

ACADEMIC RULES (BYE-LAWS) FOR THE SEMESTER SYSTEM, UNIVERSITY OF MALAKAND

1. Semester Duration

Eighteen (18) weeks (including orientation and all examinations covering not more than two weeks)

2. Academic year

The academic year/session shall normally consist of two regular semesters and an optional summer semester as following:

Fall semester: Starting from first week of September

Spring semester: Starting from second week of January

Summer semester: During summer vacations

Summer semester to be used for offering minor/related or special courses, however in special circumstances particularly during the first and final academic year of the student, the Head of the department can be allowed to conduct spring semester classes during summer semester.

In case the teaching in whole or part of the semester is suspended because of some exigency, the period of the said semester shall be extended /delayed/ adjusted to the extent of the lost period.

3. Admission

Admissions into BS 4-Year / Pharm.D 5-Year programs and MA / M.Sc / LLB etc shall be made for fall semester only. However, in case of MS / M.Phil / PhD programs of education the admission can be made for both fall and spring semesters.

4. Duration

4-Year Bachelor Program----- Eight Regular Semesters

Maximum Duration Allowed---- Six Academic Years

5-Year Pharm.D Program-----Ten Regular Semesters

Maximum Duration Allowed----Seven and Half Years

Amendment

According to the amendment vide Notification No. 142/Acad-I/Rules (Bye-Laws)/Semester System/2014 dated November 10, 2014 LLB 5-Year program is also included. Henceforth, it shall be read as:

5-Year Pharm.D and LL.B Programs-----Ten Regular Semesters

Maximum Duration Allowed-----Seven and Half Years

2-Year MA/M.Sc Program-----Four Regular Semesters

Maximum Duration Allowed----Three Academic Years

5. Credit Hours Required

For 4-Year bachelor scheme of studies 124-136 passing credit hours including Internship/Research/Project and for 5-Year 192 passing Credit Hours including Internship/Research/Project while for 2-Year MA/M.Sc, 60-70 credit hours are required.

Note:

One credit hour of theory implies class of one hour or a practical class of two to three hours or field work of one working day i.e. eight hours.

6. Assessment

- (i) Mid term-----30% Weightage
Nature and pattern of the paper will be decided by the concerned Department
- (ii) Final Term-----50 % Weightage
Nature and pattern of the paper will be decided by the concerned Department

Section 6 (i) & (ii) amended by the Syndicate, in its 28th meeting held on May 15, 2018 on recommendation of the Academic Council made in its meeting held on March 22, 2018, notified vide No. 592/Acad-I/28th Syndicate/2018, dated June 19, 2018.

University of Malakand
Department of _____

Name of Examination	
Subject Name	
Subject Code	
Total Marks	
Date	
Time Allowed	

- 6-(i): **Mid Term-30% weightage**
One question (mandatory) carrying ten (10) marks shall comprise ten (10) Multiple Choice Questions (MCQs) of one (1) mark each
Rest of the twenty (20) marks shall be equally allocated to four (04) subjective type questions
- 6-(ii): **Final Term-50% weightage**
One question (mandatory) carrying ten (10) marks shall comprise ten (10) Multiple Choice Questions (MCQs) of one (1) mark each
Rest of the forty (40) marks shall be equally allocated to at least four (04) subjective type questions.

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- (iii) Quizzes/assignments/presentations-----15% Weightage
 - (iv) Attendance---- 5% for above 60% attendance in the course to be distributed as following:

90% and above attendance-----5 %
80-89% attendance-----4%
70-79% attendance-----3%
65-69% attendance-----2%
60-64% attendance-----1%

7. Requirements for Appearing in the Final Term Examination

70 % aggregate of attendance will be required for appearing in the final term exam, while at least 60 % attendance will be required in each subject.

Amendment

According to the amendment, aggregate attendance has been increased from 70 to 75% vide notification No. UOM/Acad-I/2011/4429 dated 01-08-2011.

8. Make-up Examination

The students who have fulfilled all requirements for appearing in the final term examination but could not or did not appear in the final term examination for any reason or failed in aggregate in any subject, a make-up examination shall be conducted within one month of the declaration of the result of that semester. The

pattern, i.e. nature and number of questions and weightage of the make-up examinations shall remain similar to that of the final term examination. Students appearing in the make-up examination shall be charged double of semester exam fee.

