

**STANDARD OPERATIONAL PROCEDURE
FOR SEMESTER SYSTEM
IN GOVERNMENT COLLEGES OF KHYBER PAKHTUNKHWA**

GUIDELINES FOR SEMESTER SYSTEM

These guidelines pertain to the courses of studies under Semester System 4-year program for the degree of Bachelor of Studies (B.S), and are the reflection of standard procedure provided by the Higher Education Commission (HEC) and the prevailing norms, traditions and best practices of semester system in national and international institutions of higher education.

1. SHORT TITLE

The framework of guidelines has been prepared by Project Management Unit Department of Higher Education Khyber Pakhtunkhwa and duly approved by Secretary Higher Education for effective implementation of Semester system of Instruction and Examination leading to the Degree of B.S in the government colleges of the province.

2. These guidelines shall be subject to the Statutes/Rules & Regulations of respective Degree Awarding Institution of each college for Bachelor of Studies (B.S) Degree.

3. COMMENCEMENT

These amended guidelines shall be deemed to have come into effect from Fall Semester 2016.

4. DEFINITIONS

In these Guidelines, unless otherwise stated:-

- i. "College" means the government college offering B.S (4-year) program.
- ii. "Academic Year" means the period of instructions comprising Spring and Fall Semesters including Examinations.
- iii. "Semester" means a period of instructions stretched over 18 weeks duration, out of which 16 weeks shall be the actual teaching time. The remaining time shall be utilized for the conduct of examinations.
- iv. "Credit Hours" A credit hour means teaching a theory course for one hour each week throughout the semester. One credit hour in laboratory or experimental work would require lab contact of at-least 3 hours per week throughout the semester. The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical.

- a. *Thus 3(3-0) means three credit hours of theory, while 4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory. The weekly contact hours of a 3(3-0) course shall be three, the contact hours of a 4(3-1) course shall be six, three for theory and three for lab work, while the contact hours of a 3(1-2) course shall be seven, one for theory and six for lab.*
- v. "Non-Credit Course" means a course of study, the successful completion of which shall be a requirement carrying no Credit but reported in the transcript as part of degree requirement. Results of such courses shall be transcribed as "Pass/Fail"
- vi. Senior faculty members (Departmental Examination Committee) of each department of the college shall decide the Non-Credit Course for their respective department in the best interest and needs of the students.
- vii. "Examination" means semester examination.
- viii. "Examiner" means a person appointed to conduct the examination.
- ix. "External Examiner" means a person appointed for evaluation of research work/project and conduction of viva-voce exam.
- x. "Principal" "Chairman/Head of Department", "Teacher/Instructor", "Controller of Examinations" & "Exam Coordinator" means the Principal, Chairman/Head of concerned Teaching Department, the Teacher, the Controller of Examinations of the college and Examination Officer of the Department concerned respectively.
- xi. "College Council" means the body comprises all Full Professors, Associate Professors, a senior most Assistant Professor, a senior most Lecturer of the college and the individuals who are its members by virtue of their status and position.

5. GENERAL PRINCIPLES OF SEMESTER PROGRAMME

- i. The degree of **Bachelor of Studies (B.S)** shall be of 04 Years, each year shall consist of two Semesters with the denomination of Fall Semester and Spring Semester.
- ii. The duration of each Semester shall be 18 weeks distributed as 16 weeks of actual teaching and 02 weeks for the conduct of examinations.

