

## Draft for Proposed Changes in Semester Rules for 18-Year Degree Program

Subsequent to the meetings of SRC, a draft for revision of semester rules is presented below:

The following rules pertaining to various 2-year degree program offered by The University of Azad Jammu and Kashmir will be called as Semester Rules (18-Year Programs).

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 Board of Advanced Studies and Research as Board.

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

<b>Program (after 16-year schooling)</b>	<b>Duration</b>
MPhil/ MS/ MSc (Hons) in various subjects	2-Year

<u>CALENDAR</u>	<u>PROPOSED</u>																								
<p><b>Scheme of Studies</b></p> <p>1. The scheme of studies for M. Phil. Degree shall be as under:</p> <p>(i) Course work as prescribed for the discipline in which the scholar is registered for the degree.</p> <p>(ii) Thesis, on a topic approved by the Board</p> <p>(iii) Viva-Voce</p>	<p><b>Scheme of Studies</b></p> <p>1. The scheme of studies for 18-year degree program shall be as under:</p> <p>(i) Course work in accordance with the recommendations for the discipline in which the scholar is registered for the degree (24 credit hours)</p> <p>(ii) Synopsis to be submitted along with the result of 2<sup>nd</sup> semester</p> <p>(iii) Thesis, on a topic approved by the Board (06 credit hours)</p> <p>(iv) Viva-Voce examination</p>																								
<p><b>Duration of Course and Semester</b></p> <p>2. The duration of the course for the degree of M Phil., shall not be less than four semesters (two years) and more than eight semesters (four years) for whole-time students. In case of University employees admitted as part time students, the duration shall not be less than six semesters (Three years).</p>	<p><b>Duration of Course and Semester</b></p> <p>2. The duration of the degree will be as</p> <p>a) not less than four and more than six regular semesters for whole-time students.</p> <p>b) For part time students, the duration shall not be less than six regular semesters.</p>																								
<p>3. There shall be two semesters in a year, i.e. Fall Semester (October-February) and Spring Semester (March-July), each of 19 weeks duration.</p>	<p>3. <b>Calendar Year:</b></p> <table border="0"> <tr> <td>Normal semester:</td> <td>20 working weeks</td> <td>(140 days)</td> </tr> <tr> <td></td> <td>Weekly offs:</td> <td>(19 days)</td> </tr> <tr> <td></td> <td>Teaching: (18 weeks)</td> <td>(103 days)</td> </tr> <tr> <td></td> <td>Exam + Result: (02 weeks)</td> <td>(18 days)</td> </tr> <tr> <td>Summer/ Winter semester:</td> <td>10 working weeks;</td> <td>(70 days)</td> </tr> <tr> <td></td> <td>Weekly offs:</td> <td>(09 days)</td> </tr> <tr> <td></td> <td>Teaching: (08 weeks)</td> <td>(49days)</td> </tr> <tr> <td></td> <td>Exam + Result: (02 weeks)</td> <td>(12 days)</td> </tr> </table> <p>Calendar Year:</p> <p style="text-align: center;"><u>Summer Stations</u></p> <p><b>Spring Semester:</b> 2<sup>nd</sup> week of February to 2<sup>nd</sup> week of June</p> <p><b>Summer Semester (optional)/ Break:</b> 3<sup>rd</sup> week of June to last week of August</p> <p><b>Autumn Semester:</b> 1<sup>st</sup> week of September to 4<sup>th</sup> week of January</p> <p><b>Winter Break:</b> 1<sup>st</sup> and 2<sup>nd</sup> weeks of February</p> <p style="text-align: center;"><u>Winter Station</u></p> <p><b>Spring Semester:</b> 2<sup>nd</sup> week of March to 1<sup>st</sup> week of August</p>	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)
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<p>4. Out of 19 weeks, 16 weeks shall be actual teaching time, the rest may be utilized for admission, enrolment, preparation, examinations and declaration of results etc.</p>																									
<p>5. There will also be a Summer Semester (August to September) of 8 to 10 weeks which shall be optional. The students, who desire to take up deficiency courses as approved in their course work programmes, failed courses and the courses in which they are allowed to improve 'C' grade under the regulations, may enroll during this session. It shall not count towards residential requirements. To pass a deficiency course a student shall be required to obtain at least 'C' grade.</p>																									

	<p><b>Summer Break:</b> 2<sup>nd</sup> and 3<sup>rd</sup> weeks of August  <b>Autumn Semester:</b> 3<sup>rd</sup> week of August to last week of December  <b>Winter Semester (optional)/ Break:</b> 1st week of January to 3<sup>rd</sup> week of March  Summer/ Winter Semesters:</p> <p>The optional semester will be allowed by the Dean of concerned faculty after recommendations/ justifications of HoD only if a minimum of 5 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. 30,000/-) will be borne by the applicants.</p>
6. In case a student fails to complete his/her degree within four semesters, he/she will be asked at the commencement of fifth semester to explain and provide justification for delay in the completion of studies.	4. A letter by the supervisor and countersigned by HOD and Dean of the faculty will be required for extension to 5 <sup>th</sup> / 6 <sup>th</sup> semesters, if required.
<p><b>Admission Procedure</b></p> 7. Applications for admission to M. Phil, degree shall be invited through advertisement in the national press by the Registrar.	<p><b>Admission Procedure</b></p> 5. Applications for admission to M. Phil, degree shall be invited through advertisement in the national press and electronic media by the Registrar. Director students Affairs (DSA) will coordinate with the departments for the content of the advertisement well in advance.
8. The candidate shall submit his/her application on prescribed Admission Form to the concerned Department/ University Constituent College the case may be within the prescribed time limit.	6. The candidate shall submit his/her application on prescribed Admission Form to the relevant admission desk of the university within the prescribed time limit.
9. The Admission Committee may grant provisional admission subject approval by the Advanced Studies and Research Board within one month of the last date of the receipt of application.	7. The Admission Committee will grant admissions subject to the approval by the board. The cases need to be submitted before the start of sessional examination of first semester. The board will be responsible to respond back before the start of terminal examination of first semester.
10. On the successful performance of a research scholar at the end of second semester, the Board, on the recommendation of the Supervisory Committee may confirm provisional admission.	
11. The number of scholars to be admitted shall be such as may be determined by the competent authority.	8. The number of scholars to be admitted shall be such as may be determined by the competent authority.
<b>Admission Requirements</b>	<b>Admissions</b>

