

**HEC DRAFT POLICY GUIDELINES  
FOR THE IMPLEMENTATION OF UNIFORM  
SEMESTER EXAMINATION SYSTEM  
IN HIGHER EDUCATION INSTITUTIONS OF  
PAKISTAN**



**Government of Pakistan  
HIGHER EDUCATION COMMISSION  
ISLAMABAD - PAKISTAN**



## **Preamble to the Policy Guidelines**

The Higher Education Commission constituted National Committee on Examination System (NCES) in October 2003, as a national level task force to review in detail the prevailing Annual, Term and Semester Systems of Examination existing in Pakistani HEIs. The sole purpose of this Task Force Committee was to identify and finalize a national level uniform system in which an academic year of any HEI could be organized in compliance with the international examination systems applied worldwide.

The NCES Committee after long deliberations with the stakeholders recommended that the HEIs of Pakistan should consider gradually moving towards a semester system and by 2008 all HEIs should start implementing it. In this regard the draft policy guidelines prepared by the committee were sent to all the universities for dissemination and implementation. During the course of action it was observed that the Semester System was not only less familiar in the Higher Education Institutions (HEIs) of Pakistan, but was also implemented in diverse forms (bi-semester, tri-semester and term system etc.).

Therefore, the NCES set of recommendations for improvement of the Annual System led to the threadbare assessment of the Semester System and prepared a revised semester system policy guidelines draft for its



and master trainers workshops were organized at regular intervals by HEC across Pakistan to orient the HEIs about the semester system and its implementation process.

The Policy Guidelines for the uniform implementation of Semester System in Pakistani higher education institutions have now been reviewed and developed keeping in view all the concerns of the stakeholders with the expectation that the HEIs across Pakistan will mould their examination systems accordingly. The Draft Policy Guidelines 2014 cover broad range of policy matters pertaining to the semester system and will be able to provide holistic guidance at all levels of application and implementation.

The Draft Policy Guidelines can also be viewed at the link available on HEC website [www.hec.gov.pk](http://www.hec.gov.pk)

**Noor Amna Malik**  
Director General (LID)



## CONTENTS

	<b>Page No.</b>
1. Standardized Scheme of Studies for Degree Programs	5
2. Course Layout for Undergraduate Students (124-140 Credit Hours)	6
3. Credit Hours for Undergraduate and MS/MPhil Degrees	7
4. Fall/Spring Semester	8
5. Summer Semester	8
6. Course Load for Fall and Spring Semesters	8
7. Academic Calendar	9
8. Enrollment/Registration in Courses	10
9. Repeating Courses	10
10. Attendance	11
11. Examination	11
12. Grading Policy	12
13. Fractionalized Grading Policy	18
14. Computation of Semester Grade Point Average (GPA) And Cumulative Grade Point Average (CGPA)	19
15. CGPA Required for the Completion of Undergraduates /MS/MPhil Degree	20
16. Transfer of Credit Hours for Undergraduates/MS/MPhil	20
17. Requirement for the Award of Degree	20
18. Format of Final Transcript	21
19. Student Grievances Against Course Instructor	22
20. Courses on Pass/Fail Basis for Undergraduates	23
21. Cancellation of Admission	23
22. Course file	23
23. Freezing of Semester	24
24. Teacher Evaluations Linked with Quality Assurance Mechanism	25
25. Annexures	26



## 1 STANDARDIZED SCHEME OF STUDIES FOR DEGREE PROGRAMS

### 1.1 MS/MPHIL STRUCTURE, AFTER COMPLETION OF LEVEL 6 QUALIFICATION\*

<b>Total No. of Credit Hours (Minimum)</b>	30 (including a minimum of 24 Credit Hours of Course Work + 06 Credit hours for Thesis).
<b>Semester Duration</b>	16- 18 weeks
<b>Course Duration (Minimum)</b>	1.5 – 2 years
<b>Number of Regular Semesters</b>	3-4
<b>**Summer Session</b>	Only for deficiency/failure/repetition courses.
<b>Course Load Per Semester for Regular Full-Time Students</b>	9 – 12 Credit Hours

