



**UIT**  
UNIVERSITY

**REGISTRATION  
AND  
EXAMINATION  
POLICY MANUAL**

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## Policies & Procedures Manual

### UIT University

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**Note:** The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.

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## **I. PREAMBLE FOR THE REGISTRATION AND EXAMINATION POLICY MANUAL**

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UIT University, formerly Usman Institute of Technology, has been a cornerstone of higher education in Karachi, Pakistan, for over three decades. Granted its independent charter in 2018, the institution commenced autonomous operations in 2022. Prior to this, as an affiliated higher education institute under Hamdard University and NED University of Engineering and Technology, UIT relied on its examination policies and procedures, thereby negating the need for its own. Upon achieving independence, UIT established its Department of Examinations in 2022, initially adopting policies from the NED University of Engineering and Technology (NEDUET). As operational demands increased, the university developed its policies reactively to meet specific needs. However, the analysis revealed misalignments, contradictions, and inconsistencies between these independently crafted policies and those adapted from NEDUET, compromising operational coherence.

The Department of Examinations is pivotal to the university's academic integrity and operational efficacy, serving as the backbone of fair, reliable, and transparent assessment processes. Robust examination policies are crucial to ensure consistent evaluation standards, safeguard academic integrity, and promote equitable student outcomes. Inconsistent or fragmented policies risk undermining assessment reliability, leading to operational inefficiencies and potential non-compliance with regulatory standards. To address these challenges, eliminate redundancies, and align with the guidelines of the Higher Education Commission (HEC) and the accreditation council, UIT University is developing a comprehensive Registration and Examination Policy Manual. This manual will serve as the definitive reference for all examination-related operations and policies, fostering uniformity, enhancing reliability, and reinforcing UIT's commitment to academic excellence and regulatory compliance.



## I. PREAMBLE FOR THE REGISTRATION AND EXAMINATION POLICY MANUAL

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UIT University, formerly Usman Institute of Technology, has been a cornerstone of higher education in Karachi, Pakistan, for over three decades. Granted its independent charter in 2018, the institution commenced autonomous operations in 2022. Prior to this, as an affiliated higher education institute under Hamdard University and NED University of Engineering and Technology, UIT relied on its examination policies and procedures, thereby negating the need for its own. Upon achieving independence, UIT established its Department of Examinations in 2022, initially adopting policies from the NED University of Engineering and Technology (NEDUET). As operational demands increased, the university developed its policies reactively to meet specific needs. However, the analysis revealed misalignments, contradictions, and inconsistencies between these independently crafted policies and those adapted from NEDUET, compromising operational coherence.

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## II. REGISTRATION AND EXAMINATION MANUAL

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### II.1 INTRODUCTION

This manual serves as a comprehensive guide to the policies, procedures, and expectations that govern the academic and operational framework of UIT University. It is designed to support a community rooted in academic integrity, fairness, and operational efficiency. By outlining consistent policies and practices, this manual aims to ensure transparency, promote equitable treatment, and uphold the highest standards of academic conduct.

### II.2 PURPOSE

The primary purpose of this manual is to provide clear and accessible guidance on institutional rules and procedures for students, faculty, staff, and administrators. It functions as both a reference and a framework for informed decision-making, helping all members of the institution understand their rights, responsibilities, and the standards by which academic and administrative decisions are made.

### II.3 OBJECTIVES

#### II.3.1 Promote Academic Integrity:

Establish and maintain a culture of honesty, responsibility, and ethical conduct in all academic activities.

#### II.3.2 Ensure Fairness:

Apply consistent rules and expectations across all individuals and situations, minimizing bias and fostering equal opportunity.

#### II.3.3 Support Operational Efficiency:

Provide structured and coherent procedures that streamline institutional operations and reduce ambiguity or conflict.

### II.4 MANUAL ALIGNMENT

Each policy included in this manual is crafted to align with these core objectives. Academic integrity policies safeguard the credibility of academic work and the value of earned credentials. Fairness is embedded in procedures for grading, disciplinary action, and appeals. Operational efficiency is achieved through well-defined workflows and responsibilities, reducing administrative burden and enabling timely resolution of issues.

Together, these policies create a unified framework that supports the mission and values of UIT University while enhancing the overall experience for all stakeholders.



# **1 POLICY FOR COURSE REGISTRATION & COURSE WITHDRAWAL**

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## **1.1 PURPOSE**

This policy outlines the procedures for course registration, course changes (add/drop), and withdrawals to ensure student academic progress is managed efficiently and in line with HEC Undergraduate Education Policy 2023.

## **1.2 SCOPE**

This policy applies to all undergraduate students enrolled at UIT University across all faculties and departments.

## **1.3 POLICY PROVISIONS**

### **1.3.1 Initial Course Enrollment**

- All students are required to register for courses prior to the start of each semester using the University's EduPortal.
- Full time students must enroll in a minimum of 15 credit hours and may take up to a maximum of 18 credit hours per semester.
- Enrollment beyond 18 credit hours is subject to written approval from the assigned Academic Advisor.
- The University will publish an official Course Registration Schedule before the commencement of each semester.
- Registration must be based on the courses offered by the student's respective department.

### **1.3.2 Add/Drop Period**

- Students may add or drop courses within the first two (2) weeks of the semester.
- All changes must be:
  - Submitted via the EduPortal,
  - Formally recorded by the Office of the Registrar, and
  - Verified as per the registration schedule.

### **1.3.3 Deadline for Course Changes**

- No course additions or drops are permitted after the third (3rd) week of the semester without formal approval.
- Exceptions must be:
  - Approved by the Vice Chancellor, and
  - Accompanied by written comments from the concerned Chairperson and Dean.



- Such cases are strictly limited to exceptional academic or administrative reasons.

#### **1.3.4 Course Withdrawal**

Students may officially withdraw from a course before the final examinations of the semester.

- Upon withdrawal:
  - The student's transcript will reflect a "W" (Withdrawn) grade.
  - The "W" grade does not affect the CGPA.
  - No tuition or course fee will be refunded for the withdrawn course.

#### **1.3.5 Late Withdrawal and Penalty**

- Withdrawal requests after the Final Examinations will not be entertained under any circumstances.
- If the student fails to withdraw officially:
  - The course will be graded as "F" (Fail).
  - The "F" grade will be factored into the CGPA and reflected on the transcript.
- This reinforces academic responsibility and discipline among students.

#### **1.4 RESPONSIBILITIES**

- Students must track registration deadlines and consult advisors when selecting or changing courses.
- Academic Advisors must support students in workload planning.
- Registrar's Office shall manage registration records, monitor timelines, and report policy violations.
- Chairpersons, Deans, and VC are responsible for evaluating and approving special requests.

#### **1.5 POLICY REVIEW**

This policy shall be reviewed if required by updates in HEC regulations or institutional academic strategy.



## **2 POLICY FOR EXAMINATIONS SCHEDULING AND NOTIFICATION**

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### **2.1 PURPOSE**

This policy establishes standardized procedures for the scheduling and notification of examinations to ensure clarity, consistency, and adequate preparation time for students and faculty.

### **2.2 SCOPE**

This policy applies to all internal and external examinations conducted by the institution, including midterms, final exams, supplementary exams, and professional certification tests.

### **2.3 IDENTIFICATION OF MERGED OR EQUIVALENT COURSES**

A comprehensive list of merged or equivalent courses—defined as courses with identical or highly similar content delivered to students across different departments or disciplines under varying course codes and titles—is obtained from the EduPortal which were finalized after following process. These courses identified by Deans committee before the start of each semester, and then forward details to Registrar office and Registrar office communicate these details to IT department for execution. This list is verified and confirmed by the respective Chairpersons/faculty members of the departments to eliminate any potential confusion.

### **2.4 SCHEDULING OF MERGED/EQUIVALENT COURSES**

Courses identified as merged or equivalent are scheduled to be conducted on the same date and at the same time, regardless of whether they are taught by the same or different instructors. This ensures consistency in assessment and avoids duplication of effort.

### **2.5 CLASH-FREE TIMETABLING**

After scheduling merged courses, the remaining examinations are scheduled, ensuring there are no timetable clashes for students who are repeating or improving their grades.

### **2.6 DATE SHEET AND SEATING PLAN COORDINATION**

The examinations date sheet and the seating plan are developed concurrently to prevent any discrepancies. Measures are taken to reduce the risk of academic dishonesty, including the scheduling of different examinations papers within the same examinations hall.

### **2.7 EXAMINATIONS TIME LINE**

The Mid-Term Examinations is conducted in the 9th week, and the End-Term Examinations in the 17th week of the Spring/Fall semester, according to the dates provided in the Academic Calendar. Lab Examinations are conducted in the 16th week of each semester. Mid /End Term Examinations weeks may vary slightly due to unforeseen circumstances, as noted in the Academic Calendar.

## **2.8 APPROVAL AND NOTIFICATION**

The finalized date sheet undergoes a thorough review process and is signed by the Controller of Examinations. It is officially notified and made publicly available at least two weeks prior to the commencement of examinations. The date sheet is displayed on the institutional Notice Board and uploaded to the EduPortal for student access.

