

STUDENTS HANDBOOK 2025-26

Dawood University of
Engineering and Technology

CONTENTS

Vice Chancellor's Message	01
Director Student Affairs Message	02
1. Student Conduct & Discipline Regulations	03
2. Regulations for Fee & other Miscellaneous Charges	13
3. Rules & Regulations	15
3.1 Semester Regulations	15
3.2 Semester Rules	20
3.3 Examination Regulations	23
3.4 Rules for Examinations	28
4. Semester & Examination Regulations for MS	33
5. Semester & Examination Regulations for PhD	43



Engr. Prof. Dr. Samreen Hussain (S.I, T.I)
Vice Chancellor

VICE CHANCELLOR'S MESSAGE

It gives me immense pleasure to welcome the new batch of students for the Fall 2025 semester. You are a special cohort, the first ever to be selected through an exceptionally transparent pre-admission test facilitated by IBA Karachi testing services. This process underscores our commitment to meritocracy and fairness, setting the stage for your academic and personal growth.

As you embark on this exciting journey at Dawood University, remember that your time here is not just about academics, but about your holistic development. Our commitment to your general grooming and professional skill development is unwavering. This handbook, your trusty companion throughout your journey, will be there to guide you in every aspect of your university life. From academic pursuits to personal growth, from honing your professional skills to navigating the challenges, consider this handbook your compass to success.

I would like to emphasize the importance of maintaining discipline in all aspects of university life. Our institution operates on a delegated system where every issue has a designated channel for resolution, and the Directorate of Student Affairs is here to assist you at every step. Please remember that maintaining discipline is not just a rule but a vital life skill that will serve you well in your academic and professional endeavors. While you strive for excellence, don't forget to enjoy your time here, make lifelong friends, and cherish the learning experiences that await you. Your time at university is a unique chapter in your life, so make the most of it while staying focused on your goals.

Wishing you a successful and fulfilling academic journey!

Warm Regards,
Engr. Prof. Dr. Samreen Hussain (S.I, T.I)
Vice Chancellor
DUET, Karachi

DIRECTOR STUDENT AFFAIRS MESSAGE

It is with great pleasure and enthusiasm that I extend a warm and hearty welcome to all students of fresh intake.

Starting your academic journey at a new institution is a significant milestone in your life, and we are truly excited that you have chosen our academic community. We believe that this decision will mark the beginning of a remarkable and transformative chapter in your lives.

As the Director of Student Affairs, it is my responsibility to ensure that your transition into our university is as smooth and enjoyable as possible. Our dedicated team is here to support you in every way, whether it's academic guidance, personal counseling, or helping you make the most of your extracurricular activities.

I encourage you to make the most of your time here. Engage with your professors, ask questions, and actively participate in your classes. Take advantage of the resources our library and research centers offer. Embrace diversity, as you'll find fellow students from various backgrounds and experiences, all of whom have something valuable to share. Join Technical Societies Chapters and organizations that interest you, as they are great avenues for personal growth and building networks.

While the journey ahead will undoubtedly come with challenges, it is essential to remember that challenges are opportunities in disguise. They are the steppingstones to personal and intellectual growth. Your hard work and dedication will be your most valuable assets in this endeavor.

Always feel free to reach out to our Student Affairs Team for any assistance or guidance you may need. We are here to support you and ensure that your experience here is enriching and memorable.

Once again, a heartfelt welcome to our academic family. I look forward to witnessing your growth and success during your time at Dawood University of Engineering and Technology. Make the most of this exciting journey and remember that you have the potential to achieve great things.

Best wishes for a fulfilling and successful academic year!

Warm Regards,

Engr. Saddam Ali Kitchi
Director, Student Affairs
DUET, Karachi.

1. Student's Conduct and Discipline Regulations

1.1 The University expects all students to abide by the following guidelines:

- (i) Uphold their religious obligations and demonstrate respect for the religious beliefs and traditions of others.
- (ii) Display loyalty to their country and refrain from any actions that may bring dishonor or disgrace to it.
- (iii) Exhibit honesty and integrity in all their interactions with others.
- (iv) Show respect to their elders and demonstrate politeness towards all, particularly women, children, the elderly, and those who are vulnerable.
- (v) Demonstrate respect for their professors, officers, and employees of the University.
- (vi) Maintain a clean mind and exhibit clean speech, spirit, and habits.
- (vii) Be willing to assist others in need, particularly those who are suffering.
- (viii) Dedicate themselves to their studies and adhere to the Academic Calendar, semester/examination regulations and rules, instructions, and guidelines issued by the University authorities from time to time.
- (ix) Practice thrift and safeguard University property.

1.2 Prohibited/Punishable conduct/acts by student:

- (i) Smoking within the University premises, during sports or cultural tours, survey camps, or any other activity where the student represents the University.
- (ii) Consuming alcohol, drugs, or entering any such place while under the influence of intoxicants within the University premises or during instructional, sports, or cultural tours, survey camps.
- (iii) Organizing or participating in any function or club without the permission of the University authorities.
- (iv) Engaging in activities against Islamic and Pakistani Ideology or National Solidarity.
- (v) Engaging in activities promoting extremism, radicalism, violence, hatred, or contempt.
- (vi) Affiliating with any political party, extremist, or radical group, organizing or participating in political gatherings, inviting expelled or debarred students or anti-social elements in the University.
- (vii) Using pressure tactics or political or personal influence in academic or administrative matters.

- (viii) Cheating in examinations, causing disturbances, harassing any teacher, officer, or staff member, or engaging in any unlawful or illegal acts during exams.
- (ix) Bringing or using weapons, firearms, iron bars, chains, or sharp substances within the University premises.
- (x) Unauthorized use or occupation of any room or building within the University.
- (xi) Organizing or participating in any procession or meeting prejudicial to the peaceful academic atmosphere of the University.
- (xii) Staging, inciting, or participating in any walkout, boycott, or agitation against the University or its teachers or officers.
- (xiii) Collecting money or receiving donations without written permission from the Vice Chancellor or authorized personnel.
- (xiv) Bringing or using mobile phones with built-in cameras or digital dictionaries within academic and examination buildings.
- (xv) Using mobile phones during exams, classes, practical's, or in the library.
- (xvi) Harassing or demonstrating indecent or immoral gestures towards other students.
- (xvii) Violating academic and IT policies set by the University authorities.

1.3 Teachers and officers of the University are responsible for maintaining discipline among students and must report any act of indiscipline to higher authorities or deal with it themselves.

1.4 Serious cases of indiscipline will be handled by authorities of university in manner prescribed actions in Sections 8 and penalties may be imposed on a student found guilty of violating the University regulations or rules or disobeying orders of authority figures, damaging University property or the property of others, neglecting responsibilities, using indecent language or gestures, committing criminal or dishonorable acts, or not paying fees or fines.

1.5 The following penalties may be imposed on a student who commits any act of misconduct listed in Section 5. The penalties imposed will be appropriate and proportional to the nature and gravity of the act.

- (i) The Departmental Committee shall comprise of the Concerned Chairperson, two (02) senior faculty member appointed by the Chairperson and approved by the Vice Chancellor, and the Concerned Class advisor.
- (ii) The higher authorities have the power to impose lighter penalties, in addition to the power of the subordinate authorities mentioned above.

Violations	Penalties	Competent Authority
1.2 (i), (ii), (vii) (xvi)	(i) Exclusion from classroom/ laboratory/ field work/ workshop for the period up to one week and/or impose fine up to Rs 1000/=	Concerned class Teacher/ Workshop Instructor/ Lab In-charge/ Field In- charge.
1.2 (i), (ii), (xii), (xvi)	Exclusion from the games or from the field for the day and/or impose a fine not exceeding Rs. 1000	Game In-charge.
1.2 (i), (ii), (xii), (xvi),	Exclusion from educational tour, sports, or Internship.	Chairperson of the concerned Teaching Department/ Concerned Departmental Committee /Director Sport on the recommendations of Sports Committee.
1.2 (i), (ii), (xii), (xiv), (xvi)	(i) Exclusion from the Department/ Convocation Hall/Examination Hall/ Institute for period not exceeding one week	Dean of the concerned Faculty on the recommendations of the concerned Department Committee.
1.2 (xii), (xvii)	Fine not exceeding Rs.10000/=	Dean of the Faculty on the recommendation of the Departmental Committee.
1.2 (iii), (xii), (xiii)	(i) Fine not exceeding Rs.20,000/=(ii) Exclusion from the Department/ Institute for a period not exceeding three weeks	Vice Chancellor on the recommendations of the Concerned Departmental Committee and the concerned Dean of the Faculty.
1.2 (iii), (xii), (xiii)	Suspension of Admission from the University for a specified or unspecified period, pending the final decision and/or Fine up to Rs. 50,000/=	Vice Chancellor on the recommendations of the Disciplinary Committee.
1.2 (viii), (xiv), (xv)	Cancellation of examination or part there -of, or debarring from appearing in any Examination or part there- of.	Vice Chancellor on the recommendations of the Disciplinary Committee.

Violations	Penalties	Competent Authority
1.2 (xii), (xvi)	Suspension or removal from position in the Sport.	Vice Chancellor on the recommendations of the Sports Committee
1.2 (iii), (iv), (v), (vi), (vii), (ix), (x), (xi)	Rustication/ Expulsion from the University for a period not exceeding one year.	Vice Chancellor on the recommendations of the Disciplinary Committee.
1.2 (iii), (iv), (v), (vi), (vii), (ix), (x), (xi)	Rustication/ Expulsion from the University for a period exceeding one year.	Syndicate on the recommendations of the Disciplinary Committee.
1.2 (iii), (iv), (v), (vi), (vii), (ix), (x), (xi)	Cancellation of Admission from the University.	Syndicate on the recommendations of the Disciplinary Committee.
1.2 (iii), (iv), (v), (vi), (vii), (ix), (x), (xi)	With holding issuance of any degree for specified the period	Syndicate on the recommendations of the Disciplinary Committee.

1.6 A student cannot be rusticated or expelled from the University without being given a fair opportunity to defend themselves. However, in case of an emergency situation to prevent serious consequences, the Vice Chancellor may take necessary action and report to the syndicate. The syndicate may either uphold the decision made by the Vice Chancellor or make appropriate recommendations.

1.7 A student may appeal against the imposition of penalties by submitting an appeal:

- (i) to the Vice Chancellor, except in cases where the penalty was imposed by the Vice Chancellor, in which case the appeal must be submitted to the Syndicate.
- (ii) If a penalty is imposed by the Syndicate, the student may apply for a review.
- (iii) Appeals must be filed within two weeks of receiving the decision, though the Vice Chancellor may allow exceptions in individual cases if valid reasons are given for the delay.

1.8 Policy for use of internet and computer

Student use of university computers, networks and Internet services is a privilege, not a right, and compliance with policies and rules concerning computer use is mandatory.

- (i) All policies, university rules, and expectations concerning student conduct and communications apply when students are using computers.
- (ii) University computers, networks, and Internet services are provided for educational purposes and research consistent with its educational mission, curriculum, and instructional goals.
- (iii) Students may bring their personal laptops or tablets to university, but they may only be used for university-related work. All provisions of University's Student Computer and Internet Use Rules apply to students using personal devices.
- (iv) The security of University's computers, networks, and Internet services is a high priority, and any student who identifies a security problem must notify their teacher immediately.
- (v) Examples of unacceptable uses of University's computers that are expressly prohibited include, but are not limited to, accessing inappropriate materials, using university computers for illegal activities, violating copyrights, copying software without authorization, plagiarism, and unauthorized access.
- (vi) The university assumes no responsibility for any unauthorized charges or costs incurred by a student while using university computers.
- (vii) The university will not be held responsible for any illegal activities performed by students using university computers.
- (viii) The university is not responsible for any copyright violations committed by students.
- (ix) Students must use their assigned username and password for internet access.
- (x) The download limit for each student is 10 Gigabytes.

- (xi) Violations can result in limited, suspended, or revoked privileges, as well as disciplinary action and legal referral. The Vice Chancellor has the final decision on such cases based on relevant factors and the student's disciplinary history.

1.9 Prohibited uses and activities

The following actions are prohibited when using the University's computers and IT facilities

- (i) Inappropriate materials, such as defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal materials, must not be accessed, submitted, posted, published, forwarded, downloaded, scanned, or displayed.
- (ii) The use of university computers, networks, and Internet services for any illegal activity or violation of policies and university rules is strictly prohibited.
- (iii) Copyright violations, including copying, downloading, or sharing copyrighted materials such as music or films without permission from the owner, are prohibited.
- (iv) Unauthorized copying or downloading of software is illegal and prohibited without the express authorization of the principal or assistant principal. Such actions may subject the copier to substantial civil and criminal penalties.
- (v) Plagiarism, which involves presenting someone else's work as one's own, is strictly prohibited. When Internet sources are used in student work, the author, publisher, and web site must be identified.
- (vi) The use of university computers, networks, and Internet services for non-university-related purposes, such as private financial gain, commercial or advertising purposes, or any personal use not related to the educational program or assignments, is prohibited.
- (vii) Sharing passwords, using other users' passwords, and accessing or using other users' accounts are strictly prohibited.
- (viii) Any malicious use or harm to university computers, networks, and Internet services, including hacking activities and the creation/uploading of computer viruses, is strictly prohibited.
- (ix) University shall take appropriate disciplinary action against any student found involved in prohibited use of university computer/internet.

1.10 No expectation of privacy

Students should not expect privacy while using university computers, including email, stored files, and Internet access logs, as these remain under the control, custody, and supervision of the University at all times.

1.11 Compensation for losses, costs and/ or damages:

The student and their parents are accountable for reimbursing the University for any losses, expenses, or damages sustained by the university due to violations of policies and university rules while using University's computers, including the expenses incurred in investigating such violations. The University will not be responsible for any unauthorized charges or costs incurred by a student while using university computers.

