Allocation of Grade	38
	4.33	Completion of MS/MPhil Degree	38
Chapter 5		<u>PhD PROGRAM</u>	39
	5.1	Eligibility Criteria for PhD	39
	5.2	Degree Requirements	39
	5.3	Length of Program	39
	5.4	Semester Duration	39
	5.5	Registration of Courses	39
	5.6	Grading & Evaluation	40
	5.7	Course Evaluation Breakdown	40
	5.8	Grading Ranges	40
	5.9	Transfer of Credits	40
	5.10	Academic Deficiencies	40
	5.11	Disposal of Academically Deficient Students	41
	5.12	Probation	41
	5.13	Relegation	41
	5.14	Ceased	41
	5.15	Re-admission Procedures for Ceased Students	41
	5.16	Struck off from university Rolls	41
	5.17	Attendance Requirements	41
	5.18	Repetition / Improvement of Courses	41
	5.19	Semester Freeze	42
	5.20	Continued Registration for Completion of a Program	42
		RESEARCH PHASE	42
	5.21	Allocation of Supervisor	42
	5.22	Change of Supervisor	42
	5.23	Comprehensive Examination	43
	5.24	Research Proposal Defense	43
	5.25	Length of Thesis	44
	5.26	Similarity Check of Thesis	44
	5.27	Plagiarism Check	44
	5.28	Evaluation Procedure	44

	5.29	Foreign Evaluation of Thesis	45
	5.30	Publication of Research Paper	45
	5.31	Composition of Thesis Defense Committee (TDC)	46
	5.32	Thesis Defense	46
	5.33	Thesis Re-Defense	46
	5.34	Thesis Grading	47
	5.35	Completion of PhD Degree	47
Chapter 6		<u>NON DEGREE PROGRAMS</u>	48
	6.1	Types of Programs	48
	6.2	Types of Examination	48
	6.3	Scheme of Examination	48
	6.4	Conduct of Examination	48
	6.5	Eligibility Criteria for Regular Examination	48
	6.6	Eligibility for appearing in supplementary Examination	49
	6.7	Make Up Test/Examination	49
	6.8	Assessment and Evaluation	49
	6.9	Grading Ranges	49
	6.10	Rechecking of Answer Sheets	50
	6.11	Issuance of Certificates/Diplomas	50
Chapter 7		<u>RULES FOR EXTERNAL CANDIDATES</u>	51
	7.1	Eligibility	51
	7.2	Procedures	51
	7.3	Syllabus	51
	7.4	Provision of Sample Question Papers	51
	7.5	Schedule for Examinations	52
	7.6	Registration of Students	52
	7.7	Conduct of Examination	52
	7.8	Issue of Date Sheet	52
	7.9	Setting of Question Papers	52
	7.10	Detailing of Superintendent/Invigilators of Examination	52
	7.11	Deposit of Answer Sheets	52
	7.12	Marking of Answer Sheets	52
	7.13	Evaluation and Compilation of Results	52
	7.14	Announcement of Results	52
	7.15	Issue of Degrees	52
	7.16	Appeals	52
	7.17	Remuneration	

<u>Annexures</u>			
Annex A		Composition of Graduate Advisory Committee (GAC) Composition of Thesis Defense Committee (TDC)	53
Annex B		Timeline for MPhil	54
Annex C		Timeline for PhD	55
Annex D		Performa for Transfer of Credits (for all courses)	56
Annex E	MSTH1	Allocation of Supervisor	57
Annex F	MSTH2	Quarterly Research Progress Report	58
Annex G	MSTH3	Change of Supervisor	59
Annex H	MSTH4	Research Proposal Defense	60
Annex I	MSTH5	Thesis Defense	61
Annex J	MSTH6	Thesis Defense Committee	62
Annex k	PhDTH1	Allocation of Supervisor PhD	63
Annex L	PhDTH2	Quarterly Research Progress Report PhD	64
Annex M	PhDTH3	Change of Supervisor PhD	65
Annex N	PhDTH4	Comprehensive Examination Result PhD	66
Annex O	PhDTH5	Research Proposal Defense PhD	67
Annex P	PhDTH6	Thesis Defense PhD	68
Annex Q	PHDTH7	Thesis Defense Committee	69
Annex R		Proforma for conduct of Makeup Examinations (Degree Courses only).	70

CHAPTER NO. 1 **DEFINITIONS**

1.1 **Overview.** The examination rules have been formulated in line with HEC policies and guidelines. The rules have been framed with an aim to provide flexibility to the Faculties and Departments.

1.2 **Definitions**

a.	Government	"Government" means the Federal Government.
b.	Commission	"Commission" means the Higher Education Commission set up under the Higher Education Commission Ordinance, 2002.
c.	University	"University" means National University of Modern Languages.
d.	Authority	An "Authority" means any authority of the University.
e.	Board of Governors	"Board of Governors" means Board of Governors of the University.
f.	Rector	"Rector" means Rector of the University.
g.	Pro-Rector (Academic)	Pro-Rector (Academic) means Pro-Rector (Academic) of the university.
h.	Branch	"Branch" means an administrative Branch of the University.
i.	Director Examination	"Director Examination" means Director Examination of the University.
j.	Examination Branch	"Examination Branch" means the Branch which deals with examination related issues etc.
k.	Director Academics	"Director Academics" means Director Academics of the University.
l.	Academic Branch	"Academic Branch" means the academic branch of the university.
m.	Examination Centre	"Examination Centre" means the place designated by the University for holding an examination.
n.	Board of Advanced Studies & Research (BASR)	"BASR" means Board of Advanced Studies & Research of the University.
o.	Academic Council	"Academic Council" means the Academic Council of the University.
p.	Faculty Board of Studies (FBS)	"FBS" means the Faculty Board of Studies (FBS) of the respective Faculty.
q.	Departmental Board of Studies (DBS)	"DBS" means the Departmental Board of Studies (DBS) of the respective Department.
r.	Graduate Advisory Committee (GAC)	"GAC" means the committee formed by a Faculty (<i>Annex A</i>).

s.	Thesis Defense Committee (TDC)	"TDC" means the board (Annex A) formed by a Faculty to conduct the final thesis defense.
t.	Plagiarism Standing Committee (PSC)	"PSC" means the committee notified by the University.
u.	Unfair Means Committee	"Unfair Means Committee" means a committee formed for considering cases of use of unfair means during exam or a breach of discipline during the conduct of examination.
v.	Faculty	"Faculty" means an administrative and academic unit of the University consisting of one or more departments.
w.	Dean	"Dean" means the head of a Faculty of the University.
x.	Department	"Department" means a teaching department of the University.
y.	Academic Program	"Academic Program" means a program of studies which leads to the award of a certificate or a University degree to students after successful completion of all its requirements.
z.	Course	"Course" means a subject related to an academic program which is offered by a Department for a fixed number of credits during a semester.
aa.	Credit Hour	"Credit Hour" means a lecture of 50 Minutes per week per semester or a seminar/tutorial or laboratory work, of 100-150 minutes per week per semester.
bb.	Grade Point	"Grade Point" means number of points representing letter grades scored by a student in a course.
cc.	Grade Point Average	"Grade Point Average" means total number of points scored by a student in the examination divided by total number of credits earned.
dd.	Cumulative Grade Point Average	"Cumulative Grade Point Average" means summation of grade points of all courses taken by a student divided by the total number of credits earned from his admission until the last semester completed.
ee.	Semester	"Semester" means a regular semester (Fall or Spring) offered by the University.
ff.	Summer Semester	"Summer Semester" means a condensed semester (at least 8 weeks) offered by the University during summer.
gg.	Timeline	"Timeline" means the milestones defined by the University for completion of various stages of an MPhil/MS degree (Annex B) and PhD degree (Annex C).

hh.	Examiner/invigilator	"Examiner" means one who marks the answer sheets or conducts the viva voce etc.
ii.	External Examiner	"External Examiner" means a person who is not teaching in a Department of the University as a regular or visiting faculty member.
jj.	Internal Examiner	"Internal Examiner" means: a: A person who is teaching in the University OR b: A person who taught in the university during last year but is no more part of the university.
kk.	Non-Credit Course	"Non-Credit Course" means a course not counted towards a student's Cumulative Grade Point Average.
ll.	Sponsored Student	"Sponsored Student" means a student nominated by the services headquarters, ministries, government departments or autonomous organizations / corporations etc.
mm.	Superintendent	"Superintendent" means the person appointed by the Department to supervise the conduct of an examination.
nn.	Withheld	"Withheld" means result is not announced due to any reason.
oo.	Affiliated Institution	Affiliated Institution means an education institution affiliated with the University but not maintained or administered by it.
pp.	Regional Campus	"Regional Campus" means a Regional Campus of NUML located outside Islamabad.
qq.	Services Headquarters	"Services Headquarters" means Joint Staff Headquarters, General Headquarters, Naval Headquarters or Air Headquarters.
rr.	Ceased	"Ceased" means the student is dropped from an academic program and he is not eligible to continue his studies.
ss.	Probation	"Probation" means a student is promoted but placed on probation to caution him that he is academically deficient and liable to be relegated or ceased in next semester.
tt.	Relegated	"Relegated" means the student is not promoted and is allowed to repeat his semester or repeat/improve courses of his previous semesters.

CHAPTER - 2

CONDUCT OF EXAMINATION

2.1 **Introduction.** Smooth conduct of examination is one of the most significant areas of an institution's credibility. This chapter includes procedures for conduct of examination, marking/evaluation of answer sheets and preparation/declaration of results.

2.2 **Procedure for Conduct of Examination**

- a. Midterm/final examination of degree and certificate courses will be conducted at Faculty / departmental level in the overall supervision of the Examination Branch.
- b. Recommended date sheet will be forwarded by Faculties / departments at least **05** weeks before the planned date of the start of examination. The final date sheet will be issued by Examination Branch and it will also be placed / uploaded on the university website.
- c. Superintendent/Deputy Superintendents of examination will be appointed by the respective HoDs / Deans for smooth conduct of the examination.
- d. Invigilation duties would also be assigned and notified by the respective Dean/HoDs.
- e. Question papers will be prepared by the respective teachers and vetted by the HoDs/departmental committee.
- f. Vetted question papers would be handed over to the departmental coordinators by the teachers in sealed envelopes.
- g. Question papers will be printed by departmental coordinators/nominees as per schedule issued by the Examination Branch. Printed question papers will be placed in sealed envelopes, clearly marked and would be kept in safe.
- h. On the day of the examination, sealed envelopes containing question papers will be issued to the Superintendent/Deputy Superintendent of the Examination.
- i. Superintendent / Deputy Superintendent will issue the sealed envelopes to the concerned invigilators. The invigilators will open the envelopes in the exam hall at the time of the start of the examination.
- j. The departmental coordinator/office will issue Roll Number slips to the students who are eligible for appearing in the midterm/final exam. The slips will carry list of subjects and photograph of the student. The slips will be distributed at least three days before the examination.

- k. The students must bring their Roll Number Slips to the examination every day. The invigilators must identify the student and initial his Roll Number Slip for every subject he is appearing in the examination.
- l. The invigilators must sign/initial the main answer sheet and the continuation sheets of the students.
- m. Solved answer sheets will be returned by invigilators to the superintendent/Deputy Superintendent. Total number of answer sheets will be marked on the envelopes.
- n. Superintendent of examination will return the envelopes containing answer sheets to the Departmental coordinator /departmental office immediately after the examination.

2.3 **Marking of Answer Sheets and Preparation of Result.**

- a. The coordinators/departmental office will hand over the envelopes containing answer sheets to the teacher **within 2 days**.
- b. The teachers will grade the answer sheets and return the graded sheets to the coordinator/departmental office **within 5 working days** of the conduct of the examination. The teacher will also handover hard and soft copies of the result to the coordinator/departmental office.
- c. The coordinator/departmental office will prepare subject wise result of all courses being offered in the semester.
- d. The provisional result will also be displayed on the Departmental noticeboard **within 5 working days** after the termination/completion of the examination.
- e. Hard and soft copies of the provisional result of all courses will be forwarded to the Examination Branch **within 8 working days** after the termination / completion of the examination through HoD/Dean. The department will ensure that observations of students have been taken care of before forwarding the result to the examination branch.
- f. The examination branch will counter check and scrutinize the result and notify it **within 12 working days** of the receipt of the result from the faculty / department.
- g. The result prepared by the examination branch will clearly show the following:
 - i. SGPA and CGPA
 - ii. Academic Deficiency (if any)
 - iii. Status of the student.

