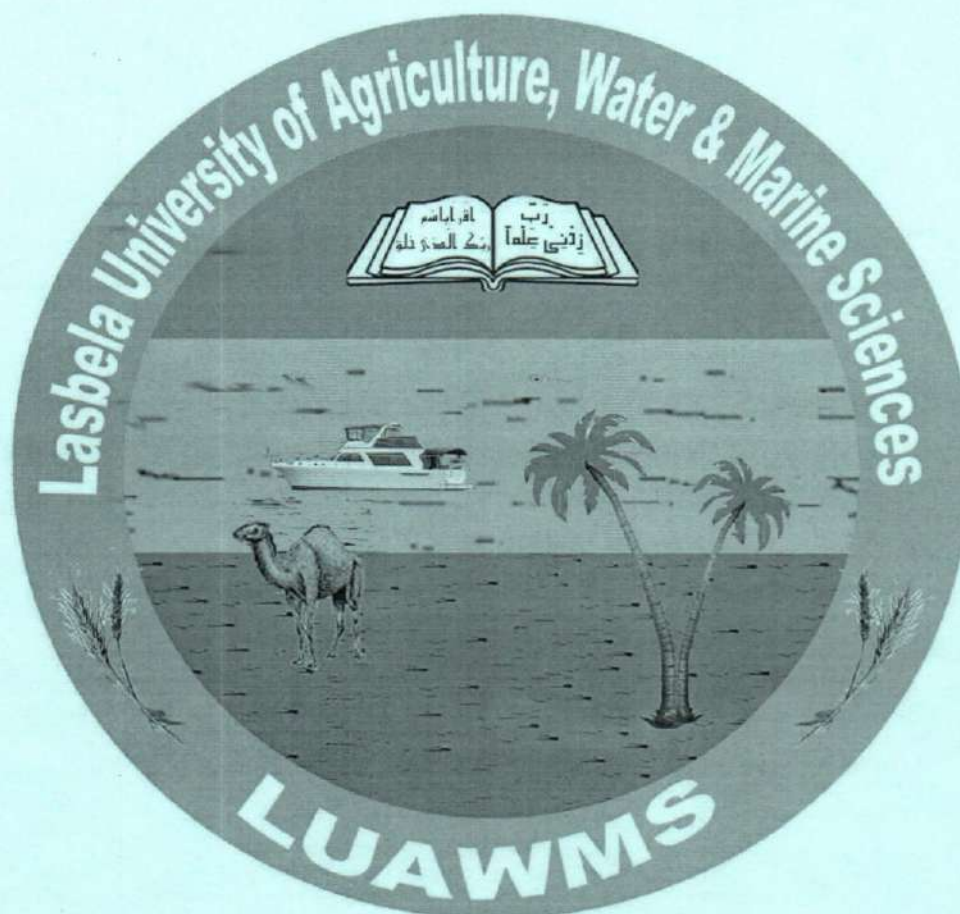


**Lasbela University**  
of  
**Agriculture, Water & Marine Sciences,**  
at Uthal, Balochistan



**LUAWMS ACADEMIC & EXAMINATION  
REGULATIONS 2020**

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LUAWMS Academic & Examination Regulations 2020

**LUAWMS ACADEMIC & EXAMINATION  
REGULATIONS 2020**

**FOR UNDERGRADUATE  
PROGRAM OF STUDIES**

**Lasbela University**  
of  
**Agriculture, Water & Marine Sciences,**  
at Uthal, Balochistan

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Registrar

Lakshmi University of Agriculture  
Water & Marine Sciences UTHAL



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## **Chapter –I**

### **PRELIMINARY**

In exercise of the power conferred by the section 26(1) of LUAWMS ACT No.IX of 2010, the Academic Council is pleased to approve the following “LUAWMS Academic & Examination Regulations 2020” to regulate the routine matters for smooth functions of academics and conduct of examinations at Lasbela University of Agriculture, Water and Marine Sciences (LUAWMS), Uthal.

#### **1. General Principles;**

- i. The “LUAWMS Academic & Examination Regulations 2013” are prepared comprehensively as per requirement of the University and would replace the previous Semester Regulations as well as Examination Regulations and the same would be promulgated as approved by the Academic Council and Syndicate.
- ii. These Regulations are subject to amendment in any clause or part of a clause thereof by the Academic Council, Syndicate or Senate as and when required by these competent forums/authorities.
- iii. It would be the responsibility of Registrar Department to disseminate these Regulations by providing a copy of the same to all concerned and especially to the Controller of Examinations for consultation and proper implementation. Moreover, copies of these Regulations would also be kept in the library for reference and information of the students.
- iv. In case of any amendment/modification done in any clause by the competent forums/authorities as mentioned in No. ii, it would be the responsibility of Registrar Department to collect all the copies wherever delivered and enclose the decision as Addendum or Addenda and redistribute the same to all concerned.
- v. Each Faculty/Department in the beginning of an academic session shall arrange an “Orientation Day” to familiarize the admitted students with semester system and their degree requirements.

#### **2. Short Title and Commencement**

These Regulations shall be called “LUAWMS Academic & Examination Regulations 2013”, shall come into force at once with immediate effect (after approval) and would replace the all existing regulations in this regard.

### 3. Definitions:

In these Regulations unless the context otherwise requires the expressions and words shall have the meaning hereby assigned to them:-

i.	<b>"Act"</b> means LUAWMS Act No. IX of 2010;
ii.	<b>"APPELLATE AUTHORITY"</b> means the Syndicate of the University;
iii.	<b>"CONTROLLER OF EXAMINATIONS"</b> means the Controller of Examinations of Lasbela University of Agriculture, Water and Marine Sciences, at Uthal
iv.	<b>"EXAMINATION STAFF"</b> means the person(s) engaged for the conduct of examinations of the University.
v.	<b>"EXAMINATION CENTRE"</b> means the premises or the places where the University holds the examinations.
vi.	<b>"EXAMINATIONS DISCIPLINE COMMITTEE"</b> means the Examinations Discipline Committee of Lasbela University of Agriculture, Water and Marine Sciences, Uthal, constituted by the competent authority.
vii.	<b>"HEAD INVIGILATOR or CENTRE SUPERINTENDENT"</b> means the Head or Incharge of a centre of Examinations appointed by the Controller of Examinations to conduct an examination of the University
viii.	<b>"INSPECTORS"</b> means Inspectors appointed by the Vice-chancellor to visit and inspect the examination centre;
ix.	<b>"TEACHERS"</b> means Professors, Associate Professors, Assistant Professors and Lecturers engaged by the University
x.	<b>"UNFAIR MEANS"</b> means any wrong or foul means and method or malpractice adopted to give or receive undue benefit in any examination of the University and shall include copying, impersonation, misbehavior, threatening, assaulting the staff of the examination or any other staff authorized to conduct the examination, and other things as may be considered to be 'Unfair Means' under the Rules or Regulations or any Law in force from time to time.
xi.	<b>"UNIVERSITY"</b> means the "Lasbela University of Agriculture, Water and Marine Sciences, Uthal"
xii.	<b>"VICE-CHANCELLOR"</b> means the Vice-chancellor of Lasbela University of Agriculture, Water and Marine Sciences, Uthal
xiii.	<b>"Semester"</b> means duration of 16-18 (minimum-maximum) weeks inclusive of examinations and final results.
xiv.	<b>"Summer Session"</b> means a semester of 8 weeks exclusive of examinations and preparation of results. The contact hours during the Summer Session will be doubled to ensure that the course is completely taught with half of the duration compared to a regular (Fall/Spring) semester.
xv.	<b>"Academic Year"</b> means a year consisting of two regular semesters namely; Fall and Spring Semesters and one optional semesters namely Summer Session.
xvi.	<b>"Academic Calendar"</b> means the calendar for one year mentioning the expected schedule of Spring, Fall and Summer Session and covering all academic activities during a year.