1.12 Penalties and authorities that may be involved:

(a) Penalties

- (i) Verbal warning: A verbal warning is a common penalty for minor violations of IT guidelines. The student may be informed of the violation and warned not to repeat the behavior.
- (ii) Written warning: A written warning is a more formal warning that may be issued for repeated or more serious violations of IT guidelines.
- (iii) Probation: Probation may be imposed for violations that are more serious than a warning but less serious than suspension. The student may be placed on probation for a specified period of time, during which they must meet certain requirements to avoid further penalties.
- (iv) Fine: A fine may be imposed for violations that result in financial loss or damage to the university's property or reputation. The amount of the fine may depend on the extent of the damage caused by the violation.
- (v) Restitution: Restitution may be required if the violation involves the loss or damage of university property or resources. The student may be required to pay for the cost of repair or replacement.
- (vi) Legal fees: If the violation results in legal action against the university or the student, the student may be required to pay for legal fees incurred by the university.
- (vii) Suspension: Suspension may be imposed for more serious violations of IT guidelines. The student may be suspended from the university for a period of time, during which they may not attend classes or access university resources.
- (viii) Revocation of IT privileges: Revocation of IT privileges may be imposed for violations that involve the misuse or abuse of IT resources. This penalty may include the revocation of access to university computer systems or networks.
- (ix) Community service: Community service may be imposed for violations that involve harm to the university community or society at large.
- (x) Expulsion: Expulsion is the most severe penalty that a university may impose for violating IT guidelines. The student may be expelled from the university, which will permanently bar them from attending classes or accessing university resources.

(b) Relevant Authorities

- (i) IT department: The IT department is responsible for maintaining the university's computer systems and networks. They may be involved in the investigation of IT guideline violations and may recommend penalties for violations.
- (ii) Student affairs office: The student affairs office is responsible for enforcing the university's policies and regulations. They may be involved in the investigation of IT guideline violations and may recommend penalties for violations to Vice Chancellor for approval.
- (iii) Academic department: The academic department is responsible for maintaining academic integrity and may be involved in the investigation of IT guideline violations that relate to academic work and may recommend penalties for violations to Vice Chancellor for approval.
- (iv) Disciplinary committee: The disciplinary committee is responsible for reviewing violations of university policies and regulations and imposing penalties. They may be involved in reviewing IT guideline violations and recommending penalties.

1.13 The procedure for penalizing a student for violating IT guidelines:

- (i) Investigation: The university will conduct an investigation to determine if the student has violated any IT guidelines. This may involve reviewing logs and records, interviewing witnesses, and examining evidence.
- (ii) Notification: If the university finds that the student has violated IT guidelines, the student will be notified by the IT department, of the violation and the penalties that may be imposed. This notification will typically be in writing and may be sent via email, mail, or in person.
- (iii) Penalty: The university will impose a penalty explained in Section 6(a) for the violation. The severity of the penalty will depend on the nature of the violation, the degree of harm caused, and any prior violations by the student.
- (iv) Appeal: The student may have the right to appeal the penalty imposed by the university. The appeals process will vary depending on the university's policies and may involve a hearing, a review by a committee, or a written appeal. A student may appeal against the imposition of penalties by submitting an appeal.
- (v) to the Vice Chancellor, except in cases where the penalty was imposed by the Vice Chancellor, in which case the appeal must be submitted to the Syndicate.
- (vi) If a penalty is imposed by the Syndicate, the student may apply for a review.
- (vii) Appeals must be filed within two weeks of receiving the decision, though the Vice Chancellor may allow exceptions in individual cases if valid reasons are given for the delay.

1.14 Disciplinary action

Violations	Penalties	Competent Authority
2 (i), (ii), (iii) and (iv), (vi), (vii), (viii)	Verbal warning Written warning. Probation Revocation of IT privileges Suspension: Expulsion from the University for a period not exceeding one semester year. Expulsion from the University for a period for specified time exceeding one semester	IT department IT department IT department (iv)Vice Chancellor on the recommendations of the Disciplinary Committee of Academic Department and Dean of Academic Department (v)Vice Chancellor on the recommendations of the Disciplinary Committee. (v)Vice Chancellor on the recommendations of the Disciplinary Committee. (v)Syndicate on the recommendations of the Disciplinary Committee.
2 (v)	As defined in The Plagiarism Policy of the University	As defined in The Plagiarism Policy of the University
2 (i) to 2 (viii)	(i)Fine/Restitution/Legal fees not exceeding to Rs 10000/=	(i)Dean of academic department on the recommendations of the Disciplinary Committee of Academic Department
	(ii)Fine/Restitution/Legal fees not exceeding to Rs 100000/=	(ii)Vice Chancellor on the recommendations of the Disciplinary Committee
	(iii)Fine/Restitution/Legal fees exceeding to Rs 100000/=	(ii)Vice Chancellor on the recommendations of the Disciplinary Committee



2. REGULATIONS FOR FEE AND OTHER MISCELLANEOUS CHARGES

These rules apply to every student of the University and will take effect immediately.

2.1 Admission Processing Fee: Payable once at the time of admission by all students (Regular and Self Finance) of B.S/B.E/B.Arch. /M. S/Ph.D.

Head of Account	Local Student (PKR)	Foreign Students (USD) Equivalent to PKR
Admission Fee	5000	250
Security (Refundable)	5000	
Total	10000	250

2.2 Semester Fee (All Local Students)

Head of Account	PhD (PKR)	MS (PKR)	All UG programs (PKR)
Semester Registration Fee	6000	6000	6000
Tuition Fee per credit hour	5000	5000	3700
Transport/Fuel Charges (optional)	N/A	N/A	7000

2.3 Semester Fee (Foreign Students)

Head of Account	PhD USD	MS USD	All UG programs USD
Semester Fee	200	200	150
Tuition Fee per credit Hour	100	100	70
Transport/Fuel Charges (Optional)	50	50	50

- All the students shall pay their semester fees calculated on the challan, based on the number of courses registered and fixed heads defined in above table.
- Foreign students shall pay their fee in Pakistani Rupees, equivalent to their fee in USD.
- The validity of the challan shall be 45 days from date of commencement of semester. Fee Paid after due date shall be subject to late fee penalty of 10%.
- Dean of faculty may recommend waiver off the late fee penalty or allow fee installment on financial hardship faced by the students to Vice Chancellor for final consideration & approval.
- Student's academic transcript or degree certificate will be withheld if they have any unpaid fees.
- Transport/Fuel Charges shall be charged from only those students who opt for the transport Services of the University

2.4 Self-Finance Fee*BE

Head of Account	BE (Electronics/ Computer)	BE (Chemical/ Industrial Eng. & Mgt)/ B.Arch.	BE / BS (Information Security Engineering / Petroleum and Gas/ Metallurgy and Materials / Energy and Environment)	BS (CS/Cyber Security/ Artificial Intelligence)
Total Self Finance Fee	(Pak Rupees) 600,000+ Taxes	(Pak Rupees) 400,000+ Taxes	(Pak Rupees) 300,000+ Taxes	(Pak Rupees) 400,000+ Taxes

*Payable once at the time at the time of admission

2.5 Foreign Students Fee*

Head of Account	BE (Electronics/ Computer)	BE (Chemical/ Industrial Eng. & Mgt)/ B.Arch.	BE / BS (Information Security Engineering / Petroleum and Gas/ Metallurgy and Materials / Energy and Environment)	BS (CS /Cyber Security/ Artificial Intelligence)
Total Self Finance Fee	(USD)	(USD)	(USD)	(USD)
	4,000+ Taxes	3,000+ Taxes	2,500+Taxes	3,000+Taxes

*Payable once at the time at the time of admission

- (1) Candidates applying against more than one discipline under self-finance scheme may only deposit self-finance fee for only one discipline. In case of difference in amount of self-finance, the highest amount needs to be deposited.
- (2) Chairperson/Convener admission committee may allow payment of Self-Finance Fee in up to fourth equal installments on receiving the written request from the applicant/parent. In such case validity of the challan shall be 45 days from date of commencement of semester when such installment is due. Fee Paid after due date shall be subject to late fee penalty of 5%.
- (3) Above mentioned amount will be refunded if candidate is not admitted/ secured admission under the self-finance scheme.
- (4) Students admitted under self-finance scheme/ foreign students shall pay the University fees as per regulations of the University for specific program.

2.6 Other charges from MS/PhD program

- (1) Students enrolled in PhD shall pay semester Registration Fee during their research work.
- (2) Semester registration fee shall be applicable during whole study period for PhD/MS
- (3) During their research work, students are required to pay a fee of Rs 10000/- per semester for research supervision and access to research laboratory facilities.
- (4) Except for the security deposit, which will be refunded after the student leaves the University, all fees paid by the student are non-refundable.

2.7 Fee Refund Policy

- (1) University shall follow the HEC Fee refund Policy.
- (2) 100% semester Fee shall be refunded, if Students admitted on result waiting does not meet the criteria of provisional admission provided applicant apply for the refund within 3 weeks of announcement of result; failure to which applicant shall not be allowed to any refund.
- (3) The Admission Fee, once it has been paid, is non-refundable under any circumstances

2.8 (A) Collection of withholding taxes

- (1) As per FBR Financial Act 2020, clause 236 (I), 5% withholding tax will be collected upon accumulation of total fee exceeding 200,000 from persons not appearing in the Active Taxpayers List of FBR.
- (2) However, Oversees Pakistani/expatriate whose children are studying in various programs of university, may be exempted from payment of advance tax if they fulfill/provide the following conditions/documents as per Clause 236 (I) of Income Tax Ordinance 2001.
- (3) A copy of passport as evidence to the Campus that during any tax year, his stay in Pakistan was less than one hundred eighty-two days
- (4) A certificate on proper legal paper that he has no Pakistani source of income
- (5) Transactional proof that the fee is remitted directly from aboard through normal Banking channels to bank account of university.
- (6) Security deposit shall be refunded after the completion of degree program upon providing the clearance certificate.

2.8 (B)(1) Admission Cancellation Charges

The admission cancellation charges shall be made to impose to the students who request for cancellation of admission in the 2nd semester or later stages from intake of 2024 and onwards, as per the following formula:

Admission Cancellation Charges= (Total CH of the given Program-CH paid or undertaken by the student) × Fee per CH

2.9 Migration Fee

- (1) The local applicant if admitted based on migration shall be required to pay non-refundable migration fee of Rs. 400,000/- (Rupees Four Hundred Thousand Only) + Taxes through pay order in favor of Director Finance, Dawood University of Engineering and Technology, Karachi. The above prescribed migration fee for the local student shall be paid within two (02) weeks by the applicant after receiving the notice of terms and conditions by the Office of Registrar.
- (2) The foreigner applicant if admitted based on migration shall be required to pay non-refundable migration fee of Rs. 600,000/- (Rupees Six Hundred Thousand Only) + Taxes through pay order in favor of Director Finance, Dawood University of Engineering and Technology, Karachi.
- (3) The above prescribed migration fee for the foreigner applicant shall be paid within two (02) weeks by the applicant after receiving the notice of terms and conditions by the Office of Registrar.
- (4) For the student migrating from Dawood University of Engineering and Technology to another institute/college shall pay Rs. 5,000/- (Rupees five thousand only) as processing fees in the account of the University through Challan/ Voucher.

2.10 University reserves the right to change the fee structure any time.

3.1 Semester Regulations

These regulations apply to every student of the University enrolled in Batchelor program and will take effect immediately.

1. The Courses of Study

Semester regulations for studies in degree of Batchelor of Science (BS), Bachelor of Engineering (BE) and Bachelor of Architecture (B. Arch.) shall be as given in the regulations.

2. Overall Structure of Program

1	Total No. of Credit Hours	Min 137 or as recommended by relevant Accreditation Body.
2	Semester Duration (Fall and Spring)	21 weeks, including teaching, mid semester examination, preparation for examination and final examination.
3	Course load per semester (Fall and Spring)	15–21 Credit Hours
4	Min and Max course Duration (For B.E and BS Programs)	08 Semesters (4 years) and 14 semesters (7 years)
5	Min course Duration (For B.Arch. Program)	10 Semesters (5 years) and 16 semesters (8 years)
6	Summer semester	Only for deficiency/failure/improvement/incomplete/withdrawn/repeat courses.
7	Semester Duration (Summer)	Summer Semester will be of 8 – 9 weeks of concentrated study
8	Course load per semester during summer semester	9-12 credit hours

3. Medium of Study/ Instructions

- 3.1 Medium of instructions, teaching of all courses, laboratories and examinations for all courses shall be in English language.

4. University Timing

- 4.1 University shall be open from 8.30 am to 8.30 pm for academic activities.

5. Credit hours for undergraduate degrees

- 5.1 A credit hour means teaching/earning a theory course for one hour each week throughout the semester.

- 5.2 One credit hour in laboratory or practical work/project would require lab contact of two / three hours per week throughout the semester.
- 5.3 The credit hours are denoted by two digits within brackets with a hyphen/plus in between. The first digit represents the theory part while the second (right side) digit represents the practical.
- 5.4 Thus 3(3+0)/3(3-0) means three credit hours of theory, while 4(3+1)/4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory/studio work/field work/practical work supervised and graded by the faculty, and 4(1+3)/4(1-3) means a total of four credit hours, of which one is of theory while three credit hours are for laboratory/studio work/field work/practical work as per requirement of discipline.

6. Semester Registration

- 6.1 Student shall registrar in semester and select the courses one week before the commencement of classes in every semester
- 6.2 The eligibility attendance of courses for the late admitted students in first semester of first year shall be based upon the date of admission, however, there shall be no relaxation in sessional work and other assessments.
- 6.3 For registration in any course, student must meet pre-requisites of respective course
- 6.4 The university has no obligation to offer all courses in each semester of a respective Knowledge Area.
- 6.5 The Course from any Knowledge area shall be offered only if the registered number of students are not less than 25.

7. Cancellation of Enrolment

- 7.1 If a student fails to attend any lecture without intimation during the first four weeks after the commencement of the semester as per announced schedule, the admission shall stand cancelled automatically without any notification.

