

The University of Azad Jammu & Kashmir Muzaffarabad



Department of Electrical Engineering

Examination Policy For Session (2013-2017)

The department has adopted absolute Grading System. Each theory course and lab is evaluated out of 100 marks; therefore, student must pass both theory and Lab by securing at least 50% marks to pass a course.

Marks Distribution:

Nature of Examination	Weightage (Min/Max) (Adopted by Department)
Quizzes	10 %
Mid Semester Examinations	25%
Assignments	10%
Sessional Examination /Presentations/ Project	15%
Final Examination	40%

Grading Criteria:

Credit Hour	Theory Marks	Lab Marks	Weightage (Theory)	Weightage (Lab)	Total Marks
3+1	100	100	75%	25%	75% of Theory+25% of Lab
2+1	100	100	67%	33%	67% of Theory+33% of Lab
1+1	100	100	50%	50%	50% of Theory+50% of Lab

- For Batch I students grading policy will remain same as adopted by UAJ & K Muzaffarabad which is given below.

• Total Marks	Grade	GPA
• 90 and Above	A+	4
• 80-89.99	A	4
• 72-79.99	B+	3.5-3.9
• 65-71.99	B	3-3.4
• 50-64.99	C	2-2.9
• Below 50	F	None
• Incomplete	I*	
• Withdrawal	W	

Incomplete I*

Withdrawal W

SGPA=Semester Grade Point Average

CGPA=Cumulative Grade Point Average

Semester Rules:

Probation Rule:

Student will fall in probation if he/she could not maintain a GPA of 2.00 in first semester while minimum CGPA of 2.00 is required to avoid probation in next semesters. Second probation will be considered final warning and on third probation, at any time, student will be dropped out or his/her admission will be cancelled. Passing the pre-requisite of a course is mandatory while student will be promoted to next semester in case of probation.

1. Mid-Term Examination 60-90 minutes.
Final Examination 2-3 hours.
2. Attendance Rule: Students with less than 75% of the attendance in lectures/ practical shall not be allowed to take examinations.
3. Degree Requirement: A minimum CGPA of 2.0 with no outstanding subject with "W", "I" and "F" grades in the prescribed curriculum offered during all semesters of a degree program, shall be required for the award of degree.
4. Freezing of Semester: Students enrolled in the first semester or second semester cannot apply for deferment. Only those students who have completed first year of study at the university are eligible to avail this facility. There shall be no relaxation in the maximum degree duration period for students seeking deferment. A student may defer studies for at most two consecutive regular semesters, for medical or other genuine reasons, with summer semester not being counted. In such cases, the student shall apply to the Chairman concerned, at least 15 days before the commencement of the semester, for approval of deferment by the concerned Dean. The student shall rejoin, after this leave, in the next junior class in case of two semesters' deferment. However, in case of one semester deferment, he may join his own class subject to his completing the remaining courses after completion of study of his class. Such students cannot avail the facility of appearing as sit-in candidates or during summer semester for repetition of subjects.
5. Relaxation in special case: In case of death of blood relative(Mother, Father, Brother and Sister) or spouse of candidate, subject to submission of affidavit about the same by the student, departmental examination committee will conduct midterm and terminal examination within 15 days as a special case.
6. Medical Case: Special midterm and terminal exam will be arranged for the students who are unable to appear in the said exam provided that the medical board constituted by the

university (comprising of university physician, dean of faculty and one to two senior faculty members of the department) approves the case.

7. I Grade: *I grade will be given as the issue already discussed in clause 5, 6 and 7.
8. W Grade: This option to withdraw shall be available only to students in regular semesters other than first and second semesters. A student may be allowed to withdraw from a subject in which he is registered. Applications to withdraw from a subject shall be entertained latest up to the 4-6 week of the semester. Withdrawn subjects shall appear in the transcript with a letter grade "W", and shall not be used in computation of GPA.

There will be two regular semesters (Fall and Spring) in an academic year. Each semester will spread over 16-18 weeks (inclusive of 1 – 2 weeks for exams).

A student who has either failed or has been stopped to take the examination due to shortage of attendance or wishes to improve his/her grade is allowed to register in summer. A student will only be allowed to register in 1-2 courses of 3-6 credit hours.

The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

Undergraduate students must take at least 15 credit hours in a regular semester to be classified as a full-time student.

Any student who wishes to enroll for more than 18 credit hours may be allowed by the university to take one extra course of 3 credit hours if his/her CGPA is above 3.5 or in case of repeating/failed/dropped courses.

Students are required to choose the courses they wish to enroll in, prior to the start of a semester. For this purpose the university will publish a schedule for enrollment of students. The students may make any change (add/drop) in the courses they are taking within second week of the semester. Students may not be allowed to add/drop a course after the end of the second week of the semester.

A student withdrawing after the 6th week shall be automatically awarded "F" grade which shall count in the GPA. If a student gets 'F' grade, s/he will be required to repeat the course.

Undergraduate students may be allowed to repeat a course in which s/he has obtained Grade 'C'. In such a case both the course and the grade obtained, will be recorded on the transcript, however, only the better grade shall be used in the calculation of **CGPA**.

The Institution may define maximum number (≤ 6) of courses that student may be allowed to repeat in a four year degree program.

In the beginning of a semester, the Instructor of each course should hand out the information to students as provided in the sample sheet that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, Take home assignment policy, reading material and any other information important for the successful completion of the course.

There will be no Supplementary/Special Examination in a Semester System; if a student fails in a course, s/he is required to repeat it. An incomplete grade will be awarded only

in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments, etc.

Transfer Case:

Credits are transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent i.e minimum 70% content of the course matches to course B taught at the Y University. No credit hour of a course will be transferred if the grade is less than C.

Credit hours may only be transferred between Chartered Higher Education Institutes(HEIs).

A student must have a regular admission in the Undergraduate program of the Institution and should earn a minimum of 60 credit hours out of a total of 124–140 credit hours from the institution from where s/he will be entitled for the degree.

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Grade	Grade Points	Percentage Obtained in a Semester System
A	4.00	85 and above
A-	3.66	80-84
B+	3.33	75-79
B	3.00	71-74
B-	2.66	68-70
C+	2.33	64-67
C	2.00	61-63
C-	1.66	58-60
D+	1.3	54-57
D	1.00	50-53
F	00	Below 50

Incomplete **I***

Withdrawal **W**

$$\text{SGPA} = \frac{\sum (\text{Subject GP} * \text{Credit hour})}{\text{Total Credit Hour of Semester}}$$

Total Credit Hour of Semester

$$\text{CGPA} = \frac{\sum (\text{SGPA} * \text{credit Hour})}{\text{Total credit hour of all Semesters}}$$

Total credit hour of all Semesters

SGPA=Semester Grade Point Average

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Note: A student getting any CGPA, in absolute grading system will be given the minimum of the corresponding percentage of the column 3. For example if a student gets a CGPA of 3, the percentage associated will be 71%.

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