<p>12. A candidate seeking admission to the M.Phil Programme of Studies and Research as a whole time student must:</p> <p>(i) have passed the Master's Degree examination in the subject an equivalent examination in at least second division in the fi of study, he/she desires to take up and have at least secc division from Matric to M.A./M.Sc or equivalent.</p> <p>Provided that in case of the teachers of the University/Degree Colleges engaged in postgraduate teaching and employees of research organizations engaged in research, the Vice Chancel may relax the condition of second division in Matriculation an or F.A./F.Sc. examinations passed by them on compassion grounds.</p>	<p>9. A candidate seeking admission to 18-year program as a whole time student must:</p> <p>i) have passed 16-year schooling with following minimal grades</p> <table border="1" data-bbox="1041 256 1932 457"> <thead> <tr> <th rowspan="2">Examination</th> <th colspan="2">Semester based examinations</th> <th rowspan="2">Annual</th> </tr> <tr> <th>CGPA</th> <th>percentage</th> </tr> </thead> <tbody> <tr> <td rowspan="2">16-Year</td> <td>2.5 out of 4.0</td> <td rowspan="2">55%</td> <td rowspan="2">2<sup>nd</sup> division</td> </tr> <tr> <td>3.0 out of 5.0</td> </tr> </tbody> </table> <p>Provided that in case of the teachers of the University/Degree Colleges engaged in postgraduate teaching and employees of research organizations engaged in research, the Vice Chancel may relax the condition of second division in Matriculation an or F.A./F.Sc. examinations passed by them on compassionate grounds.</p> <p>ii) The candidate must have passed the GAT general test.</p>	Examination	Semester based examinations		Annual	CGPA	percentage	16-Year	2.5 out of 4.0	55%	2 <sup>nd</sup> division	3.0 out of 5.0
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<p>(ii) be a State Subject of the State of Jammu &amp; Kashmir. The candidates domiciled in the provinces of Pakistan shall be selected on open merit basis. Foreign students shall be selected through the Ministry of Education.</p>	<p>10. Admissions will be granted on open merit basis. However, foreign students shall be selected through the Ministry of Education.</p>											
<p>(iii) produce at the time of the first enrolment, a certificate from the University Resident Medical Officer to the effect that he/she free of any communicable disease or mental or physical disability which is likely to stand in the way of his pursuit higher studies and research.</p>	<p>11. The candidate has to produce at the time of the first enrolment, a certificate from the Medical Officer of any public sector hospital to the effect that he/she free of any communicable disease or mental or physical disability which is likely to stand in the way of his pursuit higher studies and research.</p>											
<p>(iv) have good moral character, All those candidates, who were punished by the University for acts of indiscipline and other undesirable activities and were awarded major penalties, shall not be admitted to postgraduate studies in the University under any circumstances. All other candidates, who were, awarded minor penalties for more than once shall also not be admitted to the postgraduate studies in the University.</p>	<p>12. The candidate must have good moral character, All those candidates, who were punished by any Degree Awarding Institutes (DAI) for acts of indiscipline and other undesirable activities and were awarded major penalties, shall not be admitted to postgraduate studies in the University under any circumstances. All other candidates, who were, awarded minor penalties for more than once shall also not be admitted to the postgraduate studies in the University.</p>											
<p>13. An employee of the Government/other, agencies nominated for M.Phil degree at this University, shall have to take study leave to pursue studies as a regular student, failing which he/she shall not be admitted.</p>	<p>13. All the employees of public sector organizations have to produce the certificate of study leave to pursue the studies as a regular student from their respective head offices.</p>											

<p>14. The teachers of the University appointed on permanent basis shall be allowed to join M. Phil, classes as whole time regular scholars without obtaining leave of absence. Such teachers shall have to produce a certificate from the Head of Institution concerned to the effect that the normal teaching work of the teacher will not be affected.</p>	<p>14. The employees of the University appointed on permanent/ adhoc/ contract basis shall be allowed to join the program, classes as whole time regular scholars without obtaining leave of absence. Such employees shall have to produce a certificate from the HOD/ relevant director to the effect that the normal teaching work of the teacher will not be affected.</p>																																															
<p>15. A candidate shall be selected on the basis of cumulative merit to be determined from his/her past academic record and achievements in the written and oral tests conducted by the Admission Committee of the Department concerned.</p> <p>The allocation of marks for determining merit shall be as follows:</p> <table border="1" data-bbox="310 540 842 703"> <tr> <td>Academic Record</td> <td>55 marks</td> </tr> <tr> <td>Admission Test Oral</td> <td>35 marks</td> </tr> <tr> <td>Test (Interview)</td> <td>10 marks</td> </tr> </table>	Academic Record	55 marks	Admission Test Oral	35 marks	Test (Interview)	10 marks	<p>15. A candidate shall be selected on the basis of cumulative merit to be determined from his/her past academic record and achievements in the written and oral tests conducted by the Admission Committee of the Department concerned.</p> <p>The allocation of marks for determining merit shall be as follows:</p> <table border="1" data-bbox="1234 540 1766 703"> <tr> <td>Academic Record</td> <td>55 marks</td> </tr> <tr> <td>Admission Test Oral</td> <td>35 marks</td> </tr> <tr> <td>Test (Interview)</td> <td>10 marks</td> </tr> </table>	Academic Record	55 marks	Admission Test Oral	35 marks	Test (Interview)	10 marks																																			
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<p>16. The distribution of marks allocated to the academic record shall be as under:</p> <table border="1" data-bbox="149 789 1005 967"> <thead> <tr> <th>Qualification</th> <th>1<sup>st</sup> Division</th> <th>2<sup>nd</sup> Division</th> <th>3<sup>rd</sup> Division</th> </tr> </thead> <tbody> <tr> <td>MA/ MSc</td> <td>20</td> <td>13</td> <td>Zero</td> </tr> <tr> <td>BA/ BSc</td> <td>20</td> <td>12</td> <td>Zero</td> </tr> <tr> <td>FA/ FSc</td> <td>15</td> <td>10</td> <td>Zero</td> </tr> </tbody> </table> <p>Teachers of the University who are otherwise qualified for admission to M. Phil, degree shall be given preference.</p>	Qualification	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division	MA/ MSc	20	13	Zero	BA/ BSc	20	12	Zero	FA/ FSc	15	10	Zero	<p>16. The distribution of marks allocated to the academic record shall be as under:</p> <table border="1" data-bbox="1045 789 1969 1027"> <thead> <tr> <th rowspan="2">Qualification</th> <th rowspan="2"></th> <th colspan="2">Semester system</th> <th colspan="2">Annual system</th> </tr> <tr> <th>≥ B Grade</th> <th>&lt; 60%</th> <th>1<sup>st</sup> Division</th> <th>2<sup>nd</sup> Division</th> </tr> </thead> <tbody> <tr> <td rowspan="2">MA/ MSc*</td> <td>CGPA</td> <td>20</td> <td>13</td> <td rowspan="2">20</td> <td rowspan="2">13</td> </tr> <tr> <td>%age</td> <td>20</td> <td>13</td> </tr> <tr> <td>BA/ BSc</td> <td></td> <td></td> <td></td> <td>20</td> <td>12</td> </tr> <tr> <td>FA/ FSc</td> <td></td> <td></td> <td></td> <td>15</td> <td>10</td> </tr> </tbody> </table> <p>* For those who have passed BS (4-year) programs, CGPA/ %age after 4<sup>th</sup> semester will be taken equivalent to BSc and final CGPA/ %age as MSc result for purpose of allocation of marks.</p> <p>Faculty members of the University who are otherwise qualified for admission to M. Phil, degree shall be given preference.</p>	Qualification		Semester system		Annual system		≥ B Grade	< 60%	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	MA/ MSc*	CGPA	20	13	20	13	%age	20	13	BA/ BSc				20	12	FA/ FSc				15	10
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<p><b>Admission Committee</b></p>	<p><b>Admission Committee</b></p>																																															
<p>17. There shall be an Admission Committee for each Department /Institute/College, as the case may be, which shall perform functions as specified from time to time. The Committee shall have tenure of at least three years. It shall</p>	<p>17. There shall be an Admission Committee for each department which shall perform functions as specified from time to time.</p> <p>The 3-member committee shall have tenure of at least three years. It shall consist of the following:</p>																																															

