

NOTIFICATION

Consequent upon the recommendations of the Academic Council, vide decision of Agenda Item No. 07 of its 27th meeting held on 08.10.2025, the Syndicate, vide agenda item No. 04 of its 52nd meeting held on 16.10.2025, is pleased to approve the “**Rules and Regulations of Graduate and Undergraduate degree programs**” which will be effective from Fall-2025.


REGISTRAR

NO. & DATE EVEN

Copy is forwarded for Information and necessary action to:

1. All Members of the Academic Council, UOG
2. The Director (ASRB), UOG
3. The Additional Director Implementation, Office of the Vice Chancellor, UOG
4. Academic Council File


DIRECTOR (DAC)

RULES AND REGULATIONS

UNDERGRADUATE DEGREE PROGRAMS

(REVISED 2025)

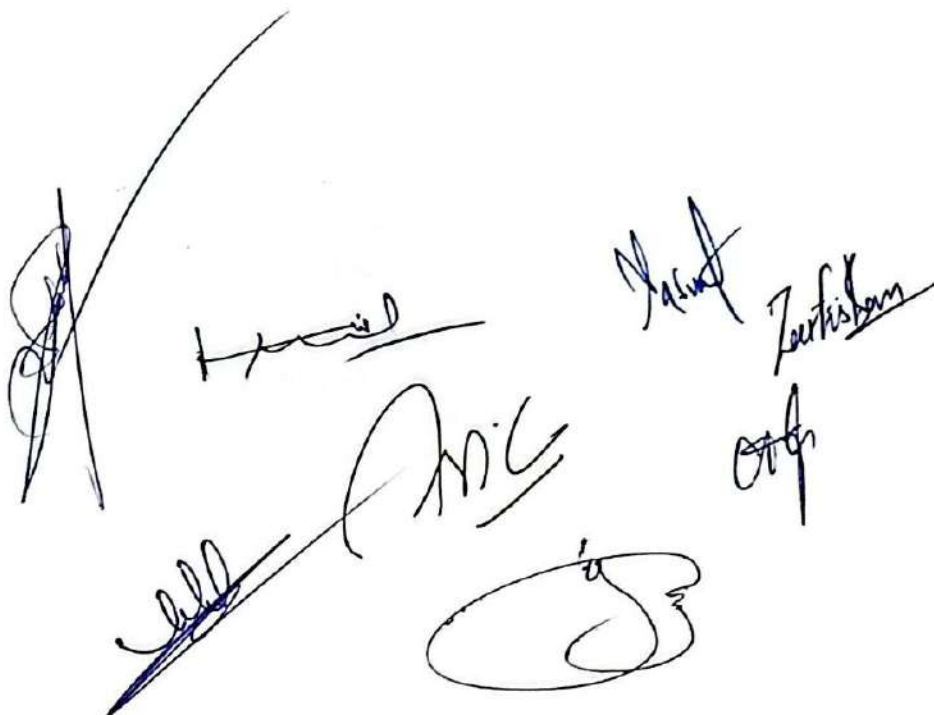
Under
Semester System



UNIVERSITY OF GUJRAT

**UNIVERSITY OF GUJRAT SEMESTER SYSTEM
RULES AND REGULATIONS
UNDERGRADUATE DEGREE PROGRAMS
Revised 2025
(UNDER SEMESTER SYSTEM)**

Sr. #	Particulars	Page No.
1.	Introduction	1
2.	Definitions	1
3.	Academic Program / Scheme of Studies	2
4.	Admission Procedure and Eligibility	3
5.	Semesters	5
6.	Academic Calendar	5
7.	Credit Hours	5
8.	Course Description	6
9.	Enrollment in a Semester/ Course Registration	6
10.	Change of Courses Add/Drop/Withdrawals	7
11.	Class Attendance	7
12.	Incomplete Grades on Medical Grounds	7
13.	Examinations	7
14.	Rules for Promotion for Undergraduate Programs	9
15.	Unfair Means/Cheating Cases	10
16.	Repeating Course(s)	12
17.	Dropout	12
18.	Re-admission	12
19.	Freezing of Studies	12
20.	Discontinued/Semester Gap and Re-Joining	13
21.	Migration/transfer of credit	14
22.	Award of Gold Medals	15
23.	Vice chancellor's authority in special cases	15



1. INTRODUCTION:

These Rules and Regulations, formulated in accordance with the University of Gujrat Amended Act IX of 2004 and subsequent directives issued by the Higher Education Commission, shall be referred to as the **Semester Rules and Regulations for Undergraduate Programs (Revised 2025)**.

This document outlines the general rules and regulations governing undergraduate degree programs at the University of Gujrat. Its purpose is to provide students and faculty members with a comprehensive overview of the semester system rules, concerning courses, credit hours, assignments, examinations, and result procedures.

The University of Gujrat undergraduate degree programs are offered on face-to-face mode, co-education, and semester system. The medium of instruction and evaluation is English, unless otherwise specified.

All undergraduate rules and regulations of the University of Gujrat shall be applicable to affiliated colleges of UOG except that the course evaluation for the Term System shall be assessed as followed:

- 40 marks shall be allocated for classroom activities, including mid-term evaluations, which shall be assessed and evaluated by the concerned college.
- 60 marks shall be allocated for the end-term examination, which shall be conducted and evaluated by the Term System Branch, Controller of Examinations, University of Gujrat.