8. Probation

- 8.1 Probation is a status granted to the student whose academic performance falls below the minimum University standard.
- 8.2 The probation status shall be given to the students acquiring less than 2.00/4.00 GPA in a semester but clearing exams without any "F" in any course undertaken by them. They will be conditionally promoted to the next semester. They will have to achieve more than 2.0 GPA in the next semester in order to remove the "Probation" status.
- 8.3 The students on Probation may register for summer semester to improve the grade.

- 8.4 Students acquiring GPA less than 1.7 in two consecutive semesters and failing in any course(s) even after attending summer semester for one academic year will be dropped from university rolls. However, will be eligible to seek re-admission.
- 8.5 Re-admission will be allowed only once in degree program. Re-admission will be allowed after the payment of full admission fee.
- 8.6 There can be maximum two academic probations throughout the degree program
- 8.7 In case of valid reason / excuse, the period of study may be extended for one additional year (Two Semesters) in all university programs.
- 8.8 The student(s) who will not complete studies within stated periods including extension shall be struck off from the rolls of the university.
- 8.9 The students who have been given the right to extend the duration of study for one additional year are required to pay new registration fee along with normal fee for that academic year.

9. Course load for fall and spring semesters

- 9.1 Generally, student is expected to enroll in 15-21 credit hours course load. The minimum CH requirement to register in a Semester is 9CH in each semester.
- 9.2 In case a university is closed due to unusual circumstances, online classes shall be conducted to cover the contact hours. Moreover, the makeup classes be also arranged and/or converting weekends or holidays to working days to cover the lapsed period of the Academic Calendar.
- 9.3 In case any student wishes to enroll for one more course beyond 18 credit Hours, the permission may be granted by Vice Chancellor on the recommendation of Dean Concerned in either of following two cases
 - 9.3.1 If the CGPA of the respective student is above 3.5
 - 9.3.2 The student needs the course to graduate on time.

10. Summer semester

- 10.1 Summer semester will be offered as an optional semester of 08-09 weeks duration primarily for students with letter Grade "F", "W" & "I" in any course(s) of given Knowledge area.
- 10.2 Students can take up to a maximum of 12 CH for the Summer Semester.
- 10.3 The contact hours per week during the Summer Semester will be such so as to ensure the Contact Hours shall not be compromised for given CH as prescribed.
- 10.4 Summer Semester will be offered when the minimum registration shall not be less than 50 students.
- 10.5 Selected courses shall be offered in summer where the number of registered students is 15 or above.

11. Withdrawal

- 11.1 A student may be allowed to withdraw from a course or a whole semester, at any time before the commencement of the midterm examination.
- 11.2 Withdrawal from a course or the whole semester shall not result in academic penalty. However, the course/semester fees shall not be allowed to roll over, and the withdrawn courses/semester shall be mentioned in the transcript.
- 11.3 The Course/Semester fee may only be roll over, if the course/Semester is withdrawn during 3rd - 4th week after commencement of classes. But it shall be reflected with grade "W" on the transcript.
- 11.4 Withdrawn semester shall count towards the maximum permissible number of semesters.

12. Freezing of semester

- 12.1 In special hardship cases, the University may allow freezing of semester with the prior approval of the Vice Chancellor. In case the freezing is allowed, the maximum duration of the degree program shall remain the same.
- 12.2 Freezing of studies shall not be allowed for more than four semesters in total.
- 12.3 Semester freezing shall not be allowed once course registration is closed.
- 12.4 The semester fees of the frozen semester, if already paid, shall be allowed to roll over.
- 12.5 Freezing shall only become effective when appropriately notified, failing which the name of the absentee student shall be struck off the University rolls and absent status shall be assigned in the system. In that case, resumption of studies shall only be allowed after payment of Admission Fee.
- 12.6 In case of freezing on medical ground, medical certificate must be duly signed by the Medical Officer.
- 12.7 Freezing of Semester will only be allowed after successful completion of 2nd Semester as prerequisite. However, under special hardship circumstances freezing of during first two semesters can be considered for approval by competent authority.
- 12.7.1. Iddat
- 12.7.2. Maternity/Delivery
- 12.7.3. Death in the immediate family
- 12.7.4. Any other subject to acceptance on justified rationale

13. Migration Policy

- a. Migration to University

- 13.1 Migration is only allowed to and from local and foreign Universities recognized by Higher Education Commissions (HEC) and the program is accredited with PEC/PCATP.

13.2 Admission on migration basis will be given if the seat is available in relevant discipline.

13.3 Migration is not allowed to the students studying first and final year.

13.4 Migration/ Transfer is allowed only in the cases of extreme hardship for the students or if it is considered in the best interest of the university by the competent authority. The decision of the university is final and binding in this regard.

13.5 Admission on migration basis will be given up to the fourth week of the start of the classes of semester whether in the Spring or Fall Semester.

13.6 The applicant will apply in the Office of Registrar following the migration rules of the University.

13.7 The Office of Registrar will send the case to the Convener of Departmental Equivalency Committee for the further process, after the approval of the Vice Chancellor.

13.8 Departmental Equivalency Committee shall comprise of chairperson of the concerned department who shall head the committee and two senior teachers of the department appointed by the Vice Chancellor.

13.9 The Equivalency Committee will assess all the related aspects of the case. Student admitted on migration shall be given exemption in all such courses which applicant has passed during study in previous institution. Moreover, the Equivalency Committee will notify all the terms and conditions in its recommendations for the case.

13.10 The recommendations of Equivalency Committee shall be final and binding.

13.11 The convener of Equivalency Committee will send the recommendations to Office of Registrar through respective Dean of Faculty. The Office of the Registrar will notify the decision of the Equivalency Committee after taking the approval of Vice Chancellor.

B. Migration from University

13.12 The Office of Registrar will issue him/ her NOC for the migration from parent University to another institute/ University specifying the time limit of two months for his/ her migration to another institute/ university.

13.13 The applicant will take classes in parent university during the process of the migration. If the applicant is unable to secure admission based on migration in any other institute/ university for what- so-ever reason(s) within two months, The NOC issued to applicant shall stand cancelled and Office of Registrar shall issue such notification.

14. Vice Chancellor's Authority in Special Cases

14.1 Notwithstanding anything contrary to these Regulations, The Vice Chancellor shall have the power to issue orders, directions, or instructions for the smooth

working of semester system, where the regulations are silent and in cases of ambiguity or discrepancy regarding the interpretation of these regulations, the decision of the Vice Chancellor shall be final.

15. Modifications of Regulations

- 15.1 These regulations are applicable to Batch 2022/F and onwards and subjected to modification by the competent authorities of the University as may be felt appropriate from time to time.

3.2 Semester Rules

1. Enrollment/Registration in courses

- 1.1 Chairperson will assign an advisor to group of students (20-25 max) at the time of Admission. The advisor and the student together will develop a flexible comprehensive plan of study that will be implemented in each semester. The advising file will be updated each semester and will include copies of transcripts and GPA earned.
- 1.2 Students are required to choose the courses they wish to enroll in, prior to the start of a semester with the advice of an advisor. 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 and record the changes in Advisor file and office of the registrar. No drop and add will be allowed after the third week of the semester. The dropped Course shall not be reflected on Transcript and fee shall be rolled over for any new course registration with the difference of amount (if any).
- 1.3 A student who wishes to add or drop a course or change a section of a course after registration must complete the relevant procedure as prescribed by the university.
- 1.4 Students may be allowed to withdraw from a course before mid-term examination of the semester. Consequently, grade "W" will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.
- 1.5 A student withdrawing after mid-term examination or may not appear in final examination, due to "Short of attendance" as per prescribed criteria, shall be automatically awarded "I" grade which shall not be counted in the GPA but shall stay on the transcript.
- #### **2. Repeating courses / Improvement of CGPA**
- 2.1 Students will have to register for the same course or any other recommended alternative from the list of respective knowledge area (if offered by the university in any department) where the letter grade is "F", "W" or "I". However, grade obtained earlier will also be recorded on the transcript against the respective course.
- 2.2 Students shall be allowed to repeat the course where the obtained grade is below "C". In such a case both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA.

3. Rules for Migration Policy

a. Migration Procedure

- 1.1 The applicant will apply in the Office of Registrar on the prescribed Application Form for Migration.
- 1.2 The applicant will submit the following documents along with the application form:
 - Original NOC (No Objection Certificate) from the parent University
 - Photocopy of Student ID Card of the parent University.
 - Photocopies of Detailed Marks Sheets.
 - Original Challan/ voucher of non-Refundable Rs. 5000/- as a processing fee (shall be paid in the account of the University through challan/ voucher).
 - Original Authority Letter by the parents/guardian for the migration of the applicant.
 - No Objection Certificate (NOC) of the parents University/ Embassy (only for the foreigner applicant).
- 1.3 The Equivalency Committee will assess all the related aspects of the case. Moreover, the Equivalency Committee will notify all the terms and conditions in its recommendations for the case. The recommendations of Equivalency Committee shall be final and binding.
- 1.4 The convener of Equivalency Committee will send the recommendations to Office of Registrar through respective Dean of Faculty. The Office of the Registrar will notify the decision of the Equivalency Committee after taking the approval of Vice Chancellor.
- 1.5 After the payment of the prescribed fee by the applicant, the Office of Registrar will issue the Admission Letter to the applicant.

b. Transfer of Credit Hours for Undergraduates

- 1.1 Credits are transferred on course-to-course basis i.e., a person taking course A at parent University is allowed to transfer his/her credits to this University provided that course A is equivalent to course B taught at the this University.
- 1.2 No credit hour of a course will be transferred if the grade is less than C
- 1.3 Credit hours transfer is allowed between duly recognized HEIs and internationally recognized universities.

4. Responsibilities of Subject Teacher

In the beginning of a semester, subject teacher of each course should hand out a syllabus providing information to students that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take home assignment policy, required and recommended reading materials and any other information important for the successful completion of the course and its requirements. During the semester Subject teacher shall be responsible for Course Completion, Setting up

Assessment tools & methods, Conduction of Mid-term & Final exams, assessment of scripts, assignments, project etc. and conducting Tutorials for topic(s) where a group of students is found struggling.

3.3 Regulations for Examinations

These regulations apply to every student of the University enrolled in Undergraduate Program during Academic Year 2023-24 & onwards, and will take effect immediately

1. Grading Policy

1.1 University Shall follow relative grading system as prescribed by HEC -Pakistan

1.2 Following letter grade and equivalent GPA shall be used.

Grade	Grade Point	Grade	Grade Point
A	4.00	C-	1.70
A-	3.70	D	1.00
B+	3.30	F	0.00
B-	2.70	T	Transfer
C+	2.30	W	Withdraw
C	2.00	I	Incomplete

* Fraction shall be rounded.

** There should be no other grade point values except the above points.

1.3 In case of class size less than 20 students, course instructors may opt for absolute dragging with the permission of the Dean of faculty on recommendation of the chairperson after the completion of course registration.

1.4 A student shall be allowed to drop a registered course latest by 2nd week of a regular semester and 1st week of a summer semester with recommendation of the chairperson and approval of the Dean. Letter grade 'W' shall appear in the transcript against the specific course and shall not be considered for computation of GPA.

1.5 Student shall be awarded I grade if student attendance falls below 75%.

1.6 The percentage of marks or numeric values of grades other than grade points should not be reported on the transcripts whether they are relative grades or absolute grades.

1.7 Both in case of relative and absolute grading, result shall be normalized to maintain the standard of grading practice.

1.8 It is also mandatory to obtain at least 50% marks in each theory course, Lab course, FYDP and Thesis to pass the course head.

1.9 In case a student repeats the course, the higher grade obtained in both the attempts will be considered as final grade but in case a student takes a new course in lieu of the course in which he /she failed, both the grades will reflect on his/her transcript, i.e., old course grade and new course grade. Only final grades shall be counted for computation of CGPA.

1.10 Subject repeated to improve grades, will be shown on the transcript with suffix "Repeat" or "R" (TOP).

1.11 Semester Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA) shall be calculated as under

$$\text{GPA} = \frac{\text{Sum over courses in semester (Courses Credit hours} \times \text{Grade Point Earned)}}{\text{Total Semester Credit hours}}$$

$$\text{CGPA} = \frac{\text{Sum over all taken courses in all semesters (Course Credit hours} \times \text{Grade Point Earned)}}{\text{Total Credit hours taken in all semesters}}$$

2. Distribution of Marks

2.1 Students may be required to appear in quizzes, mid semesters and final examination give presentation, participate in group discussion, and submit projects assignments/ lab reports by the due dates. Weightages of these assessments will be determined based on the following guidelines.

Course Type	Nature of Examination	Weightage
	(i) Sessional work (Assignments/ Lab Work)	20%
Theory course	(ii) Mid semester examination	30%
	(iii) Final examination	50%
Total		100%
Laboratory/	(i) Sessional work (Preparation of practical manual/ subject folder)	60%
studio work	(ii) Conduct of practical examination/ objective	20%
practical	(iii) Viva Voce/ Jury examination	20%
Total		100%

2.2 Board of faculty can approve any deviation in distribution of marks in any course to enable attainment of course learning outcomes (CLO).

2.3 Final examination in each Head/ course will be held at the end of the semester.

2.4 Appearance in final semester examination in practical/Lab course in mandatory to pass the course.

2.5 In case of the Project/ Thesis/ Design, the distribution of marks shall be as follows:

Project -I (Project proposal Presentation)	10 %
Project -I (Complexity of the Problem)	10 %
Project-I (Evaluation of mid defense Presentation)	30 %
Project-II (Final Report)	30 %
Project-II (Evaluation of final defense oral Presentation)	20 %

3. Assessment Criteria for Final Year Design Project (FYDP)

3.1 For BE/BS Programs (Where applicable)

Criteria	Weightage	Assessment Method	Examiners	Date of Conduct of Examination
Project -I Project Proposal Presentation	10%	Rubric	Departmental Project Evaluation Committee	At the start of seventh semester
Project -I Complexity of the Problem	10%	Rubric	Departmental Project Evaluation Committee	
Project-I Evaluation of Mid Defense Presentation	30 %	Rubric	Viva-Voce Committee	After the completion of seventh semester
Project-II Final Report	30 %	Rubric	Viva-Voce Committee	After the completion of eighth semester of BE
Project-II Evaluation of Oral Presentation	20 %	Rubric	Viva-Voce Committee	

* Total marks of FYDP are 200.