## **2.9 POLICY REVIEW**

This policy shall be reviewed if required by updates in HEC regulations or institutional academic strategy.





### **3 POLICY FOR QUESTION PAPER SETTING AND MODERATION**

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#### **3.1 1. PURPOSE**

This policy aims to ensure the integrity, quality, fairness, and academic rigor of all examinations by providing clear guidelines for the setting and moderation of question papers.

#### **3.2 2. SCOPE**

This policy applies to all academic programs and courses offered by the institution, covering internal assessments, midterm exams, final exams, and supplementary exams.

#### **3.3 GUIDELINES FOR PAPER SETTING AND MODERATION.**

The following guidelines must be strictly followed during the preparation and review process:

##### **3.3.1 Clarity of Language**

All questions must be directly relevant to the course content and clearly worded to avoid ambiguity. Language used should be precise and easily understood by students at the appropriate academic level.

##### **3.3.2 Accuracy, Fairness, and Bias-Free Content**

Every question paper must be thoroughly reviewed to ensure factual accuracy, fairness in assessment, and the absence of any cultural, gender, or socio-political bias.

##### **3.3.3 Balanced Difficulty Levels**

A deliberate and balanced mix of easy, moderate, and challenging questions should be maintained to assess students across the full spectrum of learning and cognitive abilities.

##### **3.3.4 Language and Formatting Quality**

Grammar, spelling, punctuation, and formatting must be meticulously reviewed and corrected to maintain a professional and consistent presentation. Question paper must be on the format provided. **(Annex-A)**

##### **3.3.5 Originality and Academic Integrity**

No content should be directly repeated from previous examinations papers or publicly available sources. All questions must be original and designed specifically for the course and examinations cycle. Marks should be allocated proportionately, reflecting the complexity, depth, and importance of each question, and ensuring comprehensive assessment of student abilities. A balanced mix of easy, moderate, and challenging questions is maintained.

### **3.3.6 Alignment with Cognitive level, Course Learning Outcomes (CLOs) & Program Learning Outcome (PLO):**

Each question must be aligned with the designated cognitive level, Course Learning Outcomes (CLOs) and appropriately mapped to relevant Program Learning Outcomes (PLOs) to ensure meaningful assessment.

### **3.3.7 Suitability of Length**

The overall length and complexity of the question paper must be appropriate for the duration of the exam and the academic level of the course. Where applicable, include questions that relate to real-life scenarios, industry practices, or practical applications to enhance the relevance and applicability of the assessment.

## **3.4 MODERATION BY SUBJECT SPECIALIST**

All question papers must be reviewed and moderated by a subject specialist (other than the paper setter), appointed by the respective Departments' Chairperson.

- Strict security protocols must be followed to prevent unauthorized access or leakage of question papers prior to the examinations, ensuring the integrity of the assessment process.
- Conduct a thorough review of the question paper to identify and rectify any errors or inconsistencies before the submission to Department of Examinations.
- Clarity, Syllabus coverage, difficulty and well balanced, typographical and conceptual accuracy.
- Moderator will moderate the paper according to predefined PLO's and CLO's.

Finalized question and moderation form (**Annex-B**) must be duly signed by all relevant persons before submission to the Department of Examinations.

## **3.5 POLICY REVIEW**

This policy shall be reviewed if required by updates in HEC regulations or institutional academic strategy.



## 4 POLICY FOR QUESTION PAPER SUBMISSION

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### 4.1 1. PURPOSE

This policy outlines the procedures and responsibilities related to the timely and secure submission of question papers for all internal and external examinations.

### 4.2 2. SCOPE

This policy applies to all faculty members, course instructors, and departments involved in setting question papers for:

To ensure timely and secure handling of examinations materials, the following procedures and responsibilities are established for the submission of question papers.

### 4.3 SUBMISSION TIMELINE

Following the moderation process, it is the joint responsibility of the concerned course instructor(s) and the Lead Course Teacher to submit the finalized Mid-Term and End-Term examinations question papers to the Department of Examinations no later than **ten (10) days** prior to the commencement of examinations. The Controller of Examinations will announce and disseminate the official submission deadline for question papers in advance of each Mid-Term and End-Term examinations cycle.

### 4.4 INFORMATION REQUIRED ON QUESTION PAPER ENVELOPES

Each question paper must be submitted in a sealed envelope, clearly labeled with the following information:

- Course Code
- Course Title
- Department for which the question paper is intended Scheduled
- Date of the Examination
- Faculty Member Name and Signature
- Date of Submission

If the same question paper is used for multiple course codes and titles (e.g., for merged or cross-listed courses), to prevent errors in course identification or scheduling, separate envelop must be used for each course code/title.

*Chae*

#### **4.5 RESPONSIBILITY OF SUBMISSION**

It is the responsibility of both the individual course instructor and the lead course instructor (where applicable) to ensure that the question papers are correctly prepared, moderated, and submitted along with moderation form in accordance with the timeline and labeling requirements stated above.

#### **4.6 LATE SUBMISSION PENALTY**

To discourage delays in the submission process, a financial penalty may be imposed for non-compliance. In cases of unjustified late submission, the institution may issue a show-cause notice and/or impose a salary deduction equivalent to one (01) day's pay. Repeated violations may be escalated to the relevant disciplinary authority.

#### **4.7 POLICY REVIEW**

This policy shall be reviewed if required by updates in HEC regulations or institutional academic strategy.

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## **5 POLICY FOR QUESTION PAPER PRINTING**

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### **5.1 PURPOSE**

This policy is established to ensure the secure, confidential, and efficient printing of question papers for all examinations. It outlines the responsibilities, procedures, and security measures that must be followed during the printing process.

### **5.2 2. SCOPE**

This policy applies to:

- The Examinations Office
- Designated printing personnel
- Authorized faculty and administrative staff

It covers all printed examination materials, including:

- Internal assessments
- Midterm and final examinations
- Supplementary and re-sit examinations

### **5.3 COLLECTION AND SORTING**

Upon receiving the question papers from faculty members, the Department of Examinations organizes them according to the official examinations schedule (datasheet).

### **5.4 PRINTING AND CONFIDENTIALITY**

The printing process is conducted under strict confidentiality. During this period, the Department of Examinations is locked, and unauthorized personnel are not allowed entry to maintain the secrecy and security of the question papers.

### **5.5 DISTRIBUTION PREPARATION**

Question papers are photocopied in accordance with the seating plan. For each examination room, additional copies are printed to account for potential misprints or unexpected additional students.

*Joeri*

#### **5.6 SEALING AND STORAGE**

After printing, the question papers are placed into labeled envelopes based on the seating plan. These envelopes are then securely stored in a locked facility until the time of the examinations.

#### **5.7 LAB EXAMINATION PAPERS:**

Lab examinations conducted in 16<sup>th</sup> week of each semester by faculty members. Faculty member conducts the lab paper during his/her in his scheduled class.

#### **5.8 POLICY REVIEW**

This policy shall be reviewed if required by updates in HEC regulations or institutional academic strategy.

*C. Jaleel*



## **6 POLICY FOR PROVISION OF STATIONERY IN EXAMINATIONS**

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### **6.1 1. PURPOSE**

This policy outlines the procedures and responsibilities related to the provision, distribution, and use of stationery during examinations. The objective is to ensure consistency, fairness, and preparedness across all examination's sessions.

### **6.2 2. SCOPE**

This policy applies to:

- All internal and external examinations conducted by the university.
- All students, invigilators, examinations coordinators, and support staff.
- All stationery items required for written, practical, and objective-type examinations.

### **6.3 EXAMINATION DAY PROCEDURE FOR INVIGILATION STAFF**

On the day of the examination, the Department of Examinations will provide invigilation staff with an envelope containing the following materials for the smooth conduct of the examinations:

- Answer scripts
- Printed question papers
- B-copy sheets (supplementary Answer Scripts)
- Seating plan (one copy is also displayed on the door of the examinations room)
- Students Attendance sheet

### **6.4 ADDITIONAL STATIONERY:**

Any additional stationery required during the examinations shall be provided by the Department of Examinations as per the established policy.

### **6.5 POST-EXAMINATIONS PROCEDURE:**

At the conclusion of the examinations, all completed answer scripts must be handed over to the Lead Course Instructor/his nominee of Lead course Instructor by the Department of Examinations in the Examination Control Room on the same day and during the same examinations shift. In case the Lead Course Instructor is unavailable, the respective Chairperson must assign an appropriate faculty member to collect the scripts.

## 7 POLICY FOR INVIGILATION DUTY

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### 7.1 PURPOSE

The purpose of this policy is to establish clear guidelines and responsibilities for invigilation duties to ensure that all examinations are conducted in a fair, secure, and orderly manner.

### 7.2 SCOPE

This policy applies to:

- All faculty members, academic staff, and other personnel assigned invigilation duties.
- All types of examinations, including internal assessments, midterm exams, final/end-of-semester exams, and supplementary exams.