2. DEFINITIONS

- 2.1 **Academic Program or Program.** Means a Program of studies, which leads to the award of a Degree to the students, after successful completion of all its requirements.
- 2.2 **Assessment.** Means evaluation of performance of students in academic Program, including examinations, assignments, practicals, project work, seminars and tutorials.
- 2.3 **Chairperson** Means Chairperson of an Academic Department of the University.
- 2.4 **Class Assignment.** Means a task relevant to a course of study to substantiate the course contents. An assignment may or may not be graded.
- 2.5 **Competent Authority.** Means Vice Chancellor until specified otherwise
- 2.6 **Contact Hour.** Means one hour spent on teaching, lab work, practicals, research work, projects, seminars, workshops, internships, etc.
- 2.7 **Controller.** Means Controller of Examinations of the University.
- 2.8 **Course Registration.** Means registering a course in a specific semester
- 2.9 **Credit Course.** Means a course required for a degree and is counted towards CGPA.
- 2.10 **Credit Hour (Crd. Hr).** One credit hour means a lecture of one-hour duration per week in a semester for a subject countable towards a student's Cumulative Grade Point Average (CGPA). A practical of two hours is equivalent to one credit hour.
- 2.11 **Cumulative Grade Point Average (CGPA).** Means the average of grade points earned in all courses in two or more than two semesters of an Academic Program.
- 2.12 **Dean.** Means Dean of a faculty of the University.
- 2.13 **Director Academics.** Means Director Academics of the University.
- 2.14 **Department.** Means an Academic Department of the University.
- 2.15 **Dropped.** Means that a student is declared ineligible for further studies.
- 2.16 **Examiner.** Means a person appointed to conduct an examination.
- 2.17 **Faculty.** Means Faculty of the University having two or more departments.
- 2.18 **Freeze.** Means Freezing of studies.
- 2.19 **Grade.** Means a letter grade which represents certain points earned by a student.
- 2.20 **Grade Point (GP).** Means number of points assigned to a letter grade.

- 2.21 **Grade Point Average (GPA).** Means the average of points earned by a student in a semester.
- 2.22 **Non-Credit Course.** Means a course of study, successful completion of which is required for a degree but not counted towards CGPA.
- 2.23 **Registration.** Means Registration of the student in a Teaching Department of the University.
- 2.24 **University.** Means University of Gujrat
- 2.25 **Vice Chancellor.** Means Vice Chancellor of University of Gujrat

3. **ACADEMIC PROGRAM / SCHEME OF STUDIES**

- 3.1 Undergraduate degree Programs include all Bachelor and equivalent Programs and shall have:
 - 3.1.1 the scheme of study with Program Student Learning Outcomes (PSLOs) aligned with the Departmental Educational Objectives and the University's Mission.
 - 3.1.2 Each course of the scheme of study with a set of Students Learning Outcomes (SLOs), from the Program Student Learning Outcomes.
 - 3.1.3 assessment of each course to measure the achievement of the corresponding SLOs using assignment/internship/project/ presentation and quizzes/midterm/final examinations. The intensity of the assignment/ internship/project and the time of the activity will be determined by the concerned department.
- 3.2 All Academic departments shall be responsible for developing schemes of studies, and syllabi/courses for their academic Program in the light of the HEC approved curricula and guidelines. The scheme of study and syllabi shall be reviewed and finalized by the respective Boards of Studies. The same shall be submitted to the Board of Faculty and Academic Council. The scheme of studies and syllabi shall become effective from the date of approval by the Academic Council or any other date as the Academic Council may determine. However, the Vice Chancellor may grant approval in anticipation on the recommendation of Chairman/HoD and Dean concerned.
- 3.3 The Degree Program wise Guidelines are as under:
 - 3.3.1 Two-year Associate Degree Program (Level 05):
 - A. shall spread over a minimum of 04 semesters (2 years) and a maximum of 06 semesters (3 years), extendable by one semester with the approval of the Academic Council on case to case basis and on the recommendation of relevant Dean/ Director and chairperson/ HoD.
 - B. Shall be of a minimum of 64 and maximum of 74 credit hours.
 - 3.3.2 Four-year Bachelor's Degree Program (Level 06):
 - A. shall spread over a minimum of 08 semesters (4 years) and a maximum of 12 semesters (6 years), extendable by one year with the approval of the Academic Council.
 - B. Shall be of a minimum of 124 and maximum of 148 credit hours.
 - 3.3.3 Five-year Bachelor's Degree Program (Level 06):
 - A. shall spread over a minimum of 10 semesters (5 years) and a maximum of 15 semesters (7.5 years), extendable by one year with the approval of the Academic Council.
 - B. Shall be of a minimum of 164 and maximum of 180 credit hours.
 - 3.3.4 Two-year 5th Semester Induction (Lateral Entry) Degree Program (Level 06):
 - A. shall spread over a minimum of 04 semesters (2 years) and a maximum of 06 semesters (3 years), extendable by one semester with approval of the Academic Council.
 - B. Shall be of a minimum of 60 and maximum of 74 credit hours.

4. ADMISSION PROCEDURE AND ELIGIBILITY

4.1 University of Gujrat (UOG) Online Admissions for all Undergraduate Degree Programs including Fifth Semester Induction and reserved seats/quota shall be processed against the advertisement in print and electronic media.