xvii.	<b>“Credit Hour”</b> means one hour teaching of the theory or two hours in practical / lab work per week. The credit hours are denoted by two digits within brackets with a mark of plus (+) in between. The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3+0) means three credit hours for theory, while 4(3+1) means a total of four credit hours, of which three are of theory while one credit hour is for practical/laboratory work.
xviii.	<b>“Credit Course”</b> means a course of study to be completed as requirement for obtaining the degree.
xix.	<b>“Non-credit Course”</b> means a course that shall be mandatory to pass but shall not be counted in calculating GPA/CGPA and shall not have any effect on the academic position of a student.
xx.	<b>“Dean”</b> means Head of the Faculty as mentioned in the LUAWMS Act No. IX of 2010.
xxi.	<b>“Pre-requisite”</b> means a course required to provide basic knowledge to students. Any student failing in the pre-requisite cannot take the advance course.
xxii.	<b>“Department”</b> means institute, affiliated college, constituent college, department or division unless otherwise specified.
xxiii.	<b>“Head”</b> means Chairperson/Director/Head/Coordinator/In charge of a Department / or Principal of a Constituent / Affiliated College.

## Chapter –II

### ACADEMIC REGULATIONS

#### 1. Background/Introduction to Semester System:

- i. Before introduction of semester system, all the academic activities including examinations were conducted under old system defined as **Annual System** of Examination. In that system, the students are evaluated annually on the basis of marks obtained by them and are placed in First, Second or Third Division. This system is replaced as term or semester systems.
- ii. All the academic activities including examinations in American System of Education are defined as **Semester System**. In this System the students are awarded letter grades like **A, B, C, D** and **F** with Quality Point (Q.P) like 4,3,2,1 and 0, respectively. The education is delivered in a process where a student can learn according to his/ her interest and at the pace at which he/she is capable of pursuing the program.
- iii. The faculty continuously evaluates and directs the students to earn their degrees on their cumulative performance throughout the program of study and is not compelled to commit everything to memory for once a year performance. Being the unique system of education, LUAWMS is also conducting examination under Semester System.
- iv. While this system, demanding the commitment to learning and study from the student, simultaneously puts the professional competence, skills and integrity of a teacher to test. The Semester wise grouping / splitting of courses, allocation of teaching time as well as marks for each course and pre-requisites of different courses shall be determined by the respective Board of Studies and approved by the Academic Council. Wherever possible, courses may be split into theory and practical. The respective Board of Studies is at liberty to recommend the modification, integration, expansion and remodeling of the courses in whatever form they like, in order to meet the requirements of the Semester System.
- v. Unlike Annual system where if a student fails in a course(s) he/she has just to attend supplementary exams to clear that course(s), the Semester System requires a student to re-enroll himself/herself in that particular course(s) in the very next session and fulfill all the requirements as a regular student to pass that course. It would be the responsibility of concerned Dean and HoD to prepare their classes to facilitate those students who have enrolled themselves (in previous courses due to failure or low grades) to take classes regularly to fulfill all the criteria to pass the course(s).

#### 2. Uniform Academic Calendar

There would be a uniform Academic Calendar, approved by Academic Council and it is supposed to be strictly followed.

#### 3. Admission

Admissions to various degree programs under semester system shall be governed by the admission policy laid down by the University.



#### 4. Courses and Scheme of Studies

- i. The courses of studies and syllabi of various degree programs of the University shall be developed and recommended by the respective Board of Studies for approval of the competent authority (Academic Council). Such courses and syllabi shall become effective from the date of approval by the Academic Council or any other date as determined by the same authority and notified by the Registrar clearly mentioning the session from which it shall be effective.
- ii. All the courses shall be in conformation to HEC's credit hour scheme.
- iii. The students shall pursue the notified scheme of studies to be approved by the Academic Council from time to time.
- iv. No student shall take any course unless he/she has qualified/fulfilled the prerequisites for it as determined in the scheme of studies.
- v. Each Board of Studies shall determine the Scheme of Studies for the subject(s) and prescribe the course codes as per following coding scheme:
  - a. In letters, there shall be 02 to 04 characters representing the course concerned, for example;

CHEM	04 letters
MATH	04 letters
BIO	03 letters
ECO	03 letters
MS	02 letters, etc.
  - b. There shall be 03 digits, of which 1st shall represent the relevant year and second two digits will represent the semester odd/even accordingly.

#### 5. Course File Organization of Teaching

- i. Each teacher shall maintain his course file comprising the following:-
  - a. Syllabi/course outlines to be taught during each semester
  - b. Course coding
  - c. Examinations schedule / structure
  - d. Weekly lesson plan & quizzes
  - e. Grading policy will identify each activity such as Homework, quizzes, midterm examination, final examination.
  - f. Copy of each homework assignment
  - g. Copy of each Quiz assigned
  - h. Copy of question papers of midterm and final examination
  - i. Copy of award list, detailing statistical data on the grades obtained by students.



- j. Difficulties/problems faced by the teacher and students during classroom /course delivery
- ii. The course files thus compiled shall be approved by the Dean concerned and be made available to the students for guidance during 1st week of each semester by the concerned teachers. A copy of the same shall be kept as record in the office of Dean and Head of the Department. Course file must be compiled and submitted before the start of each semester.

#### 6. Time Frame for Completion of Degree Programs

Maximum duration for completion of degree in various programs shall be as under:-

Degree Program	Maximum Duration
ADE two Years	Three Years
BS Four Years	Six Years
DVM Five Years	Seven Years

- \*- Including the period seized up to one year.
- \*. Including the period seized up to two years.

#### 7. Gazette of Passed Out Students:

The gazette of passed out the students will be approved by the Vice Chancellor and 2<sup>nd</sup> and other gazettes by controller of examinations

#### 8. Change of Course(s)

A student may be allowed to change the (elective) course(s) within two weeks after the commencement of the semester with the permission of Deans/Heads of the faculties/departments concerned. No change of courses shall be allowed beyond this time limit.

#### 9. Withdrawal of Course(s)

- i. With prior approval of the Dean/HoD concerned a student may withdraw a maximum of 50 % of the courses i.e. 02 out of 05 or 03 out of 06, after the announcement of result of midterm examination and before the conduct of final examination. For this purpose, the student shall apply in black & white for withdrawal of the course(s) which shall be notified by the Dean/HoD of the Faculty/department concerned under intimation to the Controller of Examinations.
- ii. Withdrawal shall be represented by 'W' on the semester transcript.

#### 10. Re-organization of various courses

Re-organization of courses according to the requirements or availability of teaching faculty in the faculty/department shall be permissible with the consultation of Controller of Examinations.

## **11. Freezing of Semester/Seize and Re-admission**

- i. A student may discontinue his studies by seeking semester break with the permission of Dean/HoD concerned due to illness duly certified by a Registered Medical Practitioner. The Dean/Head of Faculty/Department would intimate the same to the Registrar for notification. Discontinuation shall not be allowed for more than two years in any case. A student who discontinues with the permission may enroll in the same semester the following year with the written permission from the Dean/Head of Faculty/Department concerned. This condition shall not apply on one year programs.
- ii. A student may also discontinue under the circumstances beyond his control to be determined by the Dean of Faculty/Head of the Department, in each case on a written application by the student. The Dean/Head of Faculty/Department would intimate the same to the Registrar for notification.
- iii. If discontinuation is sought prior to enrollment in the second or subsequent semester, the student shall have not to pay the dues.
- iv. A student who seeks discontinuation shall have to enroll in the program offered by the department as per the courses of studying in vogue at time, s/he restarts.
- v. In general, a discontinuing student will be allowed to start the studies where he/she left off. But in special circumstances, where the program has been discontinued or re-designed, the Dean/Head of the Faculty/Department concerned will have the final authority regarding re-admission of the student or transfer of the credit hours earned by the student before discontinuation, to another course.
- vi. A student can seize his/her semester at any time during semester when circumstances become beyond his/her control.