<p>consist of the following:</p> <ul style="list-style-type: none"> <li>(i) Dean of Faculty, Convener (Ex-officio)</li> <li>(ii) Chairman/ Director of the concerned department/Institute member (Ex-officio)</li> <li>(iii) Two teachers to be nominated by the Dean on the recommendation of the Chairman concerned.</li> </ul>	<p>HOD of the concerned department                      Chairman</p> <p>Two senior most teachers of the department to be nominated by the Dean on the recommendation of the Chairman concerned.</p>
<p><b>Functions of the Admission Committee</b></p>	
<p>18. The Admission Committee shall perform the following functions:-</p> <ul style="list-style-type: none"> <li>(i) To process the applications received for admission.</li> <li>(ii) To conduct test &amp; interview of the candidates and formulate recommendations for admission.</li> <li>(iii) To propose a Supervisory Committee for each scholar.</li> <li>(iv) To process admission cases of the scholars for submission to the Advanced Studies and Research Board (hereinafter called Board).</li> </ul>	<p>18. The admission committee shall perform the following functions:</p> <ul style="list-style-type: none"> <li><i>i.</i> To process the applications received for admission.</li> <li><i>ii.</i> To conduct test &amp; interview of the candidates and formulate recommendations for admission to the board.</li> <li><i>iii.</i> To propose a Supervisor for each scholar at the start of 2<sup>nd</sup> semester. The proposal should reach the board before the start of 5<sup>th</sup> week of 2<sup>nd</sup> semester.</li> </ul>
<p><b>Supervisory Committee</b></p>	<p><b>Supervisor</b></p>
<p>19. After a candidate has been enrolled for his/her semester, the Board shall constitute a Supervisory Committee for the candidate. This committee shall be formed on the recommendation of Dean/Principal with the consultation of the Chairman/ Director of the Department /Institute concerned.</p>	<p>19. After a candidate has been enrolled for his/her 2<sup>nd</sup> semester, the Board on the recommendations of the Admission committee shall approve a Supervisor for the candidate. The supervisor should be a PhD faculty member with at least one year remaining in the service.</p> <p>If any outstanding specialist in the relevant field of study is available outside the University where supervisor intends to carry on research work, he/she may be appointed by the Board to act as <b>Co-supervisor</b>.</p>
<p>20. The committee shall consist of three specialist teachers from the relevant field of study. One of the teacher members of the committee shall be designated as its Chairman and shall act as Supervisor. If any outstanding specialist in the relevant field of study is available outside the University where student intends to carry on research work as approved by the Board he/she may be appointed by the Board to act as Co-supervisor.</p> <ul style="list-style-type: none"> <li>i. The research topic offered by each student and the name of his/her supervisor shall be placed before the Board</li> </ul>	<p>20. The supervisor will be responsible to</p> <ul style="list-style-type: none"> <li><i>i.</i> identify and ask the take up the deficiency/ audit courses at the start of research, if required.</li> <li><i>ii.</i> plan the research work in consultation with the scholar</li> <li><i>iii.</i> help the scholar for preparing synopsis which will be submitted for approval to the board after recommendation from departmental synopsis committee along with the result of 2<sup>nd</sup> semester. <ul style="list-style-type: none"> <li>a. The departmental synopsis committee will comprise of HOD, Supervisor, two senior faculty members.</li> </ul> </li> </ul>

<p>for formal approval.</p> <p>ii. The Supervisor may assign the research work to the student at any time after his/her registration to M. Phil Programme(preferably after a candidate has successfully passed the first semester examination).</p> <p>iii. The Supervisor of M. Phil, students shall submit a report with regard to each M. Phil, student reflecting his/her general progress. Such report shall be submitted on prescribed form after each semester to the Board through the Chairman of the Department/Dean concerned.</p>	<p>iv. to send the progress report at the end of 3<sup>rd</sup> semester. In case the extra semesters (5<sup>th</sup> and 6<sup>th</sup>) are also involved, the progress report of 5<sup>th</sup> semester will also be required.</p> <p>v. To propose a panel of evaluators for thesis examination.</p>
<p><b>Functions of the Supervisory Committee</b></p>	
<p>21. The Supervisory Committee shall perform the following functions:-</p> <p>i. To recommend and plan the course of studies for the student.</p> <p>ii. To determine the topic of research in consultation with the research scholar.</p> <p>iii. To supervise and review the progress of the research scholar.</p> <p>iv. To recommend confirmation of registration of the research scholar to Chairman of the Department/ Director /Dean for onwards transmission to the Board.</p> <p>v. To propose a panel of experts for evaluation of Thesis and viva-voce examination.</p>	
<p><b>Courses of Study</b></p>	<p><b>Courses of Study</b></p>