4.2 For Undergraduate (4/5 year): The desirous candidates (Male/Female/Transgender) who have passed all subjects of FIRST YEAR Intermediate or equivalent or First Two Years of the three years relevant Associate Diploma (DAE) duly recognized by Pakistan Board of Technical Education (PBTE) and secured following minimum percentage of marks shall apply for the degree programs offered by:

Faculty	Percentage required
Faculty of Arts	a) At least 45% marks are required in the intermediate or equivalent or relevant three years Diploma duly recognized by Pakistan Board of Technical Education (PBTE) b) Entry Test (where required)
Faculty of Management & Administrative Sciences	
Faculty of Science	
Faculty of Social Sciences	
Faculty of Architecture, Design & Fine Arts (for Design & Fine Arts)	a) At least 50% marks are required in Intermediate (Pre-Medical, Pre-Engineering or Science Group) or ICS or equivalent or three years Diploma in any technologies duly recognized by Pakistan Board of Technical Education (PBTE) having mathematics with 150 Marks and Computer Science with 100 Marks b) Entry Test (where required)
Faculty of Computing & Information Technology	
Faculty of Engineering & Technology	a) At least 60% for Engineering & 50% for Technology programs are required in the intermediate (Pre-Medical, Pre-Engineering, Computer Science (ICS) or equivalent) or relevant three years Diploma (DAE) duly recognized by Pakistan Board of Technical Education (PBTE). b) Entry Test Result
Faculty of Architecture, Design & Fine Arts (for Architecture)	a) At least 60% marks are required in the intermediate or equivalent or relevant three years Diploma duly recognized by Pakistan Board of Technical Education (PBTE) b) Entry Test

4.3 For BS-Lateral Entry/5th Semester Induction: The desirous candidates (Male / Female / Transgender) who have Associate Degree (with at least 2.0 CGPA) or 14 Years of education from an HEC recognized institution having at least 45% marks in the programs offered in Faculty of Arts, Management Sciences, Science, Social Sciences and 50% marks in the programs offered by the Faculty of Computing and Information Technology may also apply for 5th Semester induction in the relevant

- subject. Complete degree (14 years of education) shall be required to apply for 5th Semester Induction Program and BBA (2 years degree program).
- 4.4 Details of admission application is as under:
- 4.4.1 The applicant shall create an account on the UOG admission portal using his/her own Computerized National Identification Number (CNIC) or NADRA B-Form number.
- 4.4.2 Unless mentioned, the reserved seats are only for the Morning Degree Programs offered at UOG and its Sub-Campus Mandi Bahauddin.
- 4.4.3 Only Online complete application(s) along with uploaded compulsory documents shall be processed:
- 4.4.4 In case of any discrepancy, fake documentation or concealment of facts, failure to produce 2nd year result OR less than the required consolidated percentage of marks in Intermediate or equivalent, the application shall not be processed OR admission shall be cancelled at any stage of the degree.
- 4.4.5 The applicants applying for reserved seats must upload all relevant documents; otherwise, the application shall not be processed.
- 4.4.6 Considering eligibility, a candidate may apply for more than one degree programs.
- 4.4.7 The submitted application(s) shall be acknowledged by the UOG through a text message on the applicant's given cell number.
- 4.5 The change of subject within stipulated time shall only be allowed to the applicants who have already applied for the desired degree program(s) with the approval of respective Deans/HODs subject to the availability of seats and eligibility.
- 4.6 Semester dues shall be refunded (if requested) within stipulated time as per UOG policy /rules.
- 4.7 The MERIT LISTS of selected candidates shall be displayed on the respective departmental notice board and UOG admission portal (<https://uog.edu.pk>) as per admission calendar.
- 4.8 An applicant can file the admission grievance(s) (if any) along with all required documents in the office of the respective Faculty Dean for redressal within two working days after the notification/display of the merit list(s).
- 4.9 All the selected candidates mentioned in any merit lists shall appear before the respective Departmental Admission Committee along with all credentials (in original), CNIC / B-Form, two passport size fresh photographs with blue background and two sets of attested copies of all credentials (Matric; Intermediate or equivalent; Diploma; other certificates etc.) placed in an ordinary paper folder within stipulated time before the notification / display of the next merit list to get Bank Challan for the semester fee / dues and securing of admission.
- 4.10 The admission dues / fee shall be deposited during the stipulated period in any branch of the Bank of Punjab and a copy of challan shall be deposited in the department concerned for semester registration.
- 4.11 In case the semester fee / dues are not deposited within stipulated time the admission offer shall stand cancelled.
- 4.12 Subject to the availability, hostel facility shall be provided to the candidates having domicile other than District Gujrat.
- 4.13 A candidate shall have to pay non-refundable admission application processing charges within the stipulated time as mentioned in the admission calendar for a degree program.
- 4.14 Equivalence Certificate of "A" Levels or Intermediate Certificate awarded by the foreign institutions issued by the Inter Board Committee of Chairman (IBCC) is mandatory at the time of registration.
- 4.15 The applicant's upper age limit shall be 25 years for Undergraduate Degree Programs except for LLB and 27 years for 5th Semester Induction Degree Programs at the time of admission closing date. No further age relaxation is permissible.

