

**REGULATIONS RELATING TO BACHELOR &
MASTERS DEGREE PROGRAMS, 2010**

INSTITUTE OF SOUTHERN PUNJAB MULTAN
REGULATIONS RELATING TO BACHELOR & MASTERS DEGREE PROGRAMS, 2010

Title

1. These Regulations, framed in pursuance of Section 19(2) (c) of the Institute of Southern Punjab Act of 2010 shall be called the Regulations relating to Institute of Southern Punjab Bachelor & Master's Degree Programs, 2010.

COMMENCEMENT

2. These Regulations shall come into force with immediate effect.

DEFINITIONS

3. In these Regulations, unless there is anything repugnant to the subject or context, the following expressions shall have the meanings hereby respectively assigned to them as under:
 - (a) "Academic Council" means the Academic Council of the Institute;
 - (b) "Board" means the Board of Governors of the Institute;
 - (c) "Chairperson" means the Head of a Department or Principal of a constituent college;
 - (d) "CGPA" means cumulative grade point average;
 - (e) "Directors" means the Directors of the Institute;
 - (f) "Examination Department." means the Examination Department of the Institute;
 - (g) "GPA" means grade point average;
 - (h) "Institute" means the Institute of Southern Punjab, Multan;
 - (i) "Rector" means the Rector of the Institute;
 - (j) "Student" means the student of the Institute to whom these Regulations are applicable.
 - (k) "Degrees" mean Degrees Awarded of any program by Institute of Southern Punjab Multan.

All other terms and expressions used in these Regulations shall have the same meanings as assigned to them under section 2 of the Institute of Southern Punjab Act 2010.

Definitions (Academic)

- (i) **Academic Program:** An "Academic Program" means a program of studies which leads to the award of degree to the student, after successful completion of all of its requirements.
- (ii) **Course:** A "Course" means a topic or a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester or a term. Each course shall carry a specific number and a faculty code.
- (iii) **Optional/Elective Course:** An "Elective Course" means a course which a student can choose out of a group of given courses required for an academic program.
- (iv) **Pre-Requisite Course:** Any course required to be successfully completed prior to taking a course.
- (v) **Course-Load:** Total number of credit hours of courses, which a student may be allowed to register in a semester or a term.

- (vi) **Credit Hour:** A course of one credit shall mean one hour duration of lecture per week. However, in case of Seminars, Tutorials and Laboratory work, one credit hour may require more than one contact hour.
- (vii) **Non Credit Hour:** A Lecture of one hour duration per week for a course not counted towards a student cumulative grade point average, shall be considered as non-credit hour.
- (viii) **Grade Point:** Number of points, representing numerical grades, scored by a student in a course examination.
- (ix) **Grade Point Average:** Sum of (credit hours x grade point) of all courses in a semester / sum of credit hours of all courses in a semester.
- (x) **Cumulative Grade Point Average:** Sum of (credit hours x grade point) of all courses in all semesters / sum of credit hours of all courses in all semesters.

GENERAL

4. The Institute shall offer courses leading to the bachelor & master degrees programs in the subjects listed in Schedule A appended with these Regulations, and such other subjects, which may be introduced from time to time. The duration for completion of various degrees is also indicated in Schedule A.

Admission to various degree programs shall be open to all eligible students without discrimination of caste, colour, creed, sex, religion, or domicile etc.

An academic year at the Institute shall consist of two regular semesters, i.e. Spring & Fall each of 20 weeks duration and one Summer semester of 8 weeks duration inclusive of Teaching, Examination, Preparatory Leaves and Semester Break with the following breakup covering the period March to July for Spring, from October to February for Fall Semesters and August to September for Summer semester.

Duration of Semesters

Spring & Fall semesters consist of 20 weeks with the following breakup:

16 Lectures + Lab	-----	16 Weeks
Mid Term Examination	-----	01 Week
Terminal Examination	-----	02 Weeks
Semester Break / Preparation of Results	-----	01 Week

Note: Summer vacation & Winter Holidays shall be observed as notified by the Institute.

ADMISSION

5. Students may apply in response to admission notice appearing in the print or electronic media, on the prescribed application forms available in the Institute's prospectus, and submit their complete applications to the Institute by the due date.

ELIGIBILITY CRITERIA

6. The eligibility criteria for various degree programs shall be as provided in Schedule A, appended with these Regulations.

ADMISSION CRITERIA

7. All admissions shall be regulated on the basis of merit. The merit shall be determined on the basis of academic record and entry-test. Suitability and aptitude for a particular degree program shall be determined through interview. The weightage criteria for the degree programs shall be as given below:

(a) **Master Degree Programs:**

Percentage Weightage

Examination	1 st Division	2 nd Division	3 rd Division
Matric	10	08	06
Intermediate	20	16	12
Bachelor	30	30	24
Entrance Test	40		

(b) **Bachelor Degree Programs:**

	1 st Division	2 nd Division	3 rd Division
Matric	20	16	12
Intermediate	40	32	24
Entrance Test	40		
	Total Marks	Minimum Pass Marks 50%	
Academic	60		30
Entry-Test	40		20

- Note: -**
- Students would be required to pass the Entry-Test separately.
 - Hafiz-e-Quran or players at provincial level who apply shall get a credit of five marks for admission.

CONFIRMATION OF ADMISSION

8. (a) Upon the display of final merit list of the successful students, they shall be required to confirm their willingness to enroll by depositing the prescribed fees and charges into the relevant account of the Institute. Admission shall only be considered complete if the original testimonials are submitted and payment of all dues within specified dates is confirmed to the Institute's registration office.
- (b) If an applicant fails to confirm his/her enrolment within the notified period, his/her admission is liable to be cancelled forthwith and the seat shall be offered to the next student on the waiting list.
- (c) Admission to one degree program shall not give the student an automatic right to transfer to another program, unless specifically allowed with the mutual consent of the two concerned departments on case to case basis, and after approval by the Rector on payment of prescribed fee.
- (d) Admission into an academic program may be refused to a student without assigning any reason.

