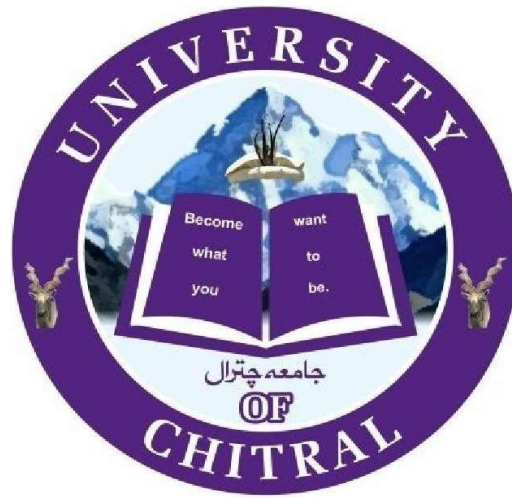


MANUAL OF EXAMINATIONS, UNIVERSITY OF CHITRAL




Assistant Director
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University of Chitral

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SECTION-1

RULES/REGULATIONS RELATING TO ANNUAL EXAMINATIONS

1. Short Title, Commencement and Application

These regulations shall be called the “University of Chitral Exam Rules 2022”. These regulations shall come into force with retrospective effect from academic session Fall-2020. These regulations shall be applicable to all the degree programs offered by the University of Chitral or its constituent or affiliated institutions under semester system.

2. Definitions

In this manual, unless the context otherwise requires, the following expression, shall have the meanings hereby respectively assigned to them, that is to say:

- “Academic Council” means the Academic Council of the University.
- “Affiliated college” / “affiliated institution” means a college or institution affiliated to the University of Chitral but not maintained or administered by it;
- “Academic Programme” An “Academic Programme” means a Programme of studies, which leads to the award of a degree to the students, after the successful completion of all its requirements.
- “Assessment” means evaluation of performance of students in academic Programmes, including examinations, assignments, practical, project work, seminars and tutorials.
- “Chairperson/HoD” means head of a department.
- “College” means a constituent college or an affiliated college.
- “Constituent college” or “constituent institution” means a college or institution maintained and administered by the University.
- “Cease” means that a student is declared unsuitable for further studies.
- “Class Assignment” A task relevant to a course of study to substantiate the course contents. An assignment may or may not be graded.
- “Contact Hour” means one hour spent teaching in classroom, two hours in lab work, practical, research work, projects, seminars, workshops, internships, etc.
- “Controller” the Controller of Examinations of the University.
- “Credit Course” means a course required for a degree and is counted towards CGPA.
- “Credit Hour (Crd. Hr)” A lecture of one-hour duration per week in a semester for a

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subject countable towards a student's Cumulative Grade Point Average (CGPA). A practical of two hours is equivalent to one credit hour.

- “Cumulative Grade Point Average (CGPA)” The average of grade points earned in all courses in all semesters of an Academic Program.
- “Credit Course” means a course of study, successful completion of which is required for a degree but not counted towards CGPA.
- “Dean” The Dean of a faculty of the University.
- “Director Academics” means Director Academics of the University.
- “Department” An Academic Department of the University.
- “Examiner” A person appointed to conduct the examination.
- “Fee” Fee charged for every course attended by a registered student.
- “Freeze” means freezing of a semester on the request of the student.
- “Faculty” means an administrative and academic unit of the University consisting of more than one department, as prescribed;
- “Grade” A letter grade which represent certain points earned by a student.
- “Grade Point (P)” Number of points assigned to a letter grade.
- “Grade Point Average” The average of points earned by a student in a semester.
- “Institution” means a constituent institution or an affiliated institution;
- “Probation” A student is said to be on probation if his GPA in a semester is lower than the required GPA for promotion to the next semester.
- “Provost” means the Provost of the University.
- “Registration” Registration of the student in a Teaching Department of the University.
- “Semester” An academic period, in which a set of courses in any disciplines are offered.
- “Subject or Course” A “Subject” or “Course” of academic programme, which is to be studied by a student for a fixed number of Crd. hours during a semester. Each subject will carry a specific discipline code and number.
- “Teachers” include Professors, Associate Professors, Assistant Professors, Lecturers and Research staff engaged whole time by the University for teaching degree, honors or post-graduate classes, and such other persons as may be declared to be teachers by the Statutes.
- “Thesis/Dissertation” It is a report comprising the original research of a student which

is counted towards the partial fulfillment of their degree.

- “University” means University of Chitral
- “Vice-Chancellor” means the Vice-Chancellor of the University.

3. Procedure for Private Candidates

The following precedents shall be fulfilled by every person who applies for permission to appear in any University Examination as a private candidate; that they are permanent residence within the territorial limit of the University. Temporary residence at a place outside the territorial limits of the University at the time of applying for permission to appear in an examination shall not be a bar if the application form is accompanied by a declaration verified by a magistrate not lower in rank than first class, to the effect that the applicant is a bonafide resident of a place within the territorial limits of the University. Subject to articles above, persons falling into the below mentioned categories shall be allowed to appear in the Bachelor of Science and Master of Science Examinations as private candidates if otherwise eligible.

Instructions to be followed:

- I. All admission forms duly completed in all respects pertaining to examinations conducted by the University should be addressed to the controller of examinations, University of Chitral.
- II. The examination admission forms for an examination must reach the University Office by the last date fixed for the examination. Last dates without late fee, with late fee and with double examination fee for sending examination admission forms will be announced before the examinations concerned.
- III. To avoid hardship in genuine cases and as a very exceptional measure, the Vice-Chancellor shall, have the power to accept the examination admission form with the examination fee after the expiry of the last date of receipt of form, provided no difficulty is faced by the office in accommodating the candidates.
- IV. All fees prescribed for admission to examinations shall be fully paid up before any action can be expected to be taken on the admission form pertaining to them.
- V. Examination fees once paid shall not be refunded or transferred to a subsequent examination even if the candidate fails to present himself for the examination or fails in the examination. But fees shall be refunded in the following cases:
 - a. If the name of a regular student was sent up provisionally on account of a shortage in the student’s lectures and the authority that sent up the name

withdraws it, one week before the commencement of the examination for failure to make up the shortage

- b. If the candidate dies before the commencement of the examination. In such case the fees will be refunded to the legal heirs or assignees of the candidate.
- c. Those that are considered ineligible for an examination.
- d. Those who remit their examination fees but do not submit their forms for the examination; Notwithstanding anything to the contrary in the provisions Pertaining to an examination, the Syndicate shall have power to exclude any person whether a college student or a private candidate from any examination if it is satisfied that he/she is not a fit person to appear in it.

VI. In cases where textbooks are prescribed for a University examination, candidates will be required not only to show a thorough knowledge of the text-books but also to answer questions of a similar standard set with a view to testing their knowledge of the subject.

VII. The syllabi and courses of reading prescribed for University examinations can be changed from time to time. Such changes with duly announced before the date of the examination from which they are to take effect, except in special case.

4. Passing Percentage

Percentage of Passing Marks for B.A/B.Sc. Part-I and Part-II:

- I. For passing Part-I examination, a candidate shall have to obtain 40% marks in each of the subjects (Theory and Practical separately) and 40% in the aggregate.
- II. For passing Part-II examination a candidate shall have to obtain 40% marks in each of the subjects (Theory and Practical separately) and 45% in the aggregate.
- III. For passing Part-I/Previous examination, a candidate shall have to obtain 40% marks in each of the subjects (Theory and Practical separately)
- IV. For passing Part-II/Final examination, a candidate shall have to obtain 40% marks in each of the subjects (Theory and Practical separately) and 45% marks in aggregate, including marks of previous and final.
- V. The result of the lower and higher examinations of a candidate who has allowed to take combined examinations of the University, will be declared except in case of the final examination where the result shall only be declared if the candidate passes the lower examination, otherwise the result of the Final Examination shall remain withheld till he/she passes the examination within the prescribed limit, if any.

- VI. A candidate who fails in the aggregate in any University Examination wherever such provision exists, shall for the purpose of admission/examination in the next higher class/examination be deemed to have failed in one or more papers/subjects in which he/she opts only up to the number of papers/subjects which entitles him/her to appear in different examinations simultaneously and the option so exercised shall be final until passes the examination.
- VII. Provided that the candidate failing in aggregate in any examination is not allowed to re-appear in Viva-Voce examination, if already passed.

5. Number of Chances

- I. A candidate of B.A/B.Sc. will avail a maximum of five and four consecutive examinations or Part-I and Part-II respectively, including the initial one to clear all the papers, by scoring the required pass percentage in individual subjects as well as in aggregate, failing which he/she will be required to appear in all subjects including practical examinations as a whole. This decision will be applicable to both regular and private B.A/B.Sc. students as well as candidates failing in the aggregate.
- II. A candidate of M.A/M.Sc. will avail a maximum of five and four consecutive examinations for previous and final respectively, including the initial one to clear all the papers, by scoring the required pass percentage in individual subjects as well as in aggregate, failing which he/she will be required to appear in all subjects including practical and viva-voce examinations as a whole.

6. Grace/Condonation Marks

- I. The benefit of grace marks/condonation marks of up to one percent of the total number of marks allotted for an examination, subject to a maximum of five marks should be given to a candidate who, but for this benefit, would have failed in the examination. These marks may be distributed over the various units of passing. The benefit of fraction of marks should go to the candidate.
- II. The benefit of grace marks/condonation marks of up to one percent of the total number of marks allotted for an examination Subject to a maximum of five marks, should be given to a candidate who, but for this benefit, would have been placed in a lower division in the examination.
- III. A candidate desires not to avail the concession of grace marks, he/she may be allowed to apply for withdrawal of such concession within a period of 30 (thirty) days after

the declaration of the result. This option once exercised by the candidate shall, however, be final. The grace marks shall be admissible in all the University examination except the MS/M. Phil/Ph.D programs.

7. Award of Gold Medal

- I. A candidate who passes BA/B.Sc/BA Theology examination (Regular or Private) in Two Years shall be awarded a Gold Medal, provided he/she scores the highest marks amongst the candidates and obtains not less than 70% of the aggregate marks. Provided further, he/she passes both the examinations (i.e. Part-I and Part-II of BA/BSc) as a whole.
- II. A candidate who obtains the highest percentage of marks in the subject at the M.A/MSc Annual Examination of the University (Regular or Private) and is placed in the first division and has passed each part in the first attempt in the two consecutive annual examinations will be awarded a Gold Medal. The aggregate of marks obtained in both the previous and Final examinations will be taken into account. However, in case of honors graduates the marks of only final examination shall be considered.

8. Award of Merit Certificate

- I. A University Merit Certificate will be issued on application and on payment of prescribed fee to the candidates securing 1st, 2nd and 3rd positions in the University annual examinations, provided a candidate secures at least 2nd division marks
- II. Merit Certificate will be awarded on the aggregate result of the Final Examinations and not for the parts separately.
- III. The Merit Certificate will contain the following information:
 - a. Name of the examination and year.
 - b. Name and father's name.
 - c. Roll No of the Final Examination.
 - d. University Registered Number.
 - e. Institution/district from which appeared and passed.
 - f. Total marks obtained out of the total marks of the course.
 - g. Students appearing for improvement of division shall not be eligible for the Merit Certificate.
 - h. Note: Merit certificate will be awarded to those candidates who have passed each part of the concerned examination in first attempt without failing or

absenting in any paper in any of the parts.

- IV. No candidate who passes an examination in piecemeal or avails himself of the concession of appearing in a supplementary examination will be entitled to a prize, medal or scholarship. This rule will apply to all examinations whether or not such provision is made in the special chapter pertaining to each examination. The fact of having passed any examination piecemeal or of having passed it in the supplementary examination shall be mentioned on the certificate/degree.
- V. Candidates having passed the examination by availing themselves, the concession of compartment will be shown in the certificate/degrees.
- VI. The candidates placed in compartment or secured exemption in the University examination will be issued with Detailed Marks Certificate upon the usual payment of the fee.

9. Improvement of Division/Marks

A candidate who has passed the Examination in the third or second division of this University may be permitted to improve their division/marks by availing two chances. The candidate may be allowed to improve the Division in Part-II only or 'Part-I and Part-II' together as a private candidate. Such candidates will have two chances to re-appear for improvement of division/marks in the syllabus in vogue of the relevant examination, within two consecutive examinations.

10. Attendance Requirement

- I. The name of the student who is absent without leave continuously for 14 days may be struck off the roll without provision that the student whose name has been struck off may apply to the Principal/Head of Department for the review of the order so passed, within fifteen days of the day on which the order was issued.
- II. Thesis/Report along-with award lists shall be submitted to the Controller of Examinations within four months from the last day of Theory Examinations, failing which the result shall be declared as Re-Thesis.

11. Rechecking

- I. The candidate shall apply on the prescribed form for re-checking of their answer book within 21 days of the declaration of result giving full justification of re-checking.
- II. The candidate shall be required to pay a required fee per paper.
- III. Only those candidates shall be eligible to apply for re-checking who fail in the subject

- by not more than 5 marks.
- IV. The re-checking will be done in the presence of Controller of Examination by the Principal/Head of the Department concerned. The Principal/Head of the Department may co-opt, if necessary, a Faculty who is a teacher of the subject or by a teacher of the subject nominated by Controller of Examinations.
- V. The Principal/Head of the Department shall satisfy himself that:
- a. All questions have been marked.
 - b. The total of marks allotted to individual questions are correct.
 - c. The Answer book belongs to the candidate by comparing it with his/her handwriting in the admission form etc.
 - d. The marks allotted to the candidate are in conformity with the marking of the Examiner in other cases.
 - e. In case answer to a question has been left unmarked or the marking of the script in the opinion of the Principal/Head of the Department is at variance with the general standard of marking of the examiner the script will be referred back to the examiner along with the comments of the Principal/Head of the Department or concerned teacher for reconsideration whose decision shall be final and the result of the candidate may be revised in the light of the new awards with the approval of the Vice-Chancellor. While forwarding the script of the candidate to the examiner the scripts of candidates on whom the opinion of the Principal/Head of the Department or concerned teacher is based would also be forwarded to the examiner for reference.
 - f. Note: These rules shall repeal all pervious decisions made so far on the subject.
- VI. Re-checking is not be allowed in case of Practical, Viva-Voce, Project, Field work, Thesis etc.
- VII. The said rules are exclusively meant for Conventional System of examinations only. Detailed Marks Certificates will be issued to the candidates on application/payment of the usual fee for all examinations of the University, showing the marks obtained by the candidates in each paper/subject, whether a candidate passes or fails in the paper/subject. Where the practical examination is considered to be a separate paper the marks in the Practical should also be given separately.
- VIII. In case of ambiguity in courses the case will be referred to the Equivalence Committee.

12. Change of Subject at BA Level

- I. Re-admission in the 3rd year (Part-I) is allowed in changed subject/subjects, ONCE whether passed or failed in B.A/B.Sc. Part-I (3rd year), whereas in such cases the old Registration will also be changed on payment of prescribed fee as determined by the relevant bodies Prior to declaration of the result of B.A/B.Sc Part-I class, promotion to Part-II class shall be provisional and after declaration of the result admission of only those students be confirmed who pass or qualify the prescribed promotion criteria while admission of the rest of the students in Part-I, shall be cancelled
- II. Examination means both Annual and Supplementary examination falling in that academic year (Session).
- III. This examination would mean that the candidate is debarred to appear in both the Annual and Supplementary examination falling in the academic year (Session).
- IV. Next examination would mean following annual and supplementary examination of the next year (Session).