### 7.3 INVIGILATION PROTOCOLS/GUIDELINES

To maintain the integrity and smooth conduct of Mid-Term and End-Term examinations, the following policy governs invigilation responsibilities and protocols:

#### 7.3.1 Announcement of Duties

Invigilation duties shall be assigned and announced by the Controller of Examinations at least one (01) week prior to the commencement of the examinations.

#### 7.3.2 Mandatory Campus Presence

All faculty and staff members, whether assigned invigilation duties or not, are required to be present on campus during official working hours throughout the examinations period. No leaves or flexible hours will be granted during Mid/End Term examinations unless in exceptional cases approved by the competent authority. Throughout the examination period all reported to the Controller of Examinations.

#### 7.3.3 Reporting Protocol

Invigilators must report to the Examinations Control Room (ECR) at least **20 minutes prior** to the scheduled start time of the examinations. Direct reporting to examinations rooms is strictly prohibited.

#### 7.3.4 Distribution of Materials

Invigilators shall collect the question papers and answer scripts from the ECR and proceed directly to their assigned examinations room. Before distributing question papers, invigilators must instruct students to:

- Read the instructions printed on the answer scripts
- Clearly write their section on answer script.





#### 7.3.5 Verification of Student Credentials

Invigilators must verify that each student has their **UITU ID Card** and **Admit Card** before the examinations begin.

- In cases of non-compliance, immediately report to the Controller of Examinations/ Department of Examinations.
- The Controller of Examinations may allow a student to appear in the exam after verifying records and ensuring the submission of the requisite fee for a duplicate card.

#### 7.3.6 Late Entry Policy

No student shall be allowed to enter the examinations room after **10 minutes** of the exam's official start time.

#### 7.3.7 Timely Start and Compensatory Time

Invigilators must ensure that all examinations in their room begin on time. If a delay occurs, compensatory time may be provided only after approval from the Controller of Examinations.

#### 7.3.8 Time Announcements

Invigilators are required to announce and write on the board, the elapsed time every 30 minutes during the examinations.

#### 7.3.9 Conduct and Vigilance

Invigilators must remain active and mobile in the examinations room and must not engage in any unrelated activities (e.g., using laptops, grading, reading books/articles). Leaving the room is not permitted unless in an emergency, and only after arranging a reliever through the Department of Examinations.

#### 7.3.10 Cheating and Disciplinary Issues

In all prima facie cases of resort to unfair means at an examination by a candidate he shall be expelled from the examinations hall and the Head Invigilator concerned shall make a detailed report in a sealed cover to the Controller of Examinations together with any incrimination material or evidence found. He shall always include the report of the Invigilator concerned and explanation of the candidate if he is prepared to give one and the comments and definite opinion of the Head Invigilator on the case. Invigilators are **not allowed to** taking disciplinary action on their own without consulting the department of examinations.

#### 7.3.11 Answer Script Protocol

Invigilators must verify and sign all answer scripts, ensuring all required fields (student name, ID, course Name, section, etc.) are properly filled.

#### 7.3.12 Post-Examinations Procedure

After the examinations, answer scripts from all rooms must be returned to the Examinations Control Room for counting and verification.



## 8 POLICY ON STUDENT ELIGIBILITY AND ALLOWED ITEMS IN EXAMINATIONS

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### 8.1 PURPOSE

This policy establishes the criteria for student eligibility to sit for examinations and defines the items that are permitted or prohibited within examinations rooms.

### 8.2 SCOPE

This policy applies to all students enrolled in courses/programs and participating in:

- Mid/ Final term examinations
- Supplementary and re-sit examinations
- Practical and online examinations

### 8.3 STUDENT ELIGIBILITY

- Attendance is mandatory, especially under the semester system. Institutions may establish a minimum attendance policy, typically **75% per course**, as a requirement for exam eligibility.
- He/she has been on the roll of the University during that semester.
- He/she pay all the dues/fee to appear in the Mid-term and End term Examinations.
- **Late Arrival:**

Students are allowed to enter the examinations hall **within 10 minutes** of the exam start time.

*Note: No extra time will be granted for late arrivals.*

### 8.4 SPECIAL ACCOMMODATIONS

Students requiring additional items due to medical or accessibility needs must:

- Submit a formal written request to the Controller of Examinations at least one week before the exam.
- Provide supporting documentation, such as a medical certificate.





### 8.5 PERMITTED ITEMS IN THE EXAMINATIONS HALL

Unless explicitly restricted by examinations instructions, students may bring the following items:

Items	Conditions
UITU Id Card	Must be a valid, university-issued ID
Exam Admit Card	Mandatory for entry
Stationery	Pens, pencils, erasers, rulers, sharpeners, etc.
Transparent Pencil Case	Only clear pencil/pen cases allowed
Calculator	Only course-approved models permitted
Water Bottle	Must be transparent and free of labels
Required Course Materials	Only if specifically permitted (e.g., formula sheets, open books)
Personal Medication	Permitted with prior approval from the Examinations Officer

Any item **not listed above is strictly prohibited** in the examinations room.

### 8.6 DISCIPLINARY ACTION FOR NON-COMPLIANCE

Possession of prohibited items may result in penalties, depending on the severity:

#### 8.6.1 Minor Infractions:

- Warning
- Confiscation of the prohibited item

#### 8.6.2 Major Infractions (e.g., cheating or intent to cheat):

- Cancellation of the student's examinations paper
- Suspension from future exams
- Referral to the University Examinations/Unfair Means Committee for disciplinary action
- Financial Penalty

### 8.7 POLICY REVIEW

This policy shall be reviewed if required by updates in HEC regulations or institutional academic strategy.



## 9 POLICY FOR ONLINE VIGILANCE AND MONITORING OF EXAMINATIONS

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### 9.1 PURPOSE

To ensure fair, transparent, and disciplined conduct of examinations by leveraging online video monitoring systems in examinations rooms and addressing related vigilance and monitoring tasks. The controller of Examinations shall notify the Vigilance duties before the commencement of Examinations.

Chairperson/Head: Dean or Chairperson (Designated for each examinations shift).

**Members:**

- Department of Examinations representatives.
- IT personnel to manage the video monitoring systems.

**Support Staff:** Administrative and technical personnel as required.

### 9.2 ROLES AND RESPONSIBILITIES

#### 9.2.1 Planning and Preparation

- Ensure the availability and functionality of video monitoring systems prior to the examinations.
- Conduct a pre-examination briefing for invigilators and monitoring staff.
- Develop a checklist for monitoring activities to standardize procedures.

#### 9.2.2 Real-time Monitoring

- Supervise online video feeds from examinations rooms to detect any unusual or suspicious activity.
- Coordinate with invigilators in examinations rooms to address any on-the-spot irregularities.
- Monitor compliance with seating arrangements, ID verification, and examinations conduct rules.





### **9.2.3 Investigation of Irregularities (Responsibilities of the Chairperson UIT University Online Vigilance and Monitoring Cell for Examinations)**

- Review flagged incidents from the live or recorded video feed and immediately inform the Department of Examinations representative or Controller of Examinations.
- Conduct immediate inquiries into reported cases of misconduct or malpractices and in consultation with the Controller of Examinations implement the remedial measures there and then.
- Recommend appropriate disciplinary action/s based on findings, upon the individuals involved as per the UIT University Examinations policies.

### **9.3 POST EXAMINATIONS ACTIVITIES**

- Prepare detailed reports on the overall conduct of examinations, including observations and flagged issues.
- Recommend enhancements to examinations processes or monitoring mechanisms.
- Archive video recordings securely for a defined retention period for future reference.

### **9.4 AUTHORITY**

- The Cell is empowered to make decisions regarding the examinations process, including halting exams in cases of gross misconduct or technical failures.
- The Chairperson has the authority to escalate issues to higher management or disciplinary committees.

### **9.5 REPORTING**

- The Cell will submit a comprehensive report to Vice Chancellor after the completion of Examinations cycle.
- All monitoring data, reports, and findings are to be kept strictly confidential and shared only with authorized personnel.

### **9.6 POLICY REVIEW**

This policy shall be reviewed if required by updates in HEC regulations or institutional academic strategy.



## **10 POLICY FOR ERADICATION OF UNFAIR MEANS**

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### **10.1 PURPOSE**

This policy aims to uphold academic integrity and ensure a fair, honest, and ethical learning environment by identifying, preventing, and penalizing the use of unfair means in academic activities, including examinations, assignments, research, and evaluations.

### **10.2 SCOPE**

This policy applies to all students, faculty, and staff involved in academic activities at the institution, including internal assessments, external examinations, project work, and thesis submissions.

### **10.3 HANDLING OF CHEATING CASES**

All reported cases of cheating during the Mid/End Term semester as mentioned in Policy of Invigilation duty (7.3.10), shall be forwarded to the Unfair Means Committee for review and decision.

The committee shall convene twice per semester, after the conclusion of Mid/End Term examinations but before the announcement of results.