- h. The notified result will be displayed on noticeboard by the departments for information of the students.
- i. Errors/omissions if any will be forwarded by the departments through Dean to the examination branch. Details of error/omission and statements of teachers, if any, should accompany the case.
- j. The examination branch will process the errors/omissions for approval of competent authority. Changes, if any, will be notified after the approval.

2.4 **Affiliated Institutions**

- a. Affiliated institutions will forward question papers of final examination of all their courses to Main Campus for vetting. Question papers must reach the examination branch at least two weeks before the planned dates for commencement of examination.
- b. Examination branch will forward the sealed envelopes containing question papers to respective Deans to be given to HoD /departmental committee for vetting.
- c. The Deans will return vetted question papers in sealed envelopes within 4 working days to Examination Branch for onward return to concerned affiliated institution.
- d. In case a question paper needs major changes requiring re-setting, it will be returned separately. The concerned institution will ensure setting of new question paper and getting it vetted from the concerned HoD before conduct of the exam.

2.5 **Regional Campuses.**

- a. Regional campuses will conduct Midterm exam under their own arrangements.
- b. The End Term question papers will be set by the teachers /coordinators of the main campus in consultation with the faculty of the regional campuses who will forward 2 to 3 questions to the concerned HoD/coordinator at main campus. The main campus paper setter may consider the questions submitted by the subject teacher of regional campuses.
- c. If a subject is not being offered at main campus but is being offered by any of the Regional Campuses, paper for it will be set by the respective campus and sent to the HoD at main campus for vetting.
- d. If the date sheet of main campus is not synchronized with Regional campus, even then, question papers for regional campuses will be prepared by the teachers at Main Campus.

- e. Concerned HoD will ensure coverage of prescribed syllabus by the teachers at the main campus and Regional Director will do the same job in their respective regional campus.
- f. Concerned HoD will also ensure that a balanced question paper covering complete syllabus is prepared.
- g. Answer sheets of Regional Campuses will be graded by their teachers themselves.
- h. Three graded answer sheets (highest, lowest and average marks) as a sample of every subject will be submitted to the Examination Branch by Regional Campuses.
- i. The graded answer sheets must reach examination branch within two weeks of the termination of the examination. Director Examination will forward these answer sheets to the concerned Faculties.
- j. Concerned Deans/HoDs will get the answer sheets reviewed from local teachers and forward remarks/comments about grading of answer sheets to Examination Branch for the information of the competent authority.

2.6 **Miscellaneous Tests/Examinations.** The University also conducts other examination such as Entrance tests for admission, GAT for MPhil and PhD admission and examination for hiring new faculty / staff etc. These tests will be conducted as follows: -

- a. Procedure for conducting the examination and checking of answer sheets will be specified by the respective branch/faculty responsible for the conduct of the examination.
- b. Respective Branch will assign the responsibility for conduct of examination to the concerned Faculty.
- c. The Dean/HoD will assign responsibility for setting up the question paper(s) to the concerned teacher(s).
- d. The Dean will forward question paper(s) to the concerned department.
- e. The answer sheets may be checked by the concerned Branch or the grading may be assigned to a department.
- f. The Dean will forward the result to concerned branch within the due date.

2.7 **Make up Examinations (Degree Courses only).** Makeup of Mid/ End semester examination will be conducted of those students who could not appear in the scheduled examinations of the university and fall under following categories: -

- a. Death of a close relative (i.e. mother, father, brother, sister, child, and spouse)

- b. Maternity issue.
- c. Accident resulting into severe problem in movement.

Note: All above reasons must be supported with documentary proof. The veracity of the reason will be determined by the HoD/Dean.

- d. **Award of Incomplete (I) grade:** The students who could not appear in the exam an Incomplete (I) grade will be awarded by the faculty subject to fulfilling the following conditions: -

- i. **For Mid Semester Examination.** The student shall meet minimum attendance requirement.
- ii. **For End Semester Examination.**
 - (a) The student should meet minimum attendance requirement i.e. 75%.
 - (b) Internal evaluation of the student is completed in all respect.
 - (c) The student has appeared in mid semester examination.

- e. **Procedure:** Following procedures will be adopted for conduct of make-up exam of a student:

- i. The students will apply for make-up exam on a prescribed application form (**Annex R – Page 70**).
- ii. It will be the sole responsibility of the student to initiate his case for make-up exam.
- iii. The coordinator of the departments will prepare and complete all cases with his comments and will submit the request of the students to the concerned Dean through HoD.
- iv. Concerned Dean will complete the process keeping in view the genuineness of the request of the student through exam committee of the Department.
- v. After completion of the above mentioned process, the Dean will return the applications of all the students to the concerned Departments/HoDs. The HoD/Departments will communicate the decision of the Dean to the students and will allow them to submit their requisite fee.
- vi. A list of the application forms duly completed in all respect along with date sheet will be prepared, duly signed by the departments/HoD through Dean Office and will be forwarded to the office of the Director Examination for obtaining approval of the Pro-Rector Academics.

- vii. All above process should not take more than 05 working days after end of both the examinations.
- viii. Make-up examination of all the faculties of the university will be conducted on the same date and time according to university academic calendar.
- ix. A **fee of Rs. 1000/=** & **Rs. 2000/=** per paper will be charged from the students at undergraduate and graduate levels respectively.
- x. The second set of question paper which was submitted by the concerned teacher for both the exams will be used for the conduct of makeup exam.

2.8 **Directed Studies for Students who fail in some subject/s**

At present students opting for courses during summer are offered studies. However, if the number of students is less than 10 in case of MA&BS and less than five in case of M.PHIL./PhD for a course, it is not offered. In cases where students are in the final semester of their course work or degree program, it becomes a hurdle in the timely completion of their degrees. The idea of directed studies can be adopted for the failed subjects where the students will register for such subject(s) and a supervisor/teacher will be assigned to him/her.

- a. Directed studies/studies on supervision will be allowed during summer semester only for all degree programs. However, if the student is in the final semester and only two courses are remaining to be cleared, he/she may be allowed to study under supervision.
- b. Regular classes will not be held. Instead, according to the spirit of directed studies, the student will work under the direct supervision of a teacher who will give him/her weekly assignments on various topics pertaining to the subject failed courses.
- c. The student will be required to meet the teacher once a week for an hour and a half for discussion on topics of their choice as per given syllabus.
- d. The record of the directed studies/contact hours/submission of assignments / exams will be monitored by the coordinator concerned. A proforma will be developed for such monitoring.

2.9 **Unfair Means Committee (UMC)**. All efforts will be made to eliminate/eradicate the use of unfair means in the examination. To control the use of unfair means, an unfair means Committee will be constituted by the Examination Branch for every semester. The committee shall comprise concerned HoDs and it will be headed by a Dean. Director Examination will be the secretary of the committee. The cases filed for deliberation for UMC may include but are not limited to the following:

- a. Disclosing the identity of the candidate or making peculiar marks on his answer sheet.

- b. Communication, or attempt to communicate, with examiners, Pro-Rector (Academic)/Director of Examinations or other officer/s of the University with the object of influencing them in the award of marks.
- c. An approach made to an examiner or any other officer of the University by a relative, guardian or friend of the candidate.
- d. Making an appeal to the examiner through an answer sheet.
- e. Misbehaving with the supervisory staff or refusal to adhere to University rules.
- f. Having in his possession or accessible to him books or other helping/cheating material.
- g. Giving or receiving assistance or copying from a book, paper or another candidate's answer sheet or allowing any other candidate to copy from his answer sheet.
- h. Making deliberate previous arrangements to cheat in the examination such as bringing another answer sheet, or impersonation etc.
- i. Obtaining admission to an examination on false identity.
- j. Using abusive or obscene language in his answer sheet (s).
- k. Refusing to obey the lawful order of a Superintendent of the Examination Centre in the examination room or changing his seat or Roll Number Slip with another candidate.
- l. Creating disturbance of any kind during the examination or otherwise misbehaving in or around the Examination Centre/s.
- m. Found in or around an Examination Centre in possession of weapons.
- n. Found in possession of a mobile phone, programmable calculator or other electronic device during examination.
- o. Talking to another candidate during examination in the exam hall.
- p. Talking to anyone while going to washroom.
- q. Any other attempt of use unfair means in the examination.

2.10 **Procedure for Reporting.** The superintendent of examination will immediately report the cases of unfair means to his HoD/Dean. The report should include brief description of the case, statements of the invigilator/s and student and cheating material (If any) recovered from the student. The cases will be forwarded to examination branch by concerned Dean. The cases shall be presented individually in the unfair means committee meeting. The committee will recommend punishment for individual case where the student is found guilty.

2.11 **Award of Punishment.** The punishment will be recommended by the UMC.

Penalties may include but are not limited to: -

- a. Paper cancellation.
- b. Subject cancellation.
- c. Debarring the student for one or more semesters.
- d. Expulsion from the university.
- e. Any other punishment appropriate for the offence committed by the student.

2.12 **Appointment of a Writer**

- a. Writer shall be allowed only if a candidate suffers from a disability which renders him unable to write normally provided that the fact is duly certified by a Registered Medical Practitioner.
- b. The student will seek permission from the Dean/HoD through program coordinator.
- c. The candidate shall select suitable writer (below in academic qualification than the candidate) in consultation with the concerned HoD. The writer must show documentary proof of his qualification. His highest qualification must be a recent one.
- d. The Superintendent shall arrange for a suitable room if required for the candidate and also appoint a special Assistant Superintendent for invigilation.

2.13 **Computer Assistance for Blind Students**

- a. The candidate whose disability is already determined as per HEC policy will be given permission to use computer assistance. This permission will be required once only for the entire duration of the degree/course.
- b. If computing facility is not available in the department, the approved cases will be forwarded to the department/Dean FE&CS for the conduct of examination.
- c. Technical Assistance will be provided by a computer Lab Assistant during the scheduled examination.
- d. Invigilation of examination will be handled/monitored by the concerned department.
- e. Students will NOT be allowed to use their Electronic devices viz, PCs/Laptops etc. Hardware provided only by the university will be used for the conduct of examination.
- f. Sufficient time will be provided to the student to check the functionality of the provided hardware in front of the invigilator before starting the examination.

2.14 **Rechecking* of Graded Answer Sheets**

- a. An appeal for rechecking will be entertained within one month of the declaration of the result by the Examination Branch. However, fee will be charged as per rates announced by the university.
- b. In case of a rechecking plea, the answer sheet will be forwarded to the concerned HoD, who, in the presence of teacher concerned and program coordinator who will re-check the answer sheet as per following criteria:
 - i. That the script is completely checked and no part is left unchecked or unmarked.
 - ii. That the total brought forward is correct.
 - iii. That the marks allocated by the examiner are in accordance with those indicated in the question paper.
 - iv. There is no mistake in the grand total.

***Note:** Rechecking does not mean re-evaluation.

2.15 **Custody of Record of Examination**

- a. Graded answer sheets of midterm and final examination will be forwarded to the examination branch by the departments along with the result.
- b. The answer sheets will be kept for one semester and thereafter, the sheets will be disposed of.
- c. The applications for issuance of Degree, DMC and result card will be retained for three years.

2.16 **Misplacement of Solved Answer Sheets.** If a candidate's answer sheet is misplaced after having been received by the Superintendent of the examination/invigilation staff, following procedure will be adopted: -

- a. In case of internal assessment and mid semester exam, makeup of the examination, quiz, assignment, project etc. will be arranged.
- b. In case of final examination, average marks obtained in internal assessment and mid semester exam will be awarded to the concerned student.

