The University of Haripur Semester Rules and Regulations (Revised) 2018

(FOR M.Phil/M.S/M.Sc(Hons)or equivalent Degree Programs)

1. SHORT TITLE, COMMENCEMENT AND APPLICATION

1.1 These regulations shall be known as The University of Haripur, Semester Rules & Regulations for M.Phil/M.S/M.Sc (Hons) or equivalent degree programs framed under section 29 of the Khyber Pakhtunkhwa, Universities Amendment Act, 2016.

1.2 These Regulations shall come into force with immediate effect.

1.3 These rules shall apply to all registered scholars of M.Phil/M.S/M.Sc (Hons) or equivalent degree programs of The University of Haripur. Non thesis equivalent degree programs like MBA, MPH etc shall be regulated through rules appended hereto at the end in addition to these rules.

2. DEFINITIONS

2.1 Academic Program: An "Academic Program" means a Program of studies, which leads to the award of a University Degree to the scholars, after successful completion of all its requirements.

2.2 Academic Council: The Academic Council of The University of Haripur.

2.3 ASRB: Advanced Studies and Research Board of The University of Haripur.

2.4 Assessment: This means the assessment/evaluation of the performance of the scholars in academic Program or achievement in a unit. This can include assessment/evaluation methods such as assignments, examinations, project work, seminar, papers and tutorial participation etc.

2.5 Assignment: A task relevant to a course of study assigned by concerned faculty to substantiate the course contents. The assignment may or may not be graded.

2.6 Board of Studies (BoS): Board of Studies of The University of Haripur.

2.7 Cease: Means that a scholar is considered unsuitable for further studies at The University of Haripur as a regular scholar and is withdrawn from the study Program.

2.8 Contact Hour: One contact hour means 60 minutes (with 05 minutes break inclusive) spent on academic/research related activities including instructional work/tutorials, lab work (Practical), research work, projects, seminars, workshops, internships, etc during the course of studies at the university.

2.9 Controller: Means The Controller of Examinations, The University of Haripur.

2.10 Co-Supervisor: A faculty member/specialist from industry/R&D organization (In a specific field in which requisite expertise/facilities are not available within the university) who assists in supervision/guidance of thesis/dissertation of an MPhil scholar till completion of research work. The co-supervisor must have sufficient experience and relevant qualification (Minimum M.Phil) in the field of research.

2.11 **Course:** Means a course of study leading to the successful completion of the degree.

2.12 **Credit Course:** A "Credit Course" means a course of study, successful completion of which shall be a requirement for the degree.

2.13 **Credit Hour (Cr. Hr):** A credit hour means a lecture of60 minutes duration per week per semester for a course countable towards a scholar's Cumulative Grade Point Average will be considered as one credit hour. However, in case of seminars, tutorials and laboratory work, one credit hour may require two contact hours depending upon the nature of the subject.

2.14 **Dean:** means the Dean of the faculty.

2.15 **Department:** The Academic Department of The University of Haripur.

2.16 **Directorate of ASRB:** The Directorate of Advance Studies and Research Board of The University of Haripur.

2.17 **Director ASRB (DASRB):** Director Advance Studies and Research Board of The University of Haripur.

2.18 **Director:** Director of an academic institute under a faculty of The University of Haripur.

2.19 **Drop out:** Drop out means that a scholar considered unsuitable for further studies at the University/Institute/College is removed from the roll of the Program.

2.20 **Examiners:** A person appointed to conduct the examination.

2.21 **Faculty:** The faculty of The University of Haripur.

2.22 **Faculty Member:** Faculty member of The University of Haripur.

2.23 **Fee:** Fee charged for every semester/course attended by a registered scholar.

2.24 **Final Examination:** External Evaluation of thesis and Viva Voce examination.

2.25 **Grade:** A mark (letter grade or number) indicating the quality of scholar's academic performance is called Grade.

2.26 **Grade Point (P):** Number of points representing the letter grades scored by a scholar in a course.

2.27 **Grade Points of a Credit Course:** Total number of points scored by scholar in a credit course. This number is the product of points representing the letter grade scored by the scholar in a course and the number of credit hours taken of the course.

2.28 **Grade Point Average (GPA):** The average of the accumulative grade point earned in a semester or in the whole course of study.

2.29 **Cumulative Grade Point Average (CGPA):** The summation of grade points of all credit courses divided by the total number of credit hours taken by a scholar.

2.30 **Head:** The Head of the academic department.

2.31 **Non-Credit Course:** A "Non-credit course" means a course of study that will not be considered in computation of CGPA.

2.32 **Practical/Lab Test:** These tests include all such examinations/evaluations to ascertain the level of competency of practical application of knowledge acquired.

2.33 **Project:** Project is a research work aimed at testing the ability of a scholar to translate the theoretical knowledge acquired during a course of study into practical use at Bachelor/Master level.

2.34 **Probation:** A scholar is said to be on probation if he/she is deficient in standards to the extent where he/she is likely to be relegated/withdrawn, is allowed to continue studies for one semester.

2.35 **QEC:** Quality Enhancement Cell of the University of Haripur.

2.36 **Registrar:** The Registrar of the University of Haripur.

2.37 **Registration:** Registration of the scholar with the office of the Registrar of the University.

2.38 **Scholar:** Means a student of MS/M.Phil/M.Sc (Hons) or equivalent degree Program

2.39 **Semester:** A "Semester" is an academic period, in which one set of courses in any discipline is offered.

2.40 **Subject or Course:** A "Subject" or "Course" means a topic or a content related to an academic Program, which is to be studied by a scholar for a fixed number of hours during a semester. Each subject will carry a specific discipline code and number.

2.41 **Supervisor:** A regular faculty member who supervises/guides thesis/dissertation of a Postgraduate (MS/M.Sc(H)/MPhil) scholar till the successful completion of research work and thesis. The Supervisor must have sufficient experience and relevant qualification (Minimum M.Phil or equivalent) in the field of research.

2.42 **Syndicate:** Syndicate means the Syndicate of the University of Haripur.

2.43 **Thesis/Dissertation:** A report comprising the original research of a scholar which is counted towards the partial fulfillment of his M.Phil or equivalent degree.

2.44 **Vice Chancellor:** The Vice Chancellor of the University of Haripur.

3. DURATION

3.1 The period of completion of all Master/M.Phil Degree programs shall be counted from the date of Admission/registration.

3.2 The duration for all M.S/M.Phil shall not be less than three semesters and more than six semesters. Scholars, who fail to complete the degree requirements within the stipulated time duration, shall have to apply through proper channel with justification to the Advanced Studies and Research Board (ASRB). The ASRB, if convinced with the justification, may extend the duration for a maximum of two semesters (4 years in total till the notification of degree).

3.3 Each program shall comprise of course work (24 credit hours) and thesis (10 credit hours) with normative duration of two years.