## **12. Attendance:-**

- i. A student having less than 75% of the attendance in lectures and practical separately shall not be allowed to appear in the final examination of the course(s). The period of absence in case of participation in co-curricular activities with the permission of the Competent Authority will be treated as presence.
- ii. A student may be allowed to avail once Hajj/Umra leaves, 40/20 leaves respectively, during a degree program subject to the condition that s/he should formally apply to the Dean/Head of the Faculty/Department concerned along with intimation of the Hajj application acceptance (under the Private or Government Scheme).
- iii. The student shall avail the Hajj leave with the condition that no alternative arrangement for classes, laboratory work / studies shall be made by the



department concerned. The student shall be responsible to make up the deficiency at his own. In the event of examination, falling during the Hajj period, no separate examination shall be held for such students, however, they may avail the prescribed number of chances as per Regulation 12 read with Regulation 13 of Academic and Examination Regulations 2013. Attendance shall be calculated excluding the Hajj leaves.

### 13. Grading System

- i. The grading shall be done on a scale of 0 – 4.

Grade	Value	Marks	Remarks
A	4	80-100%	Excellent
B	3	65-79%	Good
C	2	50-64%	Satisfactory
D	1	40-49%	Pass
F	0	Below 40%	Fail

Note: The fraction in percentages may be rounded up by whole numbers, keeping in view the mathematics formula of Rounding up Data, i.e. the percentage of 49.4 would be rounded to 49 and student would be awarded "D" Grade and 49.5 would be rounded to 50 and the student would be awarded "C" Grade.

A candidate has to meet the criteria of minimum passing marks as 40% for each component of course i.e. Theory and Practical individually.

- ii Fraction of marks obtained in a course shall be rounded to the nearest mark, e.g. 64.4 shall be considered as 64(Grade 'C') and 64.5 shall be considered as 65 (Grade 'B').

#### Example

Examination	Weight (%)	Marks Obtained	
		Case A	Case B
Mid Term Test	30	14.0	14.1
Quiz/Assignments/Attendance etc	20	10.3	10.3
Final Examination	50	40.1	40.1
<b>Total:</b>	<b>100</b>	<b>64.4</b>	<b>64.5</b>

- iii In order to calculate the GPA, individual Grade Points shall be calculated with the help of Quality Points table for individual courses; the Grade Points of all courses shall be added up and shall further be divided by the total number of Credit Hours for the Semester to get the GPA.

$$\text{GPA} = \text{Total Quality Points} / \text{Total Credit Hours}$$

Example No.1 (With Courses of Equal Credit Hours):



### Course Grades

Course Code	Credit Hours	Marks Obtained	Quality Points	Grades	Grade Point Average GPA
531	3	50	12	A	<b>GPA = QPs/CHs</b> <b>GPA = 50/18</b> <b>GPA = 2.78</b>
534	4	49	11	C	
547	5	71	17	B	
550	2	10	00	F	
571	4	46	10	B	
Total Credit Hours	<b>18</b>	Total Quality Points	<b>50</b>		

- iv. Suppose, a student did not appear in courses 550 and 571 mentioned in the example. The GPA for the semester, in this case, shall be calculated as follows:

### Course Grades

Course Code	Credit Hours	Marks Obtained	Quality Point	Grades	Grade Point Average GPA
531	3	50	12	A	<b>GPA = QPs/CHs</b> <b>GPA = 40/18</b> <b>GPA = 2.22</b>
534	4	49	11	C	
547	5	71	17	B	
550	2	Absent	0	F	
571	4	Absent	0	F	
Total Credit Hours	<b>18</b>	Total Quality Points	<b>40</b>		

- v. In case of withdrawal of the same courses GPA is calculated as follows:-

### Course Grades

Course Code	Credit Hours	Marks Obtained	Quality Point	Grades	Grade Point Average GPA
531	3	50	12	A	<b>GPA = QPs/CHs</b> <b>GPA = 40/12</b> <b>GPA = 3.33</b>
534	4	49	11	C	
547	5	71	17	B	
550	W	W	W	W	
571	W	W	W	W	
Total Credit Hours	<b>12</b>	Total Quality Points	<b>40</b>		

## **Chapter –III**

### **EXAMINATION REGULATIONS**

#### **1. Calculation of GPA/CGPA:**

The grade point will be worked out on the basis of percentage of marks obtained by a student in each course separately according to the following conversion table (Quality Points Table for GPA/CGPA). In this system, one credit hour carries twenty marks.

Grade Point Average (GPA) / Cumulative Grade Point Average (CGPA) will be calculated at the end of each semester in accordance with Sum of Quality Points / Sum of the Credit Hours.

$$\text{GPA/CGPA} = \text{Sum of QPs} / \text{Sum of CHs}$$

## 2. Quality Points Table

One Credit		Two Credits		Three Credits		Four Credits		Five Credits	
20		40		60		80		100	
D-8	1.00	D-16	2.00	D-24	3.00	D-32	4.00	D-40	5.00
9	1.50	17	2.50	25	3.50	33	4.50	41	5.50
C-10	2.00	18	3.00	26	4.00	34	5.00	42	6.00
11	2.33	19	3.50	27	4.50	35	5.50	43	6.50
12	2.67	C-20	4.00	28	5.00	36	6.00	44	7.00
B-13	3.00	21	4.33	29	5.50	37	6.50	45	7.50
14	3.33	22	4.67	C-30	6.00	38	7.00	46	8.00
15	3.67	23	5.00	31	6.33	39	7.50	47	8.50
A-16	4.00	24	5.33	32	6.67	C-40	8.00	48	9.00
		25	5.67	33	7.00	41	8.33	49	9.50
		B-26	6.00	34	7.33	42	8.67	C-50	10.00
		27	6.33	35	7.67	43	9.00	51	10.33
		28	6.67	36	8.00	44	9.33	52	10.67
		29	7.00	37	8.33	45	9.67	53	11.00
		30	7.33	38	8.67	46	10.00	54	11.33
		31	7.67	B-39	9.00	47	10.33	55	11.67
		A-32	8.00	40	9.33	48	10.67	56	12.00
				41	9.67	49	11.00	57	12.33
				42	10.00	50	11.33	58	12.67
				43	10.33	51	11.67	59	13.00
				44	10.67	B-52	12.00	60	13.33
				45	11.00	53	12.33	61	13.67
				46	11.33	54	12.67	62	14.00
				47	11.67	55	13.00	63	14.33
				A-48	12.00	56	13.33	64	14.67
						57	13.67	B-65	15.00
						58	14.00	66	15.33
						59	14.33	67	15.67
						60	14.67	68	16.00
						61	15.00	69	16.33
						62	15.33	70	16.67
						63	15.67	71	17.00
						A-64	16.00	72	17.33
								73	17.67
								74	18.00
								75	18.33
								76	18.67
								77	19.00
								78	19.33
								79	19.67
								A-80	20.00

**Note:** 6 or more credit hours will be calculated in a similar fashion.



### **3. Duration of Semester:**

The academic session will be divided into two regular semesters (Fall and Spring) and one summer session. The regular semesters will comprise of **16 to 18** weeks (including registration and examinations), and summer session will be comprised of **08 to 09** weeks (including examinations).