### **10.4 COMPOSITION OF THE UNFAIR MEANS COMMITTEE**

The committee shall consist of:

- The Chairperson(s) of Department concerned (Conveyer)
- 01 Associate Professor/Asstt. Professor of Department Concerned (nominated by Dean)
- The Deputy Controller of Examinations (Secretary)

### **10.5 AUTHORITY AND RESPONSIBILITIES**

The committee is responsible for investigating all allegations of unfair means during examinations.

It has the authority to impose academic penalties based on the nature and severity of the offense.

### **10.6 DEFINITION AND POSSESSION OF CHEATING MATERIALS**

Cheating materials include, but are not limited to:

- Unauthorized written notes
- Electronic devices (e.g., mobile phones, smartwatches)
- Any material explicitly prohibited under examinations rules
- Possession or use of such materials is considered a serious offense.



#### **10.7 PENALTIES FOR OFFENSES**

If a student is found in possession of cheating materials:

- The examinations paper shall be immediately cancelled.
- The student may be awarded an '**F**' grade for the affected course.

#### **10.8 APPEAL PROCESS**

- A student may appeal the decision of the Unfair Means Committee within three (03) working days of the committee's meeting.
- Appeals must be submitted in writing and will be reviewed by the Unfair Means Review Committee.

#### **10.9 COMPOSITION OF THE UNFAIR MEANS REVIEW COMMITTEE**

This committee shall comprise:

- The Provost
- The Dean(s) concerned
- The Controller of Examinations

#### **10.10 RESPONSIBILITIES OF THE REVIEW COMMITTEE**

The Review Committee shall:

- Examine the student's appeal thoroughly
- Consider all relevant evidence and arguments presented
- Make a recommendation based on merit and policy compliance

#### **10.11 FINAL DECISION AND IMPLEMENTATION**

- The Review Committee's decision shall be final and binding.
- The final decision will be forwarded to the Vice-Chancellor (VC) for approval.
- The VC may approve the decision or request further clarification.
- Upon approval, the decision will be implemented immediately, including the award of the 'F' grade if applicable.

#### **10.12 POLICY REVIEW**

This policy shall be reviewed if required by updates in HEC regulations or institutional academic strategy.

## **11 POLICY OF STUDENT EVALUATION & RESULT SUBMISSION BY FACULTY**

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### **11.1 PURPOSE**

The purpose of this policy is to establish a standardized process for the evaluation of academic courses to ensure continuous improvement in teaching quality, curriculum relevance, and student learning outcomes. This policy outlines the procedure for distributing academic results (e.g., internal assessments, assignments, lab work, or final exam grades) to students by faculty members to ensure transparency, accountability, and privacy.

### **11.2 SCOPE**

This policy applies to all undergraduate courses offered. It involves students, faculty and academic departments.

### **11.3 OBJECTIVE**

The objective of this policy is to establish a uniform and transparent framework for the evaluation of student performance and the timely submission of results by faculty members. This policy is designed to ensure fair and consistent evaluation, faculty responsibilities, promote academic integrity and transparency.

### **11.4 POLICY GUIDELINES**

#### **11.4.1 Verification of Answer Scripts**

Upon receiving the Mid-Term and End-Term answer scripts from the Department of Examinations in the Examination Control Room, faculty members must immediately count and verify all copies received scripts.

#### **11.4.2 Marking Guidelines**

Faculty members shall evaluate Mid-Term and End-Term answer scripts at a rate of 20 copies per day. After evaluation, marks shall be uploaded into the EduPortal. Faculty may communicate marks directly to students at mutually agreed time, ensuring privacy and transparency. The Controller of Examinations will announce a tentative deadline by which:

- Faculty members must finalize marks for Mid-Term and End-Term examinations
- All marks must be entered into the EduPortal

#### **11.4.3 OBE CLO Attainment Report Requirement**

Faculty member obtains the OBE student wise CLO attainment Report (Generated from EduPortal) and submit the same to chairperson.



#### **11.4.4 Time Line**

Faculty must submit the comprehensive result according to the deadline notified by the Controller of Examinations. Delay must be communicated to the concerned chairpersons, Dean and department of Examinations. Result must be submitted to the Department of Examinations along-with following documents:

- Comprehensive result sheet duly signed by Faculty member and Chairperson
- 01 copy of Question paper.
- Market Answer scripts

#### **11.4.5 Mode of Result Communication**

- Faculty are not permitted to display student results publicly (e.g., on notice boards) in a way that compromises student privacy after showing of the Examinations Papers to the students.
- Student have the right to view their evaluated answer script on a specific time decided as per availability of faculty member and students.
- Faculty must provide constructive feedback if students seek clarification or challenge the awarded marks.

#### **11.4.6 Result Locking in CMS by Department of Examinations**

Upon receiving the result duly signed by the faculty and Chairperson, department of Examinations will enable the Examinations lock in CMS to ensure that the result cannot be altered after submission.

#### **11.4.7 Procedure for Result Alteration (if required);**

In case result alteration is necessary; Department of Examinations will unlock the result in CMS on the written request of faculty member duly recommended by the Chairperson. Once the corrected result will receive from the faculty member duly signed by faculty member and chairpersons, the department of Examinations return the old result to faculty member and re-locked the CMS to avoid any further alteration.

#### **11.5 RESPONSIBILITY**

Faculty: Timely, fair evaluation and result reporting.

Students: Requesting feedback respectfully and adhering to timelines.

Chairpersons/Academic Coordinator: Monitoring compliance with the policy.

#### **11.6 POLICY REVIEW**

This policy shall be reviewed if required by updates in HEC regulations or institutional academic strategy.



## 12 POLICY FOR GRADING & I-GRADE

### 12.1 PURPOSE

This policy establishes clear guidelines for assigning final grades and handling Incomplete Grades ("I-Grades") to maintain academic integrity, fairness, and consistency across all programs.

### 12.2 SCOPE

This policy applies to all students, faculty, and academic departments at UIT University.

### 12.3 SEPARATE EVALUATION CRITERIA

#### 12.3.1 Theory Component

Evaluated based on mid-term exams, final exams, quizzes, assignments, and class participation.

Component of Examinations	% Weightage		
Assignment	20	50	100
Quizzes	10		
Mid Term Examinations	20		
End Semester Examinations	50	50	

#### 12.3.2 Lab Component

Evaluated based on practical performance, lab reports, lab exams, and viva voce.

Component of Examinations	% weightage		
Sessional	50		100
Final Lab Exam		50	
Performance	30		
Viva	20		

### 12.4 GRADING SCHEME

To ensure transparency and consistency in student assessment, the following grading policy will be implemented for all Bachelor's degree programs starting from the Spring 2025 Batch onwards.



Marks Range*	Grade	Grade Point
85 and above	A	4.00
80 - 84	A-	3.66
75 - 79	B+	3.33
71 - 74	B	3.00
68 - 70	B-	2.66
64 - 67	C+	2.33
61 - 63	C	2.00
58 - 60	C-	1.66
54 - 57	D+	1.33
50 - 53	D	1.00
Less Than 50	F	0.00
Withdrawal	W	--
* Any fraction of marks will be rounded to nearest integer.		

#### 12.5 MINIMUM PASSING REQUIREMENT:

- A student must pass both the Theory and Lab components separately to pass the course with D Grade (50%).
- The student must retake only the failed component at the next earliest offering of the course.
- Grades will be assigned separately for the Theory and Lab components. If a student fails either the Theory or Lab, only the failed component must be retaken.
- "I" Grade subject credits are not counted while GPA/CGPA calculation.

The **Grade Point Average (GPA)** is calculated based on the grade points obtained in each course and the respective credit hours.

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

*Ali*

The **Cumulative Grade Point Average (CGPA)** is used to assess overall academic standing.

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

## **12.6 I-GRADE POLICY**

UIT University recognizes that students may face extreme and unforeseen personal hardships—such as the death of a close relative, a personal accident, or severe illness requiring hospitalization or doctor-recommended bed rest—on the day of a scheduled end-semester examinations. In such cases, the University is committed to providing compassionate and flexible academic support.

### **12.6.1 Eligibility for Incomplete (I) Grade**

A student who, due to the above-mentioned extreme circumstances, misses an examinations paper or a component of a paper during the end-semester examinations may apply for the award of an Incomplete (I) grade.

### **12.6.2 Application Procedure**

The student must submit a written application addressed to the Registrar, UIT University, within seven (07) days of the affected examinations date.

The application must be accompanied by valid supporting documentation, such as:

- A death certificate
- Medical reports
- Hospitalization records
- Any other relevant evidence substantiating the claim

### **12.6.3 Evaluation and Recommendation Process**

Applications will be reviewed by the I Grade Recommendation Committee, which comprises:

- The concerned Dean
- The concerned Chairperson
- The Controller of Examinations or his authorized representative
- The Committee will evaluate the validity and authenticity of the submitted evidence and make a recommendation to the Vice Chancellor for final approval.

### **12.6.4 Appeals Process**

If the request is rejected, the student may submit an appeal within seven (07) days of the Committee's decision to the Registrar, who may forward the appeal with comments to the Committee for reconsideration.





