

# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

### **A PRELIMINARY**

In exercise of the powers conferred upon it by section 23 sub section 2(VII) read with section 27 sub section V of the Government College University Lahore Ordinance 2002 (Ordinance XLVIII of 2002) the Syndicate of the GC University Lahore is pleased to make the following Regulations:-

### **B SHORT TITLE AND COMMENCEMENT**

These Regulations shall come into force with immediate effect.

### **1. GENERAL REGULATIONS**

These Regulations shall be applicable to all the academic programs of GC University Lahore.

#### **1.1 DEFINITIONS**

In these Regulations, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them; that is to say:

- i.** "Controller" means the Controller of Examinations, GC University Lahore.
- ii.** "Department" means the concerned Department of GC University Lahore.
- iii.** "Student" means the student of GC University Lahore.
- iv.** "Program" means a broad area of study for specific types of degree paths over a specific period of time.
- v.** "Semester" means a period of 16-18 weeks duration, during which University will hold classes.
- vi.** "Syllabi" means list of approved courses for various academic programs, the Syllabi shall include outline of Syllabus, Credit assigned to each course and schedule of classes.
- vii.** "Course" means teaching unit of a discipline to be covered within a Semester as detailed in the Syllabi of study program and issued by the University. Each course is identified by a Course Code and Title.
- viii.** "Marks" means original marks obtained by the student.
- ix.** "Make-up Test" means test given to the students who have remained absent in the Internal Tests as mentioned in different Programs.
- x.** "Progress Report" means a semester wise distributed inventory of courses taken and grades earned by a student. It will be issued after each semester.
- xi.** "Transcript" means an inventory of courses taken and grades earned by a student throughout the whole program. It will be issued at the end of program.

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

- xii.** "Degree" means a title awarded to a student at the end of any program in recognition of satisfactory completion of prescribed courses of study for the particular program.
- xiii.** "Unfair Means Cases Committee" means Discipline Committee for Examination.
- xiv.** "ORIC" means Office of Research, Innovation and Commercialization.

### **1.2 STATUS OF STUDENT**

- 1.2.1** A student admitted to any program in GC University Lahore shall be a full time student, enrolled for on-campus studies.
- 1.2.2** No student shall get admission in another course of study in this University or any other Institution during his/her enrollment as a student of any program of GC University Lahore.
- 1.2.3** No student shall accept any employment or work in any organization (private or public) during his/her enrollment as a bonafide student of this University. However this condition shall not apply to the students admitted in self-supporting / evening programs. Such students shall have to submit a "No Objection Certificate" from their employer.

### **1.3 CODE OF EXAMINATION**

- 1.3.1** All Tests and Final Examinations shall take place on the University Campus.
- 1.3.1.1** In extra ordinary circumstances the Examination Centre can be created outside the University Campus for the conduct of Final Examination.
- 1.3.2** The medium of instructions and examination in GC University Lahore shall be English except in the case of foreign (oriental) languages where foreign (oriental) language may be used along with English.
- 1.3.3** The Quizzes/ Assignments/ Projects given to the students by their respective teachers shall be called "Semester Work", while the examination at the end of the Semester shall be called "Final Examination". The final examination shall cover the whole prescribed syllabus in each course.
- 1.3.4** The academic calendar shall be notified by the Controller of Examinations at the beginning of the Session.
- 1.3.5** The attendance of the students appeared in the Tests/ Examinations shall be collected by the Departmental Controller of Examinations within half an hour of the start of the Test/Examination.
- 1.3.6** The record of question papers/ marked answer scripts / assignments / Quizzes/ Projects etc. for internal assessment, i.e. Semester Work shall be preserved by the respective Department for at least Two years from the date of Assessment.
- 1.3.7** The record of question papers and marked answer scripts for Final Examination shall be preserved by the Office of Controller of Examinations for at least Two years from the date of Assessment.

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

### **1.4 GENERAL REGULATIONS GOVERNING THE SCHEDULE OF TESTS AND EXAMINATIONS**

**1.4.1** Under normal circumstances, schedule of the Tests and Final Examinations shall be adhered to strictly. Under special circumstances, the Chairperson of the concerned department with the approval of the Vice Chancellor may change the schedule of Tests and Final Examinations and notify accordingly.

**1.4.2** The Final Result for each course shall be sent by the Chairperson of Department to the Controller of Examinations within 10 days from the last day of Test along with the Answer Scripts in sealed envelope

### **1.5 CONDUCT OF EXAMINATION**

**1.5.1** The Invigilation Staff for each centre shall be appointed by the Chairperson of the concerned department before the date fixed for the Test/ Examination.

**1.5.2** The Invigilation staff shall call upon the students to search their pockets and to surrender all papers, books or notes or any possession which could be helpful in any form in the examination.

**1.5.3** No latecomer shall be admitted unless a written request mentioning the genuine reason satisfies the invigilator of that examination centre. In no case he/ she shall be admitted in the examination centre half an hour after the commencement of the examination.

**1.5.4** No student shall be allowed to leave the examination centre before the half time is over. If he/ she leaves, he/ she should handover the question paper and answer script to the invigilator of Examination Centre.

**1.5.5** No student shall be allowed to sit in the examination centre without University or Computerized National Identity Card.

### **1.6 UNFAIR MEANS CASES COMMITTEE**

**1.6.1** The Unfair Means Cases Committee shall be constituted by the Vice Chancellor. It shall comprise the senior teachers of the University. The Committee shall decide the indiscipline cases relating to Examination referred to it by the Controller of Examinations.

**1.6.2** The Invigilation Staff or any person authorized by the University shall prepare the indiscipline case, if any, together with the statement of the student along with the material recovered from the student and forward it to the Controller of Examinations for necessary action.

**1.6.3** The Controller of Examinations shall arrange, at the earliest, to refer all the indiscipline cases to the Unfair Means Cases Committee, who shall decide the cases within a week after the receipt of the cases.

# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

### 1.7 INDISCIPLINE IN EXAMINATIONS

#### 1.7.1 Any student who:

- i. submits forged or fake documents in connection with the examination.
  - ii. commits impersonation in the examination.
  - iii. copies from any paper, book or notes.
  - iv. mutilates the Answer Book.
  - v. possesses any kind of material, which may be helpful to him/her in the examination.
  - vi. does anything, which he/ she should not do morally or legally in connection with the examination and which may be helpful to him/her in the examination.
  - vii. refuses to obey the examination staff or refuses to follow the instructions issued by the University in connection with the examination.
  - viii. misbehaves or creates any kind of disturbance in or around the examination centre.
  - ix. uses abusive or obscene language in an Answer Script.
  - x. possesses any kind of weapon in or around examination centre.
- His /Her case shall be referred to the Unfair Means Cases Committee, which after due investigation, if found guilty, shall take any of the following disciplinary action keeping in view the nature and intensity of offence.
- i. Cancellation of Paper.
  - ii. Suspension from Program for one semester.
  - iii. Fine of Rs. 5000/-.
  - iv. Expulsion forever from the University.

**1.7.2** If a person commits a cognizable offence, the University may, in addition to taking action under the above regulations, initiate legal proceedings against the offender under the law for the time being in force.

### 1.8 APPEAL AGAINST THE DECISION OF THE UNFAIR MEANS CASES COMMITTEE

If a student is not satisfied by the decision of the Unfair Means Cases Committee he/ she can submit his/her appeal within a week after the decision of the Unfair Means Cases Committee to the Vice Chancellor. No appeal shall lie against the decision of the Vice Chancellor.

### 1.9 PLAGIARISM

**1.9.1** The act of using someone else's original ideas or work and then submitting it in his/her own name without acknowledging the source is strictly prohibited. Such cases shall be classified as Plagiarised. In case any student is found guilty of Plagiarism in any form, his/her case shall be referred to the Dean of respective discipline by the Chairperson of the

# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Department. The Dean after due investigation, if found sufficient evidence against the student, shall forfeit the work of the student and ask the Registrar for the cancellation of his/her admission under intimation to the Vice Chancellor. No appeal shall be entertained in such cases.

### 1.10 DEPARTMENTAL ACADEMIC COMMITTEE

The Departmental Academic Committee, dealing with the academic problems of the department, shall consist of the Chairperson of the concerned department and two senior members of the staff.

### 1.11 ADVANCED STUDIES AND RESEARCH BOARD

The Advanced Studies and Research Board deals with matters related to the promotion of advanced studies and research in the University. It also recommends the panel of names of Examiners for Research Examination, after considering the proposals of Departmental Board of Studies.

### 1.12 GRADING SYSTEM

**1.12.1** Final grade in each course shall be awarded, by the department keeping in view the class size, to the students on the basis of marks obtained by the students and his/her relative position in the class in the respective course. These grades then translated into Grade Points (GP). For determining a student's position at the end of every semester, the Grade Point Average (GPA) system shall be used.

**1.12.1.1** The result of Theory / Practical Courses shall be calculated on Relative Scale and the result of Project/ Dissertation/ Internship Report shall be calculated on Absolute Scale.

