

**THE STATUTES AND REGULATIONS RELATING TO B.S (IT) DEGREE  
AWARDED BY THE UNIVERSITY OF AGRICULTURE, FAISALABAD.**

**IMPORTANT INSTRUCTIONS**

**I. STATUTES:**

1. In these Statutes unless there is anything repugnant in the subject or context;

- (i) “Audit Course” means a course attended without any liability of taking examinations.
- (ii) “Credit Course” means a course of study to be completed as a requirement for a degree.
- (iii) “Credit Hour” means the successful completion of a course of one semester hour in theory or two semester hours in practical per week.
- (iv) “Semester” means teaching time of 19 weeks inclusive of admission, conduct of examinations, preparation and declaration of results, etc. and gazetted holidays

**2. Duration of the Course**

- (i) The minimum number of semester for completing the course for the degree of Bachelor of Science in C.S.(IT) shall be 8. Provided that in case a student does not qualify for the award of degree within the minimum period of 8 semesters, he may continue his studies for a maximum of four consecutive semesters beyond which he shall not be eligible for enrolment.
- (ii) The medium of instruction and examination shall be English, except in the case of Islamic Studies, which shall be Urdu.

**3. Duration of Semester**

There will be two semesters in each year, Winter and Spring of 19 weeks each. The commencement of the semester is regulated by the Academic Council. (Explanation: Out of 19 weeks, 16 weeks shall be the actual teaching time, the rest may be utilized for admission, conduct of examinations, preparation and declaration of results, etc.).

**4. Scheme of Study**

The scheme of study for the various degree examinations shall be as given in the schedule-I appended to the Statutes. This schedule may be amended from time to time.

## 5. Minimum Requirements for Various Degrees

The minimum credit requirement for instituting the various degree shall be as follows:

120 credit hours for a duration of 8 semester.

## II. REGULATIONS:

### ADMISSION REQUIREMENTS

#### *Minimum Academic Requirements:*

1. (i) A Candidate seeking admission to the B.S (IT) must have passed Higher Secondary School or any other equivalent examination from a recognized institution securing at least 45% marks. excluding 20 marks each of NCC and Hafiz-e-Quran; provided further that the requirement of minimum marks may be amended from time to time by the Academic Council:

(ii) **AGE:**

A candidate must not be more than 22 years of age on 1st September of the year of admission; provided that the Vice Chancellor may relax age limit in very exceptional cases on the recommendations of the respective Principal of the College.

(iii) **DOMICILE:**

- (a) The candidates domiciled in other Provinces but passing Intermediate Examination from the Board of Intermediate & Secondary Education of the Punjab may be considered for admission against Provincial quota of the respective Province.
- (b) The candidates who are domiciled in the Punjab but have passed their Intermediate Examination from Boards other than those in the Punjab may be admitted on merit on production of domicile certificate.

#### *Authority of Admission:*

2. The admission may be made by Principal of the College.

#### *Time for Admission:*

3. (i) Candidate may be admitted at the beginning of the Winter Semester. If a candidate fails to enroll his admission shall stand cancelled.
- (ii) The principal concerned may refuse admission to a student without assigning any reason.

***Enrolment:***

4. (i) If a candidate admitted to the course has not completed all the requirements for the degree, he can enroll himself for each semester subject to the maximum admissible limit of 12 semesters failing which his admission shall stand cancelled. In case a student discontinues without permission, he may seek re-admission, in the same semester next year, with the approval of the Vice Chancellor and on the recommendations of the Principal of the College; or the subsequent year with the permission of the Academic Council, provided that he has not already exhausted the maximum residential requirements for the course, and provided further that after the first eight semesters, a candidate may enroll in the semester in which his/her failings/remaining subject(s) is/are offered in accordance with his/her scheme of studies subject to the maximum admissible limit of 12 semesters.

**Clarification of Statute 2 (i) and Regulation 6 (i)**

“The four semesters provided in excess of the normal duration of the course have to be treated as exactly identical to the original eight in matters of regulating the course conduct. This provision does not place any bar on the students’ right to discontinue their studies during these extra four semester. But what is inviolable in their case is their consecutive nature. One cannot skip a semester during this extra period and recover it beyond the 12<sup>th</sup> semester after it has ended. For instance, if a student discontinue his studies in the 11<sup>th</sup> semester, and the course in question is not offered in the next 12<sup>th</sup> semester, he cannot claim a right to enroll in the further next (13<sup>th</sup>)semester, except that he avails himself of the terminal summer session. He has come to the end of his studies. The law provides him no further chance.”

- (ii) An application for enrolment on the prescribed form (UG-1) accompanied by the prescribed fee receipt, shall be presented by regular students on the days notified for the purpose; provided that the Principal concerned may, in special circumstances and on payment of a late fee of Rs. 500.00 permit a student to enroll within seven days after the commencement of the semester.”

