GC UNIVERSITY LAHORE
EXAMINATION REGULATIONS
Approved by Syndicate in its 57th meeting held on 07-07-2018

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
Short Title means, Examination Regulations. 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. “Academic Year” means the period of year during which the students attend University. It includes a fall and spring semester, with a shorter optional summer semester.

ii. “ASRB” means Advanced Studies and Research Board.

iii. “BOS” means Board of Studies for a respective department.

iv. “Controller” means the Controller of Examinations, GC University Lahore.

v. “Course” means teaching unit of a discipline to be covered within a Semester as detailed in the Curriculum of study program and issued by the University. Each course is identified by a Course Code, Course Title and Credit Hours.

vi. “Course Instructor” means a teacher who taught a particular course to the students.

vii. “Credit Hours” means weight assigned to a course in term of teaching time.

viii. “Curriculum” means set of courses, course work and their contents offered for a particular program. It includes course objectives, the contents and methods that will be used to teach.

ix. “CGPA” means Cumulative Grade Point Average.

x. “Department” means the concerned Department of GC University Lahore.
xi. “Departmental Controller of Examinations” means person responsible for all matters of Examinations at departmental level. He/she shall be nominated by the Chairperson/ Director of respective department.

xii. "Degree" means a title awarded to a student, under seal of Government College University Lahore, at the end of any program in recognition of satisfactory completion of prescribed courses of study for the particular program.

xiii. “Examiner” means a person who sets and marks examination to test student’s knowledge or proficiency.

xiv. “Extraordinary circumstances” means unusual situation, which is not covered under normal regulations.

xv. “Grade” means letter grade awarded to student in each course, as per prescribed formula, on the basis of marks obtained by the student and his/her relative position in the class in the respective course.

xvi. “Graduate” means a student who has successfully completed the course of study and has been awarded the degree.

xvii. “GPA" means Grade Point Average.

xviii. “Marks” means original marks obtained by the student.

xix. “Make-up Test” means test given to the students who have remained absent in the Internal Tests as mentioned in different Programs.


xxi. “Plagiarism” means taking and using thoughts, writings and inventions of another person as one’s own. Plagiarism is the violation of ethical norms or academic or intellectual dishonesty.

xxii. “Probation” means a status granted to a student whose academic performance falls below an acceptable standard.

xxiii. "Program" means a broad area of study for specific types of degree paths over a specific period of time.

xxiv. "Progress Report" means a semester wise distributed inventory of courses taken and grades earned by a student. It will be issued after each semester.

xxv. “Repeat Course” means to study the course again.

xxvi. "Semester" means a period of 16-18 weeks duration, during which University will hold classes.
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xxvii. “Student” means the student of GC University Lahore.

xxviii. “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.

xxix. “Unfair Means Cases Committee” means Discipline Committee for Examination.

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 bona fide 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, by the competent authority.

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.

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 strictly adhered to. 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, notes, any electronic device 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 (CNIC).

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.

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, notes or electronic device.

iv. mutilates the Answer Book.

v. possesses any kind of material/ electronic device, 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 minimum Rs. 5000/-

iv. Expulsion forever from the University.

1.7.2 If a student 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.
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 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 affairs of the department, shall consist of the Chairperson of the concerned department and two senior faculty members.

1.11 ADVANCED STUDIES AND RESEARCH BOARD

The functions of the Advanced Studies and Research Board shall be to –

(i) advise the Authorities on all matters connected with the promotion of Advanced Studies and Research in the University;
(ii) consider and report to the Authorities on the institution of research degrees in the University;
(iii) propose Regulations regarding the award of research degrees;
(iv) appoint supervisors for research studies and to determine the subjects of their thesis;
(v) recommend panels of names of paper setters and examiners for research examinations after considering the proposals of the Board of Studies in this behalf; and
(vi) perform such other functions as may be prescribed by Statutes.

