



REGULATIONS FOR MPhil/MS/LLM/MSc (Hons)/MBA ACADEMIC PROGRAMS - 2007 (Revised in 2015)

These rules will be applicable to all eighteen year education degree programs including MPhil/MS/MSc (Hons) (2 year) or equivalent degree programs unless otherwise specified.

PART – I REGULATIONS RELATING ADMISSION AND AWARD OF MPhil/MS/LLM/MSc (Hons)/MBA DEGREE

1. GENERAL

- A. MPhil/MS/LLM/MSc (Hons) degree may be conferred upon a student who is a graduate of the Islamia University of Bahawalpur (IUB) or any other HEC recognized University/institute with M.A/M.Sc./BS/LLB or equivalent (16 year education) degree, has been admitted to a suitable program of study at IUB in accordance with these Regulations and successfully fulfills all the requirements described in these regulations. To earn the degree a student will have to successfully complete/defend/pass:
- Course work of a minimum of 24 credit hours in the first academic year
 - Research work based thesis of at least 6 credit hours in the second academic year according to the criteria described in these regulations.

2. ACADEMIC CALENDAR

- A. Under semester system, the academic year will either begin in September (Fall Semester) or February (Spring Semester) whereas under annual system the academic year will normally begin in September every year.
- B. A semester shall be of 16 – 18 weeks whereas an academic year shall be of twelve month's duration; eight months for teaching etc. and the remaining four months for preparation of examinations.

C. STANDARD DURATION OF CREDIT HOURS

Theory:	1 Credit hour	1 contact hour each week in a semester
Practical:	1 Credit hour	2-3 contact hours each week in a semester

Note: The credit hours are denoted by two digits within brackets with hyphen 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. The weekly contact hours of a 3(3-0) course will be three hour class work while the contact hours of a 4(3-1) course will be 3 hours class work and 2-3 hours of lab work per week. Similarly the contact hours for a 3(2-1) course will be 2 hours class work and 2-3 hours lab work per week. A 3(0-3) course will be an all practical course requiring 6-9 contact hours lab work per week.

3. EXAMINATIONS

- A. Under Annual System, examination of theory/practical papers as well as Thesis will be held on the dates announced by the Controller of Examinations in consultation with the Chairperson of the Department concerned and approval of the Vice-Chancellor through Dean and Director AS&RB.
- B. Examinations under the Semester System will be conducted according to the Regulations described elsewhere in this document and as per Semester Calendar announced by the University.

4. ADMISSIONS

- A. A person holding a terminal degree of M.A/M.Sc./BS/LLB/equivalent from this University or from a HEC recognized University as equivalent to these degrees shall be eligible for admission to MPhil/MS/LLM/MSc (Hons) program if he/she:
- Produces a certificate of good conduct/character from
 - the employer, if employed, or from

- b. the Head of Institution last attended.
- ii. Has obtained his/her terminal degree with at least 2nd division in the relevant subject under Annual System or with 2.5 out of 4.00 CGPA under the Semester System.
- iii. Equivalent degrees include but are not limited to BA (4 year), BS (4 year), MEd, BSc (Hons), BHMS, BEMS, B-Pharm, Pham-D etc.
- B. Any person who has been rusticated or expelled by any University or College for misconduct or for use of unfair means in the examination or any offence involving moral turpitude shall not be eligible for admission.
- C. Each candidate for admission in an MPhil/MS/LLM/MSc (Hons) program at IUB shall make an application for admission in response to advertisement by the University on a prescribed form.
- D. Each student shall be admitted on the basis of accumulative merit to be determined from previous academic record, written test and interview. The allocation of marks for determining merit shall be as follows:

Merit calculation Formula for Terminal Degree				
Sr.	Item	Distribution of Marks	Merit Calculation Formula for Terminal Degree Obtained Under Annual System	Merit Calculation Formula for Terminal Degree Obtained Under Semester System
1	Weightage of total marks obtained in terminal degree	85	Calculated as 85% of the percentage of the marks obtained	Percentage of the marks obtained – 10 =
2	Weightage of marks in interview + subject test (if any)	10	--	--
3	Weightage of Distinction (if any)	05	--	--
	i. Gold medal			
	ii. Silver medal	03	--	--

Note:

- GAT (General) with 50% marks is compulsory however its score has no weightage for merit calculations.
- The candidate must obtain 50% marks in each component of the item at Sr. # 2
- Merit calculations for candidates from semester system will be done using the Ready Reckoner Table in use at IUB

