

# **The Imperial College of Business Studies, Lahore.**



## **EXAMINATION POLICY**

*(Revised)*

**2022**

**THE IMPERIAL COLLEGE OF BUSINESS STUDIES, LAHORE.**

(Chartered under Imperial College of Business Studies Ordinance 2002, Punjab Ordinance No. XIX, 2002)

Bahria Chowk, Canal Bank Road, Lahore-53720 Pakistan. [www.imperial.edu.pk](http://www.imperial.edu.pk)

## **SHORT TITLE AND COMMENCEMENT:**

These regulations may be called The Imperial College of Business Studies, Lahore, Examination Regulations, 2022.

## **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:

- 1) **“Rector”** means Rector, ICBS Lahore.
- 2) **“Authority”** means any of the authorities of the Institute specified in the Ordinance.
- 3) **“Dean”** means the Chairperson of the Board of Faculty of ICBS, Lahore.
- 4) **“Director”** means the Chairperson of the institutes of ICBS, Lahore.
- 5) **“Registrar”** means the Registrar of ICBS Lahore.
- 6) **“Controller”** means the Controller of Examinations, ICBS Lahore.
- 7) **“Chairperson”** means head of an academic department of ICBS Lahore.
- 8) **“Head of Department”** means In charge of concerned academic department of Affiliated College.
- 9) **“ICBS”** means The Imperial College of Business Studies, Lahore.
- 10) **“Department”** means the concerned Department of Imperial College of Business Studies, Lahore.
- 11) **“Hardship Cases Committee”** means a committee to decide the hardship cases of the students.
- 12) **“Make-up Test”** means, test given to the students after Preliminary or Mid-term test.

- 13) **“Student”** means the student of The Imperial College of Business Studies , Lahore
- 14) **“Unfair Means Cases Committee”** means Discipline Committee for Examination.
- 15) **“Course”** means teaching unit of a discipline to be covered within a Semester as detailed in the Syllabi of study programme and issued by the concerned academic department of ICBS Lahore. Each course is identified by a Course No. and Course Title.
- 16) **“Syllabi”** means list of approved courses for various academic programmes offered by ICBS Lahore; the syllabi shall include outline of Syllabus, Credit assigned to each course and schedule of classes.
- 17) **“Department”** means the concerned Department of Affiliated College of ICBS Lahore.
- 18) **“Programme”** means a broad area of study for specific types of degree paths over a specific period of time approved for Affiliated Colleges.
- 19) **“Semester”** means a period of 16-18 weeks duration.
- 20) **“Marks”** means original marks obtained by the student.
- 21) **“Progress Report”** means a semester-wise distributed inventory of courses taken and grades earned by a student.
- 22) **“Academic Transcript”** means an inventory of courses taken and grades earned by a student throughout the whole programme. It shall be issued at the end of programme.
- 23) **“Degree”** means a title awarded to a student of ICBS at the end of any programme in recognition of satisfactory completion of prescribed courses of study for the particular programme.
- 24) **“Re-checking Committee”** means the re-checking committee of ICBS Lahore.
- 25) **“Board of Studies”** means the Board of Studies of the concerned Department of ICBS Lahore.

## **Section - I**

### **Conduct of Examinations (COE)**

#### **Duties and Powers of the Controller of Examinations**

The Controller of Examinations shall be a whole time officer of the Institute. The Controller of Examination shall be responsible for all matters connected with the conduct of examinations and perform such other duties as may be prescribed. COE duties are:

- Make arrangements for the conduct of all examinations of the ICBS as per Institution rules (From paper setting and proper printing of papers to tabulation of results etc.)
- Conduct of official correspondence of the Institution relating to the examinations.
- Perform such duties as may be assigned to her / him by the Rector from time to time.

#### **Conduct of Convocation**

As per direction of the Higher Education Commission of Pakistan The Imperial College of Business Studies will conduct the convocation yearly/

## 1. STANDARDIZED SCHEME OF STUDIES FOR DEGREE PROGRAMS

### 1.1 PHD STRUCTURE, AFTER COMPLETION OF LEVEL 7 QUALIFICATION\*

<b>Total No. of Credit Hours</b>	18 (Credit Hours of Course Work + 36 Credit Hours for Thesis)
<b>Semester Duration</b>	16-18 weeks
<b>Course Work Duration (Minimum)</b>	1-year (2 Semesters)
<b>Course Duration</b>	Minimum 3.5-5 years (including course work duration) extended for 2 years with the approval of Register / Controller of Examinations
<b>Number of Regular Semesters</b>	02
<b>Summer Semester</b>	Only for deficiency courses
<b>Course Load per Semester for Regular Full-Time Students</b>	09 Credit Hours

