

**SEMESTER RULES AND REGULATIONS
OF
GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT**

Definitions

- a. "Semester" means a period of teaching and examination of 20 weeks including all gazetted holidays.
- b. "University" means Government College Women University, Sialkot
- c. "Vice Chancellor" "Dean", "Registrar", "Director QEC", "Chairperson", "Controller" "Director Sports" means respectively the Vice Chancellor of the University, the Dean of faculty of Engineering, the Registrar of the university, the Director Quality Enhancement Cell, the Chairperson of respective department, the Controller of Examinations and the Director Sports of the university.
- d. "Academic Year" means the period of program covering two semesters.
- e. "Board of studies" means the Board of studies of the department concerned.
- f. "Credit Course" means a course of study, the successful completion of which shall be a requirement of obtaining the Bachelor Degree.
- g. "Credit Hour" means the rating allotted to each course during a semester. One lecture hour per week is equal to one credit hour. One lab work session of 2 lecture hours per week is also equal to one credit hour. If a course is taught for four lectures and two lab work sessions of 2 lecture hours per week shall be of six credit hours.
- h. "Cumulative Grade Point Average" means the grade point average of a student at the end of each semester after second semester considering the grades obtained in all the courses or at the end of the entire period of study.
- i. "Grade point average" means the average value of all grade points earned by a student in a semester. Grade point Average (GPA) is an expression for the performance of the student in the course she has taken during a particular semester. This is calculated by adding the quality points of all the courses taken in a semester divided by the total number of credit hours.
- j. "Quality points" means a product of grade point (GP) and credit hours (CH). For example if a student obtains a B grade in a course of 4 credit hours then his quality point (QP) will be calculated as follows $QP=GP \times CH=3 \times 4=12$
- k. "Non-Credit course" means a course of study, the successful completion of which shall not be a requirement for the degree.
- l. "Student Service Center"(SSC) means the center that provides academic and administrative support services to the students.

1. Total Period of Study

(i) BS (4-Years Degree Program)

The normal duration of a 4-years bachelor (BS) program is four years. Each academic year consists of two semesters. In case of valid reasons/excuse the period of study may be extended for two additional years (i.e., four semesters). The students who do not complete studies within the stated period will have their names struck off from the rolls of the University. The students who have been given the right to extend the duration of study for additional two years must register and pay tuition fees for these years.

(ii) MS (2-Years Degree Program)

The normal duration of a 2-years MS/M.phil program is two years. Each academic year consists of two semesters. In case of valid reasons/excuse the period of study may be extended for one additional year (i.e., two semesters). The students who do not complete studies within the stated period will have their names struck off from the rolls of the university. The students who have been given the right to extend the duration of study for additional one year must register and pay tuition fees for the year.

(iii) Ph.D

The normal duration of Ph.D program is five years. Each academic year consists of two semesters. In case of valid reasons/excuse the period of study may be extended for four additional year (i.e., 8 semesters). The students who do not complete studies within the stated period will have their names struck off from the rolls of the university. The students who have been given the right to extend the duration of study for additional four years must register and pay tuition fees for these years.

Master of Science (MS) programs

1. Criteria for admission in MS Program

- (i) Sixteen years of schooling or four years education (124 CH) after HSSC/F.A/F.Sc/ Grade 12 equivalent will be required for admission in MS
- (ii) For award of MS/Equivalent degree, candidates will either need to complete 30 credit hours of course work or complete 24 credit hours of course work along with the minimum of 6 credit hours for research Work/Thesis.

Doctor of Philosophy (Ph.D) Program

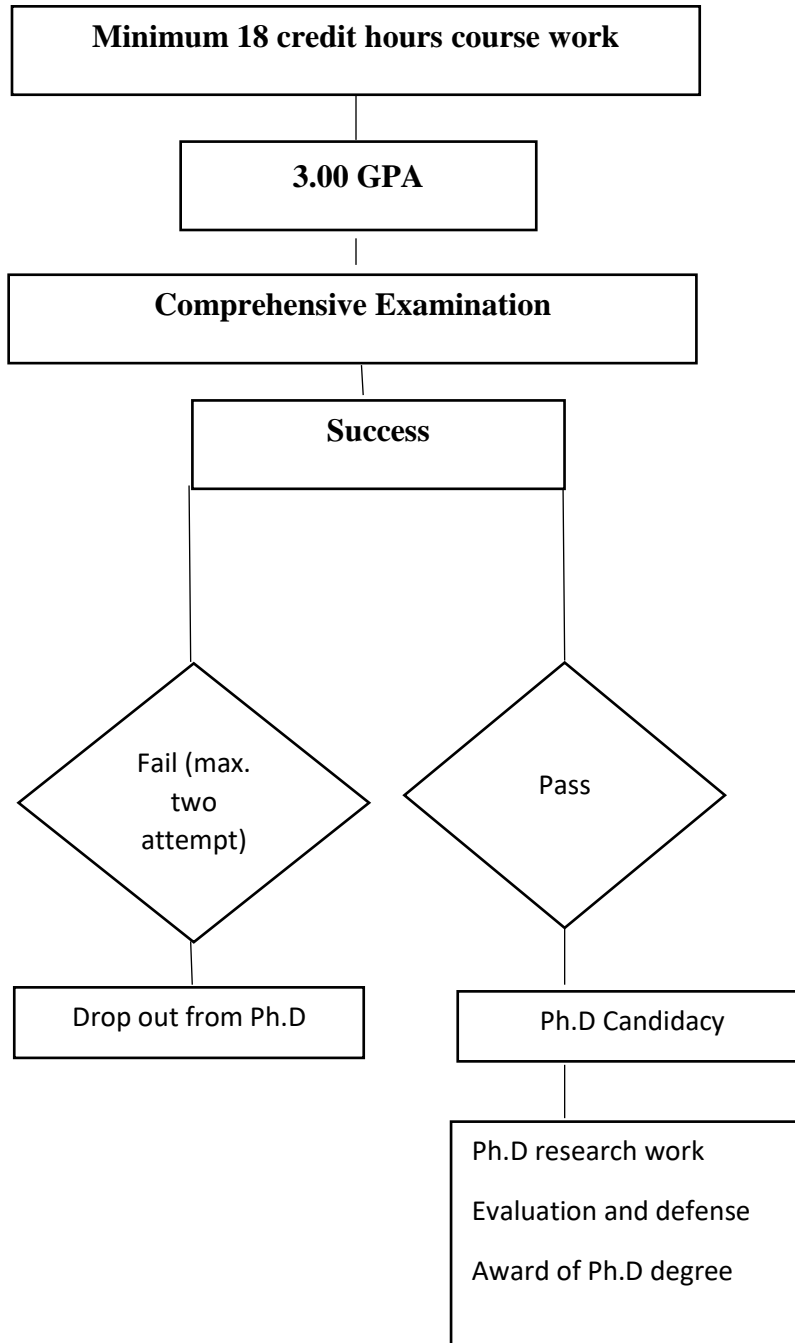
1. Admission Requirements:

- For admission in Ph.D minimum CGPA 3.00 (out of 4.00 in the semester system) or first division (in the Annual System) in MS/M.Phil/Equivalent is required.
- In the case of GAT Subject test a minimum of 60% of marks is required to pass the test.
- In the case GRE Subject Test, minimum acceptable score will be 60% percentile.
- If the test is not available in NTS subject list, then a University Committee consisting of at least 3 Ph.D faculty members in the subject area and approved by the HEC will conduct the Test as per with GRE Subject Test and qualifying score for this will be 70% score.

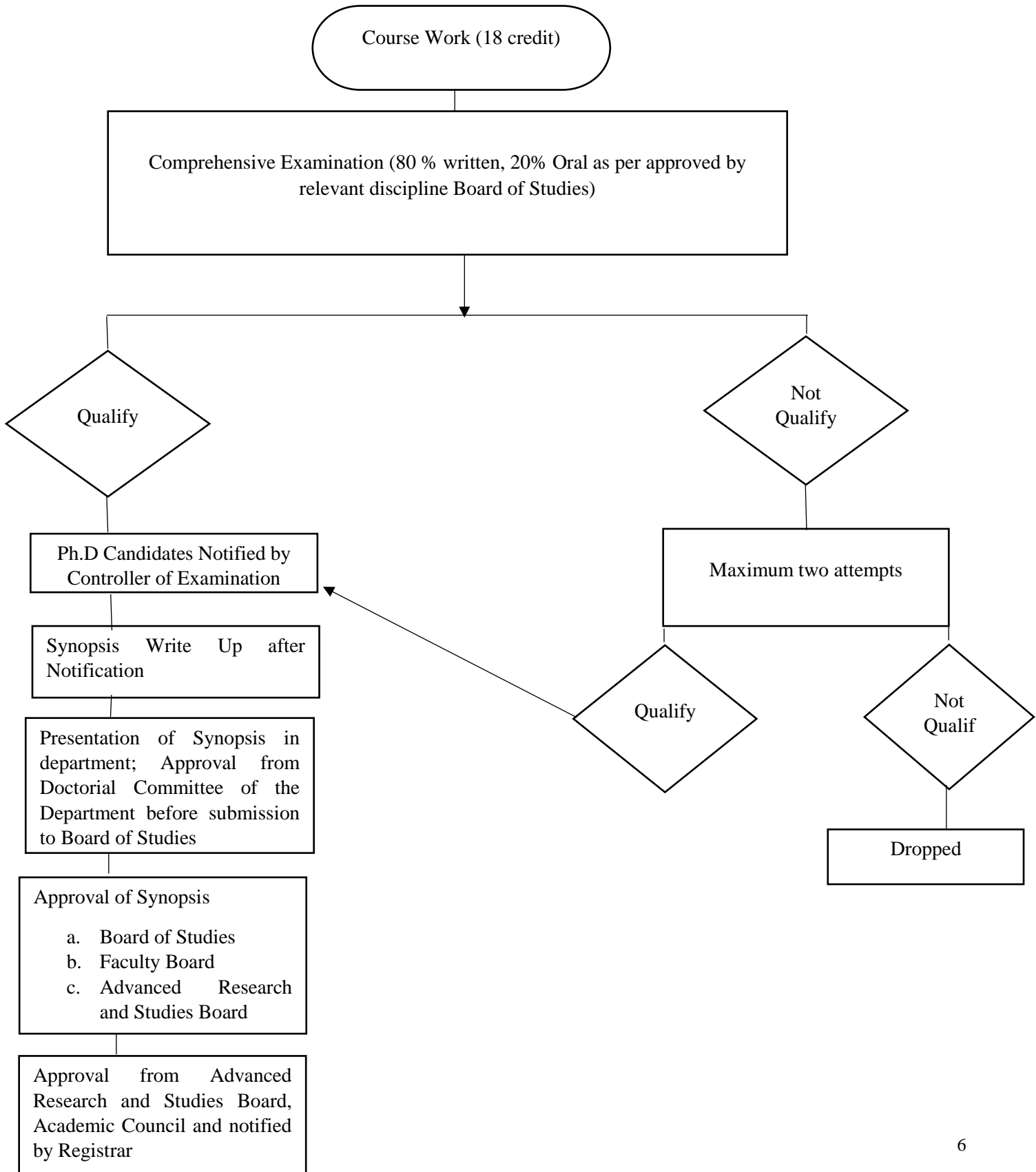
2. Course work

- Course work of 18 credit hours preferably in the first year is required to be completed and followed by a comprehensive examination for granting candidacy as Ph.D research.
 1. Semester 1st 3x3=9 credit hours (compulsory course, research reading-I)
 2. Semester 2nd 3x3=9 credit hours (compulsory course, research reading-II)