### **4. Summer Semester:**

- i. The summer session may be offered on the availability of at least 10 students for a particular course. The tests/examination will be conducted as per pattern of regular semester. The faculty member who will teach during summer session will be compensated as one basic pay/per month at least or earn leaves at the rate of non teaching staff of the LUAWMS.
- ii. A student can enroll maximum 12 twelve credit hours (three to four courses) in summer semester.
- iii. 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.

### **5. Eligibility for Examination:**

- i. A student will be eligible to sit in the examination provided that he /she:
  - a) Has been on the roll of the University during that semester.
  - b) Has registered himself / herself for the courses of studies.
  - c) Has attended not less than 75% of the classes in theory and practical / laboratory demonstrations of each course.

### **6. Examination Procedure:**

- i. The Deans/Chairmen/HoDs shall prepare & submit date sheet for exams, after proper scrutiny of clashes, to the Controller of Examinations for final notification.
- ii. All examinations of the University shall be held according to the venue and date sheet proposed by the Deans / chairmen/ HoDs concerned and notified by the Controller of Examinations.
- iii. Each Dean/HoD would also be responsible to provide the data to Examinations Department regarding name and number of students appearing for exam in each course with names of their concerned teachers, at least two weeks prior to the beginning of exams.
- iv. Each Dean/HoD would also be responsible to provide the list of names of all

Faculty members and Naib Qasids to Examinations Department for assigning invigilation and other duties at least two weeks prior to the beginning of exams.

- v. Each Dean/HoD would be responsible to deliver the requisition for Admit Cards/Answer books/ Supplementary or other stationery items at least two weeks prior to the beginning of exams.
- vi. No person other than the candidates, University Officer and / or inspectors (appointed by Vice Chancellor), Dean of Faculty, Head of Department, Invigilators and other workers appointed for the Examinations work will be allowed to enter the premises of examination Centre.
- vii. The Hall Superintendent must ensure, from day to day, that each candidate has required Admit Card issued to him/her by the University, that each Invigilator affixes his signature on the space provided on the cover of all answer books and supplements of all the candidates under his supervision for each and every sitting before handing over the answer books to the Head of the Academic Department and that they obtain signature of all the candidates, at every sitting without fail on the form supplied to them for this purpose.
- viii. No candidate shall be admitted to the Examination, who arrives at the place of examination late by more than a quarter of the total time fixed for the paper.
- ix. No additional time shall be allowed to any candidate for answering a paper, on the ground of illness, accident or other cause, however the candidate(s) will be compensated when any loss of time is caused by any act of omission on the part of the University.
- x. If a candidate's paper is lost after having been received by the invigilator, and if he / she passes in all other subjects of the Examination, in missing paper, he / she may be awarded average marks obtained in all other papers in that semester, by the Controller of Examinations, after all the investigations are made by the Dean/ HoD concerned with the final approval of the Vice Chancellor. However, a strict warning shall be issued by the Registrar to the concerned official(s) responsible of the negligence of duty under intimation to all concerned authorities.
- xi. The Chairman / Dean concerned shall receive answer books and spare extra sheets from the office of the Controller of Examinations according to the date sheet and number of students appearing in the respective Examination.
- xii. Attendance record of students and invigilation staff may be obtained on a sheet of paper as soon as the Examination starts.
- xiii. Candidates shall legibly write in their own hand writing, their full names and Registration number on the attendance sheets. The candidate shall not be allowed to use any ink other than blue or black.



## **7. Distribution of Question Papers:**

- i. Question papers shall be distributed among the candidates exactly at the time fixed for paper, neither earlier nor later.
- ii. Packing / Dispatching of Answer Books & Result sheets;
  - a. After the evaluation process, the answer books shall carefully be packed as given below:
    - i. There shall be separate packets / covers for each subject.
    - ii. One copy of each of the result sheet (duly countersigned by the Head of Academic Department) may be placed in each packet / cover and another copy together with the students' attendance sheet, should be forwarded in a separate cover to the Examination Department.
  - b. Each packet cover, shall bear:
    - i. Name of Faculty/Department
    - ii. Name of the subject.
    - iii. Course code
    - iv. Semester / Batch.
    - v. Total number of the answer books packed in it.

## **8. Offence and Expulsions:**

- i. The Hall Superintendent may instruct the invigilators to bring into their notice about all attempts of copying or communication by candidates to each other and should report to the Controller of Examinations.
- ii. The Hall Superintendent shall expel any candidate from examination of the day found copying or for any other offence considered serious by him/her and report cases of expulsion and / or of offences to the Controller of Examinations together with explanation of the candidate (if he / she has any to make) and the report of the invigilator concerned.

## **9. Responsibilities of the Hall Superintendent:**

- i. The Hall Superintendent shall ensure that all the invigilators and the candidates follow the instructions carefully.
- ii. The Hall Superintendent will ensure that no candidate enters in the examination hall without admit card.
- iii. The Hall Superintendent will ensure that no candidate enters in the examination hall with mobile phone. If a student/candidate brings a mobile phone or any such electronic device in the exam hall, the superintendent will collect the same, switch



off and keep in his custody at the candidate's risk till the exam ends.

**10. Instructions to Invigilator(s):**

- i. Invigilator(s) must see, from day to day, that each candidate produces the admit card issued to him by the University.
- ii. The distribution of answer books shall be done by the invigilators after, not before the candidates have occupied their seats. Supplements shall be given only when the books previously given are written in. Candidates must be told to write on both sides of the pages of the answer books. The concerned teacher shall keep a record of the supplement sheets used and will hand over the record to Controller of Examinations office as well as to Dean/HoD.
- iii. Invigilators should take particular care to collect from candidates all answer books supplied to them, whether used or unused.
- iv. Invigilators shall immediately bring to the notice of the Head Invigilator/ Hall Superintendent all attempts of copying or communication by candidates to each other.

**11. Responsibilities of Invigilator(s):-**

**The Invigilator(s):**

- i. Shall not engage in unnecessary conversation with any candidate during the examination and shall not read what the candidates write.
- ii. Shall not give any kind of explanation connected with the questions set in the paper.
- iii. Shall not do any private or office work during the hours of supervision, nor should on any account admit outsiders to the place of Examination.
- iv. Shall not give copies of the question paper set to anyone who is, not a candidate sitting for the examination.
- v. Shall return all the unused answer-books and supplements to his/her respective Chairman/HoD who will submit these back to the Examination Department along-with the utilization statement as soon as the examination completes.

**12. Paper Setting and Marking:**

- i. The final examination of the course (s) (Theory & Practical) of a semester shall be held separately. The worth of final paper (theory) of the semester will be up to 30% and 70% for Objective and Subjective respectively. The time limit for objective paper would be 40 seconds/per test item.
- ii. All teachers of various classes will set different question papers of their individual

examination and submit those to the Chairman / Dean concerned for review and approval.

- iii. The answer books will be marked by the respective teachers individually or collectively as may be detailed by Head of Department / Dean.
- iv. The concerned Dean/ HoD will assign the duties for the invigilation / supervision of the examination of the course, marking of the answer books and preparation of result sheets for onward transmission to the Controller of Examinations.

