

SEMESTER RULES 2017 (UPDATED)*

Approved by the Academic Committee in its 9th meeting held on January 06, 2017

*Updated vide

Notification No. IMSciences/3162 dated 28-May-2019,

Notification No. IMSciences/QEC/AC/11/665 dated September 4, 2020,

Notification No. IMSciences/Estt/2021/0536 & 0539 dated January 20, 2021,

and Notification No. IMSciences/Exams/AC/2022/1138, 1139, 1140 & 1141 dated September 08, 2022,

to give effect to the omissions/insertions/renumbering approved by the IMSciences Academic Committee in its 10th 11th 12th and 14th meetings held on April 18,2019, July 28, 2020, December 17, 2020, and August 12, 2022, respectively.


INSTITUTE OF MANAGEMENT SCIENCES
PESHAWAR

No. IMSciences/2017/136

January 23, 2017

NOTIFICATION

In pursuance of the decision of the Academic Committee in its 9th meeting held on 06.01.2017, it is notified for the information of all concerned that Semester Rules-2017 have been approved by Academic Committee for further improving the quality of education and to streamline the affairs of Semester System being practiced in IMSciences.


Dr. Muhammad Mohsin Khan
Director

Distribution:

1. The Joint Director, IMSciences
2. The Deputy Director, IMSciences
3. All Coordinators concerned, IMSciences
4. Coordinator R&DD Dept, IMSciences
5. Deputy Manager, ERP system, IMSciences
6. Deputy Controller of Examinations, IMSciences

INSTITUTE OF MANAGEMENT SCIENCES, PESHAWAR
SEMESTER RULES 2017

1. SHORT TITLE COMMENCEMENT AND APPLICATION

- i. These rules shall be called the Institute of Management Sciences, Peshawar Semester Rules-2017.
- ii. These rules shall come into force with immediate effect.
- iii. These rules shall be applicable to all degree programs offered by Institute of Management Sciences, Peshawar under semester system.

2. DEFINITION

- i. “Institute” means Institute of Management Sciences, Peshawar.
- ii. “Director” means Director of the Institute.
- iii. “Joint Director” means Joint Director of the Institute.
- iv. “Program Coordinator” means a faculty member of the Institute who has been assigned the duty of coordinating academic activities of that degree program, by the Director of the Institute.
- v. “Academic Program” means a program of studies which leads to the award of degree to the students in that program upon successful completion of all its requirements.
- vi. “Course” means a regular / full time course of study leading to the partial / successful completion of the program, as the case may be.
- vii. “Grade Point Average (GPA)” means the semester grade points earned in a semester or in the course of study divided by total number of credit hours.
- viii. Cumulative Grade Point Average (CGPA) is the summation of semester grade points (GPAs) of all semesters including thesis divided by the total number of credit hours taken by a student.
- ix. Admission Committee means a committee appointed for the purposes of interviewing, examining and selecting candidates for admission who qualify the prescribed eligibility criteria for admission.
- x. “Unfair Means Committee” means a committee constituted under these rules
- xi. “Semester Committee” means a committee constituted under these rules.

3. ACADEMIC YEAR / SESSION

The academic year / session shall comprise of two regular semesters and an optional summer semester.

- i. Fall semester shall normally start from August/September and will last till January.
- ii. Spring semester shall normally start from January/February and last till May/ June.
- iii. A summer semester of 8 weeks duration may be offered during summer vacations i-e June to August, in special circumstances. The contact hours in summer semester may be doubled to ensure that the course is completely taught during the summer session.

4. DURATION OF SEMESTER

- i. Each semester shall be of 18 weeks duration; out of which 16 weeks shall be reserved for teaching, and 2 weeks for examinations.
- ii. There shall be a “teaching break” to be called “Semester Break” of 1 week after every semester; this break shall be used for preparation/ submission of result and admission / registration processes of next semester.
- iii. There shall be two examinations in one semester i-e Mid Term (8 weeks teaching +9th week for examination) and Final Term (8 weeks of teaching +18th week of examination).
- iv. There shall be 100% lecture delivery for considering a semester as a valid semester.
- iv. However, if under some exigency the teaching in the Institute is suspended, the requirement of 100% could be brought to 14 teaching weeks upon the recommendation of Semester Committee, which shall be approved by the Director of the Institute.

5. ACADEMIC CALENDAR

The Institute will publish a schedule of complete academic year, including fall and spring semester for the convenience of the students, staff and faculty members. The calendar will include the following information.

- Semester starting date
- Holidays during the semester
- Semester ending date
- Mid Term / Final Term Exam
- Result notification date

6. CREDIT HOURS

- i. A credit hour means teaching a theory course for 60 minutes each week throughout the semester.
- ii. One credit hour in Computer Lab or practical work/project would require lab contact of three hours per week throughout the semester.
- iii. The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right side) digits represent the practical.
 - a. Thus 3 means three credit hours of theory, while 4 (3-1) means a total of four credit, of which three are of theory while one credit hour is for Lab/Practical and 3 (2-1) means a total of 3 credit, of which two are of theory while one credit hour is for Lab/Practical.
 - b. The weekly contact hours of a three credit hours course will be three, the contact hours of a 4(3-1) course will be six.

7. TEACHING METHODOLOGY

- i. Teaching at the Institute shall be conducted through lectures, discussions, case studies and practical work in laboratories, demonstrations, field work, seminars, tutorials, audio-visual aids, video conferencing, and study tours.
- ii. Teaching shall be conducted by the faculty member of the Institute or such other persons as may be declared to be a faculty member by the competent authority of the Institute.
- iii. Medium of instruction for teaching and examination will be English.

