



## ISRA UNIVERSITY

IU/RR-10/BoG-40/N/2018/1668

30 November 2018

### NOTIFICATION

It is notified for information of all concerned that, on the recommendation of the Academic Council in its 19<sup>th</sup> meeting held on 15-9-2018, the Board of Governors in its 40<sup>th</sup> meeting held on 10-11-2018 has approved the revised regulations regarding Examination System for the postgraduate degree programs in the Faculty of Commerce, Economics & Management Sciences and Faculty of Engineering, Science & Technology, made under Section 22 (1) (iii) of Isra University Act, 1997 (copy enclosed). These Regulations shall come into force with effect from January Semester 2019.

This notification supersedes all earlier notifications issued for above said regulations.

  
30/11/2018  
**Registrar**

Cc: to all concerned.

Revised Regulations regarding Examination System for the Postgraduate Degree Programs in Faculty of Commerce, Economics & Management Sciences and Faculty of Engineering, Science & Technology, made under Section 22 (1) (iii) of the Isra University Act, 1997.

1. **Short Title:** These Regulations shall be called, "The Isra University Examination System Regulations 2019 for Postgraduate Degree Programs in Faculty of Commerce, Economics & Management Sciences and Faculty of Engineering, Science & Technology."
2. **Commencement:** These Regulations shall come into force with effect from January Semester 2019.
3. **Definitions:** "University" means "Isra University"
4. **The Semester System:** The University shall follow the Semester System of Examinations.
  - (i) **Semester Duration:** The academic year is divided into two semesters: January and July. Each semester will be of 16 weeks of teaching, excluding vacations and the time needed for the conduct of semester examinations and inter semester breaks.
  - (ii) **Course Duration:**
    - a) **For MBA/MS/M.Phil Programs:** Minimum 1.5/2 years and maximum 3 years, further extendable to one year with the approval of the competent statutory body.
    - b) **For PhD Programs:** Minimum 3 years and maximum 8 years with no further extension,
5. **Credit Hours:**
  - (i) **Definition:** Each course or subject has a certain number of credit hours assigned to it. The credit hours indicate weight age of the course relative to other courses, and also reflect number of hours of teaching of that course per week. For a theory class, one credit hour is equivalent to one lecture hour per week throughout the semester, whereas for laboratory/field work three contact hours are equivalent to one credit hour.
  - (ii) **Minimum and Maximum Hours in a Semester:** Minimum 9 and maximum 12 Credits Hours will be allowed in a semester. However, during research students can take 15 credits also.
6. **Attendance:** Students are required to maintain at least 70% attendance in their theory, laboratory and tutorial classes. Those who fail to keep up the required attendance in the subject will not be allowed to appear in the semester examination of that course. In hardship cases, the committee consisting of the following members will examine the cases and recommend to the Pro Vice Chancellor for grant of exemption up to 05%:
  1. Dean of the Faculty Member
  2. Chairperson of the Department Member
  3. Controller of Examinations Member/Secretary

**7. Grading System:**

- (i) **Level of performance:** Student's performance will be evaluated in terms of letter grades. These grades indicate the level of performance as described below:

<b>Grade</b>	<b>Level of Performance (Quality Points)</b>
A	Excellent
B	Very Good
C	Good
D	Satisfactory
F	Fail

- (ii) **Quality Points:** Each grade is assigned Quality Points per credit as under.

<b>Grade</b>	<b>Level of Performance</b>
A+ & A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

(iii) **Grade Equivalence:** Equivalence between letter grades and the percentage of marks will be as under:

Grade	Equivalent Marks %
A+	91 and above
A	86 - 90
A-	82 - 85
B+	78 - 81
B	74 - 77
B-	70 - 73
C+	66 - 69
C	62 - 65
C-	58 - 61
D+	54 - 57
D	50 - 53
F	<50

(iv) **Semester Grade Point Average (GPA) and Cumulative Grade Point Average (C.GPA) will be calculated according to the following formula:**

$$\text{GPA} = \frac{\text{Sum over Courses in Semester (Course Credit Hours X Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours X Grade Earned)}}{\text{Total Credit Hours Taken in all Semesters}}$$