CHAPTER - 3**UNDERGRADUATE PROGRAMS**

3.1 **Degree Requirements.** The National University of Modern Languages (NUML) awards undergraduate degrees to its students who fulfill following conditions and number of credits with a minimum CGPA of 2.00/4.00 as mentioned against each:-

<u>Ser</u>	<u>Program</u>	<u>No. of Credit Hours</u>
a.	Four Years – BS Degree Program	130 - 140 credit hours
b.	3.5 Years degree Program.	90 – 96 credit hours.
c.	2.5 Years degree Program	72 – 76 credit hours.
d.	Two Years – Master Degree Program	64 - 70 credit hours
e.	1.5 Years degree Program.	30 – 36 credit hours.
f.	One Year Degree Program.	30 - 36 credit hours.

3.2 **Semester Duration**

- a. Duration of a regular semester will be 16-18 weeks.
- b. A special intensive summer semester will be offered with a minimum duration of eight weeks.
- c. Summer semester must cover the same course contents as in a regular semester.
- d. Only one summer semester will be offered in a calendar year.

3.3 **Registration of Courses.** At the beginning of a semester, a student shall register in course(s) being offered by the department.

- a. A student shall normally be required to register for 15 -18 credits in a semester. However, the HoD may allow a student to register up to 21 credits in a semester as a special case.
- b. In summer semester a student may register for a maximum of two courses only of up to 8 credit hours.
- c. In second or subsequent semesters a student may improve/repeat courses in which he obtained ***D⁺/D/F*** grade provided it is within limit of Para 'a' above.
- d. A student may drop course(s) within first two weeks of a semester on the recommendation of the HoD concerned without refund of fee and without reporting the grade and counting towards repeat/improve chances.
- e. The students are not allowed to register in more than one-degree program in NUML or anywhere concurrently.

3.4 **Grading & Evaluation.** The performance of students is evaluated through a system of continuous testing spread over the entire duration of a semester. In addition to the final examination, the students are also tested through mid-term examination and internal evaluation consisting of a number of quizzes, class discussions, written assignments, presentations, and class projects etc., all of which contribute to the final grade.

3.5 **Course Evaluation Breakdown.** Breakdown of course evaluation is as follows: -

<u>Mode of Evaluation</u>	<u>Marks</u>	
Quizzes	5%	
2 x Assignments (minimum)	10%	
Presentations / Research Paper/Final project	20%	
Mid Semester Exams	25%	Timings = 02 hrs.
Final Semester Exams	40%	Timings = 03 hrs.

Note: Faculty of Engg & Computer Science will determine the marks of class evaluation components according to the requirements of accreditation bodies.

3.6 **Grading Ranges.** Absolute grading system with following ranges* will be used:-

Grades	Percentage	Grade Points
A+	90% and above	4.00
A	80-89.99%	4.00
B+	75-79.99%	3.50-3.99
B	70-74.99%	3.00-3.49
C+	65-69.99%	2.50-2.99
C	60-64.99%	2.00-2.49
D+	55-59.99%	1.50-1.99
D	50-54.99%	1.00-1.49
F	Below 50 %	0.00

3.7 **GPA Calculation.** The Grade Point Average (GPA) is calculated as follows:

$$\text{SGPA} = \frac{(\text{Course Credits} \times \text{Grade Points Earned})}{\text{Total Semester Credits}}$$

$$\text{CGPA} = \frac{(\text{Course Credits} \times \text{Grade Points Earned})}{\text{Total Credits Taken in all Semesters}}$$

Only two types of GPA will be used; Semester GPA (SGPA) and Cumulative GPA (CGPA). SGPA is the weighted average of grade points earned in a particular semester whereas CGPA is the weighted average of grade points in two or more semesters.

3.8 Transfer of Credits

- a. Credits may be considered for transfer from programs of other local or foreign accredited institutes/universities of similar quality if they are relevant and appropriate to an undergraduate program in a discipline approved by NUML.
- b. Following rules will be applicable for the transfer of credits: -
 - i. Only undergraduate level courses in which at least a 'C' grade or its equivalent was secured shall be considered for transfer.
 - ii. A maximum of 50% of total credits for a program may be transferred but the CGPA/grades will not be transferred. Final Transcript will reflect the grades of transferred courses but the transferred grades will not be used for calculation of final CGPA.
 - iii. The transfer of credits will be recommended by concerned Dean keeping in view time duration of course work and deficiencies, if any. Academic branch will process the case for approval from Pro Rector (Academics) and notify the transfer of credits.
- c. Following procedure will be followed for transfer of credits: -
 - i. The applicant shall apply to the Academic Branch on the credit transfer application form available on the university website (***Annex D Page 56***). The application must accompany the transcript of current program and copies of certificates/degrees from matric onwards along with NOC from previous institution.
 - ii. Director Academics will forward complete application to the concerned Dean/Faculty for evaluation/recommendations for transfer of credits as per following parameters: -
 - (a) The amount of time spent in the previous Institution for completion of course work will be considered towards the total duration of course work/program specified by the university. It would be ensured that the student would be able to complete the remaining course work within the time limit specified by the university.
 - (b) Deficiencies, if any, from NUML curriculum to be made up by the applicant must be specified clearly.
 - (c) The credits to be transferred must be specified clearly indicating the number of credits and grades.

- (d) The applicant must fulfill the pre requisites for admission to the program for which he is applying.
- (e) The credits can be transferred any time after the first semester provided that the student has studied at least 50% courses according to NUML scheme of studies.

3.9 **Academic Deficiencies.** A student is considered academically deficient if he obtains one or more of the following grades in a semester:

- a. Failure in a course
- b. SGPA less than 2.00/4.00
- c. CGPA less than 2.00/4.00
- d. Attendance less than 75% in a course.

3.10 **Disposal of Academically Deficient Students.**

- a. Academically deficient students are categorized as follows:
 - i. Placed on probation.
 - ii. Relegated to a junior semester
 - iii. Ceased from the university
- b. The deficiency status will be reflected in the final result notification issued by the examination branch.

3.11 **Probation.** A student is placed on academic probation under following conditions:-

- a. If a student earns a CGPA of 1.50/4.00 or more but less than 2.00/4.00 in any semester he will be placed on 1st probation.
- b. If a student is on 1st probation and again earns a CGPA of more than 1.50/4.00 but less than 2.00/4.00 in very next semester, will be placed on 2nd probation.

3.12 **Relegation.** Relegation means the student is not promoted and is allowed to repeat/improve courses of his previous semester(s). A student may be relegated due to following :-

- a. If he earns an SGPA of less than 1.50/4.00 in 1st semester, he will not be promoted but will be allowed to repeat his full semester. This repeat of semester will not be counted as a relegation for the first time.
- b. If a student earns Final/2nd consecutive probation and again earns a CGPA of less than 2.00/4.00.
- c. If a student earns a CGPA of less than 1.50/4.00 in any semester.
- d. If a student fails in more than 50% of the registered courses. Final year project/Thesis is not considered a course in this regard.

- e. **Self-Relegation/ Voluntary Semester Repetition.** A student can opt an option of self-relegation although he is promoted to the next semester, however, following terms and conditions will apply:-

- (1) After declaration of the end semester examinations result, the department/Regional Campuses should forward the list of those students who intend to avail the self-relegation/ voluntary Semester repetition to exam branch within **10 working days** of the issuance of result notification for updating of status of these students.
- (2) There is only one chance of relegation during the entire duration of a course, if a student again earns relegation (i.e. 2nd relegation), will be CEASED from the university roll.
- (3) Ceased students are not allowed to avail self-relegation/voluntary Semester repetition.
- (4) Those students who will apply for self-relegation/voluntary semester repetition will also be required to submit an undertaking regarding the availing of their chance.

3.13 **Ceased.** Ceased means that a student is considered unsuitable to continue his studies and is removed from a program. A student may be ceased due to following reason(s):-

- a. If a student earns 2nd relegation due to any reason.
- b. If a student fails to earn a CGPA of 2.00/4.00 even after availing maximum permissible chances for improvement vide ***Para 3.17 b.***
- c. If a student exceeds the maximum time duration specified for a program. Maximum time durations are as follows: -

Minimum Duration of a Program	Maximum
B.S (4 Years)	7 Years
MBA (3.5 Years)	7 Years
Masters 2 – 2.5 years	4 Years
One and half (1.5) year Program	3 Years
One year Program	2 Years

3.14 **Re-Admission Procedure for Ceased Students.** A ceased student may seek re-admission only once in same degree program subject to the following conditions:

- a. The student will apply for re-admission in a regular semester.
- b. The student will be exempted from entry test. In case of MPhil/Ph.D. admission, the student will be exempted from GAT General/subject, if already qualified.

- c. The student will pay re-admission fee as per university rules.
- d. New registration number will be allotted to the student.
- e. The student will apply for exemption of courses as permissible.
- f. **Exemption of Courses.** The ceased students will be granted exemption of courses passed with Grade C or above marks for undergraduate and Grade B or above marks for M. Phil/Ph.D. scholars on re-admission in the same program.

3.15 **Struck off from University Roll.** A student may be struck off from university rolls due to the following reasons: -

- a. If a student remains absent without sanctioned leave for 10 working days during a semester, the departments shall forward his name to Academic Branch for struck off from university rolls. However, he will be considered for re-admission once in a semester subject to payment of requisite fee within 10 working days of the issuance of the notification of his struck off.
- b. If a student neither freezes his semester nor registers himself in a semester within 30 days of commencement of a semester, the departments shall forward his name to Academic Branch for struck off from university rolls. However, he will be considered for re-admission in the next semester subject to the fulfilment of other requirements.
- c. During the extended semester (beyond minimum duration), if a student is still deficient to fulfill the degree requirement and neither applies for continuation of his study nor deposits his fee within 30 working days of the commencement of a semester, he will not be allowed to register his course(s) in current semester. However, he will be allowed to continue his study in remaining semesters to fulfill his degree requirements within maximum duration of the course. Moreover, the student will be bound to deposit the fee of missing semester according to the credit hours.

Note* These rules will also applied for MS/M.Phil./Ph.D. programs.

3.16 **Attendance Requirements.** 75% attendance in a course is mandatory to become eligible to appear in the final examination, failing which, the student will be awarded 'F' grade in the course. 'F' grade will be treated as a normal 'F' grade earned by a student by failing in a course and it will carry all penalties associated with it.

3.17 **Repetition / Improvement of Courses**

- a. A student must repeat a course in which he earns an 'F' grade / re-appear.

- b. A student may improve his CGPA by taking courses in which he obtained D/D+ & below grade. A student can only improve a maximum of following number of courses: -

Program Duration	Max Number of Courses Allowed to Improve
4 years	6
3.5 Years	5
2 - 2.5 Years	3
1 – 1.5 years	2

- c. The student repeating/improving a course will be required to complete all formalities applicable to a regular course that is attendance, midterm examination, final examination, internal evaluation based on quiz, assignments and projects etc. The same will also be applicable for a summer semester.
- d. It will be the student's responsibility to repeat/improve courses within the prescribed time limits to avoid relegation and / or cease.
- e. Repetition of courses may be done in summer or with junior classes or whenever the course is offered (subject to availability of necessary resources, and date sheet/time table limitations etc.). The minimum duration of a specially arranged repeat course will be at least 8 weeks. It will be ensured that required number of credits are covered in a repeat course.
- f. If a student repeats/improves a course, both of his grades will be reflected on his transcript. However, better grade will be used for calculation of CGPA.
- g. The change in academic status, if any, of a student will take effect from the date of notification of the result of the repeated / improved course.
- h. **Procedure / Time Line for Repeat/Improve.** The student will apply to the department for repeat/improve of a course within **5 working days** of the commencement of a semester. The HoD will ensure the eligibility of the student and will forward a consolidated list of all these students to examinations /academic Branch within **2 working days**. The examination branch shall further examine the eligibility of the students in the light of their semester result/status and shall forward the list to Finance Branch through academic branch within **3 working days** for issuance of fee challans forms. The finance branch will issue fee challans within **3 working days**. The students will deposit their fees within **5 working days** after issuing of the challan form and will submit a copy of fee slip in their respective department. (All above procedure must be completed within **18 working days** of the start of a semester).