8. COURSE FILE

Maintenance of Course File is mandatory for all faculty members teaching a course(s) at the Institute. The Course File shall have complete record of all relevant academic activities undertaken during the delivery of a course in a semester. Contents of the course file shall be submitted as mentioned against each in the checklists given below.

1. COURSE FILE CHECKLIST – All Courses except CS/IT Courses

Serial	Content(s)	Source/Responsibility
1.	Course Syllabus (attached as appendix I and II)	To be uploaded to ERP/CMS by the faculty member concerned
2.	Weekly Teaching Schedule (Time-Table)	Will be available in ERP/CMS
3.	One copy of Best and Worst Assessment (e.g., assignment, project report, presentation, quiz etc.) administered in the course as described in its syllabus	The faculty member shall submit physically/upload scanned copy
4.	Copy of Mid-term Examination (Question Paper)	To be uploaded to ERP/CMS by the faculty member concerned
5.	Copy of Final-term Examination (Question Paper)	To be uploaded to ERP/CMS by the faculty member concerned
6.	Course Evaluation and Review (CER) Report Form (attached as appendix III)	The faculty member shall submit physically/upload scanned copy
7.	Monthly Record of Students' Attendance (ERP)	Will be available in ERP/CMS
8.	Course Log Template (CLT) (attached as appendix IV)	The faculty member shall submit physically/upload scanned copy
9.	Final Term and Mid Term Exam Results	Will be available in ERP/CMS

2. COURSE FILE CHECKLIST – CS/IT COURSES

Serial	Content(s)	Source/Responsibility
1.	Course Syllabus (attached as appendix I and II) <ul style="list-style-type: none"> • Course Objectives • Learning Outcomes 	To be uploaded to ERP/CMS by the faculty member concerned
2.	Weekly Teaching Schedule (Time Table)	Will be available in ERP/CMS
3.	Monthly Record of Students' Attendance	Will be available in ERP/CMS
4.	Complete Result of the Course (Final Term/ Mid Term Exam Result with assignments Score)	Will be available in ERP/CMS

5.	Copy of Assignment and Quizzes	To be uploaded to ERP/CMS by the faculty member concerned
6.	Model Solution of the Assessments (given in serial 5 above)	To be uploaded to ERP/CMS by the faculty member concerned
7.	One copy of Best, Worst and Average Assessment (e.g., assignment, project report, presentation, quiz etc.) administered in the course as described in its syllabus	The faculty member shall submit physically/upload scanned copy
8.	Copy of Mid-term Examination (Question Paper)	To be uploaded to ERP/CMS by the faculty member concerned
9.	Model Solution for the Mid Term Exam Paper	To be uploaded to ERP/CMS by the faculty member concerned
10.	One copy of Best, Worst and Average Mid Term (Answer Sheet)	The faculty member shall submit physically/upload scanned copy
11.	Copy of Final-term Examination (Question Paper)	To be uploaded to ERP/CMS by the faculty member concerned
12.	Model Solution for the Final Term Exam Paper	To be uploaded to ERP/CMS by the faculty member concerned
13.	One copy of Best, Worst and Average Final Term (Answer Sheet)	The faculty member shall submit physically/upload scanned copy
14.	Course Evaluation and Review (CER) Report Form (attached as appendix III)	The faculty member shall submit physically/upload scanned copy
15.	Course Log Template (CLT) (attached as appendix IV)	The faculty member shall submit physically/upload scanned copy
16.	Course Description Form (attached as appendix V)	To be uploaded to ERP/CMS by the faculty member concerned
17.	Course Monitoring Process Form (CMPF) (attached as appendix VI)	The Program Coordinator concerned shall submit physically/upload scanned copy
18.	Grading Policy	Will be available in ERP/CMS

9. ATTENDANCE

- i. Every student of the Institute is required to maintain at least 80% of the attendance in each course. A student who fails to meet the minimum requirements of attendance in any course will not be allowed to take final examination for that course.
- ii. In courses with Lab, every student studying such course is required to maintain at least 80% of the attendance in lab and 80% in class room, separately. A student who fails to meet the minimum requirements of attendance, either in Lab or in classroom, he/she shall not be allowed to take final examination for that course.
- iii. The 20% margin of absence from the classes is reserved for an illness case or other unavoidable circumstances falling under the Acts of God / Force Majeure.
- iv. Attendance in academic events, such as seminar, lab work, workshop or a skills development program, may be adjusted to cover the shortage in a given course. It is the responsibility of the students to constantly monitor their attendance level.
- v. Students who fail to meet the required attendance level shall not be allowed to appear in the final-term exam. However, the subject shall be considered a failure due to attendance shortage and it shall not be graded as 'F' in the transcript. Instead, it shall be shown as 'XF'.
- vi. 'XF' shall only be cleared by repetition of the course whenever offered.
- vii. 'XF' shall not be counted in the calculation of GPA/CGPA.

10. CHANGE OF COURSE

A student, with the permission of relevant Coordinators may be allowed to change elective courses within 14 days of the commencement of a semester. No change of course shall be allowed after 14 days' time limit.

11. CHANGE OF PROGRAM

A change in a program may be allowed to the newly admitted students by the Admission Coordinator within 14 days of the commencement of a semester, subject to the availability of seats/merit in the program. No change of program shall be allowed after 14 days' time limit.

12. REPEATING COURSES

- i. If a student is not allowed to take the examination of any course due to shortage of attendance or on failing a course, he/ she shall be required to register himself / herself in that course whenever offered again, attend the classes regularly and reappear in examination.
- ii. The credit hours of repeating courses shall be considered for the purpose of calculating

maximum semester workload of the student.