- The Vice Chancellor holds the final authority to approve, reject, partially approve, or partially reject the Committee's recommendations.

#### **12.6.5 Completion of Incomplete Grade**

- A student who is awarded an Incomplete **(I)** grade in a course may appear in the End Semester Examinations for that course within one **(01)** year of the original missed examinations date, whenever the examinations is held, including a summer semester, or when the examinations schedule permits the student to take the exam after fulfilling the necessary eligibility requirements after paying the requisite examinations fee.
- In such cases, the student's previous attendance record, as well as the sessional work (including quizzes, assignments, and pre-final semester assessments), shall remain valid and be carried forward for the final evaluation.
- It is the sole responsibility of the student to ensure they appear for the examinations within the stipulated one-year period. Failure to do so will result in the automatic conversion of the Incomplete **(I)** grade to a Fail **(F)** grade, with no further opportunity for make-up.

#### **12.7 COURSE WITHDRAWAL (W-GRADE)**

- *Refer to Policy for Course Registration and Course Withdrawal (1.3.4).*

#### **12.8 POLICY REVIEW**

This policy shall be reviewed if required by updates in HEC regulations or institutional academic strategy.



## 13 POLICY FOR RESULT NOTIFICATION

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### 13.1 PURPOSE

This policy outlines the procedure and standards for notifying students of their academic results to ensure transparency, timeliness, and data confidentiality.

### 13.2 SCOPE

This policy applies to all academic programs, faculty members, administrative staff, and students of UIT University.

### 13.3 RESULT NOTIFICATION PROCESS

#### 13.3.1 Mode of Notification

All academic results shall be published only through official institutional channels, such as:

- Department of Examinations locks the results on EduPortal to avoid any changes by faculty members.
- The result is compiled, placed before the Deans committee.
- The Deans committee signed the results and forwarded to the Vice Chancellor for Approval.
- After getting approval from Vice Chancellor result will be notified.

Faculty members are not allowed to notify results via unofficial platforms (e.g., WhatsApp, personal emails, SMS).

#### 13.3.2 Timing

- Results will be released within a predefined timeframe as stated in the academic calendar or by the Department of Examinations.
- Any delays must be communicated in advance with justification.

### 13.4 CONFIDENTIALITY AND DATA PROTECTION

- All result notifications must comply with applicable data protection and privacy policies.
- Faculty and staff are responsible for ensuring that no student's academic performance is disclosed to unauthorized individuals.

### 13.5 ENFORCEMENT

Violations of this policy by faculty, staff, or students may result in disciplinary action, including warnings, suspension of privileges, or other appropriate measures.

### 13.6 POLICY REVIEW

This policy shall be reviewed if required by updates in HEC regulations or institutional academic strategy.



## 14 POLICY FOR SEMESTER PROGRESSION

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### 14.1 PURPOSE

The purpose of this policy is to define the academic standards and criteria required for student progression from one semester, year, or academic level to the next in a fair, consistent, and transparent manner.

### 14.2 SCOPE

This policy applies to all students enrolled in programs at UIT University, and covers semester-wise and level-based academic progression.

### 14.3 SEMESTER PROGRESSION POLICY

This policy outlines the academic progression requirements for students in undergraduate and graduate academic programs where GPA is applied. It is designed to ensure that students maintain satisfactory academic progress and provides a structured approach to address academic difficulties. The policy does not cover academic misconduct or non-academic misconduct, which are addressed separately under the institution's Student Academic Integrity Policy and Student Code of Conduct and Disciplinary Procedures.

#### 14.3.1 Academic Probation

##### 14.3.1.1 Criteria for Academic Probation:

A student who does not attain the minimum required SGPA of 2.00 at the end of a semester will be placed on Academic Probation.

##### 14.3.1.2 Removal from Academic Probation:

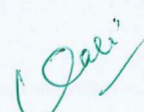
To be removed from Academic Probation, a student must achieve a minimum SGPA of 2.00 in the next semester and an overall CGPA of 2.00.

##### 14.3.1.3 I Grade Calculation:

"I" grade credits are not calculated during GPA/CGPA calculation.

##### 14.3.1.4 Notification:

A notice of Academic Probation will be placed on the student's semester mark sheet. Students will be notified as mentioned in Policy for Result Notification, by their academic program that they have been placed on Academic Probation. Refer to Policy for Result Notification (Policy 13).



#### **14.4 COURSE REGISTRATION AFTER FAILING COURSES**

##### **14.4.1 Eligibility for Re-registration:**

Students who fail a course may re-register for the failed course when it is offered next, provided that they have successfully completed any prerequisite courses required for registration. A student may take subjects anytime these are offered to clear his/her deficiency. However, within an existing semester, a student may take maximum courses at a time subject to the availability of a clash-less timetable.

##### **14.4.2 Academic Advising:**

Students who fail courses are encouraged to seek academic advising to develop a plan for improving their performance before re-registering. The student below 1.5 CGPA cannot register without authorization of Chairperson or Academic Council.

#### **14.5 MAXIMUM DURATION FOR COMPLETING DEGREE REQUIREMENT:**

Students who are placed on Academic Probation must clear their academic deficits within the maximum time limit allowed by the accreditation councils HEC/PEC and UIT University. Failure to meet the academic standards within the prescribed time duration (as set by the accreditation agency) shall result in non-completion of the degree. The maximum duration for a student to be on Academic Probation must not increase beyond two consecutive semesters.

#### **14.6 MONITORING AND REVIEW:**

The academic progress of students on Academic Probation will be closely monitored by their academic program to ensure they are meeting the required standards.

#### **14.7 COMMUNICATION:**

Clear and timely communication will be maintained with students regarding their academic status, the terms of their probation, and any available support resources.

#### **14.8 POLICY REVIEW**

This policy shall be reviewed if required by updates in HEC regulations or institutional academic strategy.



## **15 POLICY FOR SCRUTINY OF ANSWER SCRIPTS & RESULTS**

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### **15.1 PURPOSE**

The policy outlines the process and conditions under which students may request scrutiny of their answer scripts to ensure accuracy in the totaling and recording of marks.

### **15.2 2. SCOPE**

This policy applies to all students enrolled in programs at UIT University, and covers semester-wise and level-based academic progression.

### **15.3 APPLICATION REQUIREMENTS**

- The candidate shall submit the request using the prescribed application form within 15 days of Result Notification.
- The application must be accompanied by the prescribed non-refundable rechecking fee.
- The amount of the fee shall be notified separately by the University.

### **15.4 CONFIDENTIALITY AND ACCESS RESTRICTIONS**

- The candidate or any person acting on his/her behalf shall not be allowed to see or examine the answer books for any reason, as answer scripts are already shown to students.
- Scrutiny does not include reassessment or re-evaluation of the answers, as the students are shown Mid Term and End Term Answer scripts.

### **15.5 NATURE AND SCOPE OF RECHECKING**

The process of rechecking shall be limited to the verification of the following:

- That no answer or part thereof has been left unmarked.
- That the Paper Assessor has correctly transferred the marks of each question from the answer script to the award list.
- That no error exists in the grand total of marks.
- That all marks and practical awards have been accurately transferred to the result sheet and to the Detailed Marks Certificate.
- That the answer script is intact, with no part changed or detached.
- That the answer script is in the handwriting of the candidate and the entire script is written in the same hand.

The above scrutiny shall be conducted by the Controller of Examinations, or his authorized representative.

#### **15.6 INCOMPLETE OR MISSING ANSWER BOOKS**

If a candidate's answer script cannot be traced at the time of scrutiny, average marks shall not be awarded. In such a case, verification from the original award list shall be considered final.

#### **15.7 RECTIFICATION OF ERRORS**

In the event that any omission or mistake is detected in the answer scripts or in the compilation of the result of the candidate (as defined under Regulation 05), the following process shall be followed:

- The Officer or scrutiny Committee appointed by the Vice Chancellor shall report the case in writing to the Controller of Examinations.
- Upon careful confirmation of the omission or mistake, the Controller of Examinations shall take necessary corrective measures.
- Such corrective action shall only be taken with the approval of the Vice Chancellor.
- After rectification, a Revised Result Notification and a Revised Detailed Marks Certificate shall be issued to the candidate.

#### **15.8 POLICY REVIEW**

This policy shall be reviewed if required by updates in HEC regulations or institutional academic strategy.





## 16 POLICY FOR DISPOSAL OF USED ANSWER SCRIPTS

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### 16.1 PURPOSE

This policy outlines the procedures for the retention, storage, and secure disposal of examinations answer scripts to ensure confidentiality, accountability, and compliance with academic and administrative standards.

### 16.2 SCOPE

This policy applies to all examinations answer scripts (theory, practical, internal, and external) submitted by students in connection with university-conducted examinations.

### 16.3 CUSTODY AND SECURITY

- All evaluated answer scripts shall be stored under the custody of the Controller of Examinations or his authorized officer.
- The answer scripts must be stored in a secure, access-controlled area to ensure protection against loss, theft, tampering, or unauthorized access.
- Access is restricted to authorized examinations officials, and only for official academic, legal, or administrative purposes.