	<p>21. <b>Registration:</b> Duration of degree programs is as follows: 2 Year program: 4-6 semesters In case the thesis is likely to be submitted within four weeks of the 4<sup>th</sup> semester, this extension may be granted by the board on the request of the scholar and due recommendation of the supervisor, HOD and dean of the faculty. Any further delay will be counted as next semester.</p> <p><u>Registration of Courses:</u></p> <ol style="list-style-type: none"> <li>Scholars are required to register the courses opted for on the prescribed fee and departmental course registration forms (redesigned, Annexure I). The duly filled in forms will be segregated by the department and a copy will be sent to Board through DSA, Registration and Examination, each within 30 days of commencement of semester.</li> <li>The scholars may register between 8 to 12 credit hours/ week for normal semesters while for summer/ winter semester the maximum limit is 9 credit hours/ week.</li> <li>A taught course may have a credit value up to 4.</li> <li>Research course (thesis) will be registered only in the 3<sup>rd</sup> semester of the program.</li> <li>A scholar may register the courses in the 1<sup>st</sup> week of the semester with normal fees and in the 2<sup>nd</sup> week with an extra 10% late fee. No registration will be allowed from 3<sup>rd</sup> week.</li> </ol>												
<p>22. All M. Phil. Courses will be designated by number 700 preceded by the first two to four alphabets of the name of the department.</p>	<p>22. A 7/8 course descriptor will be used to identify each course. All courses will be designated by number 7xaa separated by a hyphen from the preceding three to four alphabets for the name of the department.</p> <p>Example:</p> <table border="1" data-bbox="1041 1084 1969 1195"> <thead> <tr> <th>Department</th> <th>Basic (1<sup>st</sup> sem)</th> <th>Advanced (2<sup>nd</sup> sem)</th> <th>General</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>ENG-7101</td> <td>ENG-7201</td> <td>ENG-7001</td> </tr> <tr> <td>Agronomy</td> <td>AGY-7105</td> <td>AGY-7210</td> <td>AGY-7024</td> </tr> </tbody> </table>	Department	Basic (1 <sup>st</sup> sem)	Advanced (2 <sup>nd</sup> sem)	General	English	ENG-7101	ENG-7201	ENG-7001	Agronomy	AGY-7105	AGY-7210	AGY-7024
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<p>23. The Outlines of Courses and detailed syllabi shall be such as may be prescribed by the competent authority from time to time.</p>	<p>23. The outlines of courses and detailed syllabi shall be such as may be approved by the competent authorities from time to time.</p>												
<p style="text-align: center;"><b>No existing rule</b></p>	<p>24. A scholar may opt the intradepartmental course(s) with the consent of the teacher(s) offering the course(s) and the HODs, provided that the courses are relevant to the field of study of the scholar.</p>												
<p>24. A student admitted to the M. Phil Programme shall be</p>	<p>25. Scheme of study</p>												



<p>required to undertake the following course work;</p> <p>a. He/ she shall take not less than 51 credit hours excluding the credit hours required for rectifying course deficiency, if any, in at least four semesters. These credits will include 26 credits of research. One credit is earned for each class hour of scheduled lecture or seminar or special problem or for each scheduled practical of not less than two hours per week.</p> <p>b. The course work for each individual candidate will be prescribed by the Supervisory Committee.</p>	<table> <tr> <td>Taught courses:</td> <td>24 credit hours</td> </tr> <tr> <td>Thesis:</td> <td>06 credit hours</td> </tr> <tr> <td>Total:</td> <td>30 credit hours</td> </tr> </table>	Taught courses:	24 credit hours	Thesis:	06 credit hours	Total:	30 credit hours
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<p>25. No student will take any advanced course unless he/she has cleared the pre-requisite course for it as determined by the Supervisory Committee.</p>							
<p>26. A student who is enrolled for a course shall not be allowed to substitute a course or to add a new course after the expiry of 20 days from the commencement of the semester. He/ she may be permitted on the recommendation of his/her Supervisor/Chairman of the Department and the teacher concerned, to drop a course within 30 days. In case a student gives up a course without such permission or intimation he/she shall be deemed to have failed in that course.</p>	<p>26. A scholar who is enrolled for a course shall not be allowed to substitute a course or to add a new course after the expiry of 20 days from the commencement of the semester. He/ she may be permitted to drop a course within 30 days provided that minimum workload is not affected. The same must be intimated to the board and office of CE immediately.</p>						
<p>27. Ordinarily a full time-student shall not be enrolled for more than 15 and less than 10 credits in a semester except in the last semester. These credits will not include the credits earned in respect of deficiency courses. However in summer session a student can enroll up to maximum of 8 credits.</p>	<p>27. Ordinarily a full time-student shall not be enrolled for more than 12 and less than 8 credits in a semester except in the last semester. These credits will not include the credits earned in respect of deficiency courses. However in summer session a student can enroll up to maximum of 9 credits</p>						
<p>28. A part time student shall take not more than one course and a Seminar or 2 Courses in a semester.</p>	<p>28. A part time student shall take not more than two taught courses in a semester.</p>						
<p>29. Out of total number of credits one credit shall be earned through Seminar and one through special problem /assignment.</p>							
<p>30. The Advanced Studies &amp; Research Board may count towards the requirement of the course, credits earned by a student at another recognized institution, subject to a maximum of 50 per cent of the minimum credits requirements laid down in these regulations, provided that:</p>	<p>29. The Advanced Studies &amp; Research Board may count towards the requirement of the course, credits earned by a student at another recognized institution, subject to a maximum of 50 per cent of the minimum credits requirements laid down in these regulations, provided that:</p>						

