

## **EXAMINATIONS REGULATIONS**

1. The Directorate of Teaching shall issue tentative dates of examinations through Academic Calendar at the beginning of each Academic year.
2. A candidate who has not completed the registration, payment of outstanding dues if any shall not be allowed to take the examination.
3. A candidate with less than **75%** of attendance in a subject shall not be allowed to take the examination in that particular subject.
- 4. Paper Setting**
  - i. The examination papers shall be set and marked by the teacher concerned in Agriculture, Biotechnology and DVM degree programs.
  - ii. The Vice Chancellor on recommendations of the Director IBMS and Controller of Examinations shall appoint subject expert out of the panel in Non Subsidized Degree Programs who will set and mark the papers in the relevant subjects.
  - iii. If a teacher who teaches a course is not present at the time of examination, the Chairman/ Director of Institute may appoint another teacher for making/ marking of papers in degree programs.
5. The marking of papers shall be completed within 10 days after the exams. The concerned teacher is required to submit the result along with the scripts to the Examination Section within the stipulated time.
6. The Examinations Section shall compile the results within 20-days to ensure timely registration process for the next semester.
7. The Examination Section shall retain the scripts maximum up to one year and to be disposed off afterwards.

### **Rechecking /Re-totaling**

8. Each department shall constitute a committee of three senior teachers of the department of which the Chairman/ Director shall be the convener, for hearing appeals of students who may have a grievance concerning their grades. In case the concerned teacher is Chairman, then Dean of the respective faculty shall act as convener of the committee. In case the concerned teacher is the Dean, then the Chairman / Director or senior most teacher(s) shall act as convener of the committee.
9. Appeal for rechecking/re-totaling of paper(s) shall be lodged within seven days after declaration of results of each semester to the Controller of Examinations with a payment of Rs. 500/- per paper. The decision of the committee shall be final.
10. If a student fails or misses examinations, s/he will be allowed to re-appear in the next year session exam, subject to if s/he has completed 75% attendance in that subject and has obtained prior permission for the examination from teachers concerned.

11. Make-up test will be allowed to those students only who have missed a single examination due to justified reason. The decision to allow student in the makeup test for mid or final term will be made by the teacher concerned on producing satisfactory justification by the student. No student can claim the right to appear in both mid and final term examinations and/or lab test as a makeup.
12. The Last Chance Test (LCT) for Spring and Fall Semesters(three papers only) will be arranged for those outgoing students who have completed the degree duration to be notified by Director Teaching on special Registration Fee in Summer Semester with 75% attendance.
13. (i) Failed students and those who want to clear their failed subjects have to re-appear in all examinations (Mid Term, Final and Practical) of a subject with next session. They will have to submit the examination form along with receipt of make up fee of Rs.1000/- per subject to the Examination Section two weeks before the commencement of examination.  
(ii) The students having less than 2.50 CGPA will be given one chance to repeat only three subjects having 'C' grade to improve his/her CGPA to a minimum of 2.50 with the next year class within the maximum duration of degree program. They will have to submit the examination form as per procedure mentioned in (i) above.
14. Grading Procedure and award of Transcript/ Degree/Diploma/Medal, the equivalence of marks, letter grades and grade points shall be as under:

<u>Marks %age</u>	<u>Letter Grade</u>	<u>Grade Point</u>
90-100	A+	4.00
80-89	A	3.67
70-79	B+	3.33
65-69	B	3.00
56-64	C+	2.50
50-55	C	2.00
Below 50	F	0.00

A student must obtain at least 50% marks each in theory & practical examinations.

15. All courses taken by a student, will be shown on his/her official transcript or Detailed Marks Certificate (DMC) issued with the entry "as a whole" or "in parts" to indicate whether the Degree/Diploma is obtained with or without make-up-test.
16. A candidate who passes all the prescribed examinations with the required CGPA and fulfill all other requirements for the degree shall be awarded Degree.
17. Gold Medal shall be awarded to the candidate who passes all courses of a degree program at the first attempt\* and secures highest grade point average but not below 3.5 CGPA. If more than one student secures the same CGPA and qualify for the award, then the Gold Medal will be awarded on the basis of higher percentage of marks obtained.

