

**REGULATIONS FOR SEMESTER SYSTEM OF 4-YEAR BACHELOR OF STUDIES
(BS) PROGRAM IN SCIENCE, 2021**

1. Title:

In pursuance of the provisions contained in Section 32(1)(b) & (c) of the DUET Act, 2013 (Sindh Act No. XII of 2013) as amended by the Sindh Universities and Institutes Laws (Amendment) Act, 2018 (Sindh Act No. XV of 2018) and read with HEC's letter # 10-1/A&C/HEC/2021/19, dated: 15th January, 2021, these regulations may be called the “**Regulations for Semester System of 4 Year Bachelor of Studies (BS) Program in Science, 2021**”.

2. Commencement:

These regulations shall come into with immediate effect.

3. Application:

These regulations shall apply to all students admitted for BS Program in Science of the University in Batch 2020-Fall and onwards.

4. Definitions:

(1) In these Regulations, unless the context otherwise requires, certain common expressions shall have the same meanings as assigned to them under Section 2 of the DUET Act, 2013 (Sindh Act No. XII of 2013), as amended:

- (i) “University” means the Dawood University of Engineering and Technology, Karachi.
- (ii) “Vice Chancellor” means the Vice Chancellor of the University.
- (iii) “Academic Year” means an Academic Year of the University.
- (iv) “Academic Calendar” means a written schedule of the academic activities / event for its Fall semester, spring Semester and Summer Semester.
- (v) “External Examiner” means a person holding suitable qualification and experience in the relevant discipline and is not an employee of the University.
- (vi) “Inter Examiner” means the teacher/person appointed by the Competent Authority, who is been teaching the course to the regular class/section during the regular semester for which the examination is being conducted.
- (vii) “Factotum” means the Chairperson of the department or his nominee not below the rank of Associate Professor of the concerned department appointed by the Vice Chancellor for the conduct of semester examination.

5. Mode of Operation of The BS Program:

- (1) The BS Degree Program shall be operated in morning and evening shift.
- (2) The official timing shall be observed from 9.00 am to 09:00 p.m.

6. Duration of An Academic Year:

- (1) There shall be the two regular academic semesters in an academic year, commonly named as:
 - (i) Fall Semester.
 - (ii) Spring Semester.
- (2) However, University may offer the 8 weeks Summer Semester, as and when required. In Summer Semester students shall be offered theory and lab courses on the following conditions:

- (i) The student who wants to improve his/her grade point in any subject (i.e., F/D/D+)
- (ii) The student who was stopped to give the Final Semester Examination of any theory/lab courses due to shortage of the class attendance in the regular semester.
- (iii) The student shall opt minimum two theory courses and one lab course up to 08 credit hours for remedial work/ improvement of grade points.
- (iv) The contact hour per week during the Summer Semester shall be doubled to ensure that the courses are completely taught in a semester with half of the duration as compared to a regular semester (i.e., Fall/ Spring Semester).
- (v) Length of Semester shall be 14 weeks of classes, excluding final examination periods and vacations.

7. Academic Calendar:

- (1) The University shall publish academic calendar before start of each academic year.

8. Total Period of Study for The BS Program:

- (1) Each program comprises eight semesters spread over four years.
- (2) Students must complete the Degree in maximum 7 academic years.
- (3) The name of student shall be dropped/struck off from the rolls of the University who does not complete BS Degree within 07 Years.

9. BS Degree Credit Requirement:

- (1) The Minimum credit hours to qualify for a 4-year BS degree is 130 credit. These credit hours shall normally be earned by a student in the eight semesters.
- (2) Ordinary student will complete 15-17 credit in every semester.
- (3) Student may take more or fewer credit in semester with the permission from Vice Chancellor.

10. Credit and Courses:

- (1) "Contact Hour" means hour of scheduled instruction given to students.
- (2) A credit hour means teaching/earning a theory course for one hour each week throughout the semester. One credit hour in laboratory or practical work/project would require lab contact of three hours per week throughout the semester.
- (3) The credit hours are denoted by two digits within brackets with a hyphen/plus in between. The first digit represents the theory part while the second (right side) digit represents the practical.
- (4) Minimum number of contact hours for a 01-credit theory course shall be 14 hours in semester.
- (5) Laboratory Courses focuses on experimental/experiential learning where in the student (6) performs substantive work in a laboratory or studio setting.
- (6) Minimum number of contact hours for a 01-credit Laboratory course shall be 42 hours in semester.

11. Requirement of Attendance:

- (1) 75% attendance is mandatory (minimum). In genuine cases, maximum 10% condonation in attendance shall be the discretionary powers of the Vice Chancellor based on the application, submitted by the student, to be scrutinized by the Chairperson of the concerned department and recommended by Dean of the concerned faculty.
- (2) The eligibility attendance Theory/ Lab for the late admitted students to first semester of first year should be on his date of admission.