DEGREE REQUIREMENTS

9. To receive a degree, students must complete a set of requirements for that particular degree. Degree requirements for the various academic programs shall be determined by the Academic Council/ Board from time to time. The current credit hours and semesters requirements are indicated in Schedule A appended with these Regulations.

COURSES OUTLINE AND SYLLABI:

10. (a) The courses to be offered will be announced by the concerned department at the time of admission with a course description of each course.
- (b) The teacher concerned will issue a course outline giving objectives of the course, course contents, and giving information about the assignments, quizzes, term papers etc forming components of the course.
- (c) The Chairperson/Dean/Head of Departments is authorized to rearrange the course(s) based on the availability of staff and teachers.

ORGANIZATION OF TEACHING

11. (a) Teaching in various courses shall be conducted through lectures, tutorials, discussions, seminars, practical work in laboratories, field work and other methods of instruction as approved by the Academic Council.
- (b) Teaching shall be conducted by the Institute's teachers or such other persons as may be declared to be "Teachers" by the Institute.
- (c) Teaching shall be organized through courses specified for each subject and approved by the relevant authorities.
- (d) English language shall be the medium of instruction/examination.

REGISTRATION OF COURSES

12. (a) At the beginning of each semester, students shall be offered a group of courses prescribed for a particular degree program and for a particular semester.
- (b) Students may register for additional non-credit courses, on successful completion of which a mention shall be made in the transcript, but shall not be used for computation of CGPA.
- (c) The Chairpersons shall forward within 15 days from the date of the commencement of a semester lists of students to the examination department.
- (d) Subject/s of reappearing students shall also be jotted-down in addition to regular courses included in the pro-forma of registration of courses. Students on probation are required to attend regular classes also in the failing subjects. In case of any hardship like clash of class Time table/Internship etc., students should request the Chairperson/Dean/Head of Department for exemption from attending regular classes.

EXAMINATIONS

13. (a) Students shall be evaluated in each course on the basis of tests, classroom assignments, quizzes, practical work in the laboratories, Mid-Term and terminal examinations. The distribution of marks except (i) BS Technology, (ii) BS Engineering, (iii) Programs operative from Fall-2020 session of CS & IT & (iv) BS-Fine Arts shall be as follows:
 - * Sessional 25%
 - * Mid Term Exam 25%
 - * Terminal Exam 50%
- (i) BS Technology:
 - * Theory=100 marks and will be evaluated as per above given general scheme.
 - * Labs=50 marks and conducted only in Terminal Exams.
- (ii) BS Engineering: Theory = 100 marks and will be evaluated as per below scheme.
 - * Sessional = 20%

- * Mid Term Exam = 30%
- * Terminal Exam = 50%
- * Labs = 100 marks & will be conducted only in Terminal Exam

- (iii) Programs of CS & IT Department (operative from Fall-2020 intake to onwards):
- * Theory = 100 marks and will be evaluated as per above given general scheme
 - * Labs = 100 marks and conducted only in Terminal Exams.

(iv) BS Fine Arts: There are two types of subjects.

→ Theory based subjects: 100 marks exams are conducted as per above given general scheme.

→ Studio based subjects are evaluated only in Terminal Exams as given below:

- * Sessional = 10 marks
- * Terminal exam = 90 marks

(b) The students shall have to pass the subjects as per as per given criteria:

The subjects of all programs except (i) Programs of CS & IT from session Fall-2020 to onwards

(ii) BS Technology & (iii) BS Engineering; will be treated as passed if student secures at least 50% marks in that subject.

(i) CS & IT (Session Fall-2020 and onwards):

- Pass in (Theory + Lab) = Subject is Pass.
- Fail in (Theory + Lab) = Complete subject is Fail.
- Fail in Theory but Pass in Lab = Complete subject is Fail.
- Pass in Theory but Fail in Lab = only Lab is to Repeat

(ii) BS Technology:

- Pass in (Theory + Lab) = Subject is Pass.
- Fail in (Theory + Lab) = Complete subject is Fail.
- Fail in Theory but Pass in Lab = Complete subject is Fail.
- Pass in Theory but Fail in Lab = only Lab is to Repeat.

(iii) BS Engineering:

Failure in any one, Theory or Practical, shall result in failure in the complete course.

(c) Teachers are required to submit sessional marks to the Examination Department 15 days prior to the commencement of Terminal Examination on the award lists provided by the Examinations Department.

(d) Midterm and Terminal examination shall be held at the end of each semester on the notified dates.

(e) Students shall be eligible to appear in the terminal examination provided:

- (i) They have paid all prescribed fees/charges and have been on the rolls of the Institute during that semester;
- (ii) They have attended not less than 80% of the lectures/seminars delivered in each course and 80% of the practical/laboratory work prescribed for the respective courses for morning and evening session respectively. Students falling short of required percentage of attendance of lectures/seminars/practical/laboratory work, etc., shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as having failed in that course.

RELAXATION / CONDONING DEFICIENCY IN ATTENDANCE

- i) Attendance list of each course will be displayed on the notice board, well before the start of terminal examination by the office of Senior Program Coordinator with a copy to Examinations Department.

- ii) In case of any deficiency in attendance, the student is required to makeup the same otherwise he/she will not be allowed to sit in the terminal examination.
- iii) The Dean and the Rector of the institute can give relaxation up to the 5% separately.
- iv) A leave will always be counted as absence.

(f) Duration of Examinations of all programs except BS Engineering:

Mid Term Exam: 90 Minutes of 25 Marks

Terminal Exam: 03 Hrs. of 50 Marks

BS Engineering:

Mid Term Exam: 90 Minutes of 30 Marks

Terminal Exam: 03 Hrs. of 50 Marks

(g) Criteria for Setting of Question Papers

Mid Term Exam: 04 Questions 03 to be attempted

Terminal Exam: 06 Questions 05 to be attempted

Objective Question: In Terminal Examination there will be one compulsory objective question. All questions will carry equal marks.