13. The Conduct of Examination

- I. All examinations shall be held at such Centers as may be appointed by the Vice-Chancellor or power delegated to Controller of Examinations.
- II. No one who has passed an examination of this University shall be permitted to reappear at the same Examination except as specially provided for in the Provisions for the examination concerned.
- III. The Superintendent of each Examination Center shall be appointed by the Vice-Chancellor or power delegated to Controller of Examinations at least one month before the date fixed for the commencement of the Examination or as soon as possible.
- IV. Where necessary, the Controller of Examination shall arrange for the appointment of one or more Assistant Superintendents and Dy. Superintendents.
- V. The rules relating to the Duties of Superintendent of Examination Centers including Directions to candidates may be altered by the Syndicate from time to time.
- VI. If a candidate's Answer-paper is lost after having been received by the Superintendent of the Examination Center or by one of his Assistants, and if the candidate passes in all other papers, he may be permitted to reappear in that one Paper on a date to be fixed by the Controller of Examinations and if he obtains pass marks in that Paper, he

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- shall be deemed to have passed the Examination. In the case of a dispute as to whether the candidate's Answer-paper was duly received or not the Controller of Examination's finding shall be final.
- VII. Every day before the Examination begins the Superintendent or the Dy. Superintendent shall ask all the candidates to search their pockets, seats and deliver to him all books, paper or note which they may have in their possession or anything which can be used for cheating. This demand shall be made of all late-comers also who are admitted into the Examination room.
- VIII. Any candidate who fails to part with or is found to have in his Possession or accessible to him, books papers or notes relating to the subject of the Examination paper or is detected in giving assistance or using or attempting to use any other unfair means in connection with the Examination, shall be reported to the Controller of Examinations for necessary action.
- IX. If a candidate is found as having in his possession or accessible to him, books, papers or notes or any other thing or material which might possibly be of assistance to him he shall be debarred from passing the Examination that year.
- X. A candidate appearing in an Examination who makes himself responsible for any of the categories of reprehensible Conduct enumerated below shall be liable to such punishment as, in his case, may be determined by the Syndicate in its discretion according to the gravity of his misconduct on the recommendation of the UFM Committee.
- XI. Giving or receiving assistance or copying from any book, paper or memorandum or another candidate's answer book or allowing any other candidate to copy from his Answer-Paper or using or attempting to use these or any other unfair means;
- a. Deliberate previous arrangements to cheat in the Examination such as smuggling in another Answer-book, or impersonation or similar misconduct of a serious nature;
 - b. Obtaining admission to an Examination on a false representation made in his Application or Admission Form;
 - c. Using abusive or obscene language in his Answer-paper;
 - d. Forging another person's signature on his Application or Admission Form;
 - e. Refusing to obey the lawful order of the Superintendent of the Examination Center in the Examination-room or changing his seat or Roll Number Card with another candidate or creating disturbance of any kind during the

- Examination or otherwise misbehaving in or around any Examination Center.
- f. Being found in or around an Examination Center in possession of fire arms or anything ordinarily used as a weapon of offence;
 - g. Any one helping the candidates.

14. Change of Center

- I. No change of Center will ordinarily be permitted, but to obviate genuine hardship, candidates may be permitted to change Examination Centers under the following rules:
- II. The application for a change of Center (to be made on a prescribed form) should come through the Head of the Institution who signed or countersigned the candidate's Admission Form.
- III. If a change of center is being asked for on the ground that the father or guardian of the candidate has been transferred from his previous station, that fact should be certified by the Head of the Office in which the father or guardian was employed. If the father or guardian is not working in an office, the fact that he is moving out of his former station should be certified by a Gazetted Officer of the Government of the Pakistan or by the Principal who signed the Candidate's Admission Form or by the Principal of an Affiliated College.
- IV. Where a candidate seeks to change his Center for reasons of ill-health, the application must be accompanied by a certificate signed by a Registered Medical Practitioner.
- V. The prescribed fee payable for affecting a change of Center, whether from one station to another or within the same station, shall not be refunded if the permission to change the center is not availed of by the candidate.
- VI. No fee shall be charged if a candidate is allotted by the University Office for want of accommodation or for some other reason a Center other than the one asked for by him in Admission Form.
- VII. The Vice-Chancellor may, to avoid hardship, authorize a change of center in exceptional cases not covered these rules.

15. Permission of Amanuensis

- I. An Amanuensis shall be allowed only if a candidate suffers from a disability which renders him unable to write normally provided that the fact is duly certified by a Registered Medical Practitioner. For this purpose, permission in advance is required

from the Controller of Examinations.

- II. The amanuensis employed must be of a lower grade of education than the candidate and must not be attached to the institution to which the candidate belongs.
- III. In emergency case the Superintendent of the Examination Center shall chose a suitable Amanuensis and forward to the Controller of Examination immediately a report giving full particulars of the candidate and of the Amanuensis employed.
- IV. The Superintendent shall arrange for a suitable room for the candidate and appoint a special Assistant Superintendent for invigilation.
- V. The prescribed fee to be charged from candidates. No fee will be charged from blind candidates.
- VI. Out of the fee charged from the candidate 50 percent will be paid to the Amanuensis.

16. Appointment of Inspectors of Examination Centers

Inspectors will be appointed for various examination Centers during the course of examinations and a payment of T.A./D.A. and Inspection Fee will be allowed to them.

17. Documents to Be Submitted with Examination Forms

I. BA Part-I Requirements:

- a. Attach three attested passport size photographs (compulsory for male and female);
- b. Original Migration Certificate.
- c. DMC of FA/FSc (Clear visible photocopy).
- d. Original Bank Receipt.
- e. Three copies of NIC or Domicile (Clear visible);
- f. After attestation from any Class One Officer, the admission form along with other certificates may be handed over or sent to the concern section through Registered Post, to reach Controller of Exams Office before the cutoff date.
- g. Admission fees and dates of admission (as prescribed from time to time).
- h. Note: All documents along with original Bank Receipt should be submitted within time, to reach the concern section of Controller of Examinations office before the given date otherwise late fee will be charged as per given schedule.

II. BA PART-II REQUIREMENTS

- a. Attach 3 passport size photographs (compulsory for male and female);
- b. Attach the following documents also:

- c. DMC BA Part-I
- d. Three copies of NIC
- e. Original Bank Receipt
- f. All documents and admission form should be attested as per given instructions;
- g. Those candidates who have compartment in Part-I exam but they are appearing in the Part-II, they have to submit two separate admission forms i.e. one for Part-I and other for Part-II, they should also attach the DMC;
- h. Fees: As prescribed from time to time.
- i. Note: All documents along with original Bank Receipt should be submitted within time, to reach the concern section of Controller of Examinations office before the given date otherwise late fee will be charged as per given schedule.

III. FOR COMPARTED CANDIDATES

- a. In case of compartment in BA/B.Sc. Part-I, last DMC of Part-I; and
- b. In case of compartment in BA/B.Sc. Part-II, last DMC's of Part-I and Part-II must be attached;
- c. Attested documents (Form, CNIC, 3 Photographs and original Bank Receipt) must be attached;
- d. Private candidates can attest their admission form and other documents from any Class One officer;
- e. Regular or late college students must attest their admission form from the concern Principal;
- f. Fees: As prescribed from time to time.

IV. Note: All documents along with original Bank Receipt should be submitted within time, to reach the concern section of Controller of Examinations office before the given date otherwise late fee will be charged as per given schedule.

18. Improvement Requirements

- I. After passing the previous and final exams (Part-I and Part-II) two consecutive chances are given for the improvement of Division/Marks.
- II. For improvement the candidate is requiring to appear in both the Parts (previous and final) or in the final exam (Part-II) in full subjects.
- III. No subject change is allowed in improvement case.
- IV. Attach the DMC's of Part-I and Part-II (previous and final), 3 photographs, CNIC or

- Domicile along with original bank receipt;
- V. Private candidates can attest their admission form from any Class One Officer.
- VI. Regular or late college students must attest their admission form from the concerned Principal;
- VII. Fees: As prescribed from time to time.
- VIII. Note: All documents along with original Bank Receipt should be submitted within time, to reach the concerned section of Controller of Examinations office before the given date otherwise late fee will be charged as per given schedule.

19. Additional Subject Examination

- I. After passing full BA/B.Sc. Part-I and Part-II examinations, one can appear in any one or two subjects in which the applicant wants to appear as private candidate and which can be opted as private subject;
- II. Separate fees should be deposited for Part-I and Part-II;
- III. Separate examination forms should be submitted along with DMC's of Part-I and Part-II, CNIC or Domicile photocopies, original Bank Receipt and three photographs for each examination form, and should be attested from any Class One Officer to reach the concerned examinations section before the cutoff date;
- IV. Additional examination has nothing to do with improvement of marks or improvement of division;
- V. BSc candidates can appear in additional English compulsory only after passing their BSc subject to the condition that they were not taught English compulsory in BSc Fees, as per prescribed rates.

SECTION-2
REGULATIONS FOR SEMESTER SYSTEM

1. Short Title, Commencement and Application

- I. These regulations shall be called the “University of Chitral Semester Regulations 2022”.
- II. These regulations shall come into force with retrospective effect from academic session Fall-2020.
- III. These regulations shall be applicable to all the degree programs offered by the University of Chitral or its constituent or affiliated institutions under the semester system.

2. Saving

Provided that all the existing examination rules/bylaws of the University of Chitral not provided for under these rules shall continue to be in force, so far not inconsistent with the provisions of these rules. Provided further that, the rules/regulations, inconsistent with these rules will be superseded by these rules.

3. Definitions

In these regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- “Head” means Chairperson of a Department, or Principal of a College, or Director of an Institute/Academy/Center.
- “Institution” means a constituent or affiliated department / college / institute / center / academy of the university.
- “Dean” means Dean of a Faculty of University of Chitral.
- “Departmental Coordinator of Semester System” means a faculty member of the department/college/institute/Center/academy who has been assigned the duty of coordinating semester system in a department by the Head of respective department.
- “Departmental Semester Committee” means a committee constituted under these regulations.

4. Duration of Semester

- I. Each semester shall be of 18 weeks' duration; out of which 16 weeks shall be reserved for teaching, and 2 weeks for examinations.
- II. There shall be a 'teaching break', to be called 'Semester Break', of one week after every semester; this break will be used for preparation/submission of results and admission/registration processes for next semester.
- III. If teaching in whole of the university is suspended due to some exigency, the period of the semester shall be either extended to the extent of the duration lost due to this or by offering additional teaching/contact hours per week during the remaining part of the semester.
- IV. There will be two terms/tests in one Semester I.e. Mid Term (8 weeks teaching +9th week for examination) and Final Term Test (8 weeks of teaching + 18th week for examination)
- V. A semester will be considered as valid if 80% lectures are delivered.
- VI. There will be no classes on Saturdays and Sundays, (affiliated colleges are exempted) unless approved by the competent authority.
- VII. The academic year / session shall comprise of two Regular Semesters as per Academic Calendar.
- VIII. Note-1: In case the teaching in the whole or part of the semester is suspended because of some exigency, the Head of the Department may work out its own mechanism to compensate for the time lost.

5. Admissions

- i. Admissions for 4-years Undergraduate Degree Programme (BS) and the ongoing MA/MSc may be made in Fall/Spring Semester only.
- ii. Admission to BS 4-Year, Master 2-Year, will be announced within one week of the declaration of Intermediate, Bachelor and Master Examinations respectively and the process shall be completed within one month prior to commencement of semester.
- iii. If the number of students admitted in a programme is less than 15, the admission may be considered as cancelled.
- iv. The Regulations for Admissions and Eligibility Requirements for various programs of studies are already prescribed and described in the Prospectus(s) of various programmes

Table: Scheme of Studies/Program Structure

Particular	1-Year Degree (Master)	2-Year Degree (Master)	3-Year Degree (Honors)	4-Year Degree (BS)
Total Number of Cr. Hrs	33 – 36	63 – 72*	99 – 108	130 – 140*
No. of Semesters	2	4	6	8
Max. Duration** (In Semesters)	4	8	10	12
Course Load for Students (In Cr. Hrs)	9-12	15 – 18	15 – 18	15 – 18

*Excluding internship/viva voce

**Maximum duration implies the compensation for time lost due to unavoidable circumstances

6. Credit Hours

- i. “Credit Hour” means teaching a theory class for 01 hour or laboratory/practical work of 02 hours or a field work of one day every week throughout the semester.
- ii. The number of credit hours for a degree program is inclusive of credit hours assigned to internship/research project/thesis etc.
- iii. The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3-0) means three credit hours of theory, while 3(2-1) means a total of three credit hours, of which two are for theory while one credit hour is for laboratory.
- iv. The weekly contact hours of a 3(3-0) course will be three, while the contact hours of a 4(3-1) course will be five such that three contact hours for theory and two contact hour for laboratory.
- v. A course that shall be counted in calculation of GPA/CGPA is called ‘Credit Courses’, while a course that shall be mandatory to pass but shall not be counted in calculating GPA/CGPA is called ‘Non-Credit Course’

7. Assessment/Evaluation

Table: Marks Breakdown for assessment of each course shall be made as follows:

S No.	Item	Maximum Marks for Courses without Laboratory (3 + 0)	Maximum Marks for Courses with Laboratory (2 + 1)
1	Mid Terms 9 th week	30%	30%
2	Quizzes/ Assignments/ Presentation/ Attendance/Laboratory	20% (HoD/Teacher concerned will determine the distribution as per their requirement)	20% (HoD/concerned Teacher will Determine the distribution as per their requirement)
3.	Final Terms 18 th week	50%	50%

Note: The above division of marks is for both the University and affiliated colleges.

MID TERM- 30%: (Duration 1.5 Hour) Number & Nature of test questions: Ten objective type questions of 1 mark each. Two essay type questions of 10 marks each with no choice.

Nature of Question Paper	No. of Questions	Marks Allotted
Objective Type	10	10 (01 mark each)
Essay Type	02	20 (10 marks each)

- i. FINAL TERM: (Duration 2.0 Hours) Number & Nature of test questions: Ten objective type questions of 20 marks. Three essay type questions of 10 marks each with no choice.

Nature of Question Paper	No. of Questions	Marks Allotted
Objective Type	10	20 (02 marks each)
Essay Type	03	30 (10 marks each)

- ii. The Final Term paper shall cover 20% from Mid Term and 80% from the Final Term

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courses. Every teacher shall be required to inform the students regarding this distribution in the beginning of the Semester The viva-voce of internship/research report shall be conducted by a committee comprising:

- a. Head of concerned department
 - b. Teacher concerned
 - c. One senior faculty member of the department concerned
- iii. For thesis an external examiner may be appointed and paid remuneration as per university rules.

8. Attendance Requirement

- i. A minimum of 75% attendance of the lectures delivered in each course will be prerequisite to appear in Examinations.
- ii. A student who does not satisfy the requirements of attendance (at least 75% in each course) shall be ineligible to appear for the final-term examination of that course. And they shall repeat that course as regular student whenever it is offered again.
- iii. If a student represents the University, Province or Country in Sports, or any other officially sponsored activities during a semester, he/she will be given benefit in attendance up to 20 days in that semester on the recommendation of the head of the department concerned.

9. Organization of Teaching

- i. Teaching in various courses shall be organized through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, project, and any other method of instruction approved by the University.
- ii. Teaching shall be conducted by the University teachers, or such other persons as may be declared to be teachers by the competent authority.
- iii. The university shall offer every required course at least once in an academic year.
- iv. English shall be the medium of instruction and examination for all courses except where otherwise approved by the competent authority.

10. Change of course(s)

- i. A student, with the permission of relevant dean/respective head of department, may be allowed to change the discipline within 7 days of the commencement of a semester. No change of discipline shall be allowed beyond this time limit.

11. Drop/Addition of course(s)

- I. A student, with the permission of respective head of department may be allowed to drop/add a course within 7 days of the commencement of semester subject to the provisions of maximum and minimum semester work load.
- II. The dropped course will be deemed not taken by the student ab-initio and will not appear on his/her transcript altogether.

12. Withdrawal from course(s)

- I. Withdrawal from a course will be allowed latest up to one week before the final-semester examination on the recommendation of the concerned teacher with approval by the respective Head of Department / Institute / Center.
- II. Withdrawn course shall be represented by the letter grade 'W' on the transcript and will not be treated as 'F' grade, i.e. the credit hours of a 'W' course will not be taken into account while calculating GPA/CGPA of the student.

13. Repeating Courses

- I. If a student was not allowed to take the examination of any subject due to shortage of attendance in that subject, he/she shall be required to register himself/herself in that subject whenever offered again, attend the classes regularly and reappear in examination.
- II. If a student fails in any subject, they shall be required to register themselves in that subject whenever offered.
- III. The credit hours of repeating courses shall not be considered for the purpose of calculating maximum semester workload of the student.
- IV. The student may repeat up to 6 courses in which he/she failed throughout the programme.
- V. In case a student repeats the course, which has already been taken, the old grade will be substituted with the new grade, (for CGPA calculation) but in case 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.
- VI. A graduate student with a "C&D" grade can repeat the course if he/she desires to improve. The maximum number of courses that a student may repeat at graduate level is three.

14. Improvement of Grades

- I. A student desirous of improving grade(s), from “C&D” in selected course(s) may be allowed by the Head of the relevant Department, with information to the Controller of Examinations when the selected courses are offered.
- II. If a student desirous of improvement after the declaration of the final result shall be allowed to for not more than four courses, and shall be done within two semesters.
- III. On improving subject, if one gets the grade less than the previous, the previous grade will be counted towards his passing.
- IV. Attendance will not be mandatory in the courses for which one has registered for improvement of grades. Nevertheless, it will be the sole responsibility of the concerned student to coordinate with the subject teacher regarding class quiz, assignments, presentation etc.