- E. Each admission shall be approved by the Board of Studies of the concerned department on the recommendations of the Admission Committee after a candidate has qualified a written test (if any) and interview conducted by the Admission Committee of the Department concerned. The Chairperson shall make necessary arrangements for the conduct of written test.
- F. The Admission Committee for each department shall be constituted by the Dean of the Faculty concerned on the recommendations of the Chairperson of the Department.
- G. A M.Phil student shall be full time student and shall pursue his/her course work at Bahawalpur. However, he/she may be permitted by his/her supervisor to do the research work at any other place, if required.
- H. No candidate shall undertake any employment against a position during the period of M.Phil Program. This clause, however, shall not apply to an employee of IUB or an employee working in the District Bahawalpur.
- I. No student, shall without the prior permission of Chairperson, appear in other examination conducted by any University or Public Body.
5. **ORGANIZATION OF TEACHING**
- A. Teaching for MPhil/MS level programs shall be conducted in the University Departments or the constituent Colleges/Institutes through lectures, tutorials, discussions, seminars, field work, practical and other methods of instructions as approved by the Academic Council and the Syndicate.
- B. Teaching in each department shall be conducted by the University Teachers or by such other persons who may be allowed by the Vice-Chancellor to teach.
6. **TUITION FEE AND OTHER FEES/DUES**
- *As may be approved by the Syndicate and notified by the University from time to time.

PART – II

(Conduct, Evaluation and Award of Degree for Programs being run under Annual System)

7. ENROLLMENT AND DROPPING OUT

- A. The total period of enrolment/registration in the Institute/Department for the MPhil program, shall not exceed four academic years.
- B. Provided that the Dean (duly recommended by Chairperson) may allow a break not exceeding one year at any time after the successful completion of course work to a candidate, who is unable to continue for valid reasons, on his request, duly recommended by the Supervisor and Chairperson/Director/Principal of the Department/Institute/College. During the period of break candidate will have to pay the Annual dues.
- C. Provided further such break will be allowed only once during the period of registration of a candidate and such a candidate shall complete his MPhil program within four academic years. Moreover, while granting him extension the period of break will be subtracted from the permissible extension period. Upon re-entry such a candidate will complete his remaining MPhil program in accordance with the rules and regulations prevalent at the time of his re-admission.
 - i. A student who has passed his/her course work and failed to submit his/her thesis during maximum time period of 04 years will be allowed re-admission in M.Phil program as and when offered by the Department concerned in the same subject with the consultation/recommendations of the Supervisor concerned. The maximum time period for submission of thesis in Examination Department will be 2 years.
 - ii. These students will be exempted from course work, if already passed and acquired required CGPA.
- D. The name of a regular student of first/second academic year class of MPhil program shall be dropped from the rolls of the University, if:
 - i. He/She does not fulfill the attendance requirement as prescribed in these Regulations.
 - ii. He/She becomes a defaulter in the payment of dues within the prescribed period.
 - iii. He/She absents himself/herself from the course work classes for a period of consecutive three weeks. Provided that if the cause of absence is explained to the satisfaction of the Chairperson of the Department/Director of the Institute/Principal concerned, such a student may be re-admitted within ten days after his/her name is dropped from the rolls, on the payment of prescribed fee.
- E. A student shall cease to be on rolls of the University at the completion of the course work, if he fails in more than one papers. Provided further that a student, who fails in one paper, shall be placed on probation. Such students may start their research work and shall be required to complete their course work by reappearing, in the paper in which they have failed, in the special course work examination which shall be given to them after three months of the declaration of the course work examination result. If they fail again, then they will cease to be on the rolls of the university.

8. PERFORMANCE EVALUATION

A student shall be evaluated in each paper on the basis of periodical test(s) & assignment(s) during the course work and the course work examination to be held at its completion. Each paper shall carry 100 marks of which 25% shall be reserved for class test(s) & assignment(s) etc, and 75% for course work examination.

8.1- GRADING

The candidate, who qualifies the course work and the viva-voce examination in accordance with the prescribed Regulations by securing 60% marks or

more, shall be placed in the first class and those securing less than 60%, shall be placed in the second class. The pass marks will be 50%.

8.2- SETTING OF WRITTEN QUESTION PAPERS AND MARKING OF ANSWER BOOKS

- a) The concerned teacher of a paper shall give as many periodical test(s), assignment(s) as he deems fit during the period, the paper is taught. At the end of the course work examination, he shall forward the award to the Controller of Examinations through the Chairperson of the Department.
- b) Each Written question paper will be set in such a manner that 25% choice in the number of questions to be attempted is provided to the candidates. Provided that where a part of a question paper is of objective type, the condition of choice will not be applicable in case of the said part.
- c) For setting a written question paper, there shall be one external examiner. The external examiner shall be appointed by the Dean from amongst a panel of examiners recommended by the concerned Board of Studies. The internal examiner will set the question paper and sent to the external examiner.
- d) Each answer book of each paper, will be marked by the external examiner and the internal examiner. The answer books, in the first instance, shall be sent to the external examiner, who shall independently mark the answer books and also enter, on the title page, marks awarded for each question.