(h) Evaluation of Scripts: Solved answer books for Mid/Terminal Examinations shall be delivered to the teacher / examiner on the date of Examination. In case the concerned examiner does not collect the answer books, the same will be delivered by a special messenger / courier service on the next day. The teacher will conduct the Mid Term Examination of 90 minutes duration and Terminal Examination of 03 hours duration and will be remunerated at the rate for the time spent by him/her in examination hall for the conduct of Mid/Terminal Examination on hourly basis. In case of Mid-Term Examination, the concerned examiner is required to mark the scripts within seven days and submit the marked scripts along with duly filled and signed Award List in the same week after necessary discussion with the class in the Department of Examinations(Conduct section). In case of Final Term Examination, the concerned examiner is again required to mark the scripts within seven days and submit the marked scripts in the same week along with duly filled and signed Award List in the Department of Examinations(Conduct section). The concerned examiner shall mark the answer books of Mid Term & Terminal Examination within seven days for which he/she will be paid remunerations at the rate of Rs. 25/- per script and in case he/she does not mark the script within the stipulated time, no remuneration shall be paid for submitting results late.

(i) Probation:

A student failing up to maximum two subjects out of five or three subjects out of six (less than or equal to half subjects of a semester) in Spring/Fall Semesters shall be promoted in the next semester on probation. The condition to clear those fail subject/s would be by joining regular classes in the immediate following semester keeping in view that course load cannot be greater than 07 courses in any semester.

Subject/s of reappearing students shall also jot-down in addition to regular courses included in the pro-forma of registration of courses. The Account Branch will settle determine the fee of reappear subjects and it shall be processed to the Examinations Department through the Coordinator office. Student on probation require attending regular classes also in the failing subjects, in case of any hardship like clash of class time, internship etc. he/she should request himself/herself to the Chairperson/Dean/HOD for exemption from attending regular classes but can avail benefit of his Mid & Sessional Marks or as directed by Chairperson/Dean/HOD.

Note: Failing student is required to reappear along-with the regular student. No Separate examination shall be conducted for the failing student. Rector is competent authority to relax the Regulations.

(j) Dropping Out:

A student failing up to maximum three subjects out of five or four subjects out of six or seven (more than half subjects of a semester) in Spring/Fall Semesters shall be Dropped (Semester Repeat) in that semester.

He will redeposit complete semester fee and again study the same semester with the next available batch. The Account Branch will settle / determine the fee and it shall be processed to the Examinations Department through the Coordinator office. Student(s) will be required to again attend regular classes, obtain sessional marks, and appear in Mid & Final Term exams.

(k) Reappearance Fee:

Chart of reappearance fee of all programs is available with the Accounts Department.

(l) Setting of 2 Question Papers of each Subject:

The Worthy Rector on considering the pros & cons of the matter directed the Additional Controller of Examinations to arrange setting up two question papers of each subject with effect from Terminal Examination Fall-2012 onwards. This will enable examinations department to handle any unseen situation smoothly. The Additional Controller Exams will receive question papers from the paper setters 30 minutes before the commencements of particular paper as usual. He will use one question paper at random and keep other papers securely under lock and key to meet any urgency.

(m) Submission of Question Paper:

To ensure one man responsibility, it is obligatory for a learned teacher to bring question paper duly typed conspicuously on his/her personal computer if available or neatly hand written on a Pro-forma in the Examinations Department in person at-least 30 minutes before the commencement of examination. The required number of question papers shall be copied on a copier in the Examinations Department and the same will be handed over to the teacher on the spot duly sealed for the conduct of examination well on time.

QUALIFYING CONDITIONS

14. (a) Minimum pass marks in each course shall be 50%.
- (b) For Master level program, minimum CGPA of 2.5/4.00 is required for award of DMC/Degree. For Bachelor level program, minimum CGPA 2.0 is required for award of DMC/Degree.

DECLARATION OF RESULTS

15. The teachers of the concerned courses shall send the marked answer books alongwith duly filled Award Lists to the Examinations Department under their signatures. The Examinations Department after tabulation/verification of the individual results shall notify the consolidated results accordingly. Answer books of Mid Term and Terminal examinations shall be stored for a duration double than the duration of the program itself (maximum duration of the program), after which used answer books may be disposed-off as waste paper.
16. The Examinations Department shall declare the results within 15 days from the termination of the last paper. The Additional Controller of Examinations shall publish a list of successful students, showing the course wise marks/grades/result status obtained by them.

GRADING

17. (a) The minimum pass marks for each course shall be 50%. Students obtaining less than 50% marks in any course shall be deemed to have failed in that course.
- (b) The correspondence between letter grades, credit points, and percentage marks shall be as follows:

GRADE POINT MATRIX			
Grade	Numerical Equiv.	Grade Points	Description
A+	85%-100%	4.00	Exceptional
A	80%-84%	3.75	Excellent
B+	75%-79%	3.50	Very Good
B	70%-74%	3.00	Good
C+	65%-69%	2.50	Fair
C	60%-64%	2.00	Satisfactory
D+	55%-59%	1.50	Average
D	50%-54%	1.00	Mediocre
F	Below 50%	0.00	Fail

FRACTION MARKS

18. Fraction marks obtained in a course shall be rounded as follows:
 For example: 59.1 to 59.4 shall remain 59 marks while 59.5 to 59.9 shall rise to 60.
 Note: - The marks to be assigned to students shall be in whole numbers.