3.18 **Project / Thesis / Internship etc.**

- a. Some degree programs require students to complete final year project/internship/Thesis etc. as a mandatory part of their degree. The degree will not be awarded unless the requirement is fulfilled.
- b. A student is required to complete his Final Year Project / Internship / Thesis etc. within 60 days of the last day of the final examination. In case of spring semester, the 60 days' grace period will start from the 1st day of start of Fall semester.
- c. If a student fails to complete the requirement within his last semester (including 60 days' grace period), he will have to re-register in his Final Year Project / Internship / Thesis etc. He will have to pay fee equivalent to the number of credits allocated to the project in last semester of his degree program till the completion of his Project. 60 days' grace period is allowed in the last semester of an academic program only.
- d. ***Para c*** above applies only if the student is eligible to continue his studies under NUML rules.

3.19 **Semester Freeze**

- a. Semester freeze of up to two regular semesters (in entire program) during course work (within the minimum duration of a program) is allowed to students facing extraordinary circumstances / valid reasons subject to approval of the Rector on recommendations of Dean/HoD. Penalties associated with relegation will not be applied to a semester freeze.
- b. In case semester freeze is requested within first 30 days of commencement of a semester, the student will pay 25% of the total tuition fee and allied charges. If the request is made after 30 days of commencement of a semester but before start of the Midterm Examination, the student will have to pay 50% of tuition fee and allied charges.
- c. In case an emergency/illness occurs after the midterm examination, the semester freeze may be allowed but no fee will be refunded at this stage.
- d. Semester freeze in 1st semester of a program is not allowed.
- e. **Continuation Fee for BEEE Students.** The intake of students in BEEE program is allowed once a year as per PEC rules. If a student is dropped in a semester, he has to wait for one semester to repeat the same semester. BEEE students during wait period of one semester will pay a nominal fee of 5% (of semester fee and allied charges) to maintain registration. However, if a student

enrolls in a course(s) during this semester then he will have to pay fee as per university rules. The rule will also be extended to other programs where admission is done only once a year.

3.20 **Continued Registration for Completion of a Program.** If a student has completed minimum duration of a course of study / program specified by the university and still is not eligible for award of degree, he will continue to pay a registration fee for a minimum of three credits till he fulfills the requirements for graduation or completes the maximum duration allowed for the program. However, if a student registers for more than three credits for improvement/repeat or any other reason, he will pay the fee for the number of courses registered.

3.21 **Transcript and Degree**

- a. The Semester Result Card, Provisional Result Card, Transcript and Degree etc. will be issued by the Examination Branch only.
- b. The degree will reflect CGPA earned by a student on conclusion/completion of his studies at NUML.
- c. The transcript will reflect details of each course (Earned Grades, Grade Points, SGPA and CGPA for each semester, Course Pass, Fail, Repeat, improve, Cease, Semester Freeze, Degree Complete / Incomplete status etc.).
- d. For every improvement/repetition, the transcript will reflect the previous grade and the new grade mentioning the semesters. However, in case of improvement, better grade will be used for calculation of CGPA.
- e. Following may also appear on a transcript against a course:

R Repeated (also for improvement)	RW Result Withheld
I Incomplete	RA Re-appear (absent /fail)
- f. If a transcript is issued to a student whose program requirements are not completed, then I (incomplete) grade will be shown against pending requirements. On expiry of the maximum permissible duration of the program, the 'I' grade will automatically convert to 'F' grade.
- g. The transcript or degree will not show the position of a student in his class. However, the Exam Branch will issue a separate merit certificate as under: -
 - i. Top Position holder in a class of less than 10 students.
 - ii. First two position holders in class of 10-20 students.
 - iii. First three position holders in a class of more than 20 students.
- h. The university reserves the right to cancel a transcript and/or degree at any time because of an error / deficiency.

3.22 **Merit Scholarships:** Merit Scholarships will be awarded on basis of academic excellence. Merit scholarships may be awarded in following forms: -

- a. Fee waiver
- b. Fee refund
- c. Monetary incentive / award
- d. Any other form approved by the Statuary Bodies.
- e. Merit Scholarship will be awarded to the top students in a class or batch considering the number of students. Regional campuses will be considered separately for the award of scholarship depending upon type of scholarship. The award will be as per university policy.

3.23 **Award of Gold Medal.** Gold Medal will be awarded to the highest achiever student of a discipline/batch on the basis of CGPA. Regional campuses will be considered separately for the award of Gold Medal as under:-

- a. Main Campus + Rawalpindi Branch - 01 Gold Medal
- b. All Regional Campuses (by merging) - 01 Gold Medal
- c. **Criteria:** Following will be the criteria:-
 - i. If the number of students is between **1 and 4**, minimum CGPA for award of Gold Medal will be 4.00 /4.00.
 - ii. If the number of students is between **5 and 9** in a program, minimum CGPA for award of Gold Medal will be 3.75/4.00.
 - iii. If the number of students is **10 or above**, the Gold Medal will be awarded, provided minimum CGPA is 3.50/4.00.
- d. In case two students are tied on CGPA, their percentage/CGPA will be counted up to three decimal points to break the tie. If the tie is not broken, both the students will be awarded Gold Medal.
- e. **Disqualification from Medal.** Students in following cases will be disqualified from the award of medals: -
 - i. A student who has been punished by the Unfair Means Committee during his academic program.
 - ii. A student who has ever been awarded 'F' grade /re-appear for any reason whatsoever or has improved course(s).
 - iii. A student who has been issued with written warning over discipline.

- iv. Any student who fails to complete degree requirements within the minimum duration of the program.
- v. The students who have been migrated/transferred from any other university.
- vi. In the above mentioned cases, the university will have the right to either award the medal to the next student on the merit list or the medal for that particular position may be cancelled for that batch.

CHAPTER – 4**MPhil / MS PROGRAM**

Rules for MPhil/MS program have been formulated in the light of HEC guidelines. However, these rules are subject to changes/amendments because of time to time changes in HEC rules/policies. Milestones specified by the Timeline have been incorporated at **Annex B Page 54**.

4.1 Eligibility Criteria for MPhil /MS

- a. 16 years of education in relevant discipline from HEC recognized university with following score: -
 - i. **Semester system:** 2.50/4.00 CGPA or grade "B".
 - ii. **Annual System:** 50% marks (45% for English and Urdu)
- b. GAT-General with a minimum cumulative score as determined by HEC.
- c. Passing of entrance test /interview conducted by the university.

4.2 Degree Requirements: NUML awards degree to MPhil/MS students who fulfill following conditions: -

- a. Complete 30 credits with following breakup: -
 - i. Coursework: 24 Credits
 - ii. Research/Thesis/Project: 6 Credits
- b. A minimum CGPA of 2.50/4.00 in course work and passing of Research/Thesis/Project.

4.3 Length of Program. Total duration for MPhil/MS program is 1.5 to 4 years.

4.4 Semester Duration: ***As per para 3.2 of Chapter 3***

4.5 Registration of Courses. At the beginning of a semester, a student shall register in the course(s) being offered by the department.

- a. A student shall normally be required to register for 9 to 12 credits in a semester. However, the HoD may allow a student to register up to 15 credits in a semester as a special case.
- b. In summer semester a student may register for a maximum of two courses only of up to 8 credit hours.
- c. In the second or a subsequent semester, a student may improve/repeat courses in which he obtained C/F grade provided it is within limits of *Para 'a'* above.
- d. A student may drop course(s) within first two weeks of a semester on the recommendation of the HoD concerned without refund of fee and without reporting the grade and counting towards repeat/improve chances.
- e. Students are not allowed to register in more than one-degree program in NUML or anywhere concurrently.

4.6 **Grading & Evaluation.** The performance of students is evaluated through a system of continuous testing spread over the entire duration of semester. In addition to the final examination given at the end of each semester, students are tested through mid-term examination and internal evaluation consisting of a series of short quizzes, class discussions, written assignments, presentations, and class projects etc., all of which contribute to the final grade.

4.7 **Course Evaluation Breakdown.** Breakdown of course evaluation is as follows: -

<u>Mode of Evaluation</u>	<u>Marks</u>	
Quizzes	5%	
2 x Assignments (minimum)	10%	
Presentations / Research Paper/Final project	20%	
Mid Semester Exams	25%	Timings = 02 hrs.
Final Semester Exams	40%	Timings = 03 hrs.

Note: Faculty of Engg & Computer Science will determine the marks of class evaluation components according to the requirements of accreditation bodies.

4.8 **Grading Ranges.** Absolute grading system with following ranges* will be used:-

Grades	Percentage	Grade Points
A+	90% and above	4.00
A	80-89.99%	4.00
B+	75-79.99%	3.50-3.99
B	70-74.99%	3.00-3.49
C+	65-69.99%	2.50-2.99
C	60-64.99%	2.00-2.49
F	Below 60%	0.00

4.9 **Transfer of Credits**

- a. Credits may be considered for transfer from other local or foreign accredited universities/institutes of similar quality if they are relevant and appropriate to an MS/MPhil/PhD program in a discipline approved by NUML.
- b. Following rules will be applicable for the transfer of credits: -
 - i. Only MS/MPhil/PhD level courses in which at least a 'B' grade or its equivalent was received shall be considered for transfer.
 - ii. A maximum of 50% of total credits for a program may be transferred but the CGPA/grades will not be transferred. Final transcript will reflect the grades of transferred courses but the grades will not be used for calculation of CGPA.

- iii. The transfer of credits will be recommended by concerned Dean keeping in view time duration of course work and deficiencies, if any. The transfer of credits will be allowed only up to the third semester. Academic branch will process the case for approval of Pro Rector (Academics) and notify the transfer of credits.
- c. Following **procedure** will be followed **for transfer of credits**: -
 - i. The applicant shall apply to the Academic Branch on the credit transfer application form available on the university website (**Annex D Page 56**). The application must accompany the transcript of current program and copies of certificates/degrees from matric onwards along with NOC from previous institution.
 - ii. Director Academic will forward complete application to the concerned Faculty/department for evaluation/recommendations as per following parameters:
 - (a) The applicant must fulfill the pre requisites for admission to the program for which he is applying.
 - (b) The amount of time spent in the previous Institution for completion of course work will be considered towards the total duration of course work/program specified by the university. It would be ensured that the student would be able to complete the remaining course work within the time limit specified by the "Timelines" (**Annex B Page 54 and Annex C Page 55**).
 - (c) Deficiencies, if any, from NUML curriculum to be made up by the applicant must be specified clearly.
 - (d) The credits to be transferred must be specified clearly indicating the number of credits and grades.
 - (e) The applicant must fulfill the pre requisites for admission to the program for which he is applying.
 - (f) The credits can be transferred any time after the first semester provided that the student has studied at least 50% courses according to NUML scheme of studies.

4.10 **Academic Deficiencies.** A student under one or more of the following conditions is considered to be academically deficient:

- | | |
|-----------------------------|-----------------------------|
| a. Failure in a course | c. CGPA less than 2.50/4.00 |
| b. SGPA less than 2.00/4.00 | d. Attendance less than 75% |

4.11 **Disposal of Academically Deficient Students.**

- a. Academically deficient students are categorized as follows:
 - i. Placed on probation.
 - ii. Relegated to a junior semester.
 - iii. Ceased from university
- b. The deficiency status will be reflected in the final result notification issued by the examination branch.

4.12 **Probation.** A student is placed on academic probation under following conditions:-

- a. If a student earns a CGPA of 2.00/4.00 or more but less than 2.50/4.00 in any semester he will be placed on 1st probation.
- b. If a student is on 1st probation and again earns a CGPA of more than 2.00/4.00 but less than 2.50/4.00 in very next semester, will be placed on 2nd probation.