- iii. In case a student repeats the course which has already been taken, the old grade will be substituted with the new grade, but in case takes a new course in lieu of the course in which he / she failed, both the grade will reflect in his transcript i-e old course grade and new course grade.

13. IMPROVEMENT OF GRADES

- i. A student willing to improve his/her grade(s) from C or C+, in selected course(s) may be allowed, only once in a course, by the Semester Committee upon recommendation of Controller of Examinations provided the course(s) they intend to improve is/are offered.
- ii. Such improvement shall be allowed upon the payment of prescribed repeat course fees.
- iii. On improving subject, if one gets the grade less than the previous, the previous grade will be counted towards his passing CGPA.
- iv. The minimum attendance will be mandatory for the student in the course(s) for which he/she has registered for improvement of grades.
- v. *Student(s) may apply for improvement of grades within a maximum time of the degree. In case of improvement in score, revised transcript and degree shall be issued showing old and new scores. However, if the score does not improve, the old transcript and degree shall remain valid.*

14. ADDITIONAL SPECIALIZATION

- i. Students willing to take an additional specialization may enroll themselves for the required electives as and when the courses are offered in a regular semester.
- ii. Additional specializations will be offered only under the “regular program scheme”. However, special semester may be arranged upon the recommendation of the Semester Committee.
- iii. Additional specialization will be based on 1 year (2 semesters)
- iv. Only those students of the Institute will be eligible to apply for an additional specialization whose minimum CGPA is 3.5 in BBA, BCS, BS-SE and MBA.
- v. The Institute will not offer more than one specialization to a student at a time.
- vi. The institute will not issue any separate degree for additional specialization. However, a separate transcript and certificate will be issued for the additional specialization.

15. SEMESTER FREEZING

A student may be allowed to freeze a program if he / she is not able to continue under Force Majeure. However, this option can only be exercised subject to the following conditions:

- i. Semester freezing will be granted by the Semester Committee upon recommendation of the program coordinator in response to the request made by the student with cogent and plausible reasons.
- ii. If a student freezes a semester, he/ she will resume his studies from the same stage where he/she left (froze).
- iii. The maximum duration of the degree program as stipulated in these rules shall remain the same.
- iv. Freeze semester shall be counted towards the duration of the program.
- v. The option of semester freezing will only be exercised after the completion of first semester.
- vi. The students on probation are not eligible for freezing of programs.
- vii. Student(s) will not be charged any semester/course(s) fee if the application for semester freezing is received before the start of mid-term examination; in case(s) where application for semester freezing is received after the start of mid-term examination, then full semester/course(s) fee will be charged.

16. SEMESTER REGISTRATION

After the completion of the final term examinations of the semester, one week semester break is given to the students wherein they are required to register themselves for the forthcoming semester.

The students are required to fill up their registration form and submit the same in their respective program offices along with the bank receipt for payment of fees. The attendance of the students, who fail to do semester registration, will not be marked.

17. TRANSFER OF CREDIT HOURS

The admission to any degree program of the Institute through transfer of credit hours from other Institute / University shall not be allowed under any circumstances.

18. GPA REQUIREMENT/ PROBATION

- i. Students must maintain a minimum CGPA of 2.2 on a cumulative basis during the course of their academic program.
- ii. Students securing a CGPA between 2.0 and 2.2 will be on probation for one semester;
- iii. At the end of the semester, the students on probation shall be required to improve their

CGPA to a minimum of 2.2. If a student on probation does not show an improvement, or his /her CGPA is below earlier secured CGPA or below 2, the studies of the student shall be detained at that level.

The one-time detention shall be applicable to all semesters after the 2nd semester.

During the period of detention, the student shall be required to study the failed courses with the following batch and achieve CGPA of 2.2. However, if the student fails to achieve CGPA of 2.2 after availing one-time detention, he/she shall be dropped out from the Institute's rolls, and no further detention will be allowed.

Provided that, if the student(s) has not availed probation previously and after availing detention falls between 2.0 and 2.2, he/she shall be dealt with probation rules i.e. At the end of the semester, the students on probation shall be required to improve their CGPA to a minimum of 2.2. If a student on probation shows an improvement, but his / her CGPA is still below 2.2, his/her probation may be extended to another semester. In case no improvement is shown in CGPA, the student will be dropped out from the Institute rolls and no further probation will be given.

- iv. If a student fails certain courses but manages to maintain the required CGPA, he she may be allowed to repeat and clear the course(s) or substitute, wherever permissible, before the degree is awarded.

19. REQUIREMENTS FOR PROMOTION IN UNDERGRADUATE PROGRAMS

In addition to section 19 the following conditions shall apply for promotion in first and second semesters of the undergraduate programs:

Sr. No	Promotion to	Condition
1.	2 nd Semester	If a student's GPA falls below 2.0, but passes 50% of the courses, he / she will be promoted (conditionally) to the 2nd semester and will be put on first probation for the next semester;
2.	3 rd Semester	If a student again secures less than 2.0 CGPA in the 2nd semester but passes 50% of the courses, s/he shall be promoted (conditionally) to the 3rd semester (upon the condition enumerated below) and will be put on last probation; The student of 2nd semester on last probation shall be

		<p>required to repeat up to 3 courses in the next immediate Summer Semester to improve his CGPA to 2.2. If s/he does not improve her/his CGPA to 2.2, s/he studies shall be detained at that level. Subsequently, his studies shall be dealt on the mechanism elaborated in clause-18(iii).</p> <p><i>Note: However, there must be at least 10 (ten) students for a repeat course to be offered in a Summer Semester or as may be decided by the Semester Committee.</i></p>
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20. DEGREE PROGRAMMES & DURATIONS

- i. The duration and credit hours requirement of various degree program is tabulated as under:

Programme	Years of Education	Duration		Minimum Credit Hours
		Minimum	Maximum	
Bachelors	16	4 years	7 Years	130-136
MBA 2½ years	18½	2½ years	5 Years	66
M. Sc Computer Science	16	2years	4 Years	72
Master/MPH/MPA	16	2 years	4 years	60-66
MBA 1½ years	17½	1½ years	4 years	30
MBA 3½ years	17½	3½ years	6 years	90
M.S (all programs) 1½ years	17½	1½ years	4 years	30
Ph.D.	21	3 years	8 years	54

- ii. All degree programs must be completed within the time period laid down above.