\* For level qualifications Pakistan Qualification Framework (PQR ) Flow chart attached

### 1.2 MS/MPHIL STRUCTURE, AFTER COMPLETION OF LEVEL 6 QUALIFICATION\*

<b>Total No. of Credit Hours</b>	30 (including a minimum of 24 Credit Hours of Course Work + 06 Credit Hours for Thesis)
<b>Semester Duration</b>	Minimum of 16 weeks of teaching excluding examinations
<b>Course Duration</b>	Minimum of 2 years for full time students and extended minimum of 4 years for part time students Maximum of 3 years for full time students and maximum of 4 years for part time students, further extendable for one year with the approval of Statutory Bodies
<b>Number of Regular Semesters</b>	04
<b>Summer Semester</b>	Only for deficiency/failure/repetition courses (further chance through approval of statutory bodies)
<b>Course Load per Semester for Regular Full-Time Students</b>	09-12 Credit Hours

\* For level qualifications Pakistan Qualification Framework (PQR) Flow chart attached

### 1.3 UNDERGRADUATE STRUCTURE AFTER COMPLETION OF LEVEL 5 QUALIFICATION

<b>Total No. of Credit Hours (Minimum)</b>	124
<b>Total No. of Credit Hours (Maximum)</b>	140
<b>Semester Duration</b>	Minimum of 16 weeks of teaching excluding examinations
<b>Course Duration</b>	Minimum of 4 years/As per accredited body *
	Maximum of 6 years, further extendable for one year with the approval of Statutory Bodies
<b>Summer Semester</b>	Only for deficiency/failure/repetition of maximum 3 courses
<b>Course Load per Semester for Regular Full-Time Students</b>	15-18 Credit Hours
Minimum of 160 and Maximum 180-above** Credit hours for 5-year degree program **Subject to meeting the requirements of the respective Accreditation Councils to meet the International Standards for Credit Hours	

\* Pakistan Engineering Council: 3 years & 9.5 months

### UNDERGRADUATE STRUCTURE AFTER COMPLETION OF LEVEL 4 QUALIFICATIONS

<b>Total No. of Credit Hours (Minimum)</b>	60
<b>Total No. of Credit Hours (Maximum)</b>	66
<b>Semester Duration</b>	Minimum of 16 weeks of teaching excluding examinations
<b>Course Duration</b>	Minimum of 2 years/As per accredited body *
	Maximum of 2 years, further extendable for one year with the approval of Statutory Bodies
<b>Summer Semester</b>	Only for deficiency/failure/repetition of maximum 3 courses
<b>Course Load per Semester for Regular Full-Time Students</b>	15-18 Credit Hours

## CREDIT HOUR REQUIREMENT BY HEC

Level of Qualification	Degree	Year of Education	14	16	18	PhD	Total
4	Associate Degree	14	60-66	58-74	30-36	18+36	208-230
4	B.A/B.Sc(Annual)	14	50	74-90	30-36	18+36	208-230
5	M.A/M.Sc.	16	50	74-90	30-36	18+36	208-230
6	BS	-	-	124-140	30-36	18+36	208-230
7	MS	-	-	-	30-36	18+36	208-230
8	Ph.D.	-	-	-	30-36	18+36	208-230

### 2. COURSE LAYOUT FOR UNDERGRADUATE STUDENTS (124-140 CREDIT HOURS)

The course layouts for all the undergraduate programs and curriculum of the programs will be implemented in the ICBS as given by Higher Education Commission of Pakistan (HEC).

Following HEC rules will be followed.

**2.1** All undergraduate degree programs are composed of 124-140 Credit Hours in which (124 represents the minimum and 140 represents the maximum credit hours required). The credit hours of 5-years degree programs as per HEC rules/concerned Accredited council.

**2.2** In the degree programs the courses are divided into two categories.

- Foundation or core courses
- Major (related to main discipline)
- Elective (courses of area of specialization)

**2.3** It is compulsory for the student to earn 78-87 credit hours in the subject in which degree is awarded.

#### **2.4 Duration of Credit Hours**

An Undergraduate Degree Program usually includes theory courses, community work/thesis/research report/project and internship as per the requirement of Degree program.