15. Special Rescheduled Examination (SRE)

- I. Special rescheduled examination or makeup examination (in old terminology) should be allowed to students in extreme genuine circumstances to be determined by the Head of Department in the following situations provided that the students who have fulfilled all requirements for appearing in the Mid/Final Term Examination: -
- II. On production of medical certificate in cases of illness, wound, childbirth, burnt for himself/herself or documents of hospitalization of parents, siblings and dependents if none is there to take care of them.
- III. In cases of tragic incidents in the family affecting parents, spouse, children, siblings, dependents or 1st cousins or their parents with solid verifiable proof.
- IV. If officially represent the University in any national or international event.
- V. Special Rescheduled Examinations shall be conducted within 2 weeks of the end of the semester.
- VI. The pattern, i.e. nature and number of questions and weightage of the SRE shall remain similar to that of the Mid/Final Term Examination.
- VII. Students appearing in the SRE shall be charged with double examination fee.
- VIII. There will be no SRE for failed students; if a student fails in a course, he/she is required to repeat it, when the course is offered.
- IX. Note-: Answer books/assignments may be shared with students after grading before the submission of the result by the concerned teacher.

16. Promotion

For promotion the following conditions shall be followed:

- I. A student shall obtain a minimum Cumulative Grade Point Average (CGPA) of 2.00 at the end of each semester for normal promotion to the next semester.
- II. At the end of the first semester, an undergraduate student shall get a CGPA of at least 2 for normal promotion. However, if at the end of the first semester, an undergraduate student could not achieve the standard CGPA 2.00 then such a student shall get a CGPA of at least 1.0 to be promoted to the second semester on probation basis.
- III. At the end of the second semester, an undergraduate student shall get a CGPA of at least 2 for normal promotion. However, if at the end of the second semester, an undergraduate student could not achieve the standard CGPA 2.00 then such a student shall get a CGPA of at least 1.5 to be promoted to the third semester on probation basis.

17. Probation

- I. Probation is a status granted to the student (undergraduate) whose academic performance falls below the minimum University standard. The students achieve equal or more than 1.0 CGPA and less than 2.0 in 1st semester such student will be put on probation for the next semester (2nd).
- II. If the undergraduate student (who was given 1st probation within 2nd semester) does not come out by increasing his/her CGPA to 1.5, then again, he/she will go on “last probation” in the 3rd semester. If the student who was earlier on probation, does not come out in the last probation by achieving the minimum desired CGPA 2.0, he/she shall be rolled out (struck off) from the department, and cannot be re-admitted by the same department.
- III. During the summer/winter semester, the probation students will have to

be registered to improve the grade.

- IV. The undergraduate student who fails to secure a CGPA 1.0 at the minimum in the first semester, shall stand automatically removed from the rolls of the department. Such a student may be considered for readmission in the same institute/department on open merit only.
- V. At the end of second semester a student must obtain a minimum CGPA of 1.5 in order to be eligible for registration in the third semester. If the above condition is not complied with by a student, he/she shall be removed from the rolls of the Department.

18. Semester Freezing/Leave of Absence

- I. Semester freezing will be granted by the Academic Director/Registrar on recommendations of the concerned Head of the Department in response to a request made by the student with reasonable justification.
- II. A student can freeze up to two semesters at the maximum during the entire period of a relevant program of studies.
- III. No freezing during the semester is allowed, i.e. whenever semester freezing is granted on the request of the student it would be effective from the beginning of the respective semester, thus all the attendance, quizzes, assignments, mid-term etc. taken so far in the semester by the student would be deemed as not have taken place in respect of the concerned student.
- IV. At the end of semester freezing the student will retake admission in the same semester when offered again and shall have to opt for courses in place at the time of readmission.
- V. The maximum duration allowed for completion of degree will be extended by the duration of semester freezing.
- VI. Note-: During the semester freezing the concerned student shall not be provided any facility by the University.

19. Examination Fee

- I. Examination Fee shall be collected along with admission fee and other dues by the concerned Department at the time of admission to a Semester.
- II. The examination related stationary shall be provided by the Controller of

Examinations.

- III. The amount of prescribed fee and remuneration rates etc. will be as per university rules to be notified from time to time.

20. Conduct of Examination

- I. Schedule of examination (Date Sheet) for mid-term and final-term examinations shall be notified by the Coordinator of Examinations or concerned teacher at least two weeks before the commencement of respective examinations.
- II. Every Course teacher shall submit the question paper to the coordinator of examinations at least 02 working days before the scheduled date of his/her paper.
- III. The coordinator of examinations shall make necessary arrangements for the conduct of examinations including date sheets, acquisition of stationary (answer books) from the Controller of Examinations office, seating arrangement, photocopying of question paper in required number, notification of duty roster for teaching and non-teaching staff.

21. Unfair Means (UFM) Cases

- I. Duty teacher/invigilator shall report any unfair means (UFM) case to the coordination of examinations soon after the conduct of concerned paper.
- II. The departmental coordinator shall report the departmental unfair means (UFM) cases to the departmental UFM committee which shall decide all such cases within one week of respective mid-term/final-term examinations.
- III. The UFM cases shall be dealt with as per approved university rules.

22. Cancellation of Admission

If a student fails to attend any lecture during the first two weeks, after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled and shall be notified.

23. Course File

- I. Maintenance of Course Files is mandatory for the teacher. It will have a complete record of everything that happened during the Semester. The Course File will contain:
 - a. Description of Course/course contents
 - b. Course coding

- c. Weekly Teaching Schedule
- d. Dates of Mid-Semester Examination
- e. Grading policy will identify each activity such as homework, quizzes, mid semester examination, final examination, term papers
- f. Copy of each homework assignment
- g. Copy of each quiz given
- h. Copy of mid semester examinations
- i. Grading sheets of the Course detailing statistical data on the grades obtained by students
- j. Difficulties, problems faced during classroom/course delivery

24. Result Declaration

- I. The mid-term result of a semester shall be prepared and displayed on the departmental notice board by the concerned teacher within 07 days of the end of such examination.
- II. After holding the final-term examination of a semester each teacher shall prepare three copies of the result/awards on the prescribed subject award list. He/she shall retain one copy and submit two copies to the Coordinator of Examinations along with answer books and question paper.
- III. The Coordinator of Examinations shall keep one copy in his/her record while forward the second copy of the award list to the Controller of Examinations duly signed by the head of department/institute/center.
- IV. The result of First Semester of any programme of studies shall be prepared and notified provisionally by the departmental semester coordinator of examinations after taking approval from the concerned head of department. Such a result shall be notified within one week of the conduct of final-term examination of the semester.
- V. The results of all the following semesters including the results of previous semester as per attached specimen will be prepared by the coordinator of examinations duly signed by the head of department/institute/center and forwarded to the Controller of Examinations of University of Chitral for Notification.
- VI. The result of each semester shall be declared within one week of the conduct of the Final Term examination.
- VII. The consolidated result shall be declared within two week of the conduct of the last examination of the Final Semester of the programme.

VIII. For the programs / degrees where research is optional, the students are required to submit the Thesis / Research Project report within four months from the date of last examination of the final semester. The evaluation of the project shall be made by the panel of three examiners comprising the Head, external examiner (to be recommended by the departmental semester committee and appointed by the controller of examinations) and a faculty member nominated by the Departmental Semester Committee.

IX. Early declaration of results, fulfilling all requirements, may be processed by Controller of Examinations on the recommendation of concerned HoD by depositing the prescribed fee of Rs.15000/-.

25. Medium of Examination for Islamiyat and Pakistan Studies: The medium of examination for Islamiyat and Pakistan Studies should be English and Urdu. The paper should be set in both languages at one and the same time and the students should have the option to choose any medium to attempt the papers of these subjects.

26. Online Entry Portal:

- I. Examinations Section has developed an online entry portal for the departments of the University.
- II. The portal will allow the departments to enter the marks of each paper within seven days of its conduct. Departmental designated officials / or each faculty member can not only enter the marks (internal, midterm and final terms assessments) of the paper but also they can edit it before submitting it within seven days and get auto generated award list as well.
- III. The award lists will be officially submitted to Examination Section after termination of examination duly signed concerned teacher and Coordinator/ HOD (as the case may be).
- IV. After submission or expiry of 5-days of conducting a paper as per date sheet the portal will automatically submit and get closed for that paper and any genuine modification can be done by Controller of Examinations / his designated staff only.
- V. The Examinations Section will compile the consolidated results within two weeks from the final paper.

27. Record Keeping

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Record of all results/marked Answer Book of each semester provided by the concerned Head of the Department to the Controller of Examinations shall be kept on record by the Controller of Examinations.

28. Grading System

The grading shall be done on a scale of 1 – 4.

Equivalence between Letter grading and Numerical grading shall be as follows:

Marks Percentage	Value	Grade	Remarks
85 and above	4.0	A	Excellent
84	3.9	B	Very Good
83	3.8		
82	3.7		
81	3.6		
80	3.5		
79	3.4		
78	3.4		
77	3.3		
76	3.3		
75	3.2		
74	3.2		
73	3.1		
72	3.0		
71	2.9	C	Good
70	2.8		
69	2.7		
68	2.6		
67	2.5		
66	2.5		
65	2.4		
64	2.4		
63	2.3		
62	2.2		
61	2.1		
60	2.0		

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59	1.9	D	Fair
58	1.8		
57	1.7		
56	1.6		
55	1.5		
54	1.4		
53	1.3		
52	1.2		
51	1.1		
50	1.0		
49 and below	0.0	F	Fail
I	--	I	Incomplete
W	--	W	Withdrawal
P	--	P	Pass (Non-Credit Course)

Fraction of marks obtained in a course shall be counted as one mark, e.g. 60.3 shall be considered as 60 while 49.5 or more is to be considered as 50. Grade Point Average (GPA) is an expression for the average performance of the student in the courses he/she has taken during any semester, thus GPA may be calculated for 1st semester, 2nd semester or any other semester.

GPA shall be rounded to two decimal places, e.g. a GPA of 2.064285 shall be reported as 2.06, while a GPA of 2.065124 shall be reported as 2.07.

GPA shall be calculated in the following manner:

$GPA = \Sigma GP / \Sigma CH$ (for all the courses offered in a single semester), where:

GP = Numeric Value of % of Marks obtained in a course multiplied by credit Hours of the said course

ΣGP = Sum of all the Grade Points of courses offered in the semester
 ΣCH = Sum of all credit hours of courses offered in the semester

Table: Example-1: Calculation of GPA without Withdrawal of courses

Course Code	%age of Marks Obtained	Grade	Value	Credit Hours (CH)	Grade Point (GP)
511	65	C	2.4	3	7.2

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513	72	B	3.0	3	9.0
515	80	B	3.5	3	10.5
517	51	D	1.1	2	2.2
519	42	F	0.0	3	0.0
Total				14	28.9

Suppose a student withdraws course code '519' as provided in these rules, then the GPA shall be calculated as follow

Table: Example -2: Calculation of GPA with Withdrawal of courses

Course	%age of Marks Obtained	Grade	Value	Credit Hours (CH)	Grade Point (GP)
511	65	C	2.4	3	7.2
513	72	B	3.0	3	9.0
515	80	B	3.5	3	10.5
517	51	D	1.1	2	2.2
519	42	W	-	-	-
Total				11	28.9

Cumulative Grade Point Average (CGPA) is an expression for the average performance of the student in all the courses he/she has taken during all the previous semesters (the entire course of study), thus at the end of 1st semester, CGPA will be the same as GPA, while CGPA at the end of 2nd or any subsequent semester will be calculated by taking into account all the courses taken by the student in all the previous semesters.

The CGPA shall be rounded to two decimal places.

$CGPA = \Sigma GP / \Sigma CH$ (for all the courses taken so far in all the previous semesters/ the entire course of study), where GP = Numeric Value of % of Marks obtained in a subject multiplied by credit hours of the said subject

ΣGP = Sum of all the Grade Points of courses offered in all the previous semesters
 ΣCH = Sum of all the credit hours of courses offered in all the previous semesters

A student shall be awarded incomplete grade represented by 'I' in the following cases:

If a student fails to complete any assignment, term paper or presentation assigned to him by the teacher for the purpose of internal assessment.

In case a student is unable to appear in part or whole of the mid or final term examination of a semester on medical grounds or circumstances beyond the control of student to be determined by the Head of the Department, provided that he/she fulfills the condition of having attended the prescribed number of lectures.

29. Award of Degrees

Minimum requirement for the award of BA/BS 4-year and MA/MSc degrees shall be a CGPA of 2.0/4.0.

30. Departmental Semester Examination Committee

- I. The Head of every Department shall notify a Semester Examination Committee, comprising 4 members including the Head of the Department as the Convener, two senior faculty members and Coordinator Examinations as the Secretary of the Committee, to perform the following functions:
- II. Periodic assessment of the progress of different courses being taught.
- III. Periodic assessment of the contents of different courses being taught.
- IV. Investigation of any irregularity in the assessment of any course taught.
- V. Periodic assessment of the method of teaching, pattern of question papers, and any other relevant aspect.
- VI. The Committee shall submit annual report on the academic performance and assessment of students to the respective Dean.
- VII. The Committee shall also submit a report, to the respective Dean, on the evaluation of teachers by the students and evaluation of the courses by the students, using the questionnaires available with the Director Quality Enhancement Cell.
- VIII. The Committee shall look after the use of un-fair means during the any examination, and also the general behavior of students. The Committee shall be entitled to impose appropriate penalties as per university rules.
- IX. To review and analyze the question paper on standard format All the proceeding of the Committee shall be recorded by the Secretary (Departmental Coordinator Semester Examinations) and approved by the Convener.

31. University Semester Committee

- I. There shall be a University Semester Committee to be constituted by the Vice Chancellor. The Committee shall comprise the following as members:

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- a. All Deans
 - b. Registrar or their nominee
 - c. Director Admissions
 - d. Controller of Examinations or their nominee
 - e. Director, Quality Enhancement Cell (QEC)
 - f. Coordinator Semester Program
- II. The Committee shall perform the following functions:
- III. Provide consultation to the Departments regarding implementation of semester system.
- IV. Provide support in the implementation of semester system by arranging short courses for the faculty on various aspects.
- V. Monitor and report on the implementation of semester Regulations and address various issues arising thereof.
- VI. Recommend necessary amendments in the Semester Regulations, if needed.
- VII. Provide consultation and support to the Affiliated Colleges regarding implementation of semester system.
- VIII. Monitor and report on the implementation of semester Regulations and address various issues arising thereof.
- IX. Recommend necessary amendments in these Regulations, if needed.

32. Repealing Clause

Subsequent to the approval of the above-mentioned Regulations for the Semester System at the University of Chitral, all existing Regulations pertaining to the conduct of Semester System at any of the Department / College / Institute / Center shall stand repealed.

33. Academic Calendar

- I. The Director Academics shall publish a schedule of complete academic year for Fall and Spring Semesters in the respective prospectus containing the following:
- a. Semester starting date
 - b. Holidays during the semester
 - c. Semester culmination date
 - d. Mid/Final-Exam Week
 - e. Grade notification date

- II. Instruction should be given in the calendar to the students that they will be responsible to meet the requirement and deadline published for each semester in the academic calendar of the university. Students are expected to know, adhere to regulations, course loads, prerequisites and policies of the university as well as those of the departments/institutes/centers in which they will be enrolled.

34. Procedure of Thesis Examination

- I. Thesis may be an integral part of certain schemes of studies of an academic program at 4 years BS and 2 years Master levels or an optional one. If an academic program of such level requires their students to undertake research and submit a thesis accordingly, the following procedure is recommended for the Thesis Examinations:
 - II. Thesis for the BS (4 years' program) shall not be accepted earlier than eighth (8th) and later than twelfth (12th) semester after the date of enrolment. Similarly, the constraint of time for thesis acceptance of MSc degree shall be fourth (4th) and sixth (6th) semester. However, further extension up to two semesters for thesis could be given by the Board of Studies on recommendation of the Supervisor (extra semester fee will be paid by the student). Additional two semesters can be given by Academic Council and further extension will be granted by the Syndicate.
 - III. At the end of the course of study, the candidate shall submit a printed copy with rough binding of the thesis for examination. The supervisor may advise the student to revise and resubmit the thesis, if it is deemed necessary.
 - IV. Thesis processing fee will be paid as per rule.
 - V. The supervisor/concerned teacher shall examine the thesis and recommend it to the Controller of Examinations, University of Chitral through the Chairperson/HOD for further processing. The following certificates shall be attached within thesis:
 - VI. Certificate from the student for authenticity of his/her work
 - VII. Certificate from the supervisor that the work has been checked
 - VIII. Plagiarism Certificate from Director QEC for higher studies, for BS 4-Years and MA/MSc 2-Years programs Turnitin Index duly signed by the HoD– similarity index for BS 4-Years and MA/MSc 2-Years' programs will be 25% whereas for higher studies it will be the same as prescribed by the HEC from time to time.
 - IX. The following documents should be provided with thesis:
 - a. Covering letter from HoD/Chairperson.
 - b. Fee deposited receipt

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- c. A list of five (5) examiners names, external / neutral / outside the department with their status, contact numbers and address for higher studies and list of three (3) examiners for BS & MA/MSc programs.
- X. The Controller of Examinations will appoint the external/neutral examiner(s) from the recommended list.
- XI. Thesis will be sent to External Examiner by the Controller of Examinations with covering letter and evaluation proforma (attached) to fill up within one-month time period.
- XII. Thesis reports will considered positive if the examiner has suggested minor changes, otherwise the student will change his/her thesis according to evaluation proforma recommended by examiner.
- XIII. The student should defend his thesis/degree by thesis examination, i.e., presentation and viva voce on his thesis. If the concerned scheme of study recommends so, the External Examiner, who evaluated thesis, is invited through the letter issued by Controller of Examinations.
- XIV. In such case, examination date will be decided by Supervisor, HoD and Examiners with mutual understanding. Then thesis examination will be conducted by the supervisor and external examiner under the supervision of the Chairperson/HOD and Dean concerned.
- XV. The External examiner will send the award list to the Controller of Examinations within two days after conducting the thesis examinations.
- XVI. Notification of the result of thesis examination of student will be issued by Controller of Examinations.
- XVII. If the student successfully defends the thesis, his/her result will be declared, and he/she will be awarded the degree. However, if the candidate fails in the thesis examination, he/she will be permitted to re-appear in the thesis examination within 2 months. Failure for the second time may mean failure in the examination altogether.
- XVIII. The student will be required to qualify the thesis examination by obtaining GPA of 2.0 for BS 4-Years and MA/MSc 2-Years programs and 2.5 for higher studies. If he/she fails, the thesis may be rejected with the option of resubmission of the thesis. In case of failure for the 2nd time, student must make up the deficiencies through special courses in next semester offered by HoD concerned.
- XIX. The grading of thesis and viva-voce examination shall be included in the Cumulative Grade Point Average (CGPA) of result.