9. APPOINTMENT OF SUPERVISOR

- A. After successful completion of the course work in accordance with the provision of these Regulations, each student shall work under the Supervision of a teacher appointed for the purpose by the Board of Studies of the concerned department.
- B. A Supervisor appointed for the MPhil/MS level Degree must hold a Doctorate degree.
- C. The research topic offered to each student shall be approved by the Board of Studies that may be assigned to him by the Supervisor after the completion of work of the successful candidate.
- D. Each student shall submit four typed written copies of his/her Thesis along-with letter of approval by the Supervisor to the Controller of Examinations. One copy will be deposited by the student in the Library of the concerned Department and one copy in the Central Library of the University.
- E. In case a student fails to submit his/her thesis within three years from his/her date of admission, the Director Advanced Studies & Research Board may allow him/her an extension for one year/two semesters on the recommendations of the Supervisor duly endorsed by the Chairperson. No extension beyond four years shall be granted.
- F. A candidate, who has granted the benefit of Regulation 9(e), shall be allowed to submit his/her thesis and appear in the viva-voce examination within the extended period. He/she shall also pay the Annual dues until the thesis is submitted.
- G. During the MPhil program, there shall be two examinations viz; course work examination and viva-voce examination. The course work examination in each paper and viva-voce examination of Thesis will normally be held, on such dates as may be fixed by the Controller of Examinations with the approval of the Dean concerned.
- H. A student shall be allowed to appear in the course work examination provided that he submits an Examination Admission Form, duly signed by the Chairperson of the Department/Director of the Institute/Principal of the College.
- I. The viva-voce Examination of the Thesis shall be open to a candidate who produces the following certificates at the time of submission of his Thesis from his/her research Supervisor and Director of the Institute/Chairperson of the Department/Principal of the College.
 - i. Of having been on the rolls of a teaching department/ Institute/ College of the University as a regular student for the prescribed period or was allowed necessary extension.
 - ii. Of having satisfactorily carried out research work on the approved research topic throughout the specified period under the guidance of the Supervisor.

- iii. Of having cleared all dues of the University and has paid, in full, the prescribed examination fee.
 - iv. Of having compiled and presented his research work on a topic approved by the Board of Studies in the form as prescribed by the Institute/Department/College.
- J. The Thesis shall be examined/evaluated by:
- i. One external examiner to be appointed by the Dean from amongst a panel of at least six examiners recommended by the concerned Board of Studies. The same external examiner will be invited for viva-voce examination.
 - ii. Research Supervisor/s (Internal/s).
 - iii. Co-Supervisor (Internal) if any.
- K. On receipt of satisfactory report from the external examiner, the candidate shall have to appear for the viva-voce examination.
- L. If the external examiner find that the Thesis is wholly inadequate, he may recommend it to be rejected without any further test. In case of difference of opinion, between the internal & external examiner another external examiner different from the previous examiners shall appointed by the Dean from amongst a panel of examiners already recommended. This examiner shall re-examine the candidate and his evaluation will be final. The external examiner will not be co-author in a publication.
- M. If the Thesis, though inadequate is of sufficient merit in the opinion of the external examiner, he may recommend its re-submission in a revised form within six months from the date of intimation from the Controller of Examinations. Besides, the students shall be required to pay Annual dues.

10. **Functions of Departmental Research Committee (DRC)**

- A. Recommendation of research topics for each student for synopsis preparation.
- B. Periodical assessment of the M.Phil scholar's progress
- C. Preliminary evaluation of the dissertation as per University guidelines.
- D. The DRC will review the external examiner reports and will also make sure that the necessary amendments has been made as recommended by the foreign experts.

For Programs being run under Semester System

11. **SCHEME OF STUDY AND DISTRIBUTION OF COURSES FOR MPhil/MS/LLM/MSc (Hons) PROGRAMS**

Following will be the scheme of study and distribution of courses for the above mentioned programs. Slight modifications/adjustments may be made as per recommendations of HEC/governing bodies/councils.

	MPhil/MS/MSc (Hons) 2 year
Total No. of Credit Hours	30
Semester Duration	18 Weeks
Number of Regular Semesters	4 (Maximum)
Course Load per Semester	12 Credit Hours
Research and Thesis	06 Credit Hours
Maximum Duration	4 years

Note: The maximum duration for completion of MPhil/MS/MSc (Hons) degree program is three academic years. However, the Director AS&RB, on recommendation of the Chairperson and Dean of Faculty concerned may extend this time duration for **two additional semesters** only in hardship cases. The maximum time duration in these cases shall then become **4 years**.

12. **EXAMINATIONS**

Examinations in each department will be conducted under the supervision of an examination committee. Each department will have an Incharge of Examinations for the program.

13. **DEPARTMENTAL EXAMINATION COMMITTEE**

There will be an examination committee that will consist of the following members:

A. For Departments of Main Campuses in Bahawalpur

- ii) Chairperson of Department (the departments where Assistant Professor is appointed as Incharge, the Dean)
- iii) One teacher appointed by the Chairperson (preferably among the senior most faculty member)
- iv) Concerned Incharge of the Examination of the Department
- v) Controller of Examinations, IUB or his nominee not below the rank of Admin Officer.

Note: The Clerk/Assistant deputed for examination shall be entitled to extra remuneration (only if performing as additional duty).