Note:

- *Maximum duration implies the compensation for time lost due to unavoidable circumstances.*
- *Total duration for completion of PhD degree is eight years, however, after completion of six years, approval of Director shall be required.*

21. COURSE LOAD FOR FALL AND SPRING SEMESTERS

Undergraduate Students

A student normally enrolls for 15-18 credit hours in a regular semester. Undergraduate students must take at least 15 credit hours in a regular semester to be classified as a full-time student. A student who wishes to enroll for more than 18 credit hours may be allowed by the Institute to take one extra course of 3 credit hours in case of repeating /failed/dropped courses.

MS/MPhil students

A student normally enrolls for 9-12 credit hours in a regular semester. A graduate student must take at least 9 credit hours in a regular semester to be classified as a full-time student.

The Institute may formulate specific policies for allowing a student to take extra courses in a semester depending on unique circumstances of the students.

22. GRADING SYSTEM

- i. The grading shall be done on a scale of 0-4.
- ii. Equivalence between letter grading and Numerical grading shall be as follow:

Grade	Marks (%)	Grade Point	Remarks
A+	91-100	4.0	Outstanding
A	87-90	4.0	Excellent
B+	80-86	3.5	V. good
B	72-79	3.0	Good
C+	66-71	2.5	Satisfactory
C	60-65	2.0	Pass
F	Below 60	0.0	Fail

- i. Fraction of marks obtained in a course shall be counted as one mark, e.g. 60.3 shall be considered as 60 while 59.5 or more is to be considered as 60.
- ii. Grade Point Average (GPA) is an expression for the average performance of the student in the courses he/she has taken during any semester, thus GPA may be calculated for 1st semester, 2nd or any other semester.
- iii. GPA shall be rounded to 2 decimal places, e.g. a GPA of 3.084285 shall be reported as 3.08, while a GPA of 3.065124 shall be reported as 3.07.
- iv. A student shall be awarded incomplete grade represented by “I” in the following cases:
 - a. If a student fails to complete any assignment, term paper or presentation assigned to him by the teacher for the purpose of internal assessment.

- b. In case a student is unable to appear in part or whole of the mid or final term examination of semester on medical grounds or circumstances beyond the control of student to be determined by the program coordinator, provided that he/ she fulfills the condition of having attended the prescribed number of lectures.
- v. If a student fails a course he will be awarded “F” for failure in a given course grade representing he/she has failed the course in that semester. He/she will repeat the failed course whenever offered again. In case he/she passes the same in subsequent semester it will be signified by “RPT” showing that it is a repeated course passed later on.
- vi. It shall be mandatory for a student to pass both written and viva of a research project at all levels where research project is opted for degree completion.

23. EVALUATION

The students’ performance would be evaluated through subjective and objective methods including quizzes, presentations (individual and group), group discussions, case studies and project assignments/lab reports in addition to mid-term and final examinations.

These assessment marks (to be determined by the faculty member concerned) will have different weightage contributing towards the overall assessment in percentage marks. This weightage will be determined on the basis of the following guidelines:

Quizzes/Presentations/Assignments/Practical etc	20%
Mid-Term Examination	30%
Final Examinations	50%

In courses with lab, students’ performance shall be evaluated separately by 30% weightage to their performance in Lab and 70 % weight age to their performance in theory. This weightage of 30% in Lab and 70% in theory shall be determined on the basis of following guidelines.

Quizzes/Presentations/Assignments/Practical etc	20%
Mid-Term Examination	30%
Final Examinations	50%

24. COMPUTATION OF SEMESTER GPA AND CGPA

Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) will be calculated using the following formulas:

$$\text{GPA} = \frac{\text{Sum of Courses In Semester (Course Credit Hours * Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum Over all Taken Courses In all Semesters (Course Credit Hours * Grade Point Earned)}}{\text{Total Credit Hours Taken in All Semesters}}$$

Total Credit Hours Taken in All Semesters

Note: For project Dissertation, the evaluation of a student will be based on:

- Project Report/ Dissertation submitted by the student
- Performance in viva voce

25. CGPA REQUIRED FOR THE AWARD OF BA/BS/BSc/BCS/BBS/MBA/MSc, MS & PhD DEGREE

Minimum requirement for the award of BBA/BS/BSc/BCS/BBS/MBA/MSc and MS degrees shall be a CGPA of 2.2 and 2.5 respectively.

In order to continue research at PhD level, a candidate must secure a CGPA of 3.0; however, CGPA of 2.5 is required in order to qualify a course. The evaluation procedure and the computation of CGPA shall be done according to procedures adopted for other programs by the Institute. If a student fails to obtain a qualifying CGPA, he /she shall be allowed to improve the CGPA by taking additional course.