1.12 GRADING SYSTEM
1.12.1 Final grade in each course shall be awarded, as per prescribed formula, 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

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

1.12.3 GRADE POINT (GP)

Grade Point = Numeric Value of Grade x Credit Hours

\[ GP = \left( \text{Numeric Value of Grade} \times \text{CH} \right) \]

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)
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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

\[
CGPA = \frac{\sum GP_z}{\sum CH_z}
\]

\[
(z = 1 \rightarrow m, m \text{ is the number of total courses studied by the student in all semesters})
\]

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.

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 respective Departmental Academic Committee.

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  **SEMESTER FREEZE**

1.14.1 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 for notification, after due recommendation of the Dean of the concerned faculty.

1.14.1.1 Semester Freeze for Semester-I of any program shall not be allowed

1.14.1.2 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 1.14.1 and 1.14.1.1.

1.14.2 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).

1.14.3 A Student may apply for freeze at the most Two semesters, subject to the maximum length of the program.

1.14.4 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.

1.15  **PERMISSION OF WRITER FOR SPECIAL STUDENTS**

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

1.15.2 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.

1.15.3 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.)

1.16  **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.
1.17 RECHECKING OF SCRIPTS

1.17.1 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.

1.17.2 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.

1.17.3 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.

1.18 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.

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.

1.19 MATTERS RELATED WITH CONVOCATION

1.19.1 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.

1.19.2 Cases of delayed results shall not be considered for determining position and for the award of Gold Medal/ Roll of Honour.

1.19.3 The Medals, Rolls of Honour and other certificates shall be issued to the students after these have been formally conferred in the Convocation.

1.19.4 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.
1.19.5 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.

1.19.6 The Duplicate Degree shall not be signed by the Chancellor.

1.19.7 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.

1.19.8 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.

1.20 FUNCTIONS OF CONTROLLER OF EXAMINATIONS

1.20.1 The Controller of Examinations shall make arrangements for supply of Stationery for the Tests/ Examinations.

1.20.2 The Controller of Examinations shall be responsible for the compilation of result and its notification at the end of each Semester.

1.20.3 The Controller of Examinations shall be responsible for the notification of positions and detail of Academic Medals and Certificates.

1.20.4 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.

1.20.5 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.

1.20.6 The students shall collect their Transcripts from the office of the Controller of Examinations.

1.20.7 The Controller of Examinations shall get the Degrees of all programs printed.

1.20.8 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.

1.21 STUDENT GRIEVANCES AGAINST ANY COURSE INSTRUCTOR
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1.21.1 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.

1.21.2 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.

1.21.3 The committee can check randomly few papers of the Final Examination to ascertain uniformity of scoring and coverage of course contents.

1.21.4 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.
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:

<table>
<thead>
<tr>
<th>Year - I</th>
<th>Year - III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester - I</td>
<td>Semester - V</td>
</tr>
<tr>
<td>Semester - II</td>
<td>Semester - VI</td>
</tr>
<tr>
<td>Year - II</td>
<td>Year - IV</td>
</tr>
<tr>
<td>Semester - III</td>
<td>Semester - VII</td>
</tr>
<tr>
<td>Semester - IV</td>
<td>Semester - VIII</td>
</tr>
</tbody>
</table>

2.1.3 Each semester shall be of 18 weeks duration, comprising of 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 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 within one week of the start of Semester. No student shall be allowed to add/ drop any course after the end of second week of semester.

2.2 INTERNAL ASSESSMENT – FORMAT

2.2.1 Mid Semester 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 theory course in a Semester shall be as under:

<table>
<thead>
<tr>
<th>Semester Work</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid Semester Test</td>
<td>20 marks</td>
</tr>
<tr>
<td>Quiz/Assignment/Presentation</td>
<td>20 Marks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Examination</th>
<th>60 Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>100 Marks</td>
</tr>
</tbody>
</table>
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2.2.3 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.

2.2.4 MID SEMESTER TEST

2.2.4.1 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

2.2.4.2 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.