B. For Sub-Campuses of IUB

- i) Director (If Professor or Associate Professor) otherwise Dean
- ii) Director Campus.
- iii) Incharge of Department.
- iv) Controller of Examinations, IUB or his nominee not below the rank of Admin Officer.

C. For Constituent Colleges of IUB

- i) Principal (if Professor or Associate Professor), otherwise Dean.
- ii) Chairperson/Head of the Department
- iii) Concerned Incharge of the Examination of the Department
- iv) Controller of Examinations, IUB or his nominee not below the rank of Admin Officer.

13.1- Functions of the Departmental Incharge of Examinations

- i) Prepare and announce schedule of examination according to the University Academic Calendar.
- ii) Collect the Question paper and get it photocopied or collect photocopies of the question paper in the required number from the instructor well before the exam date. The instructor is also required to submit a key of the question paper in a sealed envelope that will be opened by the appeal committee only if a dispute arises.
- iii) Ensure conduct of examination process according to the schedule
- iv) Maintain secrecy where required
- v) Maintain the examination record
- vi) Entertain & dispose off rechecking cases within five working days.
- vii) Incharge examination will be entitled to receive remuneration as per approved rules by the syndicate/competent authority.

13.2- Functions of the Departmental Examination Committee

The main functions of the Committee will be to:

- i) Finalize and forward the results with the help of award list and answer sheets by the course instructor to the Controller of Examinations IUB for notification.
- ii) Conduct of evaluation/Viva Voce.
- iii) Consider/decide Special Mid/Final term examination request
- iv) Take the necessary action(s) against the student/s involved in malpractices or misconduct during the examination. The examination committee may impose a penalty/penalties mentioned below against each type of malpractice:

Malpractices or misconduct	Penalty
Cheating during exam	Fine of Rs. 2000, Cancellation of paper or both
Seek help from others during exam	Fine of Rs. 1000, Cancellation of paper or both
Misconduct during exam	Fine of Rs. 3000, Cancellation of paper or both
Boycott or Provoke to boycott	Fine of Rs. 5000, placing on probation for the next semester or both
Any other misconduct or malpractice	Fine of Rs. 1000, Cancellation of paper or both

13.3- Answer Books and Continuation Sheets

If required, the Controller of Examinations will provide answer books/continuation sheets to all the departments on demand as per prescribed form. The instructor will submit the marked scripts along with the result sheet to the concerned departmental Incharge Examination who will keep the used answer sheets for one year after completion of the concerned session and declaration of its final term result. The record of blank answer books/continuation sheets will be maintained as to be prescribed by the Controller of Examinations.

14. APPEAL COMMITTEE

There will be an Appeal Committee of each department consisting of the following members:

a) For Departments of Main Campuses Bahawalpur

- i) Dean of the concerned faculty
- ii) Chairperson
- iii) A senior teacher of the same department preferably from concerned field to be co-opted by the Dean of the concerned faculty
- iv) Controller of examinations, IUB
- v) Concerned Incharge of examination of the department as secretary
- vi) However, if the complaint is against any member of the Appeal Committee, he/she will not be allowed to sit in the meeting as member and the next senior teacher will be coopted as the member.

b) For Sub-Campuses of IUB

- i) Dean of the Concerned Faculty.
- ii) Chairperson/Head of the Department
- iii) A senior teacher of the same department preferably from concerned field to be co-opted by the Dean of the concerned faculty.
- iv) Controller of Examinations, IUB
- v) Concerned Incharge of examination of the department as secretary.
- vi) However, if the complaint is against any member of the Appeal Committee, he/she will be not allowed to sit in the committee as member and the next senior teacher will be coopted as the member.

c) For Constituent Colleges of IUB

- i) Dean of the concerned faculty
- ii) Principal
- iii) A senior teacher of the same department preferably from concerned field to be co-opted by the Dean of the concerned faculty.
- iv) Controller of Examinations, IUB
- v) Concerned Incharge of the examination of the department as secretary.
- vi) However, if the complaint is against any member of the Appeal Committee, he/she will be not allowed to sit in the committee as member and the next senior teacher will be coopted as the member.

14.1 Function of Appeal Committee

A student who is not satisfied with the assessment of his/her assignments, test, quizzes, presentations, seminars, mid-term and final term papers may file an appeal to the Appeal Committee. The student must apply to the Head of the Department within five working days from the date of declaration of the result by the controller of examiners by paying a prescribed fee of Rs. 1000/- per appeal. The Head of the Institute / Department shall forward the matter to the appeal committee and it will be binding on the committee for hearing both sides (the student and the instructor), and will give a final decision within 10 days. If the complaints are found true, the result of the course under question will be cancelled and another instructor will be asked to conduct the examination. The function of this committee will be to resolve any dispute related to the assessment and examination. The Quorum for the meeting will be 2/3 of the total. In the absence of a member, the Vice Chancellor will appoint another member. The decision of the Committee will be final.

Note: Where the appeal is against a teacher who is a member of the Appeal Committee, the next senior teacher will be co-opted.

15. **COURSE FILE**

Maintenance of the course file is compulsory for the teacher/course instructor. It should have a complete record of activities that happened during the semester for one year after completion of the concerned session and declaration of its final term result.