### 1.12.2 GRADING FORMULA

Letter Grade	Numeric Value of Grades	Description
A+	4.0	Outstanding
A	3.7	Excellent
B+	3.3	Very Good
B	3.0	Good
B-	2.7	Average
C+	2.3	Satisfactory
C	2.0	Pass
C-	1.7	Low Pass
D	1.0	Barely Pass
F	0.0	Fail
In	---	Incomplete

# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

### 1.12.3 GRADE POINT (GP)

Grade Point = Numeric Value of Grade x Credit Hours

$$GP = (\text{Numeric Value of Grade} \times CH)$$

### 1.12.4 GRADE POINT AVERAGE (GPA)

Performance in any semester is reported in Grade Point Average. This is the average of weighted grade points earned in the courses taken during the semester. The Grade Point Average is obtained by dividing the sum of Grade Points attained in each course by the total number of Credit hours for that semester.

$$GPA = \frac{\text{Sum of Grade Points earned}}{\text{Sum of Credit Hours earned}}$$

OR

$$GPA = \frac{\sum GP_x}{\sum CH_x}$$

( $x = 1 \rightarrow n$ , n is the number of courses in a semester)

### 1.12.5 CUMULATIVE GRADE POINT AVERAGE (CGPA)

Cumulative Grade Point Average is the up-to-date mean of the Grade Points earned by the student in a Program of study. It is an indication of student's overall performance at any point in the program. It is calculated by dividing the total of Grade Points attained by the student in all semesters by the total number of credit hours for all the semesters.

$$CGPA = \frac{\text{Sum of Grade Points earned during the program}}{\text{Sum of Credit Hours earned during the program}}$$

OR

$$CGPA = \frac{\sum GP_z}{\sum CH_z}$$

( $z = 1 \rightarrow m$ , m is the number of total courses studied by the student in all semesters)

### 1.12.6 CREDIT HOURS

Credit hours are weights assigned to a course. The distribution is as follows:

- i. **Theory:** One credit is equivalent to One hour of class for course of theory per week throughout the semester.
- ii. **Practical/ Lab:** One credit is equivalent to Two to Three hour of Laboratory work (as per requirement of the particular department) per week throughout the semester.
- iii. **Clinical:** One credit is equivalent to Three hour of Clinical Work per week throughout the semester.

# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

- iv. **Research:** One credit is equivalent to Three hour of Research Work per week throughout the semester.

### 1.13 TRANSFER OF CREDIT HOURS

- 1.13.1 A case of transfer of credit hours shall be decided by the Equivalence Committee in consultation with the Academic Committee of the concerned department.
- 1.13.2 The transferred credit hours will not be calculated in the GPA and CGPA. Transferred credit hours will be taken into account to fulfill the total credit requirements for graduation.
- 1.13.3 No credit hour of a course will be transferred if the grade is less than C for Four Years Graduation/ Masters Programs and B for MS/ MPhil Program.
- 1.13.4 Credit Hours will only be transferred from a Chartered HEIs.
- 1.13.5 Not more than 50 credits in case of Four Years Graduation Program, 25 credits in case of Master Program and 12 credits in case of MS/ MPhil Program will be transferred.

### 1.14 PROBATION:

Probation is a status granted to the student whose academic performance falls below an acceptable standard.

### 1.15 SEMESTER FREEZE

- 1.15.1 A student may take a Semester off due to unavoidable circumstances (e.g. Financial/ Health Constraints etc.) by applying for a Semester Freeze. Such student must submit an application, verified by the Chairperson of the concerned department, to the Controller of Examinations after due recommendation of the Dean of the concerned faculty.
- 1.15.1.1 Semester Freeze for Semester-I of any program shall not be allowed
- 1.15.1.2 Students of Research Programs cannot apply for the Semester Freeze. However this option can be availed during the course work of MS/MPhil Program only, subject to fulfilment of the conditions given in 1.15.1 and 1.15.1.1.
- 1.15.2 The application for Semester Freeze should be submitted by the student within TWO weeks from the start of the Semester. No application for Semester Freeze shall be entertained after this period. (i.e. Two weeks from the start of semester).
- 1.15.3 A Student may apply for freeze at the most Two semesters, subject to the maximum length of the program.
- 1.15.4 Such a student should re-join the same Semester in the following academic year subject to the maximum duration as per the Examination Regulations of the program.

# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

### **1.16 PERMISSION OF WRITER FOR SPECIAL STUDENTS**

**1.16.1** A blind student may be allowed to attempt the Tests/ Examinations of the University on Braille or Computer.

**1.16.2** In case a student is physically handicapped/ visually impaired, he/ she may apply to the Chairperson of the respective Department (with Medical Certificate as proof of his/her disability) for permission to engage a writer in Tests/Examinations of the University Two weeks before the start of Test/ Examination. If permitted he/ she shall be allowed 45 minutes (maximum) extra time to solve the Question Paper.

**1.16.3** The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g. for a BA/BSc student, the writer should be at the most F.A./F.Sc. etc.)

### **1.17. MEDICAL CERTIFICATE:**

Medical certificate from a registered medical practitioner duly endorsed by the University Medical Officer is acceptable for the Examination purposes in the University.

### **1.18 RECHECKING OF SCRIPTS**

**1.18.1** A student can apply to the Controller of Examinations for rechecking of the answer script of Final Examination of a Semester within 15 days of the date of declaration of result, on prescribed Proforma after payment of prescribed fee.

**1.18.2** During Re-checking, the Re-checking Committee, constituted by the Vice Chancellor shall check:

- i. Total marks awarded in the answer script.
- ii. The posting of marks from inside to the front page of answer script.
- iii. Any question left unmarked.

The Answer Scripts once marked shall not be re-evaluated.

**1.18.3** In case of any dispute, the case may be referred to the Dean's Committee, by the Rechecking Committee, whose recommendations will be sent to the Vice Chancellor for approval.

### **1.19 DAMAGED/LOST ANSWER SCRIPT**

In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:

- i. Average marks shall be awarded to the student in that subject/course.
- ii. In case of Final Examination if the student so desires he/ she shall be given another chance as a special case to take the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.



# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

- iii. In case of Internal Assessment if the student so desires he/ she shall be given another chance as a special case to take the Makeup Assessment in that subject/course in the same academic session.

### **1.20 MATTERS RELATED WITH CONVOCATION**

- 1.20.1** In case the result of any student is not notified by the Controller of Examinations until 40 days before University Convocation date, he/ she shall not be awarded Degree on that Convocation.
- 1.20.2** Cases of delayed results shall not be considered for determining position and for the award of Gold Medal/ Roll of Honour.
- 1.20.3** The Medals, Rolls of Honour and other certificates shall be issued to the students after these have been formally conferred in the Convocation.
- 1.20.3.1** The Degrees will be issued to the students at the time of Convocation. However, a student can apply for urgent issuance of Degree after submission of prescribed fee.
- 1.20.4** Duplicate Degree may be issued to a candidate in case the original degree is lost/damaged or in case of change in the name of candidate. The candidate has to apply to the Controller of Examination for the issuance of duplicate degree along with the relevant documentary proof and submission of prescribed fee.
- 1.20.5** The Duplicate Degree shall not be signed by the Chancellor.
- 1.20.6** In case a student has lost his/her Gold medal/Roll of Honour/Certificate of Distinction/Certificate of Merit, he/ she shall not be issued duplicate Medal/Roll of Honour/Certificate of Distinction/Certificate of Merit. In such cases a certificate to the fact that he/ she was awarded a Medal/Roll of Honour/Certificate of Distinction/Certificate of Merit shall be given, if he/ she duly applies for that along with relevant documentary proof.
- 1.20.7** In case a student does not receive his/ her Degree within one month of the conduct of the Convocation, a prescribed fee may be charged from his/her, as late degree fee.

### **1.21 FUNCTIONS OF CONTROLLER OF EXAMINATIONS**

- 1.21.1** The Controller of Examinations shall make arrangements for supply of Stationery for the Tests/ Examinations.
- 1.21.2** The Controller of Examinations shall be responsible for the compilation of result and its notification at the end of each Semester.
- 1.21.2.1** The Controller of Examinations shall be responsible for the notification of positions and detail of Academic Medals and Certificates.
- 1.21.2.2** The Controller of Examinations shall notify the positions and detail of Academic Medals and Certificates if 95% of the result of the Final Semester/Year has been notified for a particular program.

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

- 1.21.3** The final result shall be announced by the Controller of Examinations in the National Press/ University Gazette and shall be displayed on the University Notice Board and GCU website.
- 1.21.4** The students of B.A. /B.Sc. (Hons.) BCS, MS/MPhil, MBA, etc shall collect their Transcripts from the office of the Controller of Examinations.
- 1.21.5** The Controller of Examinations shall get the Degrees of all programs printed.
- 1.21.6** The Degree Supplement Form shall be issued by the Controller of Examinations to the students of all programs at the time of issuance of Degree.
  
- 1.22** **STUDENT GRIEVANCES AGAINST ANY COURSE INSTRUCTOR**
- 1.22.1** A Committee shall be constituted by the Vice Chancellor, to address student's grievances about any course instructor or grade. It shall comprise the senior faculty members of the University and will be headed by the Dean of the respective faculty.
- 1.22.2** A student may approach the respective chairperson for a grievance about any course instructor or grade within a week of the receipt of the grade. The chairperson shall forward the case to the committee. It shall be mandatory on the committee for hearing both sides (student and course instructor) and shall give a final decision within five (05) days or before the start of following semester.
- 1.22.3** The committee can check randomly a few papers of the Final Examination to ascertain uniformity of scoring and coverage of course contents.
- 1.22.4** If a student is not satisfied by the decision of the Committee he/ she can submit his/her appeal within a week after the decision of the Committee to the Vice Chancellor. No appeal shall lie against the decision of the Vice Chancellor.

# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

### 2. EXAMINATION REGULATIONS FOR FOUR YEAR (Hons.) BACHELOR PROGRAM

#### 2.1 PROGRAM BREAKUP

2.1.1 Four Year (Hons.) Bachelor program is divided into four academic years (named as Year-I, Year-II, Year-III and Year-IV).

2.1.2 Each academic year is divided into Two Semesters.

<b>Year - I</b>	<b>Year - III</b>
Semester - I	Semester - V
Semester - II	Semester - VI
<b>Year - II</b>	<b>Year - IV</b>
Semester - III	Semester - VII
Semester - IV	Semester - VIII

2.1.3 Each semester shall be of 18 weeks duration, including 16 weeks for teaching and 02 weeks of Tests and Examinations.

2.1.4 There shall be Semester Break of at least One week between two Semesters.

2.1.5 The maximum duration allowed to a student for the completion of Hons. Degree is Six years.

2.1.6 The maximum Course Load allowed for a Regular Student shall be 15 - 19 credit hours in a Regular Semester.

2.1.7 In case of repeating failed/ dropped/ improve course, a student can take maximum One extra course of upto 04 credit hours during regular semester.