Any student failing in the make-up examination shall be required to re-register for the same course as and when that course is offered in future. In case of need the head of the department is allowed to offer such course(s) during the summer semester.

There shall be no make-up exam for the mid-term. In such case(s) the student will lose 30 % marks.

Note:

In case a student has availed the facility of make-up exam, the same will be recorded in the transcript. Such students shall not be entitled for award of any merit certificate.

9. Freezing of Semester

Students are allowed to Freeze their semester due to illness and circumstances beyond control by giving a written application on prescribed form and subsequent approval of head of concerned Department. Conditions are as under:

- (i) A student is allowed to freeze the semester before start of the academic session if he/she has passed the final examination of previous semester with a minimum GPA/CGPA required for academic standing of the University of Malakand to remain enrolled. However, he/she is required to deposit the tuition fee of the semester prior requesting to freeze.
- (ii) A student is also allowed to Freeze the semester during the course of study. However, fee of such students will not be refunded/re-adjusted after commencement of classes.
- (iii) Students have to resume their studies in the following semester whenever offered, otherwise, his/her name would be struck off from the rolls of the university.
- (iv) Students are not allowed to freeze more than 02 semesters consecutively (during two academic years) for four or five years program. For two years (MA/M.Sc) maximum of one semester freezing will be allowed.
- (v) Fresh students are not allowed to freeze the semester without payment of admission fee and submission of complete documents required to meet the basic eligibility criteria for admission.

10. Promotion

For promotion to the next semester a candidate shall be required to pass 50% of courses taken. In case of odd number of courses taken 50% shall imply higher whole number (e.g., in case the number of courses taken are 3,5,7, the corresponding number of papers required for promotion to the next semester shall be 2,3,or 4). The courses not passed in the First attempt (including First make-up) will have to be repeated whenever offered and passed accordingly.

For promotion to the next year, in case of Undergraduate program, a student must pass First Year (1st and 2nd Semester) for promotion to Third Year (5th Semester), Second Year (3rd and 4th Semester) for promotion to Fourth Year and Third Year (5th and 6th Semester) for promotion to Fifth Year (in case of Pharm-D). In case of MA/M.Sc/LLB etc, a student must pass 1st semester for promotion to 3rd Semester and 2nd Semester for promotion to 4th semester and so on. In case of failure, the student shall not be allowed to register in the next semester.

11. Attendance Requirements

75 % (see the amendment under Section 7) aggregate of attendance will be required for appearing in the final term examination with at least 60 % attendance in each subject. No further relaxation in attendance requirements shall be granted to anyone under any circumstances. Following Attendance Requirements

shall be mandatory by all Departments. In case of shortage of attendance (In aggregate or any particular subject) the candidate will have to appear in same semester whenever offered in future. He will have to deposit fee as per university rules.

12. Admit card

All students appearing in the final term exam shall be issued admit cards after receipt of semester and examination fees and completion of eligibility requirements for appearing in the final term exam. Without admit card, a student shall not be allowed to appear in the final term examination.

13. Fees

Examination fee-----Rs.100/- per course/ paper

Fee for duplicate copy of transcript-----Rs.600/.

The transcript for the final semester (Including results of all semester) shall be provided by the Controller of Examinations (COE). The Controller of Examinations shall not charge fees for provision of initial transcript, but in case of request made by a student for provision of duplicate copy of the final transcript to the COE, a fee of Rs.600/- shall be charged by the Controller of Examinations.

Out of the total examinations Fee collected, 50% shall be retained by the concerned Department and 50% shall be paid to the University or deposited in the University of Malakand bank account. The Thesis/internship examiners TA/DA etc will be paid as per University of Malakand Examination rules and the examination related stationery shall be provided by the Controller of Examinations.

14. Result declaration

Result shall be declared by the Department within ten days of the date of conduct of examination. Result of each semester shall be sent to the COE and details of the same be given to students duly signed by the concerned head of the department.

15. Record Keeping

Record of all results of each semester provided by the concerned Head of the Department to COE shall be kept on record by the Controller of Examinations.