ASSIGNMENT OF SCHOLASTIC STATUS

19. Each student is assigned a two-letter abbreviated scholastic status according to the academic achievements during the semester. Each status reflects the changes in the academic achievements as explained below:
- (a) **Good Standing (GS)**
 Students are assigned this status at the beginning of their studies. It is retained as long as the CGPA does not fall below 2.00/4.00.
- (b) **Non-Credit (NC)**
 A student may register for non-credit courses during a semester. Such courses shall appear on the transcript as “NC”.
- (c) **Withdrawal**
 If a student withdraws from a course(s) or a semester, it shall appear in the transcript as “WD”.

MAKE-UP EXAMINATIONS

20. **Sessional Test**
 At the discretion of the Dean of Faculties, the make-up of sessional tests may be permissible under special circumstances but before submission of the results of sessional tests to the Examinations Department.
- Mid-Term Examination**
 There shall be no makeup Examination for mid-term. If a student misses the mid-term examination due to circumstances beyond his/her control, the Dean upon the request of the

student processed through Sr. Program Coordinator may make necessary recommendations for disposal of the case to the Rector.

Terminal Examination

Make-up of terminal examination shall not be allowed under any circumstances.

IMPROVEMENT OF GRADES

21. Any student getting lower grade than the requirement of degree or anyone intends to improve his/her grade will do so after obtaining approval of the Worthy Rector through Chairperson/Dean/Head of Department, who will also decide whatever the applicant can retain his sessional / Mid Marks or not. Such a student may appear in the examination with due permission of the Controller of Examinations after paying prescribed fee.

TRANSCRIPT

22. On successful completion of all the requirements for a particular degree program, students shall become entitled for transcript showing the credits hours & letter grades obtained in each course and Cumulative Grade Point Average (CGPA).
- Transcript shall be issued on payment of prescribed fee.
 - In case the transcript is lost or destroyed, the student may apply for duplicate transcript on prescribed application form after the completing the required procedure, on payment of requisite fee for duplicate transcript.
 - Duplicate transcript shall bear identical particulars of the original transcript without alteration or addition of anything because transcript issued once is final and free from any alteration and changes. The word “**Duplicate**” will however, be mentioned on this script at appropriate place.
 - A separate transcript will be issued if anyone qualifies additional course.
 - Transcript for extra specialization shall warrant full time regular study of at least one year, encompassing the requisite courses prescribed for a particular specialization.

DEGREE

23. On successful completion of all the requirements for a particular degree program, students shall become entitled for the award of degree.
- Degrees shall be issued by the Institute on demand by submitting application duly completed alongwith copy of identity card (CNIC) and copy of transcript after paying the requisite degree fee.
 - Degrees shall be issued on completion of the requisite requirements through convocation or in absentia. However, in both the cases payment of prescribed fee is a pre-requisite.

RESULT INTIMATION CARD

24. Under normal course of procedure, no result intimation card shall be issued. However, upon the request of the student result intimation card shall be provided on computer generated report through excel sheet for the personal use of the student. This shall not be presented for any other purpose.

OFFICIAL RESULT CARD: Official Result Card shall be issued upon the special request of student.

EXTRACT OF RESULT CARD: This document shall be issued upon the special request of the student. Extract of Result Card containing therein an additional column which will depict the marks obtained only after completion of the program.

25. RECHECKING OF ANSWER BOOKS

- (i) Rechecking shall be allowed (only in Terminal papers) within 15 days from the date of declaration of result. No relaxation in time-limit is tenable if the result is with-held for any fault of the student inclusive of nonpayment of fee.
- (ii) Rs. 1000/- (Non Refundable) as rechecking fee per paper shall be charged.
- (iii) Another teacher (as third examiner) of the same particular subject shall be appointed to recheck the script and rechecking process shall be kept secret. Student shall not be allowed to see the concerned paper.
- (iv) Decision of the third examiner shall be considered as final and irrevocable.
- (v) Response of rechecking shall be within 7 days as far as possible. Errors or omissions, if any shall be rectified.

REEVALUATION OF ANSWER BOOKS

26. Subject to the approval of the Rector, a student may request for re-evaluation of paper(s) of Terminal Examinations on payment of prescribed fee per paper within ten (10) days of declaration of his/her result.

MAXIMUM DURATION TO QUALIFY A PROGRAM

27. (a) Casual Students

If a regular student does not qualify the program within the prescribed limit due to one reason or the other, he/she may complete the program during the extended duration as under: -

Duration of Program		
Original (Yr)	Extended (Yr)	Total (Years)
1	1	2
2	2	4
3	3	6
4	4	8

A student, who does not qualify the program within the maximum time limit indicated above, shall be struck off from the Institute's rolls. He may rejoin studies only after payment of fresh admission fee and will be treated a fresh student for all purposes.

(b) Freezing of Studies (With Permission)

In case a student (other than a first semester student) due to some unavoidable circumstances (such as prolonged illness or such other genuine reason) is unable to continue his/her studies, he/she may apply for a semester freeze/break to the Additional Registrar through the Chairperson/Dean/Head of Department. In case, they recommend the semester break it shall be allowed subject to clearance of his fee account.

A student may reenroll in the same semester which he/she had frozen. The semester fee of the frozen semester, if already paid, shall be allowed to rollover. Such a student will pay the fee package in accordance with the fee structure applicable to the semesters he/she is allowed

to rejoin after the break. The course/credit hours, curriculum and duration of the program shall be applicable as in force at the time of his/her re-enrolment.

(c) Discontinuing of Studies (Without Information)

In case a student discontinues his/her studies by remaining absent without intimation he/she shall on rejoining be governed as follows: -

- He/she will rejoin his left program within the maximum period of three years.
- Such a student shall pay fee in accordance with the fee structure applicable to the semester at the time of rejoining.
- The course/credit hours, curriculum and duration of the program shall be applicable as in force at that time.
- In case a student fails to rejoin his/her studies within the prescribed time limit, his/her program shall totally lapse. Registration and previous examination performance, if any, shall also be cancelled.