- iii. Keeping in view the Academic Calendar of the University the college is affiliated with, each college shall decide its Academic Calendar in the meeting (chaired by the Principal) of Chairmen/Heads of Departments before the start of semester. It shall include: Start and Completion Dates, Dates of Mid-term and Final Examination, Holidays (National and Local) and semester breaks.
- iv. Teachers shall be accessible to students outside the class particularly during the office hours in the college for timely and constructive feedback and support.
- v. Information resources such as library and computer facilities in the college shall be available to the students during office hours and the library would remain open for the students till the closing time of the college.
- vi. The principal shall appoint an Internal Monitoring Committee of senior faculty members to monitor, assess, evaluate and report in writing the state of academic activities.
- vii. In addition to the Chairmen/Head of the Department the principal may also get the feedback of the students on prescribed forms about the teacher's performance at the end of each semester.
- viii. The highest level of secrecy and confidentiality in the examination shall be ensured.
- ix. Transparency in evaluation and grades shall be ensured by the faculty members, Chairman/Head of the Department and the Principal.
- x. Both an absolute and relative Grading can be adopted for evaluation and assessment.
- xi. To ensure and maintain transparency and objectivity in marking, the teachers after the assessment shall show answer books, assignments etc. to students.
- xii. Timely declaration of semester results shall be ensured by each academic department. The results shall be declared strictly in time before the start of next semester in a transparent manner. In case the degree awarding institution has adopted a different procedure then it may be followed.
- xiii. Course contents shall be covered and duly taught in the class within stipulated time. Each teacher will provide work plan to the students at the start of classes.

- xiv. The deadlines for the submission of all assignments by the students during the semester shall be respected in letter and spirit.
- xv. To meet the requirements of international standards the maximum strength of students admitted in a class shall strictly be 40.
- xvi. However, class merger for English, Pak-Studies, Islamic Studies and other courses of similar contents shall be allowed provided the number of students of merged class is not more than 40.
- xvii. The teacher shall record the attendance of merged class on the same attendance sheet and shall not claim two teaching hours to his/her credit for that class.
- xviii. The change/replacement of a teacher for a course after 2 weeks of the start of semester shall be discouraged.
- xix. There shall be no transfer of a staff without the consent of the respective Principal.
- xx. There shall be a break of at least one week between two Semesters.
- xxi. The loss in credit hour due to extraordinary situation or otherwise shall be covered by increasing the duration of lecture times and college working hours after the resumption of class work.
- xxii. Three credits hours per week shall be normally covered in 3 lectures. But in special circumstances 2 lectures of 90 minutes each may be delivered.
- xxiii. Coverage of 3 credit hours in one lecture shall not be allowed in any case and circumstances.
- xxiv. Holidays shall be exclusive to the total of 16 weeks of teaching time per semester.
- xxv. Final examination shall not be conducted before the completion of full credit hours class and lab work by the teachers.
- xxvi. Every teacher shall submit Course File, complete in all respects, to Chairman/Head of the Department before the final examination.

- xxvii. If a student fails to attend classes for any course during first four weeks of the semester, his/her admission shall automatically stand cancelled without notification

6. ADMISSIONS

- i. Each candidate shall make an application for admission on a prescribed form in response to an advertisement.
- ii. Applications for admission in B.S shall be invited by the Principal on prescribed form to reach his office, complete in all respects, on a specified date to be announced by him.
- iii. All application forms, for admission shall be accompanied by attested copies of the following documents:
 - a) SSC/HSC or equivalent examination certificates;
 - b) Detail Marks certificates;
 - c) Character Certificate from the Head of Institution last attended;
 - d) Provisional Certificate;
 - e) Domicile Certificate;
 - f) Four passport size photographs;
 - g) Migration Certificate;
 - h) An undertaking as per specimen appended in the prospectus;
 - i) Computerized National Identity Card or B form or CNIC of father/guardian;
 - j) Every application shall be accompanied by a declaration signed by applicant and counter signed by his/her father/guardian, that he/she would abide by the Rules and Regulations of the college and instructions issued to him/her by teachers, Chairman/HOD and the Principal.
- iv. Candidates applying for more than one discipline are required to submit an additional application form for each category.
- v. Admission Policy given by the Higher Education Department, instructions from PMU of HED Khyber Pakhtunkhwa from time to time and rules of the university the college is affiliated to shall be followed.