Provided further that the Vice Chancellor may allow enrolment of a student after the expiry of seven days of the commencement of the semester under special circumstances of individual cases to be recorded in writing with double late fee, till such time as it does not conflict with the prescribed requirement of 75% attendance in lectures and practical of each subject.

Provided further that the students seeking admission for the first time in the first degree courses must complete all admission/enrolment formalities within the

dates notified by the Principal, failing which their admission shall stand cancelled; provided further that admission of such students may be allowed, in consultation with the Vice Chancellor till such time as it does not conflict with the prescribed requirements of 75% attendance in lectures and practicals of each subject.

Explanation: Enrolment will only be considered completed when UG-1 form is deposited with the concerned Principal. Merely depositing of fee will not serve the purpose.

- (iii) **Withdrawal of the Course(s).** A student may be allowed to change the course(s) within 7 days of the commencement of the semester and to withdraw from a course within 5 weeks of the commencement of the semester with the consent of the Advisory Committee of the College Concerned.
- (iv) **Minimum and Maximum Credit Hours.** Each student shall register himself in the first and second semester for all the credit hours prescribed for these semesters. Subsequently he shall have to register for courses carrying not less than 17 and not more than 27 credit hours. The students who wish to pass 'F' and to improve 'D' grade(s) may enroll during the respective semester. In his last semester a student may register himself for the courses carrying the remaining credit hours; provided that the maximum does not ordinarily exceed 30 credit hours;

Provided further that the Principal of the College may allow a student to exceed the maximum limit of 30 credit hours by 1 to 4 credit hours by which he may be falling short of the total prescribed credit hours of a course, in special circumstances to be determined carefully in each individual case. These extra credit hours shall be allowed only in the 7<sup>th</sup> and 8<sup>th</sup> semesters. Provided further no course shall be offered during the regular semester which does not fall within the "Scheme of Studies" in the respective semester.

Clarification of Regulation 6 (iv)

***Regular Semester:***

- i. Each student shall register himself in the first and second semesters for all the credit hours prescribed for these semesters.
- ii. Subsequently, he shall have to register for courses carrying not less than 17 and not more than 27 credit hours.
- iii. In his last semester (7<sup>th</sup> in case of odd courses and 8<sup>th</sup> in case of even courses), a student may register himself for the course carrying the remaining credit hours i.e. upto 30 credit hours. This limit may be

extended by the Principal of the College upto 34 credit hours in 7<sup>th</sup> semester if no odd semester course is left behind and similarly , he may enroll upto 34 credit hours in 8<sup>th</sup> semester if no course of even semester is left behind and the student will complete the degree programme after enrolment of these extra credits.

***Constitution of Advisory Committee:***

5. The Principal shall constitute Advisory Committee in their respective College to provide adequate counseling and guidance to the students in the selection of their courses and other related matters.

***Number of Courses:***

6. The courses will be numbered to a scheme such as B.S (IT) Ist and 2nd semester (301-400), 3rd and 4th semester (401-500) and soon. This number will be preceded by two to four letters indicating the field of study i.e. IT-310.

***Improvement of 'D' Grade:***

7. (i) In the third semester or in any of the subsequent semesters a student may repeat once those courses of the previous semester(s) in which he had secured the lowest grade i.e. 'D' only.
- (ii) Any improved grades will substitute 'F' and 'D' grades of the previous semesters for calculating CGPA but 'F' and 'D' grades will form part of the transcript.

***Examination and Weightage:***

8. (i) Quizzes, special home assignments and/or term papers shall carry 10% of the total marks allocated which shall be uniformly split over the whole semester.
- The final examination to be held at the end of the semester shall carry 90% of the total marks allocated.
- (ii) For the purpose of evaluation, one credit will carry 20 marks e.g., a 5 credit course will carry 100 marks. These marks will be divided in accordance with the credit assigned to Theory/Practical for each course.

***Uniformity/Standards in Tests:***

9. The Boards of Studies of C.S. Department U.A.F will examine all problems regarding uniformity/standards in tests, examinations, assignments etc. before the declaration of results for the Semester, or any appeal from the student or teacher of any other related matter. The decision of the board shall be final.

***Practical Examination:***

10. The practical, each laboratory experiment, exercise, operation etc., shall be considered an examination and 40% marks shall be assigned for overall general performance and 60% for the final examination.

***Declaration of Result:***

11. (i) The result of all the examinations shall be delivered within a month of the date of examination under sealed cover to the Controller of Examinations at the end of each semester.
- (ii) GPA/CGPA at the end of Ist, 2<sup>nd</sup> and subsequent semesters: At the end of first semester a student securing GPA less than 0.5 shall cease to be on the rolls of the University. He may, however, again seek admission in any degree course, for which he is otherwise eligible at the next following admission time, on merit; provided that this concession will be admissible to him only once. The student must get a minimum CGPA of 0.75 at the end of the second semester and a minimum CGPA of 1.00 at the end of any of the subsequent semester so that the student feels impelled to get the minimum CGPA of 2.20 required for qualifying for the award of the degree, failing which he would cease to be on the rolls of the University and shall not be readmitted.
- (iii) Calculation of GPA/CGPA will be calculated at the end of each semester in accordance with the relevant Regulations.