 3. Notify the allocated supervisor by the HOD.
 4. Ph.D coordinators are bound to submit the result to the examination branch within one week after the conduct of examination. Examination branch has to notify the result within one week, if delayed then HOD in writing has to convey to the controller of examinations.
 5. Delay at the par of HOD, Director Research may reserve the right for written explanation of HOD.
- Total credit hours of the program =18 credit hour (if need addition coaching semester may be of 12 credits)
- Comprehensive viva will be conducted within one week after the declaration of result.

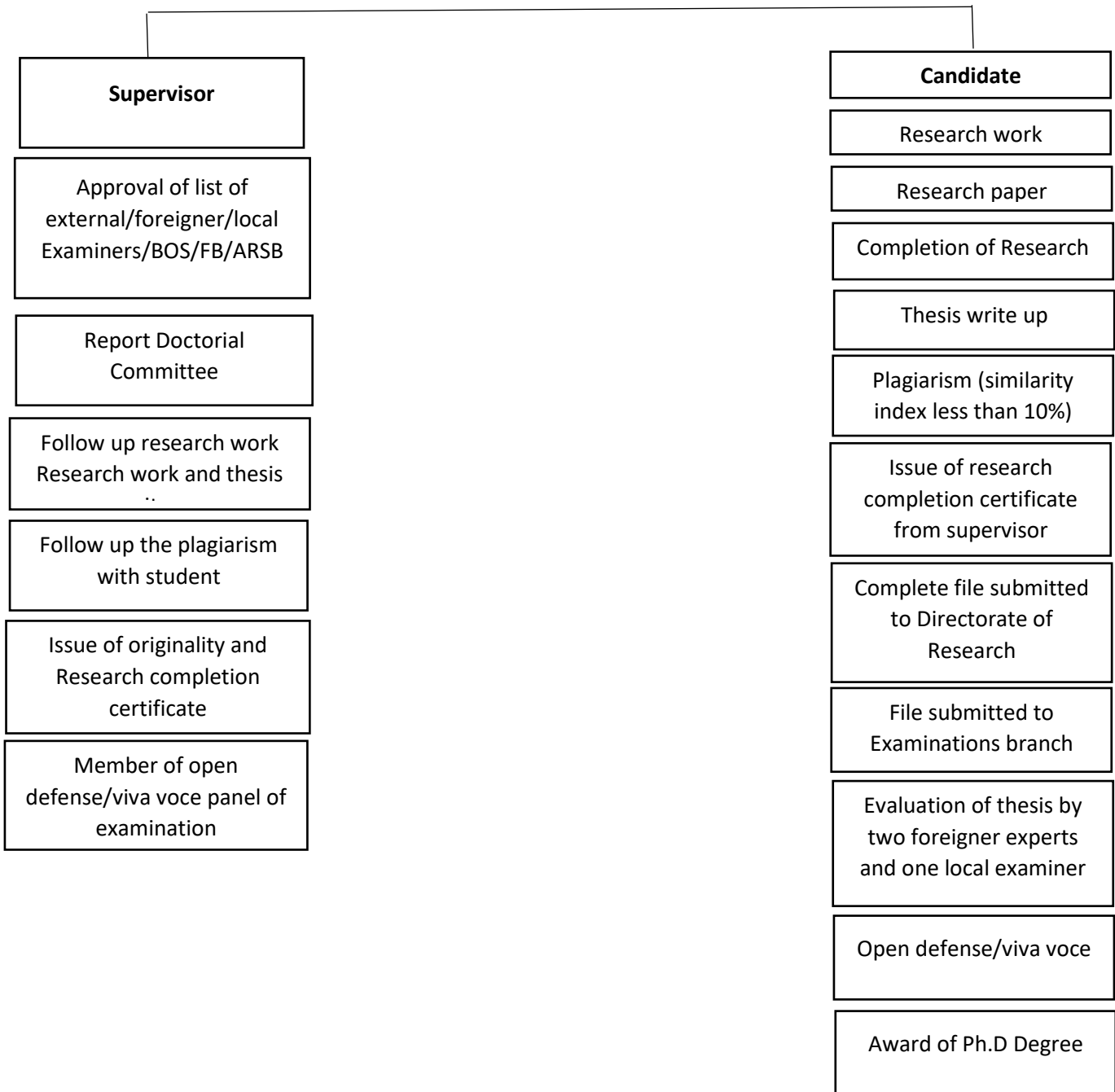
3. Flow diagram of Ph.D Degree Program
1st & 2nd Semester



Flow diagram of requirement for Ph.D Degree program



Flow diagram of Research Work Requirement



*BOS- Board of studies

*FB- Faculty Board

*ARSB- Advanced Research and Studies Board.