\* For level qualifications; see the PQF flow chart attached at annexure

\*\* HEIs falling in long winter vacations to apply according to their conditions

More details regarding MS/MPHIL can be downloaded from <http://www.hec.gov.pk/Mphil>



## 1.2 UNDERGRADUATE STRUCTURE

<b>Total No. of Credit Hours (Minimum)</b>	124–140
<b>Semester Duration</b>	16–18 weeks including 1–2 weeks for final examination
<b>Course Duration</b>	8 Semesters (3.5–4 years)
<b>*Summer Session</b>	Only for deficiency/failure/repetition courses.
<b>Course Load per Semester for Regular Full-Time Students</b>	15–18 Credit Hours
160-170 credit hours are recommended for 5 year degree program	

\* HEIs falling in long winter vacations to apply according to their conditions

## 2 COURSE LAYOUT FOR UNDERGRADUATE STUDENTS (124-140 CREDIT HOURS)

- 2.1 124-140 Credit Hours are required in all undergraduate degree programs (124 represents the minimum and 140 represents the maximum credit hours required).
- 2.2 78-87 credit hours must be earned taking courses prescribed for the major that means foundation and elective (courses of area of specialization). These courses for social and basic sciences disciplines will consist of 63.50%, while for the engineering program these will consist of 65-70% of curriculum towards the discipline specific areas.



- 2.3 Please follow the HEC policy regarding weightage for major that means foundation and elective (courses of area of specialization), compulsory and related subject as per template/framework available on HEC  
<http://www.hec.gov.pk/InsideHEC/Divisions/AECA/CurriculumRevision/Pages/Frameworks.aspx>
- 2.4 A theory course which equals 03 Credit hours and the length of the class contact hour should be 3 hours per week. This is typically in the form of three 1-hour classes per week or two 1.5 hour classes per week.
- 2.5 **Project:** Every student should write a project report in the final year.
- 2.6 **Internship:** Students must be encouraged to do internship in a relevant organization relating to the discipline chosen for specialization.  
HEC approved Curriculums can be visited at  
<http://www.hec.gov.pk/InsideHEC/Divisions/AECA/CurriculumRevision/Pages/RevisedCurricula.aspx>.

### 3 CREDIT HOURS FOR UNDERGRADUATE AND MS/MPHIL DEGREES

- 3.1 A credit hour means teaching a theory course for one hour each week throughout the semester.
- 3.2 One credit hour in laboratory or practical work/project would require lab contact of three hours per week throughout the semester.
- 3.3 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) digit represents the practical.



- 3.4 Thus 3(3-0) means three credit hours of theory, while 4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory or practical work.

#### 4 FALL/SPRING SEMESTER

- 4.1 There will be two regular semesters (Fall and Spring) in an academic year. Each semester will spread over 16-18 weeks (inclusive of 1 – 2 weeks for exams).
- 4.2 HEIs are at liberty to enroll students (if they fulfill their criteria) for any semester or for any single course and issue transcript with letter grades at the end of the semester.

#### 5 SUMMER SEMESTER

- 5.1 A student who has either failed or has been stopped to take the examination due to shortage of attendance or wishes to improve his/her grade is allowed to register in summer.
- 5.2 A student will only be allowed to register in 1-2 courses of 3-6 credit hours.
- 5.3 The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

#### 6 COURSE LOAD FOR FALL AND SPRING SEMESTERS

- 6.1 **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.





Any student who wishes to enroll for more than 18 credit hours may be allowed by the university to take one extra course of 3 credit hours if his/her CGPA is above 3.5 or in case of repeating/failed/dropped courses.

### **6.2 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.

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

## **7 ACADEMIC CALENDAR**

**7.1** Every university must publish a schedule of its whole academic year (including fall, spring and summer semesters) for the convenience of students and Faculty Members. The calendar will include the following information:

- i. Semester starting date.
- ii. Holidays during the semester.
- iii. Semester termination date.
- iv. Mid-Term exam week
- v. Final exam week.
- vi. Result notification date.

**7.2** In case a university is closed owing to the circumstances beyond the control then special makeup classes be arranged converting weekends or holidays to working days to cover the lapsed period of the students.