2.1.8 The students shall be required to get registered for any repeat course with in one week of the start of Semester. No student will allowed to add/ drop any course after the end of second week of semester.

#### 2.2 INTERNAL ASSESSMENT – FORMAT

2.2.1 Class Tests/ Quizzes/ Assignments given by the respective teacher to the students in a Semester shall be called Semester Work.

2.2.2 The weightage of marks for each course in a Semester shall be as under:

i.	Semester Work	40 Marks
ii.	Final Examination	60 Marks
Total		100 Marks

2.2.3 The detail of Semester Work for each course shall be as follows.

<b>Nature of Assessment</b>	<b>Weightage</b>
Quiz/Assignment/Presentation	20 Marks
Mid Semester Test	20 Marks

# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

### 2.2.4 PRACTICAL EXAMINATION

- i. Separate Practical Paper of 50 Marks each shall be given to students in courses where practical are involved.
- ii. In courses where a practical paper covers more than ONE course, the maximum marks shall be 100.

### 2.2.5 MID SEMESTER TEST

**2.2.5.1** Mid Semester Test shall be conducted by the concerned course instructor in coordination with concerned Chairperson and Controller of Examinations during Ninth week of the Semester

**2.2.5.2** There shall be One compulsory Objective Question of 10 marks and Three Descriptive Questions of 05 marks each. A student has to attempt Two questions out of Three.

### 2.3 ATTENDANCE CRITERIA

**2.3.1** A student must attend at least 80% of the lectures delivered in each course in a semester to be eligible to appear in the Final Examination of that course.

**2.3.2** In case a student does not attend at least 80% of the lectures delivered in any course(s) in a Semester, he/ she shall not be allowed to appear in the Final Examination of that course(s).

**2.3.2.1** In case a student is involved in University Level Society/ Sports and is participating in Inter Board/ Inter University/ HEC/ National/ International Tournament/ Event, he/ she may be allowed to appear in the Final Examination of course/s in which he/she has attended at least 60% of the lectures delivered in the class. The application for duty leave of such student shall be forwarded to the concerned Chairperson of academic department by Director Sports/ Advisor Society and Chairman Sports/ Societies Board, prior to the conduct of event.

**2.3.3** The list of eligible students for the Final Examination shall be notified by the Chairperson of the concerned department before the start of Final Examination of each Semester and same shall be supplied to the Office of Controller of Examinations for record.

**2.3.3.1** A student, who does not have the required attendance percentage and is declared Not Eligible, by the Chairperson of the concerned department, for the Final Examination of any course(s), shall be awarded "In" (Incomplete) grade in such course(s). Such students shall have to repeat the concerned course(s) in a forthcoming Semester which offers the course(s).

**2.3.3.2** In case such student fails to attend the required attendance percentage again or fails to qualify the course, while repeating, another chance shall be given by the Controller of Examinations in consultation with respective Chairperson to him/her to repeat the concerned course along with the forthcoming Semester, which offers the course, subject to the maximum

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

length of the program. i.e. Six years. No further chance will be given after this Examination.

### **2.4 FINAL EXAMINATION OF SEMESTER**

- 2.4.1** There shall be a Final Examination at the end of each Semester covering the whole prescribed syllabus for each course.
- 2.4.2** The schedule of Final Examination (Theory/ Practical) shall be prepared and notified by the respective Chairperson of the department, within the dates specified by the Controller of Examinations.
- 2.4.3** The Final Examination shall be conducted by the Chairperson of the Department in coordination with the Controller of Examinations.
- 2.4.4** Each theory paper shall be of 60 marks.
- 2.4.5** Each practical shall be of 50 marks. In courses where a practical paper covers more than ONE course, the maximum marks shall be 100.
- 2.4.6** In case of Practical Examination a panel of Examiner shall conduct the Practical Examination.
- 2.4.7** There shall be One Compulsory objective Question of 12 marks and 05 Descriptive Questions of 12 marks each. A student has to attempt 04 Descriptive Questions out of 05.
- 2.4.8** The Questions either Objective or Descriptive should be based on comprehension and creativity.
- 2.4.9** The Chairperson of the concerned department shall be responsible for the printing and distribution of Question paper on the day of Final Examination.
- 2.4.10** The Attendance Sheet of Final Examination shall be collected after half an hour of the start of Examination by the Departmental Controller of Examinations, so assigned by the Chairperson of the concerned Department.
- 2.4.11** The Course Instructor shall mark the Answer Scripts and Controller of Examinations shall assign letter grades to the comprehensive scores according to the prescribed guidelines.
- 2.4.12** The final result should be submitted by the course instructor to the Controller of Examination through Chairperson of the concerned department within 10 Days of the last day of Final Examination.
- 2.4.13** The Controller of Examinations shall be responsible for the compilation and notification of the result of each Semester within 10 days.

### **2.5 GENERAL CRITERIA FOR QUALIFYING A SEMESTER**

- 2.5.1** Every student has to complete Semester Work and take the Final Examination offered by the University in each Semester. In case a student does not complete the Semester Work and/or does not appear in the Final Examination of a course he/she shall be awarded an "F" grade in that course and such student shall have to take re-admission in the course(s).

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

- 2.5.2** A student shall pass a course if he/ she scores at least 50% marks in the Semester Work and Final Examination separately, subject to the fulfilment of the condition given in 2.5.1.
- 2.5.3** No grace marks shall be awarded to the students.
- 2.5.4** A student, who fails to score a minimum of 1.50 CGPA at the end of any semester, shall have to get Re-admission in the Program i.e. First Semester, subject to the maximum length of the program i.e. six years.
- 2.5.5** A student who scores CGPA between 1.50 and 2.00 at the end of any semester; shall be placed on First Probation. Such student shall be conditionally promoted to the next semester.
  - 2.5.5.1** In case a student fails to score 2.00 CGPA in the Semester of First Probation, another chance shall be given to such student. He/ she shall be conditionally promoted to the next Semester and shall be placed on Last Probation.
  - 2.5.5.2** In case a student fails to score 2.00 CGPA in the semester of Last Probation he/ she shall have to get Re-admission in the Program i.e. First Semester, subject to the maximum length of the program i.e. six years.
- 2.5.6** Re-admission in Program is only allowed once.
- 2.5.7** A student who gets re-admission in the program shall get exemption for the course(s) which he/ she has qualified with grade equal to or higher than "C+". Such student shall have to complete the Degree within Six years from the first admission to the program.
- 2.5.8** A student who scores "F" grade in any course(s) in a Semester, shall have to repeat the concerned course(s) along with the forthcoming semester/summer semester when these course(s) are offered by the University, provided that he/ she is not debarred under Regulation 2.1.5.
  - 2.5.8.1** In case of change/ revision in course(s) of study for the Program, the student shall have to repeat the changed/ revised course(s) in lieu of course(s) in which he/ she has scored "F" grade.
  - 2.5.8.2** A student shall be given Only One chance to pass the "F" Grade of a course. In case he/ she fails to qualify the course, he/ she shall have to get Re-admission in the Program i.e. First Semester, subject to the maximum length of the program i.e. six years
- 2.5.9** A student can be given only one chance to improve a course with grade less than "B-". The improvement is only possible by repeating the course(s) along with the forthcoming semester/ summer semester which offers the course(s), provided that he/ she is not debarred under Regulation 2.1.5.
  - 2.5.9.1** In case of change/ revision in course(s) of study for the Program, the student shall have to study the changed/ revised course(s) in lieu of course(s) with grade less than "B-".

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

- 2.5.9.2** In case a student repeats one or more course(s) in order to improve the grade and fails to improve the grade, then the grade scored previously by the student may be retained.
- 2.5.10** A student, who remains absent or fails to qualify all the courses of a semester, will not be allowed to continue in the next semester. Such student may be allowed to re-join the same semester along with the following session only, subject to the maximum length of the program, i.e. six years.
- 2.5.11 Summer Semester**
- 2.5.11.1** A summer semester of 09 (Nine) weeks duration (Eight weeks for teaching and One week for Final Examinations) shall be scheduled during summer vacation. Selective courses will be offered by the concerned departments. The contact hours during Summer Semester shall be doubled to ensure that the course is completely taught in a Summer Semester with half of the duration compared to a Regular Semester.
- 2.5.11.2** A student may register for a maximum of 09 (Nine) credit hours course/s during summer semester, provided they are offered by the respective department.
- 2.5.11.3** The summer semester will be allowed to those students who have failed to qualify a course/ became Not Eligible for a course or want to improve grade.
- 2.5.11.4** The Course Registration, Attendance and Assessment policies shall be followed as that in case of Regular Semester.
- 2.6 DISSERTATION/ RESEARCH PROJECT/ INTERNSHIP REPORT**
- 2.6.1** Dissertation/ Project/ Internship is a compulsory requirement for the degree of Hons.
- 2.6.2** The Dissertation/ Project/ Internship shall be of 06 Credit Hours.
- 2.6.3** The Topic of Dissertation/Project/ Internship Report alongwith the name of Supervisor shall be approved by the Departmental Board of Studies at the beginning of semester VII and the students shall have to submit the Project/ Internship Report within one month after the last day of Final Examination of Eighth Semester.
- 2.6.4** In case, a student fails to submit the Dissertation/Project/ Internship Report within the stipulated time due to some genuine problem, an extension of maximum Three months can be granted. The applications of such students will be forwarded by the Chairperson of the respective Department to the Controller of Examinations, who shall notify the extension, if granted.
- 2.6.5** 50% marks are required to qualify the Project/ Internship Report/ Dissertation.
- 2.6.6** A student shall submit Three Copies of the Project/ Internship Report/ Dissertation to the Chairperson of the concerned department, to be

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

forwarded to External Examiner and Internal Examiner in strip/ tape binding. The Internal Examiner (Supervisor) and External Examiner for each student will be appointed by the Vice Chancellor from the panel of examiners approved by the Departmental Board of Studies and same shall be notified the concerned Chairperson, under intimation to the Controller of Examinations.