### 13. Rates of Remuneration for Paper Setting and Marking:

In the semester system of examination, the assessment is part of teaching; hence no teacher will be paid for paper setting/marking. The following rates of remuneration for paper setting/marking will be applicable for the assessment other than the students of LUAWMS.

i.	Paper setting	Rs. 1000/- per paper
ii.	Paper Marking	Rs. 50/- Per Answer Sheet
iii.	Contingency	Actual

### 14. Evaluation Process

- i. The evaluation of the students shall be done by term papers/assignments, presentation(s) and Quizzes, mid-term and final exams etc (and its proper record shall be maintained for verification).
- ii. The teacher concerned is responsible for the evaluation of work/performance of the students of his/her class and for the award of grades to them on the basis of evaluation.
- iii. The number and nature of tests and assignments depend on the nature of course. However, in each course, there shall be at least two tests, mid-term and final examination. However the proportionate worth shall be as under:

#### Theory:

1 <sup>st</sup> Quiz	=05%
Mid Term Test	=30%
2 <sup>nd</sup> Quiz	=05%
Teacher's Discretion /Assignments	=10%
Final Examination	=50%
<b>Total</b>	<b>=100%</b>

**Practical:** For practical examination (if applicable) 100% worth of credit hour(s) will be towards final examination with the following distribution:



**Practical:**

Journal Practical	=10%
Quiz	=40%
Viva Voce	=50%
<hr/>	
<b>Total</b>	<b>=100%</b>

- iv. In view of the worth for various examinations. The duration for various tests/examinations shall be as follows:
- a) Midterm Test =One to Two Hours
- b) Final Examination =Two to Three Hours
- v. Schedule of examination for Midterm examination and Final Examination shall be notified by the Dean Faculty/Head of the Department in the beginning of a semester. In this regard each teacher shall submit his semester plan to the Dean/Head of the Faculty/Department in advance. The same shall be authenticated by the Dean Faculty/Head of the Department concerned.
- vi. After holding the final examination each teacher shall prepare three copies of the result/award lists on a prescribed format. S/he shall retain one copy with him/her, send one copy to the Dean/Head of the Faculty/Department and one copy to the Controller of Examinations along with attendance sheet, answer books and question paper. The Controller of Examinations shall prepare the final result and submit it to Vice Chancellor for approval. After the approval, the result shall be notified by the Controller of Examinations and a copy of the same shall be submitted to the Dean/HoD concerned. After deciding the appeals / written complaints/incomplete results, if any, the scripts of each test shall be kept in record by the Controller of Examinations along with the copy of final result notification.
- vii. Results of each semester along with scripts shall be forwarded to the Controller of Examinations, within the prescribed period as mentioned in Examination Regulations.

**15. Promotion and Award of Degrees**

- i The following CGPA is required for promotion to next semester:

Semester	CGPA	Semester	CGPA
First	1.20	Second	1.30
Third	1.40	Fourth	1.50

Fifth	1.60	Sixth	1.70
Seventh	1.80	Eighth	2.00
Ninth (DVM)	2.00	Tenth (DVM)	2.00

ii **Promotion and Award of Degree of MA & ADE programs.**

Semester	CGPA	Semester	CGPA
First	1.20	Second	1.50
Third	1.70	Fourth	2.00

**Required for award of degree at least = 2.00 CGPA**

- iii The student must appear in final examination (at least 80% Courses/Credit Hours) of the semester and maintains the required GPA/CGPA as mentioned above.
- iv Award of position(s) shall be decided on the basis of GPA/CGPA. The percentage of obtained marks will play role to decide the position(s) if the GPA/CGPA is a tie.
- v Degree shall be awarded by the Controller of Examinations to those candidates who have completed the degree requirements by obtaining at least a CGPA of 2.00, with in time limit.
- vi In case a student could not qualify to promote to next higher semester he/she shall repeat the whole semester with next batch (maximum two times).

**16. Award of Associate Degree in Education :**

The student admitted in the B.Ed (Hons) program and he/she completes the four semester of B.Ed ( Hons) and she/he wants to leave the program, he/she may be granted the ADE degree. But this would not be encouraged at main campus.

**17. Grade Appeal:**

- i If the student is not satisfied with the evaluation of his / her marks, he / she may convey this in writing to the course teacher with a copy to the Chairperson/Dean within 7 days of announcement of the result;
- ii If the course teacher is not able to resolve the issue then the student concerned will appeal to the Dean through the Chairperson. The Dean shall hold a hearing within seven (7) days and may invite the course teacher and the student involved to hear the



grievance. The Dean will recommend solution to the Vice Chancellor for further orders;

- iii The student if not satisfied, may however, make review petition to the Vice-Chancellor, who may order to the Dean to offer his comments or discuss the case in person and also submit his / her written recommendation on the petition to the Vice-chancellor for his perusal; the decision of the Vice-chancellor shall be final and conclusive.

#### **18. Submission of Final Results:-**

- i The final results (award lists) of all the examinations shall be completed and submitted to the Controller of Examinations under sealed cover along with the attendance sheet, question papers and answer books of the students as per the following schedule:
- ii The result of a class where number of students are 20, 50, and more than 50 the result must be submitted to the Controller Office within 3, 5 and 7 days respectively.
- iii The Controller of Examinations with prior approval of the Vice Chancellor shall announce the result within 15 working days from the date the final examination is over.
- iv In each faculty, the respective faculty Coordinator will examine all problems regarding uniformity/standards in tests, examinations, assignments etc. before the declaration of the results for the Semester, or any appeal from the student or teacher or any other related matter.
- v After receiving the answer books, if a discrepancy of numerical nature in the marking of the scripts comes to the notice of the Controller of Examinations, he shall take action to get it rectified or otherwise the case will be referred to Examination Disciplinary Committee.

#### **19. Examination Fee:-**

Each student is required to pay the university examination fee in each semester at the rate notified from time to time by the University Authorities, failing which s / he will not be allowed to appear in final examination. The re-appear fee of the examination shall also be paid by the candidate along with his / her examination form for re-appearing / improving.

#### **20. Publication of Results**

- i The result of a particular examination before notification shall be submitted to the Vice Chancellor for approval.
- ii The Vice-Chancellor may order with-holding the result of a particular candidate or

candidates, if it is considered necessary in the interest of the University to do so.

- iii In case the result of a particular candidate(s) be wrongly declared and mistake is of serious nature the Vice-Chancellor shall issue orders that the mistake be rectified accordingly and results will be re-notified under intimation of all concerned.
- iv After the notification of the result, each candidate shall receive a semester Detail Marks Certificate. The transcript shall be signed by the Controller of Examinations on payment of prescribed fee decided by the university from time to time.

#### **21. Re-Checking/Re-Counting of Answer Book**

- i. The student applies in writing for re-checking on payment of prescribed fee at the rate determined from time to time, within **seven** days after the result notification. The approval of the same will be granted by Vice Chancellor. The Registrar Office will constitute a committee on the recommendations of Dean/HoD concerned to re-check the paper(s), and the decision of the committee will be final.
- ii. However the re-counting shall be allowed if a student is not satisfied and applies in writing on payment of prescribed fee at the rate determined from time to time, within **fifteen** days after the result notification.

Re-counting will be done to ensure that:

- a. Totals have been rightly brought forward
- b. There is no mistake in the grand total on the cover/ title page of the answer book
- c. No portion of the answer-book has been left un-marked and / or the answer-book has not been changed;

#### **22. Storing Answer Books/ Award Lists:**

Answer Books of different examinations shall be stored for a period of two years after which these shall be destroyed and award lists and exam forms will be destroyed after a period of fifteen years.

#### **23. Issuance of Certificate(s) /Degree(s):**

- i. The Examinations Department shall issue Provisional certificates, Final Transcripts (Detailed Marks Certificates), Result Cards and Degree etc. on prescribed formats to the successful candidates on request/demand on payment of prescribed fee, as prescribed by the University from time to time.



