

UNIVERSITY OF SARGODHA

Office of the Controller of Examinations

NO.UOS/ACE/TS/ 182

Dated 17 /06/2022

The Principals of all affiliated Colleges under Term system (Session 2021-2025)

Subject: **ACADEMIC CALENDAR FOR YEAR 2022 (SESSION 2021-2025) FOR 2ND TERM UNDERGRADUATE PROGRAMS UNDER TERM SYSTEM**

The academic calendar for conduct of 2nd Term Examination for year 2022 of undergraduate programs is as under:

Term	Event	Date
2 nd Term	Commencement of Classes	13-07-2022
	Mid Term Exams	3 rd Week of September 2022
	Submission of Mid Term Exam Data	Upto 12-10-2022
	Submission of Sessional Marks	Upto 11-11-2022
	Conduct of Final Term Exams	3 rd Week of November 2022

All Heads of Institutions, Principals of Affiliated Colleges are requested to ensure the implementation of Academic Calendar in letter and spirit. It is further requested that all the relevant Term Examination Regulations-2019, alongwith its amendment made vide SU/RPS/140 dated 28-09-2020 may kindly be observed strictly, particularly as follow:

10. Attendance

- 10.1 A student having less than 75% attendance in lectures and practical separately shall not be allowed to take the mid and final term examination of the course.
- 10.2 The Principal of College may condone, for valid reasons, deficiency up to five percent of the total number of lectures under intimation to office of the Controller of Examinations.
- 10.3 If a student who has missed three consecutive lectures without any reason in a course, a verbal/written warning from the course teacher may be given to the student.
- 10.4 If a student who is found habitual of missing lectures in a course, he/she shall not be allowed to sit in the class without the approval of the Principal.
- 10.5 If a student makes him/herself absent from the College for ten consecutive working days, his/her name shall be struck off from the rolls of the College. Such student shall not be re-admitted without the approval of the Controller of Examinations. The student shall have to pay the prescribed re-admission fee/dues.
- 10.6 At the end of each term, the teacher concerned shall submit the statement, through the Principal, showing the total number of lectures delivered and practical's conducted by him/her and the total number of lectures and practical's attended by each student to the office of the Controller of Examinations

11. Withdrawal of Course(s)

- 11.1 A student may withdraw a maximum of 50% of the courses offered i.e. two out of five or three out of six courses.
- 11.2 Students may be allowed to withdraw a course during 4-6 week of the term with permission of office of the Controller of Examinations. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.
- 11.3 A student withdrawing after the 6th week shall be automatically awarded "F" grade which shall count in the GPA/CGPA and stay on the transcript.



12. Term Freeze

- 12.1 A student may discontinue his/her studies by seeking term freeze after passing 1st term examination (maximum for two terms) in the second and subsequent term before the final term examination on medical grounds or circumstances beyond his/her control with written permission of Principal of the College concerned subject to approval of the office of Controller of Examinations.
- 12.2 A student who sought discontinuation/freeze of a term shall have to get approval from the Office of the Controller of Examinations and get approval from the Controller of Examinations to rejoin the program.
- 12.3 During the term freeze, bonafide status of the student shall remain suspended provided that discontinuation shall not be allowed for more than one year in any case.

13. Evaluation

The following scheme of evaluation shall be followed

Courses without practical		Courses with practical	
Assessment	Weightage	Assessment	Weightage
Mid	30	Mid	30
Sessional	10	Sessional	10
Final	60	Final	40
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Note: - The students will have to qualify the final term examination conducted by the University with at least 40% marks of final term examination both in Theory and Practical part separately. Minimum pass marks will be 50% in each course on the basis of cumulative total of marks obtained in sessional, midterm conducted by the college and final term examination (qualified with at least 40% marks) conducted by office of the Controller of Examinations.

Courses involving project/practical/field work may deviate from the above given marks distribution to accommodate the marks of the project/practical/field work as per notified scheme of studies.

- 13.1 The sessional marks would be given by the concerned teacher of the college. For this purpose, proper record shall be maintained. The distribution of the sessional marks is given as:
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|-----------------|---|--|
| Quizzes | 2 | (Total marks 4) |
| Two Assignments | 2 | (one before Midterm Exam and one after Midterm)
(Total marks 4) |
| Presentations | 1 | (Total Marks 2) |
- 13.4 Final term question paper of each course shall be set from the complete curricula & syllabi of theory and practical's as the case may be.
- 13.6 The duration of examinations shall be as under:
- | | |
|----------------------------|------------------|
| a) Mid Term Examination: | Minimum 1½ Hours |
| b) Final Term Examination: | Minimum 2 Hours |
- 13.7 Examination shall be held on consecutive days excluding holidays which means that no gap shall be allowed in the papers.
- 13.8 Question paper for midterm shall be set by the respective teacher. However, Principal shall ensure the quality and standard of the question paper set by the teacher and keep record of solved answer books till verification and inspection by the University and issuance of official transcripts.
- 13.11 The pass marks in each course shall be 50%.
- 13.12 The scripts of midterm examination shall be shown to the students by the teacher to review the marks awarded.
- 13.13 Sessional marks awarded on the basis of assignment, test, quiz etc. shall be displayed/shown to the students by the concerned teacher two weeks before the final term examination.
- 13.14 In case a student is not satisfied with his/her award even after checking his/her answer book of mid-term examination or clarification from the teacher, (s)he may submit a written application to