### 16.4 RETENTION PERIOD

#### 16.4.1 Regular Examinations Answer Scripts:

Retained for a minimum period of **one year** from the date of declaration of results.

#### 16.4.2 Answer Scripts under Legal or Disciplinary Review:

Retained until the matter is fully resolved, even if it exceeds the standard retention period.

### 16.5 DISPOSAL PROCEDURES

- After the retention period has expired, answer scripts shall be disposed-off securely to maintain confidentiality.
- Disposal shall be done through shredding in the presence of a designated committee.
  - Director QEC
  - Controller of Examinations
  - One Associate / Assistant Professor
- A record of disposal shall be maintained, noting:
  - Date of disposal
  - Examinations session
  - Quantity disposed
  - Mode of disposal



- Committee members present

#### 16.6 RESPONSIBILITY

- **Department of Examinations:** Oversee retention and disposal of examinations materials.
- **Registrar:** Maintain grade records permanently.
- **Faculty/Departments:** Ensure compliance with the retention schedule for internal assessments.
- **Library:** Archive theses and dissertations.

#### 16.7 POLICY REVIEW

This policy shall be reviewed if required by updates in HEC regulations or institutional academic strategy.





## **17 POLICY FOR REPEATING COURSE/IMPROVEMENT OF CGPA**

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### **17.1 PURPOSE**

The purpose of this policy is to provide students with a structured opportunity to enhance their academic performance by repeating courses in which they have underperformed.

### **17.2 REPETITION / GRADE IMPROVEMENT**

If a student obtains an 'F' grade, he/she will be required to repeat the course or its recommended alternate, if applicable. Undergraduate students may be allowed to repeat a course in which they have obtained a grade below 'C' (i.e. C-, D+, D, F).

### **17.3 MAXIMUM LIMIT FOR COURSE REPETITION**

At UIT University a student may repeat/improve (passed course) 20% of total no of courses during his 08-semester degree program.

### **17.4 TRANSCRIPT AND GRADE DISPLAY**

For all repeated courses:

- Both attempts (original and improved grades) shall be displayed on the transcript.
- Only the better grade shall be considered in CGPA calculation.

### **17.5 ACADEMIC DEFICIENCY AND COURSE REPETITION**

- Academically deficient students may be allowed to repeat/improve courses during the Fall, Spring, or summer semesters, subject to the availability of course offerings and examinations schedules.
- Such students must register for the course(s) and pay the prescribed course registration and examinations fees as determined by the University.

### **17.6 RESTRICTION ON CGPA IMPROVEMENT**

A student shall not be allowed to improve CGPA once:

- They have achieved a minimum CGPA of 2.00.
- They have completed the minimum residency period, and
- There is no 'F' grade in any course required for the award of the degree.

### **17.7 POLICY REVIEW**

This policy shall be reviewed if required by updates in HEC regulations or institutional academic strategy.

## 18 POLICY FOR SEMESTER FREEZE/DROP

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### 18.1 PURPOSE

This policy outlines the conditions and procedures under which a student may freeze or drop a semester due to personal, academic, or other valid reasons, while maintaining enrollment continuity within the university's academic framework.

### 18.2 POLICY PROVISIONS

#### 18.2.1 Freezing a Semester (Prior to Registration/before start of semester or classes)

- A student who chooses not to register for a semester must submit a written request to the Chairperson of the department.
- This request must be approved by the Dean of the concerned Faculty before the commencement of the semester.
- A student freezing a semester before course registration will be required to pay semester charges of that semester to maintain their continuity in the academic program.

#### 18.2.2 Dropping a Semester (After Registration/after start of semester or classes)

If a student registers for a semester and semester starts, but later decides not to continue:

- A written request must be submitted to the Chairperson within **04** weeks of the start of semester. After that the it will be considered as semester withdrawal.
- The Chairperson and Dean must approve the request.
- The decision must be formally notified by the Dean's office, with copies to all concerned offices before the commencement of End-Semester Examinations.
- Fees for a dropped semester are non-refundable and non-transferable to future semesters.

### 18.3 LIMIT ON FREEZING/DROPPING SEMESTERS

- A student may be allowed to drop or freeze a maximum of two semesters during the entire duration of their academic program.
- Freezing of a semester is only permitted after the successful completion of the first semester (or any other prerequisite semester) relevant to the semester being frozen.
- All dropped/frozen semesters shall be counted toward the maximum residency period allowed for completing the degree.





- A student who remains absent for more than 30 consecutive days during a semester without a valid reason shall be considered to have dropped that semester.

#### **18.4 POLICY REVIEW**

This policy will be reviewed annually or as and when required as per guidelines provided by HEC/PEC or any accreditation body.

## 19 POLICY FOR ISSUANCE OF OFFICIAL TRANSCRIPT

### 19.1 PURPOSE

This policy defines the procedures and requirements for issuing the final transcript to students who have completed their academic programs.

### 19.2 SCOPE

This policy applies to all current students, alumni, and authorized parties requesting transcripts from UIT University.

### 19.3 TRANSCRIPT FIELDS:

Front Side:	Back Side:
<ol style="list-style-type: none"><li>1. Program Name</li><li>2. Student Name</li><li>3. Father's Name</li><li>4. Roll Number</li><li>5. Enrolment No</li><li>6. Degree Status</li><li>7. National Identity Card Number (for Pakistani students) or Passport Number (for foreign students)</li><li>8. Admission date in the Program</li><li>9. Admission Batch</li><li>10. Date of Birth</li><li>11. Mode of Study</li><li>12. Online Verification URL</li><li>13. Picture of Student</li><li>14. Semester-wise Course Breakdown with Dates</li><li>15. Subject Details and Credit Hours</li><li>16. Degree Completion Date</li><li>17. Term GPA, and CGPA</li><li>18. Signature of the Issuing Authority (Controller of Examinations)</li></ol>	<ol style="list-style-type: none"><li>1. Remarks Interpretation</li><li>2. Grading Scale UITU</li><li>3. Transferred/Exempted Credit Hours (if applicable)</li><li>4. Admission Criteria for the Program</li><li>5. Degree Requirement for the Program</li><li>6. Previous Certificate/Degree Held by student</li><li>7. SGPA and CGPA formula</li><li>8. University Charter Date</li><li>9. All transcripts will include a watermarked seal for authentication.</li><li>10. Previous degree held by the student along-with institution name</li><li>11. Date of NOC issued by HEC to launch the MS/MPhil/Equivalent or PhD Program (if any)</li><li>12. Signatures of Issuing Authority</li><li>13. Name of Campus</li></ol>

### 19.4 ELIGIBILITY FOR FINAL TRANSCRIPT

The final transcript shall be issued only after a student has:

- Successfully completed all degree requirements, including coursework, examinations, and any other academic obligations.



- Cleared all financial dues to the university, including tuition fees, library fines, and any other outstanding payments.
- Returned all university property, such as student UITU id card, library books, laboratory equipment, or borrowed materials.
- Settled any pending disciplinary or administrative matters, if applicable.

#### **19.5 APPLICATION PROCESS**

Students must submit a formal request/application through online EduPortal for the final transcript to the office of the Controller of Examinations or his designated authority.

The student has to upload the original picture (jpg format) or attested copies of following documents to student EduPortal:

- Enrollment Card
- CNIC (Front & Back)
- Passport Size Picture (must be fresh and formal, it will be printed on final transcript)
- Student Clearance Certificate
- Paid Final Transcript Fee Challan (Double fee for Urgent Final Transcript)

#### **19.6 TRANSCRIPT PROCESSING**

Before processing the final transcript there shall be a foolproof mechanism of checks confirming the legitimacy of the transcript in terms of the following:

- The student has completed/passed total credit hours/courses of the degree program within the prescribed duration of the degree.
- EduPortal will not process Final Transcript, if discrepancy is found in the educational documents submitted by the student.
- Student's Name and Father's Name spellings as per Secondary School Certificate (SSC) shall be considered for Transcript.
- If a student repeats/improves a course, both of his grades will be reflected on his transcript. However, better grade will be used for calculation of CGPA.
- The university reserves the right to cancel a transcript at any time because of an error/deficiency. And inform the student to contact UIT University.
- The student may appeal in writing against the cancellation of transcript within 03 working days.

*Qari*

## 19.7 DUPLICATE TRANSCRIPT

### 19.7.1 Eligibility Criteria

A **duplicate Transcript** is an official copy of a previously issued degree, reprinted upon formal request due to loss, damage, or other valid reasons.

