



Govt. Graduate College, Sahiwal



Semester Rules and Regulations

The Govt. Graduate College is affiliated with the University of the Punjab for session 2023-2027. The Semester Rules and Regulations for BS (Hons.) Program will be obeyed according to the rules and regulations given on the PU website. Some key rules and regulations are given below for the information of the students:

Total Period of Study

The total duration of a Bachelor's (BS) Program is four years with two additional years (i.e., four semesters). Each academic year is consisted of two semesters.

Schedule of Semesters

There will be two semesters in an academic year i-e Fall Semester and Spring Semester. Each semester will be of 17 working weeks - 16 weeks for teaching and one week for Mid-Term Examinations. Final Examination will be conducted by University of the Punjab at the end of each semester.

Credits Requirements for a Degree Program

Minimum 124 - 136 credit hours are required for the 4-Years degree programs and the said credits will normally be earned in eight semesters. A course may range from one credit hour to four credit hours.

One (01) credit hour means at least one-hour class contact per week per semester. For practical/laboratory work, 03 hours will be considered equivalent to one credit hour.

Six (06) credit hours' research project (dissertation) / project report / internship / special paper will be offered in the Fourth Year

Class Attendance

The rules regarding class attendance are stated below: A student must have at least 75% attendance of the classes held in a course in order to be allowed to sit in the final examination.

Course Evaluation, Course Grade, and Grade Distribution

Students will be evaluated on the basis of two examinations, called Mid-Term Examination and Final Examination. Homework, Quizzes, Assignments, Presentations, etc. are also included in the evaluation instruments and their percentage for a grade is given below:

Evaluation Instrument	Percentage Weightage
Quizzes, Homework, Assignments, Presentations, etc. (in each Semester)	15%
Mid Semester Examination (Mid-Term)	25%
Final Examination	60%

Evaluation System

The key details about evaluation are listed below:

- The course teacher is responsible for the evaluation of work/performance of the students of his class and for the award of grades to them on the basis of such evaluation
- The number and nature of tests and assignments depend on the nature of the course. To pass a course, a student must obtain 50% marks (i.e., 'D' grade) cumulative in each of Mid Semester Examination, Sessional Work, and Final Examination
- There will be no choice in questions in the Mid Term and Final Examination papers.
- The scripts of each activity, i.e., Mid Semester Examination, Homework, Quiz etc. will be shown to the students by the concerned teachers within one week, taken back immediately in accordance with the announced schedule along with the examination schedule
- In case a student is not satisfied with his/her award even after checking his/her answer book or clarification from the teacher, he/she may make written complaint to HOD/Chief Coordinator within two weeks of at the end of Mid Semester Examinations week. HOD/Chief Coordinator will refer his/her case to the Examination Committee of the Department/College
- The Mid Semester Examinations will be conducted after eight weeks of the commencement of the semester. The Final Examination will be conducted according to the schedule (i.e., date sheet) announced by University of the Punjab. The duration of the examinations is given in the table below:

Exam Type	Duration
Mid Term Examination	One and a half (1:30) Hours
Final Semester Examination	Two (02) Hours
Practical Examination (where applicable)	Two to Three (02 to 03) Hours

Promotion Rules

Promotion Rules are listed in the following:

- A student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.00 at the end of each semester for promotion to the next semester
- In case a student is able to obtain GPA of 1.70 or more but less than 2.00 (except first semester where GPA of 1.50 or more but less than 2.0), he/she will be promoted to the next Semester on probation (1st Probation). If the student does not achieve the desired CGPA of 2.0 but obtains CGPA greater than or equal to 1.7, will go to 2nd (Last Probation). The candidate, who fails to secure 1.50 GPA in the first semester or 1.70 CGPA in a subsequent semester, will stand automatically dropped from the College Rolls
- A student will have the right to avail probation twice in the following semesters
- A student has to obtain CGPA 2.00 in the last semester of each program for the award of the degree. →
- In the third, fifth, seventh, and ninth (where applicable) semesters, a student will be required to repeat those courses of the first, third, fifth and seventh semesters, respectively, in which he/she had failed.
- In the fourth, sixth, eighth and tenth (where applicable) semesters, a student will be required to repeat those courses of the second, fourth, sixth and eighth semesters, respectively, in which he/she had failed
- If a student gets a D grade, he/she can repeat the course when offered to improve his/her grade.
- A student, who completes all the courses and has not been required to repeat any course(s), obtains CGPA less than 2.00 but

not less than 1.90 at the end of the 8th Semester may be allowed to repeat 12 credit hour courses in which he/she had obtained the lowest grades. In order to improve the CGPA so as to obtain the minimum of 2.00 CGPA, failing which he/she shall not be awarded degree and removed from the College Rolls.

Probation

The promotion of a student on probation will be allowed twice in all Degree programs. If a student in the first semester obtains CGPA less than 2.0 and greater than or equal to 1.5, he/she will be considered on probation. In the subsequent semesters (i.e., second semester onwards), the student will be considered on probation if he/she scores CGPA less than 2.0, and greater than or equal to 1.70. In case student does not achieve the minimum desired CGPA of 2.0 in any semester after availing probation twice, he/she will be dropped from the College Rolls and cannot be re-admitted by the same institution under any circumstances.

Freezing of a Semester

In case of a valid reason a student may freeze his/her studies maximum for one year (two semesters) subject to the permission of Chairperson/Principal of the concerned Department/College. The student will rejoin the same semester in the following year. However, freezing in 1st Semester is not allowed.

Course File

Maintaining the Course File is compulsory for all faculty members. It should have complete record of every activity that happens during the course. The course file should contain:

- a). Course Title/Cours Code
- b). Description of Course/Learning Outcomes
- c). Course syllabus and changes if any
- d). Weekly teaching plan e). Dates of Mid Term examinations
- f). Homework, assignments, Quizzes
- g). Question paper of Mid Term exam.
- h). Lists of Mid Term and sessional awards
- i). Any difficulties faced by the teacher