- 2.6.7** A Board of Examiners consisting of Internal Examiner, External Examiner and Convener (Chairperson of respective department) shall evaluate the Dissertation/ Project/ Internship Report in a Viva Voce (Oral Examination). In case the Dissertation/ Project/ Internship Report does not meet the minimum standards, the board may recommend revision and one time re-submission of the Dissertation/ Project/ Internship Report.
- 2.6.8** The cover of the final copy of Project/ Internship Report/ Dissertation should be Dark Maroon and hardbound.
- 2.6.9** The Dissertation/ Project/ Internship Report, which is accepted after evaluation, shall become the property of GC University, Lahore. One copy shall be kept in the Departmental Library, one in the Main Library and one by the Convener.

### **2.7 DEGREE REQUIREMENTS**

- 2.7.1** A student has to complete 124-140 credit hours study, out of which 06 Credit Hours are of Dissertation/ Project/ Internship, subject to the passing of all the courses offered by the University for the particular Program, for the completion of Degree.
- 2.7.2** He/ she has to score at least 2.30 CGPA at the end of program for the award of Degree.
- 2.7.3** In case a student does not have 2.30 CGPA at the end of Semester-VIII, he/ she may be allowed to Repeat one or more courses, in which his/her Grade is below "B-", along with the forthcoming semester, provided that he/ she is not debarred under Regulation 2.1.5.

### **2.8 POSITION AND GOLD MEDAL**

- 2.8.1** Gold Medal and Academic Roll of Honour shall be awarded to a student in each major, where total number of students is at least ten (10), who has topped the list of the successful candidates; provided that he/ she has passed the Final Examinations of all Semesters in first chance offered by the University. The Re-admission cases in the same or revised courses or new courses leading to the change of nomenclature of the Degree or cases of Semester Break/ Probation/ Marks Improvement shall not be considered for the award of Medal/Position. The first position shall be determined on the basis of CGPA.
- 2.8.2** In case of subjects where total number of students is less than 10, only Academic Roll of Honour will be awarded to a student who has topped the



# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

list of the successful candidates; provided that he/ she has passed the Final Examinations of all Semesters in first chance offered by the University. The Re-admission cases in the same or revised courses or new courses leading to the change of nomenclature of the Degree or cases of Semester Break/ Probation/ Marks Improvement shall not be considered for the award of Medal/Position. The first position shall be determined on the basis of CGPA.

**2.8.3** Academic Certificate of Distinction will be awarded to the student(s) in each major who get Second and Third positions, where total number of students is at least ten (10), provided that he/ she has passed the Final Examinations of all Semesters in first chance offered by the University. The Re-admission cases in the same or revised courses or new courses leading to the change of nomenclature of the Degree or cases of Semester Break/ Probation/ Marks Improvement shall not be considered for the award of Academic Certificate of Distinction. The second and third positions shall be determined on the basis of CGPA

**2.8.4** In case a student is sent to the study tour by GC University Lahore/ Provincial/ Federal Government of Pakistan and he/ she remains absent in the First chance offered by the University, his/ her name may be considered for the award of Medal/ Position, provided he/ she fulfils the remaining conditions given in 2.8.1, 2.8.2 and 2.8.3.

### **2.9 Additional Course(s)**

**2.9.1** A student may be allowed to do additional course(s) in the Major or Allied subject of course in which he/ she has done his/her Bachelor Program.

**2.9.2** A student will be allowed to study the additional course(s) along with the regular students.

**2.9.3** He/ she will have to complete the Semester Work and will have to appear in the Final Examination of that Course.

**2.9.4** A student will qualify the Course(s) if he/ she scores at least 50% marks in each additional course.

**2.9.5** In case he/ she fails to score 50% marks, he/ she will be allowed to repeat the course along with the forthcoming Semester/ summer semester. In case he/ she fails to qualify the course while repeating, no further chance will be given.

**2.9.6** Additional course(s) will not be included in the Transcript.

**2.9.7** A Certificate to the effect that he/ she has passed additional course(s) will be issued to the student.

# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

### 3 EXAMINATION REGULATIONS FOR TWO YEARS MASTER PROGRAM AFTER BA/BSc (TWO YEARS)

#### 3.1 PROGRAM BREAKUP

3.1.1 The Master Program is of two-year duration, divided into Four semesters.

3.1.2 Each academic year is divided into Two Semesters.

<b>Year - I</b>	<b>Year - II</b>
Semester - I	Semester - III
Semester - II	Semester - IV

3.1.3 Each semester shall be of 18 weeks duration, including 16 weeks for teaching and 02 weeks of Tests and Examinations.

3.1.4 There shall be Semester Break of at least One week between two Semesters.

3.1.5 The maximum duration allowed to a student for the completion of Master Degree is Three years.

3.1.6 The maximum Course Load allowed for a Regular Student shall be 15 - 18 credit hours in a Semester.

3.1.7 In case of repeating failed/ dropped/ improve course, a student can take maximum One extra course of upto 04 credit hours during regular semester.

3.1.8 The students shall be required to get registered for any repeat course with in one week of the start of Semester. No student will allowed to add/ drop any course after the end of second week of semester.

3.1.9 A student has to complete at least 64 – 76 credit hours study, out of which 06 Credit Hours can be of Dissertation/Project/ Internship Report, for the completion of Degree, subject to passing all the courses offered by the University for the Program.

3.1.10 He/ she has to score at least 2.30 CGPA at the end of program for the award of Degree.

#### 3.2 INTERNAL ASSESSMENT - FORMAT

3.2.1 Class Tests/ Quizzes/ Assignments/ Projects given by the respective teacher to the students in a Semester shall be called Semester Work.

3.2.2 The weightage of marks for each course in a Semester shall be as under:

i.	Semester Work	40 Marks
ii.	Final Examination	60 Marks
Total		100 Marks

3.2.3 The detail of Semester Work for each course shall be as follows:

Nature of Assessment	Weightage
Quiz/Assignment/Presentation	20 Marks
Class Test	20 Marks

# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

### 3.2.4 PRACTICAL EXMINATION:

- i. Separate Practical Paper of 50 Marks each shall be given to students in courses where practical are involved.
- ii. In courses where a practical paper covers more than ONE course, the maximum marks shall be 100.

### 3.2.5 Mid Semester Test

**3.2.5.1** Mid Semester Test shall be conducted by the concerned course instructor in coordination with concerned Chairperson and Controller of Examinations during Ninth week of the Semester

**3.2.5.2** There shall be One compulsory Objective Question of 10 marks and Three Descriptive Questions of 05 marks each. A student has to attempt Two questions out of Three.

### 3.3 ATTENDANCE CRITERIA

**3.3.1** A student must attend at least 80% of the lectures delivered in each course in a semester to be eligible to appear in the Final Examination of that course.

**3.3.2** In case a student does not attend at least 80% of the lectures delivered in any course(s) in a Semester, he/ she shall not be allowed to appear in the Final Examination of that course(s).

**3.3.2.1** In case a student is involved in University Level Society/ Sports and is participating in Inter Board/ Inter University/ HEC/ National/ International Tournament/ Event, he/ she may be allowed to appear in the Final Examination of course/s in which he/she has attended at least 60% of the lectures delivered in the class. The application for duty leave of such student shall be forwarded to the concerned Chairperson of academic department by Director Sports/ Advisor Society and Chairman Sports/ Societies Board, prior to the conduct of event.

**3.3.3** The list of eligible students for the Final Examination shall be notified by the Chairperson of the concerned department before the start of Final Examination of each Semester and the same should be supplied to the Office of Controller of Examinations for record.

**3.3.3.1** A student, who does not have the required attendance percentage and is declared Not Eligible for the Final Examination of any course(s), shall be awarded "In" (Incomplete) grade in such course(s). Such students shall have to repeat the concerned course(s) in a forthcoming Semester which offers the course(s).

**3.3.3.2** In case such student fails to attend the required attendance percentage again or fails to qualify the course, while repeating, another chance shall be given, by the Controller of Examinations in consultation with the respective Chairperson, to him/her to repeat the concerned course along with the forthcoming semester, which offers the course, subject to the maximum

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

length of the program. i.e. Three years. No further chance will be given after this Examination.

### **3.4 FINAL EXAMINATION OF SEMESTER**

**3.4.1** There shall be a Final Examination at the end of each Semester covering the whole prescribed syllabus for each course.

**3.4.2** The schedule of Final Examination (Theory/ Practical) shall be prepared and notified by the respective Chairperson of the department within the dates specified by the Controller of Examinations.

**3.4.3** The Final Examination shall be conducted by the Chairperson of the Department in coordination with the Controller of Examinations.

**3.4.4** Each theory paper shall be of 60 marks.

**3.4.5** Each practical shall be of 50 marks. In courses where a practical paper covers more than ONE course, the maximum marks shall be 100.

**3.4.6** In case of Practical Examination a panel of Examiner shall conduct the Practical Examination.

**3.4.7** There shall be One Compulsory Objective Question of 12 marks containing and 05 Descriptive Questions of 12 marks each. A student has to attempt 04 Descriptive Questions out of 05.

**3.4.8** The Questions either Objective or Descriptive should be based on Comprehension and Creativity.

**3.4.9** The Chairperson of the concerned department shall be responsible for the printing and distribution of Question paper on the day of Final Examination.

**3.4.10** The Attendance Sheet of Final Examination shall be collected after half an hour of the start of Examination by the Departmental Controller of Examinations, so appointed by the Chairperson of the concerned department.

**3.4.11** The Course Instructor shall mark the Answer Scripts and Controller of Examinations will assign letter grades to the comprehensive scores according to the prescribed guidelines.

**3.4.12** The final result should be submitted by the course instructor to the Controller of Examination through Chairperson of the concerned department within 10 Days of the last day of Final Examination.

**3.4.13** The Controller of Examinations shall be responsible for the compilation and notification of the result of each Semester within 10 days.