7. REQUIREMENTS FOR SEMESTER COURSE

The minimum requirement for each Semester course shall be as follows

- i. Registration in the course by paying course tuition fee within one week of start of academic session.

- ii. Completed course pre-requisite, if any.
- iii. Sessional work consisting of class Exam/quizzes/assignments/presentations/ Midterm Examination and laboratory work.
- iv. A student must attend 75% of the lectures delivered in each course in a semester to be eligible for appearing in the examination.
- v. Such students whose attendance is below 75% shall be awarded “In” (Incomplete) grade in such course/s. Such students shall have to repeat the concerned course/s in a forthcoming Semester which offers the same courses.
- vi. In genuine cases of illness etc, maximum 10% attendance waiver shall be the discretionary powers of the Principal on the basis of the application to be scrutinized and routed through concerned Chairman/Head of Department.
- vii. The eligibility attendance Theory/ Practical for late admitted students to first semester shall be calculated from the date of admission.
- viii. Only those students shall be allowed to appear in the Final Examination in each semester who took mid-term examination as well.

8. THE COURSES OF STUDY

- i. The scheme of studies/curriculum developed/designed by the respective degree awarding institution/University shall be followed. However, where no such scheme of studies has been developed by the respective university then the Higher Education Commission (HEC) curriculum may be followed.
- ii. The medium of Instructions, Teaching and Examination for all courses shall be English with the exception of Urdu as subject when and where it is offered. There shall be a choice of English or Urdu as medium of instruction and examination only for Islamic Studies.
- iii. Each course teacher shall develop a well-designed and well-coordinated detailed course outline/work plan with timeframe and daily lecture topic from the approved syllabus before the start of each semester.
- iv. The work plan shall be discussed and approved in the faculty meetings and a copy of it shall be retained by the principal or the concerned Head of Department for monitoring and evaluation.
- v. For the accomplishment of the learning objectives, the implementation of the course outline within given timeframe shall be ensured by each teacher.

- vi. Change in courses or curriculum may be suggested by the college faculty to the university's Board of Studies of the respective discipline for incorporation in the curriculum and onward submission to Academic Council and syndicate for approval. Such change in courses or syllabi shall become effective from the date of approval.

9. COURSE FILE

Maintenance of Course File is compulsory for instructors/teachers. The Course File will have complete record of everything that happened during the semester. The course file will contain:

- a. Course contents and coding
- b. Weekly teaching schedule
- c. Attendance Record
- d. Dates of Midterm Examinations
- e. Grading policy for quizzes assignments etc.
- f. Copy of topics for each assignment given
- g. Copy of each Quiz/Exam given
- h. Copy of Midterm Examination results
- i. Grading sheets of the course
- j. Difficulties/Problems faced during classroom/ course delivery

10. NUMBER OF CREDIT HOURS

- i. Each Degree Program shall carry a number of approved courses and each course shall be allocated Credit hours.
- ii. Students shall be allowed to take Maximum 20 credit Hours in a semester.
- iii. Four Academic years are the minimum duration for completion of Curriculum for the award of B.S degree.
- iv. A student of B.S. shall complete **at least 130 credit hours**, for the completion of Degree. The general structure of credit hours is given below.

Total No. of Credit Hours	124-136
Semester Duration	16-18 Weeks
Course Duration	8 Semesters (4 Years)
Summer/Winter session	Only for deficiency/failure/repetition courses
Course Load per Semester	15-18 Credit Hrs

- v. The college may offer one or two summer sessions of 8 weeks with double contact hours.
- vi. A winter college may offer one or two winter sessions of 8 weeks with double contact hours.

11. DISTRIBUTION OF MARKS

- i. In semester, students may be required to appear in quizzes, mid terms, final examination, give presentation, participate in group discussion, and submit projects/assignments/lab reports by the due dates.
- ii. These (to be determined by the concerned teacher) shall have different weight and contribute towards the assessment in percent marks.
- iii. The following weight shall be given for each course in each semester unless otherwise determined by the relevant university.