Requirement at the time of thesis submission

1. Acceptance/publication of at least one research paper in an HEC approved “X” journal “Y” in case of social sciences
2. Pre submission presentation (for defense)
3. Submission of thesis
4. Certificate of supervisor (originality and research completion)
5. Report of doctoral committee
6. Report of advisory committee
7. Approved list of external/foreigner/local examiner from BOS,ARSB, Academic Council and Syndicate.
8. Plagiarism report
9. BOS Minutes (approval of synopsis minutes)
10. Copies of all notification
11. Check list performs(Controller Office/Directorate of Research)
12. CD of thesis
13. Hard copy of thesis
14. Submitted to Controller of Examinations through Directorate of Research
15. Dissertation approved by two foreigner relevant subject expert (from approved list of examiners)
16. Open defense /viva voce (from approved list of local examiners)
17. Award of Ph.D Degree
18. Copy of Ph.D dissertation must be submitted to HEC to record in Ph.D country directory and for attestation of Ph.D degree by HEC in future
19. Copy of CNIC

EXTENSION

In case of hardship, extension will be granted only for 1-2 years by Controller of Examinations and notified by Controller of Examination

Timeframe line of Ph.D program

Phase	Stage	Examination	Duration
Phase1	Course work	Mid and final term of Semester -1 Mid and final term of Semester -II Comprehensive exam and viva voce	Minimum 1 year Maximum 1.5 year

Ph.D Candidacy

Phase II	Synopsis Writing	Synopsis Write up Approval of Research proposal from Board of Studies, Faculty Board, Advanced Research Studies and Board	6-9 Months
	Research work and thesis write up	Research Work Thesis Write up and submission to Directorate of Research and Controller of Examination	2-3 Years
Total duration of Ph.D Degree			3 years
First extension approved by Director Research with full imbursement			1 year
Second extension approved by Director Research with full fee imbursement			1 year
After 5 Years Re-registration is required			

Thesis may be submitted one year after Synopsis approval from ASRB.

Minimum period of a full time Ph.D (including course work) should not be less than 3 years.

2. Schedule of Semester

(i) Undergraduate Structure

Total No. of Credit Hours	130 – 136
Semester Duration	16-18 weeks
Course Duration	8 Semester (4 years)
Number of Summer Session	1 in one academic year
Course Load per Semester for Regular Full-time Students	15-18 Credit Hours

(ii) Masters / M.Phil Structure, after completion of 124-136 Credit Hours by Undergraduate students

Total No. of Credit Hours	30 (minimum 24 credit hours of Course Work + 6 credit hours* of Research or course work)
Semester Duration	16- 18 weeks
Course Duration	2 years
Number of Regular Semesters	4
Number of Summer Sessions	1 in one academic year
Course Load per Semester	9–12 Credit Hours

(iii) Ph.D Structure after completion of Ms/M.phil

Course Work	18 Credit hours
Research / Thesis	

3. Credit Hours

- (i) A credit hour means teaching a theory course for one hour each week throughout the Semester.
- (ii) One credit hour in laboratory or practical work / project would require lab contact of two hours per week throughout the semester.
- (iii) The credit hours are denoted by two digits within brackets with a Plus in between. The first Digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3+0) means three credit hours of theory, while 4(3+1) means a total of four credit Hours, of which three are of theory while one credit hour is for laboratory.
- (iv) The weekly contact hours of a 3(3+0) course will be three, the contact hours of a 4(3+1) Course will be six.
- (v) The contact hours during each week of the Summer Session will be doubled to ensure that the course is completely taught in a semester with half the duration compared with a regular (Fall/Spring) semester.

3.1 Minimum Credit for the completion of a Degree Program

A detail of minimum credit hours and semesters for each discipline is given below

Sr. #	Program	Min Credit Hours	Semesters
1	BS Honors	130-136	8
2	Ms/M.Phil	30	4

3.2 Credit Transfer Policy

GCWUS accepts credit transfer requests of students from other HEC recognized Universities. A kind of holistic assessment, based on consideration of the following is employed by GCWUS in this regard, for suitability of the credit transfer:

(i) Compatibility

A course not part of the GCWUS program/ curriculum, shall not be transferred.

(ii) Academic Achievements

Courses with less than grade C for undergraduate and grade B for graduate shall not be entitled for the credit transfer.

(iii) Academic Reference

NOC and transcript from the previous University.

(iv) All credit transfer applicants must also meet the standard entry Criteria for GC Women University, Sialkot.

(v) Representation

A transferred course shall be shown by “T” on the transcript and shall not be counted in the CGPA/GPA calculations.

How – where – when to apply for the Credit Transfer:

- a) Use application form for the credit transfer available from the SSC and GCWUS website www.gcwus.edu.pk
- b) Fill up the form completely.
- c) Form is supported with
 - 1- NOC
 - 2- Courses(s) outlines
 - 3- Transcript for the previous University
- d) However, in case of credit transfer within the University is requested, no course outline is required: all passed courses will be transferred to the Major, the student requested for.
- e) Submit the application at the SSC, from where it will be forwarded to the program Director and the Registrar for their approval, if and when it is approved and received, it is proceeded at the SSC accordingly for the credit transfer.
- f) All such applications need to be submitted before start of classes of a semester, to give ample time for processing of the application.