26. MAKE UP EXAMINATION

- i. No make-up / re-take examination shall be allowed in case where a student falls short of the required level of attendance or he / she fails the course. In such cases, the student shall repeat the course.
- ii. Make-up examination may however be allowed on case to case basis in the following circumstances subject(always) to the satisfaction of the Institute:
 - a. A student gets seriously ill / hospitalized due to such illness or road accident or an act of terrorism or any other unavoidable incidence that is beyond his/her control. In such a case production of medical certificate and any other relevant document shall be necessary to the satisfaction of the Institute. Provided that in such a situation the Institute shall be informed immediately.
 - b. In case of death of parents, spouse, children of the student or his/ her sibling.

27. PROCEDURE FOR MAKE UP EXAMINATION

- i. Under the conditions mentioned in rule (26), a student will register himself/ herself for make-up examination with the Examination Office of the Institute on case to case basis subject (always) to the satisfaction of the Institute (Semester Committee). No student will be automatically allowed to appear in make-up examination. The following procedure will

apply:

- a. The student concerned will pay a fee as may be prescribed for appearing in the make-up examination.
- b. Make-up examination will regularly be arranged within four weeks from the date of commencement of the midterm or final term examination as the case may be.
- c. Students, who may not be able to appear in the make-up examination due to unavoidable circumstances, may opt for freezing their semester. Such option will be given in writing before the commencement of the make-up examination failing which the student concerned will be deemed to have failed the make-up examination.

28. CONDUCT OF EXAMINATION

- i. Schedule of examination (Date Sheet) for mid-term and final-term examinations shall be notified at least two weeks before the commencement of respective examinations.
- ii. Every course teacher shall submit printed / sealed question paper to the Controller of Examinations at least two working days before the scheduled date of his/her paper.
- iii. The concerned staff (Conduction) of Examinations Section shall make necessary arrangements for the conduct of examinations including acquisition of stationary (answer books) from the Controller of Examinations office, seating arrangement, photocopying of question paper in required number, notification of duty roster for teaching and non-teaching staff.
- iv. The Duty Incharge shall be responsible for collecting the examination material (answer books, question papers, extra sheets, attendance list, award list, unfair means form) from the concerned office (conduction) of the Examinations Section 15 minutes before the start of each paper and return the answer books and remaining extra sheets to the Examinations Section.
- v. In cases where the Duty Incharge or Invigilator is himself / herself the examiner concerned of the examination paper, he shall collect answer books instead of returning the same to the Examinations Section, while remaining unused extra sheets shall be returned to the Examinations Section.
- vi. The students(s) shall be given another chance as a special case to take reexamination in that course without charging any examination/reexamination fees.

29. INSTRUCTIONS FOR STUDENTS FOR EXAMINATION HALL/ROOM

- i. Students must enter the examination hall/ room Classes 10 minutes before the start of the examination and get seated according to seating plan arranged for a paper for the day.
- ii. The students shall sit in the examination hall / room according to their attendance roll.
- iii. Students will be allowed to enter the examination room for up to 20 minutes after the start of the examination. No extra time shall be given to latecomers for any reason.
- iv. Students are allowed to leave if they finish their exam early, but not during the first and last 20 minutes of the examination.
- v. No student will be allowed to appear in an examination without Clearance Slip (attendance, finance and QEC) and student ID Card; ID Cards must be kept displayed during the examination.
- vi. Each student is required to bring his/her own calculator (wherever allowed), ruler, pen during the examination; borrowing of these items is strictly prohibited.
- vii. All working i.e. rough work, graph-papers, and tables should be attached to the answer book.
- viii. Writing anything on the question paper, except examination details, is prohibited.
- ix. Use of digital diary, note-book computer, mobile phone or any kind of electronic device during examination is prohibited, unless otherwise allowed by the faculty member concerned.
- x. All these devices should be switched off and kept inside the pockets or purses.
- xi. student caught using such devices will be penalized as per the Institute rules.
- xii. Students / candidates are not allowed to talk to each other inside the examination hall/room.
- xiii. It is the responsibility of the student / candidate to check the Notice Board regularly for any Notice /Announcement regarding examination and point out any clash in papers to the Examinations Section.
- xiv. Students must read the question paper carefully and make sure to observe/follow the instructions given therein.
- xv. No written material in any form is allowed inside the examination hall until and unless allowed by the duty incharge (In case of open book examination).
- xvi. A student's misbehavior, disturbance in and outside the examination hall / room may lead to his expulsion from the hall / room and shall be proceeded against as per the Institute rules.

30. RESULT SUBMISSION / DECLARATION

- i. The midterm / final term results and assignment marks of a semester shall be prepared and uploaded to the ERP by the faculty member concerned within 12 working days of the

completion of examinations.

- ii. After holding the final term examination of a semester, each faculty member shall prepare & submit awards on the prescribed subject award list available on the ERP. He / she shall also submit midterm / final term answer books to the Examinations Section within 12 days of the final term examination.
- iii. The result notification of each semester shall be prepared by the Result Office of the Examinations Section upon receiving complete result from ERP; the notification shall be signed by Coordinator of program, Controller of Examinations and Director of the Institute. The result shall also be displayed on the notice board by the staff of Examinations Section.
- iv. One copy of the result will be given to the student concerned in the shape of semester transcript. However, final transcript/degree shall be issued upon clearance of the necessary prerequisite for acquisition of the final transcript/degree.
- v. The consolidated result shall be declared within 30 days of the conduct of the last examinations of the final semester of a program.

31. RETOTALING

There shall be no reevaluation of answer books. Appeal for retotaling of paper(s) shall be lodged within seven days after resumption of classes or the declaration of result, as the case may be, of the following semester to the Controller of Examination with the fee to be specified by the Controller of Examinations. Re-totaling will mean Re-totaling of marks and checking of unmarked questions (if so left without marking).