Evaluation Category	Distribution of Marks
Class Test	10%
Quizzes/Assignments/Presentations	20% (10% +10%)
Mid Term Examination	15%
Final Examination	55%

12. SESSIONAL WORK:

- i. Assignments/Quizzes/Tests/Presentations/Group Discussions/Projects/ lab work, mid-term examination etc. given by the respective teacher to the students in a Semester shall be called Semester's Sessional Work.
- ii. In semester work students may be required to appear in quizzes, give presentation, participate in group discussions, and submit projects assignments/lab reports by the due dates.

13. CONDUCT OF SEMESTER EXAMINATIONS

- i. All mid term/terminal Semester Examinations shall be held at concerned department on dates and schedule prepared by the department in the light of academic calendar, unless otherwise approved by the Principal and duly forwarded to the Controller of Examinations. The examination office of the respective department will publish the examination schedule at least two weeks prior to the commencement of the mid term/terminal examination and forwarded to the Controller of Examinations.

- ii. The Chairman/HOD of concerned department will approve the detailing of faculty as Superintendent, Deputy Superintendent and invigilators for the conduct of mid/terminal examination. They will ensure the following:
 - a) Examinees are seated in the examination room according to the seating plan prepared by the examination officer (Exam Coordinator) of the department.
 - b) All answer books used in the examination are initialed by them. No other answer books are to be used.
 - c) Answer books are issued to the invigilators 5 minutes before the commencement of the paper and retrieved at the end of the paper.
 - d) Absentee report, if any, is prepared and forwarded to the Departmental Examination officer (Exam Coordinator).
 - e) The students are warned against the use of unfair means and directed to surrender notes, papers or other unauthorized material.
 - f) That no examinee is allowed to join the exam 30 minutes after its commencement and to leave the examination room within one hour of its commencement. The visits to wash rooms will be allowed only in special circumstances and should be carefully controlled.
 - g) That the examinees write their roll numbers on the front cover of each answer book used.
- iii. Candidates shall not ask for and shall not be given any explanation about the question paper. In case any clarification is required for any valid reasons, as ascertained by the Superintendent, it shall be done strictly after obtaining permission of the Chairman/HOD concerned.
- iv. Candidates shall not borrow anything from other candidates during the examination.
- v. Examinee will not talk or disturb other candidates.
- vi. A candidate shall not remove a leaf or a part thereof from the answer book.
- vii. While leaving the examination hall the candidate shall handover all answer books/papers etc. to the supervisory staff.
- viii. Candidate who tries to use unfair means or creates law and order situation during the conduct of exam or otherwise shall be dealt with under “Unfair Means Regulations”.
- ix. A Mid Semester Exam shall be conducted in the 9th week and in exceptional circumstances no later than 10th week while the terminal exam at the end of the semester on the completion of 16 weeks teaching.

- x. The Semester Examination shall be open to the students who fulfill the following conditions:
 - a) During the Semester immediately preceding the Examination, he /she has been on roll/list of the concerned department of the College.
 - b) He/she has appeared in the Midterm Examination.
 - c) He/she has not been debarred from taking the examination for any reason.

14. SETTING OF QUESTION PAPERS

- i. All question papers are set by respective faculty and duly scrutinized by the Examination Committee in accordance with the policy. As per the spirit of the semester system, there shall be no choice in questions. It will also be ensured that the question papers are balanced with respect to the examination policy and have been prepared to cover the essentials of the whole syllabus completed by the instructor. In case the teacher of concerned course is not present at the time of exam, the Chairman/Head of Department may appoint any other teacher for the purpose.
- ii. The weight of Syllabus for the Question Paper of Final Examination should be as follows:
 - a. Up to Mid Semester Exam 25%
 - b. From Mid Semester Exam to Final Examination 75%
- iii. There shall be One Objective Type Question and 04 Descriptive Questions of equal marks. A student has to attempt all five Questions with no choice.
- iv. The following guidelines/parameters shall be included by the examiners for setting of Mid/Final Semester Q. Paper:
 - a) Fill in the blanks.
 - b) Multiple choice questions (MCQs).
 - c) Definitions of technical terms.
 - d) Drawing Skill Oriented Questions.
 - e) Interpretation of Diagrams
- v. The Question Paper should be a Computer Printout. Hand written Question Papers shall not be acceptable.
- vi. The duration for conduct of Practical Examinations shall be minimum 30 Minutes and Maximum One hour. A candidate is required to pass theory and practical separately. Failure in practical means failure in the course.