4. Admission

The number of seats available for admission in the 1st semester for each Academic year/session and other requirements regarding eligibility of candidates for admission shall be such as announced by the University through the University Admission Policy amended from time to time. Unless otherwise provided in the relevant prospectus, admission shall be made strictly on the basis of academic record and admission test to be conducted by the university.

(i) Change of Discipline

One week after the commencement of classes University will provide facility for changing

discipline

If student meets the defined merit.

(ii) Admission By Migration

Under extraordinary circumstances the Vice Chancellor, on the recommendation of the migration committee may allow migration of a student as per Migration Rules amended from time to time.

5. Repeating of Course

- a) A student will be allowed to repeat in the following manner, a course in which she was absent or has secured cumulative “F” grade whenever the course is offered.
 - (i) Candidate who had appeared in surprise test, quiz, assignment and Mid-term Examinations but remained absent in Final Term Examination or could not secure 50% marks shall repeat the course whenever the course is offered.
 - (ii) Candidate who remained absent through out and did not take the examination shall be required to repeat all the subjects by readmission.
- b) Permission for repeating a course will be given by the Dean on the recommendation of the Chairperson concerned.

6. Freezing a Semester Re-admission and Leave.

- (i) A student may discontinue her studies by freezing a semester with the permission of Chairperson concerned due to illness duly certified by a district hospital countersigned by the University Medical Officer. The Chairperson concerned would intimate the same to the Dean and Controller of Examinations.
- (ii) A student may also discontinue under the circumstances beyond her control to be determined by the Chairperson concerned, in each case on a written application by the student. The Chairperson concerned with prior approval of Dean shall duly notify it accordingly under intimation to Controller of Examinations.
- (iii) A student can discontinue only if discontinuation is sought prior to enrollment in the second or subsequent semester, the student shall have not to pay the dues.
- (iv) A student who seeks discontinuation shall have to enroll in the program offered by the department as per the courses of study in vogue at that time.
- (v) Discontinuation shall not be allowed for more than two times in whole degree program in any case. A student who discontinues with the permission may enroll in the same semester the following year with the written permission from Head of the Department concerned.
- (vi) In general, a discontinuing student will be allowed to start the studies where she left off. But in special circumstances, where the program has been discontinued or re-designed, the Dean shall have the final authority regarding re-admission of the student.
- (vii) The Batch/Session of the discontinuing student shall remain unchanged.

6.1 Leave

For a prolonged/ extraordinary leave of more than one semester, the student shall apply for leave with a valid reason approved by the program Director. Leave application shall be submitted before a semester starts. The student will not have to pay any charges during leave. Leave is valid for two semesters. After the two semesters, the student shall rejoin, register in courses and

continue studies, failing which her admission shall be cancelled automatically, without any prior information/ intimation.

7. Manner and Method of Teaching

(i) Teaching

- a) Ordinarily the teaching shall be through lectures, tutorials/ assignments, periodic quizzes, tests/examinations discussions, seminars, demonstrations, practical work in laboratories, field work, project, and any other method of instruction approved by the University.
- b) The courses shall be assigned codes according to a scheme. The course code numbers once fixed shall not be changed even if the course has been abolished.
- c) Teaching in each Department shall be conducted by the University teachers or such other persons as may be declared to be teachers by the authority.
- d) Teaching in each Department shall be organized through courses specified for each subject.
- e) English shall be the medium of instruction and examination would be taken in English except in the subjects of Islamic Studies/Ethics and Pakistan Studies, where the candidates may have an option to select Urdu or English.

(ii) Course File

Each teacher shall maintain his/her course file comprising the following:-

- a. A copy of Syllabus.
- b. A copy of Academic Calendar.
- c. Lecture breakdown for entire semester.
- d. List of subjects taught, teaching notes and sample of practical printouts.
- e. Schedule of tests, assignments and Quiz.
- f. Breakdown of laboratory experiments pertaining to the course and record of successful conduct.
- g. Monthly attendance and proof that it was communicated to students.
- h. Samples of best, worst and average Assignments and Tests along with the question papers, and proof that the results of tests, assignments and Quizzes were communicated to students.
- i. Samples of quizzes.
- j. Listing of textbook and other reference books pertaining to the course.
- k. Record of make-up classes for any un-scheduled holiday.
- l. Details of office hours for tutoring etc.
- m. Recommendation and suggestions related to the course for the next session.

8. Grades

Grades given to a student in each course shall be of

two types: (i) Numerical Grades:

Assessment of performance on the basis of marks fixed for a course of any credit Hours Unit, shall be termed Numerical grade (NG).

(ii) Alphabetical Grades:

Equivalent of numerical grade in terms of alphabets shall be termed as Alphabetical Grade (AG). Each letter carries a value in terms of numerical points of Grade point (GP).

1) Grading System

a) Grade points should be as follows:

A+ for 4, **A** for 3.7, **B+** for 3.4, **B** for 3, **C+** for 2.5, **C** for 2, **D** for 1 and **F** for 0 or fail and **I** for incomplete.