**Theory:** A theory course is of 3/4/5\* credit hours as per requirement of discipline.

Course	Duration of Class
Theory Course of 03 Credit Hour	3/4/5 classes of 01 hour per week

	Or 2 classes of 1.5 hour per week in case of 03 credit hour course
Practical Work/Field Work of 01 Credit Hour	03 hours per week

\* Credit hour of the theory course

- 2.5 Project:** Every student should write a project report/thesis/research report/project/internship in the final year up to maximum of 06 credit hours individually as per requirement of the discipline, Project report/thesis/Research report/Internship will be offered in 7<sup>th</sup> semester for undergraduates and in 3<sup>rd</sup> semester for post-graduates as per requirement of the degree programme.
- 2.6 Internship:** The discipline in which internship of 3-6 credit hours is mandatory may be offered in any semester as per requirement of the discipline from the relevant organization.

### **3. CREDIT HOURS FOR UNDERGRADUATE AND GRADUATE DEGREES**

- 3.1** A credit hour means teaching a theory course for one hour each week throughout the semester.
- 3.2** One credit hour in laboratory or practical work/project would require lab contact of two/three hours per week throughout the semester.

### **4. SYSTEM OF EXAMINATIONS**

ICBS adopted the Bi-semester system of the examination.

#### **4.1 FALL/SPRING SEMESTER**

- 4.1.1** There will be two regular semesters (Fall and Spring) in an academic year. Each semester will spread over 16-18 weeks (inclusive of 1 - 2 weeks for exams).
- 4.1.2** ICBS will enroll the students (if they fulfill their criteria) for any semester or for any single course and issue transcript with letter grades at the end of the semester as per HEC rules.
- 4.1.3** Foreign students enrolled under Student Exchange Programme for any semester or for any single course will be issued transcript with letter grades at the end of the semester as per HEC rules.



## **4.2 SUMMER SEMESTER**

- 4.2.1** Summer semester will be offered as an optional semester. A student who has either failed or has been stopped to take the examination due to shortage of attendance or wishes to improve his/her grade or those students who could not appear in the regular semester due to serious circumstances are allowed to register themselves in summer.
- 4.2.2** The teaching/content hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.
- 4.2.3** Deficiency courses will be offered in summer semester.

## **5. COURSE LOAD FOR FALL AND SPRING SEMESTERS**

### **5.1 Undergraduate Students**

The undergraduate regular and full-time students are enrolled for 15-18 credit hours in the program per semester. As per HEC rules, if student wishes to enroll for more than 18 credit hours, the ICBS will allow the student under following condition.

- 1) If his/her CGPA is above 3.5 or
- 2) In case of repetition/dropped/failure

The student is allowed to take one extra course of 03/04 credit hours course as per above mentioned HEC rules.

### **5.2 Post-Graduate Students**

A regular full-time student is enrolled for 9-12 credit hours in a regular semester. ICBS allows the student to take extra courses in the semester under unavoidable circumstances of the student (Deficiency Courses/Special/Elective Courses *etc.*).

## **6. ACADEMIC CALENDAR**

- 6.1** The Controller office will be responsible to schedule and prepare the Academic Calendar in which following information should be clear.
- a. Semesters starting date.

- b. Holidays during the semester.
- c. Semester termination date.
- d. Mid-Term exam week
- e. Final-Term exam week.
- f. Result notification date.
- g. Thesis submission date.

**6.2** In case, the ICBS is closed owing to the circumstances beyond the control, special makeup classes must be taken by the faculty by converting the weekends or holidays to working days or conduct online classes to cover the lapsed period of the students.

## **7. ENROLLMENT/REGISTRATION IN COURSES**

The students are enrolled/registered in the courses as per following HEC rules.

- 7.1** The students may make any change (add/drop) in the courses they are taking within second week of the semester as per HEC rules.
- 7.2** Students may not be allowed to add/drop a course after the end of the second week of the semester. A student who wishes to add or drop a course, or change a section of a course after registration must complete the relevant procedure as ICBS rules.
- 7.3** Students may be allowed to withdraw from a course during 4-6 week, of the semester. In such a case, it will be recorded on the transcript that the student enrolled in the course and withdrew. The grade W will be awarded to the student which shall have no impact on the calculation of the GPA of the student.
- 7.4** A student, withdrawing after the 6<sup>th</sup> week shall be automatically awarded "F" grade which shall be counted in the GPA.
- 7.5** A full-time/regular student of the ICBS is not allowed to pursue simultaneously any program at any tertiary institution. A student in breach of this regulation, is subject to having his / her studies at the ICBS discontinued.