15. RESULTS

- i. The teacher concerned shall prepare five copies of the awards for each course taught by him/her. He/she will retain one copy with him/her and shall hand over the four copies to the Chairman/HOD concerned for the onward process.
- ii. After the results are received from each instructor, the departmental examination officer compiles the final results within 10 days after the last day of the examination. The final result shows grades obtained in each course, the semester GPA and the CGPA of the student. The final result will be finally announced by the Controller of Examination of the degree awarding institution. He will also issue the Final Transcript/DMC of the students.

16. GRADING POLICY

- i. Letter grading should only be used for representing the individual courses and not report the semester GPA/CGPA.
- iii. The following range of grade points for each letter grade will be followed:

Marks Range :	Grade Point	Grade	Description
85- 100	4.00	A	Outstanding
80 -84	3.70	A-	Excellent
75 -79	3.30	B+	Very Good
70 -74	3.00	B	Good
65 - 69	2.70	B-	Average
61 - 64	2.30	C+	Satisfactory
58-60	2.00	C	Pass
55-57	1.70	C-	Low Pass
50 – 54	1.00	D	Barely Pass
0-49*	0.00	F	Fail
	0.00	In	Incomplete

**Fraction is to be rounded as a whole*

- iv. There should be no other grade point values unless the one followed by degree awarding institute/university varies.
- v. The matter of award of Gold Medal/Roll of Honor should be decided by College/University.

- vi. The percentage of marks or numeric values of grades other than grade points should not be reported on the transcripts whether they are relative grades or absolute grades.
- vii. Permission of second chance in Mid Semester examination is given to the student who remained absent in the Examination under exceptional circumstances like hospitalization, etc. with the consent of the concerned Head of Department.
- viii. If a student gets an F in a course, he shall be given one more chance to repeat the course as and when the same course is offered.
- ix. The minimum pass marks for each course shall be 50% (fifty percent). A student obtaining less than 50% marks in any course shall deem to have failed in that course. Less than 50% marks secured by a student in any course shall not be counted towards aggregate marks.
- x. There shall be no supplementary examinations under any circumstances.

17. SCANNING OF RESULTS

A committee consisting of a senior member of concerned faculty (Social Sciences and Humanities or Natural Sciences) and Head of Department or his/her nominee who if necessary, for reason of checking the quality and consistency of assessment of scripts, would at random re-assess at least 15% of the scripts and in case gross discrepancy is detected, the committee shall recommend to the Principal an appropriate action to be taken for improvement.

18. GRACE MARKS

In Semester System Grace Marks in examinations to pass the candidates are not allowed in any circumstances.

19. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPA) shall be calculated using the following relationships:

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

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

For Example:

Courses	Grade	Crd. Hrs.	Numeric Value of	Grade Point
Course 1	A-	3	3.7	3 x 3.7=11.1
Course 2	B+	3	3.3	3 x 3.3=9.9
Course 3	C	3	2.0	3 x 2.0=6.0
Course 4	C-	3	1.7	3 x 1.7=5.1
		12		32.1
GPA = 32.1 / 12 = 2.68				