- 4.16 Considering minimum required number of students per section and the departmental resources, the University reserves the right for not offering any degree program(s). If a degree program is not offered, the deposited semester dues shall be refunded as per UOG policy/rules.
- 4.17 The respective councils' approved number of seats shall strictly be followed.

5. SEMESTERS

5.1 REGULAR SEMESTERS

- 5.1.1 There shall be two regular semesters, Fall and Spring, in an academic year or as per notified academic calendar.
- 5.1.2 Each semester shall be of 18 weeks' duration, out of which 16 weeks shall be reserved for teaching and two weeks for examinations. However, if teaching in the whole University is suspended due to unavoidable circumstance the compensation shall be made accordingly with the approval of the competent authority.
- 5.1.3 The University will observe semester break, winter, spring and summer vacations on dates to be announced by the University as per academic calendar.

5.2 SUMMER SEMESTER

- 5.2.1 A specific department may offer a special semester during summer vacations with the approval of the Dean/Director on the recommendation of the Chairperson/HoD.
- 5.2.2 Summer semester shall not be considered a regular semester and will offer opportunity to those students who have failed courses or want to improve certain courses as allowed by rules.
- 5.2.3 Summer semester will be of 8 weeks duration with double contact hours to regular semester. For example, a 3 credit hours course in a regular semester will be taught as 6 contact hours course in a week.
- 5.2.4 A student shall be allowed to take a maximum of three courses in the summer semester.
- 5.2.5 The minimum number of students required for the course to be offered in the summer semester shall be 10.

6. ACADEMIC CALENDAR

The University will publish a schedule of complete academic year, including Fall and Spring semesters for the convenience of the students, staff and faculty members. The calendar will include the following information:

- i. Semester starting date
- ii. Holidays during the semester
- iii. Semester ending date
- iv. Mid Term / Final Term Exam
- v. Result notification date
- vi. Other necessary information, if any

7. CREDIT HOURS

- 7.1 A credit hour of theory subject means teaching a class of one contact hour per week for 16 weeks of whole semester.
- 7.2 One credit hour in laboratory or experimental work means at least two contact hours per week. However, it may vary as per guidelines of accreditation council.
- 7.3 The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit (left side) represents the theory part while the second (right side) digit represents the practical.
- 7.4 A course of 03 credit hours with a denotation of 3(3-0) means three credit hours of theory with no practical.

- 7.5 A course having 03 credit hours with denotation of 3(2-1), means two contact hours per week for theory and one practical of two hours per week.
- 7.6 A course having 04 credit hours with denotation of 4(3-1), means three contact hours per week for theory and one practical of two hours per week.
- 7.7 For BS level the class duration for a lecture is not more than 1.5 hour.

8. COURSE DESCRIPTION

The new or revised course contents proposal will be forwarded to the Directorate of Academic Coordination by the Chairperson/HOD/Coordinator, after getting final approval from Board of studies and then from Academic Council of University of Gujrat.

Courses will be codified as follows:

4 and 5 years Program

All courses given in first year (1st & 2nd semester) will be designated by 100.

All courses given in second year (3rd & 4th semester) will be designated by 200.

All courses given in third year (5th & 6th semester) will be designated by 300.

All courses given in fourth year (7th & 8th semester) will be designated by 400.

All courses given in fifth year (9th & 10th semester) will be designated by 500.

2 years BS-Lateral Entry after 14 years education

All courses given in first year (1st & 2nd semester) will be designated by 300.

All courses given in second year (3rd & 4th semester) will be designated by 400.

All codes will be preceded by 2-4 alphabets indicating the major discipline. For example a Course in the 5th semester of BS(Hons) major physics will be PHYS-301.

Courses will be divided into following categories:

- A. General Education
- B. Major
- C. Interdisciplinary
- D. Internship
- E. Capstone Project

9. ENROLLMENT IN A SEMESTER/ COURSE REGISTRATION

- 9.1 A student must enroll / register in each semester till the completion of his studies.
- 9.2 Provisional Course Registration each semester student must provisionally register courses through online module, generate Fee Challan and ensure to deposit the Semester Fee as per the dates specified in Academic Calendar. Failure to deposit Fee within the time specified in Academic Calendar, provisional course registration shall be removed and students shall not be allowed to rejoin classes. However, the student can be re-registered in that semester with the approval of Dean/Director concerned after the recommendation of Chairperson/HoD with a fine of Rs. 2000/- within four weeks of commencement of classes.
- 9.3 A full-time regular student will be allowed a maximum workload of 19 credit hours per semester.
- 9.4 A student may be allowed to a maximum of 22 credit hours per semester in case of repeating course(s) by the Dean/Director on the recommendation of Chairperson concerned.
- 9.5 A student may be allowed to register in an additional course as non-credit course, which may not be in excess of the maximum workload of 18 credit hours per semester. The additional course, if successfully completed, will be reflected on the transcript as non-credit course, without any impact on CGPA of the student or counting on towards requirements of a degree.
- 9.6 Course being offered in any given semester shall be reflected in the LMS/ CMS account of each student, where one will be able to register the courses.

10. CHANGE OF COURSES ADD/DROP/WITHDRAWALS

- 10.1 A student, with the consent of the concerned HOD, may be allowed to change a course and drop a course within one week of the commencement of a semester without affecting the workload requirements.
- 10.2 Withdrawal from a course may be allowed before midterm examinations by the approval of the Chairperson/HOD without affecting the workload requirements and will be represented by 'W' in the transcript.