this effect to the office of the Controller of Examinations for checking within 15 days of declaration of result of mid-term examination.

13.15 Principal of College shall ensure provision of result of mid-term examination to the University through online and signed hard copy before completion of 10th week and sessional marks before two weeks completion of each term.

13.17 A student may apply for rechecking of answer book by paying the prescribed fee within 15 days of the declaration of result of final term examination. Rechecking means confirmation that the result of the applicant has been correctly compiled and declared. It shall include checking of his answer book, award list and result sheet. It shall not, in any way, include reevaluation of applicant's answer book.

13.18 Provisional transcript shall be issued after declaration of result of final term exam of each term and official transcript shall be issued on completion of a degree program by the Controller of Examinations

13.20 Unfair Means Cases shall be reported to the office of the Controller of Examinations during final term examination shall be decided by the University Disciplinary Committee constituted for the said purpose.

13.21 The Disciplinary Committee may award the following punishment/s depending upon the severity of the offence:

13.21.1 Cancellation of the relevant paper;

13.21.2 Cancellation of the result of complete result of the relevant term

13.21.3 Disqualification for any examination for a period of 1-3 years.

Note: - The Controller of Examinations can pass/issue any instruction/s regarding conduct of examinations with the approval of Vice-Chancellor.

14. Promotion and Re-admission

14.1 If a student fails to obtain prescribed CGPA at end of each term shall be detained in the same term and shall not be promoted to the next term. A student who has been declared to be detained in any term due to less than prescribed CGPA or failure in more than 50% courses, may be readmitted (once) to the relevant/previous term with the following conditions:

14.1.1 The student has to pay prescribed re-admission fee in addition to regular term fee under intimation to the Treasurer and the Controller of Examinations.

14.1.2 Permission to re-admission shall be obtained from the office of the Controller of Examinations.

14.2 If a re-admitted student fails to maintain prescribed CGPA and pass 50% courses, he/she shall be dropped from the program and rolls of affiliated institute/college.

14.3 A student may be allowed to take work load of maximum two repeat courses (if any) with the permission of the office of the Controller of Examinations in each term in addition to the courses offered in a regular term.

14.4 A student may repeat fail courses and/or improve the grade/s of the already pass course(s) in relevant term (even/odd) within prescribed maximum time limit of the program. In this case, a student shall enroll the course(s) in the term in which the course(s) is/are being offered, by paying the prescribed fee. Such course(s) shall be marked under asterisk (*) in the provisional and official transcript.

14.5 In case of improvement, the better grades shall be reflected on the provisional and official transcript.

14.6 Promotion Criteria

Each student must obtain the minimum GPA/CGPA and fulfill the requirements given below at the end of each term to remain enrolled and continue his/her studies in the program and complete degree requirements within stipulated time to qualify for award of degree.






For 4-Year program

Term	Promotion to Next Term		Readmission
	Minimum Required CGPA	Minimum Number of Courses to be Passed	
1 st	1.75	Student must pass at least 50% of the courses offered in a Term	In case of GPA < 1.75 or/and failure in more than 50% of the courses, student may be allowed fresh admission into 1 st term in the subsequent year.
2 nd	2.00	Student must pass at least 50% of the courses offered in a Term	In case of CGPA < 2.00 or/and failure in more than 50% of the courses, student may be allowed readmission into 2 nd /previous term in the subsequent year.

20. Code of Academic Integrity

- 20.1 Every member of the University / College / Institute community is responsible for upholding the highest standards of honesty at all times. Academic honesty is expected from all the concerned (the students, teachers, technical and administrative staff etc.) of all levels.
- 20.2 Cheating, that is, using or attempting to use unauthorized assistance, material or study aids in examinations or academic work will be called for disciplinary action.
- 20.4 Tampering or an attempt to tamper any academic record or transcripts in any manner will result in the termination of the study of the student involved.
- 20.5 Exchanging or passing information to other students through any electronic or network means during an examination is considered cheating and shall be liable to disciplinary action.


(Dr. Muhammad Bashir)
Controller of Examinations

4
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