2.2.4.3 A student has to appear in the Mid Semester Test of each course in a semester, failing which he/she shall be awarded “F” grade in that course and such student shall have to repeat the course along with forthcoming semester.

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 the Director Sports/ Advisor Society and the 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 submitted 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
Examining of any course(s), shall be awarded “In” (Incomplete) grade in such course(s). Such student shall have to repeat the concerned course(s) along with forthcoming Semester in which the course(s) is being offered.

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, in which the course is being offered, subject to the maximum length of the program. i.e. Six years. No further chance shall be given after this Examination.

2.4 FINAL EXAMINATION OF SEMESTER

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

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 shall 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 A 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 repeat the course(s).

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
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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-“.

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 shall be retained.

2.5.10 A student, who remains absent or fails to qualify all the courses of a semester, shall 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 shall 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.
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2.5.11.2 A student may register for a maximum of 06 (Six) credit hours course/s during summer semester, provided they are being offered by the respective department. However, in case of Final Year students the departmental academic committee may recommend courses of maximum nine (09) credits hours.

2.5.11.3 The summer semester shall be allowed to those students who have failed to qualify a course/ declared Not Eligible for a course/ want to improve grade less than B-.

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 The Dissertation/ Project/ Internship is a compulsory requirement for the award of Degree.

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 shall be forwarded by the Chairperson of the respective Department to the Controller of Examinations, who shall notify the extension, if granted.

2.6.4.1 In case a student fails to submit the Dissertation/ Project/ Internship Report even after availing the extended period, he/she shall be declared fail in Dissertation/ Project/ Internship Report. Such student shall be asked to submit his Dissertation/ Project/ Internship Report after next Semester, failing which his/ her candidature shall be cancelled. All the necessary University dues shall be payable uptill the submission of Dissertation/ Project/ Internship Report.

2.6.5 A minimum of 50% marks is 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 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
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panel of examiners approved by the Departmental Board of Studies and same shall
be notified by the Controller of Examinations under intimation to the concerned
Chairperson.

2.6.6.1 Before the Dissertation/ Project/ Internship Report 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.

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.

2.6.7.1 The student shall be informed in writing about the changes he/ she has to make in
the Dissertation/ Project/ Internship Report.

2.6.7.2 In case the re-submitted Dissertation/ Project/ Internship Report is again not up to the
mark, the candidature of such student shall be cancelled.

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
Department and one in the Main Library.

2.7 DEGREE REQUIREMENTS

2.7.1 A student has to complete 130-140 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 have 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 ACADEMIC DISTINCTION

2.8.1 Medal and Academic Roll of Honour shall be awarded to a student in each major, where total number of graduates is at least ten (10), who has topped the list of the successful students; 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 shall be awarded to a graduate who has topped the list of the successful students; 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 shall be awarded to the graduate(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.

2.9 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 is doing his/her Graduation, subject to the maximum limit of course load allowed in a Semester.

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

2.9.3 He/ she shall have to complete the Semester Work and shall have to appear in the Final Examination of that Course.
2.9.4 A student shall qualify the Course(s) if he/ she scores at least 50% marks in Semester Work and Final Examination separately.

2.9.5 In case he/ she fails to score 50% marks, he/ she shall 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) shall not be included in the Transcript.

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

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<tr>
<th>Year – I</th>
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<td>Semester - I</td>
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<td>Semester - II</td>
<td>Semester - IV</td>
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3.1.3 Each semester shall be of 18 weeks duration, comprising of 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 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 within one week of the start of Semester. No student shall be 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 theory course in a Semester shall be as under:

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<table>
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<tbody>
<tr>
<td>Semester Work</td>
<td></td>
</tr>
<tr>
<td>Mid Semester Test</td>
<td>20 marks</td>
</tr>
<tr>
<td>Quiz/Assignment/Presentation</td>
<td>20 Marks</td>
</tr>
<tr>
<td>Final Examination</td>
<td>60 Marks</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100 Marks</strong></td>
</tr>
</tbody>
</table>

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3.2.3 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.