## **8. REPEATING COURSES / IMPROVEMENT OF CGPA**

- 8.1** If a student gets 'F' grade, he/she will be allowed to repeat the course.

**8.2** Undergraduate students may be allowed to repeat a course in which he/she has obtained Grade “C” and “D”. In such cases both (Previous and New grade) grades will be mentioned on the transcript, however, only the better grade shall be used in the calculation of **CGPA**. The students are allowed to repeat the 02 courses per year in undergraduate program. In the 4-years degree program, only 02 courses will be allowed to repeat in the summer semester/with regular semester during the whole academic year.

**8.3** A graduate student of ICBS (MS/MPhil) with a 'C' grade can repeat the course if he/she desires to improve the grade. The students allow repeating the 04 courses in whole academic session. But the grade obtained in the courses will be recorded on the transcript, however, only the better grade shall be calculated in the **CGPA**.

**8.4** In case of CGPA improvement, it will be recorded with “**Imp**” on the transcript.

**9. ATTENDANCE**

**9.1** 75% attendance is mandatory for every student to appear in the examination.

**10. EXAMINATION**

**10.1** As per HEC policy it is compulsory for all students to appear in quizzes, tests, mid-terms, final examinations, presentations (individual/group), group discussion, and submit projects/assignments/lab reports as per requirement of the program in the semester. The weightage of examination as per HEC rules given below:

Nature of Examination	Weightage (Min/Max) Courses without Lab	Weightage (Min/Max) Courses with Lab
Quizzes	5 - 10%	-
Mid Semester Examinations	25 - 30%	25 – 30%
Assignments/Presentations	5 - 10%	5 -10%
Sessional/Practical Examination	-	25%*
Final Examination	35 - 50%	30 – 45%

\* Sessional Examinations percentage / other instructions of examination as per directions of the Accreditation Councils.

*Note: In case of a course with the composition of 4(3+1), (03 credit hour theory and 01 credit hour practical) the weightage for the practical may be considered 25%.*

- 10.2** It is compulsory for every Faculty member to give information to student about the attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take home assignment, presentation, content of the course and any other important information about the course in the beginning of the semester.
- 10.3** However, if a student is involved in ICBS level Society/Sports and is participating in 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 Head of concerned Department by Director Sports/ Advisor Society prior to the conduct of event.
- 10.4** The List of Eligible Students for the Examination shall be sent by the Head of concerned Department before the start of Examination of each Semester and the same shall be notified by Controller of Examinations.
- 10.5** A student, who does not have the required attendance percentage and is declared Not Eligible, by the Head of the concerned Department, for the Examination of any course(s), shall be awarded “In” (Incomplete) grade in such course(s). Such students shall have to repeat the concerned course(s) in a forthcoming Semester which offers the course(s).

- 10.6** In case such student, referred to in clause 2.3.5, 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 Head of concerned Department to him/her to repeat the concerned course along with the forthcoming Semester, which offers the course, subject to the maximum length of the program. i.e. Six years. No further chance will be given after this Examination.
- 10.7** There will be no Supplementary/Special Examination in a Semester System but special exam may be conducted in the case of beyond the control of the students such as serious accidents, family tragedy, serious health ailments, etc., if a student fails in a course, he/she is required to repeat it.

## **11 Code of Examination**

- 11.1** All Examinations shall take place on the ICBS Campus. However, in extra ordinary circumstances, the Examination Center can be established outside the campus for the conduct of Examination.
- 11.2** The medium of instruction and examination in ICBS shall be English. However, for Islamic Studies and Pak Studies, the medium of instruction and examination may be Urdu or English.
- 11.3** The Quizzes/Assignments/Projects/Case Studies/Tests, etc. given to the students by their concerned teachers shall be called “Semester Work”. The examination held at the end of Eighth Week of a Semester shall be called Mid Semester Examination, while the examination at the end of a Semester shall be called “ Final Examination”, which shall cover the whole prescribed syllabus in each course.
- 11.4** The Academic Calendar shall be notified by the Controller of Examinations in the beginning of each Session.
- 11.5** The attendance of the students appeared in the Examinations shall be collected by the Departmental Coordinator within half an hour of the start of the Examination for immediate submission to the Controller of Examinations.
- 11.6** The record of Semester Work pertaining to internal assessment of students shall be preserved by the concerned Department for Six Months from the date of declaration of Semester Result.