3.4 All course work may preferably be completed in the first two semesters.

3.5 There will be 2 semesters in each year, Spring and Fall of 18 weeks each. Out of 18 weeks, 16 weeks shall be actual teaching time, the rest may be utilized for admission, enrolment, conduct of terminal examinations,

3.6 After expiry of maximum duration allowed as mentioned in 3.2, the scholar, if he or she did not get the degree and if ASRB rejects further extension request after 1st extension already granted by ASRB, shall cease to be the scholar of the University and shall not be eligible for readmission.

4. PROCEDURE FOR ADMISSION

4.1. The admission to all M.Phil and Ph.D degree programs shall be announced by the Director ASRB with the approval of the Vice Chancellor. Admission to all programs shall be processed by the Departmental Scrutiny Committee (DSC) and Faculty Admission Committee (FAC) as per schedule notified by the DASRB.

4.2. Department Scrutiny Committee shall be nominated by the concerned head of the Department/Institute comprising at least two Faculty Members.

4.3. Faculty Admission Committee:(FAC)

Admission shall be granted through the following admission committee on date (s) to be notified by the DASRB.

a.	Dean of the Faculty	Convener
b.	Chairperson/Director/Head	Member
c.	Two Senior Faculty members to be nominated by the Chairperson/Head of the department/	Member

Director of the academic institute

4.4. All the admissions shall be placed before the Advanced Studies & Research Board (ASRB) for approval.

4.5. An application for enrolment on the prescribed forms along with the attested photocopies of the following credentials/documents should be submitted to the concerned department/institute for scrutiny on the dates notified for admission.

a. Detail marks certificate of all passed examinations including SSC and FSc.
b. Original/Provisional degree certificates.
c. Character Certificate from the Head of the institution last attended.
d. Three duly attested passport size photographs.
e. Domicile Certificate.
f. Undertaking/Agreement (in original) on selection for admission
g. Migration certificate in original (within one month of the admission)
h. Computerized National Identity Card
i. In service candidates must apply for admission through proper channel and successful candidates will have to submit NOC and if required, leave certificate initially for two semesters (except those University employees, who are not sponsored by HEC scholarship program or any other agency which requires leave as a precondition).
j. Graduate Record Examination (GRE) or Graduate Assessment Test GAT or equivalent score as determined by the University.

4.6. The scrutiny committee of each department/institute shall scrutinize the applications for admission to the department/institute and make recommendations to the admission committee.

4.7. All eligible candidates are required to appear for interview to adjudge their aptitude and suitability and to verify the documents with the original certificates for admission to any post graduate degree program.

4.8. After selection the candidate shall submit prescribed registration form along with prescribed fee to the office of the DASRB on the days notified for.

4.9. The DASBR may, in special circumstances and on payment of a **late fee** of **Rs.1000/-** permit a scholar to enroll within **ten days** after commencement of the semester.

4.10. The Vice Chancellor may allow enrolment of a scholar after the expiry of 10 days of the commencement of the classes under special circumstances in individual cases with solid reasons to be recorded in writing with double late fee of RS.2000/- till the last day of the 4th week w.e.f. commencement of classes subject to 75% attendance requirements.

5. REQUIREMENTS FOR ADMISSION

5.1 Candidate seeking admission to the course for the degree of Master/M.Phil shall meet the following criteria for eligibility:

a. Have passed the Bachelor (16 years) Examination or an equivalent examination, with at least 50% marks (under annual system) or CGPA of 2.50/4.00 (under semester system) froma HEC recognized institution, in a field of study relevant to the subject a candidate desires to take up.

b. Must have sixteen years of education or 4 years education after intermediate with atleast 124 credit hours.

c. Shall have qualified GAT/GRE or equivalent test as determined by the University.

d. Academic weightage of maximum 50% shall be based on Bachelor (Hons) or equivalent to be determined as:

i.	B.Sc (H) or equivalent	50 marks
ii.	Aptitude for M.Phil(To be evaluated by the FAC)	10
iii.	GAT/GRE (score of 50 or more) proportionate	40
Total:		100

e. Minimum qualifying marks for admission in M.Phil program is 50 percent.

5.2 Foreign candidates shall apply for admission as per criteria laid down by the Higher Education Commission (HEC) Islamabad against reserved seats subject to fulfillment of all other requirements of the admission.

5.3 Wherever needed, the equivalence of academic qualification shall be determined as certified by HEC.

5.4 If the scheme of courses pursued by a candidate for his/her Bachelor's degree within the discipline does not provide adequate background for the MS/M.Sc.(Hons)/M.Phil course, the scholar must take deficiency course (s) proposed by the FAC.

5.5 There should be at least 2 PhD faculty members in a department/institute to launch a M.Phil program.

5.6 **The supervisor of an M.Phil or equivalent degree scholar** must possess the following minimum qualifications and experience.

i. M.Phil degree in the relevant field (if sufficient relevant Ph.D faculty is not available).

ii. Four years teaching / research experience.

iii. Minimum two publications in HEC approved Journal.

iv. Have co-supervised or worked as member supervisory committee of at least two M.Phil or equivalent scholars.

5.7 A supervisor can supervise to the maximum 7 M.Phil scholars which can be increased up to twelve (12) provided that the combined number of PhD and M.Phil do not exceed 12.

5.8. **Withdrawal/Cancellation of Admission and Refund of Fee.** A scholar, after admission in any degree program, who apply within 15 days of the commencement of classes, through proper channel for withdrawal / cancellation of admission, will be notified as admission cancelled by the Director ASRB, with full fee refund except admission and registration fee. Late applicants will get only security fee on cancellation of their admissions.

6. SEMESTER RENEWAL/ENROLLMENT/REGISTRATION, DUES, FREEZE, GRADE POINT, PROMOTION AND TRANSFER OF CREDIT HOURS.

6.1. A scholar must renew/enroll/register each semester till submission of his final thesis to the Controller of Examinations through Director Advance Studies and HoD/Chairperson of the Department for external examination and viva voce examination.

6.2. **A. RENEWAL/ENROLLMENT:** Semester enrolment will be completed only when the scholar submits properly filled registration form in time, for a particular semester to the DASRB. Payment of semester dues without submitting the registration form will not be considered for enrolment in any semester.

B. SEMESTER'S DUES (for semester 2nd and onward): University dues (at the rate in vogue approved by the university's authorities) shall have to be paid within the first week with regular fee, with fine of Rs 1000 in second week and with fine of Rs 2000 in third week after commencement of the classes. After the third week till Mid Term student has to pay fine of Rs 5,000/- along with regular semester fee. If a student fails to submit the dues till the commencement of Mid Term exam his/her semester shall be considered frozen. (see also clauses 6.5, 6.6 and 6.7)

6.3. If a scholar fails to enroll in any semester, after completion of coursework, he/she shall be suspended to be on roll of the University and if desires for re-admission, shall have to enroll all semesters, not enrolled.

6.4. The DASRB, on the recommendations of FAC, may re-admit such a candidate subject to a payment of all dues. In addition to that a sum a rupees 2000/- as readmission fee and 5000/- as per semester gap fee (if any) will also be charged. The committee may refuse admission if the reasons are not convincing.