11. CLASS ATTENDANCE

- 11.1 Students are required to attend all classes, laboratories, tutorials or other class meetings officially designed for a particular course. They are also required to complete all assignments.
- 11.2 Calculation of attendance shall start from the date of commencement of classes.
- 11.3 A minimum of 75 % attendance is required by the students to be eligible to sit in the final examination.
- 11.4 A student with less than 75 % of the attendance shall be dropped from the course and have to repeat the course whenever the course is offered again.
- 11.5 In exceptional / hardship cases Vice Chancellor on the recommendation of Director concerned faculty may exempt maximum of 10 % of the attendance, on case to case basis.
- 11.6 All Semester activities performed under the supervision of a faculty member shall be uploaded in LMS/ CMS account accordingly and timely to ensure that the students can see the information relevant to them. Schedule of activities is as given below:
 - 11.6.1 Class Attendance, to be uploaded on weekly basis.
 - 11.6.2 Assignments/ Quizzes/ Presentations marks to be uploaded within a week.
 - 11.6.3 Midterm marks to be uploaded within two weeks

12. INCOMPLETE GRADES ON MEDICAL GROUNDS

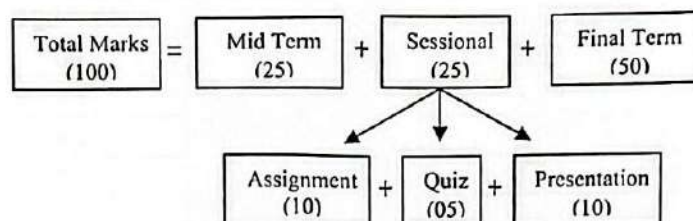
In case a student is unable to appear in the end of semester examination of a semester due to some unavoidable circumstances, he/she may be allowed to take the end term exams as per following rules:

- 12.1 The student must have fulfilled the required number of lectures and must have completed the midterm exam and sessional work during the semester.
- 12.2 Such student shall be given *Incomplete Grade* ('I' Grade) on the recommendation of the committee by getting permission from Controller of Examination.
- 12.3 The student will only have to appear in the end of semester examination whenever the course is offered again.
- 12.4 Fee amounting to Rs. 4,000/- per course shall be charged to appear/register "I" Incomplete grade course.

13. EXAMINATIONS

- 13.1 All students shall be required to take Mid Term and Final Term examinations in a semester on notified dates, besides class tests, assignments, etc. All examinations shall be conducted as per notified academic calendar.
- 13.2 A student shall be eligible to appear in the examination provided that he has:
 - 13.2.1 been on the role of the University during the semester;
 - 13.2.2 registered himself for the concerned course(s) of study;
 - 13.2.3 attended 75% lectures and practicals;
 - 13.2.4 paid all the University dues.

- 13.3 The final standing of each student, in each course is assessed on the midterms, sessional work (presentations, assignments, quizzes and practical) and end of semester examinations. Each course will be evaluated on the basis of the weightage as under:



13.4 Sessional and Mid-term

- 13.4.1 For sessional work, the teacher will give minimum 2 assignments/ practicals and 2 quizzes per course per semester and average of the obtained marks would be considered as the final marks in assignments/ quizzes.
- 13.4.2 All the assessed scripts and award lists of assignments/practicals, quizzes and class presentations will be submitted to Examination as per deadlines specified in Academic Calendar.
- 13.4.3 The teacher will himself/herself enter the midterm and sessional marks in the database, University of Gujrat Information System (UOGIS) within the deadlines mentioned in notified Academic Calendar. The signed database generated hardcopies of the midterm and sessional marks will be submitted to the Examination Department. However, Midterm results will be submitted within 10 days/as per notified Academic Calendar after the termination of midterm exams and sessional results will be submitted as per Section 8.6.2.
- 13.4.4 The re-take of midterm exam is not allowed. However, if a student has missed the midterm exam owing to following genuine cases, the Dean/Director may permit for re-take of midterm examinations upon concrete recommendations of the Chairperson/HoD:
- A. Medical Emergency with the student (Government hospital computerized certificate/slip shall be required)
 - B. Death of blood relations (Computerized Death Certificate and proof of relation with deceased shall be required)
- 13.4.5 The re-take of midterm exam shall be conducted within two weeks after the midterm exam deadline notified in Academic Calendar.

13.5 End of Semester Examination for Undergraduate Programs

- 13.5.1 The office of Controller of Examination, is responsible for conducting the end of semester examination of each semester.
- 13.5.2 Duration of end of semester examination will be 12 working days
- 13.5.3 The final examination will cover the entire course.
- 13.5.4 The teachers will develop 2 question papers for each course.
- 13.5.5 Each question paper will consist of two sections – Objective and Subjective. Objective section will contain 20 to 25 marks and subjective section will contain 20 to 30 marks. However, objective section is optional, to be decided by the course instructor with approval from the departmental examination committee.
- 13.5.6 The question papers will be submitted to Examination Office three weeks before the commencement of end of semester examination.
- 13.5.7 To pass a course, student must obtain 50% marks in aggregate of Midterm, Sessional and End of Semester Examination.
- 13.5.8 The final result will be announced by the Controller of Examination.
- 13.5.9 If any student fails to appear in the final term, no separate/makeup exam will be arranged and shall be treated as absent.