- ii. In case of loss of any document, Duplicate of the same will be issued subject to following procedures i.e.
  - a) Publication in a local news paper, as s/he lost her/his document;
  - b) Affidavit on judicial stamp paper of Rs. 50/- duly attested by an oath commissioner;
  - c) Deposit of prescribed fee;
  - d) A photocopy of lost document (if available).

#### **24. Verification of Certificate(s)/ Degree(s):**

The request of the candidates regarding verification of their Certificate(s) or Degree(s) will be considered by the University after receipt of fee as prescribed by the University from time to time. The request shall be addressed to the Controller of Examinations.

#### **25. Repeating Courses:**

- i Whenever a student fails or gets a 'D' grade, he/she can reappear, or improve his/ her GPA at the immediate next session when the examination for that course will be conducted. However, a student who fails in any course/subject may reappear two times in the examination of that subject(s). The fee of examination will be Rs.500/- per course/subject, per attempt. The repeated course(s), in both cases, will be marked under asterisk (\*).
- ii A student who has passed the final degree examination and is placed in "D" grade or has maintained less than 2.00 CGPA may be allowed one more chance to improve his/ her Grade/CGPA of the final year only. However, if a student qualifies the degree with minimum 2.00 CGPA, he shall not be allowed to enroll further courses.
- iii If a student absents himself/ herself in final examination for the reason of sibling or parents' death, one week prior to the conduct of final examinations or during final examinations. The separate examination will be held him/her, after the conduct of regular examinations. While the student may be allowed to reappear in midterm examination if he has genuine reason for that with the approval of Dean/HoD concerned.
- iv During regular semester, a student will be allowed to enroll up to 6 credit hours of his/her failed/ D grade courses. However, the student of last year shall be allowed to enroll maximum 15 credit hours failed/ D grade courses.
- v In case a student failed in a particular subject which is not offered next year due to re-design of program, the concerned Dean of Faculty/Head of the Department will have the final authority to offer and arrange that previous course or ask the student to enroll in a re-designed course, as and when convenient.

- vi If any student fails in the practical or theory of a course, he/she will have to pass the failed portion and till that his/her subject will be considered as fail and Quality points of passed portion will be considered when the failed portion will be passed by student.

## **26. Provision of Hope Certificate**

The Dean/HoD of concerned Faculty/Department may issue a hope certificate to any student according to his/her previous academic record and s/he has appeared in the final examination of his/her last semester of the program.

## **27. Award of Medals:**

Gold medal will be awarded in each degree program of study to the students, who fulfill the following conditions:-

- (i) A gold medal shall be awarded to a student who has secured the highest CGPA in the scheme of study at Faculty level, prescribed for the degree program and Obtained not less than 3.50 CGPA;
- (ii) Passed examination of each course(s) of study in first attempt, with no 'D' grade(s) in whole degree program;
- (iii) Not repeated / improved any course in whole degree program;
- (iv) Completion of degree within minimum prescribed period;
- (v) Good moral character with no disciplinary action.
- (vi) Gold Medal shall not be awarded if the number of students for a particular class is less than 5.

## **28. Award of Merit Certificate:**

The Contrôller of Examinations may issue merit certificates to the students who secure 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> positions in their classes.

- (i) A merit certificate shall be awarded to a student who has secured the highest CGPA in the scheme of study at Faculty level, prescribed for the degree program and Obtained not less than 3.00 CGPA;
- (ii) Passed examination of each course(s) of study in first attempt, with no 'D' grade(s) in whole degree program;
- (iii) Not repeated / improved any course in whole degree program;
- (iv) Completion of degree within minimum prescribed period;
- (v) Good moral character with no disciplinary action.
- (vi) The merit certificate shall not be awarded if the number of students for a particular class is less than 5.

## **29. Specimen of Examination Form:**

The following specimen of Examination Form as well as admit Card for the conduct of examinations of regular / failure / improver students is prepared:





Part-I

Regular / Improver / Failure

**Lasbela University of Agriculture,  
Water & Marine Sciences**  
(Examination Form)

Form No. ....

Exam fee of Rs. \_\_\_\_\_ vide Bank Challan No. \_\_\_\_\_

Dated \_\_\_\_\_ Deposited for exam of the degree \_\_\_\_\_

Semester \_\_\_\_\_ Registration No. \_\_\_\_\_

Department \_\_\_\_\_ Faculty \_\_\_\_\_

Name: (Block letters) \_\_\_\_\_

Father's Name: (Block letters) \_\_\_\_\_

C. N. I. C: \_\_\_\_\_

Phone: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Photograph

I wish to appear in the following subjects/papers and practical as a regular candidate:-

Sr	Course Title	Code	CHs	Sr	Course Title	Code	CHs
01				01			
02				02			
03				03			
04				04			
05				05			

For the Students who have already appeared at the \_\_\_\_\_ Semester Exam and previously declared failure or otherwise wants to improve the following paper(s)/ Subject(s), the detail of each Exam is given below:-

Sr	Course Title	Code	CHs
01			
02			
03			
04			

Signature of Student

Part-II



**Lasbela University of Agriculture,  
Water & Marine Sciences  
(Admit Card)**

Regular / Improver / Failure

Form No. ....

Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Registration#: \_\_\_\_\_ Degree/Program: \_\_\_\_\_ Semester: \_\_\_\_\_

Batch: \_\_\_\_\_ Faculty/Department: \_\_\_\_\_

**Photograph**

Appearing in following subject(s):

Sr	Course Title	Code	CHs	Sr	Course Title	Code	CHs
01				01			
02				02			
03				03			
04				04			
05				05			

Failure/ Improver Papers:

Sr	Course Title	Code	CHs
01			
02			
03			
04			

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of Principal/HoD/Dean

\_\_\_\_\_  
Controller of Examinations

(Pat-III)

**DECLARATION BY THE STUDENT**

I hereby declare that I am appearing in the Examination of \_\_\_\_\_ for which I have already filled in the form and paid the prescribed fee.

If I am permitted to appear in the Examination, I undertake to submit without demur or protest to the decisions of LUAWMS, as far as the Examination and its results are concerned.

I further do hereby declare that this form is in accordance with the provision of the University Rules and Regulations framed therein and in case any error, omission or irregularity is detected in the form at any stage before or after the commencement of the Examination, the form shall be liable to be rejected and I shall abide by the decision of the University.

Dated: \_\_\_\_/\_\_\_\_/20\_\_\_\_

(Signature of Student)



(Part –IV)

CERTIFICATE TO BE SIGNED BY THE CONCERNED PRINCIPAL/HOD/CHAIRMAN/DEAN

I certify that Mr./Mrs. /Miss .....Reg. No. ....

- i. Has attained ..... % attendance, and has studied subject(s) mentioned by him/her for the above Exam form under my direction.
- ii. Has attended 75% of the lectures delivered in the subjects.
- iii. Has done to my satisfaction all the written work as desired by concerned teacher(s) and
- iv. Maintained discipline and good moral character during the Semester, and having regard to his / her satisfactory attendance, progress, and character, he / she is eligible to appear in above said Examination as per prescribed rules and regulations of the Examination of the University.