20. CGPA REQUIRED FOR DEGREE COMPLETION

- i. A student of B.S (4-year) has to complete **at least 130 credit hours**, for the completion of Degree.
- ii. Minimum qualifying CGPA is 2.0 for BS students.
- iii. The maximum duration allowed to a student for completion of B.S degree is **Six years** after admission to the program. A student failing to complete successfully minimum of 130 credits of course work by the end of 12th semester shall cease to be a student of the college.
- iv. Whenever a student's CGPA decreases from 2.0, he/she shall be on 1st probation for the next semester only in case he is able to obtain CGPA of 1.5 or more but less than 2.0.
- v. If the student does not come out by increasing his/her CGPA to 2.0, then again, he/she shall go on "Last Probation". Probation may be availed during initial semesters only.
- vi. If the student who was earlier on 1st probation, does not come out in the last probation by achieving minimum desired CGPA, he / she shall be dropped out from the college and cannot be re-admitted under any circumstances. At the end of third semester or any subsequent semester CGPA should not be less than 2.0.

21. VIVA-VOCE/JURY EXAMINATION

- i. An External Examiner for evaluation of thesis/project shall be appointed by the Controller of Examination of the concerned university on the recommendation of the Principal and Head of Department.

- ii. The Viva-Voce of the Project(s) /Thesis work shall be held after the completion of the 8th Semester of Final Examination. The Head of Department, the supervisor of Project/Thesis together with the External Examiner shall constitute the Viva-Voce Committee.
- iii. Thesis Evaluation and Viva-Voce shall be out of 100 marks. The distribution shall be 1) the Internal Examiner (supervisor) 30 marks; 2) the External Examiner 40 marks and 3) the Chairman/Head of Department concerned 30 marks respectively. In case of Head of Department being Internal Examiner, the External Examiner shall award out of 50 marks or as the concerned university rules allow.
- iv. Thesis marks shall be sent to the office of the Controller of Examination of the concerned university for final declaration of result.
- v. A student who has failed in the Viva-Voce exam shall be given the benefit of appearing again in the same examination only ONCE.

22. DEPARTMENTAL EXAMINATION AND STUDENTS' GRIEVANCES COMMITTEE

- i. Each college shall have a 03 member departmental examination and students' grievances committee headed by a senior faculty member.
- ii. The Chairman of the committee will convene meetings of the Committee as and when necessary.
- iii. The main functions of the Committee will be:
 - a) To maintain uniformity of standards in the courses taught in the department by individual teachers.
 - b) To formulate suggestions about the distribution of different kinds of question (items) in different courses and to scrutinize the relevant papers.
 - c) To make arrangements for the conduct and supervision of examination.
 - d) To hear appeals arising from marking/evaluation of papers in different courses. The committee will redress the grievances for the students about any course instructor/teacher or grades or for any other issue.
 - e) To suggest course offerings, provision of seminars, class tests, assignments etc.
 - f) Timely preparation and announcement of results of mid term and terminal examinations.

- g) To submit an advance copy of the tabulated result showing detailed marks subject wise, aggregated and grades duly authenticated by the Chairman of the Committee to the HOD for his approval before the result is announced.
- iv. A student must approach the Chairman for a grievance on grade, within 5 days of the receipt of the grade.
- v. The Chairman shall forward the grievance to a 3 member committee and it will be binding on the committee for hearing both sides (student and the teacher), check few papers randomly for uniformity, and will give a final decision within five days or before the start of new semester whichever comes early.
- vi. The decision of the committee will be final.

23. MAINTENACE OF EXAMINATION RECORDS

- i. Controller of Examinations will maintain the records of the examination and issue the transcripts. The result will be announced by the department. The Controller's office shall act as Central Records Office.
- ii. The Examination scripts of midterm and final examination will be sent to Controller of Examinations who will keep the record in his custody.
- iii. The instructor/teacher will prepare three copies of the results. He shall retain one copy with him, and handover remaining two copies to controller of examination. The Controller of Examination shall display consolidated result on the notice board.