3.2.4 MID SEMESTER TEST

3.2.4.1 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.

3.2.4.2 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.

3.2.4.3 A student has to appear in the Mid Semester Test of each course in a semester, failing which he/she shall be awarded “F” grade in that course and such student shall have to repeat the course along with forthcoming semester.

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 The Director Sports/ Advisor Society and The 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 submitted 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”
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(Incomplete) grade in such course(s). Such students shall have to repeat the concerned course(s) in a forthcoming Semester in which the course(s) is being offered.

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 in which the course is being offered, subject to the maximum 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 for each course at the end of each Semester covering the whole prescribed course of study.

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.
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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 shall 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 A 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 repeat the course(s).

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.
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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-”.

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 shall 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, shall 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 shall be offered by the concerned departments. The contact hours during Summer Semester shall be doubled to ensure that the course is completely
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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 06 (Six) credit hours during summer semester, provided they are being offered by the respective department. However in case of Final Year student, the departmental academic committee may recommend courses of maximum nine (09) credit hours.

3.5.12.3 The summer semester shall be allowed to those students who have failed to qualify a course/ declared Not Eligible for a course/ want to improve grade less than B-.

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 award of 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

3.6.3.1 In case a student fails to submit the Dissertation/ Project/ Internship Report even after availing the extended period, he/she shall be declared fail in Dissertation/ Project/ Internship Report. Such student shall be asked to submit his Dissertation/ Project/ Internship Report after next Semester, failing which his/ her candidature shall be cancelled. All the necessary University dues shall be payable up till the submission of Dissertation/ Project/ Internship Report.

3.6.4 The Chairperson of the Department shall act as Coordinator.

3.6.5 A minimum of 50% marks are required to qualify the Dissertation/Project/ Internship Report.
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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 Controller of Examinations under intimation to the respective Chairperson.

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.

3.6.7.1 The student shall be informed in writing about the changes he/ she has to make in the Dissertation/ Project/ Internship Report.

3.6.7.2 In case the re-submitted Dissertation/ Project/ Internship Report is again not up to the mark, the candidature of such student shall be cancelled.

3.6.8 The cover of the final copy of Dissertation/Project/ Internship Report should be DARK MAROON and also hardbound.

3.6.9 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 Department and one in the Main Library.

3.7 ACADEMIC DISTINCTION

3.7.1 Gold Medal and Academic Roll of Honour shall be awarded to a graduate in each subject, where total number of students is at least ten (10), who has topped the list of the successful students, 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
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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 shall be awarded to a graduate who has topped the list of the successful students, 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 Roll of Honour. The first position shall be determined on the basis of CGPA.

3.7.3 Academic Certificate of Distinction shall be awarded to the graduates 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 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.
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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.

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<th>Year - I</th>
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<td>Semester - I</td>
<td>Semester - III</td>
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<tr>
<td>Semester - II</td>
<td>Semester - IV</td>
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4.1.3 Each semester shall be of 18 weeks duration, comprising of 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 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 shall be required to get registered for any repeat course within one week of the start of Semester. No student shall be 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 shall 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 at least 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 theory course in a Semester shall be as under:

<table>
<thead>
<tr>
<th>i.</th>
<th>Semester Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid Semester Test</td>
<td>20 marks</td>
</tr>
<tr>
<td>Quiz/Assignment/Presentation</td>
<td>20 Marks</td>
</tr>
<tr>
<td>ii.</td>
<td>Final Examination</td>
</tr>
<tr>
<td>Total</td>
<td>100 Marks</td>
</tr>
</tbody>
</table>
4.2.1.3 MID SEMESTER TEST

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

4.2.1.3.2 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.

4.2.1.3.3 A student has to appear in the Mid Semester Test of each course in a semester, failing which he/she shall be awarded “F” grade in that course and such student shall have to repeat the course along with forthcoming semester.