Maximum Grade Point Average = 4.00

Please Note: Each course Title consists of theory and Practical, as given in the Courses of studies.

b) Equivalence between letter grading and numerical grading shall be as follows:

Grades	Marks (%)	GPA
A+	85-	4.00
A	80-85	3.70
B+	75-80	3.4
B	70-75	3.00
B-	65-70	2.50
C+	60-65	2.00
C	55-60	1.50
D	50-55	1.00
F	Fail	0.00
I	Incomplete	

2) Grade Point Average

The academic rating of a student shall be calculated on the basis of the Grade Point

Average. The Grade Points obtained by a student in each course shall be multiplied by the number of credit hours specified for that course and then the Grade Point Average (GPA) shall be calculated. e.g

Course No.	Credit Hours	Grade	Grade Point	Total Grade	Points
332	3	B	3.00	3.00*3	9.00
342	3	C+	2.30	2.3*3	6.90
364	3	A	3.7	3.7*3	11.10
367	3	F	0	0*3	0

Cumulative Grade Points 27.00
 Total Credit Hours 12
 Grade Point Average 2.25

3) Cumulative Grade Point Average

- a) The Cumulative Grade Point Average (CGPA) shall be calculated at the end of the second semester and each of the subsequent semesters.
- b) If a student fails to make up the deficiency in her Cumulative Grade Point Average in given the number of chances permitted, she will cease to be on the rolls of the university.

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

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

$$\text{C.GPA} = \frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours X Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semesters}}$$

9. Evaluation

- a) The evaluation of the students shall be done by following assessment methods for each course during each Semester. These shall be termed.
 - i. Quiz, Surprise Test, Assignment, Presentation, ii. Mid-Term test
 - iii. Semester Examination and or Practical /Lab Examination.

I. Quiz/Surprise Test/Assignment/Presentation

a) At least two Assignments and two surprise tests and random quizzes shall be given in each course during one semester.

The first assignment and first surprise test shall be given, collected and assessed during 3rd & 5th week and the Second assignment and second surprise test shall be given, collected and assessed during 12th and 14th week of the semester and the result finalized after Inviting objections one week before termination of the courses. The students may be asked to give presentations as and when required by the teacher In addition, random quizzes shall also be given as decided by the concerned teacher.

- b) If student fails to submit an Assignment on the due date, on account of any genuine reason, the teacher concerned may allow her to submit the same within the next one week. Assignments shall not be accepted for evaluation after one week of the due date.
- c) In case a student fails in a surprise test/quiz or is absent, the same shall not be re-conducted whatever may be the reason.

II. Mid--Term test

- a) There shall be a Mid-Term Test in a course during a semester, which shall be held during the 9th week after the commencement of the Semester.
- b) The duration of the Midterm Test shall not be more than two hours.
- c) The conduct (fixing of time, date and place) of Mid-term Test shall be the responsibility of the Chairperson concerned department with the consultation of Dean.
- d) There shall be no separate Mid-term test for failures or repeat test for absentees on any account.
- e) The scripts of Mid-term tests shall be shown to the students after evaluation/marking. The award lists/marks sheets of the tests will be displayed on the Notice board of the Department immediately after evaluation. A copy of the award lists of these tests will also be submitted by the teacher/examiner to the Chairperson of the department concerned.
- f) If any student is not satisfied with the evaluation of Mid-term Test, she may represent to the chairperson of the concerned Department within 7 working days of the declaration of the result. The decision of the Chairperson after consulting the examiner concerned in the matter shall be final. Any representation after the expiry of 7 working days will not be entertained. The final award list of Mid-term Tests along with the marks of Assignment, tests shall be forwarded by the teachers to the Chairperson concerned within two weeks of the Final Semester Examination. The Marks so communicated to the Chairperson shall be final and no subsequent change shall be permitted.

Practical Examination/Lab.

Examination The Practical/Lab.

Examination may include:

- i. Journals, Reports-Evaluation.
- ii. Practical, Viva-Voce Examination.

III. Final Term Examination

- a) The Examination in all the courses shall be conducted by the Controller of Examinations.
- b) The Examination shall be open to a student who has been on the rolls of the University provided that her examination form is duly certified and forwarded by the Chairperson of the Department.
- c) The duration of Examination in all the courses (irrespective of the number of credit hours) shall not be more than three hours except engineering drawing, which shall be of maximum four hours.
- d) The Examination shall be held at the end of each semester. Preparation leave shall be allowed to the students after the completion of 16 weeks teaching period and before the commencement of Semester Examination as decided by the university.
- e) The Examination schedule / Program shall be prepared by the Controller of examinations in consultation with the Chairperson of the department concerned and approved by the Vice Chancellor on the recommendation of the Dean
- f) The Examination schedule / program shall be notified by the Controller of Examinations at least one week in advance of the commencement of the Examination.
- g) After holding the semester examination each teacher shall prepare three copies of the result/awards on the prescribed award list. She shall retain one copy with her, shall send one copy to the Head of the Department and last to the Controller of Examinations along with scripts and question paper. The Controller of Examinations shall prepare the final result and submit it to the Vice Chancellor for approval. After approval, the result shall be notified by the Controller of Examinations and a copy of the same shall be submitted to the Dean. Results of each semester along with scripts shall be forwarded to Controller of Examinations, within the prescribed period as mentioned in Examinations Rules.
- h) The Controller of Examinations shall be responsible for compilation/tabulation of the results and for submitting it to the Vice Chancellor for approval before its announcement.
- i) The Controller of Examinations shall issue Marks / Grade certificate to each individual student appearing in the examination on the prescribed form and fees after declaration of the results on the request of the student.
- j) For the programs / degrees where research is optional, the students are required to submit the Thesis / Project report within two months from the date of last examination of the final semester. However, this time duration can be extended with the permission of the Head of the concerned Department. The evaluation of the project shall be made by the panel of three examiners comprising the Head, external examiner (to be recommended by the concerned Chairperson and Dean and appointed by the Vice Chancellor) and the concerned faculty member under whose supervision the Thesis/Project is completed