13.6 Grading System

Marks (%)	Letter Grade	Grade Point
100 – 85	A	4.00
84		3.93
83		3.87
82		3.80
81		3.73
80		3.67
79	B	3.60
78		3.53
77		3.47
76		3.40
75		3.33
74		3.27
73		3.20
72		3.13
71		3.07
70		3.00
69		2.90
68		2.80
67		2.70
66		2.60
65		2.50
64	C	2.40
63		2.30
62		2.20
61		2.10
60		2.00
59		1.90
58		1.80
57		1.70
56		1.60
55		1.50
54	D	1.40
53		1.30
52		1.20
51		1.10
50		1.00
Below 50	F	0.00

14. Rules for Promotion for Undergraduate Programs

- 14.1 At the end of each semester, a student must obtain a minimum Grade Point Average (GPA) of 1.50 to be promoted to the next semester.
- 14.2 In case a student is unable to obtain GPA of 1.50, shall stand automatically dropped from the rolls.
- 14.3 During the degree Program, a student is required to repeat all the courses in which he/she had failed in the previous semesters.

- 14.4 A student who completes all the courses and has not been required to repeat any course(s), obtains CGPA of less than 2.00 at the end of the 8th semester of BS four Years Program may be allowed to repeat some of the courses in which he/she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.00 failing which he/she shall not be awarded degree and removed from the rolls of the university.

15. Unfair Means/Cheating Cases

Students are expected to be sincere and dedicated to their cause, in achieving skillfulness and moral uprightness. UOG provides a favorable atmosphere for learning, where chances are equal in determining the goals and objectives. A strict code of conduct in examination is put into practice, to give a credible Examination System which is the key to excellence in academic pursuits.

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

- 15.1 **Possession of Helping Material:** Any candidate who, after announcement made by the Superintendents, fails to part with or is found to have in his/her possession or access, books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders, concealing notes on clothing/hands/shoes/pockets/wallets or any other material or equipment in his/her possession relating to the subject of Examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other Unfair Means in connection with the Examination.
- 15.2 **Copying:** Any candidate found guilty of copying from any paper, book or notes, mobile phones, any other helping material, allowing any other candidate to copy his/her Answer Book or exchanging Answer Book/Extra Sheet/Question Paper with other candidates and making gestures which may help in solving the paper.
- 15.3 **Impersonation:** Any person who impersonates a valid candidate by forgery of documents i.e. roll number slip or the registration record or disguises him/herself or any other means.
- 15.4 **Physical Assault and Intimidation or Misbehaving:** Any candidate found guilty of resorting to physical assault or intimidation or misbehaving with the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates.
- 15.5 **Possession of Weapons:** Any candidate found guilty of possessing firearms, daggers, knives and other weapons, which may cause injury.
- 15.6 **Instigation for a Walkout/Pen-Down strike:** Any candidate found guilty of instigating others to stage a walkout or resort to a pen-down strike.
- 15.7 **False statement/Forgery:** Any candidate found guilty of forging another person's signatures on his/her Attendance Sheet.
- 15.8 **Identity/Appeal:** Disclosing his/her identity or making an appeal in his/her Answer Book to the Assessor.
- 15.9 **Influencing:** Any candidate found guilty of influencing or attempting to influence the Assessor, Examiners, Supervisory Staff or University Employees directly or through his/ her relatives or guardians or friends with the objective of gaining benefit in the Examination/Paper Assessing.
- 15.10 **Disobedience/Disturbance:** Any candidate who refuses to obey the Centre Superintendent or changes his/her seat with another candidate, or changes his/her roll number or create disturbance in smooth functioning of Examination Centre.
- 15.11 **Substituting the Answer Book:** Any candidate substituting the whole or part of an Answer Book or a Continuation Sheet in the Examination Centre which is not duly issued to him/her for the Examination.

15.12 **Taking out/Tearing off Answer Sheet:** Any candidate taking out from the Examination Centre the whole or a part of an Answer Book or Tear off an Answer Book or Pages or Continuation Sheet.

Unfair means may lead to one or more following penalties;

- i. Grade "F" in the relevant paper; and/or Cancellation of relevant paper;
- ii. Maximum fine up to Rs. 10,000 per paper;
- iii. Suspension from the Semester;
- iv. Expulsion from the University.

Convener of the Unfair Means Committee

On the recommendation of the Controller of Examinations, a committee of three (03) teachers of different disciplines shall be constituted by the Vice Chancellor for the term of two years in order to deal with Unfair Means Cases. The Controller of Examination shall be the Convener of the committee. The Committee will decide the UMC Cases with simple majority. The final decision will be implemented by the Controller of Examinations. In case a seat of any member of UMC Committee becomes vacant for any reason, the Convener will report to the Vice Chancellor along with the recommendation nomination for replacement within 21 days of its vacancy. Notification of the new member will be issued by the office of the Registrar after getting approval from the Vice Chancellor.

Reasonable Opportunity of showing cause against the Action

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

Charge Sheet for Using Unfair Means (Specimen)

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

- Your above act of violation of rules warrant strict disciplinary action against you.
- Your case is, now, to come up before the Unfair Means Committee of the University for enquiry on _____ at _____. You are, therefore, called upon to state and explain why disciplinary action should not be taken against you under rules of the University.
- Your reply should reach this office within 10-days after issuance of this letter. You are further called upon to state if, you would like to be heard in person along with any documentary proof. If "YES" you are directed to appear before the Unfair Means Committee on _____ at _____ at your own Expenses.
- Please note that if, you fail to file any written statement or, fail to appear before the Unfair Means Committee on the specified date and time an ex-parte decision will be taken without giving any further notice.