All answer books shall be kept on record, for two years after declaration of the result, at the concerned Department.

16. Grading System

Award of grades shall be based on the following criteria:

Marks Obtained	Grade	Value
85-100%	A+	4.0
80-84%	A	3.7-3.9
75-79%	B+	3.5-3.7
70-74%	B	3.2-3.4
65-69 %	C+	3.0-3.2
60-64 %	C	2.6-2.9
55-59 %	D+	2.3-2.6
50-54 %	D	2.0-2.3
Below 50 %	F	-----

Grade Point Average (GPA) shall be calculated in accordance with the following formula:

Sum of GPE x Cr

Where GPE=grade point earned in the course (Value)

The cumulative grade point average (CGPA) at the end of a semester shall be grade point average of all the courses offered and passed for a particular program.

CGPA for semester= GPA/total credit hours of semester

Final CGPA= Total GPA of all semester/Total Credit Hours of all courses

Point Value of Marks Obtained.

85 % and above having grade A+ and value of 4.0

Marks %	Value	Grade/Rounded value	Marks%	Value	Grade/Rounded value
50-64	2.00-2.9	C	65-84	3.00-3.9	B
50	2.00	2.0	65	3.00	3.0
51	2.06	2.1	66	3.05	3.1
52	2.13	2.1	67	3.09	3.1
53	2.19	2.2	68	3.14	3.1
54	2.26	2.3	69	3.19	3.2
55	2.32	2.3	70	3.24	3.2
56	2.38	2.4	71	3.28	3.3
57	2.45	2.5	72	3.33	3.3
58	2.51	2.5	73	3.38	3.4
59	2.58	2.6	74	3.42	3.4
60	2.64	2.6	75	3.47	3.5
61	2.70	2.7	76	3.52	3.5
62	2.77	2.8	77	3.56	3.6
63	2.83	2.8	78	3.61	3.6
64	2.90	2.9	79	3.66	3.7
			80	3.71	3.7
			81	3.75	3.8
			82	3.80	3.8
			83	3.85	3.9
			84	3.89	3.9

17. Award of Degree

Minimum requirement for the award of all kind of program shall be a CGPA of 2.5.

18. Improvement of Grades

A student desirous of improving grade(s) from B or C in selected course(s) may be allowed by the Head of the relevant Department with information to COE, after declaration of the result of the final semester. Such improvement shall be allowed for not more than four courses and shall be done within one academic year after declaration of the result of the final semester.

Note:

In case a student has availed the facility of improvement of grade(s) the previously obtained grades shall remain in the transcript but not counted for the purpose of calculating the revised CGPA. Such student(s) shall not be entitled for award of any merit certificate.

19. Departmental Semester Committee

Each Department shall have Departmental Semester Committee including the HOD and two senior teachers of the Department, for the following purposes and necessary actions to be taken accordingly:

- a. Periodic assessment of the progress of different courses being taught
- b. Periodic assessment of the contents of different courses being taught
- c. Investigation of any irregularity in the assessment of any course taught
- d. Periodic assessment of the method of teaching, pattern of Question papers, and any other relevant aspect
- e. The committee shall submit annual report on academic performance and assessment of the students to the respective Dean/Academic committee for semester system.
- f. The committee shall also submit a report, to respective Dean/ Academic committee for semester system on the evaluation of teachers by the students and evaluation of course by the students, using the questionnaires with the Director, Quality Enhancement Cell.
- g. The committee shall look after the use of un-fair means/ rechecking during any examination, and also the general behavior of the students. The committee shall be entitled to impose appropriate penalties as and when required.

20. General Assessment

The Deans Committee/Academic committee to be constituted by Vice Chancellor, shall monitor general performance of all Departments, listen to the problems being faced by the students and suggest ways and means to rectify the problems.

21. Repealing Clause

Subsequent to the approval of the above mentioned bye-laws for the Semester System at University of Malakand all existing rules and bye-laws pertaining to conduct of Semester System at any of the Department/College/Institute/Centre shall stand repealed.

22. Admission and Eligibility

The Criteria for Admissions and Eligibility requirements for various programs of studies are already prescribed and described in prospectus of the University of Malakand.