### **3.5 GENERAL CRITERIA FOR QUALIFYING A SEMESTER**

**3.5.1** Every student has to complete the Semester Work and to appear in the Final Examination offered by the University in each Semester. In case a student does not complete the Semester Work or does not appear in the Final Examination he/ she will be awarded an "F" grade in that course and such student shall have to take re-admission in the course(s).

## **GC UNIVERSITY LAHORE**

### **EXAMINATION REGULATIONS**

- 3.5.2** A student shall qualify the course if he/ she scores at least 50% marks in the Semester Work and Final Examination separately, subject to the fulfilment of the conditions in 3.5.1.
- 3.5.3** No grace marks shall be awarded to the students.
- 3.5.4** A student, who fails to score a minimum of 1.50 CGPA at the end of any Semester, shall have to get Re-admission in the Program i.e. First Semester, subject to the maximum length of the program i.e. three years.
- 3.5.5** A student who scores CGPA between 1.50 and 2.00 in a Semester; may be conditionally promoted to the next semester and he/ she shall be placed on first probation.
  - 3.5.5.1** In case a student fails to score 2.00 CGPA in the Semester of First Probation, another chance shall be given to such student. He/ She shall be conditionally promoted to the next Semester and shall be placed on Last Probation.
  - 3.5.5.2** In case a student fails to score 2.00 CGPA in the semester of Last Probation, he/ she shall have to get Re-admission in the Program i.e. First Semester, subject to the maximum length of the program i.e. three years
- 3.5.6** Re-admission in the Program is only allowed Once.
- 3.5.7** A student who gets re-admission in the program shall get exemption for the courses which he/ she has qualified with grade higher than C+. Such student shall have to complete the Degree within Three years from the first admission in the program.
- 3.5.8** A student who scores “F” grade in any course(s) in a Semester shall have to repeat the concerned course(s) along with the forthcoming semester when these courses are offered by the University, provided that he/ she is not debarred under Regulation 3.1.5.
  - 3.5.8.1** In case of change/ revision in course(s) of study for the Program, such student shall have to repeat the changed/ revised course(s) in lieu of course(s) with “F” grade.
  - 3.5.8.2** A student shall be given Only one chance to pass the “F” grade of a course. In case he/ she fails to qualify the course, he/ she shall have to get Re-admission in the Program i.e. First Semester, subject to the maximum length of the program i.e. Three years.
- 3.5.9** A student can be given only one chance to improve a course with grade less than “B-“. The improvement is only possible by repeating the course(s) along with the forthcoming semester/summer semester which offers the course(s), provided that he/ she is not debarred under Regulation 3.1.5.
  - 3.5.9.1** In case of change/ revision in course(s) of study for the Program, such student shall have to study the changed/ revised course(s) in lieu of course(s) with grade less than “B-“.

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

- 3.5.9.2** In case a student repeats one or more course(s) in order to improve the grade and fails to improve the grade, then the grade scored previously by the student may be retained.
- 3.5.10** In case a student does not have 2.30 CGPA at the end of Semester-IV, he/she may be allowed to get repeat in One or more courses, in which his/her Grade is below "B-", along with the forthcoming semester, provided that he/she is not debarred under Regulation 3.1.5.
- 3.5.11** A student, who remains absent or fails to qualify all the courses of a semester, will not be allowed to continue in the next semester. Such student may be allowed to re-join the same semester along with the following session only, subject to the maximum length of the program, i.e. Three years.
- 3.5.12 Summer Semester**
- 3.5.12.1** A summer semester of 09 (Nine) weeks duration (Eight weeks for teaching and One week for Final Examinations) shall be scheduled during summer vacation. Selective courses will be offered by the concerned departments. The contact hours during Summer Semester shall be doubled to ensure that the course is completely taught in a Summer Semester with half of the duration compared to a Regular Semester.
- 3.5.12.2** A student may register for a maximum of 09 (Nine) credit hours during summer semester.
- 3.5.12.3** The summer semester will be allowed to those students who have Failed to qualify a course/ became Not Eligible for a course or want to Improve grade.
- 3.5.12.4** The Course Registration, Attendance and Assessment policies shall be followed as that in case of Regular Semester.
- 3.6 DISSERTATION/ PROJECT/ INTERNSHIP REPORT**
- 3.6.1** Dissertation/Project/ Internship Report can be one of the requirements for the Master degree.
- 3.6.2** The Dissertation/Project/ Internship Report shall be of 06 Credit Hours.
- 3.6.3** The Topic of Project/ Internship Report/ Dissertation shall be given to the students at the beginning of semester III and the students shall have to submit the Project/ Internship Report/ Dissertation within one month after the last day of Final Examination of Fourth Semester. In case, a student fails to submit the Project/ Internship Report/ Dissertation within the stipulated time due to some genuine problem, an extension of maximum Three months can be granted. The applications of such students will be forwarded by the Chairperson of the respective Department to the Controller of Examinations, who shall notify the extension, if granted
- 3.6.4** The Chairperson of the Department shall act as Coordinator.

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

- 3.6.5** 50% marks are required to qualify the Dissertation/Project/ Internship Report.
- 3.6.6** A student shall submit Three Copies of the Project/ Internship Report/ Dissertation to the Chairperson of the concerned Department, to be forwarded to External Examiner and Internal Examiner, in strip/ tape binding.
- 3.6.6.1** The Internal and External Examiners for each student will be appointed by the Vice Chancellor from the panel of examiners approved by the Department Board of Studies and the same shall be notified by the respective Chairperson under intimation to the Controller of Examinations.
- 3.6.6.2** Before the Project/ Internship Report/ Dissertation is submitted to the Chairperson of the concerned Department, the Supervisor must certify that it meets the minimum standard and the plagiarism test, using the software provided by Higher Education Commission, has been conducted.
- 3.6.7** A Board of Examiners consisting of Internal Examiner, External Examiner and Convener (Chairperson of the respective Department) shall evaluate the Project/ Internship Report/ Dissertation in an Oral Examination. In case the Dissertation/ Project/ Internship Report does not meet the minimum standards, the board may recommend revision and one time re-submission of the Dissertation/ Project/ Internship Report.
- 3.6.8** The cover of the final copy of Thesis/Project should be DARK MAROON and also hardbound after making necessary corrections, if required.
- 3.6.9** The Thesis/Project, which is accepted after evaluation, shall become the property of GC University, Lahore. One copy shall be kept in the Departmental Library, one in the Main Library and one by the Convener
- 3.7 POSITION AND GOLD MEDAL**
- 3.7.1** Gold Medal and Academic Roll of Honour shall be awarded to a student in each subject, where total number of students is at least ten (10), who has topped the list of the successful candidates, provided that he/ she has passed the Final Examinations of all Semesters in first chance offered by the University. The Re-admission cases in the same or revised courses or new courses leading to the change of nomenclature of the Degree or cases of Semester Break/ Probation/ Marks Improvement shall not be considered for the award of Medal/Position. The first position shall be determined on the basis of CGPA.
- 3.7.2** In case of subjects where total number of students is less than 10, only Academic Roll of Honour will be awarded to a student who has topped the list of the successful candidates, provided that he/ she has passed the Final Examinations of all Semesters in first chance offered by the University. The Re-admission cases in the same or revised courses or new courses leading to the change of nomenclature of the Degree or cases of Semester Break/ Probation/ Marks Improvement shall not be considered for the award of

## **GC UNIVERSITY LAHORE EXAMINATION REGULATIONS**

Academic Roll of Honour. The first position shall be determined on the basis of CGPA.

**3.7.3** Academic Certificate of Distinction will be awarded to the students in each major who get second and third position, where total number of students is at least ten (10), provided that he/ she has passed the Final Examinations of all Semesters and Qualifying Examination in first chance offered by the University. The Re-admission cases in the same or revised courses or new courses leading to the change of nomenclature of the Degree or cases of Semester Break/ Probation/ Marks Improvement shall not be considered for the award of Academic Certificate of Distinction. The second and third positions shall be determined on the basis of CGPA

**3.7.4** In case a student is sent to the study tour by GC University Lahore/ Provincial/ Federal Government of Pakistan and he/ she remains absent in the First chance offered by the University, his/ her name may be considered for the award of Medal/ Academic Roll of Honour/ Academic Certificate of Distinction, provided he/ she fulfils the remaining conditions given in 3.7.1, 3.7.2. and 3.7.3.



# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

### 4 EXAMINATION REGULATIONS FOR MS/MPhil PROGRAM

#### 4.1 PROGRAM BREAK-UP

4.1.1 MS/MPhil Program is of two-year duration, divided into Four semesters.

4.1.2 Each academic year is divided into Two Semesters.

Year - I	Year - II
Semester - I	Semester - III
Semester - II	Semester - IV

4.1.3 Each semester shall be of 18 weeks duration, including 16 weeks for teaching and 02 weeks of Tests and Examinations.

4.1.4 There shall be Semester Break of at least One week between two Semesters.

4.1.5 There shall be Course Work of at least 24 Credit Hours.

4.1.6 There shall be Thesis of at least 12 Credit Hours. The student shall be whole time scholar.

4.1.7 The maximum Course Load allowed for a Regular Student shall be 09-12 credit hours in a Semester.

4.1.8 In case of repeating failed/ dropped/ improve course, a student can take maximum One extra course of upto 04 credit hours during regular semester.

4.1.9 The students will be required to get registered for any repeat course with in one week of the start of Semester. No student will allowed to add/ drop any course after the end of second week of semester.

4.1.10 The maximum duration allowed to a student for completion of MS/MPhil Degree will be FOUR years from the date of first admission.

4.1.11 A student has to complete at least 36 credit hours study, out of which 12 Credit Hours are of Thesis, subject to passing all the courses offered by the University during the Program, for the completion of Degree.

4.1.12 He/ she has to score 2.50 CGPA at the end of program for the award of Degree.

#### 4.2 COURSE WORK FOR MS/MPhil

##### 4.2.1 INTERNAL ASSESSMENT FORMAT

4.2.1.1 Class Tests/ Quizzes/ Assignments/ Projects given by the respective teacher to the students in a Semester shall be called Semester Work.