32. RECORD KEEPING

- i. Record of all semester-wise results of each semester shall be kept by the Examinations Section.
- ii. All answer books shall be kept on record for two years after declaration of the final result of the program at the concerned Office (Conduction) of the Examinations Section.

33. PROCEDURE TO REPORT UNFAIR MEANS (UFM) CASES

- i. Duty Incharge shall report any unfair mean (UFM) case to the Controller of Examinations soon after the conduct of concerned paper.
- ii. The Controller of Examinations shall report the UFM cases to the UFM Committee which shall decide all such cases within five working days of the end of respective mid-term/final term examinations.
- iii. The UFM cases shall be dealt with under the Institute rules.

34. UNFAIR MEANS (UFM)

- i. In case a candidate, who has been allowed to an examination or is appearing or has appeared in an examination, commits or attempts to commit any of the following acts:
 - a. Receives assistance from other person(s) in the Examination hall /room.
 - b. Gives assistance to other candidate in the Examination hall /room.
 - c. Copies from a source (print or electronic) including paper, notes, books, electronic device or any material or allows another candidate to copy from his/her answer book.
 - d. Removes a leaf or leaves from his/her answer book.
 - e. Uses abusive or filthy language/ sketches in his/her answer book.
 - f. Smuggles an answer book in or out from the examination hall / room.
 - g. Communicates directly or indirectly with the Controller of Examinations or any official of the Institute with the intention of obtaining any information connected with the examination, which such official is bound not to disclose.
 - h. Communicates directly or indirectly with a course incharge with the intention of getting to disclose any question or questions set or to be set by him/her or with the object of influencing him/her in the award of marks,
 - i. Communicates directly or indirectly with the duty Incharge of the Examination hall / room or any other person connected with the supervision of the examination, for the purpose of persuading such person to give undue assistance or show undue favour to the candidate.
- ii. If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned in rule 35(i),g, h& i with the object mentioned therein, such communications may be deemed to have been made by the candidate himself/herself.

- iii. Such a candidate shall be liable to one or more of the following actions:
 - a. Financial penalty
 - b. Cancellation of that paper.
 - c. Cancellation of all papers of that semester.
 - d. Expulsion from Institute or any other penalty deemed appropriate by the Semester Committee.
- iv. If a candidate gains permission to the examination or attempts to gain permission by allowing another person to impersonate him/her. Then he/she shall be liable to have his/her answer book for the examination cancelled; to be debarred from appearing at any future examination of Institute and from admission to any class in the Institute for a period not exceeding three years inclusive of the year in which the offence occurred.
- v.
 - a. a. If the impersonator mentioned in para (iv) above is on the rolls of the Institute, he/she shall be liable to expulsion and to be debarred from admission to any program.
 - b. If the impersonator mentioned in para (iv) above is not on the rolls of the Institute but holds a degree or diploma conferred or granted by the Institute, he/she may be dealt with under the laws of the land.
- vi. If a candidate practices any other unfair means in connection with an examination not covered by the above rules, he/she may be awarded penalty warranted by the circumstances of the case, provided that the penalty awarded does not exceed the maximum as laid down in the rules mentioned para (iii).
- vii. If a person on the rolls of the Institute abets a candidate in the commission of any of the offences mentioned above, he/she shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted.
- viii. If a person on the rolls of the Institute obstructs an Institute's official or any person connected with the conduct of an examination, in the discharge of such person's duties, he/she shall be liable to be expelled from the Institute for a period not exceeding three years, inclusive of the year in which the offence will occur.
- ix. The penalty mentioned in para (viii) may be imposed in addition to any other penalty to which the offender may be liable under any law for the time being in force.
- x. In all cases where a candidate or a number of candidates create disturbance in and outside

student(s) and to all concerned.

36. AWARD OF GOLD MEDAL/DISTINCTION CERTIFICATES

Graduating students fulfilling the following criterion in their respective degree program will be eligible to earn the Medals/Distinction Certificate as under:

1st position: Gold Medal (with Distinction Certificate)

2nd position: Silver Medal (with Distinction Certificate)

- i. Students admitted to a particular degree program in a particular year/session will compete as one group irrespective of the sections or morning/evening program.
- ii. The recipient's CGPA must not be less than 3.5.
- iii. The medals shall be awarded to students who have not secured less than "B" grade in any course any semester throughout the entire degree program.
- iv. The recipient must not have failed or repeated any course during the program and should have completed the degree within minimum prescribed time period, i.e. first notification of the result, or six months above the minimum prescribed time period. Furthermore, students who pursue 'coursework' instead of 'research' shall be required to wait for the Institute's announcement for the award of gold medal that shall be subject to completion of six months duration mentioned above.
- v. In case of the same CGPA (upto two decimal places), the matter will be decided on the basis of highest percentage of marks scored by a candidate. Furthermore, if marks of the candidates concerned are also equal, then the one older in age shall be entitled.
- vi. Students appearing for improvement will not be eligible for the award of Medal /Distinction.
- vii. A student will not be eligible for the award of Medal /Distinction, if he/she has been penalized in the past for violation of the rules of the Institute, during his/her stay at the Institute.

37. CONVERSION OF MARKS OBTAINED IN SEMESTER SYSTEM TO CONVENTIONAL SYSTEM OF EXAMINATION

For setting the difference of marks between the conventional and semester systems, the marks obtained in the semester will be multiplied by a factor of 0.9.