## 8. Examinations

- (i) Examination would be conducted at mid-semester and at the end of the semester. This is in addition to class work activities including continuous

assessment tests, quizzes, assignments or projects. The distribution of marks in theory and practical examination will be as under:

Sessional Work Marks before Mid Semester Examination	15%
Mid Semester Examination	25%
Sessional Work Marks before Final Semester Examination	15%
Final Semester Examination	45%

- (ii) Students will be given two assignments and two tests each before Mid as well as End Semester Examination for assigning sessional work

**a. Mid Semester Examination**

- (i) Objective type question paper for the Mid Semester Examination will comprise of 20 MCQ's carrying 20 marks to be solved in 20 minutes.
- (ii) Subjective type question paper for the Mid Semester Examination will consist of 4 essay type questions carrying 10 marks each to be solved in one-hour fifteen minutes.
- (iii) Practical examination will be conducted for one hour.

**b. End Semester Examination**

- (i) Objective type question paper for the End Semester Examination will comprise 20 MCQ's carrying 20 marks to be solved in 20 minutes.
- (ii) Subjective type question paper for the End Semester Examination will consist of 8 essay type questions carrying 10 marks each to be solved in two and half hours.
- (iii) Practical examination will be conducted for two hours

- c. **Exemption:** There shall be no exemption from Mid Semester or Final semester examination. Any student not appearing in an examination shall be marked absent in that examination

**9. Academic Standing: A student having CGPA of less than 2.50 in case of Masters Programs and 3.00 in case of PhD programs shall be placed on probation. The probation committee consisting of the following members will take decisions on merit with approval of PVC (E&MS):**

- |                                  |                  |
|----------------------------------|------------------|
| 1. Dean of the Faculty           | Convener         |
| 2. Chairperson of the Department | Member           |
| 3. Controller of Examinations    | Member/Secretary |

**10. Registration for Summer Course:** Summer session will comprise of eight weeks.

- (i) Normally the student will not be allowed to register course(s) during the summer session but he/ she can register himself in the Summer Session with the consent of concerned teacher in the courses in which he/ she has failed or desire to improve the grade/.
- (ii) The student, who is in the final semester, and has any short fall in the course(s) to complete his degree requirements, may be permitted to register in such course(s).
- (iii) A student will not be allowed to take more than two courses or 6-8 credit hours in the summer session.
- (iv) A student will not be allowed to register simultaneously for internship along with the courses during summer session. However, he/she can register in internship during summer session independently.

**Note:** All the special situations specified above must apply collectively and should not be read in isolation.

**11. Withdrawal from Courses:** Student(s) may withdraw from one or more courses with the approval of their head of the department during the third to sixth week of a semester. In such situations, a (W) grade appears on their transcript. Any withdrawal after the sixth week entails the award of (F) grade.

**12. Repetition of Courses:**

- (i) Student who has failed or has short attendance or taken C grade in MPhil/MS and MBA program and B- grade in PhD program in any semester can repeat the course in the summer session as well as regular semester.
- (ii) The better grade will be accepted in repeated courses.

**13. Reappearance of Courses:**

- (i) Students, who want to improve their grade in any subject will be allowed do so in summer session or regular semester.
- (ii) The better grade will be accepted in reappearing course.

**14. Incomplete Grade:**

The Incomplete (I) grade will be awarded to the students in a course if they do not complete coursework requirements within the prescribed time-limits, and the committee consisting of the following members is satisfied that the circumstances were beyond the control of the students:

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|----------------------------------|------------------|
| 1. Dean of the Faculty           | Convener         |
| 2. Chairperson of the Department | Member           |
| 3. Controller of Examinations    | Member/Secretary |

The student will be required to appear in the subject in which he has been awarded (I) grade in the next semester. In case he fails to do so, incomplete (I) grade will be automatically converted to (F) grade. The grade point average of a student for a semester is calculated by excluding the incomplete (I) grade, and it is re-calculated when a regular grade is awarded in that course.