4.2.1.2 The weightage of marks for each course in a Semester shall be as under:

i.	Semester Work	40 Marks
ii.	Final Examination	60 Marks
Total		100 Marks

4.2.1.3 The detail of Semester Work for each course shall be as follows:

Nature of Assessment	Weightage
Quiz/Assignment/Presentation	20 Marks
Mid Semester Test	20 Marks

# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

### 4.2.1.4 Mid Semester Test

4.2.1.4.1 Mid Semester Test shall be conducted by the concerned course instructor in coordination with concerned Chairperson and Controller of Examinations during Ninth week of the Semester

4.2.1.4.2 There shall be One compulsory Objective Question of 10 marks and Three Descriptive Questions of 05 marks each. A student has to attempt Two questions out of Three.

### 4.2.2 ATTENDANCE CRITERIA

4.2.2.1 A student must attend at least 80% of the lectures delivered in each course in a semester to be eligible to appear in the Final Examination of that course.

4.2.2.2 In case a student does not attend at least 80% of the lectures delivered in any course(s) in a Semester, he/ she shall not be allowed to appear in the Final Examination of that course(s).

4.2.2.3 The list of Eligible students for the Final Examination shall be notified by the Chairperson of the concerned department before the start of Final Examination of each Semester and the same should be supplied to the Office of Controller of Examinations for record.

4.2.2.3.1 A student, who does not have the required attendance percentage and is declared Not Eligible for the Final Examination of any course(s), shall be awarded "In" (Incomplete) grade in such course(s). Such students shall have to repeat the concerned course(s) in a forthcoming Semester which offers the course(s), provided he/ she is not debarred under Regulation 4.1.10.

4.2.2.3.2 In case such student fails to attend the required attendance percentage again or fails to qualify the course, while repeating, another chance shall be given, by the Controller of Examinations in consultation with respective Chairperson, to him/her to repeat the concerned course along with the forthcoming semester, which offers the course, provided he/ she is not debarred under Regulation 4.1.10. No further chance will be given after this Examination.

### 4.2.3 FINAL EXAMINATION OF SEMESTER

4.2.3.1 There shall be a Final Examination at the end of each Semester covering the whole prescribed syllabus for each course.

4.2.3.2 The schedule of Final Examination shall be prepared and notified by the respective Chairperson of the department within the dates specified by the Controller of Examinations.

4.2.3.3 The Final Examination shall be conducted by the Chairperson of the Department in coordination with the Controller of Examinations.

4.2.3.4 Each theory paper shall be of 60 marks

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

- 4.2.3.5** There shall be One Compulsory Objective Question of 12 marks and 05 Descriptive Questions of 12 marks each. A student has to attempt 04 Descriptive Questions out of 05.
- 4.2.3.6** The Questions either Objective or Descriptive should be based on Comprehension and Creativity.
- 4.2.3.7** The Chairperson of the concerned Department shall be responsible for the printing and distribution of Question paper on the day of Final Examination.
- 4.2.3.8** The Attendance Sheet of Final Examination shall be collected by the Departmental Controller of Examinations, so appointed by the Chairperson of the concerned department after half an hour of the start of Examination
- 4.2.3.9** The Course Instructor shall mark the Answer Scripts and Controller of Examinations shall assign letter grades to the comprehensive scores according to the prescribed guidelines.
- 4.2.3.10** The final result should be submitted by the course instructor to the Controller of Examination through Chairperson of the concerned department within 10 Days of the last day of Final Examination.
- 4.2.3.11** The Controller of Examinations shall be responsible for the compilation and notification of the result of each Semester within 10 days.
  
- 4.2.4 GENERAL CRITERIA FOR QUALIFYING A SEMESTER**
- 4.2.4.1** Every student has to complete the Semester Work and take the Final Examination offered by the University in each Semester. In case a student does not complete the Semester Work or does not appear in the Final Examination he/ she will be awarded an "F" grade in that course and such student shall have to take re-admission in the course(s).
- 4.2.4.2** A student shall pass a course if he/ she scores at least 50% marks in Semester Work and Final Examination separately, subject to the fulfilment of the condition in 4.2.4.1.
- 4.2.4.3** No grace marks shall be awarded to the students.
- 4.2.4.4** A student, who fails to score a minimum of 1.50 CGPA at the end of any Semester, he/ she shall have to get Re-admission in the Course Work i.e. First Semester, provided he/she is not debarred under Regulation 4.1.10.
- 4.2.4.5** A student who scores CGPA between 1.50 and 2.50 in a Semester; may be conditionally promoted to the next semester and he/ she shall be placed on probation.
- 4.2.4.5.1** In case he/ she fails to score 2.50 CGPA in the Semester of Probation, he/ she shall have to get Re-admission in the Course Work i.e. First Semester, provided he/she has not debarred under Regulation 4.1.10.
- 4.2.4.6** Re-admission in Course Work is allowed only Once.
- 4.2.4.7** A student who gets re-admission in the Course Work shall get exemption for the courses which he/ she has qualified with grade "B-" and above. Such student shall be allocated Final Thesis only after qualifying the Course Work.

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

- 4.2.4.8** A student who scores “F” grade in any course(s) in a Semester, shall have to get re-admission in the concerned course(s) along with the forthcoming semester when these courses are offered by the University, provided that he/ she is not debarred under Regulation 4.1.10.
- 4.2.4.8.1** In case of change/ revision in course(s) of study for the Program, such student shall have to get Re-admission in the changed/ revised course(s) in lieu of course(s) with “F” grade.
- 4.2.4.8.2** A student shall be given Only one chance to pass the “F” Grade of a course. In case he/ she fails to qualify the course, he/ she shall have to get Re-admission in the Course Work i.e. First Semester, provided he/she is not debarred under Regulation 4.1.10.
- 4.2.4.9** A student can be given only one chance to improve a course with grade less than B- in a Semester. The improvement is only possible by repeating the course(s) along with the forthcoming semester which offers the course(s), provided that he/ she is not debarred under Regulation 4.1.10.
- 4.2.4.9.1** In case of change/ revision in course(s) of study for the Program, such student shall have to study the changed/ revised course(s) in lieu of course(s) with grade less than “B-“.
- 4.2.4.9.2** In case a student repeats one or more course(s) in order to improve the grade and fails to improve the grade, then the grade scored previously by the student in this course(s) may be retained.
- 4.3** **THESIS FOR MS/MPhil DEGREE**
- 4.3.1** Thesis shall be a compulsory requirement in MS/MPhil studies.
- 4.3.2** The number of credit hours for MS/MPhil Thesis shall be 12.
- 4.3.3** A student shall prepare within Two weeks his/her research proposal for MS/MPhil thesis, on a prescribed Performa, after the last day of Final Examination of Semester-II.
- 4.3.4** The research proposal along with the name of proposed supervisor shall be presented within One month before the Departmental Board of Studies for approval and the same will be notified by the Chairperson of respective department, under intimation to the Office of Controller of Examinations and Registrar Office.
- 4.3.5** After approval of research proposal for MS/MPhil thesis, a student shall be given ONE year for completion of his/her thesis. An extension of one more year may be given by Office of Controller of Examinations, provided he/she is not debarred under Regulation No. 4.1.10.
- 4.3.5.1** In case a student fails to submit the Thesis within the stipulated time, his/ her candidature shall be cancelled by the Registrar Office. However, the candidate can apply for Re-Registration in MS/MPhil Thesis, if he/ she desires, after approval from the Departmental Board of Studies and he/ she shall be given a new topic for MS/ MPhil thesis as per 4.3.4. Such student shall be given only ONE Year for completion of Thesis.

## **GC UNIVERSITY LAHORE**

### **EXAMINATION REGULATIONS**

- 4.3.6** Each student shall work under the guidance of a supervisor appointed for this purpose as per Regulation 4.3.4.
- 4.3.6.1** The supervisor shall submit a Quarterly progress report on prescribed Performa of the MS/MPhil Student to ORIC through Chairperson of the concerned Department.
- 4.3.6.2** In case of adverse report, the candidate shall be immediately asked in writing to show the required progress. A progress report duly certified by his/her supervisor shall be submitted after ONE month of the adverse report.
- 4.3.6.3** In case of adverse report by the supervisor for the second time, his/her case would be referred to Registrar Office for cancellation of his/her M.Phil. Registration by Chairperson of the respective Department through ORIC. The candidate can apply for new Registration, if he/ she desires, after approval from the Departmental Board of Studies and he/ she shall be given a new topic for MS/M.Phil thesis as per 4.3.4. Such student shall be given only ONE year for the completion of Thesis.
- 4.3.6.4** In case of any change in the title/ research proposal of the Thesis/ Supervisor, the procedure outlined in 4.3.4 shall be followed.
- 4.3.7** The date for the submission of thesis shall be notified by the Controller of Examinations.
- 4.3.8** Before the submission of thesis, the student
- i. should have passed all the courses offered by the Department with atleast 2.50 CGPA.
  - ii. should have given a presentation of his/her work before the faculty and the post graduate students.
- 4.3.9** The student shall submit Three (03) copies of the thesis to the Controller of Examinations, according to the format approved by the University, through Chairperson of respective department. The Controller of Examinations shall immediately send a copy of the thesis to the External Examiner for evaluation. Before the Thesis is submitted, the Chairperson of Department must certify that the plagiarism test, using the software provided by Higher Education Commission, has been conducted and the report has been authenticated by the HEC focal person.
- 4.3.10** The External Examiner shall examine the thesis in detail to judge the suitability of the thesis for the award of MS/M.Phil. Degree to the student and will be invited to conduct the Viva Voce (Oral Examination) by the Chairperson of respective department.
- 4.3.11** The student has to appear in person in the Viva Voce (Oral Examination) in order to defend his Thesis at GC University Lahore.
- 4.3.12** The Board of Examiners for thesis Oral Examination shall comprise of the Chairperson of the Department, the Internal Examiner and the External

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

Examiner. In case the Chairperson himself is Internal Examiner, a senior most faculty member shall act as Examiner.