<p>(a) the courses for which credit is claimed, were identical with or similar to the courses included in the programme approved for him/her;</p> <p>(b) the credits allowed to Seminars and Special Problems shall not exceed the limit laid down in this regulation;</p> <p>(c) the courses for which the credit is claimed have not been used for any degree.</p>	<p>(a) the courses for which credit is claimed, were identical with or similar to the courses included in the program approved for him/her;</p> <p>(b) the credits allowed to Seminars and Special Problems shall not exceed the limit laid down in this regulation;</p> <p>(c) the courses for which the credit is claimed have not been used for any degree.</p>				
<p>31. No course shall carry more than 4 credit hours.</p>	<p>Credits earned for a course shall lapse on the expiry of ten normal semesters for regular students and fourteen normal semesters for part-time students from the end of the semester in which the course was qualified. The Board may, however, revalidate the lapsed courses for special reasons to be recorded.</p> <p>Deficiency courses once qualified will not lapse and shall not be called into question again and need not to be revalidated.</p>				
<p>32. Credits earned for a course shall lapse on the expiry of five years for regular students and seven years for part-time students from the end of the semester in which the course was qualified. The Advanced Studies and Research Board may, however, revalidate the lapsed courses for special reasons to be recorded.</p> <p><i>Explanation:</i> Deficiency courses once qualified will not lapse and shall not be called into question again and need not to be revalidated.</p>					
<p><b>EXAMINATIONS</b> <b>Examination Committee</b></p>	<p><b>EXAMINATIONS</b> <b>Examination Committee</b></p>				
<p>33. There shall be an examination committee in each institution for the conduct, control and supervision of examinations. It shall consist of:</p> <p>(i) The Head of the Institution as Convener and Chairman of the Committee.</p> <p>(ii) Two to four senior most teachers of the institution. In case where the required number of teachers is not available, the Vice Chancellor may nominate qualified teacher(s) from elsewhere, on the recommendation of the Admission Committee.</p>	<p>29. There shall be an examination committee in each institution for the conduct, control and supervision of examinations. It shall consist of</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">HOD</td> <td style="width: 20%;">Chairman</td> </tr> <tr> <td>Two senior most teachers of the department</td> <td>members</td> </tr> </table>	HOD	Chairman	Two senior most teachers of the department	members
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<p><b>Functions of the Examination Committee</b></p>	<p><b>Functions of the Examination Committee</b></p>				
<p>34. The Examination Committee shall perform the following functions:-</p>	<p>30. The Examination Committee shall perform the following functions:</p> <p><i>i.</i> To make arrangements for the conduct and supervision of</p>				

<p>(i) To make arrangements for the conduct and supervision of examinations.</p> <p>(ii) To submit an advance copy of the tabulated result on prescribed proforma for transcript showing courses taken, teacher, time duration, detailed marks, subject-wise, aggregate and grade to the Board.</p> <p>(iii) To submit tabulated results to the Controller' of Examinations within two weeks after the end of the semester.</p>	<p>examinations.</p> <p><i>ii.</i> To submit an advance copy of the tabulated result on prescribed proforma for transcript showing courses taken, teacher, time duration, detailed marks, subject-wise, aggregate and grade to the CE.</p> <p><i>iii.</i> To submit tabulated results to the Controller' of Examinations within two weeks after the end of the semester.</p>
<p><b>Tests and Examinations</b></p>	<p><b>Tests and Examinations</b></p>
	<p>31. All the examinations are to held on-campus.</p>
<p>35. There shall be two examinations (mid-semester and final) during each semester. The student shall be evaluated in each course on the basis of periodical Test(s) Assignments(s), Term papers, Quizzes, etc. The determination of the form of these examinations and assignments will be left to the teacher who will be solely responsible for the conduct of examination as well as evaluation in his/her course. The grade given in the course by the teacher shall be final.</p>	<p>32. There shall be two examinations (sessional test and terminal examination) during each semester. The student shall be evaluated in each course on the basis of periodical Test(s) Assignments(s), Term papers, Quizzes, etc. The determination of the form of these examinations and assignments will be left to the teacher who will be solely responsible for the conduct of examination as well as evaluation in his/her course. The grade given in the course by the teacher shall be final.</p>
<p>36. There shall be a written examination for each course at the end of each semester on the dates fixed by the Controller of Examinations with the consultation of Chairman/Dean.</p>	<p>33. There shall be a written examination for each course at the end of each semester on the dates fixed by the Examination Committee. The CE will be intimated about the date sheet for each terminal examination.</p>
<p>37. The scholar shall be allowed to appear in the examination provided that he/she has been on the rolls of the Department/Institute/College during that semester, has registered him/herself for the courses of study and has attended at least 75% of the lectures/laboratory work and completed the course work to the satisfaction of the teacher and the Chairman of department concerned.</p>	<p>34. The scholar shall be allowed to appear in the examination provided that he/she has been on the rolls of the Department during that semester, has registered him/herself for the courses of study and has attended at least 75% of the lectures/ laboratory work and completed the course work to the satisfaction of the teacher.</p>
<p>38. A teacher shall report to the Chairman/Director/ Dean of the Department / Institute/College concerned, the names of students who are absent from the lectures/ practicals continuously for 7 days to enable him/her to strike off such student.</p>	<p>35. A continuous absence from six classes of a course will lead to the cancellation of the registration of the scholar in that particular course.</p>
<p>39. The Chairman/Director/ Dean as the case may be, may re-</p>	