35. Submission of Thesis

- I. Efforts should be made to complete the research work alongside the studies, however, to provide for field work and extra studies involved in literature review etc., the researchers are allowed to submit their final version of thesis duly approved by supervisor within four months from the date of last paper of the final term examination.
- II. The concerned HOD will forward the same to the Controller of Examination within a week of receipt from the researcher as per above prescribed procedure and the Examinations Section will declare results within further one month (including time provided for revisions if suggested by external examiners).
- III. In case of failure on the part of the researcher to submit the final/approved version of thesis within four months leading to incur extra time in ensuing processes, the researcher(s) will be declared re-thesis, i.e. he/she will be charged for the extra semester(s), he/she takes to submit the thesis. Whereas inordinate delay on the part of the concerned department in submission of the thesis to the Examinations Section should accompany cogent justifications.
- IV. Once a student / researcher submits the final version then in no case it will be withheld by the Department, waiting for other researchers of the cohort to submit it to examinations section cumulatively, rather it shall be forwarded to the Examinations Section within a week.
- V. Fees for Extra Semester(s): The students / scholars who take extra semester(s) for completion of their degree programs either by repeating course(s) or not submitting the thesis / project within the stipulated time, will be charged half fees of the last semester of the program for the time being in vogue, for each of the extra semester(s) they take. However, no semester fees will be charged from improvers, rather, they will pay only the examination fees in vogue.

36. Examination Fee

- I. Prescribed examination fee per course/paper (inclusive of charges for provision of DMCs/Provisional Certificate etc.) shall be charged from the students.
- II. Fee for Duplicate copy of Transcript – As per rules in vogue Out of the total Examination Fee collected 75% shall be retained by the Department/Institute/Center and 25% shall be deposited in the University bank account.

37. Remuneration Rates

- I. The remuneration shall be paid by the concerned institution out of the examination fee collected from the students as follows:
- II. A prescribed amount per student will be paid to the concerned teacher(s) per semester per course for preparing quizzes, midterm and final term question papers and their evaluation.
- III. A prescribed amount per semester will be paid to the clerk/Assistant assigned for the job.
- IV. A prescribed amount per semester will be paid to the Departmental coordinator (as per practice in vogue)
- V. Thesis/Internship examiners will be paid as per rules in vogue for other exams. Each Internal Examiner shall not have more than five groups of students under his/her supervision in case the required number of teachers is available in the concerned Departments.

SECTION-3
SEMESTER REGULATIONS FOR BS PROGRAM IN AFFILIATED COLLEGES

1. Short Title, Commencement and Application

- I. These regulations may be called the “Semester Regulations for BS (Four-Year) Programme in Affiliated Colleges”.
- II. These regulations shall come into force with retrospective effect from academic session 2020.
- III. These regulations shall be applicable to all the BS (Four-Year) programs offered by the affiliated colleges of the University of Chitral under semester system.

2. Saving

Provided that all the existing examination rules/bylaws of the University of Chitral not provided for under these rules shall continue to be in force, so far not inconsistent with the provisions of these rules. Provided further that, the rules/regulations, inconsistent with these rules will be superseded by these rules.

3. Definitions

In these regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

“Controller of Examinations” means Controller of Examinations of the University of Chitral.

- “Dean” means Dean of a Faculty of University of Chitral.
- “Director Admissions” means Director Admissions of the University of Chitral.
- “Focal Person” means Head of the respective university department, or his/her nominee preferably not below the rank of an Associate Professor, in which an affiliated college is offering a degree program.
- “College” means an affiliated college/institute of the university.
- “College Semester Committee” means a committee constituted by the concerned Affiliated College under these regulations.
- “University” means University of Chitral.

All other terms shall have the same meaning as assigned to them in the University of Chitral.

4. Total Duration of Study

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- I. The normal duration for the BS (Four-Year) programme shall be four years. Each academic year shall comprise two semesters.
- II. In case of valid reasons, the normal duration of the programme may be extended by two years (four semesters) to a maximum duration of six years (twelve semesters).
- III. A student, who failed to complete all the degree requirements in maximum duration, shall lose all the credits earned and his/her name shall be struck off the rolls of the concerned college.

5. Schedule of Semesters

- I. There shall be two semesters in an academic year, to be called Fall Semester and Spring Semester.
- II. Each semester shall be of 18 weeks duration; out of which 16 weeks shall be reserved for teaching and 1 week for mid-semester and 1 week for final term examination. Final Examinations shall be conducted by University of Chitral at the end of each semester. Schedule (date sheet) of final examinations shall be issued by the Controller of Examinations.
- III. If teaching is suspended due to some exigency, the time lost shall be covered by offering additional teaching/contact hours per week during the remaining part of the semester.
- IV. A semester shall be considered as valid if 80% lectures are delivered.

6. Admissions

- I. Admissions shall be made in Fall Semester only.
- II. Admission shall be announced within one week of the declaration of Intermediate Examination results and the process shall be completed within one month prior to commencement of semester.
- III. For Admissions the affiliated colleges shall follow the minimum eligibility criteria used for the corresponding degree programmes at the University of Chitral.
- IV. The affiliated colleges shall submit the lists of the students admitted in all BS programmes to the Director Admissions on or before the date notified by him for the purpose.
- V. The Colleges shall submit the registration forms of the admitted students complete in all respect along with 'Admission Approval' and prescribed fee to the Registration Section (Controller's Office) in accordance with the schedule announced by the

Controller Office.

7. Credit Requirements for the Award of Degree

- I. A minimum of 130-140 credit hours are required for the BS (Four-Year) degree. The said credits shall normally be earned in eight semesters.
- II. The credit hours in a course shall be governed by the approved curriculum/syllabi of the University of Chitral Credit Hour:
- III. "Credit Hour" means teaching a theory class for 01 hour or laboratory/practical work of 02 hours or a field work of one day every week throughout the semester.
- IV. The number of credit hours for a degree programme is inclusive of credit hours assigned to internship/research project/thesis etc.
- V. The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3-0) means three credit hours of theory, while 3(2-1) means a total of three credit hours, of which two are for theory while one credit hour is for laboratory.
- VI. The weekly contact hours of a 3(3-0) course shall be three, while the contact hours of a 3(2-1) course shall be four such that two contact hours for theory and two contact hours for laboratory.
- VII. A course that shall be counted in calculation of GPA/CGPA is called 'Credit Course', while a course that shall be mandatory to pass but shall not be counted in calculating GPA/CGPA is called 'Non-Credit Course'.

8. Attendance Requirement

- I. A minimum of 75% attendance of the lectures delivered in each course shall be prerequisite to appear in Final Examination.
- II. In case the student remains absent from the class for seven consecutive days without leave his/her name shall be removed from the rolls.
- III. Students having less than 75% class attendance in a particular course shall not be eligible to appear in the final examinations of that course and shall be required to register himself/herself in that course whenever offered again, attend the classes regularly and appear in the Sessional-Work, Mid-Semester and Final examination of the course in the same semester next year.

9. Course Evaluation and Grade Distribution

- I. The students shall be evaluated on the basis of two examinations, to be called Mid-Semester Examination and Final Examination, and sessional work including quizzes, assignments, presentations and Practical where applicable etc.
- II. These evaluation instruments and their respective percent weight shall be as follows:

S. No	Evaluation Instrument	Weightage*		Duration
		Without Practical	With Practical	
1	Sessional Work (Quizzes/ Assignments/ Presentation/ Practical	20%	30%	
2	Mid Semester Examination	30%	20%	1.5 Hours
3	Final Examination	50%	50%	2.5 Hours

**will be effective from the date of dissemination of these rules*

- III. The number and nature of tests, assignments, lab work etc. shall be determined by the Course teacher keeping in view the nature and requirement of the course.
- IV. Mid-Semester papers shall cover the course taught up-to Mid-Semester. The nature and number of questions for Mid-Semester Examination shall be decided by the concerned course teacher.
- V. Final Examination papers shall cover the whole course of the respective subject and shall comprise of two sections (Section-A & B), where the Section A will be compulsory comprising objective type questions related to the gist of the course with a weightage of twenty (20) marks, while the Section-B shall comprise of six (06) subjective/essay type questions covering whole course, out of which the students shall have to attempt any four (04) questions, all questions shall carry equal marks.
- VI. There shall be no choice in questions in the Mid-Semester Examination papers.
- VII. Where lab is reflected as separate entity in the transcript then 100% evaluation will be done by the concerned teacher at the college for the lab.
- VIII. To pass a course a student shall: Pass in “Final Examinations” separately by securing at least 40% marks, as a whole by securing at least 50% marks.

10. Evaluation Procedure

- I. Mid-Semester Examination:
 - a. The Mid-Semester Examination shall be conducted after eight weeks of the commencement of semester according to the schedule (i.e. Date Sheet)

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displayed by the College.

- b. Concerned college shall evaluate student work and assigning marks for Sessional and Mid-Semester Examination through the respective course teachers. The course teacher shall be responsible for the evaluation of Sessional Work/Mid-Semester Examinations of the students of his/her class and for the award of marks to them on the basis of such evaluation.
- c. The Course Teacher shall show the Answer Scripts of Mid-Semester, tests, quizzes etc. to the concerned students and take them back immediately in accordance with the schedule announced for the purpose by the teacher.
- d. In case a student is not satisfied with his/her marks, he/she may submit an application in this regard to the Principal stating valid reasons for his/her dissatisfaction with the award. Such an application shall be submitted within one week of the declaration of Mid-Semester Examination. The Principal shall refer his/her case to the College Semester Committee for appropriate action.
- e. The College shall submit the marks for Sessional Work and Mid-Semester Examinations to the Office of the Controller of Examinations one week before the end of a semester.

II. Final Examination

- a. The Final Examination shall be conducted at the end of semester according to the schedule (i.e. Date Sheet) announced by the University.
- b. University of Chitral shall be responsible for the conduct (including preparation of question papers, assignment of examiners, assignment of supervisory staff etc.) and evaluation of the Final Semester Examinations at the end of each semester through the Office of Controller of Examinations. The Panel of Examiners for Final Examinations shall be submitted to the Office of the Controller of Examinations by the respective Board of Studies of the University through its Chairperson/Head of Department who shall be the Focal Person for the BS (Four-Year) programme offered by the affiliated colleges.
- c. The Office of the Controller of Examinations shall be responsible for preparing/ declaring semester results and issuing Semester Transcripts.
- d. There shall be no re-checking of Final Examination Papers, however, the candidates may apply in the prescribed manner to the Office of Controller of Examinations for retotaling/recounting of marks awarded to him/her in any

paper of Semester Final Examination with prescribed fees.

- e. The candidates may apply on prescribed proforma (for retotaling) for award of grace marks up to up to one percent of the total number of marks allotted for the current semester examination, subject to a maximum of five marks, but for this benefit, would have failed in the examination. These marks may be distributed over the various units of passing. The benefit of fraction of marks should go to the candidate.

11. Medium of Examination for Islamiyat and Pakistan Students

The medium of examination for Islamiyat and Pakistan Studies should be English and Urdu. The paper should be set in both languages at one and the same time and the students should be given the option to choose any medium to attempt the papers of these subjects.

12. Online Entry Portal for Affiliated Colleges

- I. To facilitate and on source punching of data, an online entry portal has been developed for the Affiliated Colleges as well, to enable them enter data of internal/sessional marks.
- II. Each time the portal will be opened for the colleges to enable them enter the data of internal assessment and sessional marks after termination of the final term of the semester.
- III. The examination coordinators can enter the data, get print out and verify it before submission, however, after submission they would not be allowed to modify the data further.

13. Special Rescheduled Examination (SRE)

- I. Special rescheduled examination or makeup examination (in old terminology) should be allowed to students in extreme genuine circumstances to be determined by the Head of Department in the following situations provided that the students who have fulfilled all requirements for appearing in the Mid/Final Term Examination: -
- II. On production of medical certificate in cases of illness, wound, childbirth, burnt for himself/herself or documents of hospitalization of parents, siblings and dependents if none is there to take care of them.
- III. In cases of tragic incidents in the family affecting parents, spouse, children, siblings, dependents or 1st cousins or their parents with solid verifiable proof.
- IV. If officially represent the University in any national or international event.

- V. Special Rescheduled Examinations shall be conducted within 2 weeks of the end of the semester.
- VI. The pattern, i.e. nature and number of questions and weightage of the SRE shall remain similar to that of the Mid/Final Term Examination.
- VII. Students appearing in the SRE shall be charged with double examination fee.
- VIII. There will be no SRE for failed students; if a student fails in a course, he/she is required to repeat it, when the course is offered.

14. Viva-Voce/Practical Examination (where applicable)

- I. Viva-Voce/Practical Examination shall be conducted by an Internal Examiner: Relevant faculty member of the College to be proposed by the Principal of the Concerned College and appointed by Controller of Examinations.
- II. The award list of Viva-Voce/Practical Examination duly signed by both the examiners along with the Attendance Sheet of the concerned students shall be submitted to the Controller of Examinations within 02 working days of conduct of such Viva/Practical Examination.

15. Freezing of Semester

- I. Freezing up to two semesters is allowed during entire program.
- II. The applications of students will be forwarded by the principal of concerned college (within two weeks of commencement of the semester for normal cases and at any time on medical grounds) to the Controller of Examinations, after approval of the competent will notify the freezing of semester.
- III. Freezing of semester in the first semester is allowed only on medical grounds.
- IV. No separate notification for unfreezing is necessary, however, the college will indicate rejoining of the student while submitting forms for final term examinations in the remarks' column.

16. Migration

- I. Migration of student from one affiliated college to another affiliated college is allowed on following grounds:
 - a. In cases where residence of the parents, guardian or spouse is changed.
 - b. The student shall apply for migration before the start of classes through proper channel with prescribed migration fees and the application should accompany documentary evidence pertaining to change of residence.

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- c. The recipient college may accept incoming student only when its class strength does not exceed the maximum limit, and the student shall attach a certificate to his/her duly signed by the principal of the recipient college to the effect that vacancy is available to accommodate him / her in the recipient college.

17. Grading System

The grading shall be done on a scale of 1 – 4.

Equivalence between Letter grading and Numerical grading shall be as follows

Marks % age	Value	Grade	Remarks
85 and above	4.0	A	Excellent
84	3.9	B	Very Good
83	3.8		
82	3.7		
81	3.6		
80	3.5		
79	3.4		
78	3.4		
77	3.3		
76	3.3		
75	3.2		
74	3.2		
73	3.1		
72	3.0		
71	2.9		

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70	2.8	C	Good
69	2.7		
68	2.6		
67	2.5		
66	2.5		
65	2.4		
64	2.4		
63	2.3		
62	2.2		
61	2.1		
60	2.0		
59	1.9	D	Fair
58	1.8		
57	1.7		
56	1.6		
55	1.5		
54	1.4		
53	1.3		
52	1.2		
51	1.1		
50	1.0		
49 and below	0.0		
I	--	I	Incomplete
P	--	P	Pass (Non-Credit Course)

Fraction of marks obtained in a course shall be rounded up in a manner, e.g. shall be considered as 60 while 49.5 or more is to be considered as 50. Grade Point Average (GPA) is an expression for the average performance of the student in the courses he/she has taken during any semester, thus GPA may be calculated for 1st semester, 2nd semester or any other

semester.

GPA shall be rounded to two decimal places, e.g. a GPA of 2.064285 shall be reported as 2.06, while a GPA of 2.065124 shall be reported as 2.07.