3.2 For B.Arch. Programs

As per the guidelines of PCATP.

* Total marks of Thesis Studio-I for Batch 2019 and 2019/F are 250 and for Batch 220/F and onwards 200.

** Total marks of Thesis Studio-I for Batch 2019 and 2019/F are 400 and for Batch 220/F and onwards 300.

3.3 Departmental Project Evaluation Committee shall comprise of the Chairperson of the concerned department, concerned teacher/ supervisor of the project and final year project coordinator of department nominated by the concerned Chairperson.

3.4 The viva-voce committee shall comprise of Departmental Project Evaluation Committee, along with the external examiner.

3.5 A student who has failed in the Viva Voce/ Jury shall be given the benefit of appearing in the repeat examination only once with the approval competent authority.

4. Displaying of Sessional a Marks

4.1 At the end of the semester, sessional marks secured by a student in theory course, shall be announced by the concerned subject teacher on prescribed Proforma and display on the notice board.

4.2 Sessional marks in practical course/studio work subject shall be awarded by the concerned teacher based on laboratory report/practical manual/ subject folder prepared by the student (s) in accordance with the guidelines given in rubrics for assessment of laboratory report.

5. Conduct of FYP

5.1 Departmental Project Evaluation Committee shall comprise of the Chairperson of the concerned department, concerned teacher/ supervisor of the project and final year project coordinator of department nominated by the concerned Chairperson.

5.2 The viva-voce committee shall comprise of Departmental Project Evaluation Committee, along with the external examiner.

5.3 A student who has failed in the Viva Voce/ Jury shall be given the benefit of re-take only once with the approval Dean.

6. Appearance in the Semester Examination

The Semester Examination will be open to the students who full fill the following conditions.

6.1 During the semester immediately preceding the examination, he/ she has been on the roll list of the concerned department of the University.

6.2 He/ She has submitted his/ her online examinations form and paid the prescribe fee.

6.3 He/ She is not debarred from taking examination.

6.4 He / She has achieved minimum 75% attendance.

6.5 Evidence that student has paid all University dues/fees.

7. Semester Examinations

7.1 Schedule of Final/ Mid examination shall be as notified by the Controller of Examination after the approval from Dean as per academic calendar. Duration of semester examinations shall be 2-3 hours.

7.2 It is at the discretion of Dean to allow second chance to appear in the midterm exam to absentee special circumstances. However, such in semester examination shall only be allowed after the approval of Vice Chancellor.

7.3 Whenever a student misses Semester Examination due to reasons acceptable to the Vice Chancellor, make up examination shall be arranged within the first two weeks after the beginning of the subsequent semester.

8. Permission of writer for special students

8.1 A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.

8.2 In case a student is physically handicapped/visually impaired, s/he may apply to the Chairperson of the respective department (with medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ Examinations of the University two weeks before the start of Tests/ Examinations. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.

8.3 The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g., for eight semester students, the writer should be at the most of sixth semester).

9. Changes in Final Award of the Examinations (Theory/ Practical)

9.1 The final award once received by the office of the Controller of Examinations shall not be liable to a subsequent change except with the approval/ permission of the Vice Chancellor.

10. Announcement of Results

10.1 Sessional and Mid Semester Result

Concerned subject teacher shall display one copy of the sessional marks and mid semester examinations result on notice board.

10.2 Final Examinations Result

The cumulative result of the final semester examination (including mid sessional, laboratory work/studio work) shall be announced by the Controller of Examinations.

11. Submission of Result

11.1 The concerned subject teachers/examiners shall be required to submit the consolidated result to office of Controller of Examination through online result

submission portal. Any submission after the closing date shall require permission from the Vice Chancellor.

12. Scanning of Results

12.1 A committee comprising of the Dean of the concerned faculty, Chairperson of the concerned department and Controller of Examinations would at random verify/ re-assess at least 15% of the scripts and in case, gross discrepancy is detected, the committee shall be empowered to take appropriate action with the approval of the Vice Chancellor.

12.2 Prior to sending ledgers of the results of Final/ Repeat Examination of BE/ B Arch. to the Vice Chancellor for his signature, over all tabulated and checked ledgers shall be perused and scanned by above Committee.

13. Re-Totaling of Marks

13.1 Re-totaling of marks shall be done on payment of prescribed fee fixed by the University for per paper/ subject for a candidate who applies to the Controller of Examinations through the Chairperson of the concerned Department within two weeks from the date of issuance of marksheet.

13.2 There shall be no provision for re-checking of the scripts in any circumstances.

13.3 Benefit of the fraction will be given to the student.

14. Departmental Committee

There shall be a Departmental Committee for each Department consisting of three senior teachers of the department including the Chairperson and class advisors which will assess the progress of the students during the semester.

15. Unfair Means Committee

There shall be an "Unfair means Committee" of the University appointed by the Vice Chancellor to scrutinize the reported cases of unfair means/ malpractice(s) for recommendation to the Vice Chancellor for approval and necessary action accordingly.

16. Award of Degree

University awards undergraduate degree to the student who satisfies the following conditions,

16.1 Has completed prescribed credit hours, as per approval of Academic Council

16.2 Has achieved a minimum CGPA of 2.00.

17. CLO and PLO attainment in final transcript (where applicable)

Both Course Learning Outcome (CLO) attainment and Program Learning Outcome (PLO) attainment shall be included on a final transcript. CLO attainment focuses on the specific outcomes or competencies targeted by individual courses, while PLO attainment provides a broader overview of the learning outcomes or competencies targeted by the overall program. Including both CLO and PLO attainment can also help to ensure that the transcript meets the requirements of different audiences, such as potential employers, graduate schools, or other educational institutions.

18. Award of Faculty Position

- 18.1 Faculty position in Bachelor of Engineering shall be awarded to a candidate from amongst the first position holder of each department/ program offered by the Faculty of Engineering and who secures the highest CGPA in eight semesters.
- 18.2 Faculty position in Bachelor of Architecture shall be awarded to a candidate from amongst the first position holder of each department/ program offered by the Faculty of Architecture and who secures the highest CGPA in ten semesters.

19. Award of University Top Position

University top position shall be awarded to a candidate amongst the faculty position holders of the University who secures the highest CGPA amongst all the faculties.

20. Award of Gold Medal/ Roll of Honor

The matter of award of gold medal/ roll of honor should be decided by the University authority on completion of bachelor's degree.

21. Record

University will maintain all the record including the scripts and awards up to three years after the award of degree. University will not entertain any claim after three years.

22. Modifications of Regulations

These regulations are subject to modification by the competent authorities of the University as may be felt appropriate from time to time.

3.4 Rules for Examinations

1. Medium of Study/ Instructions

- 1.1 All the examinations shall be conducted in English except Pakistan Studies and Islamic Studies/Civics

2. CONDUCT OF SESSIONAL WORK IN SEMESTER EXAMINATION

Sessional marks in theory course shall be awarded follows as under.

- 2.1 Two assignment of 5/ 2.5 marks for subjects carrying 100/ 50 marks shall be awarded by the teacher concerned after assessing the assignments.
- 2.2 Two class tests of 5/ 2.5 marks for subjects carrying 100/ 50 marks shall be counted towards awarded of 10/ 5 marks.
- 2.3 40/ 20 Sessional marks in practical course/ studio work subject shall be awarded for practical subject carrying 100/ 50 by the concerned teacher based on laboratory report/ practical manual/ subject folder prepared by the student(s).

3. Displaying of Sessional Marks

- 3.1 At the end of the semester, sessional marks secured by a student in theory and practical, shall be announced by the concerned subject teacher on prescribed Proforma, for theory and practical work, respectively by displaying on the notice board.

3.2 Sessional marks in practical course/studio work subject shall be awarded by the concerned teacher based on laboratory report/practical manual/ subject folder prepared by the student (s) in accordance with the guidelines given in rubrics for assessment of laboratory report.

3.3 The concerned teacher at the end of each semester shall prepare consolidated result each course (both theory and practical) and submit online within the due date.

4. Schedule of Semester Examinations

4.1 Schedule of Final/ Mid examination shall be as notified by the Controller of Examination after the approval from Vice Chancellor as per academic calendar.

5. Minimum Requirements to appear in semester examinations.

In each semester, students may be required to appear final semester examinations, the Minimum Requirements to appear in semester examinations are as follow

5.1 Student has registered in minimum number of courses defined in relevant rules paid the course fee as per relevant rules.

5.2 Fulfill the minimum 75% attendance in a course

5.3 Students shall not be allowed to appear in examination of any semester until they clear all dues payable including the on going semester. Students waiting for scholarships may be given extra time upon the recommendation of Director FAD.

5.4 Admit cards should not be issued without no dues certificate or clearance by finance on portal.

6. Invigilation

6.1 For students less than or up to ten, one teacher and for students up to twenty students, two teachers and likewise will be engaged by the Chairperson concerned department for invigilation duties.

6.2 No person other than the candidates, Head Invigilator, Factotum, Controller of Examinations or his nominee, Invigilators, and other University officers/ worker appointed by competent authorities of the University for Examination Work will only be allowed to enter the examinations center.

7. Setting of Question Paper (Theory/Practical)

7.1 In case of more than one subject teacher of a particular subject, the senior teacher will internally moderate the question paper and pass on to the Controller of Examinations.

7.2 The concerned teacher/ internal examiner will set the question paper for Theory & objective test for conduct of practical examination and send it to the Controller of Examinations one week before the commencement of the semester examination.

7.3 Guidelines parameters for setting of objective type question papers shall include definitions of technical terms, drawing skill-oriented questions and interpretation of diagrams.

- 7.4 The duration for conduct of objective type test shall be 30 minutes and one hour for course head carrying 50 & 100 marks respectively. For theory Exams it shall be as prescribed by the Regulatory Bodies for certain number of Credit Hours.
- 7.5 Total number of questions to be set by the concerned subject teacher shall be in-accordance with subject's course learning outcome.

8. Assessment of Scripts

- 8.1 The scripts of theory examinations (both mid and final semester examination) shall be sent to the concerned teacher/ internal examiner by the Controller of Examination. The examiner will submit the result to controller of Examination through online portal with in the stipulated time.
- 8.2 The time for assessment of answer copies/ scripts shall be 20 scripts per day plus three extra working days from the date of receipt of the scripts from the office of the Controller of Examinations.

9. Conduct of the Practical Viva Voce

- 9.1 Practical viva voce shall be conducted in accordance with the approved rubrics by the Subject Teacher & Lab lecturer/Engineer (where applicable)
- 9.2 The signature sheet of the examinees for conduct of practical viva-voce/ jury shall be submitted under sealed cover to the office of the Controller of Examinations and assessed scripts of tests within three days after completion of the practical viva voce and submit the consolidated result through online portal.
- 9.3 The Chairperson of the concerned department or his/ her nominee having expertise with the related subject shall act as an alternate, in case the subject teacher/ internal examiner is not available on the scheduled date(s) in exceptional case with the approval of the Vice Chancellor.

10. Re-Totaling of Marks

- 10.1 Re-totaling of marks shall be done on payment of prescribed fee fixed by the University for per course for a candidate who submits an application to the Controller of Examinations through the Chairperson of the concerned Department within two weeks from the date of announcement of the result.
- 10.2 There shall be no provision for re-checking of the scripts in any circumstances.
- 10.3 Benefit of the fraction will be given to the student.

11. Departmental Committee

- 11.1 There shall be a Departmental Committee for each Department consisting of three senior teachers of the department including the Chairperson and class advisors which will assess the progress of the students during the semester.

12. Unfair Means Committee

- 12.1 There shall be an "Unfair means Committee" of the University appointed by the Vice Chancellor to scrutinize the reported cases of unfair means/ malpractice(s) for recommendation to the Vice Chancellor for approval and necessary action accordingly.

13. Indiscipline in Examinations

13.1 Any candidate found guilty of following matters, his/her case will be submitted to Unfair Means Cases Committee constituted by the University. This committee will be constituted of 02 senior faculty members, Advisor/Director of students affairs, headed by senior Professor of the University.

- a) Removes a leaf from his/her answer book, the answer book shall be cancelled.
- b) Submits forged or fake documents in connection with the examination.
- c) Commits impersonation in the examination.

13.2 Copies from any paper, book or notes.

13.3 Mutilates the Answer Book.

13.4 Possesses any kind of material, which may be helpful to his/her in the examination.

13.5 Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.

13.6 Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.

13.7 Misbehaves or creates any kind of disturbance in or around the examination Centre.

13.8 Uses abusive or obscene language on the answer script.

13.9 Possesses any kind of weapon in or around examination Centre.

13.10 Possesses any kind of electronic device which may be helpful in the examination.

14. FORMAT OF FINAL TRANSCRIPT (Put the pdf image instead)

14.1 The final transcript for the award of degree includes following information:

4. Semester & Examination Regulations for MS

4.1 Duration of Study and Research

- 1.1. The minimum period for completing all the requirements of the MS Program shall be 1.5 year (Three semesters).
- 1.2. The maximum period shall be three years. However, the competent authority may extend the period up to one year on account of any special circumstances on the recommendation of the ASRB.
- 1.3. Each MS Program shall carry an approved number of courses and each course shall have an approved number of Credit Hours.
- 1.4. The Credit Hours per semester for each discipline shall be 09 to 12.
- 1.5. MS Program has 30 credit hours including 06 credit hours of research work/thesis. (Compulsory)
- 1.7. The thesis may be taken after completing the two semesters.
- 1.8. There shall be two semesters in an academic year.
- 1.9. The duration of teaching time in each semester shall be 16 weeks.
- 1.10. The semester starting with the commencement of the academic year shall be called the "First Semester" and the followed semester shall be called the "Second Semester".
- 1.11. Minimum number of contact hours for a theory subject of 3 credit hours per semester shall be 48.