- 11.7** The Marked Answer Books of Mid Semester Examination and Final Examination, shall be preserved by the Office of Controller of Examinations for Six Months from the date of declaration of Semester Result.
- 11.8** The record of Mid Semester Examination and Final Examination, i.e. Award Lists, Attendance Sheets, Transcripts, Degrees, etc. shall be preserved permanently by the Office of Controller of Examinations.
- 11.9** The record referred to in clauses 11.6 and 11.7 shall be disposed of by shredding after Six months from the date of declaration of Semester Result. No legal claim in this regard shall be entertained after it.

## **11. GRADING POLICY**

ICBS adopted the **Absolute Grading Policy** for grading of courses at all level of education. ICBS has adopted the Absolute Grading Policy because it is based on content and on fix scale. The other adaptation reasons are mention below:

- Content Based Grade Assignments for Exams.
- Learning outcomes.
- Portfolios.
- Allows grade to be directly correlated to student's achievement of defined learning objectives.
- Lowers competitiveness among students.
- When learning outcomes and actual learning outcomes are mismatched, adjust learning outcomes and recalculate rather than adjusting final grades.
- Adjust learning outcomes over time as knowledge of students' abilities becomes more comprehensive.
- Weight course evaluation tasks according to their importance in achieving course objectives.
- Fixed Percent Scale.
- Total Point Method.
- Easy to calculate grades.
- Easy for students to understand.

- Consistency gives illusion of fairness.
- Reduces competition between students.
- Tie point systems explicitly with a domain of tasks, behaviors, or knowledge upon which the assessment will be based.

## 12. FRACTIONALIZED GRADING POLICY

The following equivalence of GPA/CGPA and percentage is recommended for adoption as per recommendation of HEC:

### 12.1 Fractionalized Grading System

Grade	Grade Points	Percentage obtained in a Semester System
A	3.67 - 4.00	85 and above
A-	3.34 - 3.66	80 - 84
B+	3.01 - 3.33	75 - 79
B	2.67 - 3.00	71 - 74
B-	2.34 - 2.66	68 - 70
C+	2.01 - 2.33	64 - 67
C	1.67 - 2.00	61 - 63
C-	1.31 - 1.66	58 - 60
D+	1.01 - 1.30	54 - 57
D	0.10 - 1.00	50 - 53
F	0.00	Below 50

*Note: A student getting any CGPA, in absolute or relative grading will be given the minimum of the corresponding percentage of the column 3. For example if a student gets a CGPA of 3.00, the percentage associated will be 71%.*

### 12.2 Grading System

- Evaluation of the students' achievement will include their work in theory, practice, and professional attitudes and behavior.
- The following grading system is used:

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Score	Letter Grade	Grade Points	Description
90 % and above	A+	4.0	Exceptional
80 - 89%	A	4.0	Outstanding
77 - 89 %	A-	3.7 – 3.9	Excellent
73 - 76 %	B+	3.3 – 3.6	Very Good
70 – 72%	B	3.0 – 3.2	Good
67 – 69 %	B-	2.7 -2.9	Average
63 – 66%	C+	2.3-2.6	Satisfactory
60 – 62 %	C	2.0 – 2.2.	Pass
50 – 59 %	D	1.0 -1.9	Low Pass
< 50%	F	0.0	(Probation) Fail

- **The passing grade in all courses is 50% as per HEC rules.**

Moderation of the assessment in the various courses will be done at the end of each semester before the declaration of Final results in faculty meeting or otherwise constituted committee for the purpose.

Marks %age	Grade Points	Grade	Marks %age	Grade Points	Grade
85 and Above	<b>4.00</b>	<b>A+</b>	67	<b>2.90</b>	<b>B-</b>
84	<b>3.90</b>	<b>A</b>	66	<b>2.80</b>	
83	<b>3.80</b>		65	<b>2.70</b>	
82	<b>3.80</b>		64	<b>2.60</b>	<b>C+</b>
81	<b>3.70</b>		63	<b>2.60</b>	
80	<b>3.70</b>		62	<b>2.50</b>	
79	<b>3.60</b>	<b>B+</b>	61	<b>2.40</b>	
78	<b>3.60</b>		60	<b>2.30</b>	<b>C</b>
77	<b>3.50</b>		59	<b>2.20</b>	
76	<b>3.40</b>		58	<b>2.20</b>	
75	<b>3.30</b>	57	<b>2.10</b>		
74	<b>3.20</b>	<b>B</b>	56	<b>2.10</b>	
73	<b>3.20</b>		55	<b>2.00</b>	<b>C-</b>
72	<b>3.10</b>		54	<b>1.90</b>	
71	<b>3.10</b>		53	<b>1.80</b>	
70	<b>3.00</b>		52	<b>1.80</b>	
69	<b>3.00</b>	<b>B-</b>	51	<b>1.70</b>	<b>D</b>
68	<b>2.90</b>		50	<b>1.00</b>	



