



Benazir Bhutto Shaheed University Lyari Karachi Sindh

Semester Rules for students of BBSUL

1. Duration of the Program

1.1 The programs leading to BS shall be of four years duration, equally divided into eight semesters.

1.2 Each semester shall be spread over eighteen weeks, 16 weeks for teaching, and two weeks for the preparation and the conduct of examinations.

2. Attendance, Struck offs and Readmission

2.1 Students shall have to be punctual and regular in attending all lectures, laboratory periods, semester sessions and fieldwork as required for each course.

2.2 Two weeks consecutive absence would result in a student's name being struck off from the University rolls. Such a student must get himself/herself readmitted to the program within three (03) working days of the striking off of his/ her name on payment of readmission fee of Rs. 500/- and within further three (03) days on payment of readmission fee of Rs 1000/-. The failure on the part of a student in getting himself/ herself readmitted shall be considered as the cancellation of his/ her admission.

2.3 There shall be at the most three chances for readmission during the entire study program. A student readmitted 3 times during the entire study program shall not be allowed any further readmission and his/her admission shall stand canceled.

2.4 A student seeking readmission shall not be exempted from the payment of readmission fee.

4. Promotion & Probationary Period

4.1 If a student scores CGPA less than 1.0 at the end of any semester during the program of studies, the student shall be dropped from the university rolls (GPA of first semester is CGPA as well).

4.2 Probation

4.2.1 Whenever any student's CGPA falls between 1.0 and 2.0 he / she shall be put on the first probation list for the next semester

4.2.2 If the student fails to raise the CGPA to 2.0 or above, he/she shall be placed on 2nd probation for the next semester.

4.2.3 If the student who was earlier on 2nd probation fails to raise CGPA to 2.0 or above, he/she shall be placed on the third and last probation.

4.2.4 If the student fails to raise CGPA to 2.0 or above in the Third and last probation, he / she shall be dropped from the university rolls.

4.3 The student eligible to continue the study program and having failed in the course(s) shall repeat the course(s) whenever such course(s) shall be offered by the Faculty, provided the contents of the study program remain unchanged.

4.4 A student shall have to complete the BS Program within ten (10) semesters or five years, but he/she shall not be allowed to avail more than two chances in each course.

5. Freezing of a Semester

5.1 No freezing in the first semester is allowed.

5.2 A student shall be allowed to apply for freezing of at the most two semesters in his / her entire program of studies.

5.3 The case for freezing of the program shall be placed before the Vice Chancellor by the chairperson of the respective department through the Dean of the Faculty.

5.4 Being allowed a semester freeze by the Vice Chancellor, the student shall resume the program subject to the commencement of the relevant semester. A student already registered shall not pay the registration / admission fee in order to resume the studies. However, the student has to complete the degree requirements within 5 years from the date of his/her first admission (excluding the period of semester being frozen).

8.6 Evaluation

There shall be a perpetual evaluation system of the student's performance. In addition to home assignments, term papers, quizzes and class presentations, the following examinations in

each course during the semester shall be held: -

- * Mid Semester Examination
- * Final Semester Examination.

8.6.1 The Mid Semester Examination shall be held by the end of the 8th week of class work for each course from the commencement of the semester. The final semester examination shall be held at the end of the semester.

8.6.2 The duration of the examinations: -
Mid Semester Examination at least one hour.
Final Semester Examination two to three hours

8.7 Evaluation for Courses

8.7.1 The Evaluation Scheme for Theory courses 3(3-0)

- * Mid Semester Examination 25%
- * Final Semester Examination 50%
- * Sectional (Quizzes, Assignments, Reports, Project, Term Papers, Case Study, Class Presentation, Group Work etc) 25%

8.7.2 The Evaluation scheme for Lab courses 1(0-1)
Each laboratory course will be of 1 credit hour and will have its own course code.

8.8 Marks, Grade Points, Letter Grades

8.8. Letter grades are used only for individual courses and not for semester GPA or CGPA. Grade points for each letter grade are given below.

SEMESTER GRADE SCHEME

(Undergraduate Program)

Mark range	Grade point	Grade
85 and above	4.00	A
80-84	3.70	A-
75-79	3.30	B+
70-74	3.00	B
65-69	2.70	B-
61-64	2.30	C+
58-60	2.00	C
55-57	1.70	C-
50-54	1.00	D
0-49*	0.00	F

*fraction is to be rounded as a whole number.

Student carrying D and C⁻ grades can improve their grades.

8.8.2 The percentage of marks, or values of grades other than grade points shall be shown on the transcripts whether they are relative grades or absolute grades.