- 4.3.13** The Chairperson of the concerned Department, in consultation with the Supervisor of the student, shall forward a panel of Three External Examiners for Thesis, duly approved by the Board of Studies of the concerned Department, to the Controller of Examinations, who shall appoint the External Examiner for the student after due approval of the Vice Chancellor.
- 4.3.14** The Board of Examiners shall evaluate the thesis in Viva Voce (Oral Examination) of the student. A student should score at least 50% marks for the approval of the thesis. The Board may recommend a revision and one-time re-submission of the thesis in case the thesis is not up to the standard.
- 4.3.15** The student should be informed in writing by the Chairperson of the concerned Department about the changes; he/ she has to make in the thesis within 07 days after the Viva Voce (Oral Examination).
- 4.3.16** The student shall resubmit the thesis to the Controller of Examinations through Chairperson of the concerned Department after making the changes proposed by the Board of Examiners within one month.
- 4.3.17** In case the Re-submitted Thesis is again rejected by the Board of Examiners, no further chance will be given and his/ her candidature shall be cancelled.
- 4.3.18** The award list of the student's performance in Viva Voce duly signed by the Board of Examiners shall be sent to the Controller of Examinations for Result Notification.
- 4.3.19** The thesis, that has been accepted, shall become the property of the GC University Lahore. Hard and Soft copy of the Thesis shall be placed in the University Library.

#### **4.4 ADDITIONAL COURSE(S) FOR MS/ MPhil**

- 4.4.1** A student of MS/MPhil may be allowed to do additional course(s) in the same subject in which he/ she is doing his/her MS/MPhil Program, provided that he/ she has passed the course work.
- 4.4.2** A student shall be allowed to study the additional course(s) along with the regular students.
- 4.4.3** He/ she shall have to complete the Semester Work and to appear in the Final Examination of that Course.
- 4.4.4** A student shall qualify the Course(s) if he/ she scores at least 50% marks in each additional course.
- 4.4.5** In case he/ she fails to score 50% marks, he/ she shall be allowed to repeat the course along with the regular students of the forthcoming Semester. In case he/ she again fails to qualify the course no further chance shall be given.

## **GC UNIVERSITY LAHORE**

### **EXAMINATION REGULATIONS**

- 4.4.6** Additional course shall not be included in the Transcript of MS/MPhil. However, a Certificate to the effect that he/ she has passed additional course(s) shall be issued to the student.

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

### **5 EXAMINATION REGULATIONS FOR PhD PROGRAM**

#### **5.1 ELIGIBILITY FOR ADMISSION**

- 5.1.1** A person holding M.Phil. / MS / Equivalent degree in the relevant discipline is eligible for admission to PhD program if he/ she possesses at least 3.00/4.00 GPA or 1<sup>st</sup> Division in his/her M.Phil. / MS / Equivalent Degree from an institution / University recognized in Pakistan.
- 5.1.2** A candidate has to qualify Subject GRE (International) /Local (GAT/ GCU) Test, whichever is applicable, for admission in PhD Program.
- 5.1.3** Admission to PhD shall not be open for 'non-subject' candidates. However the criterion of related subject / field for eligibility shall be determined by the concerned Department.
- 5.1.4** Persons working in the Government/Semi Government or private Institutions may also apply. Such candidates shall have to submit "No Objection Certificate" from Head of the Institution.
- 5.1.5** All the applications for admission to PhD Program shall be submitted in the Admission Office for onward submission to the Chairperson of the concerned Department for determining the eligibility of the candidates.
- 5.1.6** Each candidate to be admitted in the PhD Program shall have to submit a declaration to the effect that he/ she has not been registered for the similar degree elsewhere.
- 5.1.7** A "Notification of Registration" of the candidate approved for provisional admission to PhD program along with the name of proposed supervisor shall be issued by the Admission Office.
- 5.1.8** English shall be the medium of writing the thesis in all subjects except Islamic Studies & Oriental Languages (Arabic, Persian, Punjabi, Urdu), except otherwise allowed.

#### **5.2 COURSE WORK DURING PhD PROGRAM**

- 5.2.1** A candidate is required to undertake course work of atleast 18 credit hours, on the recommendation of his/her supervisor, provided that the candidate has not studied these courses at MS/M.Phil level. These courses may include course/s, of maximum 06 credit hours, offered by any other department/ Program of this University.
- 5.2.2** A Comprehensive Examination of each course shall be arranged by the Chairperson of the Department at the end of each semester.
- 5.2.3** The Comprehensive Examination may be conducted in the form of Written Test, Oral Examination, Report Writing or any other form.
- 5.2.4** The detail of Comprehensive Examination shall be prepared by the PhD Course Coordinator for each Department and the students shall be informed in writing about the detail.



# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

**5.2.5** A student shall qualify the Comprehensive Examination if he/ she scores at least 50% marks in each course.

**5.2.6** A student, who fails to qualify the Comprehensive Examination, may on the recommendation of the Departmental Academic Committee, be allowed one chance to re-appear in a Re-sit Comprehensive Examination in the same year. No further chance shall be given after this Examination.

### **5.3 REQUIREMENTS FOR CONFORMATION OF ADMISSION**

**5.3.1** The candidate must fulfil the course work requirement within One year from the date of his/her provisional admission to the PhD Program. This period may be extended to further One year on the recommendation of respective Chairperson. In case a candidate fails to fulfil the above condition in stipulated time period, his/her admission may be cancelled by Admission Office.

**5.3.2** The provisionally admitted student will be required to prepare a research proposal for the PhD thesis with the help and guidance of his/her supervisor and submit it to the Departmental Board of Studies for approval. The foreign student enrolled to Ph.D Program will have to fulfill the Residency Condition of ONE year. His/Her Supervisor will be from GC University Lahore and Co-Supervisor from his own country in the relevant field. The name of the Supervisor and Co-Supervisor shall be approved by the Advanced Studies and Research Board.

**5.3.3** The Board of Studies shall send the research proposal, title of the thesis as well as name of the Supervisors (Maximum Two) or Supervisor and Co-Supervisor (if required) to the Registrar Office through ORIC for final approval from the Advanced Studies and Research Board after fulfilment of conditions as per clause 5.3.1 by the candidate.

**5.3.4** On approval of the research proposal by the Advanced Studies and Research Board the Registrar Office shall formally notify the confirmation of PhD registration. The date of PhD registration of a student shall commence from the date of his/her provisional admission to the PhD program.

**5.3.5** In case of death of the supervisor of a PhD student, a new supervisor shall be appointed by the Advanced Studies and Research Board on the recommendation of Departmental Board of Studies. In order to acknowledge the contribution made by the deceased supervisor, his/her name shall be written in the Thesis by the student as well as the name of new supervisor along with their periods of supervision.

### **5.4 THESIS FOR PhD DEGREE**

**5.4.1** A student shall be given Three to Six years for the completion of his/her thesis starting from the date of his/her provisional admission to the PhD Program. All the necessary University dues will be payable uptill the time of submission of Thesis. In case a student fails to submit the PhD Thesis

# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

within the stipulated time, his/her candidature shall be cancelled and notified by Registrar Office. However, the candidate can apply for new Registration in PhD, if he/ she desires, after approval from the Departmental Board of Studies. Such student will have to work on a new Topic and will have to fulfill all the conditions laid down at the time of new Registration except course work.

**5.4.2** The supervisor shall submit bi-annual progress report of the PhD student to ORIC through Chairperson of the concerned department. In case of adverse report, the student shall be asked to submit written explanation for not showing the expected progress. In case of adverse report by the supervisor for the second time, his/her case would be referred to Advanced Studies and Research Board for cancellation of his/her PhD registration, through ORIC.

**5.4.3** Before the thesis is submitted to the Office of Controller of Examinations, the Supervisor must certify that:

- i. the quality of work is adequate for award of PhD degree.
- ii. plagiarism test, using the software provided by Higher Education Commission, has been conducted and the report has been authenticated by the HEC focal person.
- iii. A certificate from the ORIC that the student has got accepted/ published research paper out of his/her PhD Thesis in a HEC approved journal/ journal with impact factor, where PhD student has to be the first author.

The student has to submit a declaration to the effect:

- iv. that no direct major work has already been done by him/her or by anybody else on the topic he/ she intends to work on, for PhD degree.
- v. that the work he/ she shall submit for the PhD degree has not already been submitted elsewhere and shall not in future be submitted by him/her for obtaining similar degree from any other institution.

**5.4.4** In order to earn a PhD degree the thesis must contain:

- i. Original work evidenced by discovery of new facts or exercise of independent critical judgment.
- ii. Addition to existing knowledge of the relevant field.

**5.4.5** On the recommendation of the Board of Studies concerned, the Advanced Studies and Research Board shall propose a panel of at least eight experts in the subject for the thesis including 05 foreign and 03 local experts. The Vice Chancellor shall appoint Three foreign and One local experts and the same shall be forwarded to Controller of Examinations by the Registrar Office for onward process of evaluation.

**5.4.6** The student shall have to submit 6 copies of the thesis to the Controller of Examinations according to the format approved by the University. The Controller of Examinations will seek consent from the foreign experts,

# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

approved vide Regulation No. 5.4.5, who shall act as International Referees and shall send one copy of thesis to each of them. These referees shall examine the thesis in detail to judge the suitability of the thesis for the award of PhD degree to the student and shall send a report in this connection, on the prescribed Performa, to the Vice Chancellor within One month of the receipt of the thesis. The Vice Chancellor shall forward the same to the Controller of Examinations.