### 12.3 Conversion of Annual System marks to GPA/CGPA

Percentage obtained in Annual System	Grade	Grade Points
85% and above	A	4.00
70% - 84%	A-	3.66 - 3.99
55% - 69%	B	2.66 - 3.65
45% - 54%	C	1.66 - 2.65
33% - 44%	D	1.00 - 1.65
Less than 33% Fail	F	0.00

### 13. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

#### GPA:

This is a figure ranging from 0.00 to 4.00 (A=4.00) used to indicate the performance of a student in the term concerned.

$$\text{GPA} = \frac{\text{Sum over courses in Semester (Course Credit Hours x Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPAs) will be calculated using the following relationships:

$$\text{CGPA} = \frac{\text{Sum over all taken courses in all Semesters (Course Credit Hours x Grade Point Earned)}}{\text{Total Credit Hours taken in all Semester}}$$

### 14. CGPA REQUIRED FOR THE COMPLETION OF UNDERGRADUATES AND GRADUATE DEGREE

For completion of the degree, the minimum qualifying CGPAs for BS and MS/MPhil Students are 2.00 and 2.50 respectively.

**15. TRANSFER OF CREDIT HOURS FOR UNDERGRADUATES/GRADUATES**

- 15.1** ICBS transfers the credit hour of the migrated students as per criteria directed by the HEC for the recognized Higher Education institutions.
- 15.2** Credits are transferred on course to course basis.
- 15.3** No credit hour of a course will be transferred if the grade is less than C for undergraduate and B for graduate.
- 15.4** As per HEC rules ICBS can enroll the students (if they fulfill their criteria) for any semester or for any single class and issue the students a transcript for the courses completed.
- 15.5** The migration of the student and transfer of credit hour is only allowed between the Students of chartered Higher Education Institutes of Pakistan.

**16. STUDENT GRIEVANCES AGAINST COURSE INSTRUCTOR**

- 16.1** ICBS has constituted a student grievances committee against the course instructor under the direction of HEC. (Copy attached)
- 16.2** The composition and TORs of the Committees are as directed by the HEC.

**17. COURSES ON PASS/FAIL BASIS FOR UNDERGRADUATES**

Courses can be taken on pass/fail basis. These courses can be taken only out of elective/optional/special courses, and the grade awarded toward these courses will not be considered in **calculating the GPA or CGPA**. A maximum of 9 credit hours of courses can be taken on pass/fail basis at under graduation level.

**18. CANCELLATION OF ADMISSION**

If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

**19. COURSE FILE**

It is mandatory for all Faculty Members to maintain the Course File. It should have complete record of every activity that will be conducted by the teacher during the semester. The course file should contain:

- Description of Course/Learning Outcomes

- Course Coding
- Weekly Teaching Schedule
- Dates of Mid-Semester Examination
- Grading Policy will identify each activity. Such as Homework, Quizzes, Mid-Semester Examination, Final Examination and Term Papers etc.
- Copy of each Homework Assignment
- Copy of each Quiz Assigned
- Copy of Question Papers for Mid Semester Examination
- Copy of Question Papers for Final/Semester End Examination
- Grading sheets of the Course, Detailing Statistical Data on the Grades obtained by Students
- Difficulties/Problems faced by the Teacher and Students during Classroom/ Course Delivery.

**20. DURATION OF COMPLETION OF DEGREE**

The duration of the completion of the degree in the programs is as follow:

Program	Regular Duration	Extended Period of Study	Issuing of Notification of Completion of Degree
Associate Degree	2 Years	2 Years	Before completion of 4 Years
*Undergraduate	4 Years / *5 Years	2 Years	Before completion of 6/*7 Years
Graduation Entry in 5 <sup>th</sup> Semester	2 Years	2 Years	Before completion of 4 Years
MS / M. Phil	2 Years	2 Years	Before completion of 4 Years
PhD	5 Years	2 Years	Before completion of 7 Years

\* applicable only for 5 years degree programs.