6.5. A scholar may apply before the commencement of mid-term examination, to freeze studies up to a maximum of two semesters with the permission of the Vice Chancellor obtained through the DASRB on the recommendation of the concerned Dean and Chairperson/Director on account of genuine reasons. Candidates so permitted to freeze will be allowed to resume their studies by the Chairperson/Dean and will be notified by the DASRB, after fulfillment of the registration. However, he/she will have to pay 25 % of the semester fee.

6.6. The period for which freeze is granted shall be counted towards the maximum time allowed for completion of degree.

6.7. A candidate is not allowed to freeze studies during first semester and during research work.

6.8. At the end of first semester, a scholar must obtain a minimum grade point average (GPA) of 2.5 to be promoted to second semester. If the GPA of a scholar at the end of first semester is 2 or more but less than 2.5. He/she shall be promoted to second semester on probation. If the GPA of a scholar at the end of first semester is less than 2.00, he/she shall be dropped from the roll of the University.

6.9. At the end of second semester, a scholar must obtain a minimum cumulative grade point average (CGPA) of 2.5 or more otherwise he/she shall have to repeat the courses failed or with less than 60 marks. If the CGPA of a scholar at the end of

second semester is less than 2.00, he/she shall be dropped from the roll of the University.

6.10. A scholar will be required to repeat those courses of the previous semesters in which he/she had failed or have gotten less than 60% marks, whenever offered by the department, provided that the enrolled work load, including the courses being repeated by him/her, do not exceed the maximum work load (12 cr hrs) allowed.

6.11. A scholar, who obtains CGPA less than 2.50, upon completion of the entire course work, may be allowed to repeat one of previous semesters to obtain the minimum CGPA of 2.50, failing which the scholar shall cease to be on the rolls.

6.12. All courses taken must be shown on the transcript of the scholar, including "Failure and Repeat".

6.13. Grade point for evaluation of the script will be as follows:

Marks Range (in %)	**Grade Point**	**Grade**
90 and above	4.00	A+
85-89	4.00	A
80-84	4.00	A-
75-79	3.6-3.9	B+
73-74	3.3-3.5	B
70-72	3.0-3.2	B-
66-69	2.6-2.9	C+
63-65	2.3-2.5	C
60-62	2.0-2.2	C-
50-59	1.0-1.9	D
0-49*	0.00	F
Incomplete	-	I
Withdrawal	-	W

6.14. Maximum grade point average (GPA) 4.00

6.15. Conversion of annual system marks to CGPA system will be as per HEC policy.

6.16. **Transfer of Credit Hours**

Migration to and from other institutions is allowed within the same degree programs. Credits earned by a scholar in another HEC recognized Department/Institution, may be counted towards the requirements of course work,

on the recommendation of FAC and approval of the Vice Chancellor, provided that:

a. The courses, for which credit is claimed, meet the minimum requirements as determined by HEC for the same discipline. .
b. The course for which credit is claimed has not been used for any degree obtained.
c. The course for which credit is claimed shall not be more than three years old (inclusive of course work period)
d. Fulfill other requirements as per relevant semester rules and regulation of UoH

7. COURSE WORK PROGRAM

7.1. All M.Phil or equivalent courses shall be coded as per HEC

7.2. A scholar admitted to the course shall complete course work in the following combination:

a. A minimum of 24 credits hours of course work and 10 credits of research work, however, these do not include credits for deficiency courses, if any.
b. Preferably three-fourth of the credits (18CrdHrs) for the course work shall be in the major field of study or specialization or core courses, and one-fourth (6CrdHrs) in the minor fields of study or optional courses.

7.3. A course cannot be registered without qualifying its pre-requisite (if any) as determined by the scheme of studies concerned.

7.4. Every Postgraduate scholar shall enroll up to maximum of 12 credit hours in a semester.

7.5. A scholar is required to repeat failed course (s) of the previous semesters whenever the course is offered by the department.

7.6. A course can be repeated three times at the most. In case if a scholar fails to qualify the deficiency or improve grade point average shall cease to be on the rolls.

7.7. A scholar who enrolls a course can add/drop or convert a credit course into no credit course or vice versa, within twenty days from the commencement of the semester, on the recommendations of the Chairperson/Head of the Department/Supervisor.

7.8. In case a scholar drops a course without such permission or intimation he/she shall be deemed to have failed in that course and will have to register the same course as and when offered.

7.9. When a course for which a scholar is enrolled, is not offered by the department due to any reason, scholar may opt for an alternate course offered, within twenty days of the commencement of the semester.

7.10. Once the terminal examination of a registered course is taken the course can not be deleted from the transcripts.

7.11. The scholar must submit semester wise progress report regarding course and research work to the DASRB office through Supervisor and head concerned.

7.12. Scholars with unsatisfactory progress for a semester shall be issued a warning by Director ASRB to improve within six months. A scholar receiving two consecutive warning letters shall be referred to FAC for cancellation of admission and subsequently shall cease to be on the roll of the University on the recommendation of the concerned FAC.

8. ATTENDANCE REQUIREMENTS

8.1. Attendance record of each course must be submitted to the department along with copy of the award list at the end of semester by the faculty member concerned.

8.2. Scholar who have attended 75% of lectures and practicals in each course, are eligible to appear in the examinations.

8.3. Faculty member is authorized to issue warning and impose fine of Rs.100/- per class missed during the semester, subject to minimum of 75% attendance.

8.4. The HoD/Chairperson/Director, on the recommendation of the faculty member concerned, shall strike off from the course, the names of the scholars who remain absent from the lectures or practical continuously for two weeks, without prior permission and report to the Dean concerned.

8.5. The HoD/Chairperson concerned may restore admission on payment of Rs.1000/- or refuse, if the reason is not convincing. Restoration in a course is allowed only once if the candidate requests within 15 days of cancellation of course, subject to the condition that he/she fulfills the requirements of 75% attendance.

8.6. A scholar whose name has been removed from the roll for continuous absence shall not be entitled for refund of fee except security.

8.7. Attendance shall not be mandatory in the courses for which one has registered for improvement of grades. And it will be the sole responsibility of the concerned scholar to coordinate with the subject teacher regarding class quiz, assignments, presentation etc.

9. EXAMINATION PROCEDURE

9.1. Scholars must take their examinations in a disciplined manner. Instances of indiscipline shall be dealt with in accordance with the unfair means Regulations of the University.

9.2. There shall be two examinations for each course during each semester. These examinations shall be termed as midterm and terminal examination. In addition to these examinations, the faculty member may give home assignments, class tests, case studies, quizzes and class presentations. The faculty member concerned will be solely responsible for the nature and conduct of examination as well as evaluation of the course. The grade given in the course by the faculty member shall be final.