(\*First Attempt means that all requirements i.e. midterm, assignments, quizzes, term paper, practical and final examination of a subject are completed in time and are shown on the first

award list submitted by teacher to the examination section. Incomplete result or result submitted on another award list shall be considered a second attempt).

18. Gold medal shall be awarded to the students as per decision of Statutory Bodies of the University.
19. In all cases where these regulations are silent or where there is difference of opinion about their interpretation, the decision of the Deans' Committee, shall be final, provided they are not inconsistent with or repugnant to these Regulations.

### **Unfair Means in Examinations**

20. Students must take their examinations in a disciplined manner. Instances of indiscipline shall be dealt with in accordance with the unfair means regulations of the University.
21. If a candidate appearing in an examination is found having in his/her possession or having accessible to him/her while under examination, any paper or notes or book or any other material, which might possibly be of assistance to him/her in answering any question, provided that if the possession of the paper, notes, book question related to the subject of the examination, which s/he is taking at the time, s/he shall be liable to have all his/her answer books for the entire examination cancelled and also to be debarred from passing any examination of the University that year, provided that if the possession of the paper, notes, book or any other material by the candidate was due to inadvertence, s/he shall be liable to have only his/her answer book for the subject concerned cancelled.
22. If a candidate refuses to obey the lawful orders of the staff on duty of the examination centre or the Controller of Examinations or creates disturbance or otherwise misbehaves in or around the examination hall, s/he shall be expelled from the examination hall that day and s/he shall further be liable to have his/her answer books for the entire examination cancelled.
23. S/he shall also be debarred from appearing in any examination of the University for the period not exceeding two years, inclusive of the year in which the offence occurred.
24. If a candidate commits or attempts to commit any of the following acts during the exam:
  - i. Receives assistance from other persons in the Examination
  - ii. Gives assistance to another candidates in the Examination
  - iii. Copies from any paper, notes, books or any material or allows another candidate to copy from his answer book
  - iv. Removes a leaf or leaves from his answer book
  - v. Uses abusive or obscene language in his answer books
  - vi. Smuggles an answer book in or out from the examination hall
  - vii. Communicates directly or indirectly with an examiner with the intention of getting to disclose any question or questions set or to be set by him or with the object of influencing him in the award of marks

- viii. Communicates directly or indirectly with the Controller of Examinations or any other official of University with the intention of obtaining any information connected with the examination, which such official is bound not to disclose.
- ix. Communicates directly or indirectly with the Superintendent of the examination centre or any other person connected with the supervision of an examination for the purpose of inducing such person to give undue assistance or show undue favor to candidates. Such a candidate shall be liable to:
  - a) in case the student has appeared in the examination, his/her entire examination will be cancelled.
  - b) in case s/he has not appeared in the examination, s/he be debarred from appearing in the examination which S/he has to appear in.
  - c) S/he shall further be liable to be debarred from appearing at any future examination of the University and from admission to any class in the University teaching departments or affiliated institutions for a period not exceeding three years, inclusive of the year in which the offence occurred.
  - d) Receive messages on mobile devices or through any other communication sources

25. If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned in clauses (vii) and (ix) of regulation 24 with the object mentioned therein, such communications may be deemed to have been made by the candidate himself/herself and shall be liable to penalties a, b and c given above.

26. If a candidate manage/attempts to enter the examination hall by:

- i. Making a false statement in his/her admission registration/renewal form(s).
- ii. Producing a false document forging another person signature on a document
- iii. Any candidate allowing impersonation shall be liable to:
  - (a) have his/her answer book for the entire examination cancelled;
  - (b) shall be debarred from appearing in any future examination of University and from admission to any class in the University for a period of three years inclusive of the year in which the offence occurred

27. If a candidate possesses any firearms or anything capable of being used as a weapon in or around the examination centers and assaults or threatens to assault a person engaged in the conduct of an examination:

- a) Shall be expelled by the Superintendent of the centre from the examination of that day and shall further be liable to have his/her answer books for the entire examination cancelled;
- b) shall be debarred from appearing at any examination of the University and from admission to any class in the University for a period not exceeding five years, inclusive of the year in which the offence occurred.

