

Draft for Proposed Changes in Semester Rules

Subsequent to the meetings of SRC on Dec. 30, 2010, Jan. 20, 2011 and Jan. 27, 2011, a draft for revision of semester rules is presented below:

The following rules pertaining to 2-year, 3-year, 4-year and 5-year degree programs offered by The University of Azad Jammu and Kashmir will be called as Semester Rules.

The University of Azad Jammu and Kashmir will herein after be referred to as UAJK.

Department/ institute/ centre will herein be referred to as department while the Chairperson/ director will herein after be referred to Head of Department (HoD). Controller Examination will be written as CE, Director Students Affairs as DSA and Departmental Examination Committee (DEC).

The duration for various degree programs offered will be as follows:

Program	Duration
MA, MBA, MCom, MPA, MS, MSc	2-Year
LLB	3-Year
BBA, BS, BSc, BFA, BA-Education, B.Ed.-Honours,	4-Year
BA-LLB, DVM	5-Year

Proposed

1. Calendar Year:

Normal semester:	20 working weeks	(140 days)
	Weekly offs:	(19 days)
	Teaching: (18 weeks)	(103 days)
	Exam + Result: (02 weeks)	(18 days)
Summer/ Winter semester:	10 working weeks;	(70 days)
	Weekly offs:	(09 days)
	Teaching: (08 weeks)	(49days)
	Exam + Result: (02 weeks)	(12 days)

Calendar Year:

Summer Stations

Spring Semester: 2nd week of February to 2nd week of June

Summer Semester (optional)/ Break: 3rd week of June to last week of August

Autumn Semester: 1st week of September to 4th week of January

Winter Break: 1st and 2nd weeks of February

Winter Station

Spring Semester: 2nd week of March to 1st week of August

Summer Break: 2nd and 3rd weeks of August

Autumn Semester: 3rd week of August to last week of December

Winter Semester (optional)/ Break: 1st week of January to 3rd week of March

Summer/ Winter Semesters:

The optional semester will be allowed by the Dean of concerned faculty after recommendations/ justifications of HoD only if a minimum of 7 students are there to register. However, if the total number of registered students for a course is 10 or less, summer/ winter semester may be arranged only if the number of applicants is 50% or more of the originally registered students. Fee for this semester (Rs. 40,000/-) will be borne by the applicants.

2. Admissions:

- a. Admissions will be invited by the Registrar to suitable candidates in various degree programs by advertisement through print and electronic media. Director students Affairs (DSA) will coordinate with the departments for the content of the advertisement well in advance.
- b. The following age limits at the terminal date of submission of applications will be used as eligibility criterion in various programs.
After 14 years of education: 26 years;
After 12 years of education: 20 years
- c. (i) The number and composition of seats for 2-year degree program will be as follows:
Total seats = 52;
Normal Merit (AJK Nationals): 20; Refugees: 04 + 02; Self Finance = 10; Reserved quota = 16

Proposed

(ii) The number for seats for 3 /4/ 5-year levels will also be 50 with same composition of seats.

Any change in number and composition of the seats will be notified by the Registrar and properly circulated well in advance of admission.

- d. In case seats remain vacant, 2nd, 3rd ... lists may follow but not later than 3rd week of semester. However, the percentage of attendance for students admitted by 2nd or 3rd lists will be counted from the date of their admission.
- e. Admissions on the reserved seats for 2-year Masters programs will be processed by the university. The applicants will be required to submit the duly filled application form along with a proof of claim for the particular category. The merit will be determined by the formula:

$$\%age = \frac{\%age\ of\ HSSC\ marks + Graduation\ marks + Subject\ marks}{1200} \times 100$$

Where graduation marks will be calculated out of 900 and subject marks out of 200.

If BOS of a discipline desires, entry test (with a percentage of not more than 30% of total merit) may also be included in the formula for determination of merit.

- f. For programs starting after 12 years of education, the merit will be determined by the following formula.

$$\%age = \frac{\%age\ of\ SSC\ marks + HSSC\ marks}{1200} \times 100$$

Where HSSC marks will be calculated out of 1100.

If BOS of a discipline desires, entry test (with a percentage of not more than 30% of total merit) may also be included in the formula for determination of merit.

- g. The candidates selected against reserved seats must join the department latest by 3rd week of semester.
- h. Reserved seats, if falling vacant will be converted for applicants of Normal merit.
- i. Readmission to the same will be given to a dropped off student on priority basis under same category if the seat is vacant. Otherwise, admission will be granted and the total number of students may exceed 50.
- j. Prescribed fee for Normal/ Self Support on University Challan forms will be deposited in the prescribed time frame (1st week normal fee; 2nd week 10 % increased to normal fee; 3rd week no registration allowed consequently repeating of semester with next session).
 - i. The deserving students of Self Finance/ Self Support scheme, may apply to HoD with proof of claim to deposit their dues in two installments. However, they have to submit the second installment of dues prior to sit in the sessional test (11th week).
- k. The dues for the semester(s) exceeding the normal duration of the program (5th & 6th, 9th to 12th, 11th & 15th) will be Rs. 3000.00 per course both for normal and self financed categories.