9.3. The mid-term examination shall be held during 9th week of the semester within the regular classes Session.

9.4. Terminal examination for the semesters shall be conducted during 18th week as per academic calendar of the The University of Haripur

9.5. Evaluation of the scholar in a semester shall be based on the following weightage.

Evaluation Category	**Distribution of Marks**	
Class tests/ Quizzes/	10%	**Courses without practicals**
Assignments/Presentations etc	15%	
Mid Term	25%	
Terminal examination	50%	

Evaluation Category	**Distribution of Marks**	
Class tests/ Quizzes/	5%	**Courses with**

Assignments/Presentations etc	5%	**practicals**
Practical	15%	
Mid Term	25%	
Terminal examination	50%	

9.6. The script of each examination may be shown to the scholar concerned and taken back immediately. The scripts must be sent to the Controller of Examinations, within 10 day after the completion of examination.

9.7. **Right of appeal for Re-totaling.**

i. An appeal can be lodged by the scholar for grievance concerning their grades within seven days of the declaration of result of the concerned course to the Controller of Examinations along with a re-totaling fee of Rs.600/-.

ii. The CE, Chairperson/HoD/Director and Exam Coordinator of the department shall hear the appeals of scholars.

iii. The decision of the committee shall be final

9.8. The Chairperson/HoD must send the final award lists (showing absent, failed, or repeat) of the scholars to the Controller of Examinations, and a copy each to Dean and DASRB after the completion of the examination.

10. REPEAT COURSES AND MAKE-UP ARRANGEMENTS

10.1. If a scholar is debarred from examination on account of attendance or other reasons, he/she shall repeat the course when offered, by the department concerned, as a regular scholar.

10.2. If a scholar fails to appear in examination on account of extraordinary reasons (accidental health problem and death of parents/brother/sister), he/she shall attempt the paper in the make-up arrangements before announcement of the results, by the department concerned.

10.3. **Make-up Test/Examination:**

i. Make up test will be given on the request of those students who have fulfilled all requirements for appearing in the Mid/Final Term Examination but could not appear for any genuine reason or due to attending sports/national/international event on behalf of the University.

ii. Make-up Examination shall be conducted within 2 weeks of the end of the semester.

iii. The pattern, i.e nature and number of questions and weightage of the Make-up Examination shall be same as of the regular exam.

iv. Student, except those who couldn't appear in regular exam for representing the university in some event, appearing in the Make-up Examination shall be charged examination fee for leftover semester or paper as the case may be.

v. Any student failing in the Make-up Examination shall be required to re-register for the same semester/paper as and when that semester starts in future.

vi. There will be no Makeup/Special Examination in a semester for failed students; if a student fails in a course, he/she is required to repeat it.

11. STUDENTS' GRIEVANCES REDRESSAL MECHANISM

I. DEPARTMENTAL STUDENTS' GRIEVANCES COMMITTEE

Each Department / Institute shall have 3 members Departmental Students' Grievances Committee of the senior faculty members. The Chairperson/Head of the Department concerned may convene meetings of the Committee as and when necessary. He/she shall maintain a regular record of the proceedings of the Committee. The committee will also redress the grievances for the students about any course instructor or grades or for any other issue.

A student must approach the head of the Department/institute for a grievance on grade, within 5 days of the receipt of the grade.

The head of the institute / department shall forward the grade grievance to a 3 member committee and it will be binding on the committee for hearing both sides (student and the instructor), and will give a final decision within 5 days or before the start of registration for the new semester whichever comes early.

In case the problem is not resolved by the Departmental Grievance Committee, the matter shall be referred to the UoH Students' Grievance Committee.

II. THE UOH STUDENTS' GRIEVANCES REDRESSAL COMMITTEE

There shall be an appellant Committee at the university level consisting of 02 senior faculty members to be appointed by the Vice Chancellor, relevant head of the department, Controller of the Examination and headed by the Dean of the concerned faculty to redress the grievances of the students about any course instructor or grades referred by the Departmental Grievance Committee or for any other academic issue.

12. ACADEMIC CALENDAR

The University of Haripur publishes a complete schedule of an academic year for Fall, Spring & Summer semesters for the convenience of students and faculty members; by a committee comprising Head of the Academic Section of the Registrar Office (convener), Controller of Examination, Director ASRB/Director Admissions (post-graduate programs), Provost/Director Admissions (under graduate programs) and one HOD from each faculty. The Calendar will be issued before commencement of the semester of the Academic Year mentioning the following:

- Semester starting dates
- Mid-term Exams
- Holidays
- Terminal exams' prep week
- Schedule of Terminal Exams
- Result notification date
- Sports schedule etc.
- Admission announcement

Students are responsible to meet the requirement and deadline given for each activity in the academic calendar of the university. Students will also be expected to know and adhere to the rules, regulations, course loads, pre-requisites, and policies of the university, as well as those of the departments / institutes in which they are enrolled.

In case, the University is closed owing to the circumstances beyond the control than special makeup classes will be arranged converting weekends or holidays to working days to cover the lapsed period of students.

13. PROCEDURE AND REQUIREMENTS FOR CONDUCTING RESEARCH AND COMPOSITION OF SUPERVISORY COMMITTEE.

13.1. When a candidate is enrolled in first semester, on the recommendation of Dean, HoD/Chairperson of Department/Director, Director ASRB shall notify a Supervisory

Committee which shall consist of at least two faculty members from the department of major field of study/specialization and one member from other relevant field of study/Specialization.

13.2. One of the members from the major field of study/specialization will be the Supervisor and shall act as Chairperson of the Supervisory Committee.

13.3. In case of scholar who intends to conduct research off-campus at an approved institution, an expert in a major or minor field of study, from off-campus institution where the scholar is permitted by the Advanced Studies and Research Board (ASRB), to undertake research shall be appointed as co-supervisor for research in the Supervisory Committee.

13.4. Under special circumstances, the ASRB may change the Chairperson/member of the Supervisory Committee on formal request of scholar concerned on the recommendations of Head of the Department/Institute routed through the Dean concerned.

13.5. In case, the supervisor retires and the scholar has reached to the thesis drafting stage, the supervisor due for retirement shall not be changed, if he desires so.

14. RESEARCH REQUIREMENTS

14.1. Scholar shall not be allowed to start research before the approval of the Synopsis. However, under special circumstances upon the recommendation of the Chairperson Supervisory Committee with justification in writing the Chairperson of the Department/Institute with consent of the Dean may allow a candidate to start research.

14.2. Synopsis: Scholar shall write a research proposal in consultation with the supervisory committee and deliver a synopsis defense seminar. The synopsis will have to be first approved by the Board of Studies of the department and then submitted to ASRB for approval no later than 3rd semester.

14.3. The ASRB shall approve research proposal prepared as synopsis in proper format.

14.4. The approved synopsis for thesis research shall remain valid only for 6 regular semesters from the date of admission of the candidate.

14.5. A scholar admitted to the course can conduct research work in a laboratory/Institute/ organization approved by the ASRB on the recommendations of the Chairperson/HoD of the Department, through Dean.

14.6. Progress of research semester(s) shall be reported by the Supervisory Committee and submitted on semester basis as satisfactory (S) or unsatisfactory (U) on proper format to DASRB. In case of U grade in research progress, a warning must also be issued by the Supervisor in consultation with Chairperson/Director concerned and if the scholar does not improve, his admission shall be recommended for cancellation to ASRB.