	Course Work Only		Course Work +Thesis Option	
	Morning (Full time)	Evening (Full Time)	Morning (Full time)	Evening (Full Time)
Number of Semesters	3 (Typical)	3 (Typical)	4 (Typical) (3+1)	4 (Typical) (3+1)
No of Courses	10 (Minimum)	10 (Minimum)	08 (Minimum)	08 (Minimum)
Credit Allowed per Semester	12 (Max) in spring/fall	12 (Max) in spring/fall	12 (Max) in spring/fall	12 (Max) in spring/fall
Coursework Credit Hours	30	30	24	24
Thesis Credit Hours	-	-	06	06
Program Credit Hours	30 (Minimum)	30 (Minimum)	30 (Minimum)	30 (Minimum)

4.3 Thesis Work

The thesis work is compulsory.

4.4 Eligibility for Admission in MS

- 4.1 16 years of schooling or 4 years of education after H.SC/F.Sc/Grade 12 equivalents in relevant engineering discipline will be required for admission in the MS/MS.
- 4.2 The valid GAT-General conducted by the National Testing Service or by HEC (Education Testing Council) with a minimum 50% cumulative score will be required at the time of admission for MS.
- 4.3 60% marks in entry test for MS Program conducted by University.

4.5 Procedure for Admission

- 5.1 The applicant shall submit the application form duly completed in all respects along with the relevant documents by the last date fixed by the University.
- 5.2 A student, if employed, will have to obtain No Objection Certificate (NOC) from his/her employer before registration.
- 5.3 Each application for admission will be processed separately by Directorate of Postgraduate Studies consulting with concerned department.
- 5.4 Incomplete application forms or applications received after the due date will not be considered.
- 5.5 The University reserves the right to refuse admission to any applicant without assigning any reason, or cancel the admission of a student at any stage if his/her conduct or progress in studies is not found satisfactory.
- 5.6 Students seeking admission are required to pay the fees and deposit at the time of admission as given in the prospectus duly approved by the University authorities.
- 5.7 All paid fees are non- refundable except the library and security deposits, which will be refunded after the student leaves the Institution.

4.6 Course/Semester Registration & Enrolment

- 6.1 A student must register for each semester (within the prescribed time) until the completion of degree requirements. Failing to register two consecutive semesters, student's admission may be cancelled by the competent authority without prior notice.
- 6.2 Students can register for maximum 04 courses in a regular semester.
- 6.3 Minimum number of students to offer any course should not be less than 10.

4.7 Course Add/Drop

- 7.1 A student can add/drop any course (due to any reason) within 02 weeks after commencement of classes. Add/Drop of maximum 02 courses is allowed per semester. He/She can register for the same course whenever offered by the University.

- 7.2 No fee shall be charged for the dropped courses if dropped within 02 weeks. Fee for the dropped course(s) shall be transferred to the next semester in case a student has already paid the fee.

4.8 Grading Policy

- 8.1 For absolute grading, the following table shall apply:

Numerical Score	Letter Grade	Grade Point
85 to 100	A	4.00
80 to 84	B+	3.70
75 to 79	B	3.50
70 to 74	C+	3.30
65 to 69	C	3.00
60 to 64	C-	2.70
50 to 59	D	2.50
Below 50	F	0.00

- 8.2 Credit Hour (C.H): One Credit Hour for a particular course is generally to be considered as one hour of teaching theory per week and for practical/lab work 1 C.H. be considered as 2 contact hours.

- 8.3 Quality Point (Q.P): For computation of the GPA the quality Point is first determined by multiplying the value of the grade earned by the students with the credit hours of that course. e.g. if a student obtains "A" grade for a three credit hours course then the Q.P of this course will be calculated as follows:

$$Q.P = 4 \times 3 = 12$$

- 8.4 Grade Point Average (GPA): Grade Point Average is an expression for the average performance of a student in the course he/she has been offered during a particular semester. This is calculated by adding the quality points of all the courses taken divided by the total number of credit hours offered:

$$G.P.A. = \frac{\text{Sum of Quality Points}}{\text{Sum of the Credit Hours}}$$

- 8.5 Cumulative Grade Point Average (CGPA): The Cumulative Grade Point Average (C.G.P.A) is the expression describing the performance of a student in all semesters is determined by the following way:

$$CGPA = \frac{\text{Sum of Quality Points for all the courses appeared}}{\text{Sum of the Credit Hours for all the courses appeared}}$$

4.9 Distribution of Marks for Each Theory and Practical Course in a Semester

9.1 Distribution of Marks for Each Theory and Practical Course in a Semester shall be as Follows:

Theory		
	Maximum Marks 100	Maximum Marks 50
Literature Review / Research Project	30	15
Mid Semester Examination	30	15
Final Semester Examination	40	20
Total	100 marks	50 marks

9.2 The Minimum Requirement for Each Semester Course Shall be as Follows.

- (i) Literations Revision/Research Project
- (ii) Mid Semester Examination
- (iii) Final Semester Examination
- (iv) Literature review shall be of 3 research papers having 2000 words each.
- (v) The Similarity Index of the literature review shall not exceed 19% overall.

9.3 The external examination system shall be carried out for Practical Viva Voce, Conduct of Initial and Final Seminar, and project/ Thesis Examination.

9.4 The schedule of Mid semester and Final Semester Examinations shall be as under:

- (i) Mid Semester Examination (After 8 weeks)
- (ii) Final Semester Examination (After 16 weeks)

9.5 Final semester examination shall be of 3 hours duration for 3 CH courses and each question paper will contain 05 questions without any choice.

9.5.1 Similarly, Final semester examination shall be of two hours duration for 2/1 CH course and each question paper will contain 03 questions without any choice.

9.5.2 Final semester examination will be conducted from the whole course.

9.5.3 Mid Semester examination will be of one and half hour duration for 3 CH course and each question paper will contain minimum three questions without any choice.

9.5.4 Mid Semester examination for two CH course will be of 45 minutes duration and question paper will contain two question without any choice.

9.5.5 The minimum passing marks in a subject will be 50% or 2.5 GPA.

9.5.6 A student should have overall at least 75% attendance to appear in the Final Semester Examination.

9.6 The Procedure of Conducting Assignments/Tests/Mid Semester Examination/ Final Semester Examination and Declaration of Results Shall be as Follows:

- 9.6.1 The scripts of all assignments will be returned and those of the tests and mid semester examination will be shown to the students after evaluation.
- 9.6.2 Each blank page/gaps in the scripts will be stamped/lines drawn by the teacher concerned/invigilator.
- 9.6.3 Mid semester and final examination will be conducted by the Examination Department in collaboration with the concerned Directorate of PGS.
- 9.6.4 The question papers for the mid semester and final semester examination will be deposited by the concerned teacher to the Controller of Examination at least two days before the Examination.
- 9.6.5 The marks of each test and mid semester examination will be displayed and solutions will be discussed in the class room immediately after evaluation. If any student is not satisfied with the evaluation, he/she may convey this to the Directorate of Postgraduate Studies within 7 days of the result displayed and the matter then will be looked into by the Management Committee whose decision will be final. Any such objections after the expiry of 07 days will not be entertained. A copy of the marks of the tests and mid semester will be deposited by the concerned teacher after the announcement of the results to the controller of Examination.
- 9.6.6 The teachers will prepare 3 copies of the result of each course separately at the end of each semester (attendance, tests, mid semester examination, assignments and final semester examination) on the prescribed proforma and shall forward two copies to the Controller of Examinations through concerned Director/Co-Director.
- 9.6.7 The cumulative result (including all the marks of attendance, assignments, tests, mid semester examination and final semester examination) of each semester of a year will be announced by the Controller of examinations.
- 9.6.8 For the award of MS Degree, a student must secure CGPA 3.00 aggregate and must pass the final viva voce examination of the research project/thesis. In case of course work based Master degree 3 CGPA aggregate required
- 9.6.9 If a student passes all subjects but secures less than CGPA 3.00, he/she will be allowed to improve those subjects in which he/she has secured less than GPA3.00, more than one chance for improvement of grades will not be allowed.

9.7 Research Project / Thesis

- 9.7.1 The minimum duration of MS Degree research project/ thesis will be 06 months with effective from the date of conduct of the Initial Seminar.
- 9.7.2 Each student will work on a project individually. Students will not be allowed to work in groups.
- 9.7.3 A student will be required to select a supervisor for his/her project. He/she may also select co-supervisor if necessary.
- 9.7.4 The supervisor should be a faculty member of DUET and his/her minimum qualification should not be less than MS Degree in relevant field.

- 9.7.5 A faculty member/Expert of any other University or Industry may be taken up as co-supervisor, if necessary. His/her minimum qualification should be MS in the relevant field.
- 9.7.6 Each student will prepare research proposal of his/her project in consultation with his/her Supervisor and Co-Supervisor (if any).
- 9.7.7 A student may select a Supervisor and Co-Supervisor on his/her own choice. However, the Management Committee reserves the right to change the Supervisor/Co-Supervisor, if necessary.
- 9.7.8 A faculty member will not supervise or co-supervise his/her real son, daughter, brother, sister, husband or wife.
- 9.7.9 The supervisor/Co-Supervisor will scan the research proposal of the student through Higher Education Commission (HEC) approved software for plagiarism and will submit the duly signed and stamped hard copy containing similarity index to the Directorate of PGS.
- 9.7.10 Supervisor will be allowed to register/supervise maximum number of students according to HEC guidelines.

9.8 Conduct of Initial Seminar

- 9.8.1 A student will be eligible to give Initial Seminar of his/her project if his/her minimum GPA in the first semester is not less than 3.0.
- 9.8.2 An eligible student will fill up the Research Proposal Proforma and pay the required processing fees through bank challan available in the office of the Directorate of PGS. Cash payment will not be accepted in any case.
- 9.8.3 The Research Proposal Proforma should be signed by the student himself/herself, his/her supervisor and co-supervisor(s), the Chairperson of the concerned Department, the Director of Postgraduate Studies and duly approved by ASRB.
- 9.8.4 The Research Proposal Proforma will be submitted in the office of the Director PGS with the following documents: all the documents recommended by Dean of concerned faculty and shall be placed before ASRB for approval.
 - i. Project Proposal. Each page of the proposal will be signed by the student and his/her supervisor and co-supervisor(s).
 - ii. A copy of the Bank Challan after the payment of the processing fees.
 - iii. Attested photo copy of the marks certificate of the first semester.
 - iv. The Similarity index of the scanning report (Plagiarism). It must be less than or equal to 19% and no any single source should have a similarity index more than or equal to 5%.
 - v. Attested copy of the Enrollment Card.
- 9.8.5 The date of the conduct of the Initial seminar will be announced by the Director PGS with approval of Vice Chancellor.

9.8.6 The student will prepare a presentation of 10–15 minutes duration under the guidance of his/her supervisor/Co-Supervisor(s).

9.8.7 The Initial seminar will be evaluated by the following:

- i. The Dean of the concerned faculty.
- ii. External expert to be appointed/approved by the Competent Authority.
- iii. At least one member of the Advanced Studies and Research Board (ASRB) other than the Dean of the concerned faculty.
- iv. At least one Internal expert to be appointed/approved by the Competent Authority.

9.8.8 The Evaluation reports of the experts and ASRB member will be submitted for final approval/decision in next meeting of ASRB.

9.8.9 In case, if the Initial Seminar is not approved by the ASRB, the student will be asked to deliver repeat seminar by incorporating the suggestions/ comments/ observations of the experts and ASRB members.

9.8.10 In normal circumstances, more than two repeat seminars will not be allowed. However, the ASRB may allow a student to give third repeat seminar under special circumstances.

9.8.11 The maximum number of Initial/Final Seminars conducted in one day will not exceed 10.

9.9 Conduct of Final Seminar

9.9.1 A student will be eligible to give final seminar if:

- i. He/She cleared all course work as required with minimum CGPA 3.00.
- ii. His/her Initial Seminar has already been approved by the ASRB.
- iii. He/she has submitted one hard copy (loose bound/Spiral binding) of the thesis, prepared as per approved guidelines.

9.9.2 The student will prepare a presentation of 15 to 20 minutes duration with the consultation of his/her supervisors.

9.9.3 The student will inform the Director PGS in written through his/her supervisor/co-supervisor(s) that he/she is ready for the final seminar.

9.9.4 The Director, Postgraduate Studies will announce the date for the conduct of the final seminar.

9.9.5 The student will give final seminar before the experts and ASRB members.

9.9.6 The final seminar will be evaluated by the following:

- i. The External Expert to be appointed/approved by the Competent Authority.
- ii. The Dean of the Concerned Faculty or his/her nominee.
- iii. At least one member of the ASRB other than the Dean of the concerned faculty.
- iv. At least one Internal Expert to be appointed/ approved by the Competent Authority.