4.13 **Relegation.** Relegation means that a student is not promoted and is allowed to repeat/improve courses of his previous semester (s). A student may be relegated due to following:-

- a. If he earns an SGPA of less than 2.00/4.00 in 1st semester, he will not be promoted but will be allowed to repeat his full semester. This repeat of semester will not be counted as a relegation for the first time.
- b. If a student earns Final/2nd consecutive probation and again earns a CGPA of less than 2.50/4.00.
- c. If a student earns a CGPA of less than 1.50/4.00 in any semester.
- d. If a student fails in more than 50% of the registered courses. Final year project/Thesis is not considered a course in this regard.

4.14 **Ceased.** Ceased means that a student is considered unsuitable to continue his studies and his name is removed from the program. A student may be ceased due to following reason(s): -

- a. If a student earns 2nd relegation due to any reason.
- b. If a student fails to achieve a CGPA of 2.50/4.00 even after availing maximum improvement chances (i.e. three courses) within two years (maximum course work duration).
- c. If a student exceeds the maximum time duration of the program i.e. four years.
- d. If a student fails to defend his **Research Proposal/Synopsis** by the end of 4th month of 5th semester (maximum two attempts), his case will be referred to BASR.

- e. If a student fails to submit his **Final Thesis** despite availing extensions and issuance of 3rd warning letter, his case will be sent to BASR for dismissal.
 - f. If a student fails to achieve the required/ acceptable similarity index of 19% even after availing two repository attempts run by QEC.
- 4.15 **Re-Admission Procedure for Ceased Students.** *As per Para 3.14 of Chapter 3*
- 4.16 **Struck off from University Roll.** *As per Para 3.15 of Chapter 3.*
- 4.17 **Attendance Requirements.** *As per Para 3.16 of Chapter 3.*
- 4.18 **Repetition / Improvement of Courses**
- a. A student must repeat a course in which he earns 'F' grade.
 - b. A student may improve his CGPA by improving courses in which he obtained 'C' grade. However, a student can only improve a maximum of 3 courses during the course work.
 - c. The student repeating/improving a course will be required to complete all formalities applicable to a regular course, that is, mid semester examination, end semester examination, internal evaluation based on quiz, assignment, projects etc. The attendance policy will be applicable as in regular course.
 - d. It will be the student's responsibility to repeat/improve courses within the prescribed time limits to avoid relegation and / or cease due to 'F' grades.
 - e. Repetition of courses may be done in summer or with junior classes or whenever the course is offered (subject to availability of necessary resource, faculty and date sheet limitations etc.). The minimum duration of a specially arranged repeat course will be at least 8 weeks. It will be ensured that required number of credits are covered in a repeat course.
 - f. If a student repeats/improves a course, both of his grades will be reflected on his transcript. However, better grade will be used for calculation of CGPA.
 - g. The change in academic status, if any, will take effect from the date of notification of result of repeated/improved courses.
 - h. **Procedure / Time Line for Repeat/Improve.** *As per para 3.17h of Chapter 3.*
- 4.19. **Semester Freeze.** *As per Para 3.19 of Chapter 3.* However, MPhil/MS students are allowed to freeze only one semester during entire course work duration. Freeze of first semester is not allowed.

4.20 **Continued Registration for Completion of a Program.** If a student has completed minimum duration of a course of study / program specified by the university and still is not eligible for award of degree, he will continue to pay fee for the research phase till the formal submission of thesis as per **Para 4.28a** or completes the maximum duration allowed for the program.

RESEARCH PHASE

4.21 **Allocation of Supervisor.**

- a. The department will issue the list of available supervisors and their area of research for dissemination among perspective students in the beginning of each semester.
- b. A student who fulfills the requirements of course work will consult faculty members of the university from his research area. He will get the Form **MSTH1 (Annex E Page 57)** signed from proposed supervisor. The form will be countersigned by the HoD and approved by the Dean.
- c. The eligibility of supervisor will be as per HEC rules on the subject.
- d. The maximum number of MPhil/MS students working under supervision of a faculty member will be as per HEC policy.
- e. Supervisor shall ensure that synopsis/thesis is prepared as per the approved format of the Faculty.
- f. Students are allowed to have a co-supervisor with the approval of HoD/Dean. However, students working in inter-disciplinary fields will be required to have a co-supervisor from the related field.
- g. The coordinator will ensure and pursue supervisor for timely issuance of progress report **MSTH2 (Annex F Page 58)** and warning letters by the Department/Faculty as per requirements of the "Timeline".
- h. **Selection of Examiners.** The process of selection of examiner(s) will be initiated by the respective department and will be sent to the respective Dean. The Dean will recommend the examiner(s) for approval by the competent authority. The academic and examination branch will be responsible to review and scrutinize the cases in term of timelines and other university and HEC requirements.

4.22 **Change of Supervisor.** Supervisor may be changed in case of extra ordinary circumstances. Following procedure will be adopted: -

- a. The student will apply to HoD on **MSTH3 (Annex G Page 59)** form for the change of supervisor by mentioning the reasons.

- b. The student will give an undertaking that he is responsible for meeting all deadlines/Timelines. He should state that he understands that no extension or relaxation will be given in the prescribed Timeline because of change of his supervisor.
- c. Remarks /consent of the current and proposed supervisor will be obtained on MSTh2 Form. If the change is approved by the Dean, it will be processed for the provisional approval of FBS.
- d. Final approval for the change will be given by BASR.

4.23 **Research Proposal Defense**

- a. The student will prepare his research proposal under guidance of his supervisor. The same will be presented in a meeting of GAC. The result of the Defense will be declared on ***MSTH4 Form (Annex H Page 60)***. The department must hold the meeting of GAC at least twice in a semester.
- b. The proposal will be provisionally approved by FBS.
- c. Final approval of the proposal will be given by BASR.
- d. Proposals must be prepared according to the guidelines and format provided by the respective Faculty.
- e. All proposals shall be run on Turnitin by the department to ensure permissible similarity index and it must be certified by the Supervisor.
- f. Proposals prepared in foreign languages shall have an English/Urdu version as well.
- g. A maximum of two attempts are allowed for proposal defense. However, he must defend his proposal by the end of 4th month of 5th semester, failing which he will be ceased.
- h. Synopsis will be presented in the target language with a brief in English/Urdu.
- i. Questions may be asked in the target language or English/Urdu and replies shall be given in the language the question is asked.

4.24 **Length of Thesis**. Minimum length of thesis including footnotes/ end notes but excluding prefatory pages, references, bibliography and annexure/s is as under: -

- | | | | |
|----|--------------------------------|---|----------------------|
| a. | Faculty of Engg & CS | = | 15000 words |
| b. | Faculty of Management Sciences | = | 20000 words |
| c. | All other Faculties | = | 20000 to 25000 words |

4.25 **Similarity Check of Thesis**

- a. Hard and soft copies of thesis will be submitted to QEC by respective Faculties/ departments for similarity Index evaluation.

- b. Student must state if he or his supervisor has already run his thesis on Turnitin so that necessary steps are taken to avoid getting high similarity index.
- c. NUML shall not take any responsibility if incomplete information is provided.
- d. The departmental coordinator will get the final report from QEC within six working days of the submission.
- e. Turnitin report, submitted by QEC, shall only be considered as valid and final.
- f. There will be only two attempts of non-repository to check acceptable similarity index of 19% or below and only two attempts of repository run by QEC.
- g. No thesis shall be sent for evaluation unless the similarity index falls within the permissible limit.
- h. In case of re-Defense with major changes, it will be treated as a fresh similarity check. Earlier attempts will not be counted.
- i. If a student fails to achieve the required/ acceptable similarity index of 19% or below through **two repository attempts**, he will be ceased from the program

4.26 **Plagiarism Check**

- a. In case plagiarism in a thesis is detected at any stage after the submission of thesis, it will be dealt with as per HEC plagiarism policy.
- b. In disciplines where plagiarism check software is not available, an affidavit prepared on Rs.100/- stamped paper duly signed by the student and countersigned by the supervisor shall be submitted.
- c. The text of the affidavit shall be provided by the respective Faculty/ department.
- d. Plagiarism detected at any point, even after issuance of degree, is punishable under the rules as per HEC policy on plagiarism.
- e. NUML has zero-tolerance on submission of fraudulent or plagiarized data/thesis/papers. Such cases will be forwarded to the Plagiarism Standing Committee of the university (PSC).

4.27 **Thesis Grading:** The Thesis shall be graded for 200 marks for allocation of grade. However, minimum passing grade is "C+" (2.50 points). The Faculties / departments will formulate their own policies for breakdown of 200 marks and forward the same to the Examination Branch for seeking approval of the competent authority.

4.28 **Evaluation Procedure**

- a. After successful similarity check report from QEC, the student will formally submit his thesis to the department through his supervisor. The Dean on the recommendations of HoD and coordinator will send the thesis to one external

and one internal reviewer within 10 working days. The identity of the evaluator will be kept confidential. In case, the student is a NUML faculty member, the thesis will be sent to two external reviewers and no internal reviewer from the University. However, in the case of languages if external reviewers are not available two internal reviewers will be taken from NUML.

- b. Evaluation reports shall be shared with the scholar to ensure incorporation of changes before Defense.
- c. If a student fails to submit his thesis formally by the end of 6th semester, he will be given one-month extension and issued a warning (**Annex B Page 54**). Another extension and 2nd warning will be given after another 30 days. If he fails to submit his thesis even after two extensions, his case will be placed before the BASR for guidance.
- d. In case of a clear rejection by both (external/internal) examiner, thesis will not be processed further.
- e. In case of rejection by the external examiner only, thesis will be revised and sent to another examiner for evaluation.
- f. In case of rejection by the second external examiner, thesis will not be processed any further.
- g. In case of major changes, suggested by any examiner (s) before the viva, the thesis will be revised and re-evaluated by the same examiners(s).
- h. Thesis should be accepted for evaluation well in time. It will be accepted by the department keeping in view sufficient time for evaluation. A minimum of nine months should be spared for evaluation and completion of all other formalities.

4.29 **Composition of Thesis Defense Committee (TDC)**

- a. Concerned Dean Chairman
- b. Concerned Head of Department
- c. External Examiner
- d. Internal Examiner
- e. Supervisor
- f. Co-Supervisor (If appointed)
- g. Subject Expert (optional)
- h. Director Academic (Non-voting member)
- i. Director QEC. (Non-voting member)

4.30 **Thesis Defense:**

- a. Thesis defense will be an Open Defense which will be held only after all reports have been received and reviewed by the Supervisor and proposed changes, if any, have been incorporated. After the open defense a close viva/Defense session may be conducted by the TDC. ***MSTh6 (Annex J Page 62)***
- b. Result of defense will be declared on ***MSTh5 (Annex I Page 61)***
- c. After Defense, the scholar will be responsible to resubmit the dissertation to his supervisor after incorporation of all changes. The supervisor will obtain approval of HoD/Dean.
- d. Finally, the student will submit the error free bound copy of the thesis to his HoD for approval/signature of Dean.

4.31 **Thesis Re-Defense**

- a. A student failing in the Ist attempt of defense may be given another chance upon the recommendation of TDC. No Third chance will be given. The TDC reserves the right (on a majority decision) to reject a thesis without giving second chance if the performance of the student is extremely poor. Similarity check of the revised document is mandatory for re-defense.
- b. Similarity check attempts carried out for the Ist defense will not be counted as chance(s) for the similarity check of the revised document.

4.32 **Allocation of Grade**

- a. The thesis will be assigned grade as per grading ranges specified in ***Para 4.8***. However, minimum pass grade for a thesis will be C⁺ (2.50/4.00 CGPA).
- b. The grade will be considered for calculation of CGPA and will be reflected on the transcript.

4.33 **Completion of MPhil/MS Degree.** A student must register for all semesters till submission of his MPhil/MS thesis (***Para 4.28a***). However, the date of notification for M. Phil/MS degree will be treated as completion date of the degree.

CHAPTER -5**PhD PROGRAM**

Rules for PhD program have been formulated in the light of HEC guidelines. However, these rules are subject to changes/amendments because of time to time changes in HEC rules/policies. Milestones specified by the Timeline (***Annex C Page 55***) have been incorporated in these rules.