14.7. Thesis work may be undertaken concurrently with course work. However, a scholar cannot submit thesis to the Controller of Examinations through DASRB for external examination and viva till the commencement of 4th semester and after qualifying all the examinations in the approved courses. However, the result shall be announced only after completion of the 4th semester.

14.8. The thesis shall be prepared and presented in manner laid down in the instructions approved by the ASRB from time to time.

14.9. The Supervisor shall submit soft copy of the thesis against plagiarism to QEC before sending to DASRB for further consideration. The supervisor will submit a certificate countersigned by Director QEC against plagiarism.

14.10. The scholar shall deliver a thesis defense seminar at University level, before submission of thesis for external examination. The seminar shall be publicized by seminar in charge of the concerned department at least seven days in advance. The Supervisory Committee must certify the incorporation of all the suggestions in soft bound thesis to be submitted to the DASRB.

14.11. A soft bound thesis duly certified by the Supervisory Committee, Chairperson of the Department or Director of Institute, concerned Dean and DASRB that the contents and form of the thesis are satisfactory for examination shall be referred to the external examiner by the Controller of Examination for evaluation.

14.12. In case of absence of Supervisor, the committee member from the major field or in the absence of both, the Chairperson of the department shall be the convener of the committee.

14.13. Regarding qualification of the external examiner, the ASRB, on the recommendation of the concerned BOS, shall approve a list of the experts having relevant qualification and experience on the subject.

14.14. The panel of three external examiners duly approved by the ASRB shall be sent to the Vice Chancellor through DASRB and Controller of Exams. The Vice Chancellor shall appoint one external examiner from the panel or otherwise.

14.15. The examination committee for the thesis viva examination shall be:

Internal Examiner/Supervisor	Convener
External Examiner	Member
Chairperson/Director	Observer

14.16. The thesis evaluation will be conducted within one month from the date of dispatch of thesis from the office of the Controller Exams to the quarters concerned.

14.17. The thesis shall be evaluated by the Examiners mentioned in clause 14.15.

14.18. Marks so awarded will be converted into letter grades, Cumulative Grade Point Average (CGPA) on the basis of course work and thesis will be worked out by the examination section.

14.19. The examination committee shall sign the thesis after the Viva-Voce examination. The incorporation of the correction/addition/deletion suggested by the examination committee either on a separate list or on thesis must be incorporated and certified.

14.20. The duly approved thesis shall be submitted to the Director ASRB along with a paper submitted to the supervisor concerned and combined transcript showing the required CGPA. The Director ASRB after scrutinizing the scholar's requirements right from admission to final examination and checking the synopsis approval and thesis format, will forward the case to the controller of examination for award of degree.

14.21. If a candidate fails in thesis examination, he/she may enroll him/her again and submit a revised thesis on payment of Rs.5000/- as re-examination fee but shall not be entitled to resubmit thesis after expiry of six months after the date of declaration of result of the last thesis examination. This opportunity can be availed only once.

14.22. In case of disagreement between the Supervisory Committee and External Examiner regarding acceptance of the thesis, the thesis shall be referred to another external examiner whose decision shall be final.

14.23. If the thesis, submitted by a candidate for final evaluation, is proved to be copied /plagiarized, it will be liable to be rejected on the report of DASRB. The Controller of Examinations will declare the candidate fail in the examination. The admission of such candidate shall be cancelled and he/she shall not be readmitted to any post-graduate degree Program of the University under any circumstances.

14.24. If thesis of a candidate is proved to be plagiarized even after its evaluation and declaration of result, previous result of the candidate will be cancelled and he/she will be declared to have failed in thesis examination. Such a candidate shall not be readmitted to any post-graduate program of the University under any circumstances.

14.25. A candidate who fulfills all requirements of any M.Phil or equivalent degree program with prescribed CGPA shall be awarded the Degree of M.Sc (Hons)/M.Phil/MSor equivalent, with specialization indicated.

14.26. Minimum cumulative CGPA for award of M.Phil or equivalent degree shall be 2.50.

15. MERIT CERTIFICATES/MEDALS

i. The Controller of Examinations shall issue a certificate of merit to a student who stands first in the subject on the basis of overall result provided that the student has obtained CGPA 3.5 or more in the aggregate, has not failed in, or repeated any course and has completed the course work in normal period as prescribed for the degree program. The recipient for the award of certificate of merit shall also be awarded the Chancellor's Gold medal.

ii. The president's gold medal shall be awarded to the student who stands first in the degree program in the respective faculty. The Controller of Examinations shall also issue a certificate of merit to such a student.

iii. If more than one student secures the same CGPA; the position will then be determined on the basis of percentage of marks obtained. Even if still a tie remains, the award will go to the older in age.

iv. Medals (Gold, Silver and Bronze) shall be awarded to the first, second and third position holders respectively who passes all courses of M.Phil or equivalent degree program (theory, practical, assignments, term paper, quizzes and thesis) in the first attempt (within 3 academic years) and secures the highest CGPA but not below

3.50. Absence from any examination for any reason what so ever shall be considered as a failure for the award of medal/ certificate.

16. FINAL DECISION

In all cases where these regulations are silent or where there is difference of opinion about their interpretation, the decision of the ASRB shall be final.

17. UNIVERSITY DUES

17.1 University dues shall be charged at the time of registration on semester basis. Fee can be revised as per approval of the Competent Authority.

18. REMUNERATION FOR SUPERVISOR AND CO-SUPERVISOR:

There shall be financial reward for the supervisors for award of M.Phil or equivalent degree to the successful candidates as:

Supervisor: Rs. 50000.00 (to be revised by ASRB when required)

Co-Supervisor: Rs. 15000.00 (to be revised by ASRB when required)

19. ANTI-PLAGIARISM AND QUALITY ENHANCEMENT POLICY:

a. The supervisor will check thesis for plagiarism using the anti-plagiarism software of TURNITIN and/or as described by HEC. The concerned Chairperson/HOD will send the thesis to the Director Advanced Studies through proper channel along with the Plagiarism/Similarity Index Report and also a certificate stating that the thesis has been checked against the plagiarism and that the similarity Index (excluding literature cited/bibliography) is below 20%.

b. Director Advanced Studies and Research will ensure that all formalities regarding course work, comprehensive examination, title of research, supervisory committee and synopsis are complete and approved by BoS and ASRB (where required)

c. Director Advanced Studies and Research will forward the thesis to Quality Enhancement Cell for the confirmation of Plagiarism/Similarity Index Report provided by Supervisor.

d. A Soft and Hard form of thesis will be provided to QEC which will confirm that Plagiarism/Similarity Index Report is satisfactory, otherwise will send back to

supervisor through above channel to bring the Plagiarism/Similarity Index below 20 % or as decided by HEC.

e. If Plagiarism/Similarity Index Report is found satisfactory QEC will countersign the Certificate provided by Supervisor and thesis will be send back to ASRB.

f. After external evaluation of the M.Phil thesis and prior sending hard-bound copies of the final thesis to the Controller of Examinations for result notifications, supervisor would forward a copy of the final thesis, after incorporation of the suggestions/comments of the external examiner along with an "Annotated Compliance Report", signed by Supervisor. The Director QEC will countersign the ACR and send it to DASRB.

g. If plagiarism in the thesis is found at any stage in future, the scholar concerned will be responsible.

h. In case of conflict for plagiarism report/ or thesis found plagiarized by scholar. Director QEC will forward the case to "**Plagiarism Committee".**"Plagiarism Committee" will consist of Director QEC, Director ASRB, Registrar, concerned Supervisor, HoD of Concerned Department and Dean of the Faculty. The decision of the committee shall be final.