GPA shall be calculated in the following manner:

$GPA = \Sigma GP / \Sigma CH$ (for all the courses offered in a single semester), where:

GP = Numeric Value of % of Marks obtained in a course multiplied by credit Hours of the said course

ΣGP = Sum of all the Grade Points of courses offered in the semester ΣCH = Sum of all credit hours of courses offered in the semester

Cumulative Grade Point Average (CGPA) is an expression for the average performance of the student in all the courses he/she has taken during all the previous semesters, thus at the end of 1st semester, CGPA shall be the same as GPA, while CGPA at the end of 2nd or any subsequent semester shall be calculated by taking into account all the courses taken by the student in all the previous semesters.

Both GPA and CGPA shall be rounded to two decimal places.

18. Promotion

- I. A student shall obtain a minimum Cumulative Grade Point Average (CGPA) of 1.0 in the 1st semester, 1.5 in second semester and 2.00 in the succeeding Semesters.
- II. In case a student is able to obtain CGPA of 1.00 or more but less than 2.00 in the first semester, he/she shall be promoted to the next semester with probation (1st probation).
- III. If the student who was earlier on 1st probation does not achieve the desired CGPA of 2.0 at the end of semester but obtains CGPA equal to 1.5, he/she shall be promoted to the next semester on 2nd (last) probation.
- IV. The student who fails to secure 2.00 in 3rd or any succeeding semester shall stand automatically dropped from the rolls of the concerned department of the college.
- V. A student may avail at the most two probations in the entire BS (Four-Year) programme.
- VI. If a student gets "C &D" grade, he/she may repeat the course whenever offered again to improve his/her grade.
- VII. In case a student repeats the course(s) for the improvement of grade(s) which he/she has already taken, the better of the two grades/marks obtained shall be counted for CGPA calculation.

19. Award of Degree

Minimum requirement for the award of degree shall be that:

- I. A candidate shall qualify, in accordance with the existing Rules and Regulations in each one of the semesters from 1 to 8 by securing at least a 'D' in the all the courses so as to fulfill below:
 - a. He/she shall have earned the prescribed number of credits required for the degree, i.e. 130 – 140, as the case may be for a particular BS (Four-Year) degree.
 - b. He/she shall have obtained a minimum Cumulative Grade Point Average (CGPA) of 2.00.

20. Award of Gold Medal/Merit Certificate

- I. 'University Gold Medal' shall be awarded to a student of affiliated colleges (separately from the students of the university's internal departments) among the affiliated colleges, in each programme of studies, who fulfills the following conditions:
- II. He/she has secured highest and at least 3.00 CGPA in a programme of studies and has passed all semester examinations in first attempt without failing/absenting in any course.
- III. Merit Certificates shall be issued to the candidates securing 1st, 2nd and 3rd positions in overall degree programme.
- IV. The students who availed 'semester freezing' shall not be entitled for the award of Gold Medal and/or Merit Certificate.

21. Unfair Means (UFM) Cases

- I. The course teacher shall report the unfair means cases in quizzes/tests and Mid-Semester Examination to the Principal who shall forward these cases to the College Semester Committee within one week for necessary action as under:
 - a. "Any student detected in giving or receiving assistance, or found guilty of copying from any paper, book or note, or allowing any other student to copy his/her answer book, or using or attempting to use these or any other unfair means, shall be appropriately fined and/or dropped from the programme not exceeding two semesters."

- b. UFM cases pertaining to Final Examination shall be dealt by Examination Discipline Committee of the University.

22. Semester Freezing/Leave of Absence

- I. Semester freezing/leave of absence shall be granted by the College Semester Committee on recommendations of the Head of the Concerned College Department, under intimation to the Controller of Examinations, in response to a request made by the student with reasonable justification.
- II. A student can freeze his/her semester maximum up to One Year (two semesters) during the entire period of a respective programme of studies.
- III. No freezing during the semester shall be allowed, i.e. whenever semester freezing is granted on the request of the student it would be effective from the beginning of the respective semester, thus all the attendance, quizzes, assignments, mid-semester etc. taken so far in the semester by the student would be deemed as not have taken place in respect of the concerned student.
- IV. At the end of semester freezing the student shall retake admission in the same semester when offered again and shall have to opt for courses in place at the time of readmission.
- V. The maximum duration allowed for completion of degree shall be extended by the duration of semester freezing.
- VI. Semester Freezing shall not be allowed in First Semester.

23. Organization of Teaching

- I. Teaching in various courses shall be organized through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, project, and any other method of instruction approved by the University.
- II. Teaching shall be conducted by the College teachers or such other persons as may be declared to be teachers by the competent authority.
- III. The college shall offer every required course at least once in an academic year.
- IV. English shall be the medium of instruction and examinations for all courses except where otherwise approved by the competent authority

24. Course File

- I. Maintenance of Course Files is mandatory for all the course teachers. It shall have a

complete record of things that happened during the Semester. The Course File shall contain:

- a. Description of Course/course contents
- b. Course coding
- c. Weekly Teaching Schedule
- d. Copy of each homework assignment
- e. Copy of each quiz given
- f. Copy of mid semester examinations
- g. Grading sheets of the Course detailing statistical data on the grades obtained by students
- h. Difficulties, problems faced during classroom/course delivery.

25. Record Keeping

- I. All the record related to Sessional Work and Mid-Semester Examinations (mid-semester question papers and answer sheets, quizzes, assignments, presentations, attendance) shall be kept by the concerned college for two years after declaration of final result of the respective degree programme.
- II. The Answer Books of Final Examination shall be kept by the Controller of Examinations as per relevant university rules.

26. College Semester Committee

- I. The Head of every Affiliated College shall notify a Semester Committee, comprising 5 members including the Head of the College as the Convener, and Four senior faculty members to perform the following functions:
 - a. Periodic assessment of the progress of different courses being taught.
 - b. Investigation of any irregularity in the assessment of any course taught.
 - c. Periodic assessment of the method of teaching, pattern of question papers, and any other relevant aspect.
 - d. The Committee shall submit annual report on the academic performance and assessment of students to the respective Focal Person.
 - e. The Committee shall also submit a report, to the respective Focal Person, on the evaluation of teachers by the students and evaluation of the courses by the students, using the questionnaires available with the Quality Enhancement Cell of the University.

- f. The Committee shall look after the use of unfair means and the general behavior of students during the Sessional Work and Mid-Semester Examinations All the proceeding of the Committee shall be recorded and approved by the Convener.

27. Examination Fee

Prescribed examination fee (as may be fixed by the relevant bodies from time to time) per semester shall be charged from each student. One/Two papers, however, full examination fee shall be charged for three papers or more. This fee shall be inclusive of charges for provision of Semester DMC by the Controller of Examinations, University of Chitral.

Fee for Duplicate copy of DMC – As per rules in vogue

28. Remuneration Rates

Rs. 2000/- per paper shall be paid to the paper setter of Final Examination, which will be revised and notified from time to time. Rs.50/- per script shall be paid to the examiner for marking answer scripts of Final Examination, which will be revised and notified from time to time Viva-Voce/Thesis/Practical/Internship examiners shall be paid as per rules in vogue for other exams. Note: All payments shall be made by the Controller of Examinations.

29. Miscellaneous

- I. Notwithstanding anything repugnant to these rules, in all cases the relevant university rules in vogue shall be applicable.
- II. These rules are subject to change from time to time by the competent bodies of the University; however, such a change when occurs shall be notified by the University

30. Appointment of Examiners

- I. Appointment of Examiners shall be made by the Vice-Chancellor annually or when needed ordinarily from lists of persons recommended as suitable for the purpose such lists being submitted to the Vice-Chancellor every year by the Board of Studies in various subjects or in accordance with instructions issued by the Vice-Chancellor from time to time.
- II. In case of emergency the Vice-Chancellor may appoint Examiners on his own

initiative or ask Controller of Examinations for such appointments.

- III. The term examiner comprehends:
 - a. Those who set question papers and examine scripts;
 - b. Those who set question papers but do not examine scripts; and
 - c. Those who only examine scripts.
 - d. Examiners again are either external, neutral or internal.
- IV. An external examiner is one who is not teaching or has not taught the candidates during the two years preceding the Examination.
- V. A neutral examiner is one who is not teaching (and has not taught during the two years Preceding the Examination) candidates for the particulars Examination for which he is appointed. He may or may not be on the staff of an Affiliated/Constituent College or Post-Graduate Teaching Department.
- VI. An internal examiner is one who is teaching (or has taught during the two years preceding the Examination) candidates for the particular Examination for which he is appointed.

31. Duties of Examiners

- I. Examiners shall distribute their questions as far as possible over the whole range of the subject in which they are setting question-papers. Where alternative text-books are prescribed for an Examination Examiners shall not base their Questions exclusively on any one of such text books
- II. Paper-Setters shall assign marks to each Question in the paper separately such marks being clearly indicated in the question paper for the information of the candidates Any paper that does not conform strictly to the rules herein laid down may be returned to the Examiner concerned for correction.
- III. Every Examiner shall submit his Paper to the Controller of Examinations (by name) by registered, insured post in accordance with the instructions issued by the Controller of Examinations in the matter. Any paper not sent in the prescribed manner may be rejected by the Controller of Examination.
- IV. No award list sent to the Controller of Examinations shall show any fractional marks for any paper.
- V. In no case shall a Head-examiner himself /herself increase or reduce the marks marked in any paper by a Subordinate Examiner. In the case of a difference of opinion

arising in this connection between a Head-Examiner and a Subordinate Examiner, the matter shall be referred to the Vice-Chancellor for decision. Who can send it to the neutral examiner?

- VI. It shall be the responsibility of the Head Examiner to confirm that the results in his paper are submitted to the Controller of Examinations in time.
- VII. The Head Examiner shall, when the rules require, re-examine the required percentage of the papers examined by Subordinate Examiners and enclose with the result sent in to the Controller of Examinations a certificate to that effect.
- VIII. Paper-setters for all written Examinations shall be either External or Neutral Examiners.
- IX. No Examiner shall be asked to examine the Answer-papers of more than 400 candidates.
- X. No student who is on the rolls of an Affiliated/Constituent College or Post-Graduate Teaching Department shall ordinarily be appointed as an Examiner.
- XI. Before the results of an Examination are published, they shall be submitted to the Vice-Chancellor for approval, together with a statement of the percentage of passes in the whole Examination and in each subject for current year and for the three preceding years. The Vice-Chancellor will authorize publication of the results if he approves them. If, however, the Vice-Chancellor considers, after examining the Statistics submitted, that there has been a marked change of standard in the whole Examination or in a Particular subject, he may refer the matter to the Examiner(s) concerned for a report on the apparent change of standard, suggesting at the same time any specific modification of the results he considers desirable. If the vice Chancellor and the Examiner(s) agree on the modification (if any) to be made, the Vice-Chancellor shall authorize the publication of the results accordingly.
- XII. If, however, the Vice-Chancellor and the Examiner(s) do not agree or no report can be obtained from the Examiner(s), the Vice Chancellor may, if he is of the Opinion that there has been a marked change of standard, order a re-examination of any paper or set of papers by a new Examiner to be appointed by the Vice-Chancellor

32. Remuneration to Be Paid to Examiners

- I. Some provision of General Application:
- II. If a paper setter does not examine the Answer-papers of candidates in the paper set by him for any reasons such as the following he will be paid half the setting fee only:

- a. He expresses his unwillingness to examine the papers.
 - b. He is unable to examine the papers on account of illness.
 - c. He becomes unavailable by going out of Pakistan after setting the Question-paper.
- III. If an Examiner is appointed to examine the Answer-papers pertaining to a paper not set by him, he will be paid half the fee prescribed for setting that paper, in addition to the remuneration due to him for examining the Answer-papers.
- IV. The rates at which remuneration will be paid to the Examiners will be paid as per updated rules.

33. The Duties of Superintendents/ Supervisory Staff

- I. The Superintendent shall be responsible for safe Custody of question papers from the time of taking delivery of sealed packets. He/she shall keep them in his PERSONAL custody and make sure that no one else possesses a duplicate key of the place where they are kept.
- II. The Superintendent shall, in no case, reside in a student's Hostel or in the house of the examinee. Suitable arrangements for residence, Consistent with the safe custody of question papers, should be made before hand.
- III. The Superintendent shall open the packet containing sealed Question Paper Envelopes only a day before the commencement of an examination in the presence of two witnesses. One of the witnesses must invariably be the Deputy Superintendent, if one has been appointed; the other should preferably be one of the Assistant superintendents. If no one from the Supervisory staff is available, then two persons of known respectability may witness the opening of the packet.
- IV. The Superintendent and the witnesses shall carefully examine the seals on the outer cover containing sealed Question Paper Envelopes and if found in proper condition with seals un-injured, the following certificate²⁹ signed by the Superintendent and the two witnesses shall be sent to the Controller of Examinations on the same day.
- V. "We, the undersigned, hereby certify that the sealed parcel containing question papers for the Examination of the
- VI. Center has been examined by us and found to be in proper condition and has been opened in our presence".
- VII. If the cover containing question paper envelopes appears to have been tampered with,

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- the contents should be removed without breaking the seals and the empty cover sent immediately to the Controller of Examinations along with a detailed report.
- VIII. The Superintendent shall scrutinize the sealed envelopes indicating the subject, paper, number of copies, etc. and shall:
- IX. Compare the subjects Indicated on the envelopes with the Date Sheet and the Center Statement in order to make sure that question papers for a particular subject are not missing.
- X. Ascertain that the number of copies of Question Papers for various subjects are sufficient for the center.
- XI. See that the seals had not been damaged in transit.
- XII. The Superintendent shall report any discrepancy materially affecting the conduct of examinations at the center to Controller of Examinations IMMEDIATELY by Telephone, Express Telegram or by some other means.
- XIII. The Superintendent shall submit the following certificate countersigned by two witnesses in regard to Scrutiny at envelopes containing Question Papers: -
- XIV. “The packet containing envelopes of question papers was opened in presence of the undersigned today. The contents were correct according to the Date Sheet and Center Statement. The envelopes did not appear to be tampered with. The envelopes NOTED BELOW were damaged in transit and have been securely enclosed Immediately in another cover which has been sealed by a seal in the possession of the Deputy Superintendent”.
- The superintendent shall open each envelope containing question papers in the Examination Hall on the date and hour fixed for examination in the presence of two witnesses after verifying the subject by a reference to the date sheet and carefully examining the condition of the envelope and the seals. If the envelope is found in proper condition the Superintendent shall open with a pen knife the flap side of the envelope leaving the seals Intact for Inspection.
- XV. The opening certificate printed on the flap side of the question paper envelopes, shall be signed by the Superintendent and countersigned by two witnesses.
- XVI. The empty envelopes should be carefully preserved and after the termination of the examination sent to the Controller of Examinations along-with the unused
- XVII. /remaining question papers.
- XVIII. Before opening an envelope containing question paper, the Superintendent should ascertain if candidates are present for that particular. If no candidate is present, the

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- envelope should not be opened but sent to the Controller of Examinations (by name) with a forwarding letter.
- XIX. The Superintendent shall, before distributing the papers to candidates, check the envelope opened by him that it contains the paper indicated on the envelope and mentioned in the Date Sheet. In case of a discrepancy, instructions should be promptly obtained from the Controller of Examinations.
- XX. No honorarium will be paid to a Superintendent who, through an oversight, opens a packet containing question papers meant for some other day.
- XXI. The Deputy Superintendent and the Assistant Superintendent who have acted as witnesses for opening the envelopes, shall not be paid any remuneration.
- XXII. The matter shall be reported to the Vice-Chancellor/Controller of Examinations for such or other action as may be considered necessary.
- XXIII. The Superintendent shall forward a question paper to the University along-with the answer books of candidates.
- XXIV. The Superintendent shall immediately bring to the notice of the Controller of Examinations any misprint or ambiguity in a question paper.
- XXV. To prevent the possibility of leakage of questions on any subject being known at another center before time
- XXVI. No person, including menials, should be allowed to leave the examination hall till the expiry of half an hour after the commencement of the examination.
- XXVII. No copy of the question paper should be allowed to go out of the hall before the expiry of half the time.
- XXVIII. No candidate should be permitted to leave the examination hall until the expiry of an hour after the distribution of the paper.
- XXIX. Candidates leaving the examination hall before the expiry of half the time should not be allowed to take their question papers with them.
- XXX. The Superintendent should not allow any member of the Supervisory staff to read a question paper or keep it in his possession.
- XXXI. The Superintendent should keep Spare copies of question papers after distribution IN SAFE CUSTODY AND NOT LYING OPEN ON THE TABLE.
- XXXII. The Superintendent should not give the question papers to anyone but return the balance to the University Office. Inspectors of Examination Centers shall invariably check the balance of question papers.