admit such a candidate or refuse admission if the reasons advanced are not convincing.	
40. The scripts of the final examination shall be shown to the students by the concerned teacher, taken back and then forwarded to the Controller of Examinations within five days after the end of the semester, who shall preserve the scripts for a year.	36. The marked answer scripts of each course will be retained by the teacher concerned up to next semester. These will be sent to CE through HOD.
41. The examinations will be held as under:  (i) The mid-semester examination shall be held during 9th week of the semester which shall carry 30 per cent of the total allocated marks for the course. This examination shall be held by the teacher concerned who shall determine the form of the examination.  (ii) In addition, quizzes, special home assignments and /or semester papers etc. shall carry 10 percent of the total marks allocated which shall be uniformly split over the whole semester. The final examination to be held at the end of the semester shall carry 60 per cent of the total marks allocated.  (iii) For the purpose of evaluation, one credit will carry 20 marks e.g. a five credit course will carry 100 marks. These marks will be divided in accordance with the credits assigned to theory and practical for each course.	37. The examinations will be held as under: <i>i.</i> The sessional tests shall be held during 9th week of the semester which shall carry 30 per cent of the total allocated marks for the course. This examination shall be held by the teacher concerned who shall determine the form of the examination. <i>ii.</i> In addition, quizzes, special home assignments and /or semester papers etc. shall carry 10 percent of the total marks allocated which shall be uniformly split over the whole semester. <i>iii.</i> The final examination to be held at the end of the semester shall carry 60 per cent of the total marks allocated. <i>iv.</i> For the purpose of evaluation, each course will carry 100 marks.
42. The following weightage shall be given to the examination, home assignments, term papers, etc.  (i) Mid-semester examination 30% Home assignments/term paper/quizzes 10%  (ii) Final Examination of the course 60% (Covering the entire course)  <b>Total: 100%</b>	38. Following weightage shall be given to the examination, home assignments, term papers, etc.  Sessional test (01) 30% Assignments (02) 05% Quizzes (02) 05% Terminal Examination (Covering the entire course) 60%
43. The minimum pass marks for each course shall be 50%.	39. The minimum pass marks for each course shall be 50%.
44. The teacher shall send the final award list for the course to the Controller of Examinations, and a copy each to the Chairman	40. The teacher shall send the final award list for the course to the Examination committee which will prepare the result and send the

/Director of the Department / Institute and the Dean of the Faculty, normally within five days after the end of the semester.	consolidated result sheet along with the award lists to the Controller of Examinations within two weeks after the end of the semester.																																								
45. On receipt of the award lists, the Controller of Examinations shall prepare a consolidated award sheet and send it to the Dean/Director/Principal and the Chairman of the Department.																																									
46. A student, who has taken the final examination of an approved course at the end of a semester, shall not be permitted to change the course.																																									
47. A student who fails to make up the deficiency in his/her grade point average, in the number of chances permitted, shall cease to be on the rolls.	41. A student who fails to make up the deficiency in his/her grade point average, in the number of chances permitted, shall cease to be on the rolls.																																								
<b>Grading and Academic Standing</b>	<b>Grading and Academic Standing</b>																																								
<p>48. The grading system for the M. Phil studies shall be as follows:  Maximum Cumulative Grade Point Average : 4.00  Minimum CGPA for obtaining M. Phil. Degree : 2.75</p> <table border="1" data-bbox="149 784 1010 963"> <thead> <tr> <th>Grade</th> <th>Value</th> <th>Marks (%)</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>4</td> <td>80-100</td> <td>Excellent</td> </tr> <tr> <td>B.</td> <td>3</td> <td>65-79</td> <td>Good</td> </tr> <tr> <td>C.</td> <td>2</td> <td>50-64</td> <td>Pass</td> </tr> <tr> <td>F.</td> <td>0</td> <td>below 50</td> <td>Fail</td> </tr> </tbody> </table> <p>Note: Fractions to be rounded to the nearest whole number if it is 0.5 or above.</p>	Grade	Value	Marks (%)	Remarks	A.	4	80-100	Excellent	B.	3	65-79	Good	C.	2	50-64	Pass	F.	0	below 50	Fail	<p>42. The grading system for the programs shall be as follows:  Maximum Cumulative Grade Point Average (CGPA) : 4.00  Minimum CGPA for obtaining Degree : 2.75</p> <table border="1" data-bbox="1052 849 1906 1027"> <thead> <tr> <th>Grade</th> <th>Value</th> <th>Marks (%)</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>4</td> <td>80 and above</td> <td>Excellent</td> </tr> <tr> <td>B</td> <td>3</td> <td>65-79</td> <td>Good</td> </tr> <tr> <td>C</td> <td>2</td> <td>50-64</td> <td>Pass</td> </tr> <tr> <td>F</td> <td>0</td> <td>below 50</td> <td>Fail</td> </tr> </tbody> </table> <p>Note: Fractions to be rounded to the nearest whole number if it is 0.5 or above.</p>	Grade	Value	Marks (%)	Remarks	A	4	80 and above	Excellent	B	3	65-79	Good	C	2	50-64	Pass	F	0	below 50	Fail
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49. The student should obtain GPA/CGPA of 2.75 for enrolment to the next semester. In case a student obtains GPA/CGPA of 2.25, or more but less than 2.75, he/she will be allowed to enroll in the next semester, but only once, and he/she will be given a warning to improve his GPA/CGPA and if he/she fails to obtain 2.75 in the next semester, his/her admission shall stand cancelled.	43. The scholar should obtain GPA/CGPA of 2.75 for enrolment to the next semester. In case a student obtains GPA/CGPA of 2.25, or more but less than 2.75, he/she will be allowed to enroll in the next semester, but only once, and he/she will be given a warning to improve his GPA/CGPA and if he/she fails to obtain 2.75 in the next semester, his/her admission shall stand cancelled.																																								
50. A student, who obtains CGPA of 2.25, or more but less than 2.75 upon the completion of entire approved course work, may be allowed to repeat once the courses of the previous semesters	44. A student, who obtains CGPA of 2.25, or more but less than 2.75 upon the completion of entire approved course work, may be allowed to repeat once the courses of the previous semesters in which he/she had obtained																																								

in which he/she had obtained the lowest grades in order to improve the CGPA so as to obtain the minimum of 2.75 failing which he/she shall cease to be on the rolls.

the lowest grades in order to improve the CGPA so as to obtain the minimum of 2.75 failing which he/she shall cease to be on the rolls.