IV. Distribution of Marks for each Course

The distribution of marks (weightage of grade) in semester will be as follows: For courses where laboratory Practical is not involved:

Surprise Tests	5
Quizzes	5%
Assignment	5%
Presentation	5%
Mid Term Test	30%
Final Term Examination	50%
Total:	100%

*Assignment for the course/s where only practical work is involved shall include usual assignment, individual/ group tasks and mini projects.

**Semester examination for the course/s where only practical work is involved shall include written as well oral examination decided by the concerned teacher, and individual/group project.

V. Promotion Rules

1. A student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.00 at the end of each semester for promotion to the next semester.
2. In case a student is able to obtain GPA of 1.70 or more but less than 2.00 except first semester where GPA of 1.50 or more but less than 2.0, she will be promoted to the next Semester on probation (1st probation). If the student does not achieve the desired CGPA of 2.0 but obtains CGPA greater than or equal to 1.7, will go to the 2nd (last) probation. The candidate, who fails to secure 1.50 GPA in the first semester or 1.70 CGPA in a subsequent semester, will stand automatically dropped from the rolls of the University.
3. A student will have the right to avail probation twice in the following semesters.
4. A student has to obtain CGPA 2.00 in the last semester of each program for the award of the degree.
5. In the first, third, fifth and seventh semesters a student will be required to repeat those courses of the first, third, fifth and seventh semesters, respectively, in which she had failed.
6. In the second, fourth, sixth and eighth semester, a student will be required to repeat those courses of the second, fourth, sixth and eighth semesters, respectively, in which she had failed.
7. If a student gets D grade, she can repeat the course when offered to improve her grade.

VI. Paper Viewing

- (i) Proper Paper Viewing has to be made mandatory before final submission of result to the controller of examinations and its approval by the Faculty Board of Studies.
- (ii) This would help in avoiding student grievances, biasness and calculation errors etc in the papers.

10. Class attendance

- (i) At the end of each Semester the Teacher concerned shall send attendance record to the Dean, through the Chairperson of Department concerned, a statement giving the total number of lectures delivered and practical conducted by her together with the total number of lectures and practical attended by each student in her charge.
- (ii) A candidate with less than 80% attendance in Class lectures and lab work will not be allowed to appear in the Semester Examination in a semester. For genuine reasons the Dean of the faculty of Engineering may condone 5% shortage in attendance on the recommendations of the Chairperson of the Department. In exceptional cases the Vice Chancellor may further condone 5% shortage in attendance on the recommendations of the Dean. Beyond this limit the academic council shall be the competent authority.
- (iii) In the case of a sportsperson participating in games of *National or International* level, as verified by the Director sports and recommended by Chairperson concerned, the attendance in class lectures and lab. work will be calculated on the basis of total number of lectures delivered/practical conducted in a course minus the number of total lecture days actually spent by the sportsperson in representing the university in sports or games.
- (iv) In the case of persons who are selected by the government or the university for proceeding on good-will missions outside the City/Province/Country, the lectures delivered in the concerned classes during the period of absence of such persons not exceeding 15 days shall be deducted from the total number of lectures delivered to the class and the required percentage of attendance for purpose of examinations shall be based on the balance of lectures.

11. Promotion to Higher Class

Candidate in a particular Semester shall be allowed to proceed to the next Semester provisionally on the following basis.

Semester	CGPA	Semester	CGPA
1 st	1.20 GPA	2 nd	1.40
3 rd	1.50	4 th	1.60
5 th	1.70	6 th	1.80
7 th	1.90	8 th	2.00

A candidate failed to maintain the required CGPA in second and subsequent semesters as prescribed above shall repeat the semester.

12. Amendments/Alterations/Additions

These Regulations can be amended/alterd by the Academic Council and whenever the need be, new Regulations can also be added.

13. Positions in the Class

- (i) Merit Positions / Medals / Prizes / Role of Honour shall be awarded to the students in each department by the controller of examination. The merit positions will be based on the results of all the 8 semesters on the basis of highest marks, provided that the students have cleared all the subjects in the first attempt and not penalized by the student disciplinary committee.
- (ii) The students who fail to qualify the Internal Examination in any subject / paper do not qualify for getting any distinction. (In exceptional cases where a student represents GC Women University, Sialkot in sports / Co-Curricular activities and her performance has been verified by the Director Sports or coordinator societies as the case may be, she will be eligible)

14. Academic Calendar

Government College Women University, Sialkot publishes a schedule of complete academic year for its fall, spring and summer semesters for the convenience of students and Faculty Members mentioning the following:

1. Semester starting date
2. Holidays during the semester
3. Semester termination date
4. Final exam week
5. Grade notification date