## 8 ENROLLMENT/REGISTRATION IN COURSES

- 8.1 Students are required to choose the courses they wish to enroll in, prior to the start of a semester. For this purpose the university will publish a schedule for enrollment of students. The students may make any change (add/drop) in the courses they are taking within second week of the semester.
- 8.2 Students may not be allowed to add/drop a course after the end of the second week of the semester.
- 8.3 Students may be allowed to withdraw from a course during 4-6 week of the semester. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the GPA of the student.
- 8.4 A student withdrawing after the 6<sup>th</sup> week shall be automatically awarded "F" grade which shall count in the GPA.

## 9 REPEATING COURSES

- 9.1 If a student gets 'F' grade, s/he will be required to repeat the course.
- 9.2 Undergraduate students may be allowed to repeat a course in which s/he has obtained Grade 'D'. In such a case both the course and the grade obtained, will be recorded on the transcript, however, only the better grade shall be used in the calculation of **CGPA**. The Institution may define maximum number ( $\leq 6$ ) of courses that student may be allowed to repeat in a four year degree program.
- 9.3 A graduate student (MS/MPhil) with a 'C' grade can repeat the course if s/he desires to improve the grade. Each



Institution may define the maximum number of courses ( $\leq 3$ ) that a student may repeat at the Graduate level. In such a case, both the course and the grade obtained will be recorded on the transcript, however, only the better grade shall be calculated in the **CGPA**.

## 10 ATTENDANCE

- 10.1 Attendance in classes is normally considered mandatory especially in a semester system.
- 10.2 Each Institution may develop a policy for minimum attendance ( $\geq 75\%$ ) in a course to be eligible to sit in the examination.

## 11 EXAMINATION

- 11.1 In each semester, students may be required to appear in quizzes, midterms, final examinations, presentations (individual/group), group discussion, and submit projects/assignments/lab reports. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. This weightage can be determined on the basis of following guidelines:

Nature of Examination	Weightage (Min/Max)
Quizzes	5 – 10 %
Mid Semester Examinations	20 – 25%
Assignments/Presentations/Practicals	5 – 25%
Sessional Examination	10-15%
Final Examination	35– 40%



**Note:** *In case of a course with the composition of 3+1 (3 credit hour theory and one credit hour practical) the weightage for the practical may be considered 25%.*

- 11.2** In the beginning of a semester, the Instructor of each course should hand out the information to students as provided in the sample sheet that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, Take home assignment policy, reading material and any other information important for the successful completion of the course.
- 11.3** There will be no Supplementary/Special Examination in a Semester System; if a student fails in a course, s/he is required to repeat it. An incomplete grade will be awarded only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments, etc.

## 12 GRADING POLICY

There are two predominant and preferred grading systems applied worldwide and similar is the case in Pakistani HEIs for grading courses at all levels of tertiary education. The two systems that can be adopted by HEIs are:

- 1. Relative Grading System.** (Recommended for adoption where the class size is above 20 students)
- 2. Absolute Grading System.** (Recommended for adoption where the class size is below 20 students).

The programs and courses are evaluated either on a point or percentage system (absolute grading method) or a curve (relative grading method), depending on the need for the grades to serve as a competitive filter. Because grades are mostly used at some point for some sort of competitive evaluation (scholarships, entrance into degree and graduate programs and for entering



into a competitive job market) even absolute grading systems are normalized so that they fall generally within the standard of grading practices of an institution. Most grading practices incorporate aspects of both absolute and relative grading methods.

An overview of the two systems is as follows:

**Relative Grading Methods (Grading on the Curve).**

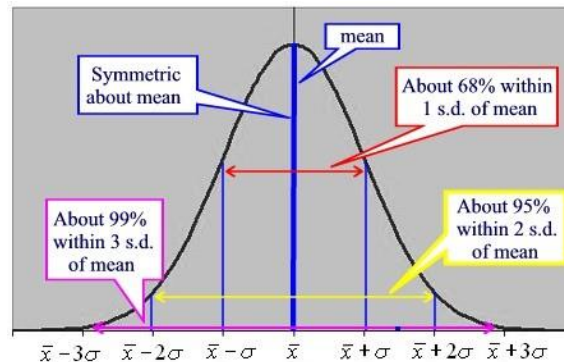
- Normal, Bell-Shaped Curve
- Distribution Gap Method
- Standard Deviation

**Normal, Bell Shaped Curve:**

Grading on a bell shaped curve (or simply known as curving) is a method of assigning grades designed to yield a normal distribution of grades among the students in a class.