**READY RECKONER**

51. For calculating Grade Point based on letter Grades and corresponding Numerical Grades the formula used is:

Every increase of 1.5 marks increases GP equal to 0.1

**1. TABLE FOR GRADE 'C' RANGE OF NUMERICAL VALUE:  
50% or more but less than 65%**

Percentage Marks	Grade Point (GP)
50.0	2.0
51.5	2.1
53.0	2.2
54.5	2.3
56.0	2.4
57.5	2.5
59.0	2.6
60.5	2.7
62.0	2.8
63.5	2.9

**2. TABLE FOR GRADE 'B' RANGE OF NUMERICAL VALUE:  
65% or more but less than 80%**

Percentage Marks	Grande Point (GP)
65.0	3.0
65.5	3.1
68.0	3.2
69.5	3.3
71,0	3.4
72.5	3.5
74.0	3.6
75.5	3.7
77.0	3.8
78.5	3.9

**3. TABLE FOR GRADE 'A' RANGE OF NUMERICAL VALUE:**

46. For calculating Grade Point based on letter Grades and corresponding Numerical Grades the formula used is:

Every increase of 1.5 marks increases GP equal to 0.1

**TABLE FOR GRADE 'C' RANGE OF NUMERICAL VALUE: From 50 to 63.5%**

Percentage Marks	Grade Point (GP)
50.0	2.0
5K5	2.1
53.0	2,2
54.5	2.3
56.0	2.4
57.5	2.5
59.0	2.6
60.5	2.7
62.0	2.8
63.5	2.9

**TABLE FOR GRADE 'B' RANGE OF NUMERICAL VALUE: From 65 to 78.5%**

Percentage Marks	Grande Point (GP)
65.0	3.0
65.5	3.1
68.0	3.2
69.5	3.3
71,0	3.4
72.5	3.5
74.0	3.6
75.5	3.7
77.0	3.8
78.5	3.9

**80% or more**

Percentage Marks	Grande Point (GP)
80.0	4.0
81.5	4.1
83.0	4.2
84.5	4.3
86.0	4.4
87.5	4.5
89.0	4.6
90.5	4.7
92.0	4.8
93.5	4.9
95.0	5.0

**Note:**

(i) For Numerical Grade of 63.5 and 64 and in Grade 'C' GP value shall be the same i.e. 2.9

(ii) For Numerical Grade of 78.5 and 79 in Grade 'B' GP value shall be the same i.e. 3.9

(iii) If the second fraction after decimal is 4 or less, it will be ignored. However if the second fraction is 5 or more, it will be taken into account by raising the first fraction to the next higher digit. The third and higher digits shall be ignored. Thus GP for 'A' shall be from 4.0 to 5.0 for 'B' from 3.0 to 3.9, for 'C' from 2.0 to 2.9 and for F zero.

(iv) Grade Point Average (GPA) shall be calculated in accordance with the following formula:

$$\frac{\text{Sum of (Credits in a Course X Corresponding Grade Point)}}{\text{Total}}$$

Total

(v) The Cumulative Grade Point Average (CGPA) at the end of semester shall be the Grade Point Average of all the Courses, which have been registered up to that time.

**GP only up to 4.0****Note:**

- i.* For Numerical Grade of 63.5 and 64 and in Grade 'C' GP value shall be the same i.e. 2.9
- ii.* For Numerical Grade of 78.5 and 79 in Grade 'B' GP value shall be the same i.e. 3.9
- iii.* If the second fraction after decimal is 4 or less, it will be ignored. However if the second fraction is 5 or more, it will be taken into account by raising the first fraction to the next higher digit. The third and higher digits shall be ignored. Thus GP for 'A' shall be from 4.0 to 5.0 for 'B' from 3.0 to 3.9, for 'C' from 2.0 to 2.9 and for F zero.
- iv.* Grade Point Average (GPA) shall be calculated in accordance with the following formula:

$$\frac{\text{Sum of (Credits in a Course X Corresponding Grade Point)}}{\text{Total}}$$

- v.* The Cumulative Grade Point Average (CGPA) at the end of semester shall be the Grade Point Average of all the Courses, which have been registered up to that time.
- vi.* Semester result card (Annexure II) will be issued by HOD on the request of the scholar.