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 in which the course(s) is being offered, 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, in which the course is being offered, 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.

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 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 Examinations 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 15 days after receiving from the department.

4.2.4 GENERAL CRITERIA FOR QUALIFYING A SEMESTER

4.2.4.1 A 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 shall be awarded an “F” grade in that course and such student shall have to repeat 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.

4.2.4.8 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 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 repeat 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 A+ 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 “A+“.

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) shall be retained.
4.2.4.10 A student, who has completed his/her Degree but want to improve his/her CGPA, can be given only one chance to repeat course(s) which he/she has qualified with grade less than A+ along with the semester which offers the said course(s), within Two years of completion of his/her Degree. In case such student fails to improve the grade, then the grade scored previously shall 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 submit his/her research proposal for MS/MPhil thesis to the Chairperson of respective department within One month, after the last day of Final Examination of Semester-II, on the prescribed Proforma.

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 shall be notified by the Registrar Office, under intimation to the Office of Controller of Examinations and respective Department.

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 granted 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 within Three months, 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 after the date of Re-Registration.

4.3.6 The supervisor shall submit a Quarterly progress report of the MS/MPhil Student, on prescribed Proforma, to Dean through Chairperson of the respective Department.

4.3.6.1 In case of adverse report, the student 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.

4.3.6.2 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 respective Dean. The candidate can apply for Re-Registration within Three months, if he/ she desires, after approval.
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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 after the date of Re-Registration.

4.3.7 In case of any change in the title/research proposal of the Thesis/Supervisor, the procedure outlined in 4.3.4 shall be followed.

4.3.8 The date for the submission of thesis shall be notified by the Controller of Examinations.

4.3.9 Before the submission of thesis, the student
   i. should have passed all the courses offered by the Department with at least 2.50 CGPA.
   ii. should have given a presentation of his/her work before the faculty members and the post-graduate students.

4.3.10 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.

4.3.11 A 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.

4.3.12 The External Examiner shall examine the thesis in detail to evaluate 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 by the Chairperson of respective department.

4.3.13 The student has to appear in person in the Viva Voce in order to defend his/her Thesis at GC University Lahore.

4.3.14 The Board of Examiners for thesis Viva Voce shall comprise of the Chairperson of the Department, the Internal Examiner and the External Examiner.

4.3.15 The Board of Examiners shall evaluate the thesis in Viva Voce 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.
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4.3.16 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.

4.3.17 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.

4.3.18 In case the Re-submitted Thesis is again rejected by the Board of Examiners, no further chance will be given and his/ her enrolment shall be cancelled.

4.3.19 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.

4.3.20 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.

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.
EXAMINATION REGULATIONS FOR PhD PROGRAM

5.1 ELIGIBILITY FOR ADMISSION

5.1.1 A person holding MPhil / 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 1st Division in his/her M.Phil. / MS / Equivalent Degree from an Institution / University recognized by Higher Education Commission. The criterion of related subject / field for eligibility shall be determined by the concerned Department.

5.1.2 A candidate has to qualify Subject GRE (International) /Local (GAT/ GCU) Test, whichever is applicable, for admission to PhD Program.

5.1.3 Candidates working in the Government/Semi Government or private Institutions/organizations shall have to submit “No Objection Certificate” from Head of their respective Institution/organization.

5.1.4 All the applications for admission to PhD Program shall be submitted in the Admission Office for onward submission to the Chairperson of the respective Department for determining the eligibility of the candidates.

5.1.5 Each candidate to be admitted in the PhD Program shall have to submit a declaration to the effect that
   i. he/she is not currently registered for the similar degree elsewhere.
   ii. 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.

5.1.6 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.

5.1.7 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 DOCTORAL COMMITTEE

5.2.1 A Doctoral Committee of Three members, i.e. Chairperson of respective department (Convener), Supervisor of the concerned candidate and one Faculty member having research experience in related field, for each candidate, shall be proposed by the concerned Board of Studies for consideration and approval by Advanced Studies and Research Board.