"ANNEXURE- A" CONDUCT OF SEMESTER EXAMINATIONS REGULATIONS

1. A student shall be eligible to appear in the terminal examinations provided s//he:
   a. has been on the roll of the University during the semester;
   b. has registered him/herself for the courses of study, and
   c. has 75% class attendance (for details see rule 8.1 to 8.7).
   d. has paid all the University dues (including hostel fees, fines, etc. if applicable) within notified time.

2. Mid-term examination will be held in the 9th week of each semester. The terminal examination will be held at the end of each semester on the dates fixed/notified by the university authorities concerned. The Director ASRB/Admissions shall announce the approximate dates of examinations at the beginning of the semester according to the Academic Calendar of that particular year.

3. Minimum time allowed for mid-term examination and practical examination in each course will be one hour and that for the final examination shall be two hours.

4. In order to pass in the examination of a course, a students must obtain **at least 50%** marks. Passing the practical examinations (if applicable) shall be mandatory.

5. After marking the class tests, quizzes, mid-term examination and final examination papers the same maybe shown to the students (where requested in writing) to discuss any reservation of the student.

6. A student may apply for re-totaling/ rechecking of marks within 10 days of the submission of results to Controller of Examinations which will be considered by a committee comprising of the concerned HoD, C.E and incharge academics section of Registrar office. If during the process of retotaling the committee observes any serious mistake in evaluation of the paper it may refer the case to Grievance Committee for re-evaluation/ rechecking.

7. The evaluation shall be internal, except for the research/thesis/dissertation/viva voce examination for which an external examiner may be involved.

8. Each Department shall have a Departmental Students' Grievances Committee, consisting of at least 3 members to decide all problems regarding evaluation. The decision of the committee shall be final.

9. About one week before the final examination, the teacher in each course shall send to the Chairperson / Director of the Department / Institute a statement in duplicate, giving the total number of lectures delivered (and practicals conducted) by him together with the total number of lectures and practicals attended by each student.

10. A handicapped/disabled student will be provided writer/amanuensis at the expense of the student concerned on the recommendations of the Chairperson of the teaching department. The writer/amanuensis shall be of a lower grade of education than the candidate. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.

11. All cases pertaining to UFM shall be dealt with in accordance with the provisions made under the regulations relating to UFM/malpractices in the examinations through "Unfair Means Committee".

12. The defaulters of the University dues are not permitted to sit in the examinations.

13. EXAMINATION AID

a. The only items students can take into the examination room are writing material (pens, pencils, eraser, and ruler). Writing materials are not permitted to have any annotations relevant to the content of the Unit.

b. All bags, textbooks and notes etc must be left outside or at the front of the room.

c. Bringing of mobile telephone to the examination room is NOT permitted. The mobile telephones will fall in the category of prohibited material in examination. If captured such material by the invigilating staff, its damage/loss will not be the responsibility of the University/examination staff and the same will be kept for record being a UFM support material.

d. Where a particular examination allows in writing to bring and use specific aid, any candidate bringing items that exceed or contradict with the permitted aid will have

such items either confiscated for the duration of the examination or, in marginal cases, handed in with their examination scripts.

14. **Open Book Examinations**. In addition to writing materials, students may take text books, notes, files, or a calculator into the examination room. However, Laptops, palm computers, mobile telephone sets and other electronic devices are NOT permitted except where allowed in writing by the University authorities. Students enrolled shall be informed from time to time about such items and limits during semester.
15. **CONDUCT OF SEMESTER EXAMINATIONS**
All mid-term/terminal Semester Examinations of the University, shall be held at concerned Department/institute/colleges, on dates and schedule announced by the Department/ Institute/college concerned, unless otherwise approved by the Vice Chancellor and duly forwarded to Controller of examinations.
16. **EXAMINATION SCHEDULE**
The Departmental examination office of the respective department/institute/college will publish the examination schedules at least 02 weeks prior to the commencement of the mid-term/terminal examination and forward a copy of the schedule to Controller of Examinations and Directorate of ASRB of The University of Haripur.
17. **CONDUCT OF TERMINAL EXAMINATION**
The Chairperson/HOD of concerned Department/Institute will approve the detailing of Faculty/ invigilators as Superintendent/Deputy Superintendent/ invigilators for the conduct of mid/terminal examination. These invigilators/ Faculty will ensure the following:
    a. Candidates are seated in the examination room according to the seating plan prepared by the examination officer of the Department.
    b. All answer books used in the examination are initialed by them. No other answer books are to be used.
    c. Answer books are issued to the invigilators 05 minutes before the commencement of the examination and retrieved at the end of the examination.
    d. Absentee report, if any, is prepared and forwarded to the departmental Examination Officer.
18. **INVIGILATORS**
Invigilators are detailed by the departmental examination officer of the department/institute after the approval of the Chairperson/HOD. They will report to the Superintendent/Deputy Superintendent 30 minutes before the commencement of examination and will ensure that:
    a. The students are seated according to their seating plan.
    b. The students are warned against the use of unfair means and have been directed to surrender notes, papers or other unauthorized material before the commencement of the examination.
    c. That no Candidate is allowed to join the examination after 15 minutes in mid-term and after **30** minutes of terminal examination after its commencement.

d. No Candidate is allowed to leave the examination room before half time of commencement of examination. The visits to 'wash rooms' will be carefully controlled.
e. The question papers and answer books of n candidate detected using unfair means or assisting another candidate, or is copying from another candidate is taken away and the matter reported to the Superintendent/Deputy Superintendent of examination. The Superintendent records all available evidence to be used as written proof later on.
f. The candidates write their examination roll/code/detail number on the front cover of each additional answer book used. If more than one answer book is used, they are handed over to the Superintendent or Deputy Superintendent after the examination.

19. USE OF REFERENCE MATERIAL DURING TESTS / EXAMS

Prior to class test/mid/terminal examinations the concerned faculty/invigilator shall announce such books, notes or other material which can be referred to by the students during the tests/Examinations. Candidate will not be in possession of any other books, notes, papers or material etc.