34. Admission of Candidates

- I. The Superintendent shall compare particulars of candidates appearing at the Center with the list (Center Statement) showing names of candidates optional subjects offered and total number of candidates appearing for various subjects in the examination. The Superintendent shall not admit any candidate whose name does not exist in the confidential list of candidates for that Center or about whom he has no directions from the Controller of Examinations.
- II. If, at a place, where there are more than one centers of Examination a candidate presents himself for examination at a center not allotted to him originally the Superintendent shall if there is sufficient time, direct the candidate to go to the center originally allotted to him/her. If, however there is not sufficient time the Superintendent may allow the candidate to take the examination at his center for that day only and should report the case to the Controller of Examinations he should also inform the Superintendent of the Center to which the candidate originally belonged.
- III. The Superintendent shall collect the roll Number slips issued to Candidate and should check the candidates with photo given on Roll Number Slip as authority for admission to the examination center and forward them to the Controller of Examinations after the termination of the Examination.
- IV. If a candidate is unable to produce the Roll Number slip on demand, he/she should be allowed to take the examination provisionally, provided his/her name exists in the attendance list and should be asked to obtain a duplicate roll number slip from the University on the prescribed payment. This measure is necessary to avoid impersonation. The confirmation in case of candidate admitted provisionally should be obtained from the Controller of Examinations by any convenient method. The following certificate, signed by the candidate and countersigned by the Superintendent, should be obtained from him:

..... son/daughter of being
a candidate listed under roll No. for the
Examination does hereby declare that in the absence of any authority issued on behalf of
the University of Chitral by its Controller of Examinations. I
have solicited the favors of appearing at the Center named below at my own risk and
responsibility and that the University or any member of its supervising staff incurs no
liability what so ever by permitting me to take my examination at this center. I will further
abide by the orders of the University whose decision shall be final.

Stray Answer Books

Answer books of candidates admitted under rule 12 are to be treated as stray answer books and should be sent separately under registered parcel post to the controller of Examinations (by name) under double cover, the inner cover to be labeled as under:

STRAY ANSWER-BOOKS -Subject paper Examination.....roll

Nos. Center

Reasons in brief.....

35. Discrepancy in the Subject Offered

- I. The Superintendent shall not ordinarily allow any candidate to appear in the subject other than that shown against his/her name in the confidential list of candidates. If, however, a candidate insists that he/she had offered a subject not shown in the confidential list, the Superintendent shall allow him/her to appear provisionally in that subject and send intimation to this effect to the Deputy Controller of Examinations by registered post.
- II. All Examinations shall start as per given time on the Date Sheet
- III. The Superintendent shall open doors of examination Hall each day half an hour before time specified for distribution of question papers. Candidates be admitted to the Examination Hall before the time fixed for commencement of the paper.
- IV. No candidate shall be admitted to the Examination Hall for any reason whatsoever, after commencement of Examination.
- V. The Superintendent shall send to the Controller of Examinations list of candidates not admitted to the Examination Hall with reasons refusal to do so.

36. Seating Arrangement

- I. The Superintendent shall make satisfactory seating arrangements a day before the commencement of the examination. Candidates shall be seated in such a manner as to render any inter-communication impossible. Candidates belonging to same institution must be seated well apart and candidates from the institution where the examination is being held must be seated in main hall under direct supervision of the Superintendent Roll Numbers and photographs:
- II. The Superintendent shall write the Roll Number of each candidate with white chalk on each table so that the candidate may easily find his seat. He shall also fix photograph of a candidate on the table, if supplied by the University.

37. Plan of the Examination Hall

- I. The Superintendent shall arrange for getting a plan of the Examination Hall typed showing the seating arrangement as well as the direction in which the candidates are required to face.
- II. A copy of the plan should be pasted at a conspicuous place outside the Examination hall a day before the commencement of Examination. After the termination of the examination, a copy of the seating plan shall be sent to the Deputy Controller of Examinations.

38. Purdah Arrangement for Women Candidates

- I. In a combined Center for male and female candidates, the female should inferably be seated in a separate room.
- II. A separate bath room should also be arranged for the female candidates. Subject to safeguards against use of unfair means the Superintendent of the combined center should, so far as possible refrain from visiting the room where female candidates are taking their examination.

39. Bathroom Arrangements

- I. The Superintendent should be particularly careful about making arrangements for urinals and latrines for the use of candidates.
- II. A commode and a pot might be placed in a suitable place, near the examination hall, if there is no place for latrine or urinal nearby, the Superintendent should see that one of the Assistant Superintendents always accompanies the candidate wishing to make use of the urinal or latrine while the examination is going on.
- III. To prevent any possibility of use of unfair means, the urinals or the latrine must be inspected each time before and after a candidate uses it.

40. Identification Sheet

- I. Candidates on their first appearance should be required to write their names and roll Number (in their own handwriting) in the Identification sheet.
- II. The roll Numbers and the names written by the candidates in the identification sheet should then be compared with the attendance list of candidates.
- III. The signatures in the identification sheet should be compared with the signatures of

candidates on their Roll Number Slips.

- IV. If there is any discrepancy, the matter should be reported to the Controller of Examination along-with candidate's explanation. His/her answer books should be sent as stray answer-book to the Controller of Examination name).
- V. The Identification sheet should be sent to the Deputy Controller of Examinations after the termination of the examination.

41. Ink

No ink will be supplied to candidates by the University. The Superintendent shall not allow any candidate to use any ink other than blue or black ink. The red should not be allowed.

42. Blank Answer Books

- I. The Superintendent shall not give more than one answer book to a candidate in one paper in any circumstances. Continuation sheets should invariably be provided in case the answer-book supplied is finished. Candidates should be asked to write on the title page of the answer-book, the number of sheets attached and the Assistant Superintendent concerned should, in the presence of the candidate, verify this statement when receiving the answer-books otherwise the responsibility of loss, if any, would be that of the assistant Superintendent.
- II. The Stapler to staple the sheets should be supplied by the Superintendent. To avoid detachment, candidates should be asked to check that the continuation sheets are properly stapled. Assistant Superintendent should be instructed to see that the blank continuation sheets supplied to candidates are stitched immediately.
- III. The Superintendent should keep a regular record of the blank answer-books and utilized, Answer-books every day in every paper and should strike balances per session. The prescribed form should be submitted to the Deputy controller of Examinations duly filled in, along-with Superintendent's bill after the termination of the Examination.
- IV. The Superintendent shall be responsible for safe Custody of blank answer-books. He/she should make sure that he/she has received all the bundles sent by the University and that they are intact.

43. Filling up of Memos

- I. Memos must be filled in correctly giving all details in full for each paper. Roll Nos.

of candidates whose answer-books are dispatched must tally with those given on the answer-books as well as in the attendance list of candidates supplied by the University.

- II. Roll Numbers of Candidates present as well as absent must be correctly mentioned in the Memo.

44. Wrong Roll Number on an Answer-Book

- I. Candidates sometimes either through carelessness or in advertence, omit or wrongly write their Roll-Numbers on the answer-books. Such an omission or mistake when a passed by the Superintendent un-noticed involves- serious complications in the University, to avoid this, the Superintendent must take special care to compare the Roll Numbers written on the answer-books with those given in the Attendance List of candidates. When an answer-book with a wrong roll Number is discovered in course of this comparison or otherwise, the Superintendent should send the answer-book to the Controller of examinations (by name) with an explanatory note. He should not make the correction himself.
- II. In case of two answer-books bearing the same Roll Number the Superintendent should obtain explanation from the candidates and send the case to the Controller of Examinations as Unfair Means case (by Name).
- III. The Superintendent should also ask the candidates to be particularly careful in writing their roll Numbers correctly and legibly on the answer-books. Attention of Assistant Superintendent should also be drawn to the relevant instructions in this book under the heading Duties of Assistant Superintendents”.
- IV. The Superintendent should warn the candidates that in all examinations Roll Numbers should only be written on the perforated portion of the cover of the answer-book and nowhere else as other-wise they are liable to be disqualified.
- V. All Answer Books should be dispatched to the Controller of Examinations (by name).
- VI. Every answer-book supplied to a candidate must be signed as under: -
- VII. The signature shall be affixed by the Superintendent or the Deputy Superintendent on the perforated portion of the cover of the answer-book only.
- VIII. Answer-book should, IN NO CASE BE SIGNED OR STAMPED BEFORE ISSUE. They must be signed during the course of the examination. Serious notice shall be taken in case of omission of this instruction or Use of Drawing Instruments, Stencils etc.:

IX. The Candidates may bring their own drawing instruments with them for their examination in Mathematics. No ruler or instruments of any kind are to be used either in the sketch or the finished drawing. Candidates in Physics and Chemistry may use stencils.

45. Illness of a candidate in the examination hall

- I. In case a candidate falls ill in the Examination Hall, the Superintendent may send for a qualified doctor for treatment, if the candidate so desires.
- II. The Doctors fee in all such cases shall be paid by candidate concerned and not by University.

46. Amanuensis

Superintendents are not allowed to sanction amanuensis under any circumstances.

47. Answer Books

- I. Collection of Answer-books
 - a. Immediately after the expiry of time allotted for a paper the answer-books should be carefully collected and the examination hall-cleared of all candidates. Under no circumstances should the candidates be asked by the Superintendent to leave their answer-books on the tables.
 - b. The Superintendent should instruct the candidates that they are not to leave the examination hall without handing over the answer-books to the Assistant Superintendent of their section. The candidates should remain in their seats and not leave their places until the answer books have been collected by the Assistant Superintendent concerned. The Assistant Superintendent should then arrange the answer books of his section serially and hand them over to Superintendent or the Deputy Superintendent. Care should be taken to insert absentee slips in lieu of the answer-books of absentees.
 - c. Assistant Superintendent should see that a candidate who does not attempt even any-part of the question paper nevertheless submits the answer-book bearing his roll Number and other particulars required on the title page. Such answer books should be superscribed "Not attempted" in the hand writing of the Superintendent without initials.

II. Dispatch of Answer Books

- a. All the answer-books received each day shall be arranged serially, securely tied, packed in cloth, sealed and dispatched to the Controller of Examinations (by name). In case of an afternoon paper when it is not possible to dispatch the packet on the same day the seal of the Deputy Superintendent should be used. In case the Deputy Superintendent has no seal of his own, the packet may be sealed with the seal of the Superintendent but the seal must remain in the custody of the Deputy Superintendent.
- b. In all examinations the Memo for the Controller of Examinations must be packed inside the packet along-with the answer-books.
- c. The Attendance Charts duly filled in should be dispatched to the Deputy Controller of Examinations after the termination of the examination.

III. Packing of answer Books

- a. When answer-books are sent by registered post, the Superintendent should see that they are packed either in cloth-lined envelopes or in cloth cover. Paper envelopes should, in no case be used for this purpose.

IV. Mode of Dispatch of Answer-Books

V. The Superintendent should note the following instructions in regard to Dispatch of answer-books:

- a. If the affixed on the packet of answer-books is in the possession of the Deputy Superintendent, the packet should be dispatched by the Superintendent, otherwise by the deputy Superintendent.
- b. Superintendents conducting an examination at a center located in a State or a hill- station, should forward answer-books by registered post.
- c. All small packets should be sent by registered post
- d. Parcels of answer-books which are to be dispatched must be sent prepaid and receipts should be sent under registered cover to the Controller of Examinations (by name).

VI. Directions for Candidates

- a. A copy of the rules for the direction of candidates in a poster form supplied by the University shall be pasted outside the examination hall. Instructions to be read out by the superintendent every day before the commencement of the Examination:
- b. On each and every day of the examination each and every time before the

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examination begins and also to the candidates who arrive late the Superintendent shall read out the following rules for the warning of the candidates.

- c. Candidate should allow to search their Pockets and deliver to the Superintendent all papers, books or notes or mobile phones which they may have in their possession or anything which can help them in cheating.
- d. Candidate should not disclose their identity or make any kind of peculiar marks in the answer-books.
- e. Candidates should not write their names, the name of their center, College or District. The private candidates should not write that they are appearing as such.
- f. Candidates should use fictitious names like A, B, C, or X, Y, Z, if they have been asked to write a letter.
- g. Any infringement of these rules will be dealt with under Unfair Means Regulations.
- h. The Superintendent shall forward to the Deputy Controller of Examinations on the termination of an examination a declaration signed by him/her and witnessed by Deputy Superintendent to the effect that he/she did read out the instructions to the Candidates and called upon them to surrender all papers, books or notes mobile phone in their possession.

1. Misbehavior of Candidate in or around the examination hall

- I. Any candidate who refuses to obey the Superintendent or misbehaves in or around the examination hall shall be liable to disqualification for One year or two years or a longer period in accordance with the rules and regulations of the University.
- II. The Superintendent shall report without delay each case in detail with evidence and explanation of the candidate concerned.

1. Possession of Weapons Inside the Hall

Candidates found in possession of firearms or anything capable of being used as weapon of offence in or around any examination hall, shall be liable to expulsion from the hall and disqualification ranging between one or more years.

1. Explanation of the candidates using Unfair Means

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- I. When the Superintendent takes action against candidates using or attempting to use Unfair Means he should invariably demand written explanation or statement of the candidate concerned. If any candidates refused to give his statement, the fact should be noted in the report.
- II. The Superintendent has the right of asking the candidates to leave the examination hall when he/she suspects the candidate of using unfair means. He/she however, cannot prevent the candidate from taking the Examination in subsequent papers.
- III. When a candidate is detected using unfair means, the Superintendent should take care that his/her report is always full and complete in every respect and includes all the known facts and relevant circumstances of the case and other evidence. Each unfair means case must be submitted with a separate report While submitting a copy of the seating plan along-with the unfair means case of any candidate, the Superintendent, should show by an arrow which way the candidate was facing.
- IV. The Superintendent should submit his/her report on the prescribed form and send it to the Controller of Examinations (by name) along with the answer-book of the candidate.

48. Removal of Officials

- I. If any unfair means case remains undetected in a center and is brought to the Controller of Examinations notice by the Examiner, leading to a disqualification the names of all or any of the officials concerned, i.e., the Superintendent, the Deputy Superintendent or the Asstt: Superintendent may be removed from the list of supervisory staff.
- II. Supervisory staff at a center in addition to the Superintendent will be as follows:
 - a. One Deputy Superintendent shall be appointed at each center of examination in addition to the required number of Asstt: Superintendents.
 - b. If the number of candidates appearing at a center is ten or less, the Superintendent and the Deputy Superintendent will supervise without the assistance of another Assistant Superintendent.
 - c. If the number of Candidates is ten or less, no Assistant Superintendent will be appointed.
 - d. One Assistant Superintendent for candidates exceeding 10 but not exceeding

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40 will be allowed If the number is above 40 but not above 80, two Asstt: Superintendents. For numbers above 80 but not above 120, three Asstt: Superintendents will be allowed and so on.

- III. Out of the usual quota of Asstt: Superintendent permissible under the rules, one of the supervisors is to be appointed by the Superintendent to do the clerical work at a center of examination.
- IV. The rule (one Assistant Superintendent for every forty candidates) applies to each hall or room used as a center and not to the center as a whole. The number of rooms used and the number of candidates Seated in each room must invariably be Stated in the Assistant Superintendents bill against each date. No extra Assistant Superintendent will be sanctioned except extremely exceptional cases when the previous sanction of the Controller of Examination should be obtained. This sanction should be attached to the bill to avoid unnecessary correspondence and delay in payment.
- V. In a combined center where girl candidates are seated in a Separate room, a lady Deputy Superintendent or Assistant Superintendent Should invariably be appointed. If the number of girl candidates at a combined center is ten or more, a lady Deputy Superintendent will be appointed to supervise in the separate room for girls. But if the number of girl candidates at a center is less than ten, a lady Asstt: Superintendent will be appointed at that center.
- VI. The Superintendent should read out and explain to the Assistant Superintendents their duties on the first day of examination.
- VII. The Superintendent shall keep and preserve for six months accurate in every detail, a list of duties allotted by him/her to each Assistant Superintendent. He/she shall have a signed statement from every Assistant Superintendent showing the Roll Numbers which the latter was supervising on each day of his duty. Similar record shall be kept in respect of the Deputy Superintendent also.
- VIII. The Superintendent should also secure a certificate from the Deputy Superintendent and each Assistant Superintendent that there was no relative or a candidate privately coached by him/her at that center. The Superintendent shall not allow as Assistant Superintendent to work at the center where the latter's relative or a candidate coached by him/her is appearing.
- IX. Teachers should always be preferred for appointment as Assistant Superintendent as far as possible no person should be appointed as Assistant Superintendent at center where candidates belonging to his/her own institution are taking their examination.