Remarks (if any): \_\_\_\_\_

Signature of the Principal/HOD/Dean



(Part-V)

**IMPORTANT INSTRUCTION FOR FILLING UP THE EXAMINATION FORM**

**The form will be rejected if:-**

- I. the entries regarding full name, subjects and other columns of information are not clearly mentioned in the form and if required documents which are to be enclosed with this admission form are not properly filled in and/or are not authenticated by the Head of Department/ Dean;
- II. Subject(s) which is/are not taught in the University or those which involve practical(s) cannot be offered to external candidates;
- III. Form submitted after the prescribed date shall not be accepted;
- IV. The options and exemptions once exercised by a candidate shall be considered final;
- V. All the entries in the form should be made in the BLOCK Letters;
- VI. Form should be thoroughly checked before it is forwarded to the Examination Department. The entire responsibility for any eventual mishap to the candidate at the Examination on account of any inaccuracy or omission in the form shall be on the candidate;
- VII. The University shall not be responsible for any eventual mistake, in the result of candidate, if the form is not correctly filled in, and if there is any omission of subject/paper or of the material fact:-
- VIII. The candidate, who has been allowed to take admission to the next higher class under regulation No. 5 of LUAWMS Semester Regulations, is/are required to fill in the separate column for his/her failed or repeating courses and pay separate examination fee (Rs.500/-) for each course.

Note: All these (four) parts will be got printed on only two pages (back to back).



## **Chapter –IV**

### **EXAMINATION UNFAIR MEANS RULES**

#### **1. Composition of Examination Discipline Committee**

- i. There shall be an Examination Discipline Committee appointed by the Vice-Chancellor consisting of:
  - a. A Senior Dean to be appointed by the Vice Chancellor as Chairperson
  - b. All Deans and HODs (members)
  - c. Registrar (member)
  - d. Controller of Examinations (member)
  - e. Deputy / Assistant Controller (Secretary)
  - f. The reporting invigilator (member)

#### **2. Functions of the Examination Discipline Committee**

- i. The functions of the Examination Discipline Committee shall be:
  - a. To deal with and scrutinize the cases of the alleged use of unfair means by the candidate(s) appearing during any University examination
  - b. To deal with all other matters affecting the discipline of the candidates during University examination
  - c. To recommend punishment for those candidates who adopt malpractice and create indiscipline during the examination;
- ii. The Committee shall frame charges and communicate to the student together with a statement of allegations, explaining the charges and of any other relevant circumstances, which are proposed to be taken into consideration.
- iii. The student is required within a reasonable time, to submit his/ her explanation, which shall not be more than 7 days, from the day of issue of the charge Sheet.
- iv. The members of the Examination Discipline Committee other than Ex-officio members shall hold office for two years;
- v. The quorum for a meeting of the Examinations Discipline Committee shall be at half of the composition, fraction shall be counted as one.

### **3. Notice and Ex-Party Decision**

Notice of hearing shall be given to the candidate by hand. In case he / she is not available, the notice on postal address given by the candidate may be sent under registered post. If he/she fails to submit the reply to the Examination Discipline Committee within stipulated time period, the Committee shall take ex-party decision.

### **4. Recommendations of the Examination Discipline Committee**

The Examination Discipline Committee after taking into consideration the evidence on record, and the explanation and evidence given by the candidate, will give its recommendations in writing to the Vice-Chancellor for final approval. A copy of the decision will be supplied to the candidate.

### **5. Appeals**

A candidate aggrieved by the decision of the Examination Discipline Committee may prefer a written appeal to the Vice Chancellor, the first appellate authority within 14 days of imposition of the penalty. The Academic Council shall be the final appellate Authority. The aggrieved student shall submit a written appeal to the Academic Council through Registrar within 30 days of rejection of appeal for review by the first appellate authority. His appeal shall be tabled by the Registrar in the forthcoming meeting of the Council for review. The decision of Academic Council shall be final.

### **6. Representation by any Legal Advisor**

No Lawyer or any Legal Advisor shall be allowed to appear on behalf of accused candidate, but only he/she shall be heard in person.

### **7. Powers of Vice-chancellor to award Punishment in cases of disturbances in Examination**

Notwithstanding anything contrary to the Regulations, the Vice-Chancellor shall have the powers to summarily award suitable punishment without reference to the Examination Discipline Committee, to any candidate / student on the rolls of University or to any person who creates disturbances of any kind during the examination or otherwise misbehaves in or around any examination hall or becomes arrogant or insolent with the invigilating staff or the University officers / officials.

### **8. Behavior of the Candidate in the Examination Hall and Around the Examination Centre**

#### **Every Student shall observe the following**

- i. He/she must devote himself/herself faithfully to his responsibilities and obey the



- ii. rules, notified by the University from time to time;  
He/she must observe thrift and protect University's property.
- iii. **No Student shall**
  - a. smoke in class room, laboratory, workshop, examination hall or convention hall or during academic function
  - b. indulge into activities involving violence or hatred or contempt
  - c. use pressure tactics, political or personal during the examinations to influence the staff on exam duty.
  - d. copy or help others in copying in examination or cause by any means any disturbance in examination including harassment of any invigilator or other invigilating staff or staging of walkout by himself / herself or by forcing others to do so
  - e. bring, keep or use any kind of weapon or fire arm within the Examination Center/ University
  - f. refuse to obey the orders of Invigilator or changes his / her seat with another candidate or create disturbance of any kind during the particular paper of an examination or misbehaves in or around the Examination Hall.

In addition, if he/ she threatens to commit or commits breach of peace and law he/ she may be prosecuted under relevant law in force and handed over to the Police, if it is a cognizable offence.

#### **9. Possession of Unauthorized Material/ Unfair Means**

If a candidate is found having in his / her possession papers, books or any other material which might possibly be of assistance to him/ her, he/she shall be deemed to have used unfair means.

#### **10. Unfair Means**

Subject to the generality of the word as defined, unfair means shall also include the following:

- i removing a leaf from answer book;
- ii using abusive or offensive language in his / her answer book;
- iii making an appeal to the examiner in his / her answer book;
- iv making false representation in his/ her application form or any document produced by him / her;
- v forging another persons signatures on his / her examination form, or any other document;
- vi refusing to obey instructions issued to him / her by the University in

- connection with an examination;
- vii refusing to obey Invigilator or any other staff member or person deputed for the purpose in the examination hall, or
  - viii giving or receiving assistance or allowing any other candidate or copy his / her answer book;
  - ix communicating or attempting to communicate with examiners with the intention of influencing them in the award of marks;
  - x creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall,
  - xi copying from any paper, book or note or by any other means;
  - xii making prior arrangement to cheat in the examination such as smuggling in or out a question paper or an answer book in whole or leaves thereof, impersonation or misconduct of a serious nature;
  - xiii attempting to induce, directly or indirectly any official of the University or any person engaged in connection with an examination to give any kind of undue assistance to him / her including disclosure of guarded information;
  - xiv taking the whole or a part of any answer book or a supplement into or out of an examination centre.
  - xv substituting the whole or a part of an answer book or a continuation supplement sheet of an answer book or a continuation / supplement sheet not duly issued to him / her for the examination;
  - xvi forging, mutilating, altering, erasing or otherwise tampering with any document connected with an examination or making undue use of such document or abetting in the commission of such offences;
  - xvii abetting or attempting and of holding to use these or any other unfair Means;
  - xviii carrying and the holding with him/her the mobile phone and or other such electronic devices during the exam.

## **11. Punishment**

If the competent authority under these regulations comes to the conclusion that the candidate is guilty of unfair means within the purview of these regulations, the competent authority shall record such opinion and the disqualifying in that subject, semester or debar the candidate for two semesters including the examination of that semester in which the candidate was found guilty of unfair means or any award other punishment deemed necessary.

## **12. Possession of Fire Arms, Assault or Impersonation**

If a candidate is found guilty of:

- i. Possessing fire arms or anything capable of being used as a weapon of offence in or around an examination hall;
- ii. Assaulting or threatening to assault any person in-charge of an examination



- iii. centre or any other person employed in connection with an examination; or Abetting in or committing misconduct of a serious nature such as impersonation, abetting or threatening to assault any person engaged in connection with an examination or any other staff member of the University.