3. Registration:

Duration of various degree programs is as follows:

2 Year program:	4-6 semesters
4 Year program:	8-12 semesters
5 year program:	10-15 semesters

Registration of Courses:

Proposed

- a. Students are required to register the courses opted for on the prescribed fee and departmental course registration forms according to 2 (j) (redesigned, Annexure I). The duly filled in forms will be segregated by the department and a copy will be sent to DSA, Registration and Examination each within 30 days of commencement of semester.
- b. The students may register between 15 to 24 credit hours/ week for normal semesters while for summer/ winter semester the maximum limit is 12 credit hours/ week. However, for DVM degree (5-year program) the maximum limit will be 30 and 15 credit hours/ week for normal and winter semesters, respectively.
- c. A taught course may have a credit value up to 4.
- d. Research course (Thesis) will be registered only in the final semester of the program.

4. Examination:

- a. All the examinations will be held on campus with proper information to the dean of the concerned faculty.
- b. Date sheet for terminal examinations (only on campus) will be sent to the Dean of concerned faculty for information.
- c. After the terminal examination, the instructor will prepare the manually filled award list in duplicate. Award list will be sent to CE for tabulation on prescribed result sheet while the counter file of the award list will be retained by the Departmental Examination Committee (DEC) for preparation of semester result. DEC of each department will be responsible for the scrutinizing the posted result in Examination department after each semester. CE will notify the result and issue the final transcript only on the completion of the degree. Whereas the semester results will be issued by the DEC / HoD (Annexure II) only after the issuance of letter by the Semester Desk (Examination) verifying the scrutiny of the semester result. .
- d. Failed courses will be reflected with F-grades in the results.
- e. Withdrawal of Course(s): The Dean of the faculty may grant the request of a student to withdraw the course(s) before 15th week of the semester. However, the remaining courses should not fall short of the minimum requirement of the course load for a semester. If allowed, the course will be reflected in the transcript as W-grade and will not be included in the calculation of the result. The course will be repeated with the succeeding class.
- f. Maximum number of repeat courses for a single student of degree program will not exceed 10% of the credit hours approved for that program. (For a 60 credit hour degree this limit will be 6 courses while for a degree of 120 credit hours a maximum of 12 courses can be repeated. If percentage comes in fractions, the fractions may be rounded off to the nearest credit scheme, as the case may be).

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5. Evaluation and Grading:

Percentage grading system shall be used for marking and preparation of result.

- a. One credit will be equal to 50 marks. (A 4-credit course will carry 200 marks while a 1-credit course will carry 50 marks).
- b. A minimum of 50% marks will be required to pass a theory course.
- c. For a course in which lab work is also included, each part has to be passed separately by securing at least 50% of the allocated marks.
- d. Each course will be evaluated from 100 marks with following break up:

Credits	Sessional Marks			Terminal Marks	Total Theory Marks	Lab Marks	Total Marks
	Test	Quiz	Assignment				
3 + 1	25	5	5	40	75	25	100
2 + 1	22	5	5	35	67	33	100
1 + 1	15	5	5	25	50	50	100

Lab independent courses

Test	Quiz	Assignment	Terminal	Total
30	10	10	50	100

Later on, the marks will be given as per credit scheme.

Grades:

Numeric Value (NV)	Letter Grade (LG)
90 % and above	A+
80 to 89.9 %	A
72 to 79.9 %	B+
65 to 71.9 %	B
50 to 64.9 %	C
Below 50 %	F
Course Withdrawn	W

6. Promotion Rules:

1) 2-Year Master Program

- i. A student has to pass
 - a. a minimum of 60% of credits opted for in 1st and 2nd semesters each for promotion to next semester;
 - b. a minimum of 70% of credits opted for in 3rd and 4th semesters each for promotion to next semester or award of degree, respectively.
(If percentage comes in fractions, the fractions may be rounded off to the nearest credit scheme, as the case may be)

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The student will be granted ONLY ONE CHANCE on failing in either i (a) or i (b). Failure to comply with the promotion requirements will lead to termination of admission to the program.

ii. 5th and 6th semesters are for the completion of requirements of the degree, if necessary.

II) 3-Year Bachelor Programs

iii. A student has to pass

a. a minimum of 60% of credits opted for in 1st to 3rd semesters each for promotion;

b. a minimum of 70% of credits opted for in 4th to 6th semesters each for promotion to next semester or award of degree, respectively.

(If percentage comes in fractions, the fractions may be rounded off to the nearest credit scheme, as the case may be)

The student will be granted FIRST CHANCE on failing in iii (a) and LAST CHANCE on failing in iii (b). First chance will not be applicable in the second half of the program. Failure to comply with the promotion requirements will lead to termination of admission to the program.

iv. 7th to 8th semesters are for the completion of requirements of the degree, if necessary.

III) 4-Year Bachelor Programs

v. A student has to pass

a. a minimum of 60% of credits opted for in 1st to 4th semesters each for promotion;

b. a minimum of 70% of credits opted for in 4th to 8th semesters each for promotion to next semester or award of degree, respectively.