38. TRANSCRIPT

- i. Transcripts of all semester results shall be issued by the office of the Controller of Examinations.
- ii. The following types of transcripts will be issued:
 - a. Semester Transcript: For each / all semester results.
 - b. Full Transcript: On completion of degree program covering all the semesters results.
 - c. Duplicate Transcript: In case a transcript is lost.
 - d. Revised Transcript: If the results are revised under the rules.
- iii. The following acronyms were approved for transcripts of the Institute:
 - RPT Repeat
 - IMP Improvement
 - W Course Withdrawal
 - I Incomplete thesis/internship/dissertation
 - XF Fail due to short of attendance

39. SEMESTER COMMITTEE

There shall be a Semester Committee comprising of the following as members.

1. Joint Director (Convener)
2. Deputy Director (Member)
3. Coordinator (QEC) (Member)
4. All Program Coordinators (Members)
5. Controller of Examinations (Member/Secretary)

i. QUORUM FOR THE SEMESTER COMMITTEE MEETING

The quorum of the committee for a meeting shall be One Half, however, for emergency meetings the quorum shall be reduced to five members, which will include the Convener, the program coordinator upon whose request the meeting will be convened, Coordinator QEC, Controller of Examinations and any other program coordinator. The meetings of the Committee shall be held on the first Monday of every month.

ii. FUNCTIONS OF THE SEMESTER COMMITTEE

- a. The Committee shall be appellate forum against the decisions of Unfair Means Committee; the decision of the Semester Committee shall be binding and final.
- b. The Committee shall monitor and report on the implementation of semester rules and

address issues arising thereof.

- c. All matter requiring guidance in respect of semester schedule, conducting of examinations and the problems of the students relating to evaluation will initially be referred by the faculty member concerned to the program coordinator who, if he / she deems fit, will refer the issue to Semester Committee for final decision.
- d. All the proceedings shall be recorded by the secretary and approved by the convener and shall be final.
- e. The Semester Committee shall also monitor the decisions of Academic Committee to ensure their implementation on the matters pertaining to review of curriculum.

40. FEE DEPOSIT SCHEDULE

- i. At the time of admission to the Institute, students shall be required to pay the admission fee.
- ii. At the beginning of each semester, students shall have to deposit the fees for registration, as may be prescribed.
- iii. Fees and dues shall be charged for the semester in lump sum and cannot be apportioned on the basis of courses offered or duration of the semester. However, a repeating student shall have to pay fees and dues for the course(s) opted by him / her.
- iv. If dues are not cleared by the dates specified, a fine will be charged and result with-held; the fine will be charged at the rates prescribed in the prospectus
- v. In case a student fails to pay the dues alongwith fee even after the lapse of four months, he/she shall automatically lose his/ her right of enrollment in the semester and his / her name shall be removed from the rolls of the Institute.
- vi. If a student provisionally registered in a semester, fails to appear in the examinations due to any reason e.g. attendance shortage, non clearance of dues, discipline he /she will have to pay all dues of the semester.
- vii. The fees/ charges for the program are provisional and are subject to change for both the new and continuing student without prior notice.
- viii. All the graduating students will pay the convocation fee in case of attending the convocation.
- ix. Students will pay fee for, make-up examination, issue of duplicate transcript and duplicate degree.
- x. A 50% concession in tuition fee will be granted to those students whose brother(s) and

sister(s) are already studying in the Institute. However, this concession will not be admissible if any of the siblings is getting another scholarship.

41. FEE REFUND POLICY

Fee deposited at the time of admission by fresh students or before the start of the semester, shall only be refunded under the following time frame:

- i. Upto 7th day (inclusive of holidays) of the commencement of classes 100%
- ii. Upto 14th day (inclusive of holidays) of the commencement of classes 50%
- iii. Only security will be refunded if a request for withdrawal is made after 14 days.

42. STUDENTS GRIEVANCES COMMITTEE

The Institute shall have a Students Grievance Committee (SGC) to redress grievances of students about any course instructor or grades or for any other issue. SGC shall consist of six (06) members. Members other than ex-officio shall be nominated for a period of two years by the Director through notification. However, the ‘One Relevant Program Coordinator’ shall be decided on case to case basis by the Joint Director on the recommendation of the Controller of Examinations. The composition of the Committee shall be as under;

Designation	Committee Position
Joint Director	Convener (Ex-officio)
One Program Coordinator	Member
One Relevant Program Coordinator	Member
One Faculty Member (who is not a Program Coordinator)	Member
One Female Faculty Member (who is not a Program Coordinator)	Member
Controller of Examinations	Secretary (Ex-officio)

In respect of grievances regarding course grade(s), a student must submit the grievance in writing to his/her Program Coordinator within (07) working days of the notification of the grade(s). The Program Coordinator shall forward this to the convener of the SGC. It will be mandatory for the SGC to hear both sides (i.e., the course instructor concerned and the student) and will give its final decision within five (05) working days of the receipt of the grievance forwarded by the Program Coordinator. The student may appeal against the decision of the SGC to the Institute’s Semester Committee within five (05) working days.

43. FACILITATION FOR HANDICAPPED/SPECIAL STUDENTS

- i. A visually impaired student may be allowed to attempt the Mid/Final Term examinations of the Institute on computer/any other mean of facilitation.
- ii. In case a student is physically handicapped (temporarily or permanently)/visually impaired, s/he may apply with evidence to the Program Coordinator concerned for permission to engage a writer in examinations. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper. Qualification of the writer involved thereof must be at least one step lower than that of the student applying for engaging the writer. The writer so engaged must be a student or employee of the Institute.

44. SAVING CLAUSE

Everything done, decision made, action taken, obligations and liability incurred before the enactment of these rules shall be deemed to have been done, made, taken and incurred under these rules and shall be considered valid.

45. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provision of these Rules, the Director may, on the recommendations of the Semester Committee, give such direction, not inconsistent with any of provisions of these Rules, as he may consider necessary for the removal of such difficulty.