(d) Re-Admission

- A student whose previous admission was cancelled for reasons elaborated under Regulation 29 (c) above may seek re-admission on payment of fresh admission fee and will be treated as a fresh student for all purposes.

WITHDRAWAL

- a. A student may be allowed to withdraw from a course or a whole semester, as the case may be, at any time before the commencement of the mid-term examination, with the permission of the Chairperson/Head of Department/Dean/Director (Academics).
- b. Withdrawal from a course or the whole semester, as the case may be, shall not result in academic penalty. However, the course/semester fee shall not be allowed to roll over.

MIGRATION

28. Migration of students from other HEC recognized educational institutions to the Institute may be allowed at the discretion of Institute, with the mutual consent of the two Institutions and after the approval of the Rector. Migration shall only be allowed before the commencement of a semester.

29. **AWARD OF GOLD MEDAL & MERIT CERTIFICATE**

The Controller of Examinations shall issue a certificate of merit/distinction/roll of honour and a Gold Medal to student who stands first in any discipline/program for a specific session provided that he has obtained 85% or above marks (4.0 CGPA), provided that he/she has not failed or repeated any course during the whole tenure of his complete program, provided further that he/she has completed course work in the minimum semesters required and does not have any discontinuity in his studies for the relevant degree.

In case more than one student falls in the above bracket, the case will be decided on the basis of highest marks obtained.

DUES

30. Students shall be required to pay admission fee, tuition fee, and such other charges as may be determined by the Institute from time to time by the specified date.

Non-Refund of Dues paid

- a. After payment of Semester fee, if a student wishes to quit studies for whatever reason, no refund shall be allowed except the caution money/security.
- b. Candidates whose result was awaited and were allowed provisional admission, on failing to meet the requisite criteria upon declaration of their result, shall not be allowed any refund except caution money/security.

IN-HOUSE TRANSFER

31. In-house transfer means transfer from morning session to evening session to evening session or vice versa. Transfer will be permitted only once in a program on specific reasons. The student is required to address his request for transfer of his shift to the Dean of Faculties who may approve or refuse the same well before the commencement of Mid-Term Examinations under intimation to Examinations Department. In such case, sessional marks shall be awarded by the concerned teacher where the student is transferred. The condition of transfer once in a program may be relaxed by the Rector.

DURATION OF PROGRAM

32. Duration of program, credit hours, number of semesters etc; are subject to modification according to the norms and criteria notified from time to time by the Higher Education Commission (HEC) Government of Pakistan and/or Higher Education Department Government of Punjab.

SUMMER SEMESTER

33. Online Academic Council of the Institute of Southern Punjab, Multan in its meeting held on 27-06-2020 decided to introduce Summer semester, as an additional semester, in replacement of Makeup Terminal Exam w.e.f. Fall-2020 session. Following are the regulations governing the Summer semester scheduled to be held in the months of August & September in every academic year.
 - i. An academic year at the Institute shall consist of two regular semesters, i.e. Spring & Fall each of 20 weeks duration and one Summer semester of 8 weeks duration inclusive of Teaching, Examination, Preparatory Leaves and Semester Break with the following breakup covering the period March to July for Spring, from October to February for Fall Semesters and August to September for Summer semester. Students will be encouraged as usual to remove their deficiencies with the regular semesters by repeating/improving subjects and don't wait for the Summer semester.

Duration of Semesters

- Spring & Fall semesters consist of 20 weeks
 - Summer semester consist of 08 weeks with the following breakup:

- 14 Lectures + Lab	-----	07 Weeks
- Terminal Examination	-----	01 Week
- ii. All active students of all programs can apply for Summer semester in the month of July every year. The Office of Registrar will issue an Academic Calendar of the Summer semester.
 - iii. The Summer semester should be offered as an optional semester of 08 weeks duration. Students will be offered courses to remove deficiencies and can register up to 09 credit hours for the Summer semester.
 - iv. Students of following categories will be allowed to take summer semester:
 - o Student(s) who was Failed or

- student(s) who was stopped to take the examination due to shortage of class attendance or due to UMC or
- student(s) who wish to improve his/her grade
- v. The course(s) in the Summer semester will be offered with the minimum course registration of 05 students. In case of less than 05 students in a course, the matter will be referred to the HOD for appointment of the concerned teacher for guided study. In both cases, final examination of 100 marks will be held at the end of Summer semester.
- vi. The Office of Registrar will send final lists students department-wise and subject-wise to the concerned Head of Department probably in the last week of July at an appropriate date for arrangements of start of classes in August and a copy to the Additional Controller of Examinations for arrangements for conduct of Final Term Exam in the last week of September.
- vii. The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a Summer session with half of the duration as compared to a regular (Fall/Spring) semester.
- viii. All other rules for Fall/Spring semester will be applicable to the Summer semester as it is except that in the end of Summer semester there will be only Final term Exam of 100 marks.
- ix. There will be no supplementary / special examination after the adoption of the Summer semester.
- x. There will be no Rechecking of Answer Scripts of the Summer semester. However, any disputed case may be referred to the Exam Monitoring Committee.
- xi. The concerned faculty members and the supporting staff(registrar, coordination & examination), engaged for the conduct of the Summer semester will be remunerated as per policy of the Institute.

UNFAIR MEANS CASES (UMC)

33. Any candidate found guilty of following matters, his/her case will be submitted to Unfair Means Cases Committee, comprising of following members:

- (i) Director General-Chairman
 - (ii) Director Examinations-Member
 - (iii) Controller of Examinations-Member
 - (iv) Additional Controller of Examinations-Secretary
-
- a. Removes a leaf or multiple leaves from his/her answer book.
 - b. Submits forged or fake documents in connection with the examination.
 - c. Commits impersonation in the examination.
 - d. Copies from any paper (helping material), book or notes.
 - e. Mutilates the Answer Book.
 - f. Possesses any kind of material, which may be helpful to his/her in the examination.
 - g. Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
 - h. Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
 - i. Misbehaves or creates any kind of disturbance in or around the examination center
 - j. Uses abusive or obscene language on the answer script or requesting statements.
 - k. Possesses any kind of weapon in or around examination center.