**21. FREEZING OF SEMESTER**

- 21.1** If a student freezes a semester(s), he/she will resume his/her studies from the same stage where he/she left (froze). No freezing during the semester will be allowed. In special extraordinary, hardship cases, the Institute may develop any criteria for freezing a semester with the prior permission of the Rector. Medical certificate must be duly signed by the Institute Medical Officer. The maximum duration of the degree program shall remain the same.
- 21.2** If a student is not enrolled in any course in a semester and he/she will not be considered a regular student of Institute in that period. The student may then enroll in these courses in a subsequent semester; however, he/she will have to meet pre-requisites of any course taken. In addition, it is understood that the Institute is not required to offer all courses in each semester.
- 21.3** The duration of Freezing is one year; a candidate who gets a semester freeze can get readmission next year with upcoming session but hardship cases considered by the competent authority only.
- 21.4** Freezing of first two semesters for BS and first semester for MS is not allowed.
- 21.5** Under special \*hardship circumstances freezing of first semesters can be considered by the approval of competent authority.
- Iddat
  - Delivery
  - Death of parent
  - Serious Medical Issues
  - Any other

*Note: Freezing of Semester will only be allowed after successful completion of 1<sup>st</sup> Semester as prerequisite or the case may be for other semesters predecessor to the freezing Semester.*

## **22. MEDICAL CERTIFICATE:**

Any Medical Certificate from a registered medical practitioner duly endorsed by the Institute Medical Officer is acceptable for the Examination purposes in the Institute.

## **23. INDISCIPLINE IN EXAMINATIONS**

**23.1** Any candidate who is found guilty in following matters, his/her case will be submitted to Unfair Means Committee.

**Unfair Means Committee (UMC)**

The Composition of the UMC of ICBS is as follow:

<b>1.</b>	Senior Professor	Convener
<b>2.</b>	Two Senior Faculty Members of the Institute	Member
<b>3.</b>	Director QEC	Member
<b>4.</b>	Assistant Controller of Examination	Secretary

The UMC Committee will decided his/her case and shall impose penalties keeping in view the nature and intensity of offence. Some serious issues and their penalties are mentioned below:

- i Removing a leaf from his/her answer book.
- ii Submits forged or fake documents in connection with the examination.
- iii Commits impersonation in the examination.
- iv Copies from any paper, book or notes.
- v Mutilates the Answer Book.
- vi Possesses any kind of material, which may be helpful to her in the examination.
- vii Does anything, which he/she should not do morally or legally in connection with the examination and which may be helpful to her in the examination.
- viii Refuses to obey the invigilation staff or refuses to follow the instructions issued by the Institute in connection with the examination.
- ix Misbehaves or creates any kind of disturbance in or around the examination centre.
- x Uses abusive or obscene language in on Answer Script.
- xi Possesses any kind of weapon in or around examination centre.
- xii Possesses any kind of electronic device which may be helpful in the examination.
- xiii Impersonation

**PENALTIES**

- (i) Cancellation of paper\*.
- (ii) Suspension from program for one semester.
- (iii) Heavy and light fine
- (iv) Expulsion forever from the Institute.
- (v) Any other.

\* Unfair Means Committee will decide that the student may appear in summer semester or with regular semester for the cancelled paper.

**1. Appeal against the decision of the Unfair Means Committee**

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

**24. PROBATION**

Probation is a status granted to the student whose academic performance falls below the minimum Institute standard.

- i) The students acquiring less than 2.00/4.00 GPA in a semester but passing in all papers will be promoted with the condition to achieve more than 2.0 GPA in the next semester and **he/she will be put on probation for the next semester.**
- ii) The students acquiring GPA 1.7 and above but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally. They will be registered for summer semester.
- iii) Students acquiring GPA less than 1.7 in two consecutive semesters and failing in any paper(s) even after attending summer semester for one academic year will not be allowed to attend the classes of the next semester. They will be dropped from Institute rolls. However, they will be eligible to take re-admission. Re-admission will be allowed only once during 4 years BS degree program (with the payment of re-admission fee. Next re-admission will be allowed after the payment of full admission fee and the student will be considered as external candidate) and two years MS Program with the approval of competent authority.
- iv) Students on probation in two consecutive semesters even after attending Summer Semester in one academic year will take re-admission in that particular academic year once only.
- v) There will be maximum two academic probations in four-year Bachelor degree program. Both the probations cannot be granted / availed in first four semesters. A student who is on probation 2<sup>nd</sup> time even after attending summer semester in first

four semesters shall be removed from rolls of Institute / colleges. However, he/she can take re-admission only once during 4 years BS degree program.