The course file will contain the following:

- Description of the Course
- Course coding
- Weekly teaching schedule
- Copy of the material/outline/presentation distributed
- Topic & Evaluation record of assignments
- Copy of the quiz/test
- Copy of mid/final semester question papers (**with key where applicable**)
- Course Award list

16. **ATTENDANCE REQUIREMENTS FOR EXAMINATION**

- A. For every course 80% attendance will be required in each component (seminars, presentations, internship etc.) to qualify for appearing in the final term examination.
- B. Inability to appear in the examination of a course due to shortage of attendance shall be treated as failure in that course. Such a failure on record of a student will have all the implications of deficiency for the purpose of determining "Good Standing" of a student.
- C. Students having class attendance less than 80% in a particular course will be required to repeat the course when it is offered again.
- D. In case a student due to some unavoidable circumstances (Performing Umrah, sports, accident or such other genuine reasons) having less than 80% but up to 70% attendance in a course and having made up the deficiency in the form of attending extra classes/submitting extra assignment arranged by the concerned teacher may be allowed to sit in the examination.
- E. No student shall be eligible to appear in any examination unless he/she is enrolled in the department and has paid all the necessary dues.

17. **PERFORMANCE EVALUATION**

MPhil level students will be evaluated for two components; course work and the research work and/or thesis. Students shall be evaluated through a system of continuous evaluation spread over the entire period. The details are presented below:

i) **Criteria**

- a) **Classroom participation / General behavior / Group Work:** A total of 5% marks are allocated to students' classroom participation, general behavior and performance in group work.
- b) **Quiz:** Surprise written quiz/test/s will be taken to evaluate the student's learning. These may range from 2-5 all having 5 questions with each question carrying 1 mark. Marks obtained however will carry a weightage of 5% in the total marks.
- c) **Assignment:** One assignment (minimum) will be given to the students in each course. The teachers may give more than one assignments where necessary. However, the weightage of marks will remain the same i.e., 5% of the total marks. The assignments will be assessed on the basis of information and references included, logical reasoning and organization of material.
- d) **Presentation:** The students will individually or in groups give comprehensive presentation of their assignment. Each presentation should not be longer than 10-20 minutes. These presentations will contribute a maximum of 5% marks towards the total marks.

ii) **Theoretical Component**

There will be following stages/components of evaluation of each course during each semester. However, if the nature of the course so demands, this proportion of marks for objective type and essay type questions may be changed with the approval of the concerned Head of the Department/Chairperson.

Component	Weightage
Sessional	20%
Mid Term Examination	30%
Final Term Examination	50%

- a) **Sessional Evaluation (20%):** This component evaluates the student according to the following parameters.

Component	Weightage
Classroom participation/general behavior/group work	05%
Surprise test (documented)	05%
Presentation/Seminar	05%
Assignment (documented)	05%

- b) **Mid-Term Examination (30%):** This examination will be conducted after 7/8 weeks of teaching. There will be different types of questions. The type and number of questions included in the exam, the division of marks and the time allocated for each component is given below:

Types of Questions	No. of Questions	Marks	Time Allocated
Objective Type Questions	10 or 20	10	15 min
Short Answer Questions	5 (2 marks each)	10	25 min
Essay type Question	1	10	35 min
Total	-	30	1 hour 15 minutes

- c) **Final-Term Examination (50%):** The final-term exam will be based on the entire syllabi of the semester. At least 20% to 30% weightage will be given to the syllabi taught before mid-term examination. The type and number of questions included in the exam, the division of marks and the time allocated for each component is given below.

Types of Questions	No. of Question	Marks	Time Allocated
Objective Type Questions	20 (1 mark each)	20	20 min
Short Answer Questions	7 (2 marks each)	14	40 min
Essay type Questions	2-4	16	60 min
Total	-	50	2 hours

- iii) **Practical / Lab Courses:** Although a practical/lab course at MPhil/MS/MSc (Hons) level be deemed necessary, it is strongly discouraged and the instructors are requested to accomplish the corresponding training through practical work in lab during research. For this purpose it is suggested that the students may be asked to take up small projects, for training, during the course work semesters.

- a) **Sessional Evaluation: (20%)**

Lab. Participation / Group work / Behavior	5%
Quiz / short Answer Questions / Definitions	5%
In time submission of practical reports	5%
Presentation / Seminars	5%

- b) **Mid-Term Examination: (30%)**

Type of Questions	Marks	Time
Problem Solving to evaluate understating of the principles as well as critical evaluation of the practical data	10%	1-2 hours
Practical performance up to the mid-term (based on portfolio/practical evaluation which may be made on continuous assessment during course practical	20%	

c) **Final-Term Examination: (50%)**

Type of Questions	Marks	Time
Problem Solving to evaluate understating of the principles as well as critical evaluation of the practical data	15%	2-3 hours
Practical performance up to the mid-term (based on portfolio/practical evaluation which may be made on continuous assessment during course practical	20%	
Final presentation/Practical	10%	
Viva Voce	05%	

18. INVIGILATION FOR ONE CLASS

There will be two invigilators (one teacher and one assistant/clerk) for 30 students. For every additional 30 students or part thereof, one more teacher and clerk will be appointed. Normally there will be one exam per day. However, if the number of courses demands more days for examination the department may set the date sheet for more than a week.