20. QUESTION PAPER

All question papers are set by respective faculty and duly scrutinized, approved and conducted in accordance with the University of Haripur policy. As per the spirit of Semester system, there will be no choice in attempting the questions. It will also be ensured that the question Papers are balanced with respect to the examination policy and have been prepared to cover the essentials of the whole syllabus completed by the faculty. In case the teacher who teaches a course is not present at the time of the examination, the Chairperson/Head of the Department may appoint another teacher for the purpose.

21. STUDENTS RESPONSIBILITY/ INSTRUCTIONS TO THE CANDIDATES

a. Candidates will report to the Examination Hall/Room, half an hour before the time fixed for the examination on the first day and 10 minutes on subsequent days. No books, notes or documents or other electronic devices like mobile .headphones, Bluetooth are to be taken in the examination room except those authorized by the examiner.
b. All the candidates will have ensure their ears open to avoid the use of Electronic devices.
c. No candidate shall be allowed to enter the examination center after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria the Centre Superintendent may provisionally allow into the examination hall a candidate who is late up to fifteen minutes after commencement of the examination, provided the candidate is required to fill in a Late Arrival Form giving valid reasons, subject to concurrence of the departmental examination officer.
d. In case the examination starts late, for any reasons to be recorded in writing by the Superintendent and forwarded to the Chairperson/**HOD** concerned, the Superintendent shall extend the time for the period that has been lost.

e. No candidate shall leave the examination hall without the permission of the Superintendent.
f. No candidate shall be allowed to leave the examination until half the scheduled time of that examination has passed. In case candidate has to leave the examination hall in emergency situation before this time, for any reasons to be recorded in writing by the Hall Superintendent, he/she shall not be allowed to take the question paper with him/her.
g. No candidate shall be allowed to re-enter the examination hall if he/she leaves after handing over the answer book.
h. No candidate shall be allowed to use toilet facilities during the last fifteen minutes of the examination except in emergency.
i. The candidate shall fill in the details on the title page of the answer book.
j. Candidate shall not ask for, and shall not be given any explanation about the question paper except misprint/error.
k. Candidate shall not borrow anything like ruler, pen etc. from other candidates during the examination in any circumstances.
l. Candidate shall not talk or disturb other candidates after commencement of the examination.
m. Candidate shall not remove a leaf or a part there of, from the answer book.
n. While leaving the examination hall candidate shall handover all answer books/papers etc to the Supervisory staff.
o. Candidate who tries to use unfair means or creates law and order situation during the conduct of the examination or otherwise shall be dealt with under "Unfair Means Regulations".
p. In case answer book of a candidate is lost after having been received by the Hall Superintendent, and if he/she passes in all other subjects of the examination, he/she may be required to reappear in that one subject of which answer book is lost. If, on reappearing, he/she obtains pass marks he/she shall be deemed to have passed the examination. In case of any dispute as to whether a candidate's answer book was duly received by the Superintendent or not, the findings of the departmental examination committee subject to the approval of the Vice Chancellor, shall be final.

22. UNFAIR MEANS / MALPRACTICES

a. Any student found using unfair means or assisting another student during a test/examination or copying from another student would be liable to disciplinary action. A student found guilty of such act by the Unfair Means Committee, will be dealt with in the light of policy in vogue. Use of unfair means generally covers the following:
   i. An attempt to have access to the question paper before the test / examinations.
   ii. Communicates directly or indirectly with an examiner with the intention of getting to disclose any question or questions set or to be set by him or with the object of influencing him in the award or marks.

iii. Communicates directly or indirectly with the Superintendent of the examination center/hall or any other person connected with the supervision of an examination for the purpose of inducing such person to give undue assistance or show undue favor to the candidate.
iv. Use / possession of unauthorized reference material during test / Examination, whether the material is used or not during the examination.
v. Any form of communication by the Candidate with any one in or outside the examination room while the test / Examination is in progress.
vi. Unauthorized entry into faculty's office or that of staff with the intention of having an access to or tampering with the official record / exam paper etc.
vii. Receives assistance from other persons in the examination.
viii. Gives assistance to another candidate or allow him/her to copy from his/her answer book in the examination.
ix. Removes a leaf or leaves from his answer book.
x. Uses abusive or obscene language in his answer book.
xi. Smuggles an answer book in or out from the examination hall.
xii. Communicates directly or indirectly with any official of the University with the intention of obtaining any information connected with the examination, which such official is bound not to disclose.
xiii. If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned in paras 23 (b) & (c) above with the object mentioned therein, such communications may be deemed to have been made by the candidate himself/herself and shall be liable for penalty or penalties according to the UFM made.
xiv. If a candidate gains admission to the examination or attempts to gain admission by making a false statement in his/her admission form.
xv. Producing a false document forging another person's signature on a document.
xvi. Allowing another person to impersonate him/her.
xvii. If a candidate possesses any firearms or anything capable of being used as weapon of offence in or around the examination center/hall/room or assaults or threatens to assault a person engaged in the conduct of an examination.
xviii. If a person on the rolls of the University abets a candidate in the commission of any of the offenses mentioned above, his/her act shall be taken as malpractice.
xix. If a person on the rolls of the University obstructs any University official, the Inspector of any examination center or any person connected with the conduct of an examination, in the discharge of such person's duties, such enrolled student shall be dealt accordingly with UFM penalties.

23. PUNISHMENTS / PENALTIES TO BE AWARDED TO UFM CANDIDATES

a. Any candidate who, after announcement made by Superintendent, fails to part with or is found to have access to books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or

equipment in his/her possession relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be expelled by the superintendent from the Examination Room and his/her answer book shall be cancelled and case be reported to the departmental examination officer/Chairperson of the department.

b. Any candidate found guilty of copying from any paper, book or notes, or allowing any other candidate to copy his/her answer-book, or creating disturbance in the hall by whispering/talking may be disqualified from appearing in examination for a period which may extend to two semesters and fine imposed up to Rs.1000/- to 5000/- (or both). Decision given by the examination committee shall be final.

c. Any candidate found guilty of impersonation and is on the rolls of the university/ or constituent institution, he/she shall be disqualified (i.e. both the candidate and the impersonator), shall be liable to expulsion and to be debarred from admission to any class and from appearing at any examination for a period not exceeding five years with a fine of Rs.3000/- to 10,000/- (or both).

d. If the impersonator is not on the rolls of the university/ constituent institution but holds a degree or diploma conferred or granted by the University, the examination committee shall register a case with the Police, and shall send intimation to this effect to the Vice Chancellor/Registrar of the University for cancellation of his/her Degree/diploma.*

* *In case of his/her conviction by a court of law for cheating by impersonation will render himself/herself liable to punishment under section 419 P.P.C. to imprisonment which may extend up to seven years, or fine, or both.*

e. Any candidate found guilty of resorting to physical assault on the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates shall be disqualified permanently.

f. Any candidate found guilty of possessing firearms, daggers, knives and other weapons/hazardous material, which may cause injury, shall be disqualified for a period of three years to appear in any examination of the University and his regular admission from the department/institute be cancelled. In addition a fine as deemed suitable be imposed by the discipline committee.