Punishment awarded by the Vice Chancellor

In case of emergency, The Vice Chancellor may provisionally award suitable punishment without reference to the committee, in commensuration with the

gravity of offence, to any candidate or to any student on the rolls of an affiliated/constituent college of Semester System Examination. However, the case will be referred to the UMC Committee for proceedings.

Appellate Committee

A candidate to whom the decision of the Unfair Means Committee is communicated and has valid reason to appeal against such decision; he/she may do so in writing to the Vice Chancellor within Ten (10) days of the receipt of the decision along with the prescribed fee (Rs. 1000). The appeal shall be referred to the Appellate Committee. Applicant will be given an opportunity to be heard in person by the committee if, he/she so desires. The Vice Chancellor shall appoint by nomination(s) the Appellate Committee comprising two (02) or more members. These persons shall be other than those who have been on the Unfair Means Committee who dealt with the case earlier. The Vice Chancellor or his nominee shall be the Convener of the committee.

16. REPEATING COURSE(S)

- 16.1 A student can repeat/ improve courses in which he/she get "F, D and C" grade only whenever offered.
- 16.2 A student who has failed because of short of marks will also have to repeat the course, reappear in the midterm and final examination and submit all new sessional work.
- 16.3 In case a student repeats/ improves the course, the higher grade obtained in both the attempts will be considered as final grade but in case a student takes a new course in lieu of the course in which he /she failed, both the grades will reflect on his/her transcript.

17. DROPOUT

- 17.1 Dropout means that a student is considered unsuitable for further studies at the University and is dropped out from the Program.
- 17.2 The minimum CGPA ≥ 1.50 is required to remain on the roll of the university for all undergraduate students.
- 17.3 The students below the desired GPA/CGPA shall be dropped from the university roll with immediate effect after declaration of the End Tern Examinations Results.

18. RE-ADMISSION

- 18.1 The dropped students shall be allowed to seek re-admission in the subsequent semester after depositing all semester fee plus Rs. 5000/- as Re-admission fee.
- 18.2 The option of re-admission shall be provided once in a degree program
- 18.3 The Dropped Semester shall be reflected on transcript with any sign indicating that the student has been dropped in the respective semester.
- 18.4 The re-admission status shall be reflected with another sign indicating that the student got re-admitted in the respective semester.
- 18.5 The results/grades/marks of dropped semester shall not be calculated in the overall result calculation.
- 18.6 The academic session of the re-admitted shall be counted from the date of his/her 1st admission.

19. FREEZING OF STUDIES

- 19.1 Freezing of studies in first semester is not allowed in any circumstances.
- 19.2 A student may be allowed to freeze studies for two consecutive semesters (one year) once in the whole academic Program on medical ground/ valid & genuine

reason. The freezing of studies may, however, be required to be approved by the concerned Dean on the recommendations of Chairperson/HoD.

- 19.3 One semester freezing, in special circumstance, may be allowed only if the same courses are offered in the forthcoming semester.
- 19.4 The freezing period shall not affect the maximum degree duration and maximum time allowed for completion of the degree which are mentioned in clause # 3.3.
- 19.5 Upon expiry of the freeze period, the student may be allowed to rejoin classes. The student will, however, be required to successfully complete all the semesters of his degree Program as described in respective scheme of study.
- 19.6 Freezing and unfreezing of study will be notified by the respective Dean/Director/Focal Person upon concrete recommendation of Chairperson/HoD.
- 19.7 During the freezing period, the applicant shall lose his/her studentship status and not entitled to avail any facility like hostel, medical, transport, library etc. which university extends to its regular students.
- 19.8 Fee for Semester Freeze:
 - 19.8.1 If a student shall seek for the semester Freeze within fifteen days after commencement of classes (as per Academic Calendar), he/she shall have not to deposit fee for that semester.
 - 19.8.2 If a student shall seek for semester freeze after fifteen days of commencement of classes and after fee submission deadline (as per deadline prescribed in Academic Calendar), he/she shall have to deposit an amount of Rs. 5,000/- for that semester.
 - 19.8.3 Whereas, if a student seeks for semester freeze during the semester (i.e. after course registration and fee submission), his/her fee shall neither be refunded nor adjusted in the subsequent semester(s) after rejoining.

20. DISCONTINUED/SEMESTER GAP AND RE-JOINING

- 20.1 Discontinuation in the 1st Semester shall not be permissible.
- 20.2 In case of valid and contingent reasons, if a student fails to apply for the semester freeze and does not register courses/attends the university for a maximum period of two semesters (one year), he/she may apply for the rejoining in accordance with the course registration schedule mentioned in the Academic Calendar to the Chairman / HOD / Coordinator of the Department.
- 20.3 The Chairperson/HoD/Coordinator, after ascertaining remaining semesters and course work left, shall expeditiously send the request along with concrete recommendations to the Dean/Director/Focal Person of respective faculty. The Dean/Director/Focal Person, after according permission, shall notify it and forward the copies to following offices for updating rejoining status in the information system, record, restoring the studentship facilities during discontinued/Semester Gap, charging re-joining fee @ Rs. 2,000/- with regular semester fees and recording "Semester Gap" period/history in the transcript:
 - a. Controller of Examinations
 - b. Director IT Services
 - c. Directorate of Academic Coordination
 - d. Student Service Centre
 - e. Treasurer
 - f. Chairperson Halls Council and Wardens, Boys & Girls Hostels
 - g. Chief Librarian
 - h. Principal Officer Transport

21. MIGRATION/TRANSFER OF CREDIT

- 21.1 Migration/ Credit Transfer Applications shall be invited each year and advertised in UOG website with the deadline specified (usually by the end of July each year) after the deadline no application shall be entertained.