The competent authority shall record such decision and debar the candidate for a period which shall not exceed four semesters. In case of impersonation, both the 'Impersonator' and the 'Impersonated' Candidates shall equally be responsible and both are liable to be imposed an equal penalty there upon.

### **13. Impersonator and/or Impersonated not on the Roll of the Institution**

If the impersonator is not on the roll of the University, the competent authority may order his / her expulsion from the examination and order that the University or any other Institution where that person is undergoing education or training may be requested/recommended to cancel his / her admission to such examination, training or course.

In addition, the competent authority may also declare both the impersonator and the impersonated candidate as not fit and proper persons to be admitted to any future examination. If the impersonator is not falling under any of the categories and is not a student, the University looking to seriousness of the offence and other circumstances of the case, may take legal action against them.

### **14. Punishment for Offence not specifically defined**

If a candidate is found guilty of using any other form of unfair means not specifically mentioned in the Regulations he / she shall be awarded such penalty as the competent authority may determine provided the penalty so awarded will not exceed the maximum penalty as specified in these regulations.

### **15. Cognizable Offence**

If a candidate commits a cognizable offence, the University may, in addition to taking action under the above regulations initiate legal proceedings against the offender under the law.

### **16. Notification of Rustication or Expulsion:**

- i The name(s) of the rusticated or expelled student(s) communicated by the competent authority shall be notified by the Registrar, with the approval of the Vice-Chancellor under intimation to Examination Department, so that name(s) of such student(s) shall be struck off the roll / gazette of the University. The University shall not issue a migration certificate to rusticated or expelled students.
- ii Acts of indiscipline and misconduct committed by University student(s) and penalties imposed under these Regulations shall invariably be intimated to the parent / guardian

of the student concerned.

**17. Re-admission of Rusticated Student**

- i It shall be obligatory on the part of the Faculty/Department concerned to readmit the rusticated student, if he / she wishes to rejoin the University in the beginning of the next academic year or on the lapse of the semesters for which he/she was debarred/rusticated.
- ii An expelled student shall not be readmitted except with the special permission of the University Syndicate after the explicit undertaking given by the student duly countersigned by his / her parent/guardian.



## CHAPTER-V

### MIGRATION REGULATIONS

- i. Migration shall not be allowed in the first/last semester;
- ii. During session the reasons for migration must be genuine and reasonable;
  - a) Students desiring to leave or want to enroll in the University shall apply to the Registrar Office on the prescribed form with fee of Rs.1500/- (Or as decided from time to time) and the Registrar after seeking recommendations of the Migration Committee will submit the case to the Vice-Chancellor. After seeking approval, it will be issued / notified under intimation to Examination Department;
  - b) No Migration Certificate shall be issued to a student who has been debarred from appearing at an examination or expelled from the University for misconduct till the time the period of punishment expires;
  - c) If a student after taking a Migration Certificate does not join any other University and wishes to re-join this University, he shall surrender the original Migration Certificate issued to him, not later than lapse of one month which will be cancelled and his name may be restored in the Register of students.
  - d) The student (s) allowed to migrate from LUAWMS shall be issued Migration Certificate subject to return of original Enrolment/Registration Card; while the students join LUAWMS must submit the Original Migration Certificate issued to him/her by the Institute last attended.
  - e) Last institution must be recognized from HEC and the Faculty and Department of applicant must be accredited from their respective council.
  - f) The student should not be failed more than 10 Credit Hours.
  - g) The student must follow the offered courses at LUAWMS, and he/she must submit the course contents/outlines with official verification. If there is difference in course title(s) or course code(s) the same will be modified according to pattern of LUAWMS by the equivalence committee of concerned faculty.

## **CHAPTER-VI**

### **CAMPUSES' POLICY**

The LUAWMS Academic and Examinations rules will be applicable and implemented in the LUAWMS campuses.

There is also a separate procedure for campuses which is as under;

The Controller of Examinations will be head of all matters related to examinations at campuses and he/she will monitor such matters. Whereas, the Assistant Director of Exams will be responsible at campus regarding the examination matters and coordinate with Controller of Exams and he will report to controller of examination through director campus.

#### **1. Conduct of Exams:**

- i. The examinations material will be provided to the campuses by examinations department according to their demands sent by the concerned Assistant Director Exams.
- ii. Assistant Director of Exams has to keep the record of approved scheme of studies and ensure that departments are teaching the students accordingly.
- iii. Assistant Director of Exams will deal all the matters of conduct at campus and HoDs will submit the proposed datasheet and exam duties list to him/her.
- iv. Assistant Director of Exams will prepare the collective datasheet after proper scrutiny of clashes of papers and will send to controller of exams through director campus.
- v. After approval, the date sheet will be notified by the controller of examinations and same will be shared by Assistant Director of Examinations to the departments.
- vi. HoDs will submit filled examination forms to the Assistant Director of Exams and he/she will check fee challan, courses and final attendance then he would send to the controller of Exams for signature.
- vii. Assistant Director of Exams will monitor the exams conducted by departments according the datasheet and duties. If any teacher does not perform his/her duties ADE would report to the director.
- viii. Teachers will be responsible for the paper setting, printing and marking. And will submit the award lists to HoD concerned .The result of a class where number of



students are 20, 50, and more than 50 the result must be submitted to ADE within 3, 5 and 7 days respectively.

**2. Compilation of Result:**

- i. Assistant Director of Exams will provide the award lists to the HoDs
- ii. HoDs should keep one copy of each award list at their departments for the record and verification.
- iii. The result will be compiled at campus by the examinations staff under the supervision of Assistant Director of Exams and properly checked by him/her. Then he/she will send to the departments for verification.
- iv. After verifications of result by the departments, Assistant Director of Exams will send the result for approval to the Controller of Exams through Director along with final soft copy.
- v. When result is approved Assistant Director of Exams will notify the result and send the soft copy to IT Incharge for website and hard copies to departments, Director Campus, controller of exams, Director Financial AID, Deputy Registrar (Academics), PA to Registrar, PS Vice Chancellor.

**3. Enrollment:**

- i. All the cases of enrollment will be collected by Assistant Director of Exams, after verification, these cases will be sent to the registrar office registrar. Academic section will notify the enrollment office orders after approval. And same will be sent to the concerned campus and Examinations Department.

**4. Maintenance of record:**

- i. Assistant Director of Exams will keep the all record of answer books, award lists and will ensure secrecy exam related materials at campus.
- ii. Old record will be destroyed according to the LUAWMS examinations rules.

**5. Certificates:**

- i. Detail Marks Certificates (DMC), transcripts, provisional certificates and degrees will be issued to campus students by examinations department of main campus.
- ii. Assistant Director of Exams will send the demands of students on prescribed format with all necessary documents for DMCs, transcripts, provisional certificates and degrees to examinations department.
- iii. Transcripts and degrees will be verified by the controller office.

**6. Unfair means:**

- i. Unfair means cases will be dealt at campuses in meeting under the supervision of Campus Director. All HoDs will be members of that committee and Assistant Director of Exams will participate as secretary of that committee.
- ii. The minutes of committee will be got approved from worthy Vice Chancellor.
- iii. The decisions of unfair means committee will be notified by the registrar office.

**7. Recounting of papers:**

- i. The applications of recounting will be submitted to Assistant Director of Exams and he will schedule the meeting with the consultation of Controller at campus and Campus Director will chair the meeting. The member will be HoD and teacher concerned and Assistant Director of Exams will perform as secretary.
- ii. The minutes of committee will be got approved from worthy Vice Chancellor.
- iii. The decisions of recounting committee will be implemented by Assistant Director of Exams with the permission of Controller of Exams.