- l. Possesses any kind of electronic device which may be helpful in the examination. Moreover, possesses switched on mobile phone(s) or programmable digital watches etc. during the course of examinations.
- m. Writes anything on Question Paper except Registration Number and Name.

His/her case shall result in penalties keeping in view the nature and intensity of offence.

- a. Cancellation of paper
- b. Suspension from program for one semester.
- c. Heavy and light fine.
- d. Expulsion forever from the Institute.

SCHEDULE A
DEGREE PROGRAMS AND THEIR REQUIREMENTS

FACULTY OF MANAGEMENT SCIENCES	
Department of Business Administration	
BBA	Duration: 4 Years Entry Requirement F.Sc./ F.A or equivalent with at least 45% , second division
BBA (2.5) After BA / BSc / Level 05	Duration: 2.5 years Entry Requirement BA/ BSc or equivalent with at least 45% , second division
BBA (2 Year) After ADP	Duration: 2 years Entry Requirement ADP in relevant education with at least 45% , second division
MBA	Duration: 2 Years Entry Requirement: 16 years non-Business education with at least 2 nd division. GAT General (Category A) with at least 50 % score
Executive MBA	Duration: 2 Years Entry Requirement: 16 years education with at least 2 nd division and 3 years work experience. GAT General (Category A) with at least 50 % score
MBA 1.5 Years	Master of Business Administration Duration: 1.5 Years Entry Requirement: 16 years relevant (Business) education with at least 2 nd division. GAT General (Category A) with at least 50 % score
MS/M.Phil Business Administration	Duration: 2 Years Entry Requirement: 16 Years relevant (Business) education / level 6 ,from HEC recognize institute (Passed the previous degree with a cumulative GPA score of 2.5/4.0 (under a semester system) or a second class Master's degree (earned under annual system)) GAT General (Category A) with at least 50 % score
Department of Commerce	
Associate Degree Program (A&F)	Duration: 2Years Entry Requirement: Intermediate or equivalent with at least 2 nd Division
BS (A & F)	Duration : 4 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
BS (A & F)-2.5 Years	Duration : 2.5 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
M.Sc(A&F)	Duration: 2 Years Entry Requirement: Graduation(14 Years) or equivalent with at least 2 nd division
B.Com (Hons)	Duration : 4 years Entry Requirement : Intermediate or equivalent with at least 2 nd Division
B.Com-2.5 Years	Duration : 2.5 Years

	Entry Requirement: Intermediate or equivalent with at least 2 nd division
M.Com	Duration: 2 Years Entry Requirement: Graduation(14 Years) or equivalent with at least 2 nd division
FACULTY OF SOCIAL SCIENCES	
Department of Economics	
BS - Economics (Hons)	Duration : 4 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
BS - Economics-2.5 Years	Duration : 2.5 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
MSc Economics	Duration: 2 Years Entry Requirement: Graduation Or equivalent with at least 2 nd division
MS/M.Phil Economics	Duration: 2Years Entry Requirement: 16 Years relevant education / level 6 ,from HEC recognize institute (Passed the previous degree with a cumulative GPA score of 2.5/4.0 (under a semester system) or a second class Master’s degree (earned under annual system)) GAT General (Category B) with at least 50 % score
Department of Education	
Associate Degree Program Education	Duration: 2 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
BS Education	Duration : 4 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
BS Education-2.5 Years	Duration : 2.5 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
BS Special Education	Duration : 4 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
BS Special Education-2.5 Years	Duration : 2.5 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
MA Special Education	Duration: 2 Years Entry Requirement: Graduation or equivalent with at least 2 nd division
B.Ed (1.5)	Duration : 1.5 Years Entry Requirement: M.A/ M.Sc or equivalent with at least 2 nd division
MS/MPhil Education	Duration: 2 Years Entry Requirement: 16 Years relevant education / level 6 ,from HEC recognize institute (Passed the previous degree with a cumulative GPA score of 2.5/4.0 (under a semester system) or a second class Master’s degree (earned under annual system)).

	GAT General (Category B) with at least 50 % score
MS/MPhil Special Education	Duration: 2Years Entry Requirement: 16 Years relevant education / level 6 ,from HEC recognize institute (Passed the previous degree with a cumulative GPA score of 2.5/4.0 (under a semester system) or a second class Master's degree (earned under annual system)). GAT General (Category B) with at least 50 % score
Department of Psychology	
BS Psychology (Hons)	Duration : 4 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
BS Psychology-2.5 Years	Duration : 2.5 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
M. Sc Psychology	Duration: 2 Years Entry Requirement: Graduation Or equivalent with at least 2 nd division
ADCP	Duration : 1 Year Entry Requirement: 16 Years relevant education with at least 2 nd division
M. Phil Psychology	Duration: 2 Years Entry Requirement: 16 Years relevant education / level 6 ,from HEC recognize institute (Passed the previous degree with a cumulative GPA score of 2.5/4.0 (under a semester system) or a second class Master's degree (earned under annual system)). GAT General (Category B) with at least 50 % score
Department of Mass Communication	
BS Mass Communication	Duration : 4 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
BS Mass Communication-2.5 Years	Duration : 2.5 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
MSc Mass Communication	Duration: 2 Years Entry Requirement: Graduation Or equivalent with at least 2 nd division
Department of Mathematics & Statistics	
BS Mathematics	Duration : 4 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
BS Mathematics-2.5 Years	Duration : 2.5 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
MSc Mathematics	Duration: 2 Years Entry Requirement: Graduation Or equivalent with at least 2 nd division
BS Statistics	Duration : 4 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division