49. Miscellaneous About Examination Hall

- I. Superintendent not to leave station center without permission from the time, the Superintendents reach their stations of examination up to the time of conclusion of the examination; they should consider themselves agents of the University and must not leave the station during the examination days without the prior permission of the Controller of Examinations. Superintendent not to leave Examination Hall
- II. The Superintendent shall remain in the examination hall during the time allotted for each paper. He/she shall, on no account, speak or permit, any one to speak to a candidate on any subject pertaining to the question during the hours of examination except for the purposes of correcting misprints or other errors.
- III. Admittance of Visitors to the Hall
 - a. No visitor should be allowed to enter the hall during the examination without the production of an identity card of the University bearing the signature of the Controller of Examinations.
- IV. Report on the conduct of Examination on the conclusion of the examination, the Superintendent shall submit to the Deputy Controller of Examinations, a report about the Conduct of the examination at his/her center pointing out there in infringement of rules, if any, either by himself/herself or his deputy Superintendent or by any of the Assistant Superintendents or candidate, etc., in a prescribed form. He/she should also submit, with his bills, at the questionnaire duly signed as otherwise the payments are likely to be held up.
- V. Return of Furniture by the Superintendent
 - a. The Superintendent should be particularly careful in returning the furniture taken from the various institutions for the examination immediately after termination of the examinations.
- VI. Return of Blank Answer Books
 - a. A separate report in duplicate on a printed form shall be submitted by the Superintendent about blank answer-books. The Superintendent shall deposit all surplus blank answer-books with the person from whom they are taken for use.
- VII. Logarithmic Tables
 - a. The Superintendent should get the Logarithmic Tables from the Principal of

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the college in which the examinations is held after giving him/her a receipt and return the same to the Principal after the examination is over. The Superintendent should see that the Logarithmic Tables lent to the candidates in the examination hall are returned intact and receipt obtained.

VIII. Smoking not permitted in Examination Hall

- a. The Superintendent shall not allow the candidates to smoke inside the examination hall, not permit them to go out of the Hall for a smoke.

IX. Superintendent's Expenses

- a. The Superintendent is expected to make arrangements for the examination under his charge as economically as possible, Consistent with efficiency. A Superintendents Stationery Box will be available from the Head of the Institution for use at the Center. A list of the articles deposited in this box will be supplied by the University.

X. Articles Purchased to be returned

- a. Articles purchased for the examination, as sanctioned by the Controller of Examinations from time to time should be deposited in the box after the termination of the examinations. At least three lists of articles deposited should be prepared. One should be sent to the Deputy Controller of Examinations for record, the second to be attached with the contingent bill and the third to be kept in the box/Bag.

XI. Safe, Trunks and Locks

- a. The purchase or hire of safes, trunks and locks for question papers is not permissible. If there is no clock in an Examination hall the Superintendent shall make necessary arrangements but should not purchase a new clock.

XII. Bill of Expenses

- a. All necessary expenses of postage, arrangements of Examination etc. will be paid by the University on submission of a detailed bill as per updated rates.
- b. Previous sanction for the postage of ordinary, registered letters and parcels' expenses or other is not required but actual payee's receipts where available in support of this expenditure should always be attached with bill in order to avoid audit objections and delay in payments.

XIII. Conveyance for Superintendents

- a. As per updated rules for Dispatch of answer-books;
- b. Actual charges as per updated rules, per working day for conveyance to the

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Examination Center.

- XIV. Advance Money to Superintendent
- a. An amount prescribed under the rules would be advanced to the Superintendent (by money order in case of mofussil or by cash in case of local Superintendents) to meet contingent expenses at the examination centers.
 - b. Purchase of Articles: Allowed as per rules
 - c. Stationery for Superintendent: Allowed as per rules
- XV. Previous Sanctions
- XVI. Previous sanction of the Controller of Examinations is required for all those items which are not covered by these rules. Such sanctions may be obtained on the prescribed form meant for the purpose (in duplicate);
- XVII. Extra Assistant Superintendent. For Sanction of an extra Assistant Superintendent the number of candidates seated in the Hall and the side rooms, when used, be specified in detail as required in the form for the purpose. The appointment of Extra Assistant Superintendent is only for the days when the necessity of such extra work is realized;
- XVIII. No application regarding any sanction will be entertained unless it is made within a week of the termination of the written examination;
- XIX. The names and the particulars of the substitutes of those Assistant Superintendent and Deputy Superintendent who for one reason or the other cannot undertake the work should be forwarded in duplicate for sanction/approval on the forms, supplied along with the list of Assistant Superintendent etc., appointment at the center by the University.
- XX. How to draw contingent expenses bill
- XXI. Bills of contingent expenses submitted by Superintendents are often delayed for want of correctly made vouchers etc. The following instructions should therefore, be observed:
- XXII. A mere cash memo is not a valid quittance for payment unless the fact of payment is expressly acknowledged. The receipt of the payee should invariably be obtained on the face of the memo in these words “Received full payment”;
- XXIII. The details of the unused and spare articles deposited in the Stationery Box/Bag or auctioned or sold should be supplied The Details of the expenditure incurred on account of postage on ordinary letters etc. should be

attached with the bill in support of the claims;

XXIV. The actual payees' receipts in support of payment should clearly bear the Signatures or the thumb impression of the payee which should be attached by the Superintendent giving the dates on which such payments were made.

XXV. The imperishable articles purchased by the Superintendents in connection with the conduct of the examinations should either be deposited in/with the stationery box or auctioned and the amount properly shown in the bill Second copy of same should be kept along with the article in/with the stationary box for record. A third copy of the same be forwarded to the Deputy Controller of Examinations immediately after the examination terminates.

XXVI. The number of the box should be mentioned on this copy.

XXVII. The box along with deposited articles should be returned to the University.

50. Duties of Deputy Superintendents

I. The General Duties of Deputy Superintendents are:

- a. to assist the Superintendent in the Control of the Center;
- b. to assist the Superintendent in carrying correspondence etc.;
- c. to take charge of the Examination Center in case of an accident to the Superintendent.

II. Each Deputy Superintendent must get in touch with the Superintendent as early as possible so that he can be present when the Superintendent opens the parcel/s containing envelopes of question papers one day before the Examination. He/she must see that the parcel is intact and bears no marks of being tampered with.

III. The Deputy Superintendent must help the Superintendent in checking up the envelopes. The Superintendent and the Deputy Superintendent have to satisfy themselves that they have all the question papers for the subjects of examinations at their center. Figures on the envelope have to be compared with the Center Statement to ascertain that each envelope contains sufficient number of copies of question papers for the candidates appearing in each subject. If there is any discrepancy, the Superintendent should at once inform the Controller of Examinations through any other expeditious means of communication. In case of no response from Controller of Examinations' Office the Superintendent should take such measures so that the examination may not be effected.

IV. The Deputy Superintendent has to examine the envelopes and see that seals are intact.

V. If a seal is broken he/she will place his own seal alongside the broken one, if he/she

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had no seal at the moment any blank impression may be made across which he/she should sign;

- VI. If the envelope is torn or otherwise damaged, the Deputy Superintendent and the Superintendent will initial the place and then enclose the envelope in another large envelope or pack it up in a large sheet of strong packing paper. The new packet should have the impression of the Deputy Superintendent's seal. If the damage is slight, the cut or opening should be repaired by pasting a piece of paper which should be sealed by the Deputy Superintendent;
- VII. If the envelope containing question papers is found tampered with or the seals injured on any particular day, he/she will not sign the certificate and shall inform the Controller of Examinations, telephonically, if it is found necessary to repack the envelope as suggested in rules, more care should be taken to indicate the paper correctly on the outer cover. The Deputy Superintendent and the Superintendent will be held equally responsible for the correctness of this entry.
- VIII. When the candidates are distributed in a number of rooms, he/she will help the Superintendent in general supervision. If there is any distribution of duties, he/she will not supervise the section containing candidates from his/her own institution, if any.
- IX. The Deputy Superintendent will, invariably, be one of the witnesses of the opening of the question papers. He/she will examine the seals and condition of the envelopes carefully every time and satisfy himself that it is in the same state as seen by him/her on the opening of the packet before the examination. He/she must make certain that the paper to be opened is in accordance with the date sheet. The Supreme responsibility rests with the Superintendent and the appointment of Deputy Superintendent does not relieve him/her of it, but if it is found that the Deputy Superintendent has not been careful in the scrutiny of the envelope or if a wrong paper is distributed he/she will be deemed to have been guilty of gross neglect and will be reported to the Vice-Chancellor/power delegated to Controller of Examinations for disqualification or for any other action which may be necessary.
- X. The Deputy Superintendent will assist the Superintendent generally. He/she will
- XI. not leave the station without the Controller of Examination's permission and will take over the duties of Superintendent in case of any accident to the Superintendent and report the matter to the Controller of Examinations immediately.
- XII. The Deputy Superintendent must equip himself with a seal for the purpose mentioned

- above at 4(a) and (b). No charges on that account will be paid by the University.
- XIII. In all examination the answer-books shall be signed or stamped on the perforated portion of the title page provided for writing Roll Number.
- XIV. No conveyance allowance is permissible to the Deputy Superintendent except Lady Deputy Superintendent at the prescribed rate per working day (Actual payee receipt will have to be produced) provided the distance between the residence and examination center is not less than half a mile.

51. Duties of Assistant Superintendent

- I. Assistant Superintendents shall have to report themselves to the Superintendent a day before the commencement of the examination at 10.00 A.M. at center of examination otherwise their appointment would be liable to be cancelled by the Superintendent. They shall have to be at center an hour before the time fixed for examination on the first day and half an hour before subsequent days.
- II. Assistant Superintendent shall be responsible to the Superintendent of the center and would work under his/her orders.
- III. Assistant Superintendents must see that every candidate takes his correct seat and writes his/her correct Roll Numbers in FIGURES AS WELL AS IN WORDS and other particulars required of him/her on the title page of the answer-book.
- IV. The Assistant Superintendents should note that no candidate be admitted to the Examination Hall after question paper has been distributed without the permission of the Superintendent.
- V. No Assistant Superintendent should speak to any candidate in his/her room or hall, after the question paper is distributed, not even if there is any misprint or ambiguity. No Assistant Superintendent should disturb candidates by unnecessary halting them and trying to read their answers except in case of suspicion of use of unfair means by a candidate. He/she is expected to see that the candidates are supplied with all their needs viz. blank answer-books, continuation sheets, blotting papers (if required), Water, etc.
- VI. Assistant Superintendents should note that only blue or black ink is used by candidates but no red ink in any case.
- VII. Assistant Superintendent should not allow any candidate to bring in cardboard, dabba or cover of any ink-pot. If it is needed, then they should be properly checked.
- VIII. The Assistant Superintendents should keep moving among the candidates and should not be engaged in any work which may impair their efficiency as Assistant

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Superintendent, Lady Assistant Superintendent shall on no account be permitted to knit in the Examination Hall.

- IX. No Assistant Superintendent can invigilate at a center where a relative of his/her is taking examination. If an Assistant Superintendent happens to be appointed in such center, he/she must inform the Superintendent about the fact before the examination starts for necessary replacement.
- X. No conveyance allowance is permissible to the Assistant Superintendents except ladies at the prescribed rate per working day. Provided the distance between the residence and the center of Examination is not less than 1/2 mile (actual payee receipts will have to be produced).
- XI. An Assistant Superintendent shall invariably accompany candidates wishing to make use of bathroom while the examination is going on. The Assistant Superintendent will see before a candidate enters the Latrine that no paper or book, etc. is already lying inside the latrine which a candidate can make use of. He/She will also see the Latrine after the candidate has come out in order to verify that the candidate has not left any paper or book inside the Latrine.
- XII. The Assistant Superintendent should see that no candidate makes use of notes, attempts to copy from another candidate or has in his/her possession that book or papers not issued in examination Hall. If he/she happens to find a candidate using unfair means he/she should take possession of any book or articles or other material so used and report the matter to the Superintendent and sign the answer book and any other article as Superintendent may report.
- XIII. Before distributing the question paper to the candidates the Assistant Superintendent should see that the correct paper, according to the programme is given out. If he/she finds a wrong paper it should be given to the Superintendent immediately, without reading it
- XIV. No question paper is to be taken from any candidate for reading it. As soon as the Assistant Superintendent has finished distributing the question paper, he/she should return the remaining if any, to the Superintendent without reading them.
- XV. The Assistant Superintendents should distribute blank answer-book to candidates after they have taken their seats. No candidate should be allowed to leave his/her seat after he/she has received the answer-books, until an hour after the distribution of the question paper.
- XVI. The Assistant Superintendents are responsible for the safe delivery of answer- books

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of the candidates supervised by her/him to the Superintendent. They should see that the answer-books of each candidate are properly stitched together, that the answer-books delivered to the Superintendent are serially arranged that none of the candidates leaves the room without delivering his/her answer-book even if no question is attempted and that a blank paper (not blotting paper) with Roll Number without any initials is inserted in place of the answer-book of an absentee.

- XVII. All the exits should remain closed during the examination hours and only the main entrance should be opened five minutes before the expiry of the time owed. One of the Assistant Superintendents who-so ever deputed by the Superintendent should stand at the door in order to see that no candidate takes away an answer-book, or any other paper, from the Examination Hall.
- XVIII. After the time allotted is over, the Assistant superintendent should collect and count all answer-books and if everything is in order, the candidates may be allowed to leave the hall.
- XIX. List of Documents sent by the University to the Superintendent
- a. Parcel of question-papers; Blank answer-books; Attendance list of candidates; List of Supervisory staff;
 - b. Book of Instructions for Superintendents; Superintendents File; Directions for candidates; Traveling allowance Bill Form;
 - c. Bill Form for chemicals consumed; Bill for Laboratory Assistants Contingent Bill Form for Superintendent; Bill Form for Supervisory Staff (written);
 - d. Date-sheet; Photos of private candidates; Center Statement; Confidential List.
 - e. List of Documents and papers to be sent by Superintendents to the Deputy Controller of Examinations
 - f. Confidential list of candidates; Supervisory staff Bills.
 - g. Contingent Bill; Certificate re-opening of parcels of question papers;
 - h. Certificate re-scrutiny of envelopes containing question-papers;
 - i. Seating plan of Examination Hall; Identification book;
 - j. Certificate of reading out rules for direction of candidates for the use of unfair means, etc.;
 - k. Report about blank answer-books received, utilized and returned;
 - l. Report of Superintendent re-deposit of stationery box in the Store Section of the University office containing perishable and imperishable articles;
 - m. General report re-conducted of Examination; Book of Instructions for

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Superintendent.

- n. List of documents to be sent to the Controller of Examinations:
- o. Empty Cloth lined envelopes with seals intact along with the balance of question papers; Roll Number slip, collected from the candidates; Photograph of private candidates.
- p. Note: All documents mentioned above are to be submitted to the University within a fortnight of the termination of the Examination.

Penalties for Acts of Unfair Means in Examination

S. #			REPORT	STATUS	PENALTY
1.	A	One paper case	Not Copied	Failed	As per I with a Fine of Rs. 800/- to 1000/-
				Passed	As per I without Fine.
			Copied	Failed	As per I with Fine of Rs. 1000/- to 1500/-
				Passed	As per I with a Fine of Rs. 500/- to 1000/-
POSSESSION	B	Two papers case	Not Copied in both papers	a. Failed in both	As per I in each with Fine of Rs. 1500/- to 2000/-
				b. Passed in one	As per I in each with Fine of Rs. 1000/- to 1500/-
				c. Passed in both	As per I in each with Fine of Rs. 600/- to 1000/-
			Copied in one paper	a. Failed in both	As per II with a Fine Rs. 2000/- to 2500/-
				b. Passed in one	As per II with a Fine of Rs. 1500/- to 2000/-
				c. Passed in both	As per I in each with Fine of Rs. 1000/- to 1500/-

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			Copied in both papers	a. Failed in both	As per II with Fine of Rs. 2000/- to 3000/-
			b. Passed in one	As per II with Fine of Rs.2000/- to 2500/-	
			c. Passed in both	As per II with Fine of Rs.1500/- to 2000/-	
		C.	Three or more papers case shall be dealt with at a higher punishment level than that provided for two papers case and penalties imposed shall not be less than B above depending upon the nature of the case.		
2.	Pages Removal	A. B.	Removal of sheets from scripts or continuation sheet. Using abusive words in answer books on the report of the Examiner.	As per I with Fine Rs. 1000/-	
3.	Mobile Case	A. B.	Possession / Holding of mobile. Using Mobile	As per I with Fine of Rs 1000/- As per I with a Fine of Rs. 2500/- to 3000/-	
4.	Staging / Smuggling of Question	A. B. C.	Staging a walkout or persuading others to do so. Writing wrong Roll No to deceive inspector /supervisory staff. Smuggling of question paper outside the hall	As per II with Fine of Rs. 2000/- to 3000/-	
5.	Cheating	A. B. C.	Refusing to handover cheating materials. Disobeying Supervisory staff. Cheating by force.	As per III with Fine of Rs. 2500/- to 3500/-	

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6.	Smug of A. Book	A. B.	Smuggling Answer book or Answer sheets in / out of the Examination Hall. Misbehaving with the supervisory staff / inspector.	As per III with Fine of Rs. 4000/- to 5000/-
7.	Firearms / Impersonation	A. B.	Possession or display of firearms. Impersonation: Real Candidate. Impersonator Any act other than above.	As per IV with Fine of Rs. 5000/- to 10000/-. Be handed over to Police.
8.	Threatening	A.	Assault on Supervisory staff / Inspector	As per V with a Fine of Rs. 8000/- to 12000/- and the case may be referred to police as well.
9.	Tempering	A. B.	Unauthorized Center change. Tempering.	As per II with Fine of Rs. 4000/- to 6000/-
10.	About Supervisory		If any member of the Supervisory staff or inspector is found guilty of an act inconsistent with the fair discharge of his duty shall be liable for disqualification from examination duties for a period of ten years and shall not be entitled for payment of the T.A.DA & remuneration for the subject examination.	