g. Any candidate found guilty of instigating others to stage a walkout or resort to a pen-down strike shall be liable to expulsion by the Superintendent or the Departmental examination officer or any officer duly authorized by the Vice Chancellor and shall be disqualified for a period up to three years to appear in any examination of the University along with imposition of suitable fine.

h. Any candidate found guilty of obtaining admission to the examination on false statement made on his/her document by any means, shall be disqualified to appear in that examination.

i. Any candidate found guilty of forging another person's signatures on his/her application or admission form may be disqualified for a period of one year (02 semesters).

j. Any candidate found guilty of intentionally spoiling/parting/damaging his/her or any other candidate's answer book or any other important document/item related to the examination, shall be barred from appearing in the examination for two consecutive semesters and a fine of Rs.5000/- to Rs.10000/- be imposed.

k. Any candidate found guilty of smuggling/taking answer book/related document with him or stealing of blank answer book/additional sheet/other document, shall be disqualified for a period of three years to appear in any examination of the University and his regular admission from the department/institute be cancelled. In addition a fine as deemed suitable will be imposed by the discipline committee.

l. If a candidate is found guilty of disclosing his/her identity or making peculiar marks or using abusive or obscene language or making an appeal in his/her answer book to the examiner, the answer book of such candidate shall be cancelled.

m. Any candidate found guilty of influencing or attempting to influence, the Examiners or Supervisory Staff or the departmental examination officer and other University Staff directly or through his/her relatives or guardians or friends with the objective of gaining benefit in the examination shall be disqualified for the examination.

n. Any candidate who refuses to obey the Exam. Superintendent or changes his/her seat with another candidate, or changes his/her roll number, shall be expelled from the Examination room and his/her answer book as well as the concerned paper shall be cancelled.

o. Any candidate, who interchanges his /her answer book (or a part of it) with another candidate, shall be expelled from the examination room and his/her answer book shall be cancelled. The entire examination of such candidate(s) shall be cancelled and a suitable fine be imposed.

p. Any candidate found guilty of heating in the examination by way of depositing less fee and enhancing it through forgery on Bank receipt shall be debarred to appear in that Examination.

q. A Committee shall be constituted by the Vice Chancellor University of Haripur to deal with unfair means cases (see also Section26(a)).

r. In case of any emergency, the Vice Chancellor may award suitable punishment without reference to the Committee, in commensuration with the gravity of offence, to any candidate or to any student on the rolls of the University/ college, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Centre/room.

s. If a person on the rolls of the University abets a candidate in the commission of any of the offenses related to the malpractices/unfair means, he/she shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted.

t. If a person on the rolls of the University obstructs any University official, the Inspector of any examination center or any person connected with the conduct of an examination, in the discharge of such person's duties, he/she shall be liable to be expelled from the

University for a period not exceeding three years, inclusive of the year in which the offence occurred.

u. The above penalties (Para 42 & 43) may be imposed in addition to any other penalty to which the offender may be liable under any law for the time being in force.

v. Act of Supervisory/departmental Staff. If Supervising Staff, Paper Assessor, Practical Examiner or any other person employed in connection with an examination fails to comply with any instruction issued by the University of Haripur or any of its officers, commits any other irregularity, secures such appointment by supplying wrong information through alteration of facts, the department concerned shall report the matter to the Competent Authority for administrative action and/or take any other legal action that may be deemed necessary.

24. COMMITTEE DEALING CASES OF UNFAIR MEANS IN THE EXAMINATIONS

a. The Vice Chancellor shall appoint a Committee for a period of three years to be known as the "Unfair Means Committee" to deal with cases of the alleged use of unfair means, or other matters affecting the discipline of the students in connection with examinations on hearing from Controller of Examinations.

b. The Unfair Means Committee shall comprise of a minimum of three and a maximum of seven members. The Controller of Examinations shall be its Member/Secretary.

c. Each member shall have a single vote.

d. The senior most member shall be the Chairperson of the Committee.

e. The members of the Committee shall hold office for three years. In case of vacancy among the members, the Vice Chancellor shall appoint another person who shall hold office for the remaining period of the term.

f. The quorum of the Committee shall be two-third of its total membership.

g. In case of difference of opinion among the members, the majority decision shall be regarded as the decision of the Committee.

h. If the entire Committee disagrees over an issue, the case shall be referred to the Vice Chancellor, who shall either decide the case himself or refer it to the Syndicate for its verdict.

i. No penalty shall be imposed on a candidate unless he/she has been given a reasonable opportunity of showing cause against the action, proposed to be taken against him/her.

j. The Unfair Means Committee shall be the Authority to determine the charge of a breach of the rules of examinations and formulate recommendation to the Vice Chancellor for approval.

k. A candidate, aggrieved by the decision of the Unfair Means Committee, may bring to the notice of the Vice Chancellor any new facts within seven days of the receipt of such decision. The Vice Chancellor may reconsider the case and give his decision or refer it to the Appellate Committee.

l. In case of an emergency, the Vice Chancellor shall be competent to award suitable punishment to a student for breach of any law/rules pertaining to examination.

25. APPELLATE COMMITTEE

The Vice Chancellor may appoint an Appellate Committee to hear the appeals against the decisions of the Unfair Means Committee. The Committee shall comprise of two senior faculty members. The decision of the Appellate Committee shall be binding and final and shall not be challengeable in any court of law except the Supreme Court of Pakistan.

26. DESTRUCTION/DISPOSAL OF QUESTION PAPER/ANSWER BOOKS/RESULT SHEET

The following policy for destruction of Question Papers/Answer Books/result sheet of all types of University exams will be adopted.

a. Question paper, if not part of the answer book, will be disposed of after the conduct of the examination. However copy of the Question papers in hard form will be kept with the secrecy Section of the exam office forever
b. Answer book will be preserved for **Six (06)** years after the declaration of the terminal result.
c. Soft copies of Questions Papers will be retained forever as duplicate record at a different and secure place.

27. RECORD OF RESULT

a. Award Lists: The teacher concerned shall prepare five copies of the awards for each semester. He shall retain one copy with him/her and shall send one copy each to;

i. The Chairperson/HOD of the Department concerned
ii. The Director ASRB to update scholar file.
iii. The Departmental examination Officer for preparation/compilation of the result
iv. The Controller of Examinations University of Haripur (for future record)

b. The final result is recorded on the provisional semester transcript of each student. The departmental examination officer of respective department/institute prepares four copies of individual student semester transcript. The original copy is sent to the Controller of Examination University of Haripur, the record copy to the Directorate of ASRB for record, the third copy to the students. The fourth copy is retained in the student's personal file at the department/institute. The complete semester result of each course is sent to Exam Department of the University for resulting and formal notification.*

28. ISSUE OF ACADEMIC TRANSCRIPT/DETAIL MARKS SHEET

A student desirous of obtaining Academic Transcript/detailed Mark Sheet may apply to the Chairperson/HOD along with the prescribed fee as per the policy issued on the subject by the Controller of Examination University of Haripur.

==========