BS Statistics-2.5 Years	Duration : 2.5 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
MSc Statistics	Duration: 2 Years Entry Requirement: Graduation Or equivalent with at least 2 nd division
M. Phil Mathematics	Duration: 2Years Entry Requirement: 16 Years relevant education / level 6 ,from HEC recognize institute (Passed the previous degree with a cumulative GPA score of 2.5/4.0 (under a semester system) or a second class Master's degree (earned under annual system)). GAT General (Category C) with at least 50 % score
M. Phil Statistics	Duration: 2Years Entry Requirement: 16 Years relevant education / level 6 ,from HEC recognize institute (Passed the previous degree with a cumulative GPA score of 2.5/4.0 (under a semester system) or a second class Master's degree (earned under annual system)). GAT General (Category B) with at least 50 % score
Department of Fine Arts	
BFA (Fashion Design)	Duration : 4 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
BFA (Interior Design)	Duration : 4 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
MFA	Duration: 2 Years Entry Requirement: Graduation Or equivalent with at least 2 nd division
Department of Art, Design & Architecture	
B. Architecture	Duration: 5 Years Entry Requirement: F.Sc (Pre Engineering), relevant DAE or equivalent with at least 50% marks
Department of Islamic Studies	
BS Islamic Studies	Duration : 4 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
BS Islamic Studies-2.5 Years	Duration : 2.5 Years Entry Requirement: Intermediate or equivalent with at least 2 nd division
MA Islamic Studies	Duration: 2 Years Entry Requirement: Graduation Or equivalent with at least 2 nd division

ISP EXAMINATIONS DEPARTMENT
STANDING OPERATING PROCEDURES
EXAMINATIONS INSTRUCTIONS / GUIDELINES

These Standing Operating Procedures (SOP's) of the Examination Department have been approved by the Rector and are subject to revision as deemed fit by the Rector.

Students are expected to be familiar with and to comply with the following rules and guidelines. If students breach any of the examination guidelines, they are liable to be dealt with by the Disciplinary Committee constituted by the Rector for the purpose.

1. Students shall submit their prescribed admission forms to appear in the Terminal / terminal semester examination duly attested by the Chairperson / Head of the Department on the date and time announced for the purpose, failing which the responsibility for missing the examination shall rest with the defaulter student.
2. To be eligible to appear in the examination, it is a pre-requisite to clear the dues / fees otherwise a fee defaulter shall not be admitted in the examination hall.
3. Students shall be eligible for examination if they have attended not less than 80% class of instruction time at lectures, tutorials, laboratories and workshops, settled all dues to the institute and have not committed any serious disciplinary offence.
4. Students are required to be at the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the hall until they are requested to do so by the supervisor.
5. No student shall be admitted to the examination hall for any reason whatsoever after the expiry of half time of the examination nor shall a student be allowed to leave the hall until half time has lapsed from the commencement of the Midterm/Terminal examinations.
6. On admission to the hall, students shall occupy the allotted seats and shall not change it except on the specific instructions of the supervisors.
7. Students shall have their Identity Cards and the Admit Cards with them in the Examination Hall. They will be expelled from the examination hall if they do not produce Identity Cards and Admit Cards, when requested to do so.
8. Admit Cards shall be handed over to the supervisor/ Invigilator on each occasion when students sit for a paper.
9. Students shall bring their own pens, ink, mathematical instruments, erasers, pencils or any other approved instrument. They will not be allowed to borrow anything from other students.
10. Examination stationery (i.e. writing paper, graph paper, drawing paper, ledger paper, précis paper etc.) will be supplied as and when necessary. No sheet of paper or answer book supplied to students may be torn, crumpled, folded or otherwise mutilated.
11. No papers other than those supplied to them by the supervisor / Invigilator shall be used by students. All material supplied, whether used or unused shall be left behind on the desk and not removed from the examination hall.
12. Students shall not have on their person or in their clothes, or on the Admit cards, any notes, signs, formulae, or any other unauthorized material. Books, notes, sachets, handbags etc. which students have brought with them should be kept at a place indicated by the Supervisor / Invigilator
13. Students may be required by the supervisor to declare any item in their possession.
14. Students shall enter their Registration Number at the appropriate place on the answer book and on every additional copy. They shall also enter all necessary particulars as indicated on the cover of the answer book. Students who insert on their answer book a registration Number other than their own are liable to be considered as having attempted to cheat. The Supervisor/Invigilator has the authority to check the answer book of the students. An

- answer book that bears no Registration Number or which is not legible is liable to be cancelled.
15. Students are under the authority of the Supervisor and shall assist him by carrying out his instructions and those of his invigilators, during the examination.
 16. Students shall conduct themselves in the Examination Hall so as not to cause disturbance or inconvenience to the Supervisor or his staff or to other students. Otherwise they are liable to be removed from the Examination Hall for disorderly conduct.
 17. Absolute silence shall be maintained in the Examination Hall. Students are not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/Invigilator. Students shall draw the attention of the Supervisor/Invigilator by raising their hand from where they are seated.
 18. Students shall stop work promptly when ordered by the Supervisor/Invigilator. If this instruction is not followed, the Supervisor/Invigilator shall have the authority to make an endorsement to this effect on the answer book.
 19. All calculations and rough work shall be done only on answer books supplied for the examination. Students disregarding these instructions are liable to be considered as having written notes or outlines of answers with the intention of copying.
 20. Students shall handover the answer books personally to the supervisor / invigilator or remain on their seats until it is collected. On no account shall students hand over their answer books to an attendant, a minor employee or another student.
 21. No person shall impersonate a student at the examination centre nor shall students allow themselves to be so impersonated by other person.
 22. The Supervisor/Invigilators are empowered to require any student to make a statement in writing on any matter, which may have arisen during the examination. Students shall sign such statement. Any student who refuses to make such statement or to sign it shall be dealt with under relevant Disciplinary Regulations.
 23. Students are to use only calculators permitted by Supervisor / Invigilators.
 24. If any student is down with a contagious illness e.g. chicken pox, he / she is to inform the Institute in advance. If student's condition allows and if he / she wishes to take examination, arrangements will be made for him / her to sit in a separate place.
 25. Use of mobile phone is strictly prohibited during the examination. Students are directed to keep their mobile phones switched off in the examination hall.
 26. Students must mark their attendance on the attendance sheet by indicating their name, registration number, answer sheet number and by signing it.
 27. Students who have handed over their answer book shall under no circumstances be entitled to take them back.
 28. Students shall not take / remove their or any other student's answer books from the examination hall.
 29. Students shall not copy or attempt to copy from any book or paper or notes or similar material or from the answer books of other students. Nor shall students either help other students or obtain help from other students or any other person. Nor shall students conduct themselves so negligently that an opportunity is given to any other student to read anything written by them or to watch any practical examination performed by them.
 30. Students shall not submit a practical or field book or dissertation or project study or answer book, which has been done wholly or partly by anyone other than the students themselves.
 31. Cheating, ill discipline or misconduct will result in disciplinary action being taken against him/her under the relevant Regulations.