5.1 Eligibility Criteria for PhD

- a. CGPA of 3.00/4.00 in MPhil/MS/Equivalent degree in the Semester System **OR** First Division in the Annual System.
- b. GAT- Subject/International GRE (subject) score as determined by HEC.
- c. Passing of entrance test/interview conducted by the university.

5.2 Degree Requirements. NUML awards PhD degrees to the students who fulfill following conditions:-

- a. Completion of 18 credits of course work with a minimum CGPA of 2.50/4.00.
- b. Passing of Comprehensive Examination.
- c. Successful completion of thesis/dissertation. The thesis/dissertation will comprise of 24 credits.
- d. Publication/acceptance letter for the research paper in the relevant field in HEC recognized journal of specified category.
- e. The notification for the award of Ph.D. degree will be issued subject to the submission of published article by the scholar within the prescribed duration of a degree program, failing which the scholar will stand ceased from the university rolls.

5.3 Length of Program. Total duration for PhD program is 3-8 years.

5.4 Semester Duration. ***As per para 4.4 of Chapter 4.***

5.5 Registration of Courses. At the beginning of a semester, a student shall register in the course(s) being offered by the department as under:-

- a. A student shall normally be required to register for courses of 9 credits in a semester. However, the HoD may allow a student to register up to 12 credits in a semester in case of repeat/improve of courses.
- b. In summer semester a student may register for a maximum of two courses of up to 8 credits.

- c. In second or a subsequent semester, a student may improve/repeat courses in which he obtained C/F grade provided it is within limit of para 'a' above.
- d. A student may drop course(s) within first Two weeks of a semester on the recommendation of the HoD concerned without refund of fee but without reporting the grade and counting towards repeat/improve chances.
- e. The students are not allowed to register in more than one degree programs in NUML or anywhere concurrently.

5.6 **Grading & Evaluation.** The performance of students is evaluated through a system of continuous testing spread over the entire duration of a semester. In addition to the final examination, the students are also tested through mid-term examination and internal evaluation consisting of a number of quizzes, class discussions, written assignments, presentations, and research papers/ projects etc., all of which contribute to the final grade.

5.7 **Course Evaluation Breakdown.** Breakdown of course evaluation is as follows: -

Mode of Evaluation	Marks	
Quizzes	5%	
2 x Assignments (minimum)	10%	
Presentations / Research Paper/Final project	20%	
Mid Semester Exams	25%	Timings = 02 hrs.
Final Semester Exams	40%	Timings = 03 hrs.

Note: Faculty of Engg & Computer Science will determine the marks of class evaluation components according to the requirements of accreditation bodies.

5.8 **Grading Ranges.** Absolute grading system with following ranges* will be used:-

Grades	Percentage	Grade Points
A+	90% and above	4.00
A	80-89.99%	4.00
B+	75-79.99%	3.50-3.99
B	70-74.99%	3.00-3.49
C+	65-69.99%	2.50-2.99
C	60-64.99%	2.00-2.49
F	Below 60 %	0.00

5.9 **Transfer of Credits.** *As per Para 4.9 of Chapter 4.*

5.10 **Academic Deficiencies.** A student under one or more of the following conditions in a semester final result is considered academically deficient:

- a. Failure in a course
- b. SGPA less than 2.00/4.00
- c. CGPA less than 2.50/400
- d. Attendance less than 75%

5.11 **Disposal of Academically Deficient Students.**

- a. Academic deficient students are categorized as follows:
 - i. Placed on probation.
 - ii. Relegated to next junior class
 - iii. Ceased from the university
- b. The deficiency status will be reflected in the final result notification issued by the examination branch.

5.12 **Probation.** *As per para 4.12 of Chapter 4*

5.13 **Relegation.** *As per para 4.13 of Chapter 4*

5.14 **Ceased.** Ceased means that a student is considered unsuitable to continue studies at the university and his name is removed from the program. A student may be ceased due to following reason(s):-

- a. If a student earns 2nd relegation due to any reason.
- b. If a student fails to achieve CGPA of 2.50/4.00 even after availing maximum improvement chances (i.e. two courses) within two years (maximum course work duration).
- c. If a student exceeds the maximum time duration of the program i.e. eight years.
- d. If a student fails to clear his comprehensive exam by the end of 5th semester. (Maximum two attempts).
- e. If a student fails to successfully defend his **Research Proposal/Synopsis** up to the end of 6th semester (maximum two attempts).
- f. If a student fails to submit his **Final Thesis** after fulfilling all formalities despite availing extension by the end of 12th semester his case will be referred to BASR for dismissal. The BASR may cease the student.
- g. If a student fails to achieve the required/ acceptable similarity index of 19% even after availing Two repository attempts run by QEC..

5.15 **Re-Admission Procedure for Ceased Students.** *As per para 4.15 of Chapter 4*

5.16 **Struck off from University Roll.** *As per Para 4.16 of Chapter 4.*

5.17 **Attendance Requirements.** *As per para 4.17 of Chapters 4.*

5.18 **Repetition / Improvement of Courses.** PhD scholars are allowed to **improve only two courses** during the entire study program. Other rules are same as for M. Phil program (*Para 4.18 of Chapter 4*).

5.19 **Semester Freeze.** *As per Para 4.19 chapter 4.*

5.20 **Continued registration for completion of program.** If a student has completed minimum duration of a course of study / program specified by the university and still is not eligible for award of degree, he will continue to pay fee for the research phase till the formal submission of thesis as per ***Para 5.28*** or completes the maximum duration allowed for the program.

RESEARCH PHASE

5.21 **Allocation of Supervisor**

- a. The department will issue the list of available supervisors and their area of research for dissemination among perspective students in the beginning of each semester.
- b. A student who fulfills the requirements of course work will consult faculty members of the university from his research area. He will get the Form ***PhDTH1 (Annex k Page 63)*** signed from proposed supervisor. The form will be countersigned by the HoD and approved by the Dean.
- c. The eligibility of supervisor will be as per HEC rules on the subject.
- d. The maximum number of Ph.D. students working under the supervision of a faculty member will be as per HEC policy.
- e. Supervisor shall ensure that synopsis/thesis is prepared as per approved format of the Faculty.
- f. The students are allowed to have a co-supervisor with the approval of HoD/Dean. However, students working on inter-disciplinary fields will be required to have a co-supervisor from the related field.
- g. The coordinator will ensure and pursue supervisor for timely submission of progress reports ***PhDTH2 (Annex L Page 64)*** and reminders / warnings by the Department/Faculty as per requirements of the "Timeline".

5.22 **Change of Supervisor.** Supervisor may be changed in case of extra ordinary circumstances. Following procedure will be adopted: -

- a. The scholar will apply to HoD on ***PhDTH3 (Annex M Page 65)*** for the change of supervisor by mentioning the reason(s).
- b. The student will give an undertaking that he is responsible for meeting all deadlines/Timelines. He should state that he understands that no extension or relaxation will be given to him in the Timeline because of change of his supervisor.

- c. Remarks /consent of the current and proposed supervisor will be obtained on ***PhDTh3 Form***. If the change is approved by the Dean, it will be processed for the provisional approval of Pro-Rector academics.
- d. Final approval for the change will be given by BASR.

5.23 **Comprehensive Examination**. The comprehensive exam is conducted to assess the preparedness of a scholar to take on his PhD research. The exam should adequately cover areas/specializations of the Department/Field. The comprehensive exam will be based on the course work offered by the Department. In addition, it may also cover other areas specific to the discipline. Faculties/Departments offering PhD program will prepare details/areas to be covered by the exam and get these approved from the competent authority. A broad outline of the topics/curriculum/subjects to be covered must be given to the students well in time. Procedure for conduct of the exam is as follows: -

- a. Duration of written exam will be at least 3 hours and passing marks will be 70%. However, the marks/grades will not be counted towards his GPA.
- b. The result of the examination will be reviewed by GAC of the Department and the student may be assigned extra courses to be passed before taking on the research.
- c. Comprehensive examination will be conducted twice in a regular semester and all eligible candidates may appear in the exam.
- d. A maximum of two attempts are allowed for the passing of the exam.
- e. Result of comprehensive Exam will be declared on ***PhDTh4 (Annex N Page 66)***.

5.24 **Research Proposal Defense**

- a. The student will prepare his research proposal under guidance of his supervisor. The same will be presented in a meeting of GAC. The result of the Defense will be declared on ***PhDTh5 Form (Annex O Page 67)***. The Department must hold meeting of the GAC at least twice in a semester.
- b. The proposal will be provisionally approved by FBS.
- c. Final approval of the proposal will be given by BASR.
- d. The proposal must be prepared according to the guidelines provided by the respective Faculty.
- e. All proposals shall be run on Turnitin to ensure permissible similarity index and it must be certified by the Supervisor.
- f. Proposals prepared in foreign languages shall have an English / Urdu version as well.

- g. Proposal will be presented in the target language with a brief in English/Urdu.
- h. Questions shall be asked in the target language and English/Urdu and replies shall be given in the language in the question is asked.
- i. If the scholar fails in proposal defense in first attempt, he will be given one more chance/attempt to defend a new/same proposal. However, he must complete his defense by the end of 6th semester, failing which he will be ceased.

5.25 **Length of Thesis.** Minimum length of thesis including footnotes/ end notes but excluding prefatory pages, references, bibliography and annexure/s is as under:-

- a. Faculty of Engg and Computer Science = 30000 words
- b. Faculty of Management Sciences = 50000 words
- c. Faculty of Social Sciences
 - i. Quantitative Research = 55000 to 60000 words
 - ii. Qualitative Research = 75000 to 80000 words
- d. Faculty of Languages = 75000 to 80000 words
- e. Faculty of Arts and Humanities = 75000 to 80000 words

5.26 **Similarity Check of Thesis.** *As per para 4.25 of Chapter 4.*

5.27 **Plagiarism Check** *As per para 4.26 of Chapter 4.*

5.28 **Evaluation Procedure**

- a. After successful similarity check report from QEC the student will formally submit his thesis to his supervisor (See **Para 5.20** also). The Dean on the recommendations of HoD/coordinator will send the thesis to one external and one internal reviewer within 10 working days. The identity of the evaluator will be kept confidential. In case, if the Scholar is a NUML faculty member, the Thesis will be sent to two external reviewers and no internal reviewer from the University. However, in case of languages if external reviewers are not available two internal reviewers will be taken from NUML.
- b. Timely evaluation of the thesis will be ensured and reminders to evaluator(s) shall be sent by HoD under intimation to the Dean. In case of excessive delay, reviewer shall be changed by the Dean.
- c. Evaluation reports shall be shared with the scholar to ensure incorporation of changes before Defense.
- d. If a student fails to submit his thesis formally by the end of 10th semester he will be issued a warning by HoD/Supervisor (**Annex C Page 55**).

- e. If the student fails to submit his thesis despite first warning even up to the end of 11th semester his case will be placed for another extension in FBS. If approved, he will be issued 2nd warning by his HoD/Supervisor.
- f. If the student fails to submit his thesis even after 2nd warning up to the end of 12th semester, his case will be referred to BASR for extension/ceasing.
- g. In case of a clear rejection by both the foreign examiners, thesis will not be processed any further.
- h. In case of rejection by one of the foreign examiner, thesis will be revised and sent to another examiner for evaluation.
- i. In case of rejection by the third foreign examiner, thesis will not be processed any further.
- j. In case of rejection by all the three local examiners, thesis is clearly rejected and no further process will be carried out.
- k. In case of major changes, suggested by any examiner(s) before the viva, the thesis will be revised and re-evaluated by the same examiner (s).
- l. In case of a re-evaluation by the same foreign examiner, half evaluation fee will be charged from the student.

5.29 **Foreign Evaluation of Thesis**

- a. After successful plagiarism check, the thesis will also be sent to two foreign evaluators by the HoD/Dean on the recommendations of coordinator as per HEC policy/approved list of countries. The identity of the evaluator will be kept confidential.
- b. Approved remuneration will be paid to the foreign reviewer as per NUML/HEC policy.
- c. Timely receipt of reports from foreign evaluators will be the responsibility of the HoD.