(If percentage comes in fractions, the fractions may be rounded off to the nearest credit scheme, as the case may be)

The student will be granted FIRST CHANCE on failing in v (a) and LAST CHANCE on failing in v (b). First chance will not be applicable in the second half of the program. Failure to comply with the promotion requirements will lead to termination of admission to the program.

vi. 9th to 10th semesters are for the completion of requirements of the degree, if necessary.

IV) 5-Year Bachelor Programs

vii. A student has to pass

a. a minimum of 60% of credits opted for in 1st to 5th semesters each for promotion;

b. a minimum of 70% of credits opted for in 6th to 10th semesters each for promotion to next semester or award of degree, respectively.

(If percentage comes in fractions, the fractions may be rounded off to the nearest credit scheme, as the case may be)

The student will be granted FIRST CHANCE on failing in vii (a) and LAST CHANCE on failing in vii (b). First chance will not be applicable in the second half of the program. Failure to comply with the promotion requirements will lead to termination of admission to the program.

viii. 11th to 15th semesters are for the completion of requirements of the degree, if necessary.

V) Final transcript (Annexure III) will reflect the moderated cumulative percentage (dropping of fractions up to aa.4 while raising the above ones to higher numbers) of all the semesters and Letter Grade will be given, accordingly.

VI) A student has to secure a minimum of 58% cumulated percentage. If a student fulfills all other degree requirements and yet fall short of this number, a special exam will be conducted within 06 weeks of the result. The student may choose three courses out of the passed courses in which lowest marks are scored. Failing in raising the percentage to 58% will result in the dropping out of the program without degree.

7. Medical Cases:

Special mid-term/ terminal exam(s) will be arranged for the students who are unable to appear in the said exam(s) provided that the case is intimated to the HoD on the date of the exam or one day earlier. However, a medical proof by a registered medical practitioner of concerned

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city (Kotli or Muzaffarabad or Rawalakot) for the incapability of the student to sit in the exam must be submitted to DEC/ HoD within two days of the date of paper. However, in case of exceptional emergency as duly recorded by the registered medical practitioner of any other area, the favor may also be granted to the applicant. The special exam must be conducted within 15 days of the normal date sheet.

8. Semester Freezing:

For genuine medical reasons, a student may get the semester frozen. In such cases, if the request is made within 30 days of the commencement of the semester, the semester fee will be transferrable to the next semester. For all other reasons the fee will not be transferrable to the next semester. A candidate who had got his/ her semester frozen may also be registered in next semester. S/he will repeat the frozen semester when offered by the department provided that the scheme of study permits so. In case, there is a prerequisite of studying/ passing the specific course(s) for registering new course(s), the department may ask the student to wait for a semester and complete the requirements before registering for the new semester. Such cases have to be supported by the recommendations of the Board of Study (BOS) of concerned department. However, the duration of the degree will remain the same.

9. I-Grades:

No I-grades will be given as the issue already addressed in clauses 7 and 8, collectively.

10. Special Examination:

In case of death of blood relatives (brother/ sister/ mother/ father) or spouse/ ward(s) of a candidate, subject to the submission of an affidavit about the same by the student, DEC will conduct mid-term and/ or terminal examination within 15 days as a special case failing which he/ she shall be considered failed in that course(s).

11. Gold Medal:

The Gold medal will be awarded to the student who secures first position on the basis of the cumulative percentage, provided that the degree is completed in the normal duration and no course has been repeated. In case, the moderated cumulated percentage for two or more students is the same, award will be decided on the basis of non-moderated percentage up to third decimal point.

12. Cancellation of Admission:

If a student absents him/ herself for a continuous period of seven lectures, his/ her registration in that particular course(s) shall stand cancelled without prior notice/ notification. The student will be required to repeat the course with the succeeding class.

13. Preparation of Course File:

Maintenance of course file is not compulsory for the teacher. Instead the teacher is required to submit all the question papers/ assignment questions along with appropriate key for an offered course to DEC which will file all the question papers given to students in a semester.

14. Extra time to research students

Extra time (up to 6 weeks) may be allowed by the Dean of the faculty for those students who have opted for the research paper in Master program on the recommendations of the supervisor and forwarded by HoD

15. QEC proformae

QEC Proformae for completion of Self Assessment Report (SAR) must be filled in regularly in the penultimate week of the semester. The forms may be modified to some extent according to the requirements of the discipline.

16. Orientation of Students

Proposed

Every department will be responsible for arranging an orientation workshop about Semester Rules for the new entrants in the first week of their first semester of the program.

17. Semester Advisory:

Three member departmental committee comprising HoD/ Senior faculty member and two other teachers who are QEC Program Team members (PT) will be responsible for looking after the semester management in each discipline.

18. Committees

HoD of each discipline is empowered to recommend various committees for smooth functioning of the programs. However, it is appreciated not to head these committees him/ herself. This may result in boosting the confidence of other faculty members.

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