- 21.2 As a rule of thumb Migration/ Credit Transfer is allowed from same status institute and system. Annual System/ Online Mode of Education System cannot apply for our Face to Face mode and Semester System. Similarly Main campus to main campus, affiliated college to affiliated college and sub campus to sub campus Migration/ Credit Transfer is allowed.
- 21.3 Migration to a two-year undergraduate degree program is not allowed.
- 21.4 Migration in undergraduate degree program is allowed in 3rd and 5th semester only.
- 21.5 Application Processing Fee Rs. 2000/- shall be charged.
- 21.6 Intra-district migration between the affiliated colleges is not allowed.
- 21.7 Migration/ Credit Transfer to UOG shall be subject to:
 - 21.7.1 availability of seats.
 - 21.7.2 merit of the student should not be less than the last admitted student in the same Program and same year.
 - 21.7.3 applicant must have fulfilled all the requirements of entrance test, must have obtained minimum marks in entrance test (if and where applicable) and must fall within the age limit as per UOG Policies.
 - 21.7.4 suitability of the candidates and equivalence of academic qualification shall be determined by Faculty Equivalency Committee (FEC). (The FEC will be notified by the Registrar with the recommendation of Director Academics, the composition of The FEC shall be as under:
 - i. Concerned Dean/Academic Director/Focal Person,
 - ii. Chairperson of concerned department
 - iii. two teachers of the same department nominated by concerned Dean
 - iv. Director Academics or his nominee
 - v. Controller of Examinations or his nominee.
- 21.8 Completion of at least half of the normal duration and credit hours, at UOG is mandatory for all Undergraduate degree programs.
- 21.9 The Candidate should have CGPA not less than 2.00 with no failed subjects in his previous semesters from the last institute.
- 21.10 In case a course is part of curriculum of UOG and was not studied in previous institution, such course shall be called deficient course and the applicant shall be provided with a list of deficient courses (if any) by the relevant FEC, mandatory to be studied at UOG to be able to complete the requirements of a specific degree program, as per UOG rules.
- 21.11 After issuance of offer letter by FEC, each applicant shall have one week time to join UOG on the terms and conditions mentioned in offer letter, failing which the offer shall stand cancelled. Once the applicant has accepted the offer letter and joined UOG on the terms and conditions, no claim in terms or conditions of offered letter shall be redressed.
- 21.12 In case of Migration/ Credit Transfer into 3rd Semester of an Undergraduate Degree Program student should not have more than 06 credit hours' deficiency. In case of Migration/ Credit Transfer into 5th Semester of an Undergraduate Degree Program student should not have more than 09 credit hours' deficiency.
- 21.13 However, intra UOG migrations/ credit transfers (i.e. from one Campus/college to another) into same degree programs shall not require evaluation from FEC. In such case, a written application and NOC from relieving Head of Department/ College and reviving Head of Department/ College signature and stamp shall be required. On receiving such applications, Directorate of Academics shall notify the change accordingly. For Intra University migrations/ credit transfers, a student can apply during the semester breaks.
- 21.14 Furthermore, students enrolled in evening programs shall not be eligible for migration or transfer to morning programs at Hafiz Hayat Campus, University of Gujrat. However, in exceptional cases with valid reasons, the Vice Chancellor

may approve transfers from evening to morning programs, subject to the condition that the applicable fee for the evening section shall be charged.

22. AWARD OF GOLD MEDALS

- 22.1 Award of the Gold Medal shall be determined by including all the batches of a program regardless of morning/evening/weekend or replica if otherwise fulfilling the criteria. Consequently there will be only one medal for each program.
- 22.2 The students repeating any course shall not be eligible for the award of Gold Medal or merit position. It includes improvement of the grades, completion of the course that was previously awarded "I" grade or semester gap. No disciplinary action/fine/inquiry had been proved against the candidate during his/her entire stay at UOG.
- 22.3 BS (5th semester induction) program may be called equivalent to the BS program but it should not be treated as equal for the award of Gold Medal.
- 22.4 Where two or more students will have same CGPA [≥ 3.5] at the end of final semester, the student with the higher percentage would be awarded Gold Medal in each degree program.
- 22.5 The Controller of Examinations shall notify the Gold Medals accordingly.
- 22.6 No silver or bronze medal will be awarded. However, merit certificate will be awarded to top three position holders.

23. VICE CHANCELLOR'S AUTHORITY IN SPECIAL CASES

Notwithstanding anything contrary to these Regulations, The Vice Chancellor shall have the power to issue orders, directions or instructions for the smooth working of semester system, where the regulations are silent and in cases of ambiguity or discrepancy regarding the interpretation of these regulations, the decision of the Vice Chancellor shall be final.