5.2.2 The Doctoral Committee shall be responsible for the overall guidance of the candidate and shall meet at least once every three months.
5.3 COURSE WORK DURING PhD PROGRAM

5.3.1 A student is required to undertake course work of at least 18 credit hours, on the recommendation of his/her supervisor. These courses may include course/s, of MS/MPhil provided the student has not studied the same/similar course during his/her MS/MPhil Degree. The Supervisor can also recommend courses (maximum 06 credit hours) offered by any other Department of this University, if found related to the research area of the student.

5.3.2 A minimum of 50% marks shall be required to qualify each course.

5.3.3 A Comprehensive Examination shall be arranged by the respective department for the students who have successfully qualified the 18 credit hour course work. At least one month shall be given to the student for preparation of this examination.

5.3.4 The Comprehensive Examination shall consist of Written and Oral components.

5.3.5 The course outline(s) for Comprehensive Examination and format of written component (type of assessment tool, i.e. MCQs, Essay, Short Answer Question etc.) shall be prepared by the department and the students shall be informed in writing about the detail.

5.3.6 A student shall be declared pass in the Comprehensive Examination, who scores at least 50% marks in written and oral component separately.

5.3.7 A student, who fails to qualify the Comprehensive Examination, may on the recommendation of the Departmental Academic Committee, be allowed two chances to re-appear in the Re-sit Comprehensive Examinations with a gap of one month. No further chance shall be given after this Examination.

5.4 REQUIREMENTS FOR CONFIRMATION OF ADMISSION

5.4.1 The student 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.

5.4.2 The provisionally admitted student shall 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 shall have to fulfil the Residency Condition of ONE year. His/ Her Supervisor will be from GC University Lahore and Co-Supervisor from his/ her own
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country in the relevant field. The name of the Supervisor and Co-Supervisor shall be
approved by the Advanced Studies and Research Board.

5.4.3 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 for final approval from the Advanced Studies and
Research Board after fulfilment of conditions as per clause 5.4.1 by the student.

5.4.4 On approval of the research proposal by the Advanced Studies and Research Board
the Registrar Office shall formally notify the confirmation of PhD registration, under
intimation to Controller of Examinations, respective Dean and Director ORIC. The
date of PhD registration of a student shall commence from the date of his/her
provisional admission to the PhD program.

5.4.5 In case of extraordinary circumstances, a new supervisor shall be appointed by the
Advanced Studies and Research Board on the recommendation of Departmental
Board of Studies. However, in order to acknowledge the contribution made by the
former supervisor, his/her name shall be mentioned in the Thesis by the student as
well as the name of new supervisor along with their duration of supervision.

5.4.6 In case of any change in the title of thesis or Supervisor, the procedure outlined in
5.4.3 shall be followed.

5.5 THESIS FOR PhD DEGREE
5.5.1 A student shall have a minimum of three and maximum of 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 up till the time of
submission of Thesis. In case a student fails to submit the PhD Thesis within the
stipulated time, his/her enrollment shall be cancelled and notified by Registrar Office.
However, the student can apply for new Registration in PhD, if he/she desires, after
approval from the Departmental Board of Studies. Such student shall work on a new
Topic and shall have to fulfill all the conditions laid down at the time of new
Registration except course work.

5.5.2 The supervisor shall submit bi-annual progress report of the PhD student to the
Dean’s office of respective faculty and ORIC through Chairperson of the respective
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
Chairperson, under intimation to the Dean’s office and ORIC.
5.5.3 Before the thesis is submitted to the Office of Controller of Examinations, the student has to submit a declaration to the effect that that the work he/ she is submitting 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.