### 19.7.2 Required Documents

- Copy of Final Transcript.
- Paid Duplicate Transcript Fee Challan (Double fee for Duplicate Transcript)
- **Affidavit** on judicial stamp paper declaring loss of the original (if applicable)
- Copy of FIR (if lost or theft)

## 19.8 REVISED TRANSCRIPT

### 19.8.1 Eligibility Criteria

A revised transcript may be issued in the following situations:

- Clerical or typographical errors in the original transcript
- Approved grade changes due to re-evaluation, rechecking, or appeal
- Correction of student personal information (e.g., name, ID, gender) supported by legal or official documents
- Academic policy adjustments (e.g., conversion of grading scale, credit changes)

### 19.8.2 Required Documents

- In case of change of Name/Father name spelling (Copy of Revised SSC & HSSC certificates)
- Paid Revised Transcript Fee Challan (in case of change in student personal information) (Double fee for Urgent Revised Transcript)
- Final UITU Transcript (in original)

## 19.9 PROCESSING AND DELIVERY TIMING

- Normal/Duplicate/Revised Transcript Processed within 10-15 working days after document verification.
- The duplicate transcript will bear a stamp or watermark indicating **"DUPLICATE"**. With reference of previously issued transcript no.
- Only **up to three** duplicate transcripts may be issued per individual unless special approval is granted.
- The revised Degree will bear a stamp or watermark indicating **"REVISED"**. With reference of previously issued transcript no.
- Multiple revisions for the same issue will not be permitted unless there is new justification.



- The University reserves the right to **decline a request** if sufficient proof of loss or misuse risk is not provided.
- Student may collect the Final/Duplicate/revised transcript In-person with ID verification.
- In case of his nominated person by student (Parents or Siblings only) may receive final /Duplicate/Revised transcript after submitting the requisite authority letter on judicial stamp paper worth Rs. 50/- and Copy of CNIC of both student & authorized person.

#### **19.10 UNOFFICIAL TRANSCRIPT:**

A student may obtain their unofficial transcript from their EduPortal. But it is unsigned and unofficial transcript.

#### **19.11 CONFIDENTIALITY AND RECORD MANAGEMENT**

- All transcript-related records are securely maintained, ensuring compliance with privacy regulations.
- A scanned copy of final transcript in PDF format shall be stored for verification purposes.

#### **19.12 POLICY REVIEW**

This policy shall be reviewed as and when required as per guidelines provided by HEC or any accreditation body.



## 20 POLICY FOR ISSUANCE OF DEGREE

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### 20.1 PURPOSE

This policy outlines the standards, procedures, and requirements for the issuance of degrees to eligible students upon successful completion of their academic programs. The aim is to ensure transparency, consistency, and accuracy in the degree awarding process.

### 20.2 SCOPE

This policy applies to:

- All undergraduate, postgraduate, and doctoral students.
- All academic programs approved by the University and relevant regulatory bodies.
- All departments and administrative units involved in final certification.

### 20.3 ELIGIBILITY CRITERIA

A student is eligible to receive their degree if they meet the following conditions:

- Successful completion and Received Final Official Transcript.
- Clearance of all University dues and library/materials return.

### 20.4 APPLICATION PROCESS

- Students must formally apply for the issuance of their degree through the Online Portal.
- The application must include:
  - UITU Final Official Transcript
  - Clearance certificate
  - Paid Degree Fee Challan (Double fee for Urgent Degree)

### 20.5 DEGREE PROCESSING

Before processing the degree there shall be a foolproof mechanism of checks confirming the legitimacy of the degree in terms of the following:

- The student has completed/passed total credit hours/courses of the degree program within the prescribed duration of the degree.
- EduPortal will not process Degree, if discrepancy is found in the educational documents submitted by the student.
- Student's Name and Father's Name spellings as per Secondary School Certificate (SSC) shall be considered for Degree.
- The university reserves the right to cancel a degree at any time because of an error/deficiency.

*Gani*



## 20.6 DUPLICATE DEGREE

### 20.6.1 Eligibility Criteria

A **duplicate degree** is an official copy of a previously issued degree, reprinted upon formal request due to loss, damage, or other valid reasons.

### 20.6.2 Required Documents

- UITU Final Official Transcript
- Paid Duplicate Degree Fee Challan (Double fee for Duplicate Degree)
- **Affidavit** on judicial stamp paper declaring loss of the original (if applicable)
- Copy of FIR (if lost or theft)
- Proof of spoiled Degree (if damage due to water or being torn)

## 20.7 REVISED DEGREE

### 20.7.1 Eligibility Criteria

A Revised Degree is an updated version of an originally issued degree certificate, reissued by an educational institution to correct or reflect changes such as errors in personal details, academic information, or institutional formatting. It serves as an official and accurate replacement of the original certificate, maintaining the validity and authenticity of the awarded degree.

### 20.7.2 Required Documents

- Copy of UITU Final Official Transcript
- Paid Revised Degree Fee Challan in case of change in student personal information (Double fee for Urgent Revised Degree)
- Previously issued UITU Degree (in original)

## 20.8 PROCESSING AND DELIVERY TIMING

- Normally degree will be issued after convocation, if a student wants to apply for degree before convocation, degree will be issued within 60 days after document verification.
- Duplicate/Revised Degree Processed before convocation is within 30 working days after document verification.
- Urgent Degree will be issued after 20 working days after document verification.
- The University is not responsible to follow the deadlines of any local/international institute for admission purpose.
- The Degree is signed by Registrar and Vice Chancellor UIT University.
- The duplicate Degree will bear a stamp or watermark indicating **"DUPLICATE"**. With reference of previously issued Degree no.

- Only **up to three** duplicate Degree may be issued per individual unless special approval is granted.
- The revised Degree will bear a stamp or watermark indicating **"REVISED"**. With reference of previously issued Degree no.
- Multiple revisions for the same issue will not be permitted unless there is new justification.
- The University reserves the right to **reject incomplete or unsupported applications**.
- Student may collect the Final/Duplicate/revised transcript In-person with ID verification.
- In case of his nominated person by student (Parents or Siblings only) may receive final /Duplicate/Revised transcript after submitting the requisite authority letter on judicial stamp paper worth Rs. 50/- and Copy of CNIC of both student & authorized person.

#### **20.9 CONFIDENTIALITY AND RECORD MANAGEMENT**

- All degree-related records are securely maintained, ensuring compliance with privacy regulations.
- A scanned copy of degree in PDF format shall be stored for verification purposes.

#### **20.10 POLICY REVIEW**

This policy shall be reviewed as and when required as per guidelines provided by HEC or any accreditation body.

*Qari*



## **21 POLICY FOR VERIFICATION OF DEGREE/TRANSCRIPT**

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### **21.1 PURPOSE**

This policy outlines the procedure and requirements for the verification of academic degrees and transcripts issued by the UIT University to ensure authenticity, transparency, and consistency in handling such requests.

### **21.2 SCOPE**

This policy applies to:

- Alumni seeking verification of their academic records.
- Employers, educational institutions, embassies, and other third-party organizations requesting verification.
- Internal departments requiring record authentication.

### **21.3 VERIFICATION REQUESTS**

All requests for degree or transcript verification must be submitted to Department of Examinations and must include the following:

- A formal request letter (from the individual or third party).
- A copy of the degree/transcript to be verified.
- Apply in person on prescribed Verification form.
- Paid verification fee challan/proof of payment of requisite verification fee.

### **21.4 APPLICATION PROCESS**

Requests may be submitted through:

- Email to the designated verification office email address (verifications@uitu.edu.pk).
- Postal Mail addressed to the Registrar Office or relevant department.
- In-person submission during office hours (if applicable).
- A maximum of two copies of each document can be verified per verification fee.
- For each document Transcript/Degree, separate verification fee will be charged.

Note: Incomplete or illegible requests will not be entertained.

### **21.5 PROCESSING TIME PERIOD AND METHOD**

- A formal verification letter or email will be issued confirming the authenticity of the degree or transcript, along with stamped and signed copy of the Degree/Transcript.
- Original degree/transcript will stamp and signed on backside, and copies of Degree/Transcript will be stamped and signed on front side.

*Qari*

- Verification shall be completed within 03 to 05 working days after the receipt of all requisite documents and requisite fee.
- Delays may occur due to record retrieval for older graduates, incomplete submissions or unforeseen circumstances.

#### **21.6 AUTHENTICATION AND FRAUD PREVENTION**

- The institution reserves the right to verify the authenticity of documents presented.
- Any forgery or fraudulent attempts will be reported to the relevant authorities.

#### **21.7 CONFIDENTIALITY**

- All verification processes will comply with data protection and privacy regulations.
- Information will only be released with proper consent or as mandated by law.

#### **21.8 POLICY REVIEW**

This policy may be reviewed and amended as deemed necessary by the authorities.

*Govt*



## 22 POLICY FOR AWARD OF GOLD MEDAL/CERTIFICATE OF MERIT

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### 22.1 PURPOSE

To recognize and reward individuals who have demonstrated exceptional performance and achievement in a specific domain such as academics, athletics, or community service.

### 22.2 SCOPE

This policy applies to all eligible candidates within the UIT University graduating students.