24. REPEATING COURSES

- i. Students failing with F have to repeat the course whenever offered
- ii. The students may opt to repeat a course with Grade C or below.
- iii. The student shall be allowed to repeat a maximum six courses (18 credit hours) to improve his grades.
- iv. In case a student repeats the same course which has already been taken the old grade shall be replaced with new one but in case a student takes a new course in lieu of the course in which he/she failed both the grades will reflect on transcript (but only last one be calculated for CGPA).

25. FREEZING OF SEMESTER

- i. If a student freezes a semester(s), he/she will be admitted in the same semester.
- ii. No freezing in the first semester or during the semester is allowed.
- iii. The maximum duration of the degree program shall remain the same.
- iv. Freezing up to two semesters from course work is allowed to students facing acute domestic problems/valid reasons subject to the approval of the Principal on the recommendations of the Chairman/HOD.

26. WITHDRAWAL/DROP/CHANGE OF COURSE(S)

A student may withdraw from any course with the consent of the course teacher and approval of the principal/Chairman of the Department. A formal application has to be filed in this respect, to the Chairman/Head of Department.

A student:

- i. Shall be allowed to change a course within 7 days of the commencement of semester
- ii. Shall be allowed to drop a course within 4 weeks of the commencement of semester
- iii. Shall be allowed withdrawal from Exam by 15th week, with the approval from Chairman/Head of Department. Grade for it shall be W instead of F.

27. WITHDRAWALS FROM A SEMESTER

Permission to withdraw from a semester is given under exceptional circumstances like hospitalization for a long period, etc. A formal application for withdrawal should be supported by the Medical Certificate that would be entertained after due verification. Certificate from private medical practitioner shall not be accepted.

28. CANCELLATION OF ADMISSION

The admission of a student enrolled in the program shall be canceled in the following circumstances:

- i. If the student does not attend classes without any official withdrawal and his/her average attendance in a semester is less than 75%.
- ii. If the student is involved in misconduct and violation of discipline.

29. MIGRATION

- i. Migration to and from any other University/college shall not be allowed in the first and final years.

- ii. Migration is allowed only in the cases of extreme hardship for the students and subject to the availability of seat or
- iii. If it is considered in the best interest of the College by the competent authority. The decision of the College is final and binding in this regard.
- iv. The migration of the local students would be allowed on the payment of Rs. 150/- to the college as migration fee and submit the No Objection Certificate (NOC) of the nominating agency.

30. TEACHER'S EVALUATION

- i. It is mandatory on the Chairman/Head of the Department to have every course instructor evaluated by the students on what they have been taught by their teacher. If required the Principal may also make a separate arrangement for such evaluation.
- ii. Evaluation must be in the last week of the semester (without the presence of the course instructor so as to maintain impartiality).
- iii. This evaluation should be objective and should be shared with the concerned teacher/instructor for his/her improvement/knowledge.
- iv. Evaluations done by the students will be completely anonymous i.e. the student is not supposed to indicate himself/herself by name or roll number or by any other means whatsoever.
- v. The evaluation of the teacher shall not be made public.

31. GENERAL RECOMMENDATIONS FOR THE SEMESTER

- i. To evolve an effective, reliable, valid, secure and transparent examination system, pertinent training for Departmental Exam Coordinators, Central Controller of Exams and junior clerks related to exams should be arranged
- ii. Course objectives in terms of learning outcomes should be available to all concerned persons including students
- iii. Choice of questions should be abolished, if any.
- iv. Grace marks to pass the candidate should not be allowed
- v. Paper for final exam should be scrutinized by Departmental Examination
- vi. Committee. Questions should assess higher level of cognition.
- vii. Key should be prepared for the question paper. Solution along with weightage and breakdown
- viii. MCQs should be encouraged

- ix. Complete Transparency should be adopted where students may be allowed to discuss the marks awarded to them by the Instructor.
- x. The above SOP is subject to the Rules and Regulations of the respective degree awarding institutions. For smooth academic functioning and constructive working relations with the respective degree awarding institution its rules and regulations must be followed.