- vi) In case of valid reason / excuse, the period of study may be extended for one additional year (Two Semesters) in all Institute programs. The student(s) who will not complete studies within stated periods including extension shall be struck off from the rolls of the Institute. The students who have been given the right to extend the duration of study for one additional year are required to pay new registration fee along with normal fee for that academic year.
- vii) It is also mandatory to obtain at least 50% marks in Practical's, Projects, Thesis, Assignments, Test and Theory Paper separately/aggregate.

## **25. PERMISSION OF WRITER FOR SPECIAL STUDENTS**

- 25.1** A blind student may be allowed to attempt the Mid/Final Examinations of the Institute on Braille or Computer.
- 25.2** 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 her/his disability) for permission to engage a writer in Tests/ Examinations of the Institute two weeks before the start of Tests/ Examinations. If permitted, he/she shall be allowed 45 minutes (maximum) extra time to solve the question paper.
- 25.3** 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 level 6 student, the writer should be at the most of level 5).

## **26. RECHECKING OF EXAMINATION SCRIPT**

The answer book of a candidate shall not be re-assessed under any circumstances.

- a. Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller can arrange or re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of students. The Controller or any officer or re-checking committee appointed by her shall see that:
  - (i) There is no mistake in the grand total on the title page of the answer book.
  - (ii) The total of various part of a question has been correctly made at the end of each question.

- (iii) All totals have been correctly brought forward on the title page of the answer book.
  - (iv) No portion of any answer has been left un-marked.
  - (v) Total marks in the answer book tally with the marks sheet.
  - (vi) The hand-writing of the candidate tally in the questions/answer book.
- b. The candidate or anybody on his behalf has no right to see or examine the answer books for any purpose.
- c. The marks of a candidate could even decrease in light of (a) (iii) above. In the event of reduction of marks the record shall be corrected accordingly and revised Marks sheet will be issued.

Issues office note for information to the student as well as the concerned in case no change in script is found. Inform the Rector in case of grave mistake.

## **27. 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 candidate 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 candidate so desires, he/she shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same academic session.

## **28. MATTERS RELATED WITH DEGREES**

- 28.1** Institute should conduct Convocation once in a year to award the degree to the qualified students as per criteria.
- 28.2** Urgent degree can be issued as per policy of Institute on the request of student.
- 28.3** Duplicate Degree may be issued (with completion of all requirements) 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 Examinations for the issuance of duplicate degree along with the relevant documentary proof as per Institute rules.

**28.4** The Duplicate Degree shall be signed by the Controller of Examinations only.

**29. DEGREE REQUIREMENTS**

**29.1** A student has to complete 124-136 credit hours study, out of which 06 Credit Hours are of Research Project/Internship Report/Thesis, subject to the passing of all the courses offered by the Institute for the particular Programme, for the completion of Degree.

**29.2** He/she has to score at least 2.00 CGPA at the end of programme for the award of Degree.

**29.3** In case a student obtains less than 2.00 CGPA at the end of Semester-VIII, 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, provided that he/she is not debarred under the Improvement CGPA Regulation.

**30. AWARD OF MEDALS AND HONOUR**

**30.1** Medals/Prizes/Roll of Honour/Positions will be awarded to the students passing their internal as well as external examinations/term papers in the Annual as well as Semester System in the first attempt.

**30.2** In the Semester System Letter Grades will be awarded on the basis of GP / GPA / CGPA and Positions would be given on the basis of CGPA. In case of two or more students are acquiring same CGPA only then the Position would be decided on the basis of percentage among those students.

**30.3** The disciplines where number of students is 3-5 no position will be awarded in semester system.

**30.4** In the Semester System all the students getting CGPA 3.75 and above marks will be awarded Academic Rolls of Honour provided they have passed all the examinations in the first attempt without concessional marks in any of the paper/examination.

**30.5** No medal and roll of honor will be granted to candidates who passed the examination in 2nd attempt.

**30.6** The result of the candidate is not declared within the prescribed time of the degree, then no medal will be awarded.

**30.7** No Medal/Roll of Honour will be awarded in the case of improving CGPA.

**31. RECTOR'S AUTHORITY IN SPECIAL CASES**

Notwithstanding anything contrary to these Regulations, the Rector 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 Rector shall be final.