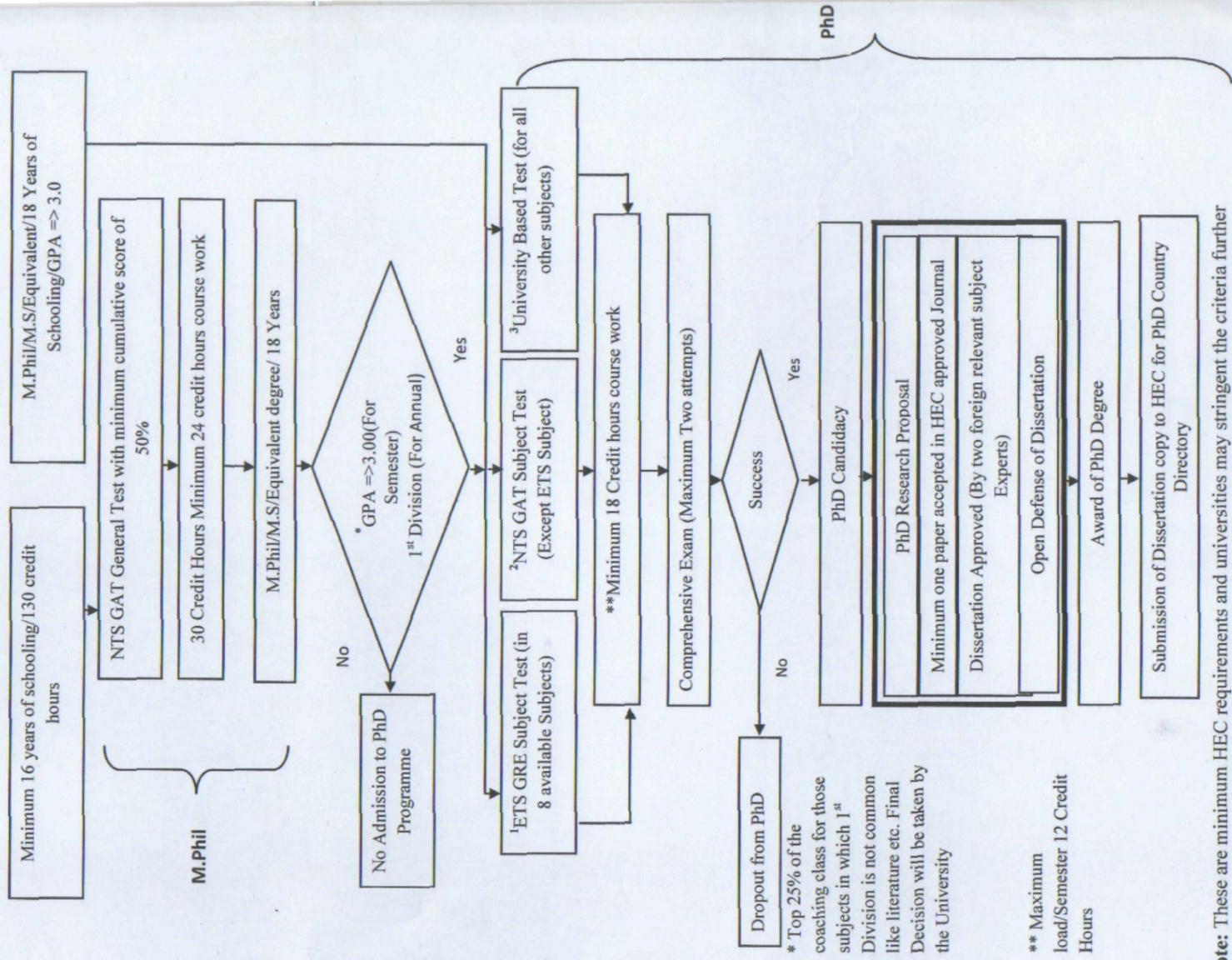
**Comprehensive Examination**

52. . . 69.	<b>DELETED</b>	
<b>THESIS EXAMINATION</b> 70. The unbound Thesis shall be referred to the external examiner for evaluation after the student has passed all the final examinations in the approved courses and has also fulfilled the residential requirement. The Supervisory Committee will certify that the contents and form of the Thesis is satisfactory.		<b>THESIS EXAMINATION</b> 47. One soft bound copy of the thesis formatted as per the <i>Thesis Manual of UAJK</i> should be submitted by the scholar in the department/ institute. A panel of five examiners with complete contact details including telephone number, e-mail and postal addresses will be submitted by the supervisor HOD and relevant Dean of Faculty to the Director, ASR. The process should be completed within one week.
71. The Thesis shall be evaluated by a Board of Examiners comprising members of the supervisory committee and one external examiner, appointed by the Vice Chancellor out of the panel of five names recommended by the Board of Studies. At least three members of the Board of Examiners of whom one must be an external examiner shall, for the purpose of evaluating the Thesis, hold a via-voce examination and such other tests, as they may consider necessary. The external examiner shall be given reasonable time to go through the contents of the Thesis critically.		48. Director, ASR will seek the approval of the name(s) for the appointment of thesis examiner in the order of merit (1 to 4) from the Vice Chancellor and furnish it along with the thesis to Controller Examination within one week of the receipt of the case. 49. The office of the controller will get the consent by email/ telephone from the appointed person (examiner 1) before sending the hard copy of the thesis. a. In case, the examiner does not respond the request for consent in 10 days, examiner-II will be asked for the consent to evaluate the thesis and so on.
72. The student shall be bound to defend his/her Thesis in an open public meeting. The teacher, student, etc. from any discipline apart from Board of Examiners will be allowed to sit in the examination room and may ask question to the Thesis defender.		50. Once the examiner consents to be the evaluator of the thesis, hard copy of the thesis along with the <i>Thesis Manual of UAJK</i> will be sent to him along with the request to send back the evaluation report (Annexure III) within one month of the receipt of the thesis. a. In case, the report is not sent back within the stipulated time, a reminder through e-mail will be sent to the said examiner to furnish the report within next 15 days.
73. The evaluation will be made according to the following numerical as well as letter grades: (i) There shall be 300 marks corresponding to 15 credit hours allocated for Thesis which may be divided as under: (ii) 75 marks for the evaluation of technical knowledge of the topic as well as general knowledge about the subject of the degree programme. (iii) 150 marks for the subject matter of the Thesis such as		51. The department/ institute will also be kept in picture by the relevant offices about the process, though the names of the examiners will be kept confidential. 52. After the receipt of report, the office of the Controller Examination will send the report along with the details of the examiner to the department/ institute to arrange for the Viva Voce examination as



<p>originality and justification of research, quality of data, interpretation of data, conclusion drawn and achievements of the objectives of the research.</p> <p>(iv) 75 marks for technical aspects of presentation such as consistency, illustrations, diagrams, references, English grammar, vocabulary and quality of typing.</p>	<p>per their convenience.</p> <p>53. If the examiner has sent an adverse report, the department will ensure that all the necessary corrections/ suggestions by the learned examiner are incorporated before fixing the date of final examination.</p> <p>54. The thesis will be graded out of 100 marks and then GP calculated as per formula.</p>
<p>74. The marks so awarded will be converted into letter grades by using the prescribed formula, which shall be A, B, C, or F, as the case may be. Average grade on the basis of course work and Thesis will then be worked out to calculate the final CGPA.</p>	
<p>75. In case of disagreement between the Supervisory Committee and the External Examiner regarding the acceptance of the Thesis, it shall be referred to another external examiner whose decision shall be final.</p>	
<p>76. If the Thesis, submitted by a candidate for final evaluation, is proved to be copied/plagiarized the time of viva-voce examination, it will be liable to be rejected on the report of Board of Examiners. The Controller of Examinations will declare the candidate fail in Thesis examination. The admission of such a candidate shall be cancelled and he/she shall not be readmitted to M Phil under any circumstances.</p>	
<p>77. If the Thesis of a candidate is proved to be plagiarized after its evaluation and declaration of result, previous result of the candidate will be cancelled and he will be declared to have failed in Thesis examination. Such a candidate shall not be readmitted to M.Phil under any circumstances.</p>	
<p><b>GENERAL</b></p> <p>78. A candidate who fulfilled all the requirements prescribed for the course shall be awarded the Degree of M. Phil.</p>	<p><b>General</b></p> <p>55. The final transcript (Annexure IV) will be issued by the CE.</p> <p>56. A candidate who fulfills all the requirements prescribed for the course shall be awarded the degree.</p>
<p><b>FEE</b></p> <p>79. The University fees shall be charged at the time of registration for each semester as prescribed from time to time.</p>	<p><b>Fee</b></p> <p>57. The University fees shall be charged at the time of registration for each semester as prescribed from time to time. However, the scholars in the 5<sup>th</sup> and 6<sup>th</sup> semesters will be charged a fee of Rs. 9000.00 rather than full fee for the normal semester.</p>

## Flow Diagram for Minimum Quality Criteria for M.Phil/MS & PhD



**Note:** These are minimum HEC requirements and universities may stringent the criteria further