- 9.9.7 The Director/ Co-Director, PGS will submit the evaluations of the experts and ASRB members to ASRB for final approval.
- 9.9.8 If ASRB approves the final seminar, the student will be asked to submit the final version of the thesis for evolution.
- 9.9.9 If ASRB does not approve the final seminar, the student will be asked to give another final seminar by incorporating suggestions/ corrections/comments/ observations of the experts and ASRB members.
- 9.9.10 If a candidate doesn't qualify in first attempt, more than one repeat final seminars will not be allowed. However, the ASRB reserves the right to allow second repeat seminar in special cases.
- 9.10 Submission of Thesis and Conduct of Viva Voce Examination
- 9.10.1 The student will submit three hard copies (loose bound/Spiral binding) and one softcopy of the thesis to the Director, Postgraduate Studies along with the processing fees of the thesis evaluation.
- 9.10.2 Student will also submit the fees for anti-plagiarism services.
- 9.10.3 The Director, Postgraduate Studies will send the softcopy of the thesis to the focal person of the Anti-Plagiarism Cell of the University to scan it for finding authenticity of the Thesis through HEC approved software for plagiarism.
- 9.10.4 If the scanning report has similarity index less than or equal to 19% and no any single source has a similarity index greater than or equal to 5%, the thesis will be accepted for viva voce examination. Otherwise, it will be returned back to the student. This procedure will be repeated until minimum similarity index as fulfilled above is met.
- 9.10.5 The supervisor through Concerned Chairman will propose a panel of three external and three internal experts for the conduct of the viva voce examination.
- 9.10.6 The Directorate of Postgraduate Studies will submit this panel of Experts to the competent authority for approval of one External and one Internal Expert.
- 9.10.7 The Director of PGS will send the names of the approved expert to the Controller of examinations along with two hard copies of the thesis book and the scanning report of the thesis.
- 9.10.8 The Controller of Examinations will send copies of the thesis to the approved experts for their evaluation and conduct of final viva voce examinations.
- 9.10.9 The final viva voce examination will be conducted by the External and Internal Experts in presence of the Director/ Co-Director PGS and Supervisor/Co-Supervisor(s).
- 9.10.10 If the experts recommend that the student is successful at the viva voce examination, he/she may be declared to have passed the Master Degree

examination. In case of failure, one repeat examination may be given on the recommendation of the thesis examiners. In normal circumstances, no student shall be permitted a second examination. However, the ASRB may allow the second examination under genuine cases/special circumstances.

- 9.10.11 The hard bound copies and evaluation report of the examiners duly signed by Supervisor/Co-supervisor, Chairman and Concerned Dean will be submitted to the Controller of the Examination for announcement of the result.

9.11 Cancellation of the Admission

- 9.11.1 Admission shall be cancelled if the student fails to meet the degree requirements within stipulated duration of four years for MS Program
- 9.11.2 Admission may also be cancelled on disciplinary ground.

9.12 Minimum Attendance Requirements

To appear in the final examination of any subject student will have to maintain at least 75% attendance in each Semester.

9.13 Migration of Student from other University/Institution

- 9.13.1 The institution from where a student wants a transfer must be a HEC recognized HEI.
- 9.13.2 The student has to fulfill all admission requirements set by the Directorate of PGS.
- 9.13.3 The courses completed by the student at other institution shall be compared with similar courses being offered at DUET. Equivalence Committee of the University will recommend for approval to ASRB through Directorate of PGS.
- 9.13.4 Transfer of credits earned in other institutions may be approved in individual cases up to a maximum determined by the Equivalence Committee of the University.
- 9.13.5 The student will have to pay tuition fee of the courses to be studied and all other applicable fee as per university policy.
- 9.13.6 Student will need to pay Two lac (200,000/-) rupees as migration fees.

9.14 Requirements for the Award of Degree

- 9.14.1 For award of MS degree, candidate will either need to complete 30 credit hours of course work or complete 24 credit hours of course work along with a minimum of 6 credit hours for research work/thesis.
- 9.14.2 In case of research work MS, student required at least one International Conference paper (His/Her name should be in first three authors) from his original work.

9.15 Management Committee

9.15.1 Directorate will have a management committee comprising the following:

- i. The Director PGS
- ii. The Chairman/Focal Person of the concerned Department.
- iii. One suitable faculty member (other than the Chairman/Chairperson) of the concerned department.

9.15.2 This committee will be responsible for selection of students for any financial assistance and will also monitor the progress of the students during the semester and the results of all the course work examinations.

9.16 Academic Dishonesty

Any plagiarism in research work at any stage, even if reported after completion of degree and fake documents submitted by the students, even those submitted at the time of admission shall result in cancellation of degree.

5. Semester & Examination Regulations for PhD Programs

5.1 Structure of Ph.D. Program

Number of Semesters	8 (Typical)
Number of Courses	16 (Minimum)
Credit hours allowed per Semester	12 (Maximum) in Spring/Fall
Coursework Credit Hours	48
Thesis Credit Hours	30
Program Credit Hours	78 (Minimum)

5.2 Distribution of Courses and Credit Hours

Courses Description	No. of Courses	Credit Hours
University Compulsory Courses	04	12
Program Compulsory Courses	04	12
Optional / Elective Courses	08	24
Thesis / Dissertation	-----	30
Total		78

5.3 Scheme of Study

Semester-I		Semester-II	
Course Title	Credit Hours	Course Title	Credit Hours
University Compulsory Courses-I	03	University Compulsory Courses-III	03
University Compulsory Courses-II	03	University Compulsory Courses-VI	03
Program Compulsory Courses-I	03	Program Compulsory Courses-III	03
Program Compulsory Courses-II	03	Program Compulsory Courses-IV	03
	12		12
Semester-III		Semester-IV	
Course Title	Credit Hours	Course Title	Credit Hours
Elective Courses-I	03	Elective Courses-V	03
Elective Courses-II	03	Elective Courses-VI	03
Elective Courses-III	03	Elective Courses-VII	03
Elective Courses-IV	03	Elective Courses-VIII	03
Identify thesis topic/Initial seminar		Comprehensive examination	
	12		12
Semester-V		Semester-VI	
1 st Progressive Seminar		2 nd Progressive Seminar	
Semester-VII		Semester-VIII	
Final Progressive Seminar		Thesis Defense	

5.4 University Compulsory Courses

S. No.	Course Code	Courses Name	Credit Hours
1	UCC-8101	Advanced Mathematical Modelling and Simulation	03
2	UCC-8102	Advanced Research Methodology	03
3	UCC-8103	Probability and Stochastic Processes	03
4	UCC-8104	Management of Research and Research Ethics	03

5.5 Minimum criteria for admission in PhD programs

- (1) **Completion of Prior Degree:** To be eligible for admission to the PhD Degree Program, a candidate must possess his or her BS (Engineering / Science / Technology) / MS / MPhil (Engineering / Science / Technology) or equivalent degrees (i-e sixteen-year education in Engineering, Science or Technology).
- (2) **Minimum GPA requirement:** A minimum CGPA of 3.0 (out of 4.0 in the semester system) or First Division (in the annual system) in the most recent degree obtained is required, whether such was degree obtained from Pakistani or foreign universities.
- (3) **Testing requirement:** Applicants to PhD programs shall be required to fulfill any one of following testing requirements.
 - (a) The Graduate Record Examination (GRE) International test administered by the Education Testing Service.
 - (b) A graduate admission test administered by the Education Testing Council (ETC). In the case of ETC test, a minimum of 60% marks is required to be eligible for admission in PhD Program.
 - (c) With the permission of the HEC, an equivalent test developed by the university, or by another university, for admissions to graduate programs. In the case of test developed by university, a minimum of 70% score is required to be eligible for admission in PhD Program.
- (4) Subject tests at the discretion of the university.
- (5) If the applicant has a strong interest in pursuing a PhD degree in a different discipline and admissions committee is satisfied that the applicant's prior education has sufficiently prepared him or her to undertake the course of studies of the doctoral program (or, in the opinion of the admissions committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program), the applicant shall be considered for admissions notwithstanding their prior qualification in a different discipline. **However, at the time of admission, the admission committee will identify the deficiency courses and along with their credit hours which student must complete within one year of their regular studies.**
- (6) **Statement of Purpose:** As part of the application for admission to PhD programs, applicants shall be required to submit a statement of purpose (essay of up to 1000 words, explaining his/her purpose in pursuing a PhD, specific

communication areas that you would like to explore, and why he/she would like to study in specified program), which shall form an integral part of the application. The admissions committee shall use the information provided to ascertain the preparedness and interest of the candidate in pursuing doctoral studies, and whether the department has the requisite resources to train and supervise the doctoral candidate in the subspecialty he or she is interested in.

- (7) **Recommendations:** University require two letters of recommendation from faculty members at applicant's qualifying degree institution who can attest to his/her potential as a graduate student.

5.6 Procedure for Admission

- (1) The applicant will submit the application form duly completed in all respects along with the relevant documents by the last date fixed.
- (2) Each application for admission will be processed separately by the Directorate of Postgraduate.
- (3) Incomplete application forms or applications not accompanied by the relevant documents and / or processing fee, or applications received after the due date will not be considered.

5.7 Mode of Study in PhD program

- (1) The language of the Study, medium of instructions, examination, thesis shall be English.
- (2) The official timing shall be observed from 9:00 am to 9:00 pm.
- (3) The student may be registered for a full time or part time program.
- (4) A full-time student, if employed, will have to obtain study leave from employer before registration.
- (5) A part time student, if employed, will have to obtain No Objection Certificate (NOC) from his / her employer before registration.
- (6) There shall be a residency requirement for a period of at least two years.

5.8 Departmental Admission Committee

- (1) Departmental admission committee shall consist of:
 - i. Chairperson, who shall be convener.
 - ii. Two University Teachers with PhD Qualification appointed by Vice Chancellor.
 - iii. One Professor, Meritorious Professor, or Tenure Track Professor, other than the University Professor, in relevant field appointed by Vice Chancellor.
- (2) The **Departmental Admission Committee** reserves the right to refuse admission to any applicant without assigning any reason or cancel the admission student at any stage if his / her conduct or progress in studies is not found

- t(3) Departmental Admission Committttee shall ensure that the total number of students enrolled in any PhD program should not exceed the [Total number of dedicated faculty members for the program with PhD Degree] *5.
- (4) Students seeking admission are required to pay the fees at the time of admission as approved by the University authorities.
- (5) Every candidate admitted in PhD shall be enrolled in this University on payment of the prescribed fee.

5.9 Merit Policy

- (1) Admission in PhD program shall be granted purely on merit basis. The merit list of the candidates for admission shall be determined according to following weightage.

S. No	Criteria	Points
01	Percentage of marks (GPA) in Qualifying Degree	40
02	Test Score	40
03	Statement of Purpose	20

5.10 Degree Completion Timeline

- (1) The PhD degree shall be awarded by universities after a minimum of three (3) years and not more than eight (8) years after the enrolment of the student; provided that for students who are unable to complete the program within eight (8) years, ASRB may extend the period up to one (01) year on account of any special circumstances on the recommendation of the supervisor / co-supervisor(s) and BoS of concerned program, provided further that in no event shall the PhD degree be awarded more than ten (10) years after the enrolment of the student in the program.
- (2) The duration starts from date of the enrollment of the student in the PhD program.
- (3) The date of notification of the award of the PhD degree after the PhD defense shall be the date of the completion of PhD studies.
- (4) There shall be a residency requirement for a period of at least two years.

5.11 Course Work and Credit for prior coursework and Residency Requirement

- (1) Each student enrolled for PhD program must complete the required course work.
- (2) Each PhD Degree Program shall carry number of approved courses of defined Credit Hours.
- (3) PhD Degree Program shall have minimum 48 Credit Hours of course work including compulsory and elective courses followed by the comprehensive examination.

(4) Following details as been provided at **Annexure A.1**

- i. Complete structure of PhD program
 - ii. Distribution of Courses and Credit Hours
 - iii. Scheme of Study
 - iv. List of University Compulsory Courses:
 - v. Distribution of Marks:
 - vi. Grading Policy
 - vii. Computation of the GPA
 - viii. Semester Examination
 - ix. Course/Semester registration and Enrollment
 - x. Course Add/Drop
 - xi. Procedure of Conducting Examination and Declaration of Results:
 - xii. Migration of Student from other University/Institution:
 - xiii. Leaves of absence/ Freezing of Studies.
 - xiv. Reasons for Leaves of Absence
 - xv. Voluntary withdrawal
- (5) In case of those students who have previously completed a graduate degree in the relevant discipline (MS/MPhil or equivalent), at the time of admission, departmental/program admission committee shall notify details of credit, each student shall receive for prior coursework, provided that such credit shall not in any case exceed from 50% of the total credit requirement of the program.
- (6) If the applicant is pursuing a PhD degree in a different discipline, the admission committee shall identify the deficiency courses, and along with their credit hours which student must complete within one year of their regular studies.

5.12 Comprehensive Examination

Following the completion of coursework, every PhD student shall be required to pass a comprehensive examination to be granted candidacy as PhD researcher; provided that if the student fails to pass the comprehensive test, he or she shall be allowed one more attempt to take the test.

- (1) The student must pass / clear comprehensive examination.
- (2) The comprehensive examination shall include the written and oral components covering at least the knowledge imparted in **six courses** completed during induction period.
- (3) The written component carries 60% and oral component carries 40% marks.
- (4) In the written component, the objective test will be conducted, and for the oral component the following panel will be approved by the Vice Chancellor:
 - (a) One internal examiner (other than supervisor)
 - (b) One external examiner
- (5) The written examination will cover objective type questions from all course(s) studied during the PhD course. It will be 3 hours examination covering 180 MCQs.

- (6) The qualifying score is 50%.
- (7) The concerned Chairperson and internal examiner appointed by the Vice Chancellor will assess the answer scripts / copies of the written component of the comprehensive examination of PhD students.

5.13 Approval of Supervisor and Optional / Elective Courses

- (1) To select a research supervisor, the student should talk to faculty members in potential areas of research interest.
- (2) Every doctoral student must apply for the appointment of research supervisor, with consent Letter from Supervisor before the start of third semester.
- (3) ASRB shall approve appointment of research supervisor on the recommendation of BoS.
- (4) At the time of appointment as supervisor, the faculty member shall be a full-time faculty member of the university in which the student is enrolled. Faculty members shall supervise no more than five (5) PhD students at any time.
- (5) The supervisor should prepare list of optional courses the student intends to take to fulfill the requirements of the degree. ASRB shall approve the list of optional courses on the recommendation of BoS.
- (6) The Supervisor shall also be responsible for guiding the candidate in development of the research proposal and for working on the research plan.