5.30 **Publication of Research Paper**

- a. Publication of at least one research paper based on the PhD research is mandatory. The researcher should be the Principal Author. The paper must be published in an HEC approved Journal of specified category by the end of 12th semester. Published paper/acceptance letter from the Journal is required for scheduling/holding of PhD defense.
- b. Final defense of the student shall not be conducted unless all the requirements for awarding PhD degrees as per HEC criteria are fulfilled (including acceptance/publication of research paper).

5.31 **Composition of Thesis Defense Committee (TDC)**

- a. Pro Rector (Academic) Chairman
- b. Concerned Dean
- c. Concerned Head of Departments
- d. External Examiner
- e. Internal Examiner
- f. Supervisor
- g. Co-Supervisor (If appointed)
- h. Subject Expert (optional)
- i. Director Academics (Non-voting member)
- j. Director QEC. (Non-voting member)

5.32 **Thesis Defense**

- a. Thesis defense will be an Open Defense which will be held only after all reports have been received and reviewed by the Supervisor and proposed changes, if any, have been incorporated. After the open defense a close viva/Defense session may be conducted by the TDC. ***Form PhDTh7 (Annex Q Page 69).***
- b. Result of defense will be declared on ***Form PhDTh6 (Annex P Page 68).***
- c. After Defense, the scholar will be responsible to resubmit the spiral bound copy of dissertation to his supervisor after incorporation of all changes. The supervisor will obtain approval of HoD/Dean on this copy.
- d. Finally, the student will submit the error free bound copy of the thesis to his HoD for approval/signature of Dean.
- e. Thesis should be accepted for evaluation well in time. It will be accepted by the department keeping in view sufficient time for valuation. A minimum of one and half (1.5) years should be spared for evaluation of Ph.D. thesis and completion of all other formalities.

5.33 **Thesis Re-Defense**

- a. A student failing in the Ist attempt of defense may be given another chance upon recommendation of the TDC. No Third chance is given. The TDC reserves the right (on a majority decision) to reject a thesis without giving second chance if the performance of the student is extremely poor. Similarity check of the revised document is mandatory for re-defense.
- b. Similarity check attempts carried out for the Ist defense will not be counted as chance(s) for the Similarity check for the revised document.

5.34 **Thesis Grading.** PhD thesis shall be graded as under:- (the grade will be reflected in the transcript)

- a. Distinction: Unconditional pass – no changes / amendments.
- b. Honors: Pass with minor revisions–some changes/amendments required.
- c. Pass: Satisfactory Thesis and satisfactory performance or pass in 2nd attempt.

5.35 **Completion of PhD Degree.** A student must register for all semesters till formal submission of his PhD Thesis (***Para 5.28a***). However, date of notification for PhD degree will be treated as completion date of the degree.

CHAPTER - 6

NON DEGREE PROGRAMS

- 6.1 **Types of Programs:** Non degree program are categorized as follows:-
- a. Programs of one semester are titled Foundation, Certificate and Diploma
 - b. Programs of two semesters are titled Diploma, Advanced Diploma or Interpretership.
- 6.2 **Types of Examination**
- a. **Oral Examination.** Oral Examination will comprise of examination conducted by the university as part of continued assessment or viva voce. Marks will be allocated according to the syllabus.
 - b. **Written Examination.** Written Exam will comprise all written papers
- 6.3 **Scheme of Examination**
- a. **Regular Programs.** Following will be the general scheme of examination for the Non-Degree Programs:
 - i. **Mid-Semester Exam.** Midterm Examination will be conducted at the end of the 8th week of the semester by all departments except English (FC) Division/allocation of marks will be determined by the respective department(s).
 - ii. **Final Examination.** At the end of a semester the students will be evaluated on the syllabus prescribed for the entire semester.
 - b. **Special Programs:** Special Programs will be conducted on the request of user agencies, for which the duration and evaluation will be determined by the department concerned in consultation with the user agency.
- 6.4 **Conduct of Examination**
- a. **Regular Examination.** At the end of a program, an examination will be conducted on the syllabus prescribed for the program.
 - b. **Supplementary Examination.** The Supplementary examination will be held for the candidates who are unable to clear or appear in the regular examination for which they are eligible.
 - c. **Special Examination.** The University may arrange for special tests/ examination exclusively for user organizations.
- 6.5 **Eligibility Criteria for Regular Examination:** Eligibility for examination is determined on the basis of the candidate's status. There are two types of candidates:

- a. **Regular candidates.** Must be enrolled students and have a minimum of 75% attendance for non-sponsored students and 80% for sponsored students for issuance of roll number slips.
- b. **External/Sponsored.** External candidates are sponsored by user agencies and diplomatic missions etc. and are not enrolled students of NUML. The process of registration is carried out by the user agencies/candidates. External candidates must clear all dues before being allowed to appear in the examination.

6.6 **Eligibility for Appearing in Supplementary Examination.** Supplementary examination will be held periodically by the university after the result of the Regular Examination has been declared. Only one chance will be given to candidates of one semester duration programs; two chances to two semester duration programs and three chances to a three semester duration program. There is no Supplementary Examination after the Mid-Semester Examination.

6.7 **Make Up Test/Examination.** A student who misses one or more papers of periodical test/examination because of sanctioned leave or for reasons beyond his control will be eligible for appearing in makeup test/exam in the paper(s) he missed within a period of 15 days of the end of the test/exam subject to the approval of the Director Examination.

6.8 **Assessment and Evaluation**

- a. Marks obtained will be rounded off to the nearest whole number 0.5 or more will be rounded off to one. Fractions of less than 0.5 will be counted as zero.
- b. Marks obtained by candidates in the periodical test/s and examination will be added and given weightage as per breakup given below:
 - i. Mid Semester: 40%
 - ii. End Semester: 60%
- c. Assessment for programs where there is no Midterm Examination will be made on the basis of the Final Examination only.

6.9 **Grading Ranges:** Candidates will be assigned grades follows:-

A = 80% and Above

B = 70% to 79%

C = 60% to 69%

D = 50% to 59%

Fail (Below 50%)

Minimum pass marks are 50% in each paper and also in aggregate. A candidate will have to pass each written exam separately and oral papers in aggregate.

6.10 **Rechecking of Answer Sheets.** Re-checking of answer sheets will be done as per criteria set for undergraduate programs.

6.11 **Issuance of Certificates/Diplomas.** All certificates/Diplomas will be issued as per NUML Regulations for Degree programs.

CHAPTER – 7**RULES FOR EXTERNAL CANDIDATES**

7.1 **Eligibility.** Candidates who have passed Bachelor's Degree (14 years) or other equivalent examination recognized by the Higher Education Commission are eligible to appear in the exam. However, there must be at least one-year gap after graduation for appearing in Part-1 of the examination as an external candidate.

7.2 **Procedures.** Following conditions are set for the candidates:-

- a. Examination for external students shall be held on annual basis part wise.
- b. One-year gap after graduation is mandatory for a student to appear in Part I of the examination.
- c. Candidate will be required to appear in only five papers in Part 1 examination.
- d. Pass percentage for each paper is 50%.
- e. It is mandatory to pass three out of five papers to become eligible for the supplementary examination.
- f. Supplementary examination will be held after six months of the annual examination and candidate failing in 50% or less subjects will appear in the examination.
- g. Part II of examination will be held after one year of Part I examination.
- h. Subsequent to Part II examination, the candidate will be eligible to avail three consecutive supplementary chances.
- j. Such candidates will avail first chance of supplementary exam after six months and the second chance with the next annual exam.
- k. In case a candidate fails to qualify his papers within prescribed period the registration of the student will be cancelled. However, he can appear again as a fresh candidate.
- l. The degree will only be awarded after completion of the course requirements of the program.

7.3 **Syllabus.** The syllabus for external degree candidates will be prepared by the concerned departments covering the requirements of the subject for the award of the degree.

7.4 **Provision of Sample Question Papers.** After registration, University will provide a copy of syllabus along with sample question papers to the candidates.

7.5 **Schedule for Examination.** The external examination will be conducted twice a year. An advertisement for the said examination will be published in newspapers by the Examination Branch.

7.6 **Registration of Students.** After advertisement, students desirous of appearing as external candidates will get themselves registered as external candidates after paying the prescribed fee. The University will issue them registration numbers.

7.7 **Conduct of Examination.** The Examination Branch, shall be responsible for the conduct of the examination.

7.8 **Issue of Date Sheet.** The Director Examination will notify the schedule of various papers. A copy of the same shall be placed on NUML web site and Roll No. Slips will be issued to the registered candidates.

7.9 **Setting of Question Papers.** Question papers will be prepared by respective HoD.

7.10 **Detailing of Superintendent/Invigilators for the Examination.** The Director examination will appoint a Superintendent of examination, with the approval of Rector. The Regional Directors will appoint center superintendent for external exam and provide a copy of duty list to the Director Examination.

7.11 **Deposit of Answer Sheets.** The superintendent shall be responsible to hand over/dispatch the answer sheets to the Director examination

7.12 **Marking of Answer Sheets.** The Director examination will get the answer sheets marked from Dean/HOD of the respective department.

7.13 **Evaluation and Compilation of Results** Answer sheets shall be evaluated and result shall be compiled by respective Dean/HOD and submitted to the examination branch within the stipulated time.

7.14 **Announcement of Results.** The results will be announced after approval of the competent authority.

7.15 **Issue of Degrees.** Degrees shall be issued to the successful candidates by the examination branch on payment of prescribed fee as notified by the university.

7.16 **Appeals.** As per university rules for regular students.

7.17 **Remuneration.** The faculty/staff who will be involved in the conduct of examination and evaluation and compilation of result will be paid according to the prescribed rates of honoraria with the approval of the competent authority.



Annex A

COMPOSITION OF GRADUATE ADVISORY COMMITTEE (GAC)

1. Concerned Dean - Chairman
2. Concerned HoD
3. External Member
4. Supervisor
5. Co-Supervisor (if appointed)
6. Program Coordinator

COMPOSITION OF THESIS DEFENCE COMMITTEE (TDC)

1. *Pro-Rector (Academic) / Concerned Dean Chairman
2. Concerned Head of Departments
3. External Examiner
4. Internal Examiner
5. Supervisor
6. Co-Supervisor (If appointed)
7. Subject Expert (optional)
8. Director Academic (Non-voting member)
9. Director QEC (Non-voting member)

*Note: Pro-Rector (Academic) will chair the TDC of PhD and Dean will chair the TDC for MS/M.Phil


Annex B
Timeline for MPhil/MS

	Year 1		Year 2		Year 3			Year 4				
Task	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5		Sem 6	Sem 7		Sem 8		
Course				(a)							BASR	
Research Proposal (RP)					RP-1	RP-2	(b)					
Thesis Writing						Progress Report 1	Progress Report 2	(c)				
Submission of Thesis					2 months	2 months	2 months		Extension for 1 Month	After 30 Days		Evaluation and Final Defense
Deadline				Course – Work	Synopsis 1	Synopsis 2			FBS	FBS 2 nd Warning		Struck off

a- Maximum Deadline for Course Work

b- Deadline for Synopsis

c- Deadline for Thesis submission (In case of Failure 1st Warning)

2nd Warning

3rd Warning (In Case of failure case be processed for SOR after 15 days)



Timeline for PhD

	Year1		Year2		Year 3		Year 4		Year 5		Year 6		Year 7		Year 8		
Task	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Sem 7	Sem 8	Sem 9	Sem 10	Sem 11	Sem 12	Sem 13	Sem 14	Sem 15	Sem 16	
Course					Ceased												
Final Comprehensive Examination (FCE)					FCE	2 nd FCE for whose failed 1 st FCE	Ceased				BASR						
Research Proposal (RP)						RP-I First FCE/2 nd	RP-2 1 st FCE/2 nd FCE							BASR		BASR	
Thesis Writing							Progress Report-1		Progress Report-2								
Submission of Thesis										Final Submission	Extension by FBS	Article Publication/acceptance letter	Evaluation and Final Defense	Evaluation and Final Defense			
Deadline	Course Work								Comprehensive		Synopsis		1 st Warning	2 nd Warning	Submission of Thesis with article / acceptance letter		



PRO-FORMA FOR MIGRATION / TRANSFER OF CREDITS

FACULTY: _____ **DEPARTMENT:** _____

1. Name of Applicant: _____
2. Father's Name: _____
3. CNIC: _____ Email _____
4. Address: _____

5. **Academics Details*:**

Examination	Board / University	Year of Passing	CGPA/ Percentage
Matric			
FA/FS.c			
BA/B.Sc. (14 years)			
MA/M.Sc. (16 years)			
MS / M. Phil (18 years)			
Ph. D			

* Attach degrees/certificates and official transcripts of all the programs.