19. GRADING**For Semester System**

- i) Students will be rated according to the 4 letter grade system i.e. A, B, C and D, with six performance levels of A+, A, B+, B, C and D for MPhil/MS/MSc (Hons) Degrees. Grade "D" will be the failing grade. Equivalence between letter grades, grade points along with percentages shall be as follows:

GRADING CRITERIA/READY RECKNOR TABLE

Numeric Equivalence	Grade Point	Letter Grade	Remarks
100	4.0	A+	Excellent
99	4.0	A+	Excellent
98	4.0	A+	Excellent
97	4.0	A+	Excellent
96	4.0	A+	Excellent
95	4.0	A+	Excellent
94	4.0	A	Very Good
93	4.0	A	Very Good
92	4.0	A	Very Good
91	4.0	A	Very Good
90	4.0	A	Very Good
89	4.0	A	Very Good
88	4.0	A	Very Good
87	4.0	A	Very Good
86	4.0	A	Very Good
85	4.0	A	Very Good
84	3.9	B+	Good
83	3.9	B+	Good
82	3.8	B+	Good
81	3.7	B+	Good
80	3.7	B+	Good
79	3.6	B	Good
78	3.5	B	Good
77	3.5	B	Good
76	3.4	B	Good
75	3.3	B	Good

Numeric Equivalence	Grade Point	Letter Grade	Remarks
74	3.3	B	Good
73	3.2	B	Good
72	3.1	B	Good
71	3.1	B	Good
70	3.0	B	Good
69	2.9	C	Satisfactory
68	2.8	C	Satisfactory
67	2.7	C	Satisfactory
66	2.6	C	Satisfactory
65	2.5	C	Satisfactory
64	2.4	C	Satisfactory
63	2.3	C	Satisfactory
62	2.2	C	Satisfactory
61	2.1	C	Satisfactory
60	2.0	C	Satisfactory
59 or below	1.9	D	Fail

- ii) Fractional marks obtained in a course are to be rounded up to the next whole figure such as 64.10 to 65.00.
- iii) CGPA(Cumulative Grade Point Average) /SGPA(Semester Grade Point Average) of a student will be calculated as per following example:

<u>Course</u>	<u>Credit Hours</u>	<u>Marks Obtained (%)</u>	<u>Grade</u>	<u>Grade Point (GP)</u>	<u>Quality Point (QP)</u>
	C			G	C x G
I	2	95	A ⁺	4.00	08.00
II	3	80	B ⁺	3.70	11.10
III	3	81	B ⁺	3.70	11.10
IV	3	70	B	3.00	09.00
V	2	67	C	2.70	05.40
Total	13				44.60

SGPA = Sum of QPs of all the courses in a semester / Sum of Credit Hours of all the courses in a semester

Thus SGPA = 44.60/13 = 3.43

CGPA = Sum of 'n' Quality Points / Sum of Credit Hours of 'n' semesters

20. GOOD STANDING/PROBATION

- In order to remain on the roll of the Department at MPhil/MS/MSc (Hons) level a student has to continuously maintain "Good Standing" namely a satisfactory standard of attendance, academic performance i.e. minimum CGPA of 2.70 as well as good conduct and discipline. A student failing to meet any of the above mentioned conditions will not be eligible for the award of degree. However, at the end of the first semester a student having a satisfactory standard of attendance, conduct and discipline, with a minimum SGPA of 2.30 will be eligible for promotion to the second semester on probation.
- A student who secures less than 2.30 CGPA in second or subsequent semesters will be dropped out from the role of the Department.
- The minimum CGPA for award of the degree will be 2.70 with no "D" grade. However, the required pass percentage marks will be 60% marks.
- A student may clear his/her failed course(s) or improve courses in which he/she obtained "C or B" grades by repeating the said courses with subsequent session to be offered by the Department. Entry/examination fee per course will be applicable.
- In case of a drop because of poor academic performance, the student of the Islamia University of Bahawalpur may have one time re-admission facility in first semester of the next Academic session in the same or a different program.

21. RETENTION

A student who secures **less than 2.3 SGPA in 1st Semester or less than 2.70 CGPA in subsequent Semesters** and is to be dropped out may be given one time chance of being retained in the same semester. The decision will be made by an advisory committee set up by the Chairperson of the Department concerned. The committee will consist of the Chairperson, Departmental In-charge Examination and a senior faculty member nominated by the Chairperson. The option of retention, however, would be available only once during the whole duration of program.