12. Distribution of Marks:

- (1) In each semester, students may be required to appear in quizzes, mid semesters and final examination give presentation, participate in group discussion, and submit projects assignments/ lab reports by the due dates. These (to be determined by the concerned teacher) will have different weightages and contribute towards the assessment. These weightages will be determined based on the following guidelines.

Course type	Nature of Examination	Weightage
Theory course	(i) Sessional work (Assignments/ Lab Work)	20%
	(ii) Mid semester examination	30%
	(iii) Final examination	50%
Laboratory/ studio work practical	(i) Sessional work (Preparation of practical manual/ subject folder)	40%
	(ii) Conduct of practical examination/ objective	30%
	(iii) Viva Voce/ Jury examination	30%

- (2) Board of faculty can approve any deviation in distribution of marks in any course to enable attainment of course learning outcomes (CLO).
- (3) Final examination in each Head/ course will be held at the end of the semester.
- (4) In case of the Project/ Thesis/ Design, the distribution of marks shall be as follows:

Project-I (Project Proposal Presentation)	10%
Project-I (Complexity of the Problem)	10%
Project-I (Evaluation of Mid Defense Presentation)	30%
Project-II (Final Report)	30%
Project-II (Evaluation of final defense: Oral presentation)	20%

13. Grading Policy:

- (1) Following grade points for each letter grade will be used:

Marks Range	Letter Grade (LG)	Grade Point (GP)
85 & above	A+	4.0
80 to 84	A	3.7
75 79	B+	3.5
70 74	B	3.0
65 69	C+	2.5
60 64	C	2.0
55 59	D+	1.5
50 54	D	1.0
Below 50 (fail)	F	0.0
Withdrawal	W	
Exempted	E	

- (2) Fraction is to be rounded.
- (3) There should be no other grade point values except the above points.
- (4) The percentage of marks or numeric values of grades other than grade points should not be reported on the transcripts whether they are relative grades or absolute grades.

- (5) If a student gets an F in course, he/ she will be given one/ more chance to repeat the course through registration as and when it is offered by the University.
- (6) Permission of Second chance for improvement of GPA only in final semester examinations is given to the student who has secured less than 2.00 GPA in any course with the consent of the concerned Chairperson and approval of the University authority.
- (7) Permission of second chance in mid semester examinations is given when student who remained absent in the examination under exceptional circumstances like hospitalization etc with the consent of the concerned Chairperson, recommendations of the Dean of the concerned faculty and approval of the Vice Chancellor.
- (8) Subject repeated to improve grades, will be shown on the transcript with suffix “Repeat” or “R” (TOP).
- (9) In semester system, there will be no provision of supplementary examination under any circumstances.

14. Semester Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA):

- (1) $GPA = \frac{\text{Sum over courses in semester (Courses Credit hours} \times \text{Grade Point Earned)}}{\text{Total Semester Credit hours}}$.
- (2) $CGPA = \frac{\text{Sum over all taken courses in all semesters (Course Credit hours} \times \text{Grade Point Earned)}}{\text{Total Credit hours taken in all semesters}}$.

15. Withdrawal from Semester:

- (1) Permission to withdraw from admission in any semester is given only under exceptional circumstances with the approval of competent authority.

16. Freezing of Admission:

- (1) Permission to freeze admission in any semester is given only under exceptional circumstances with the approval of competent authority. This opportunity can be availed only once in degree program.

17. Suspension of Admission and Re-Admission:

- (1) The admission of a student enrolled in the program will be suspended under the following circumstances:
 - (i) If student does not attend minimum 75% classes in the semester without any official withdrawal.
 - (ii) If the student remains absent from complete final semester examination.

18. Probation:

- (1) Probation is a status granted to the student whose academic performance fall below the minimum University standard.
- (2) The student acquiring less than 2.00 / 4.00 GPA in a semester but passing in all papers of Theory / lab courses shall be promoted with the condition to achieve more than 2.00 GPA in the next semester, and he/ she shall be put on probation for the next semester.
- (3) The Student acquiring GPA 1.5 and above but fails in any paper(s) of theory / lab courses shall be placed on probation and promoted to the next semester conditionally that he/she shall have to be registered in Summer Semester to improve the grade.

- (4) Student acquiring less than 1.7 GPA in two consecutive semesters are failing in any paper(s) of theory/ lab courses even after attending the Summer Semester for one academic year shall be dropped from the rolls of University.

19. Degree Completion Requirements:

- (1) Student must have earned 2 CGPA to become eligible for award of BS degree.

20. Cancellation of Admission:

- (1) If a student is involved in a serious in-disciplinary act.