Course Syllabus Preparation Checklist

1. Course Code & Title: The title should be the same as is reflected on the student's transcript.
2. Instructor's information including name and contact info, e.g., email address, office location.
3. Office Contact Hours: Specify one hour per group per course so that students may utilize it for out of class contact. These hours may be specified after consultation with students in the first class meeting/lecture. These hours should also be communicated to the respective Program Coordinator for onward submission to the Office of Joint Director and the Office of Quality Enhancement (QE).
4. Course Description: Describe what is in the course for students. Restrict this part to 75 words.
5. Student Learning Outcomes (SLOs): These are transitive statements about what the students will be able to; know, do, and/or develop, as a result of undergoing the course. At least 5 SLOs are expected for one course. SLOs for a course taught by different instructors should be similar. Mutual consultation among instructors under the guidance of respective Program Coordinator is suggested.
6. Methodology: Describe how students will achieve the above mentioned SLOs. Briefly state the teaching approaches/activities to be adopted to help students achieve SLOs.
7. Course Resources: Specify the textbook that will be followed. Mention other reference material that may help aid achievement of SLOs.
8. Student Assessment: Describe how achievement of SLOs will be assessed, e.g., quizzes, assignments, exams, etc.
9. Student Behavior: Describe what behavior is expected of students, e.g., use of laptops during lectures, participation, late arrivals, academic integrity, etc.
10. Lecture Schedule: Outline lecture-wise distribution of the course contents specifying required reading(s). Due dates for submission of assignments should also be indicated.

Helpful Consideration:

- Alignment of SLOs, methodology and assessment can help create a learning-centered syllabus for our students.

Course Syllabus

Course Code & Title:	
Program(s) & Group(s):	
Semester:	
Lecture Timing:	
Prerequisites and/or Expectations:	
Name and Contact Details of Instructor:	
Office Contact Hours:	
Course Description:	
Course Resources:	
Course Assessment(s):	
Course Methodology:	
Learning Outcomes:	
Behavioral Expectations/ Class Policies (if any):	

Course Schedule		
Serial	Topic Description	Reading/Remarks
1	<input type="checkbox"/>	
2	<input type="checkbox"/>	
3	<input type="checkbox"/>	
4	<input type="checkbox"/>	
5	<input type="checkbox"/>	
6	<input type="checkbox"/>	
7	<input type="checkbox"/>	
8	<input type="checkbox"/>	

Mid-Term Examination		
9	<input type="checkbox"/>	
10	<input type="checkbox"/>	
11	<input type="checkbox"/>	
12	<input type="checkbox"/>	
13	<input type="checkbox"/>	
14	<input type="checkbox"/>	
15	<input type="checkbox"/>	
16	<input type="checkbox"/>	
Final-Term Examination		

APPENDIX III

Course Evaluation and Review (CER) Report Form

(To be filled by each faculty member as per CER SOPs)

Course General Information:

Course Code & Title			
Session		Semester & Year (e.g., Fall 2012)	
Credit Hours		Degree Program	

Course Learning Outcomes (LO) and Assessment Alignment:

LO	Assessment Methods Used
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Distribution of Grades:

	Originally Registered	A+	A	B+	B	C+	C	F	Withdrawal	Total
		91-100	87-90	80-86	72-79	66-71	60-65	Below 60		
No. of Students										

Evaluation by the Course Instructor: (please summarize and comment accordingly) Feedback from

Student Course Review Questionnaire;

Curriculum: Comment on the continuing appropriateness of the Course curriculum in relation to course learning outcomes and its compliance with the HEC Approved/Revised National Curriculum Guidelines;

Assessment: Comment on the continuing effectiveness of method (s) of assessment in relation to course learning outcomes;

Enhancement: Comment on the implementation of changes proposed in earlier Course Evaluation & Review Reports (if any);

Outline any changes in the future delivery or structure of the course that this semester's experiences may prompt;

Name & Signature: _____ Date: _____ (Course Instructor)

Name & Signature: _____ Date: _____ (Program Coordinator)

INSTITUTE OF MANAGEMENT SCIENCES, PESHAWAR
COURSE DESCRIPTION FORM (COMPUTER SCIENCE/IT)

Institution _____

Program (S) To

Be Evaluated _____

A. Course Description

(Fill out the following table for each course in your computer science curriculum. A filled out form should not be more than 2-3 pages.)

Course Code	
Course Title	
Credit Hours	
Prerequisites by Course(s) and Topics	
Assessment Instruments with Weights (homework, quizzes, midterms, final, programming assignments, lab work, etc.)	
Course Coordinator	
URL (if any)	
Current Catalog Description	
Textbook (or Laboratory Manual for Laboratory Courses)	
Reference Material	
Course Goals	
Topics Covered in the Course, with Number of Lectures on Each Topic (assume 15-week instruction and one-hour lectures)	

Laboratory				
Projects/Experiments Done in the Course				
Programming Assignments Done in the Course				
Class Time Spent on (in credit hours)	Theory	Problem Analysis	Solution Design	Social and Ethical Issues
Oral and Written Communications	Every student is required to submit at least ____ written reports of typically ____ pages and to make oral presentations of typically ____ minute's duration. Include only material that is graded for grammar, spelling, style, and so forth, as well as for technical content, completeness, and accuracy.			

Instructor Name _____

Instructor Signature _____

Date _____

**Course Log Template**

Program Name:	
Course Title:	
Course Code/Catalogue No.:	
Semester²:	

Serial	Description of the Topics Covered	CLO No.	Technique
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

Name of Course Instructor: _____

Signature with date: _____