5.14 Approval of Research Proposal

- (1) Student will fill up the Research Proposal Proforma and pay the required processing fees through bank challan available in the office of the Chairperson.
- (2) The Research Proposal Proforma will be signed by the student himself / herself, his / her supervisor and co-supervisor(s) and Chairperson.
- (3) The Research Proposal proforma will be submitted in the office of the Chairperson with the following documents:
 - (a) Research Proposal: each page of the research proposal will be signed by the student and his / her supervisor and co-supervisor(s).
 - (b) A copy of the Bank Challan after the payment of the processing fees.
 - (c) The Similarity index of the scanning report (Plagiarism). It must be less than or equal to 19% and no single source should have a similarity index more than or equal to 5%.
 - (d) Attested copy of the Enrolment Card.
- (4) The Chairperson will process his/her application along with the assessment and recommendation of BoS for the approval from ASRB.

- (5) Student shall be eligible for initial seminar of his/her project after completion of first year.
- (6) The faculty member will not supervise or co-supervise his/her real closed relative.
- (7) The term 'close relation' includes spouse, children, sister, brother, grandchildren, nephew, niece, grandnephew, grandniece, uncle, aunt, first cousin, son-in-law and daughter-in-law of supervisor or supervisor's spouse.
- (8) The supervisor/Co-Supervisor will scan the research proposal of the student through Higher Education Commission (HEC) approved software for plagiarism and will submit the duly signed and stamped hard copy containing similarity index to Chairperson.
- (9) A candidate ordinarily shall not be permitted to modify his research objectives during study. If an occasion arises due to technical difficulties, the Vice Chancellor may on the recommendation of the ASRP permit any modification of the research objectives within one year of the date of approval of research proposal.
- (10) The candidate shall pursue his research work in this University. However, the candidate shall also be permitted to carry out his research work at another Institute or a Centre of repute provided the candidate's Co-supervisor belongs to that Department/Institute/Centre.
- (11) The supervisor and co-supervisor shall guide and supervise the research work seriously and a periodic assessment of the work should be done accordingly.

5.15 Conduct of Initial Seminar

- (1) After approval of his / her research proposal by the ASRB, the student will be required to deliver initial seminar before the **Graduate Evaluation Committee** in presence of his/her supervisor and co-supervisor.
- (2) The student will prepare a presentation of 15-20 minutes duration under the guidance of his / her supervisor / co-supervisor(s).
- (3) The Director will submit the evaluations of **Graduate Evaluation Committee** to ASRB for final approval.
- (4) In case the Initial Seminar is not approved by the ASRB, the student will be asked to deliver another seminar by incorporating the suggestions and observations of the **Graduate Evaluation Committee**.

5.16 Evaluation of research proposal by experts

- (1) After approval of the initial seminar, the research proposal must be evaluated by at least three experts in the relevant field, one (i) Pakistan-based Distinguished National Professors, Meritorious Professors, or Tenure Track Professors, two PhD experts from academically advanced countries (approved list of academically advanced countries for evaluation of PhD Dissertation is provided in **Annex I**).

- (2) Evaluation of best of two (02) experts out of three (03) shall be considered by ASRB for taking decision on approval/revisional or rejection of research proposal.
- (3) After completing all the formalities, including initial seminar, the student will proceed with his / her research work under the guidance of his / her supervisor(s) in accordance with the approved Regulations of PhD degree program, and deliver progress seminars and submit progress reports as required by the ASRB.

5.17 Conduct of 1st Progressive Seminar

- (1) A student will be eligible to deliver 1st Progressive Seminar if his / her course work including comprehensive examination is completed, his / her initial seminar is approved by the ASRB and his / her research proposal is evaluated by the approved experts in the relevant field and approved by the ASRB.
- (2) The date of the conduct of the 1st Progressive Seminar will be announced by the Director.
- (3) The student will deliver presentation of 15-20 minutes duration before the **Graduate Evaluation Committee**, in presence of his / her Supervisor and co-supervisor.
- (4) Presentation prepared under the guidance of his / her supervisor / co-supervisor(s) will discuss the progress that he / she achieved after his / her initial seminar.
- (5) The Director will submit the evaluations of **Graduate Evaluation Committee** to ASRB for final approval.
- (6) In case the 1st Progressive Seminar is not approved by the ASRB, the student will be asked to deliver another seminar by incorporating suggestions and observations of the ASRB members and **Graduate Evaluation Committee**.

5.18 Conduct of 2nd Progressive Seminar

- (1) A student will be eligible to deliver 2nd Progressive Seminar if his / her Progress – 1st seminar is approved by the ASRB and he / she has completed work on at least 50% of research objectives.
- (2) The date of the conduct of the Progress – 2nd seminar will be announced by the Director.
- (3) The student will deliver presentation of 15-20 minutes duration before the **Graduate Evaluation Committee**, in presence of his/her Supervisor and co-supervisor.
- (4) Presentation prepared under the guidance of his / her supervisor / co-supervisor(s) will discuss the progress that he / she achieved after his / her 1st Progressive Seminar.
- (5) The student will prepare a presentation of 15-20 minutes duration under the guidance of his / her supervisor / co-supervisor(s) and discuss.

- (6) The Director will submit the evaluations of **Graduate Evaluation Committee** to ASRB for final approval.
- (7) In case the Progress – 2nd Seminar is not approved by the ASRB, the student will be asked to deliver another seminar by incorporating the suggestions and observations of the ASRB members and **Graduate Evaluation Committee**.

5.19 Conduct of Final Seminar/ Open defense

- (1) A student will be eligible to deliver final seminar when:
 - i. Completed all Courses work (including deficiency courses) with CGPA 3.0.
 - ii. Successfully passed pass comprehensive examination.
 - iii. At least two progress seminars have already been approved by the ASRB.
 - iv. Final version of thesis book (loose bound) has submitted for evaluation.
 - v. Has published at least one research paper based on the PhD research in ISI Master List journals (only “W” category journals). The scholar must be the first author.
 - vi. Has completed residency requirement for a period of at least two years i.e., has undertaken full-time research work for at least twenty-four months at the University.
 - vii. Residency requirement is not mandatory for indigenous scholar (University faculty & Staff), however they may opt for residence during last year of research phase.
 - viii. Fulfilled all other regulatory requirements prescribed by the University.
- (2) The student will inform the Director in written through his / her supervisor / co-supervisor(s) that he / she is ready for the final seminar.
- (3) The Director will announce the date for the conduct of the Final Seminar/ Open defense after taking the approval from Vice Chancellor.
- (4) The student will deliver presentation of 30-45 minutes duration before the **Graduate Evaluation Committee**, in presence of his/her Supervisor and co-supervisor.
- (5) Presentation prepared under the guidance of his / her supervisor / co-supervisor(s) will discuss the progress that he / she achieved after his / her 2nd Progressive Seminar.
- (6) The Director will submit the evaluations to ASRB for final approval
- (7) If ASRB does not approve the final seminar, the student will be asked, to deliver another final seminar by incorporating suggestions and observations of the ASRB members and experts.
- (8) The final seminar of PhD should be an open defense.

5.20 Graduate Evaluation Committee

The Graduate Evaluation Committee shall consist of:

- (a) Pro Vice Chancellor (Convenor)
- (b) Dean of concerned faculty.

- (c) Chairperson of concerned department/program
- (d) All members of ASRB (Presence of At least two members of ASRB other than Pro Vice Chancellor and Dean of concerned faculty is mandatory).
- (e) One internal expert in relevant field appointed by the Vice Chancellor.
- (f) One external expert in relevant field appointed by the Vice Chancellor.
- (g) Director (member/secretary).

5.21 Research Publication

- (1) Each PhD researcher shall be required to publish at least one original research paper as its first author during his or her doctoral studies in an ISI Master List journals (only "W" Category journals) for the award of PhD degree.

5.22 Doctoral Dissertation

Each PhD researcher shall write a doctoral dissertation reflecting relevance, credibility, effectiveness, and legitimacy of the research. The dissertation must be an original and innovative contribution to knowledge that contributes to solving socio-economic problems. To improve quality of a doctoral dissertation, the following guidelines are provided to aid the PhD researchers:

A. Selection of Research Area

The research area of the PhD researcher must:

- (1) Corresponds to the community needs at regional and local levels and comply with the priority national research agenda.
- (2) Reflects the basic and pure research.
- (3) Signifies emerging areas of research that coincide with sustainable development goals (SGDs)

B. Quality in Reporting

The quality of presentation and reporting in dissertation shall reflect following characteristics:

- (1) The document is well written.
- (2) The contents are balanced, well organized, appropriately styled; clearly structured, and well cohered; and
- (3) The document is free from grammatical and spelling errors and flawed terminology.
- (4) Minor shortcomings such as inaccurate use of acronyms and clumsy looking sentence structure has been cared for.
- (5) Quantitative research proposals are required to include a valid statistical design for analysis of data.
- (6) The formatting shall be compatible to international standards.

C. Methodological Quality

To produce PhD researchers capable of conducting research independently, ensuring technical soundness of their PhD dissertation is integral. Following guidelines shall be useful to make the PhD research methodologically sound:

I. Guidelines ensuring the quality of Qualitative Research: A PhD research dissertation, based on the Qualitative Research methods should satisfy, at least, the following questions:

- (a) "Does the research, as reported, illuminate the subjective meaning, actions and contexts of those being researched?"
- (b) "Is there evidence of the adaption and responsiveness of the research design to the circumstances and issues of real-life social settings met during the course of the study?"
- (c) "Does the sample produce the type of knowledge necessary to understand the structures and processes within which the individuals or situations are located?"
- (d) "Is the description provided detailed enough to allow the researcher or reader to interpret the meaning and context of what is being researched?"
- (e) "How are the different sources of knowledge about the same issue compared and contrasted?"
- (f) "Are subjective perceptions and experiences treated as knowledge in their own right?"
- (g) "How does the research move from a description of the data through quotation or examples, to an analysis and interpretation of the meaning and significance of it?"

II. Guidelines ensuring the quality of Quantitative Research: A PhD dissertation with Quantitative Research methods should satisfy, at least, the following questions

- (a) Reliability – are the results repeatable?
- (b) Validity – does it measure what it says it does?
- (c) Internal validity – do the research results mean what they appear to?
- (d) External validity – can the results be generalized to other settings (ecological validity) and to other populations (population validity)?
- (e) Replicability – are the results of the study reproducible?

D. Appropriateness of the Methods to the Aims of the Study

To achieve research objectives, alignment of research approach-methods is necessary. Therefore, a PhD dissertation at least:

- (1) Reflect a fair proportion of latest knowledge of contemporary techniques and methods in relation to study objectives.
- (2) Contain detailed and easily comprehensible discussions regarding the applied methods and techniques.
- (3) Justify the use of methods and techniques to achieve study objectives.
- (4) Show evaluation of obtained results in relation with study objectives.
- (5) The methods and techniques used should justify the results obtained.
- (6) The obtained results should support the study objectives.

E. Relevance to the Policy and Practice

The research should have significantly answered the questions related to policy and practice in that area establishing its usefulness and usability. Accordingly, a PhD dissertation at least:

- (1) Reflect judicious evaluation of study results in relation with policy related aims and goals undertaken while starting the research.
- (2) Discuss the practical implications of the study results in association with the developing practices in that area.
- (3) Establish usefulness of the study results for devising policy as stated in the beginning.
- (4) Discuss that how would the resulting policy be useful for organization/society.
- (5) The study output should be significant enough to be published or to be patented.
- (6) The assessment of the results performed by the author must not be superficial and lacks substance.

5.23 Submission of Thesis Book and Scanning for finding authenticity

- (1) The student will submit one hard copy (loose bound) and one soft copy of the thesis book to the Director along with the processing fees of the thesis evaluation through his / her supervisor.
- (2) Student will also submit the fees for anti-plagiarism services.
- (3) The Director will send the softcopy of the thesis to the focal person of the Anti-Plagiarism Cell of the University to scan it for finding authenticity of the thesis through HEC approved software for plagiarism.
- (4) If the scanning report has similarity index less than or equal to 19% and no single source has a similarity index greater than or equal to 5% the thesis will be accepted for viva voce examination. In case of failure, it will be returned to the student. This procedure will be repeated until minimum similarity index as defined above is fulfilled.
- (5) The student will submit required number of hard copies (loose bound) along with softcopy of the thesis to the Director through his / her supervisor for expert evaluators.

5.24 Thesis Evaluation by Experts

- (1) The thesis will be sent to same least three experts who initially evaluated the research proposal i-e one (i) Pakistan-based Distinguished National Professors, Meritorious Professors, or Tenure Track Professors, two PhD experts from academically advanced countries (approved list of academically advanced countries for evaluation of PhD Dissertation is provided in Annex 1).
- (2) If any of the evaluators is not available, the ASRB shall appoint a new evaluator. The name of any new evaluator will be again proposed by the supervisor though relevant BoS while maintaining the criteria mentioned in **section 16**.
- (3) Evaluation of best of two (02) experts out of three (03) shall be considered by ASRB for taking decision on approval/revisonal or rejection of research proposal.

- (4) Evaluation of best of two (02) experts out of three (03) shall be considered for the evaluation of thesis.
- (5) The evaluation procedure and the approval of the dissertation by the external examiners shall be on the lines of PhD Thesis. The dissertation shall not carry any marks. It shall be either "approved" or "not approved". The dissertation should have been approved before the candidate can appear in the examination.