21. Migration Policy:

- (1) Migration is only allowed to and from local University and foreign University recognized by Higher Education Commissions (HEC).
- (2) Admission on migration basis will be given if the seat(s) is available in relevant degree program.
- (3) Migration is not allowed to the students in the first and final year.
- (4) Migration/ Transfer is allowed only in the cases of extreme hardship for the students or if it is considered in the best interest of the university by the competent authority. The decision of the university is final and binding in this regard.
- (5) The students failing in previous Semesters (i-e- less than 50% marks) shall not be eligible for admission on migration basis.
- (6) Admission on migration basis will be given up to the fourth week of the start of the classes of semester whether in the Spring or Fall Semester.
- (7) The applicant will apply in the Office of Registrar on the prescribed Application Form for Migration. The applicant will submit the following documents along with the application form:
 - (i) Original NOC (No Objection Certificate) from the parent University.
 - (ii) Photocopy of Student ID Card of the parent University.
 - (iii) Photocopies of Detailed Marks Sheets.
 - (iv) Original Challan/ voucher of non-Refundable Rs. 5000/- as a processing fee (shall be paid in the account of the University through challan/ voucher).
 - (v) Original Authority Letter by the parents/guardian for the migration of the applicant.
 - (vi) No Objection Certificate (NOC) of the parents University/ Embassy (only for the foreigner applicant).
- (8) Then the Office of Registrar will send the case to the Convener or Secretary of the Equivalency Committee (as notified by the Competent Authority of the University) for the further process, after the approval of the Competent Authority (i.e., the Vice Chancellor).
- (9) The Equivalency Committee will assess all the related aspects of the case. Moreover, the Equivalency Committee will notify all the terms and conditions in its decision for the case. The decision of Equivalency Committee will not be changed at any cost.
- (10) The Secretary of Equivalency Committee will send the case to the Office of Registrar along with the copy of decision taken on the migration case. Meanwhile, the Convener of the Equivalency Committee will inform the Vice Chancellor regarding the decision taken on the case.
- (11) The Office of the Registrar will notify on the case as per the decision of the Equivalency Committee.

- (12) The local applicant if admitted based on migration shall be required to pay non-refundable migration fee of Rs. 200,000/- (Rupees two Hundred Thousand Only) + 5% Tax (Rs. 10,000/) through pay order in favor of Director Finance, Dawood University of Engineering and Technology, Karachi.
- (13) The above prescribed migration fee for the local student shall be paid within one (01) week by the applicant after receiving the notice of terms and conditions by the Office of Registrar.
- (14) The foreigner applicant if admitted on the basis of migration shall be required to pay non-refundable migration fee of USD 2,000/- (two thousand US Dollar Only) + 5% Tax (USD 100/-) through pay order in favor of Director Finance, Dawood University of Engineering and Technology, Karachi.
- (15) The above prescribed migration fee for the foreigner applicant shall be paid within One (01) week by the applicant after receiving the notice of terms and conditions by the Office of Registrar.
- (16) After the payment of the prescribed fee by the applicant, the Office of Registrar will issue the Admission Letter to the applicant.
- (17) Student admitted on migration shall be given exemption in all such courses of First and Second Year which he/ she has passed during study in previous institution. However, he/ she shall be required to register and pass all such courses of the discipline in which he/ she is admitted which he/ she has not studied in previous institution.
- (18) Maximum seven courses can be given to the applicant in that semester (as per the decision of Equivalency Committee).
- (19) For the student migrating from Dawood University of Engineering and Technology to another institute/college shall pay Rs. 5,000/- (Rupees five thousand only) as processing fees in the account of the University through Challan/ Voucher.
- (20) The Office of Registrar will issue him/ her NOC for the migration from this University to another institute/ University specifying the time limit of two months for his/ her migration to another institute/ university.
- (21) The applicant will take classes in his/ her parent university during the process of the migration case in the other institute/ university.
- (22) If the applicant does not get admission based on migration in any other institute/ university for whatsoever reason(s) within two months, he/ she will report back to the Office of Registrar and continue his / her studies in the same semester after the issuance of notification for the continuation of his / her studies.

22. General Education Requirement:

- (1) The academic program will ensure that every student is acquainted with the broad variety of fields of inquiry and approaches to knowledge in the 21st century. To address this aspect, a minimum of 39 credits will be reserved for General Education courses. Departments will determine which of the Gen Ed courses, can be used to meet the distribution requirements.
- (2) Briefly, this requirement will entail the following:
 - (i) Breadth: Students will be required to take two courses each in the three broad domains of knowledge, namely Arts and Humanities, Natural Sciences and Social Sciences.
 - (ii) Foundational Skills: Student will be required to take three courses in Expository Writing (EW) and two courses in Quantitative Reasoning (QR).
 - (iii) Civilization Knowledge: Students will be required to take one course each in Pakistan Studies and Islamic or religious Studies.
 - (iv) Gen Education courses shall be completed by the end of the fourth semester.