### 22.3 PROCESS

In each degree program, the student who tops the batch on completing a degree program in terms of CGPA, will be awarded gold medal along with a certificate to this effect in the convocation ceremony provided that:

- He/she obtained minimum CGPA **3.50/4.00**, which is required for all undergraduate programs.
- He/she has completed the degree in minimum residency.
- He/she did not fail/improve/repeat any course.
- He/she had a good conduct and behavior during the stay for the degree to be certified by the Dean concerned.
- In case of equal/tie in CGPA, the student having higher percentage marks will be considered for the award of the Medal.
- For less than 15 students in the class the student will be awarded certificate of merit only.
- For class greater than 15, 2<sup>nd</sup> and 3<sup>rd</sup> position holder will be awarded with Certificate of Merit only.

### 22.4 AWARD DETAILS

- A Gold Medal (engraved with recipient's name and achievement).
- A certificate of merit signed by the Controller of Examinations and Vice Chancellor.

The medal/certificate of merit shall be presented at the Convocation Ceremony.

### 22.5 POLICY REVIEW

This policy may be reviewed and amended as deemed necessary by the authorities.

## 23 POLICY FOR SCROLL OF GRADUATES

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### 23.1 PURPOSE

To outline the procedure and standards for the inclusion of names in the official **Scroll of Graduates**, signifying the successful completion of academic requirements for a degree, diploma, or certificate.

### 23.2 SCOPE

This policy applies to all students who have fulfilled the academic and administrative requirements for graduation at UIT University.

### 23.3 DEFINITION

A formal, archival document or digital register listing the names of all students who have been awarded a degree or academic credential by the institution, typically read aloud or displayed during the graduation/convocation ceremony.

### 23.4 ELIGIBILITY FOR INCLUSION

A student is eligible to have their name entered into the Scroll of Graduates if they have:

- Successfully completed all degree requirements, including coursework, examinations, and any other academic obligations.
- Cleared all financial dues to the university, including tuition fees, library fines, and any other outstanding payments.
- Returned all university property, such as student UITU id card, library books, laboratory equipment, or borrowed materials.
- Settled any pending disciplinary or administrative matters, if applicable.

### 23.5 PROCESS

- The Department of Examinations compiles a list of students who meet above mentioned eligibility criteria. The scroll includes following information.

S. No.	Registration No	Name	Father Name	Department	Discipline
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- The list undergoes verification by the Registrar's Office.
- Errors in name spelling, program title, or honors are corrected in coordination with departments and the students concerned.
- The final list is presented at the Convocation for approval (Signature of Authorities)
- Once approved, it becomes the official Scroll of Graduates.
- The scroll is printed for use during the graduation ceremony.
- It is archived for permanent institutional recordkeeping.

#### **23.6 RIGHTS AND RESPONSIBILITIES**

- Students are responsible for ensuring all requirements are met by the stated deadlines.
- The UIT University reserves the right to withhold inclusion in the scroll due to academic dishonesty, disciplinary action, or pending clearance.
- All students whose names included in scroll of graduates are eligible for registration for Convocation as and when registration process begin.

#### **23.7 AMENDMENTS AND ERRORS**

- Corrections to the scroll after publication must be requested in writing with supporting documentation.
- The Registrar's Office maintains the authority to review and amend entries as required.

#### **23.8 CONFIDENTIALITY AND ACCESS**

- The scroll may be publicly displayed during graduation but will be maintained in a secure institutional archive.
- Access to archived scrolls is granted in accordance with the UIT University data protection and archival policies.

#### **23.9 POLICY REVIEW**

This policy may be reviewed and amended as deemed necessary as per guidelines.

*Joeli*

## 24 POLICY FOR MIGRATION OF STUDENTS

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### 24.1 OBJECTIVE

This policy outlines the criteria and procedures for the transfer of students from within UIT University and outside institutions to UIT University, referred to as the Migration Policy. It ensures a fair and standardized process for evaluating and approving the transfer of academic credits and student migration in line with the guidelines of the Higher Education Commission (HEC) and relevant accreditation bodies such as PEC.

### 24.2 SCOPE

This policy is applicable to all prospective undergraduate and graduate students seeking admission through credit hour transfer to within/outside UIT University.

### 24.3 INTERNAL TRANSFER

#### 24.3.1 Definition:

An **Internal Transfer** refers to a change of academic program within UIT University by a currently enrolled student. This applies when a student, already admitted to an undergraduate program at UIT University, formally requests to transfer into a different undergraduate program offered by the university.

#### 24.3.2 Eligibility Criteria for Internal Transfer:

1. The student must be currently enrolled and in good academic standing at UIT University.
2. The transfer request must be submitted within the designated timeline, preferably **before the start of a new semester**.
3. The student must meet the **admission eligibility criteria** of the target program at the time of transfer.

#### 24.3.3 Conditions and Limitations:

1. Only students in **undergraduate programs** are eligible for internal transfer.
2. Credit hours already earned will only be transferred to the new program if:
  - a. The courses are part of the curriculum of the new program.
  - b. The student earned at least a **"C" grade** in those courses.
3. Grades transferred will be counted towards student's CGPA in the new program.





## EXTERNAL TRANSFER

### 24.3.4 Definition:

An **External Transfer** refers to the formal process by which a student who has been previously enrolled in an academic program at another HEC-recognized or internationally recognized university seeks admission into UIT University with the intent to continue their studies in a similar program. This process involves the evaluation and approval of previously earned academic credits for possible transfer into a corresponding undergraduate or graduate program at UIT University.

### 24.3.5 Eligibility Criteria

1. The applicant must be transferring from an HEC-recognized or internationally recognized institution and relevant accreditation council.
2. TCH is only allowed for:
  - 4-year undergraduate programs.
  - 2-year graduate programs.
  - Students entering undergraduate programs after an Associate Degree Program (ADP) (specific conditions apply).
  - Transfers are subject to availability of seats as per accreditation council guidelines.
  - Credit transfer must not exceed 50% of the total program credit hours.

### 24.3.6 Required Documents

Applicants must submit the following to the Registrar's Office:

1. Completed Transfer of Credit Hours (TCH) request form
2. Transcript/Grade Sheet
3. Migration Certificate / No Objection Certificate (NOC)
4. Attested Course Outlines from the previous university
5. TCH processing fee receipt

### 24.3.7 Application Submission Timeline

TCH applications must be submitted before the commencement of the semester.

### 24.3.8 Evaluation and Mapping Process

1. The Registrar forwards complete TCH applications to the relevant academic department.
2. The department chair maps courses using the standard **EDU Input Form for Chairpersons** and ensures:
  - The student meets UIT University's admission eligibility.
  - Only courses with:
    - Grade **"C" or above** for undergraduate
    - Grade **"B" or above** for graduate



- Only **same degree programs** are eligible for course exemption.
- **Projects and internships** are non-transferable.

#### 24.4 CREDIT TRANSFER LIMITS AND RULES

1. No migration will be allowed in first Semester.
2. Migration will be considered subject to availability of allowed number of seats in specific program by the HEC or accrediting council(s).
3. Transfer grades are **not** included in UIT University's SGPA/CGPA.
4. Transferred courses are marked as "**Exempted**" on UIT University transcripts.
5. No medals or cash awards during or after graduation are granted to migrated students.
6. Eligibility for scholarships/financial assistance is per UIT University policy.

#### 24.5 APPROVAL AND REGISTRATION PROCESS

1. TCH Committee reviews and recommends:
  - Program
  - Batch
  - Semester
  - Course exemptions
2. Registrar's Office processes recommendations and issues notification.
3. Admission section assigns roll number.
4. Academic section:
  - Registers student in relevant semester/courses
  - Enrolls student with accreditation bodies (where applicable)
5. Student pays all applicable fees: admission, transfer, security, verification, tuition, semester, examinations, and exemption.

#### 24.6 SPECIAL PROVISIONS

1. **Exchange programs under MoUs** are reviewed separately.
2. **No additional TCH requests** are entertained after official notification.
3. **Exceptions** to this policy (within HEC guidelines) require approval by the Vice Chancellor upon Registrar's recommendation and subsequent ratification by the Academic Council.

#### 24.7 11. REFERENCES

1. HEC Final Examinations Policy Guidelines  
[Link](#)
2. PEC Regulations for Engineering Education in Pakistan  
[Link](#)

*Qari*



**UIT UNIVERSITY**

**B.E / BS /BA/BBA/BE.Tech. PROGRAMME**

**FIRST / SECOND / THIRD/FOURTH YEAR (ELECTRICAL ENGINEERING) / COMPUTER SCIENCE /  
SOFTWARE ENGINEERING**

**(POWER, ELECTRONIC, TELECOMMUNICATION, COMPUTER SYSTEMS)**

**SPRING SEMESTER EXAMINATION 2025**

**BATCH**

**COURSE TITLE COURSE CODE**

Time: 3 Hours

Max. Marks 50

**INSTRUCTIONS:**

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*Qali*

**QUESTION PAPER SETTING & MODERATION FORM**

Course Code: \_\_\_\_\_ Course Title: \_\_\_\_\_

Department: \_\_\_\_\_ Name of Faculty Member: \_\_\_\_\_

Semester: Fall 20\_\_\_ ☐ Spring 20\_\_\_ ☐ Signature of Faculty Member: \_\_\_\_\_

Suggestions from Moderator/changes to be incorporated:

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