- 5.4.7** In case of favourable and good reports from at least Two International Referees, the Controller of Examinations should send copies of PhD Thesis to the local expert, approved vide Regulation No. 5.4.5, for conduct of Viva Voce.
- 5.4.7.1** In case Two out of Three International Referees declares the Thesis inadequate for the award of PhD Degree, the Thesis will be rejected.
- 5.4.7.2** In case Two International Referees suggests re-submission of the Thesis after modification/ revision, the student shall be directed to re-submit the thesis after due modifications/revisions with in a maximum period of Six months, through his/her Supervisor. Such thesis shall be sent for review and report of the same International Referee who suggested re-submission.
- 5.4.7.3** In case any of the International Referee suggests that the Thesis is adequate for the award of PhD Degree with minor corrections, the student shall be asked to incorporate the suggested corrections/ modifications in the Thesis and submit a certificate of the fact through his/her Supervisor and concerned Chairperson before conduct of Viva Voce.
- 5.4.8** The student has to appear in person in the Viva Voce (Oral Examination) in order to defend his/her Thesis at GC University Lahore.
- 5.4.9** The Oral Examination shall be conducted by a Board of Examiners comprising the Chairperson (coordinator), the Supervisor (internal examiner) and the Local Referee. The Oral Examination should be in the form of open defence. The student will be asked to give a presentation regarding his/ her PhD research work. The result of Oral Examination will be finalized only by the Board of Examiners.
- 5.4.10** In case the student fails in the Oral Examination, he/ she would be given another chance to appear in the second Oral Examination within six months.
- 5.4.11** If the student fails in the second Oral Examination, his/her candidature would be cancelled.
- 5.4.12** If the student passes the Viva Voce (Oral Examination), the degree of PhD under the seal of the University shall be awarded.
- 5.4.13** The cover of the final copy of PhD Thesis should be DARK MAROON and also hardbound.

## **GC UNIVERSITY LAHORE**

### **EXAMINATION REGULATIONS**

- 5.4.14** The thesis, that has been accepted, shall become the property of the GC University Lahore. Hard and soft copy of the thesis shall be placed in the University Library.
- 5.4.15** Any discovery / formulation / invention of commercial interest made during the PhD research program shall be the sole property of the University. The University can exercise its right by getting it patent from the concerned authorities and any income thereof would belong to the University except some portion of the share (to be determined by the University authorities) to the student or/and his/her supervisor.

# GC UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

### 6. EXAMINATION REGULATIONS FOR DIPLOMA COURSES

#### 6.1 PROGRAM BREAK UP

6.1.1 The Diploma Courses will be of One Year Duration. Divided into Two Semesters.

6.1.2 Each Semester shall be of 18 weeks duration, including 16 weeks for teaching and 02 weeks of Tests/ Examinations.

6.1.3 The maximum duration allowed to a student for the completion of Diploma is Two years.

#### 6.2 ASSESSMENT – FORMAT

6.2.1 Class Tests/ Quizzes/ Assignments/ Projects given by the respective teacher to the students in a Semester shall be called Semester Work.

6.2.2 The detail of Semester Work for each course shall be as follows:

Nature of Assessment	Weightage
Quiz/Assignment/Presentation	20 Marks
Mid Semester Test	20 Marks

6.2.3 The weightage of marks for each course in a Semester shall be as under:

i.	Semester Work	40 Marks
ii.	Final Examination	60 Marks
Total		100 Marks

#### 6.2.4 Mid Semester Test

6.2.4.1 Mid Semester Test shall be conducted by the concerned course instructor in coordination with concerned Chairperson and Controller of Examinations during Ninth week of the Semester

6.2.4.2 There shall be One compulsory Objective Question of 10 marks and Three Descriptive Questions of 05 marks each. A student has to attempt Two questions out of Three.

### 6.3 ATTENDANCE CRITERIA

6.3.1 A student must attend at least 80% of the lectures delivered in each course in a Semester to be eligible to appear in the Final Examination of that course.

6.3.2 In case a student does not attend at least 80% of the lectures delivered in any course(s) in a Semester, he/ she shall not be allowed to appear in the Final Examination of that course(s).

6.3.3 The list of eligible students for the Final Examination shall be notified by the Chairperson of the concerned department before the start of Final Examination of each Semester and the same should be supplied to the Office of Controller of Examinations for record.

6.3.3.1 A student, who does not have the required attendance percentage and is declared Not Eligible for the Final Examination of any course(s), shall be

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

awarded "In" (Incomplete) grade in such course(s). Such students shall have to repeat the concerned course(s) in a forthcoming Semester which offers the course(s).

**6.3.3.2** In case such student fails to attend the required attendance percentage again or fails to qualify the course, while repeating, another chance shall be given to him/her to repeat the concerned course along with the forthcoming semester, which offers the course, subject to the maximum length of the program. i.e. two years. No further chance will be given after this Examination.

### **6.4 FINAL EXAMINATION**

**6.4.1** There shall be a Final Examination at the end of each Semester covering the whole prescribed syllabus for each course.

**6.4.2** The Final Examination shall be conducted by the Chairperson of the Department in coordination with the Controller of Examinations.

**6.4.3** The schedule for Final Examination shall be prepared and notified by the Chairperson of the Department within the dates specified by the Controller of Examinations.

**6.4.4** The Chairperson of the concerned department shall be responsible for the printing and distribution of Question paper on the day of Final Examination.

**6.4.5** The Attendance Sheet of Final Examination shall be collected by the Departmental Controller of Examinations, so assigned by the chairperson of the concerned department, after half an hour of the start of Examination.

**6.4.6** The Course Instructor shall mark the Answer Scripts and submit the Final Result to the Controller of Examination within 05 Days of the last day of Final Examination.

**6.4.7** The result once submitted by the Chairperson of the department to the Controller of Examinations shall not be revised.

**6.4.8** The Controller of Examinations shall be responsible for the compilation and notification of the result of each Semester.

### **6.5 GENERAL CRITERIA FOR QUALIFYING A SEMESTER**

**6.5.1** Every student has to take Semester Work/ Final Examination offered by the University in each Semester.

**6.5.2** In case a student does not qualify Semester Work and Final Examination separately, he/ she will be awarded an "F" grade in that course and such student shall have to take re-admission in the course(s).

**6.5.3** A student shall pass a course if he/ she scores at least 50% marks in the Semester Work and Final Examination separately.

**6.5.4** No grace marks shall be awarded to the students.

**6.5.5** A student, who fails to score a minimum of 1.50 CGPA at the end of any semester, shall have to get Re-admission in the Program i.e. First Semester, subject to the maximum length of the program i.e. two years.

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

- 6.5.6** A student who scores CGPA between 1.50 and 2.00 at the end of first semester; shall be placed on Probation. Such student shall be conditionally promoted to the next semester.
- 6.5.7** In case a student fails to score 2.00 CGPA in the Semester of Probation, he/ she shall have to get Re-admission in the Program i.e. First Semester, subject to the maximum length of the program i.e. two years.
- 6.5.8** Re-admission in Program is only allowed once.
- 6.5.9** A student who gets re-admission in the program shall get exemption for the course(s) which he/ she has qualified with grade higher than “C+“. Such student shall have to complete the Diploma within two years from the first admission in the program.
- 6.5.10** A student who scores “F” grade in course(s) in a Semester, shall have to get re-admission in the course(s) of “F” Grade along with the forthcoming semester when these courses are offered by the University, subject to the maximum length of the program i.e. two years.
- 6.5.11** In case of change/ revision in course(s) of study for the Program, the student shall have to get Re-admission in the changed/ revised course(s) in lieu of course(s) in which he/ she has scored “F” grade.
- 6.5.12** A student shall be given Only One chance to pass the “F” Grade of a course. In case he/ she fails to qualify the course, he/ she shall have to get Re-admission in the Program i.e. First Semester, subject to the maximum length of the program i.e. two years.
- 6.5.13** A student can be given only one chance to improve a course with grade less than C+. The improvement is only possible by repeating the course(s) along with the forthcoming semester which offers the course(s), subject to the maximum length of the program i.e. two years.
- 6.5.14** In case of change/ revision in course(s) of study for the Program, the student shall have to study the changed/ revised course(s) in lieu of course(s) with grade less than “C+“.
- 6.5.15** In case a student repeats one or more course(s) in order to improve the grade and fails to improve the grade, then the grade scored previously by the student may be retained.
- 6.6 PROJECT**
- 6.6.1** Project can be one of the requirements for the Diploma.
- 6.6.2** The Project will be of 06 Credits.
- 6.6.3** The Topic of Project shall be given to the students in the beginning of Second Semester and the students shall have to submit the Project within one month after the last day of Final Examination of Second Semester.
- 6.6.4** The Chairperson of the Department shall act as Coordinator.
- 6.6.5** 50% marks are required to qualify the Project.

# **GC UNIVERSITY LAHORE**

## **EXAMINATION REGULATIONS**

- 6.6.6** A Board of Examiners consisting of Project Supervisor, a senior member and Chairperson of the Department shall evaluate the Project in an Viva Voce (Oral Examination).
- 6.6.7** The cover of the final copy of Project Report should be DARK MAROON and also hardbound.
- 6.6.8** The Project, which is accepted after evaluation, shall become the property of GC University, Lahore. One copy shall be kept in the Departmental Library, one in the Main Library and one by the Convener.
- 6.7 DIPLOMA REQUIREMENTS**
- 6.7.1** A student has to complete at least 24 credit hours study, subject to the passing of all the courses offered by the University for the particular Program, for the completion of Diploma.
- 6.7.2** He/ she has to score at least 2.30 CGPA at the end of program for the award of Diploma.
- 6.7.3** In case a student does not have 2.30 CGPA at the end of Semester-II, he/ she may be allowed to get re-admission in one or more courses, in which his/her Grade is below "C+", along with the forthcoming semester, subject to the maximum length of the program i.e. two years.
- 7. VICE CHANCELLOR'S AUTHORITY IN SPECIAL CASES**
- 7.1** Not withstanding anything contrary to these Regulations, the Vice Chancellor shall have the powers to issue orders, directions or instructions in connection with the smooth working of the Examinations where the Regulations are silent and in cases of ambiguity or discrepancy as regards the interpretation of these Regulations, the decision of the Vice Chancellor shall be final.