22. INCOMPLETE GRADE

If an otherwise eligible student has missed the mid/final-term examination because of a genuine personal problem or serious illness he/she will be given incomplete grade (I) in the semester transcript. However, if such a student produces documentary evidence such as a medical certificate duly signed by MS of the respective area countersigned by the Senior Medical Officer of the University, the Department will arrange a special mid/final-term examination for such student(s) after determining genuineness of the problem. The genuineness of the personal problem will be determined by departmental examination committee whose decision will be final. The medical certificate and information of the personal problem must reach the Department before the exam or not later than one week after the conduct of exam for the said course. The fee for special examination will be Rs. 2500/- per course.

23. REPEATING COURSES

A student may repeat a course under obligation, if he/she has failed in the said course, or optionally, if he/she needs to improve his/her grades.

To pass a failed course the student will have to repeat the said course when offered by the Department in the subsequent session(s). Such a repeat course is an obligation to fulfill degree award requirements.

To improve the grades, however, a student may optionally repeat a course(s). The student(s) desiring to repeat a course(s) will request in writing to the Chairperson concerned one week before commencement of the concerned semester. If allowed by the Chairperson, the student will have to deposit a fee of Rs. 2000/- for each course.

A student repeating a failed course will be bound to attend the lectures whereas a student desiring to improve his/her grades may be exempted from attending the lectures but in both cases fees and dues of the said course will be payable by the student. The exemption will, however, be based on the genuineness of the case. Such cases after approval by Chairperson and deposit of fee will be reported by the departmental Incharge examination to the concerned teacher(s)/course instructor(s). The student will have to be in regular contact with the course instructor and complete all assignments, term papers, reports and presentations. Following are the conditions for repeating a course:

- I. Whenever a student fails and gets below 60% marks he/she should repeat the course when it is offered to pass the said course.
- II. A student who gets a "C" or "B" grade in a course may repeat the course to improve his/her grades as per conditions mentioned above. However, a student who has already passed a course with a "**B+**", "**A**" or "**A+**" grade will not be allowed to repeat.
- III. A student can be allowed to **improve** a maximum of three 3-credit hour courses (a total of 9 credit hours courses) during the total duration of his/her degree program to improve his/her grades but no more than **one course per Fall or Spring semester**.
- IV. Only improved/better course grade shall be included in his/her transcripts.

24. COURSE ENROLLMENT

Before commencement of semester, subject to availability of specialized faculty, the Departments will announce list of Optional and Elective courses for enrollment.

A. CHANGE OF OPTIONAL COURSE

No student shall change an optional/elective course except with the written approval/re-assignment by the Chairperson of the Department. The time period for such a change shall be seven days from the commencement of the course.

Note: The department may swap the courses of different semesters according to the need or availability of the teaching faculty.

25. SEMESTER BREAK/FREEZING

In case a student due to some unavoidable circumstances (prolonged illness, performing Haj or such other genuine reasons) is unable to continue his/her studies, he/she may apply for a semester break. However, such a student will pay a semester freezing fee of Rs. 1000/- per frozen semester in advance. This option will be available only once during the course of his/her studies. The case will be put up to the Departmental Examination Committee for consideration. In case, the Committee recommends it, semester break will be allowed by the Dean concerned/Director Campus for a maximum period of one year. **However, the Director (AS&RB), on recommendation of the Chairperson/HOD and Dean of Faculty concerned may extend this time duration for two additional semesters only in extreme hardship cases, provided maximum duration does not exceed four years, the maximum permitted duration for the MPhil/MS/MSc (Hons) program.** The student will join next available semester in the subsequent academic session. The Maximum time period, for completion of the program will remain the

same as prescribed in these rules. However, the candidate will pay the semester dues.

26. COURSE WITHDRAWAL

A student may withdraw from one course of a total of four courses of a semester. Option for withdrawal will only be available for credit courses. Withdrawal option will be available only if an earlier withdrawn course, if any, has successfully been completed. Withdrawal option can be availed in consultation with and on the recommendation of a departmental advisory committee. The committee will consist of the Chairperson, Course Instructor, concerned Incharge Examination and a senior faculty member nominated by the Chairperson. Withdrawn course will appear on the transcript with letter grade 'W'. Credits hours of a withdrawn course will not be used for calculation of SGPA/CGPA.

27. RESEARCH and THESIS

After successful completion of the course work in accordance with the provisions stated earlier each student shall work under the supervision of a faculty member appointed for this purpose by the departmental Board of Studies.

- A. The Board of Studies will appoint a faculty member as supervisor after taking his/her written consent. The supervisor appointed for the MPhil degree must hold a PhD unless otherwise permitted by the Vice Chancellor on the recommendation of the concerned Board of Studies.
- B. The research/thesis title allowed to the student shall be approved by the concerned Board of Studies on the recommendations of the approved Supervisor. This title must be finalized by the end of the third semester. The Chairperson/Dean of the Faculty may approve the title in anticipation, if required.
- C. After completing the supervised research work each student will prepare a thesis as per directions of the supervisor and guidelines, notified time to time by the Advanced Studies and Research Board (AS&RB) of the Islamia University of Bahawalpur.
- D. Each student shall submit four printed copies of his/her thesis along with one soft copy of the thesis, a letter of approval and a plagiarism check report duly signed by his/her Supervisor. One copy will be retained by the Supervisor while two copies will be submitted to the IUB Controller of Examinations.
- E. In case a student fails to submit his/her thesis within fifteen days after the expiry of the 6th semester from the date of commencement of classes/starting date of the student's 1st semester, he/she may apply for grant of an extension in the thesis submission deadline for a maximum period of two more semesters. The student's application has to be recommended by the Supervisor with documented justification endorsed by the Chairperson of the Department. The Director AS&RB may allow him/her an extension for two semesters. No extension beyond four years shall be granted and total duration will remain 4 years.
- F. The student will have to pay semester fee of the extended period.