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

Fall- 2014	Holidays	Ist Semester	3rd Semester	5th &7th Semester
Semester Duration		October 20,2014 to February 28,2015	September 15,2014 to February 28,2015	September 15,2014 to February 28,2015
Commencement of classes		October 20,2014	September 15,2014	September 15,2014
Hajj & Eid-ul-Azha Break	October 3-5,2014			
Ashura Holidays	November 1-2,2014			
Iqbal Day	November 9,2014			
Midterm Exam		December 17-23, 2014	November 24-December	November 24-December 2,2014

			2,2014	
Last date to upload midterm marks		January 5, 2014	December 10,2014	December 10,2014
Quaid- e-Azam day Holiday	December 25,2014			
Last Date to upload Attendance		January 30,2015	January 2,2015	January 2,2015
Eid milad un Nabi(PBUH) Holiday	January 4,2015			
Last date of classes		February 14,2015	January 24,2015	January 24,2015
Exam Break		February 15-17,2015	January 26-31,2015	January 26-31,2015
Kashmir Solidarity Day	February 5,2015			
Final Examination		February 18-28,2015	February 14-28, 2015	February 2-21, 2015
Last Date to upload Sessional result		February 16,2015	February 6,2015	February 6,2015
Semester Break		March 1,2015	March 1,2015	February 22-March 1, ,2015
Spring- 2015	Holidays	2nd Semester	4th Semester	6th & 8th Semester
Semester Duration		March 2,2015 to June 20,2015	March 2,2015 to June 20,2015	March 2,2015 to June 20,2015
Commencement of classes		March 2,2015	March 2,2015	March 2,2015
Pakistan Day	March 23,2015			
Midterm Exam		April 25-May 2,2015	April 25-May 2,2015	April 25-May 2,2015
Labour Day	May 1,2015			
Last date to upload Midterm Marks		May 12,2015	May 12,2015	May 12,2015
Last Date to upload Attendance		June 6,2015	June 6,2015	June 6,2015
Last Date Of Classes		June 20,2015	June 20,2015	June 20,2015
Ramadan Break	June 21-July 17,2015			

Eid-ul-Fitr Break	July 18-20,2015			
Final Examination		July 24-August 15,2015	July 24-August 15,2015	UOG Semester
Last Date to upload Sessional Marks		June 13,2015	June 13,2015	June 13,2015

15. Teacher Evaluation

The evaluation of teacher is mandatory because there is very little control over the teacher when she is in the classroom. The evaluation will be done in the last week of the semester without the presence of the teacher so as to maintain impartiality by Quality Enhancement Cell. The evaluation will be shared with the concerned teacher for her improvement/knowledge. Evaluation done by the students will completely be anonymous, i.e., the students will not be required to indicate their names, roll numbers, registration numbers and/or any other student .

16. Unfair Means Cases

The course instructor will report unfair means cases in quizzes and mid semester examinations to the Unfair Means Committee within one week for necessary action as under:

Any candidate detected in giving or receiving assistance, or found guilty of copying from any paper, book or note, or allowing any other candidate to copy his answer book, or using, or attempting to use these or any other unfair means, will be dropped from the program not exceeding two semesters.

UMCs in the final examinations will be handled by the office of the Controller of Examinations, Government College Women University, Sialkot

17. 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, her admission shall stand cancelled automatically without any notification.

18. Fall / Spring Semester

There will be two regular semesters (Fall and Spring) in an academic year. Each semester will be spread over 16-18 weeks (inclusive of exams).

19. Student grievances against any course instructor

GCWU Sialkot has a 3 member Committee headed by a senior faculty member to redress the grievances of the students about any course instructor or grades or for any other issue.

A student must approach the Head of the Institute for a grievance on grade within 5 days of the receipt of the grade. The Head of the University/ Department shall forward the grade grievance to a 3 member committee and it will be mandatory 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. The decision of the Committee will be final.

A Departmental Committee headed by the Chairperson / Senior Faculty Members will be constituted to check randomly a few papers of the final semester examination for uniformity of scoring & covering of the course content.

20. Waiver of Islamic Studies for Non-Muslim Students

Non-Muslim students are exempt from taking Islamic Studies which is a core course for BS (Honors) students. They may select Values and Ethics instead. To register for it, they will be required to fill in Add/Drop form

21. Make-up Examination Policy

Absence from examination is permissible only in extreme situations beyond the control of the student. Serious illness of the student or death in the immediate family is regarded as a legitimate reason for scheduling a make-up exam.

The request for scheduling a make-up exam must be made by the student or someone on her behalf, on the Make-up Exam petition Form which must be submitted to the SSC, along with other required documents, within three working days of missing the exam. Medical Certificate (In case of illness) of private hospital will not be entertained. The SSC will then direct the case to the concerned instructor.

For make-up exams, there will be a default penalty of 20% grade reduction in that component of the grade. Make-up exam (s) can be substituted by an 'average score' in consultation between the instructor and the HOD/Dean.

The make-up exam must be taken within two weeks of the original exam with a maximum extension of up to one month. This will be coordinated by the SSC in consultation with the instructor (s).

The Students involved in extracurricular activities, arranged by societies or other Institutions, need to get prior permission from the HOD/Director in case they would miss a quiz or an exam.

Note:

Private arrangement for make-up examination between a student and a teacher is not allowed.

The Student who misses a Scheduled make-up exam will not be given a second chance.

Make up exam policy implies only on Mid Term Exams, there will be no make-up for Final Term Exams.

22. Change of supervisor

Advance studies and research board is authorized to permit the change of supervisor.