23. Disciplinary Requirement:

- (1) Department concerned shall determine, through normal procedure the disciplinary requirements. For professional fields, the disciplinary requirement will be developed by the departments concerned in collaboration with the professional associations or learning councils.

24. Practical Learning Requirement:

- (1) Every BS student will have to fulfil the Practical Learning Requirement. Practical requirements will be non-credit, that is, they will not receive letter grades for these programs.
- (2) Internship is mandatory requirement of practical learning component:
 - (i) For BS students, standard internship in summer and after fourth semester, shall be at least 6 weeks in duration is mandatory.
 - (ii) The internship shall take place at designated host institute. The host institute may be (a) Government Organization (b) Autonomous body or attached department of government's agency, (c) a business enterprise, (d) academic institute or (e) NGO.
 - (iii) Department concerned will assign individual faculty member to monitor and evaluate the quality of work of each student internee and the faculty evaluation shall be part of student's permanent record.
 - (iv) Certification: On successful completion of the internship, students will be awarded a certificate of completion.
 - (v) Practical requirement will be non-credit, and student shall not receive letter grades for internship.
- (3) Practical Learning Lab: Students will enroll in any one of the following three "labs":
 - (i) An entrepreneurship lab.
 - (ii) A student club (please see below for examples).
 - (iii) A sport program.
- (4) The labs will operate as follows:
 - (i) **The Entrepreneurship Lab:**
 - (a) The Entrepreneurship Lab will be under the supervision of the Director ORIC. Students who sign up for the entrepreneurship lab will be required to attend the lab for a minimum of 4 hours per week for at least four semesters. The lab will include lectures, teamwork, proposal writing sessions, competitions, presentation sessions, fundraising events, start-up events, and marketing events. Each student will be expected to propose a project, which he or she will take to completion.
 - (ii) **Youth Clubs:**
 - (a) These may be of different types. The purpose is to expose students to social engagement through participation in group activities. These may include Green Clubs, Drama Clubs, Book Reading Clubs, University Magazines or Newspapers, University TV or Radio Stations, Debating Clubs, or Student Associations. Each Club will formulate its own rules and procedures; in some cases, the students may need to compete for entering it (e.g., in the University Magazine), while others may have open admission policies. Each of these

clubs will have a faculty advisor, who will keep a record of attendance, oversee financial matters, where needed, and provide advice on university policies or regulations.

(iii) Sports:

- (a) Students who wish to fulfil their lab requirements through sports will have to sign up with the Director Sports or other designated officer, and attend regular training and practice sessions, which will be treated as equivalent to "labs".
 - (b) The time commitment for the PLL activity will be 4 hours a week for 4 semesters.
- (5) Lab Structure: The weekly activity mentioned above will be referred to as "labs". This is on the analogy of science labs, in which students undertake practical work.
 - (6) Facilitation: Students will be facilitated in the labs by faculty or staff assigned to the tasks (e.g., Director ORIC, Director Student Affairs, Director Sports, or other designated faculty).
 - (7) Evaluation: Universities will evaluate the quality of work (e.g., papers or reports submitted, patents filed, start-ups initiated, sports medals obtained, club activities promoted, and the like), and these evaluations will be made part of the students' permanent record.
 - (8) Certification: On successful completion of the PLL requirement, students will be awarded a certificate of completion.

25. Final Year Project:

- (1) Final Year Project (FYP) shall be of 06 credit hours.
- (2) The Final Year Project (FYP) shall be offered in the 7th Semester and 8th Semester of the Fourth Year having the equal credit hours (i.e, three credit hours for each regular semester).

26. Academic Advisors:

- (1) Department shall assign an Academic Advisor to each student to provide advice on their academic careers.

27. Program / Department Codes:

- (1) BS in Computer Science (BSCS).
- (2) BS in Mathematics (BSM).

28. Course File:

- (1) Maintaining the Course File is compulsory for all faculty members. It should have complete record of every activity that happens during the course. The course file should contain:
 - (i) Course Code and Title.
 - (ii) Description of Course/Learning Outcomes.
 - (iii) Course syllabus and changes, if any, made over at least 3 semesters.
 - (iv) Weekly Teaching Schedule.
 - (v) Dates of Mid-Semester Examination.
 - (vi) Grading Policy will identify each activity. such as Homework, Quizzes, Mid-Semester Examination, Final Examination and Term Papers etc.
 - (vii) Copy of each Homework Assignment.
 - (viii) Copy of each Quiz Assigned.
 - (ix) Copy of Question Papers for Mid Semester Examination • Copy of Question Papers for Final/Semester End Examination.