ISP EXAMINATIONS DEPARTMENT
STANDING OPERATING PROCEDURES
FOR AWARD OF DUPLICATE DEGREE / DMC / DOCUMENTS

These Standing Operating Procedures (SOP's) of the Examination Department have been approved by the Rector and are subject to revision as deemed fit by the Rector.

Students are expected to be familiar with and to comply with the following rules and guidelines. If students breach any of the examination guidelines, they are liable to be dealt with by the Disciplinary Committee constituted by the Rector for the purpose.

1. A person, whose Degree / DMC is lost and is desirous of getting a "Duplicate Copy" of the same, shall comply with the following requirements before making a formal request in this regard:
 - (a) Public announcement must be made regarding the matter of the "Lost Document(s)" in one of the National News Papers.
 - (b) FIR (First Information Report) must be lodged with the concerned Police Station.
 - (c) An Affidavit (on a stamp paper of Rs. 50/-) giving full particulars of the student (name, enrolment number, seat number, year of passing etc.) and the details of the incidence in which the document was lost shall be provided. The Affidavit must be endorsed by a First Class Magistrate.
2. The student shall apply to the Registrar and submit the following documents with the application:
 - (a) Clippings of the announcements in News Paper;
 - (b) Attested copy of the FIR;
 - (c) The Affidavit (original);
 - (d) Copy of National Identity Card; and

The application must also be accompanied by the Fee Voucher prescribed by the Institute as "DUPLICATE DEGREE/DMC FEE".

II. Duplicate Degree / Diploma for Foreign Student / Residing Abroad

A foreign student, whose original "Degree" or "Diploma" is lost and is desirous of getting a "Duplicate Copy" of the same, shall submit an application to the Registrar alongwith an affidavit or equivalent court paper signed by the competent authority, mentioning the circumstances in which Degree / DMC was' lost. The aforementioned Affidavit or equivalent court paper must be countersigned by Pakistan Embassy in that country.

The application must also be accompanied by the Bank Draft (in favor of ISP) of the amount prescribed by the Institute as "DUPLICATE DEGREE/DMC/DOCUMENTS FEE".

CHANGE OF NAME IN THE DEGREE / DIPLOMA

The degree issued to the student under the name entered in the Institute / University shall not be altered, modified added or otherwise changed, except under special circumstances, provided to the satisfaction of the Rector.

Provisional certificate (DMC):

Provisional certificates will only be issued to those students who have cleared all subjects of their program and qualified for the degree. Accounts clearance is mandatory (any request for certificate will only be entertained if there are no dues standing against the student.

Other General Certificates:

Other general certificates will be issued as per requests of the students after accounts are cleared.

Procedure:

Students may apply for Certificate on prescribed format available from the Registrar's office and fill in the form providing all the necessary details and justification. After clearance of dues, he/she shall submit the form to the Registrar's Office and await response by the due date.

ISP EXAMINATION DEPARTMENT
STANDING OPERATING PROCEDURES
FOR
APPOINTMENT OF EXAMINERS

These Standing Operating Procedures (SOP's) of the Examination Department have been approved by the Rector and are subject to revision as deemed fit by the Rector.

Students are expected to be familiar with and to comply with the following rules and guidelines. If students breach any of the examination guidelines, they are liable to be dealt with by the Disciplinary Committee constituted by the Rector for the purpose.

Examiners are to be appointed in accordance with Statute 2(4) (b) of the First Statutes appended as schedule of the Institute of Southern Punjab, Multan Act 2010, which provides as follows:

2(4): A Board of Faculty, subject to the general control of the Academic Council and the Board may:

2(4)(b): Scrutinize the recommendations of a Board of Studies comprising a faculty with regard to the appointment of paper-setters and examiners for graduate and postgraduate examinations and to forward the panels of suitable paper setters and examiners for each examination to the Rector.

REMUNERATION FOR THE CONDUCT OF EXAMINATIONS

Mid-Term Examinations

Mid-term Examination shall be conducted by the concerned teacher who shall also mark the scripts for which he will be paid remuneration according to his availability and time spent by him in the Examinations Hall for the conduct of examination on hourly basis.

Terminal Examinations

- **Conduct of Examination:** Terminal-Examinations shall be conducted by the concerned teacher.
- **Remuneration for Conduct of Examination:** He shall earn remuneration equal to one lecture of 03 hours duration for conduct of examination or according to his availability and time spent by him in the Examinations Hall for the conduct of examination on hourly basis.
- **Marking of Answer Books:** The Examiner shall collect the solved answer books from the Examinations Departments on the date of examination and will earn remuneration for marking of answer books at the rate of Rs. 25/- per script, provided he/she returns the answer books duly marked alongwith Award Lists within 7 days, failing which no remuneration shall be paid to him/her.