5.5.4 At the time of submission of Thesis the Supervisor of the student shall certify that:
   i. the quality of work is adequate for award of PhD degree.
   ii. the student has given a presentation of his/her PhD research work before the faculty and post graduate students.
   iii. plagiarism test, using the software provided by Higher Education Commission, has been conducted and the report has been authenticated by the HEC focal person.
   iv. a certificate has been obtained from the ORIC that the student has got published/accepted 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. However, in case of accepted paper, the Viva Voce shall be conducted only after publication of said paper.
   v. The Final Copy of PhD Thesis shall be checked and signed by the Doctoral Committee Members.

5.5.5 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.

5.5.6 On the recommendation of the Departmental Board of Studies, the Advanced Studies and Research Board shall propose a panel of at least nine experts in the subject for the evaluation of thesis including 05 foreign and 04 local experts. The Vice Chancellor shall appoint Three foreign and Two local experts and the same shall be forwarded to Controller of Examinations by the Registrar Office for onward process of evaluation.

5.5.7 The student shall be required to submit Four copies of PhD Thesis (three hard copies in tape binding and one CD) to the Controller of Examinations according to the format approved by the University. The Controller of Examinations shall seek consent from the foreign experts, approved vide Regulation No. 5.5.6, 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
prescribed Proforma, 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.

5.5.8 In case of positive evaluation from at least Two International Referees, the Controller of Examinations should send copies of PhD Thesis to the local experts, approved vide Regulation No. 5.5.6, for conduct of Viva Voce.

5.5.8.1 In case Two out of Three International Referees declares the Thesis inadequate for the award of PhD Degree, the Thesis shall be rejected.

5.5.8.2 In case Two International Referees suggest re-submission of the Thesis after modification/ revision, the student shall be directed to re-submit the thesis after due modifications/revisions within 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.

5.5.8.3 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 respective Chairperson before conduct of Viva Voce.

5.5.9 The student has to appear in person in the Viva Voce in order to defend his/her Thesis at GC University Lahore.

5.5.10 The Viva Voce shall be conducted by a Board of Examiners comprising the Chairperson (Coordinator), the Supervisor (Internal Examiner) and Two Local Referees. The Viva Voce should be in the form of open defence. The student shall be asked to give a presentation regarding his/ her PhD research work. The result of Viva Voce shall be finalized only by the Board of Examiners.

5.5.11 In case the student fails in the Viva Voce, he/ she would be given another chance to appear in the second Viva Voce within six months.

5.5.12 If the student fails in the second Viva Voce, his/her candidature would be cancelled.

5.5.13 If the student qualifies the Viva Voce, the degree of PhD under the seal of the University shall be awarded.

5.5.14 The cover of the final copy of PhD Thesis should be DARK MAROON and also hardbound.

5.5.15 The thesis, that has been accepted, shall become the property of the GC University Lahore. Hard and soft copies of the thesis shall be placed in the Departmental as well as in University Library.
5.5.16 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(s).
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6. EXAMINATION REGULATIONS FOR DIPLOMA PROGRAM

6.1 PROGRAM BREAK UP

6.1.1 The Diploma Programs shall 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 weightage of marks for each theory course in a Semester shall be as under:

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<td>20 Marks</td>
</tr>
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<td>ii. Final Examination</td>
<td>60 Marks</td>
</tr>
<tr>
<td>Total</td>
<td>100 Marks</td>
</tr>
</tbody>
</table>

6.2.3 Mid Semester Test

6.2.3.1 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.

6.2.3.2 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.

6.2.3.3 A student has to appear in the Mid Semester Test of each course in a semester, failing which he/she shall be awarded “F” grade in that course and such student shall have to repeat the course along with forthcoming semester.

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 submitted 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 awarded “In” (Incomplete) grade in such course(s). Such students shall have to repeat the concerned course(s) in a forthcoming Semester in which the course(s) is being offered.

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, in which the course(s) is offered, 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 for each course at the end of each Semester covering the whole prescribed course of study.

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 repeat 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.

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
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 award of Diploma.

6.6.2 The Project will be of 06 Credit Hours.

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.

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.