28. Functions of Departmental Research Committee (DRC)

- E. Recommendation of research topics for each student for synopsis preparation.
- F. Periodical assessment of the M.Phil scholar's progress
- G. Preliminary evaluation of the dissertation as per University guidelines.
- H. The DRC will review the external examiner reports and will also make sure that the necessary amendments has been made as recommended by the foreign experts.

29. THESIS EVALUATION AND VIVA VOCE

- A. For practical work the raw data will have to be submitted to the supervisor along with the copy of the thesis.
- B. There will be two examiners, one internal who will be the supervisor and one external examiners for the evaluation of the thesis/report.

- C. The external examiner will submit written evaluation report of the thesis.
- D. On receipt of satisfactory report from the external examiner, the candidate shall present his/her research and findings in a viva voce examination in the presence of external examiner. Presentation in form of an open defense shall be preferred.
- E. The Examiner shall either accept, reject or defer the thesis for re-submission and re-examination.
- F. If the examiner find that the thesis is wholly inadequate, he may recommend that it be rejected without any further test.
- G. If the thesis, though inadequate, is found by the examiner to be of sufficient merit, they may recommend its re-submission in a revised form.
- H. In case of difference of opinion between internal & external examiners, another examiner, different from the previous examiner, shall be appointed by the Dean from amongst the panel of examiners already recommended by the departmental Board of Studies. This examiner shall re-examine the candidate and his/her research and thesis. Evaluation and recommendation of this external examiner will be final.
- I. The Viva Voce Examination of an MPhil candidate will be conducted only if he/she has cleared all dues and has paid full prescribed examination fees. The thesis will not be submitted without approval/certificate from the supervisor (internal examiner).
- J. A student who has passed his/her course work and failed to submit his/her thesis during maximum time period of 04 years will be allowed re-admission in M.Phil program as and when offered by the Department concerned in the same subject with the consultation/recommendations of the Supervisor concerned. The maximum time period for submission of thesis in Examination Department will be 2 years. These students will be exempted from course work, if already passed and acquired required CGPA.

30. DECLARATION OF RESULT AND AWARD OF DEGREE

30.1 For the Course Work Component:

- A. The teacher concerned is required to mark the mid/final-term papers within 7 days from the last paper as per date sheet, show the scripts to the students and display the result on 8th/subsequent day of the class before submitting the result to the departmental in-charge examination. The schedule for showing scripts to the students will be displayed on notice board with the examination date sheet. The teacher will prepare three copies of the awards. He/she shall retain one copy with him/her, display one copy on the notice board and submit the remaining copy to the Incharge Examinations along with the marked answer sheets/Term Papers/Reports etc. The departmental Incharge examinations will compile the result, get it verified by the Controller of Examinations and display the final result within 12 working days of the respective examination. The student may, however, apply for rechecking within 5 days of the declaration of the final result.
- B. The departmental Incharge examination will verify comparison of marks inside the answer sheet with the marks posted on the answer sheet as well as in the prescribed award list. Based on the final award lists result of the relevant semester will then be compiled in prescribed manner.
- C. At the end of each semester, every successful candidate will be issued semester result card.

30.2 For the Research Work and Thesis Evaluation Component:

Examiners shall jointly sign the result sheet and submit it to the departmental Incharge Examination MPhil/MS/MSc (Hons)/MBA.

30.3 Award of Degree:

- A. The examination committee referred at Regulation (12) will verify the result compiled by the department and finalize the same after necessary correction. Three copies of the result of each semester will be prepared, one each for

the Controller of Examinations IUB, departmental record and display on notice board of the concerned department. The result of each semester duly signed by the examination committee will be notified by the Controller of Examinations IUB within 12 days from the date of the examination of the last paper (Except final semester result that will be notified by Controller Examinations within 15 days from the date of the final evaluation of theses/projects. Each department will provide soft copy of the result to the Controller Examinations for record and further necessary action.

- B.** On successful completion of the prescribed course of studies and other requirements, a comprehensive transcript will be issued by the department concerned. Degree will then be conferred upon the successful candidates as per rules and regulations of the University.
- C. There shall be a uniform format for DMC/Transcript in all departments of the university. Cumulative Overall Percentage Marks (COPM), SGPAs of each semester, CGPA and Total Marks shall be mentioned in DMCs/Transcripts.**