KEY:

- As per I: This paper is cancelled and Fine up to Rs. 2000/-
- As per II: This Examination is cancelled and Fine up to Rs. 3000/-
- As per III: This Examination is cancelled and also disqualified for the next examination and Fine up to Rs. 5000/-
- As per IV: This Examination is cancelled and also disqualified for the next two Examination and Fine up to Rs. 10000/-
- As per V: This Examination is cancelled and also disqualified for the next three examinations and Fine up to Rs. 12000/

SECTION-4
RULES RELATING TO ADMISSION TO DEGREES

1. General

- I. The Vice-Chancellor shall, from time to time, report to the Syndicate the names of all persons who have passed the Examinations required for the various Degrees of the University and having fulfilled other conditions have become eligible for admission to those degrees. When the Syndicate has sanctioned the admission of such persons to those Degrees, they shall be entitled to be formally admitted to them. Formal admission to the Degrees of the University shall be regulated by such detailed rules as the Syndicate may, from time-to-time frame in this behalf and shall ordinarily, take any of the following forms: -
 - a. The Degrees may be conferred on the candidates concerned (1) at an Annual or Special Convocation of the Syndicate or (2) at the Convocations held in the Affiliated Colleges which sent up the candidates for their Examinations or (3) by the Vice- Chancellor who may admit to their Degrees in absence, such candidates as fail to present themselves at University or College Convocation or the Vice- Chancellor may allow any other senior officer for the award of such degrees.
 - b. The Syndicate may also admit any person to an Honorary Degree at an Annual or Special Convocation if the conditions of eligibility for such a degree as provided in the Regulations have been satisfied.
 - c. The Degree will also be released to students before Convocation in Special Cases on payment of usual fee as Non-Convocation Original before time.
 - d. During the year/s when the Convocation was/is not held, Degrees may be issued to the candidates on charging usual fee. Such degrees will be considered as Degree in Absentia.
 - e. The dates of declaration of the results will be entered in the Degree awarded by the University whether conferred in the Convocation held by the University or the College or in Absentia to the candidates.
- II. All the Constituent and Affiliated Colleges/Institutes are entitled to hold their own Convocation

2. Honorary Degrees

- I. The Syndicate may confer an Honorary Degree on any person without requiring him to undergo an Examination; if it is satisfied that he is a fit and proper person to receive such a degree by reason of his eminence in the field of science or scholarship or in view of his distinguished service to the country or humanity in general.
- II. The Syndicate's decision to confer such a degree (which shall be subject to confirmation by the Chancellor) shall be made on a recommendation to that effect coming up from the Syndicate. The Syndicate's decision shall be made at meeting held after proper notice and supported in each case by the opinion of a majority of at least two-thirds of the members present at the meeting.

3. Form of Academicals Costumes

- I. In these regulations "ordinary" academicals costumes means a black cap and gown without hood or sash.
- II. Academicians, graduates and dignitaries will wear the prescribed costumes/
Gown.

SECTION-5 MISCELLANEOUS

1. Rules for Correction in Date of Birth

- I. Correction in Date of Birth of the students, already registered in the University Registration Records will not be sanctioned except under the following conditions by the Syndicate:
 - II. When the clerical mistake in the School/College-Registers, which the candidate had been a student, is proved by adopting the following procedure:
 - III. The University authority should check the Admission and Withdrawal Registers of the School/College in which the mistake occurred.
 - IV. The fact of clerical mistake should be confirmed by the Director of Admission/Academics, Chitral Region after full Investigation in case of Schools/Colleges under his jurisdiction and by the Registrar in case of students of constituent Colleges, University.
 - V. Applications from candidates who have passed their Matriculation Examination from any University or Board, other than this University shall not be considered
 - VI. Change / Correction / Addition / Deletion of Name / Father's Name
 - VII. Name / father name of the student will be registered in the University as per the names written in the certificate/degree on the basis of which he/she becomes eligible for admission to the program. In case of mismatch of name spellings in university registration records with the document on the basis of which admission was granted, then the name will be corrected by the Controller of Examinations which charging any fee. However, when a student wishes to have his/her name as originally entered in the University record, changed, he/she shall proceed as under:
 - a. He/she shall apply to the Controller of Examinations University of Chitral through the Principal/University Teaching Department concerned, who originally sent up his/her name, paying a prescribed fee and in case of unregistered and private students (Except Late College Student) by the Chairman of Union Council.
 - b. He/she shall supply a press cutting of the Notice of change of name in at least one daily newspaper.
 - c. He/she shall support his/her application with an affidavit duly sworn before 1st Class Magistrate/Oath Commissioner (by the candidate himself) with signatures of two respectable witnesses thereon.

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- VIII. When a student wants to get his/her name corrected (this will include addition alteration or other minor modification not basically affecting the name). He/she shall be required to comply with item No. 1 (a) above.
- IX. If a candidate whether registered or unregistered (only those unregistered candidates who passed their Matriculation Examination from this University) wishes to have his/her father's name corrected, above get his/her application endorsed by the Chairman of Union Council concerned.
- X. Note: Change in father's name is not allowed in any case

SECTION-6
REMUNERATION FOR VARIOUS EXAMINATION RELATED
ASSIGNMENTS

On advice of the Finance and Planning Committee dated: 11.06.2021, the Syndicate in its meeting held on 11.07.2021, approved the revised enhanced rates pertaining to Examinations/Secrecy Sections as per annexure subject to change from time to time.

EXAMINATION FEES / VARIOUS RENUMERATION STRUCTURE¹

The following fees structures are hereby approved for the academic session 2020- 21 onwards with 10% increase on annual basis, subject to revision/modification by the Syndicate from time to time: -

Fees Structure: The proposed fee structure for various examinations for the session 2020-21 is given below. An annual increase of 10% in these fee structures is also proposed: -

Table: Fee Structure for BS- Commerce 4 Years

Nature of Fee	Recommended
Registration Fee	2000/- Once
Examination Fee	3000/- Per Semester
BS One Paper	1000/-
BS Two Papers	2000/-
BS Three Papers & above	3000/-

Table: Fee Structure for BS 4- Years (Affiliated Colleges)

Nature of Fee	Recommended Normal Fee
Registration Fee	2000/- Once
Examination Fee	3000 + 200/p
BS One Paper	1000 + 200/p
BS Two Papers	2000 + 200/p
BS Three Papers & above	3000 + 200/p

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Table: Fee Structure for BA (Private) Candidates

Examination	Exam. Fee	Reg. Fee	DMC Fee	Exam Form+ Postage	Total
BA (Part I) (Failed)	3500	1500	800	200	6000/-
BA (Part II)	3500		800	200	4500/-
BA One Paper (50% of Rs.3750)	2250/-				
BA Two Papers (70% of Rs.3750)	3150/-				

Table: Fee Structure for BA/BSc Affiliated Colleges

Nature of Fee	Recommended Normal Fee
Registration Fee	2000/- Once
Examination Fee	2500/- Per Year
BA/BSc One Paper	1000 + 200/p
BA/BSc Two Papers	2000 + 200/p

Table: Fee Structure for MA (Private) Candidates

Examination	Exam. Fee	Reg. Fee	DMC Fee	Exam Form+ Postage	Total
MA (Previous)	4500	2000	800	200	7500
MA(Final)	4500	2000	800	200	5500
MA One Paper (30% of Rs.5050)	1650/-				
MA Two Papers	2750/-				
MA Three Papers	3850/-				
MA Four Papers & above	5500/-				

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Table: BS Program (4-Years) Repeaters of the University

S/No	Number of Papers	
1	One Paper	1000+200/p
2	Two Papers	2000+200/p
3	Three Papers & above	3000+200/p

Table: Master's Program (2-Years)

S/No	Number of Papers		
		M.A	M.Sc
1	One Paper	1100	1100+200/p
2	Two Papers	2200	2200+200/p
3	Three Papers	3300	3300+200/p

Table: Rechecking/Recounting/Retotaling Fee

Paper	Fees Amount
One Paper	1000/-
Two Papers	2000/-
Three Papers	3000/-

Table: Others:

S/No	Name Of Exam Fee	Amount
1	Appeal against decisions	2000
2	Change of Practical Exam Date	1000
3	Practical (Bachelor)	200
4	Practical (Master)	200
5	Resident Inspector Honorarium	500/working day , Max. 5000
6	Supervisory Staff Superintendent	1500/ working day
7	Supervisory Staff Dy. Superintendent	1200/ working day
8	Supervisory Staff Asst. Superintendent	1000/ working day
9	Supervisory Support staff	250/ working day
10	Practical Examiner	50/student or (1000 minimum)

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11	Inspection Fee	Local=1500, Nonlocal=500+(TA/DA)
12	Registration Cancellation	1000
13	Duplicate DMC	1000
14	Merit Certificate	1000
15	Provisional Certificate	1000
16	Change of Subject	1800
17	Degree Fee	2000 Normal Fees (for 30 days' period)
18	Degree Fee	5000 Urgent Fees (for 03 Working Days)
19	DMC Fee	1000
20	Migration Fee	2000
21	Notification Fee	350
22	Correction of Particulars	1000
23	Verification DMC	1000
24	Verification Degree	1500
25	Center Change	3000
26	Name correction	1000
27	Thesis evaluation fee	4500
28	Thesis evaluation & viva fee to the examiner	Evaluation fee = 1000/ thesis Viva = 500/ student

Table: Examination / Secrecy Remuneration Structure

S.N	Nature of Duty/Work	Proposed Rates	
		Per Unit Rate	Min/ Lump sum Amount
1.	Semester Remuneration (Internal)		
a.	Preparing quizzes, midterm and final term	Rs.100/-	
b.	Semester Assistant/Clerk (for each session (i.e. Spring and Fall) of a program “, it will		Rs.1000/-

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	not be admissible for each semester of a program separately i.e. 1 st , 2 nd , 3 rd)		
c.	Department Coordinator (for each session (i.e. Spring and Fall) of a program “, it will not be admissible for each semester of a program separately i.e. 1 st , 2 nd , 3 rd)		Rs.2000/-
d.	Thesis/Internship Examiners		
2.	Semester Remuneration (Affiliated Colleges)		
a.	Paper Setting for Finals		Rs.1500/-
b.	Paper Checking for Finals	Rs.60/-	
3.	Annual Examinations		
a.	All Exams Leading to bachelor’s degrees Paper Checking	Rs.50/-	Rs.1500/-
b.	All Exams Leading to master’s degrees Paper Checking	Rs.60/-	Rs.1500/-
c.	Exam Discipline (UFM) Committee & Appellate Committee		Rs.1000/day attendance basis

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d.	All Exams Leading to bachelor's degrees Paper Setting		Rs.2000/-
e.	All Exams Leading to master's degrees Paper Setting		Rs.2000/-
4.	PRACTICAL AND VIVA-VOCE EXAMINATIONS		
a.	Practical Exam for bachelor's degree	Rs.60/-	Rs.1500/-
b.	Practical Exam for master's degree	Rs.80/-	Rs.1000/-
c.	Viva-Voce Examinations at master's Level (to the External Examiners only)	Rs.60/-	Rs.2000/-
d.	Thesis, Research & Project etc. Evaluation at Master Level (to each of Internal and External Examiners)		Rs.1000/-
e.	Thesis, Research & Project etc. Viva at Master Level (to each of Internal and External Examiners)		Rs.500/-
f.	Thesis, Research & Project etc. Evaluation at MS/M. Phil Level (to each of the Internal and External Examiners)		Rs.2000/-
g.	Thesis, Research & Project etc. Viva at MS/M. Phil Level (to each of Internal and External Examiners)		Rs.1000/-
h.	Thesis, Research & Project etc. Evaluation at MS/Ph. D Level (to each of the Internal and External Examiners)		Rs. 5000/-
i.	Thesis, Research & Project etc. Viva at Ph. D Level (to each of Internal and External Examiners)		Rs. 10000/-
5.	Lab Assistants / Attendants		
a.	All Examinations Leading to bachelor's degrees		
	i. Lab Assistant (per group)	Rs.350/-	
	ii. Lab Attendant (per group)	Rs.200/-	
b.	All Examinations Leading to bachelor's		

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	degrees		
	i. Lab Assistant (per group)	Rs.500/-	
	ii. Lab Attendant (per group)	Rs.300/-	
c.	Viva-Voce Examinations Masters Level		
	Office Assistant per group / per working day	Rs.500/-	
	Naib Qasid per working day	Rs. 200/-	
6.	SECURITY WORK		
a.	Each Tabulator Computerized per candidate	Rs.8/-	Rs.1000/-
b.	Each Scrutinizers per candidate Computerized	Rs.8/-	Rs.1000/-
c.	DMC Preparation (Computerized)/ Proof Reading (Per DMC)	Re.3/-	
d.	Result Proof Reading Computerized	Rs.2/-	
e.	Proof Reading of Question Paper	Rs.50/page	

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f.	Printing of Question Paper (Machine Operator)	Rs.1/- page	
g.	Misc. Work, Register Cards, Envelops, etc. Writing.	Rs.3/-	
h.	Filling of Question Paper External Exams only	Rs.30/-	
i.	Dispatch of Scripts External Exams only	Rs.2/-	
j.	Dispatch of Scripts (Fictitious Roll Nos)	Rs.10/-	
k.	Checker (Checking of Scripts)	Rs.2/-	

1. REMUNERATION FOR (LOCAL) SUPERVISORY STAFF	
3 HOURS DURATION EXAMINATIONS	
Position	Rates
Superintendent	Rs. 300/- (Single Session)
	Rs. 400/- (Double Session)
Deputy Superintendent	Rs. 270/- (Single Session)
	Rs. 330/- (Double Session)
Assistant Superintendent	Rs. 200/- (Single Session)
	Rs. 270/- (Double Session)
4 HOURS DURATION EXAMINATIONS (LOCAL)	
Superintendent	Rs. 360/- (Per Working Day)
Deputy Superintendent	Rs. 330/- (Per Working Day)
Assistant Superintendent	Rs. 250/- (Per Working Day)
2. REMUNERATION FOR (NON-LOCAL) SUPERVISORY STAFF	
Superintendent	Rs. 100/- (Single Session)
	Rs. 120/- (Double Session)
Deputy Superintendent	Rs. 80/- (Single Session)
	Rs. 100/- (Double Session)
Assistant Superintendent	Rs. 60/- (Single Session)
	Rs. 80/- (Double Session)
4 HOURS DURATION EXAMINATIONS (NON-LOCAL)	
Superintendent	Rs. 110/- (Per working day)

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Deputy Superintendent	Rs. 90/- (Per working day)
Assistant Superintendent	Rs. 70/- (Per working day)
3. MENIAL STAFF (LOCAL & NON-LOCAL)	
Waterman	Rs. 80/- (Per working day)
Chowkidar (Center)	Rs. 40/- (Per working day)
Sweeper	Rs. 30/- (Per working day)
Typing of Seating Plans	Rs. 20/- (Per working day)
Seating arrangements	Rs. 20/- (Per working day)
Purchase of Miscellaneous Articles by Superintendent	Rs. 700/- (Per working day)

Table: Conveyance, Inspection Fee and UFM Committee Remuneration

Activity/Staff	Existing Rate	Revised Rate
Supervisory Staff Conveyance allowance from residence to Center & Back	Rs. 100/- (Per working day)	Rs. 500/- (Per working day)
Dispatch of Answer Books from Center to Bank/Post Office/Secrecy Section, Collection of Question Papers from Bank & Back	Rs. 100/- (Per working day)	Rs. 500/- (Per working day)
Conveyance allowance to Local External Examiners for Practical Examinations, viva-voce examiners and local Inspectors.	Rs. 100/- (Per working day)	Rs. 500/- (Per working day)
Inspection Fee	Rs. 500/- for Local + TA/DA (for Non-Local)	Equal to 01 normal Daily Allowance plus conveyance allowance for Local, and Equal to 01 normal Daily Allowance plus Travelling Allowance for Non-locals.

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Meeting of UFM Committee	Not defined	Equal to 01 normal Daily Allowance (DA) for the time being in vogue for Local, and for non-local members (if any) Travelling Allowance will be added.
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