**15. Interruption in Studies (Freezing of Semester):** The student will be allowed to take break in his/her studies subject to the following conditions:

- (i) No semester break is allowed during the semester. The duration of freezing is one year. However, the maximum duration of the degree program of degree will remain same.
- (ii) No break will be allowed during the first semester. However, in the following special circumstance, freezing of the first semester can be considered with the approval of Pro Vice Chancellor:
  - i. Iddat
  - ii. Maternity/Delivery
  - iii. Death in the immediate family
  - iv. Justified rationale
- (iii) If student(s) interrupt their study program for longer than one semester, then upon their return, all the credits already earned by them are evaluated by the concerned Dean to determine their relevance to the changes in curriculum, if

any. They may be required to revise their degree plan to ensure conformity with the latest version of the curriculum.

**16. Leftover Courses:** If a student has completed normal tenure of a degree program may register left over courses in the following semester. He may either pay semester fee and register minimum 9 credits to be a regular student or in specific conditions register for less than 9 credits with the permission of Dean, and pay admission retention fee 10% of tuition fee and per credit fee to be calculated by the formula i.e. tuition fee divided by 15.

**17. Admission Retention Fee**

- (i) A student (including one who has completed courses but has not submitted required Dissertation/Thesis) may seek prior permission to take a break in the program for one to two semesters. If allowed to do so, he / she shall be required to pay Admission Retention Fee amounting to ten percent of the tuition fee for each semester that he / she takes the break.
- (ii) A student (including one who has completed courses but has not submitted required Dissertation/Thesis takes a break in the program without prior permission for one to two semesters, and later seeks permission to continue his / her degree program, if allowed to do so, shall be required to pay Admission Retention Fee amounting to forty percent of the tuition fee for each semester that he / she took the break.

**18. Transfer of Credits:** The credits of the subject studied by the migrated student at his/her previous institution can be transferred provided that he/she has got minimum grade B or 74 – 77 % marks in that subject, and the course studied by the student at the previous institution should be equivalent to the course offered at the Isra University. Moreover, at least half of the courses credits will have to be earned by him/her at Isra University.

**19. Eligibility for Award of Degree**

- (i) To qualify for the award of MBA/MS/MPhil degree, a student must pass all the required courses and earn a Cumulative Grade Point average (CPGA) of 2.50 or above and successfully defend his/her dissertation/thesis (if applicable) in maximum three years. Further relaxation of one year can only be granted with approval of the competent statutory body.
- (ii) To qualify for the award of PhD degree, a student must pass all the required courses and earn a Cumulative Grade Point average (CPGA) of 3.00 or above and successfully defend his/her dissertation/thesis (if applicable) in maximum eight years and have published at least one paper in HEC recognized journals.
- (iii) If a student fulfills all requirements of award of the degree but wants to improve his/her CGPA, he/she will be allowed to do so, provided that he/she has not applied for award of degree/pass certificate/transcript. One he/she submits the application for any document, he/she will lose his/her chance for improvement of his/her CGPA.

**20. Retotaling of Marks in Examination Script**

- (i) The answer book of a candidate shall not be re-assessed under any circumstances. However, the Controller of Examinations can arrange for checking of totaling of marks in examinations scripts by any faculty member

from the relevant discipline on the complaint/request of the students. The Controller of Examinations or any officer or checking committee appointed shall see that:

- a. There will be no computational mistake in the grand total on the title page of the answer book. The total of various parts of a question has been correctly made at the end of each question.
  - b. All total has been correctly brought forwarded on the title page of the answer book. No portion of any answer has been left un-marked.
  - c. Total marks in the answer book tally with the marks sheet.
  - d. The handwriting of the candidate tally in the questions/answer book.
- (ii) The candidate or anybody on his behalf has no right to see or examine the answer books for any purpose.
- (iii) The marks of the candidate could even decrease in light of (i) (a) above. In the event of reduction of marks, the record shall be corrected accordingly and revised transcript be issued.