6. Current Program: _____
 - a. Name of University with City / Campus: _____
 - b. Title of Program: _____
 - c. Registration Number: _____
 - d. Date of Enrolment in the Current Program: _____
(also indicate session i.e. Spring / Fall)
 - e. Current Semester: _____
(Attach transcripts for all completed semesters)
 - e. Reasons for Migration: _____

Applicant's Signatures



FACULTY: _____ **DEPARTMENT:** _____

ALLOCATION OF SUPERVISOR

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

Thesis Supervisor

Name: _____

Department/Organization: _____

Contact No: _____ Email: _____

Signature (for consent): _____ Date: _____

CO-SUPERVISOR (if appointed)

Name: _____

Department/Organization: _____

Contact No: _____ Email: _____

Signature (for consent): _____ Date: _____

(TO BE FILLED IN BY THE DEPARTMENT)

Approved

Not Approved

HoD: _____ Signature: _____ Date: _____

Dean: _____ Signature: _____ Date: _____



NATIONAL UNIVERSITY OF MODERN LANGUAGES

FACULTY: _____ **DEPARTMENT:** _____

QUARTERLY RESEARCH PROGRESS REPORT

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

1. **Progress /Comments by Supervisor:** _____

Recommendations/Future Work: _____

2. **Comments by Program Coordinator:** _____

Name: _____ Signature: _____ Date: _____

(TO BE FILLED IN BY THE DEPARTMENT)

Research Progress: Satisfactory (S) Unsatisfactory (U)

Action Required (If unsatisfactory) OR Other Comments: _____

HoD: _____ Signature: _____ Date: _____

Dean: _____ Signature: _____ Date: _____



FACULTY: _____ **DEPARTMENT:** _____

CHANGE OF SUPERVISOR

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

Reason (s) for Change: _____

New Thesis Supervisor

Name: _____

Department/Organization: _____

Contact No: _____ Email: _____

Signature (for consent): _____ Date: _____

Old Thesis Supervisor

Name: _____

Department/Organization: _____

Contact No: _____ Email: _____

Signature (for consent): _____ Date: _____

(TO BE FILLED IN BY THE DEPARTMENT)

Approved

Not Approved

HoD: _____ Signature: _____ Date: _____

Dean: _____ Signature: _____ Date: _____

**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

FACULTY: _____ DEPARTMENT: _____

RESEARCH PROPOSAL DEFENCE – MS/M.Phil.

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

Attempts: Ist 2nd**STATUS** Approved Approved with Changes Not Approved**GRADUATE ADVISORY COMMITTEE (GAC)**1. SUPERVISOR: _____
(Name) (Signatures)2. CO-SUPERVISOR: _____
(Optional) (Name) (Signatures)3. EXTERNAL MEMBER: _____
(Name) (Signatures)4. SUBJECT EXPERT: _____
(Optional) (Name) (Signatures)5. HoD: _____
(Name) (Signatures)6. Dean/Chairman: _____
(Name) (Signatures)

Date: _____

**MPHIL/MS THESIS DEFENCE****(PRO-FORMA TO BE FILLED BY THE COMMITTEE AFTER THESIS DEFENCE)**

Faculty:		Department:	
Name of Student:		Regn No:	
CGPA:		Date of Enrolment:	
Expiray of Maximum Time:		Field of Specialization:	
Thesis Title			

Attempts: 1st 2nd Marks Obtained out of 200

Recommendations of Thesis Defence Committee (TDC)

Decision		Remarks
Approved without Changes	<input type="checkbox"/>	
*Approved with Minor Changes (To be submitted within three months)	<input type="checkbox"/>	
**Approved with Major Changes (To be resubmitted not before three months)	<input type="checkbox"/>	

OR

Decision		Remarks
***Not Approved & Re-defense (Minimum time after six months)	<input type="checkbox"/>	
Rejected	<input type="checkbox"/>	

COMMENTS

External Examiner: _____

Internal Examiner: _____

Chair: _____

* Changes to be verified by supervisor and certificate be submitted. In case of failure to re-submit the thesis within prescribed period i.e. three months, the further processing will be subject to provision of extension by BASR.

** Committee to be formed by Dean during the defense to verify the changes. Date of signature of Rector to be the date of award of degree.

*** In case of major changes /re-defense the similarity index will be checked.

NATIONAL UNIVERSITY OF MODERN LANGUAGES**Annex J**
MSTH6**FACULTY:** _____ **DEPARTMENT:** _____**THESIS DEFENCE COMMITTEE (TDC) – MS/M.Phil**

Faculty:			
Name of Student:			
CGPA:			
Expiray of Maximum Time:			
Thesis Title			

S#	Designation	Name	Signature
1	Supervisor		
2	External Examiner		
3	Internal Examiner		
4	Director QEC		
5	Coordinator		
6	Head of Department		
7	Concerned Dean (Chair)		

Date: _____



Annex k PhDTH1

NATIONAL UNIVERSITY OF MODERN LANGUAGES

FACULTY: _____ DEPARTMENT: _____

ALLOCATION OF SUPERVISOR - PhD

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

Thesis Supervisor

Name: _____

Department/Organization: _____

Contact No: _____ Email: _____

Signature (for consent): _____ Date: _____

CO-SUPERVISOR (if appointed)

Name: _____

Department/Organization: _____

Contact No: _____ Email: _____

Signature (for consent): _____ Date: _____

(TO BE FILLED IN BY THE DEPARTMENT)

Approved

Not Approved

HoD: _____ Signature: _____ Date: _____

Dean: _____ Signature: _____ Date: _____



NATIONAL UNIVERSITY OF MODERN LANGUAGES

FACULTY: _____ DEPARTMENT: _____

QUARTERLY RESEARCH PROGRESS REPORT - PhD

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

1. **Progress /Comments by Supervisor:** _____

Recommendations/Future Work: _____

2. **Comments by Program Coordinator:** _____

Name: _____ Signature: _____ Date: _____

(TO BE FILLED IN BY THE DEPARTMENT)

Research Progress: Satisfactory (S) Unsatisfactory (U)

Action Required (If unsatisfactory) OR Other Comments: _____

HoD: _____ Signature: _____ Date: _____

Dean: _____ Signature: _____ Date: _____



NATIONAL UNIVERSITY OF MODERN LANGUAGES

FACULTY: _____ **DEPARTMENT:** _____

CHANGE OF SUPERVISOR – PhD

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

Reason (s) for Change: _____

New Thesis Supervisor

Name: _____

Department/Organization: _____

Contact No: _____ Email: _____

Signature (for consent): _____ Date: _____

Old Thesis Supervisor

Name: _____

Department/Organization: _____

Contact No: _____ Email: _____

Signature (for consent): _____ Date: _____

(TO BE FILLED IN BY THE DEPARTMENT)

Approved

Not Approved

HoD: _____ Signature: _____ Date: _____

Dean: _____ Signature: _____ Date: _____



COMPREHENSIVE EXAMINATION RESULT - PhD

FACULTY: _____ **DEPARTMENT:** _____

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

Attempts: Ist 2nd

1. Date of Written Examination: _____

2. Marks Obtained: _____/100

3. Result of Examination: Pass Fail

4. Deficiency Courses (if any) to be passed before taking on research:-

a. _____

a. _____

5. Thesis Supervisor: _____

(Name)
(Signature)

6. Co- Supervisor: _____
 (if appointed) (Name) (Signature)

7. HoD: _____

(Name)
(Signature)

8. Dean: _____

(Name)
(Signature)



NATIONAL UNIVERSITY OF MODERN LANGUAGES

FACULTY: _____ **DEPARTMENT:** _____

RESEARCH PROPOSAL DEFENCE - PhD

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

Attempt: Ist 2nd

STATUS

Approved Approved with Changes Not Approved

GRADUATE ADVISORY COMMITTEE (GAC)

1. SUPERVISOR: _____ (Name) _____ (Signatures)

2. CO-SUPERVISOR: _____ (Optional) _____ (Name) _____ (Signatures)

3. EXTERNAL MEMBER: _____ (Name) _____ (Signatures)

4. SUBJECT EXPERT: _____ (Optional) _____ (Name) _____ (Signatures)

5. HoD: _____ (Name) _____ (Signatures)

6. Dean/Chairman: _____ (Name) _____ (Signatures)

Date: _____



NATIONAL UNIVERSITY OF MODERN LANGUAGES
PHD THESIS DEFENCE

Annex P
PhDTH6

(PRO-FORMA TO BE FILLED BY THE COMMITTEE AFTER THESIS DEFENCE)

Faculty: _____ Department: _____

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Expiry of Maximum Time _____

Thesis Title: _____

Field of Specialization _____

Attempts: 1st 2nd

Recommendations of Thesis Defense Committee (TDC)

Decision	Remarks
Approved Without Changes <input type="checkbox"/>	
* Approved with Minor Changes (To be submitted within three months) <input type="checkbox"/>	
**Approved with Major Changes (To be resubmitted after three months) <input type="checkbox"/>	

OR

Decision	Remarks
***Not Approved & Re-defense (Minimum time after six months) <input type="checkbox"/>	
Rejected <input type="checkbox"/>	

Comments

Internal Examiner: _____

External Examiner (I): _____

External Examiner (II): _____

Chair: _____

- * Changes to be verified by supervisor and certificate be submitted. In case of failure to re-submit the thesis within the prescribed period i.e. three months, the further processing will be subject to provision of extension by BASR.
- ** Committee to be formed by Dean during the defense to verify the changes. Signature of Rector will be the date of notification.
- *** In case of major changes/re-defense the similarity index/plagiarism will be checked, again.

NATIONAL UNIVERSITY OF MODERN LANGUAGES**Annex Q**
PhDTH7

FACULTY: _____ DEPARTMENT OF: _____

THESIS DEFENCE COMMITTEE (TDC)

1.	Supervisor	_____ Name	_____ Signature
2.	Co-Supervisor (if applicable)	_____ Name	_____ Signature
3.	External Examiner (I)	_____ Name	_____ Signature
4.	External Examiner (II)	_____ Name	_____ Signature
5.	Subject Expert (Optional)	_____ Name	_____ Signature
6.	Internal Examiner	_____ Name	_____ Signature
7.	Head of Department	_____ Name	_____ Signature
8.	Dean	_____ Name	_____ Signature
9.	Pro-Rector (Academic)	_____ Name	_____ Signature

Date: _____

Note: Before commencement of proceedings of Defense, HoD/Coordinator will intimate TDC about time available to scholar and any deadline/condition set by BASR. Additional time can only be given if the scholar has time available.

NATIONAL UNIVERSITY OF MODERN LANGUAGES

Faculty: _____ Department: _____

REQUEST FOR CONDUCT OF MAKE-UP EXAMINATION**(Graduate / Undergraduate)**

Name: _____ S/D/o: _____

Roll No: _____ Discipline _____ Semester: _____ (Mor/Eve): Session _____

Name of Exam: (End Semester Exam / Mid Semester Exam): _____

Names of Papers Missed:

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

6. Fee Paid vide challan No: _____ dated: _____ (copy attached)

7. Reason for Conduct of Make-up: (Please also attach documentary proof)

Signature of Student

Dated: _____

Parents'/Guardians' Signature

Tel Number: _____

Coordinator**HoD:****Dean**

NOTE: Please attach fee paid challan form (in original) with application.

Fee for Make-up Exam: For Graduate Program Rs. 2000/- per paper.

For Under-Graduate Program: Rs. 1000/- per paper.