***Minimum Pass Marks:***

12. In order to complete a course successfully, a student is required to obtain at least 40% marks each in Theory and practical separately.

**Grade point Average:**

13. (i) Grade points will be as follows:

A for 4, B for 3, C for 2, D for 1 and F for Zero or failure. W for withdrawal and I for Incomplete may also be used.

Maximum grade point average 4.00

Minimum grade point average for obtaining a degree 2.20

<b>Grade</b>	<b>Value</b>	<b>Marks</b>	<b>Remarks</b>
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

The grade point will be worked on the basis of percentage of marks obtained by a student in each course separately according to conversion table and not on the percentage of total marks obtained by a student.

**Attendance Requirements:**

14. (i) A candidate with less than 75% of the attendance in Theory and Practical of each course separately shall not be allowed to take the final examination of the course in a semester Provided that the period of absence in the case of participation in co-curricular/sports activities outside Faisalabad/Lahore, with the permission of Principal of the College may not be counted.

(ii) The teacher concerned shall send a statement of daily attendance of students in each course, Theory and Practical separately on the prescribed form. to the Principal of the College. The name of the student who is absent from the classes continuously for a week without prior permission shall be struck off the rolls by the College which will be duly notified by the Principal concerned

**Conduct of Examination:**

- 15.. (i) The final examination of each course (Theory and Practical) shall be held during the last week of a semester at a time and place to be notified by the Controller of Examination U.A.F.
- (ii) Appointment of Examiners.

- (a) The Controller of Examinations University of Agriculture, Faisalabad, will ask the external examiner to set 4 question papers from the syllabus provided by him to the external examiner. The Controller of Examination may also supply the copy of last year's question paper for his guidance to maintain a desired level for the examination. The later shall set the question papers taking into consideration the syllabus or the specimen question paper and forward it to the Controller of Examinations. The Controller of Examinations will select one paper for final examination.
- (b) The External Examiner shall mark the answer books in theory and conduct the practical examination.
- (ii) If a student enrolled in a semester has discontinued or unable to sit in the final examination due to illness duly certified by a Registered Medical Officer or under the circumstances beyond his control, to be determined in each case, on a written application by the student, may be allowed to discontinue which would be duly notified by the Principal concerned. He may, however, enroll in the same semester the following year, with permission of the Principal or the subsequent year but with the permission of the Academic Council.

***Marks/Grade of Deficiency Course:***

- 16. The marks/grade required to pass a deficiency course shall be the same as in the regulations relating to the examination/course concerned.

***Script of Examinations:***

- 17. The Controller of Examinations will preserve the scripts for a year. If a mistake or a discrepancy in the marking of the scripts of a serious nature comes to the notice of the Controller of Examinations, he shall take action to get it rectified in a suitable manner after obtaining proper orders from the Vice Chancellor.

***Examination Fee:***

- 18. University examination fee shall be charged at the rate of Rs.2000/- for each semester.

***Registration:***

- 19. The existing regulations shall be applied to the students of affiliated college (s). The Principal of the affiliated college shall forward the Registration form (E-2) to the Controller of Examination through the Dean, Faculty of Science Indicating the particulars of each student admitted or readmitted to the college, in the form prescribed for this purpose, within 2 months after admission or readmission of the student.



## PAPER SETTING/MARKING

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| 1. | Paper setting (theory)   | Rs. 500/- per paper           |
| 2. | Paper setting (Practical)  | Rs. 300/- per paper           |
| 3. | Paper setting (Theory & Practical)   | Rs. 10/- per answer book.     |
| 4. | Refreshments to be served per day.   | Rs. 20/- per examiner per day |
| 5. | Scrutinizer  | Rs. 1/- per answer book       |
| 6. | Daily allowance for examiners attending the Central Marking Process at the University is proposed as Rs. 150/- per day for local examiners. TA/DA will be paid at normal rates for examiners from outside Faisalabad. Each examiner will be required to mark at least 25 answer books per day. |                               |

For the conduct of examinations the staff of various categories will have to be paid according to the following rates.

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|----|---|-------------------------|
| 1. | Superintendent                          | Rs. 250/- per day       |
| 2. | Deputy superintendent                   | Rs. 200/- per day       |
| 3. | Invigilator                             | Rs. 100/- per day       |
| 4. | Qasid, Water-man, Chaukidar.            | Rs. 50/- per day        |
| 5. | Dean/Principal/Headmaster/Headmistress. | Rs.1500/-lumpsum amount |
| 6. | Typing charges of one paper             | Rs. 40/-                |