8.8.3 Mid-semester answer books of each student should be shown to him / her after marking

8.8.4 Re-evaluation of answer books is not allowed after declaration of result; however, in such cases, a student may apply for recounting of marks.

8.3 Departmental Committee

8.3.1 There shall be a "Departmental Committee" comprising:

- * Chairperson of the departments
- * Two senior most faculty members

8.3.2 The committee will address the grievances of the students about any course instructor or grade or for any other academic issue.

8.3.3 Appellate body will be the Dean of the Faculty

8.3.4 Grievance on Grade

8.3.4.1 A student must approach the chairperson of the department for a grievance on grade within 5 days of the receipt of the grade.

8.3.4.2 The chairperson of the department shall forward the grade grievance to the "Departmental Committee"

8.3.4.3 It will be binding on the committee to hear both sides (student and instructor), and give the final decision within 5 days or before the start of the date of registration for the new semester whichever comes earlier.

Discipline

- a. The enforcement of discipline in the classrooms and within the premises of BBSUL is the duty of every individual. All the students must conform to the rules and regulations of the University framed from time to time by the Management/Administration. Students are expected to exhibit decency in behavior and dress.
- b. If a student found violating the above shall be dealt strictly and can either be suspended or expelled from the University

Code of Conduct for Students

In order to achieve these goals all students are obliged to strictly follow the code of conduct laid down below:

1. Students should refrain from conduct that might damage the reputation of the University, any conduct that may lead to the disruption of any academic program of the Campus.
2. Students will show tolerance, understanding and respect for the rights of others. In case of any misunderstanding with peers or University management, etc., discussions and exchange of views within the framework of decency and decorum would be the desirable course to follow.
3. Threatening behavior to fellow students, faculty, staff or the University as an institution could cause irrevocable dismissal from the University.
4. Students will be respectful to members of the opposite gender and will refrain from any behavior that can be interpreted by others as 'gender harassment'.
5. Students are strictly reminded that gender mixing is permissible only within the accepted social and cultural norms of the society. Faculty tolerance should not be construed as an approval to undue intimacy and unacceptable proximity, openly or in isolated areas.
6. It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the Campus premises. The designated waste boxes should be used for the purpose.
7. The students are advised to refrain from any damage to the University fixtures/furniture including Venetian blinds, scribbling/carving on desks, writing on walls, misusing lab equipment, etc.
8. **The Campus is a no-smoking area, and at no time in any premises of the Campus smoking is allowed. Neither any paan, gutkha or similar substance is allowed and if any found using any of mentioned will be immediately rusticated.**
9. Students are advised to switch off mobiles in class rooms, examination halls, labs and library so as not to disrupt the calm of the mentions rooms.
10. Matters of indiscipline would be referred to the Discipline Committee, which is authorized to reprimand or check any indiscipline in any way it

deems appropriate. Their/those students who disobey authority and violate the code of conduct will be called to the University.

11. Students must refrain from cheating, plagiarism, lying, stealing, and gender harassment in any setting of the Campus.
12. Students must keep receipts of the fees paid with them as they have to show at the time of submission of Examination Forms and in case of loss they may suffer. Students must submit the monthly tuition fee till 10th of every month.
13. Students must take care of the library books as in case of loss or damage, price of book and penalty will be charged and cancellation from library account may occur.
14. Students will park their motorbikes or cars in the disciplined manner, outside BBSUL Campus, so as no traffic jam or hurdle occurred for others.
15. The Students of the University are expected to dress, keeping in view the local cultural values. Students should not wear tight or see-through dress, shorts, or Chappal or Thongs. The dress should not have any script or image, which appears to be provocative or indecent. The students are not expected to put on expensive jewelry.
16. Your course marks are dived in attendance, tests, assignments, excursion trips and examinations as such you must participate in all these activities.
17. Sports activities shall be regularly held and various clubs related to sports such as Cricket Club, Foot Ball Club, etc., will be established.
18. Counselor service for the students shall be established and every Teacher will be responsible for advising / Counseling of 4 to 5 students.
19. Examination Forms will only be accepted when No Dues Certificates are issued from the Academic Section, Library and Sports Section.
20. Formation of Union or any other group on the basis of Religion, Language, Cast or Creed is strictly prohibited.
21. The Auditorium or any other facility of the University can only be used with the permission of the administration.
22. **Award of Scholarship/Stipend depend upon (i) Academic performance (ii) Regularity & Punctuality (Attendance of 80%) and (iii) Discipline in Class Room / Campus.**