5.25 Conduct of Viva-Voce Examination

- (1) Once satisfactory report is received from the approved evaluators, the student will be allowed by the ASRB to appear in the viva voce examination to defend his / her thesis.
- (2) However, if the research work is not considered satisfactory by the evaluators, the student will incorporate suggestions given by evaluators and resubmit the modified thesis through his / her supervisor.
- (3) The student will submit two hard copies (loose bound) of the thesis book to the Director through his / her supervisor for viva voce.
- (4) The BoS of concerned program shall propose a panel of external and internal experts for the conduct of the viva voce examination. Chairperson of concerned program shall forward this panel of experts to the Vice Chancellor for approval of one External and one Internal Examiner.
- (5) The Director will send the names of the approved examiners to the Controller of examinations along with two hard copies of the thesis book and the scanning report of the thesis.
- (6) The Controller of Examinations will send copies of the thesis to the approved examiners for their evaluation and conduct of final viva voce examinations.
- (7) The final viva voce examination will be conducted by the external and internal examiners in presence of the Director, Supervisor / Co-Supervisor(s) and Chairperson.
- (8) If the examiners recommend that the student is successful at the viva-voce examination, he / she may be declared to have passed the Doctor of Philosophy Degree examination.
- (9) In case there is divergence of opinion between the two viva-voce examiners, the candidate shall then be asked to appear in the second viva-voce examination.
- (10) No student shall be permitted a third examination of viva voce, instead he/she shall be awarded MS Degree.
- (11) In case the Supervisor is not available, the Vice Chancellor shall appoint any other suitable faculty member of University as the Supervisor, nominated by the Chairperson concerned and on the recommendation by ASRB.

5.26 Announcement of the result

- (1) Successful student shall submit six hard-bound copies prepared on guidelines and approved by University Authorities and evaluation report of the examiners duly signed by all concerned will be submitted to the Controller of Examination for announcement of the result.
- (2) The hard and softcopy of the thesis will be submitted to the HEC for PhD country directory.
- (3) A duly signed 'No Dues' certificate shall be required to be submitted along with the Thesis.
- (4) The hard and softcopy of the thesis for submission to HEC for PhD country directory must fulfill Following HEC standardized minimum requirements.
 - (a) PhD thesis Author's declaration
 - (b) Plagiarism undertaking by the PhD Scholar.
 - (c) Certificate of approval of PhD thesis by Examination Committee

5.27 Award of PhD Degree:

- (1) The reports of the examiners (including those of the viva-voce) shall be placed before the Vice Chancellor through ASRB for approval. The decision of the Vice Chancellor shall be reported to the syndicate for ratification/ approval.
- (2) The Thesis shall be the property of the University.
- (3) Prior to the actual award of the degree, the successful candidate, following the approval of the Vice Chancellor, will be issued a Provisional Certificate to the effect that the degree of the PhD has been awarded in accordance with the provisions of University Regulations.

5.28 Award of MS/MPhil Degrees based on PhD Studies:

- (1) If a student successfully completes the full set of requirements for the award of an MS/MPhil (or equivalent) degree during their PhD studies, the university may award the applicable degree to such students upon completion of the relevant requirements.
- (2) For the award of MS degree, a student must secure CGPA 3.00 aggregate in 30 credit hour or equivalent courses.

5.29 Cancellation of Admission:

- (1) Admission of any candidate enrolled in the PhD program may be cancelled under the following circumstances:
 - i. If the candidate is not regular in attending the University.
 - ii. If the candidate is involved in any serious disciplinary action.
 - iii. If the candidate fails to pass comprehensive examination after two attempts.
 - iv. If the candidate fails to successfully defend the research proposal after two attempts.

- v. If the candidate fails to demonstrate satisfactory progress

5.30 Reporting to HEC for inclusion of successful candidate in HEC PhD Country Directory (PCD)

- (1) On the successful completion of all requirement for the award of PhD Degree, the Office of Controller of Examination shall issue such notification.
- (2) Office of the controller of Examination shall also forward PCD proforma, signed by the Principal Supervisor, Controller of Examination, and the Vice Chancellor, of those who has successfully completed his/her PhD studies to HEC for entry in PhD Country Director (PCD) along with following documents:
 - (i) A duly filled completion form of the university notifying that the PhD scholar has completed all the requirements for the award of the PhD degree.
 - (ii) A copy of PhD Dissertation for including in PhD Country Directory and for attestation of the PhD degree by the HEC.

5.31 Supervisory Process

To guide the supervisory process of doctoral dissertation towards desired goals, the university shall:

- (1) Devise a supervision manual and ensure its implementation and, ii) Constitute a Supervisory Committee for each individual doctoral student.
- (2) The research supervision manual shall elaborate the following areas to guide the supervisory process:
 - (i). Description of roles of supervisor & supervisee
 - (ii). Prescription of supervision timespan
 - (iii). Guidance about preparation for best supervision
 - (iv). Guidance to discuss questions and problems with constructive comments observing the element of mutual respect.
 - (v). Guidance about setting reasonable amount of work and receiving constructive feedback.
 - (vi). Directions for supervision per the social norms.
 - (vii). Provision of tentative timetable and schedule of meetings
 - (viii). Provision of proformas/registers showing meetings and research records etc.
 - (ix). Provision of grievances policy.
- (3) There shall be a Supervisory Committee, for each doctoral researcher, to supervise doctoral research:
 - (i). Supervisor (Convener)
 - (ii). Co-supervisor (if any) (Member)
 - (iii). Minimum 2 PhD faculty members, of whom one faculty member shall be from the other department of the same university. (Member)

5.32 PhD Review Committee

- (1) The Directorate of Postgraduate shall have a review committee comprising the following:
 - (a) Pro Vice Chancellor (**Convener**)
 - (b) All Deans
 - (c) Three University Teachers appointed by the Vice Chancellor.
 - (d) Director (Member/ Secretary)
- (2) The Committee shall be responsible to assess and monitor the progress of the students during the semester and the results of courses work.
- (3) In case of any discrepancy in the result, during scanning process, committee shall seek approval of the Vice Chancellor for re-totaling the scripts by committee.
- (4) The PhD Review Committee shall regularly monitor the progress of the research scholar and submit progress report to ASRB.

5.33 Equivalence Committee of the University

- (1) Equivalence Committee of the University shall consist of:
 - i. Pro Vice Chancellor (convener).
 - ii. All Deans
 - iii. Chairperson of the concerned Program
 - iv. Director, Postgraduate studies
 - v. Controller of Examination
- (2) Equivalence Committee shall consider applications of course exemption/transfer of credit hour(s) on a case to case and course to course basis with reference to program specific study schemes and course outlines.

5.34 Transfer of Credits

- (1) Transfer of credits earned in other HEC recognized institutions of Higher Education may be approved in individual cases up to a maximum determined by the Equivalence Committee of the University.
- (2) The transfer of credits is permissible for credits earned by the candidate before admission in University from HEC recognized institute of Higher Education.
- (3) The maximum number of credits that may be transferred shall not exceed 12 credit hours.

5.35 Academic dishonesty

- (1) Falsification of data, misrepresentation of another's work as one's own (such as cheating on examinations, reports or quizzes, purchasing material from the web), plagiarism from the work of others, or the presentation of substantially similar work for different courses (unless authorized to do so), is academic dishonesty and is a serious offense. Knowingly helping other students cheat or plagiarize will also be considered academic dishonesty.

- (2) When an act of plagiarism, is found to have occurred, depending upon the seriousness of the proven offence, will advise the Competent Authority, shall take disciplinary action(s) against the teacher, researcher and / or staff found guilty of the offence in accordance with Plagiarism Policy of the University.

5.36 Compliance to Policies of the University

All other regulations/policies for University students such as plagiarism policy of University, Policy on protection against sexual harassment, payment/refund of various fees, approval/change of topic of PhD thesis, completion of course work, passing of comprehensive examination, delivery of seminar, submission of progress report, leave of absence, no objection certificate/study leave from employer, preparation and evaluation of thesis, publication of research paper, conduct of thesis examination, declaration of result, award of degree etc. shall also apply to PhD degree program.

5.37 Grievance Management Cell

To handle the grievances of the postgraduate students, a "Grievance Management Cell" shall be established at the Directorate of Postgraduate Studies. The functions of the "Grievance Management Cell" shall be as follows:

- (1) **Aims of the policy and nature of the grievances:** In general, all grievances of academic nature include, but not limited to, issues related to student progress, assessment, curriculum, and awards during study.
- (2) **The structure of the Grievance Management Cell:** The structure shall be hierarchical, starting from lowest authority like Head/Chair of the Department, then the concerned Dean of Faculty and Director Postgraduate Studies shall finally be presented to the Academic Board/Committee constituted to hear grievances in case the grievance/complaint is not settled at each level. However, the intent of the system should be to resolve the grievance/complaint at lowest level with minimal impact.

5.38 Conflict Resolution

In case of a conflict in the interpretation of PhD Regulations at any stage, the matter may be resolved by ASRB.

5.39 Amendment to Regulations

These Regulations may be amended from time to time as deemed fit by the authorities of University.

DUET RESEARCH SUPERVISION MANUAL

Preface

Dawood University of Engineering and Technology's program offerings include MS (Research) and PhD degrees. After completing the required 24 Credit Hours of coursework, the majority of MS students choose to conclude their degrees by enrolling in six additional Credit Hour courses. Very few MS candidates enrol in the required six credit hours of thesis work. Due to the organized and structured nature of the coursework stream, MS students find it more convenient to earn their degrees by enrolling in six-credit-hour courses in lieu of their thesis work. The same holds for PhD candidates. However, there is no option for PhD students to complete the degree solely through coursework. After completing the required coursework for a PhD program, students' performance is frequently unsatisfactory when they are awarded research candidature. The aforementioned issues are caused by either a candidate's lack of interest or a supervisor's inability to provide the necessary guidance and involvement to keep the student on track. The purpose of the research supervision manual is to provide context for supervisor and supervisee responsibilities in order to aid postgraduate students in overcoming obstacles.

Introduction

Both the written dissertation (thesis) and the oral (viva voce) exams are required of MS by Research and PhD candidates. Dissertations can range in length from several pages to several hundred, depending on the subject and level. However, a dissertation must always include a critical review, reuse of existing content with appropriate citation of the original source, and results to support the original methodological processes used to address the issues of the initial inquiry conducted throughout the research work. These stringent quality measures must be provided in relation to the degree completion timelines, i.e., a maximum of four years is allowed to complete a master's degree, while eight years are allowed to complete a doctorate. Doctorate (PhD) degrees

PhD degrees are awarded to those who have satisfactorily met all of the following requirements:

- (i). a significant advancement in the discipline by the discovery and interpretation of new information, the synthesis of previously uncorrelated data, the formulation of novel theories, or the modification of established paradigms;
- (ii). submission of work of sufficient quality in whole or in part to merit publication (for publication requirements, always refer to the updated regulations);
- (iii). providing proof of knowledge and superior skills necessary to do research and advance one's field;
- (iv). has sufficient depth and breadth to justify the allowed study duration.

Master of Science (MS by Research)

MS by Research degrees are granted to candidates who meet all of the following requirements:

- (i). demonstrates a significant contribution to the discipline of study;
- (ii). having a well-rounded grasp of the subject area and an acute awareness of its present issues and/or emerging insights;
- (iii). includes an analysis and critique of related previous work and present techniques;
- (iv). familiarity with methods used in research and higher-level study;
- (v). submission of work of a quality and quantity expected for the allowed study duration.

Role of Postgraduate Students:

The "Supervisory Committee" will define the postgraduate students' role.

Supervisory Committee:

There shall be a Supervisory Committee for each doctoral researcher to supervise doctoral research, which consists of the following:

- (i). Supervisor; (Convenor)
- (ii). Co-supervisor (if any); (Member)
- (iii). Minimum 2 PhD faculty members, of whom one faculty member shall be from the other department of the same University. (Member).

Role of Supervisor

Normally, the supervisory period is from the date of appointment till the student's graduation. The role of the supervisor shall be as follows:

- (i). To establish and determine the suitability of the research topic.
- (ii). To determine the feasibility of the study in connection to the available resources and funds.
- (iii). To fix ground rules about the frequency of meetings, work required in advance, and communication methods.
- (iv). To inform the student of academic regulations and requirements.
- (v). To create awareness for plagiarism avoidance.
- (vi). To nurture the Research integrity and good practices for a constructive research environment.
- (vii). To monitor progress against timetable/plan to ensure timely study completion and submission by the deadline.

- (viii). To provide students with timely feedback, read and comment on draft chapters and review the draft articles before submission to the technical conferences/journals.
- (ix). To submit reports on students' progress (at least once every semester).
- (x). To consider applications for changes to students' circumstances (such as early completion, change of course, freeing of a semester, etc.). The applications of the postgraduate students are processed through the supervisors' recommendation.
- (xi). To assess the training needs and encourage the skill development of students.

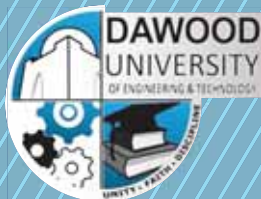
Role of Co-Supervisor

Most research students are affiliated with their supervisors for most responsibilities outlined in the previous section. A co-supervisor provides complementary supervision for particular sections of content and methodology. In general, the function of the co-supervisor is to provide feedback to the supervisory process that offers support, confirmation, or an alternative viewpoint to the main supervisor.

Role of Advisors

Two PhD faculty members in the supervisory committee shall serve as Advisors for each doctoral student. The department or faculty appoint advisors. They need not be in the same research area as the student and supervisor. One of the advisors shall be appointed from the same department, while another could be taken from any other department, preferably from the same faculty, but should be able to bring sufficient expertise to the team. The roles of the Advisors are as follows:

- (i). the Advisors act as a second point of contact for academic advice for the student;
- (ii). be available to read, work and discuss progress as reasonably agreed with the student;
- (iii). provide supervisory cover in the absence of the supervisor and co-supervisor.
- (iv). participate in the formal assessment of semester progress, but they would not be allowed to be appointed the internal examiner for the student's thesis.



VISION

The University of Relevance leading to
Technopreneurial Excellence.

MISSION

Dawood University of Engineering and Technology aims to invest in human capital for accelerated advancement in engineering knowledge, practices and new frontiers in R & D. Hence, creating knowledge led economy and better future for generations to come.

STUDENTS HANDBOOK 2025-26

Dawood University of
Engineering and Technology