- c) If the impersonator mentioned in regulation 26(iii) above is on the roll of the University s/he shall be liable to expulsion and to be debarred from admission to any class and from appearing at any examination.
  - d) If the impersonator mentioned in regulation 26(iii) above is not on the roll of the University but holds a degree or diploma conferred or granted by this University, in case of his/her conviction by a court of law for cheating by impersonation will render himself/herself liable to punishment under section 419 P.P.C. to imprisonment which may extend up to seven years, or fine, or with both.
28. If a person on the rolls of the University abets a candidate in the commission of any of the offenses mentioned above, s/he shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted.
29. If a person on the rolls of the University obstructs any University official, the staff on duty of any examination centre or any person connected with the conduct of an examination, in the discharge of such person's duties, s/he shall be liable to be expelled from the University.
30. The above penalty may be imposed in addition to any other penalty to which the offender may be liable under any law for the time being in force.
31. In all cases where a candidate or a number of candidates create disturbance in and outside the examination hall or the place of examination by:
- i. shouting or resorting to violence so as to disturb the general body of examinees
  - ii. inciting examinees to leave their examination and walk out or to adopt some other form of strike, or using violence with a view to preventing examinees from completing their examination.
  - iii. forcing their entry into a center of examination or forming a procession for going to the center of examination for the purpose mentioned in sub-clause above; any or all of these acts, whether done individually or collectively, shall constitute a serious breach of rules of examination and the person committing these shall be debarred from the examination and expelled from the University for two years.
32. If a candidate practices any other unfair means related to examination not covered by the above regulations s/he may be awarded penalty warranted by the circumstances of the case, provided that the penalty/fine awarded does not exceed the maximum, laid down in the preceding regulations.

#### **Unfair Means Cases Dealing Committee**

33. The Vice Chancellor will appoint a Committee for a period of three years to be known as the "Unfair Mean Cases Dealing Committee" to deal with cases of the alleged use of unfair means, or other matters affecting the discipline of the students in connection with examinations on hearing from Controller of Examinations.
34. The Committee shall comprise three to five members with Controller of Examinations as its Member/Secretary. Each member shall have a single vote. The senior most member shall be

Chairman of the Committee, appointed by the Vice Chancellor. The quorum of the Committee shall be two-third of its total membership

35. The members of the Committee shall hold office for three years. In case of vacancy among the members, the Vice Chancellor shall appoint another person who shall hold office for the remaining period of the term.
36. In case of difference of opinion among the members, the majority decision shall be regarded as the decision of the Committee.
37. If the entire Committee disagrees over an issue, the case shall be referred to the Vice Chancellor, who shall either decide the case himself or refer it to the Syndicate for its verdict.
38. No penalty shall be imposed on a candidate unless s/he has been given a reasonable opportunity of showing cause against the action, proposed to be taken against him/her.
39. The committee dealing such cases shall be the Competent Authority to determine the charge of a breach of the rules of examinations and formulate recommendations to the Vice Chancellor for approval.
40. A candidate may appeal against the decision of the Unfair Means Cases Dealing Committee to the Vice Chancellor within 07 days if s/he wishes so. The Vice Chancellor may refer the case to the Appellate Committee.
41. In case of an emergency, the Vice Chancellor shall be competent to award suitable punishment to a student for breach of any law/rules pertaining to examinations.

#### **Appellate Committee**

42. The Vice Chancellor will appoint an Appellate Committee for a period of three years to hear the appeals against the decisions of the Unfair Means Cases Dealing Committee. The committee shall comprise two senior faculty members not below the rank of Professor (BS-21), Director Teaching, Director Advanced Studies & Research, Provost and Controller of Examinations as Secretary. The senior member shall act as its Convener. The decision of the Appellate Committee shall be binding and final and shall not be challengeable in any court of law except the Supreme Court of Pakistan.