- Strictly speaking, grading "on a bell shaped curve" refers to the assigning of grades according to the frequency distribution known as the Normal distribution whose graphical representation is referred to as the Normal curve or the bell shaped curve.
- Bell shaped curve or Normal Curve grading assigns grades to students based on their relative performance in comparison to their classmates' performance. In true use of bell shaped curve grading, students' scores are scaled according to the frequency distribution represented by the Normal curve.
- To summarize, it is a method in which teacher determines the percentage of students who should be assigned each grade symbol so that the distribution becomes normal in appearance.

*Compares the various grading methods in a normal or bell shaped-curve distribution. Including: Standard deviations, cumulative percentages, percentile equivalents, Z-scores, T-scores, standard nine, percent in stanine.*



### Common use of Normal Distribution:

Grade  $< \mu \pm 2 \sigma$  (Two standard deviations away from the mean contain 95.6% of the data).

Grade  $> \mu \pm \sigma$  (One standard deviation away from the mean contains 68.4% of the data)

- Equally spaced bins are defined to award other grades.
- The grade assigned to the mean value depends on difficulty of the course and course level.
- For undergraduate and
- For 4 year graduate course.

### If you add percentages, you will see that approximately:

- 68% of the distribution lies within one standard deviation of the mean.
- 95% of the distribution lies within two standard deviations of the mean.
- 99.7% of the distribution lies within three standard deviations of the mean.



- Allows for screening students according to their performance relative to their peers.
- Useful for competitive circumstances where students need feedback as to how they compare to their peers.
- In relative grading a histogram of total marks obtained by all students is taken and ranges for assigning various grades are decided for awarding the grades. These “ranges” for assigning grades are based on upper and lower limits of percentage of students in a course that can have a particular grade.
- Establish minimum achievement standards linked to content mastery and then calculate number of As, Bs, Cs, etc. based on curve tied to student's performance relative to his/her peers.
- A multi-year or multi-course distribution curve rather than on single class would be desirable.
- Establish department standard curve.
- Weight the course evaluation tasks according to their importance in achieving the course objectives.

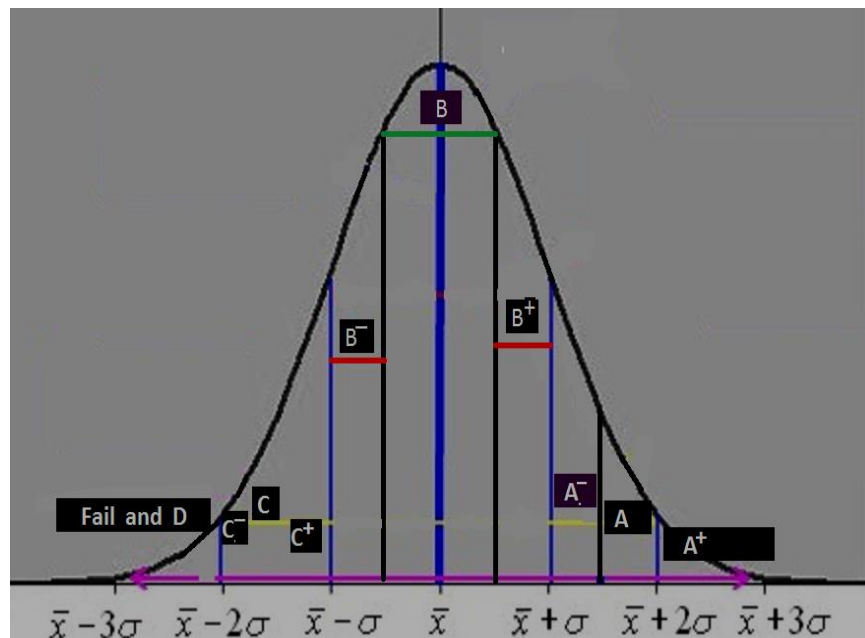
#### PROCEDURE FOR RELATIVE GRADING:

As stated earlier, relative grading is recommended for adoption in HIEs. Thus to simplify and bring uniformity, the following ranges for the letter grading are recommended and the detail is also shown in the below figure:

- A\* will be assigned to above  $\bar{x} + 2\sigma$
- A will be assigned to the range between  $\bar{x} + \frac{3\sigma}{2}$  and  $\bar{x} + 2\sigma$
- A<sup>-</sup> will be assigned to the range between  $\bar{x} + \sigma$  and  $\bar{x} + \frac{3\sigma}{2}$
- B<sup>+</sup> will be assigned to the range between  $\bar{x} + \frac{\sigma}{2}$  and  $\bar{x} + \sigma$



- **B grade will be assigned to the mean and spread in 1<sup>st</sup> half of the standard deviation i.e.**  $B = \bar{x} \pm \frac{\sigma}{2}$
- B<sup>-</sup> will be assigned to the range between  $\bar{x} - \frac{\sigma}{2}$  and  $\bar{x} - \sigma$
- C<sup>+</sup> will be assigned to the range between  $\bar{x} - \sigma$  and  $\bar{x} - \frac{4\sigma}{3}$
- C will be assigned to the range between  $\bar{x} - \frac{4\sigma}{3}$  and  $\bar{x} - \frac{5\sigma}{3}$
- C<sup>-</sup> will be assigned to the range between  $\bar{x} - \frac{5\sigma}{3}$  and  $\bar{x} - 2\sigma$
- Similarly, anything below  $\bar{x} - 2\sigma$  D and fail categories







### **Absolute Grading Method (Based on Content)**

- Content Based Grade Assignments for Exams.
- Learning outcomes.
- Portfolios.
- Allows grade to be directly correlated to student's achievement of defined learning objectives.
- Lowers competitiveness among students.
- When learning outcomes and actual learning outcomes are mismatched, adjust learning outcomes and re-calculate rather than adjusting final grades.
- Adjust learning outcomes over time as knowledge of students' abilities becomes more comprehensive.
- Weight course evaluation tasks according to their importance in achieving course objectives.

### **Absolute Grading Method (Based on Fixed Scales)**

This method has the following attributions:

- Fixed Percent Scale.
- Total Point Method.
- Easy to calculate grades.
- Easy for students to understand.
- Consistency gives illusion of fairness.
- Reduces competition between students.
- Tie point systems explicitly with a domain of tasks, behaviors, or knowledge upon which the assessment will be based.



## 13 FRACTIONALIZED GRADING POLICY

Keeping in view the variations related to both academic systems (absolute/relative grading system) and annual system, the following equivalence of GPA/CGPA and percentage is recommended for adoption:

### 13.1 Fractionalized Grading System

Grade	Grade Points	Percentage Obtained in a Semester System
A	4.00	85 and above
A-	3.66	80-84
B+	3.33	75-79
B	3.00	71-74
B-	2.66	68-70
C+	2.33	64-67
C	2.00	61-63
C-	1.66	58-60
D+	1.3	54-57
D	1.00	50-53
F	00	Below 50

**Note:** A student getting any CGPA, in absolute or relative grading will be given the minimum of the corresponding percentage of the column 3. For example if a student gets a CGPA of 3, the percentage associated will be 71%



### 13.2 Conversion of Annual System marks to GPA/CGPA

Grade	Grade Points	Percentage Obtained in Annual System
A	3.66—4	70% & Above
B	2.66—3.65	55—69%
C	1.66—2.65	45—54%
D	1.0—1.65	33—44%
F	0	Less than 33% Fail

**Note:**

- i. The range of marks defined above for a particular grade may be split further to reflect incremental grade points.
- ii. This conversion table is only for the purpose of students who have obtained degrees under the annual system.
- iii. It is strongly recommended that all HEIs must begin the process of converting to semester system and the process should be completed by fall 2014.
- iv. It is highly recommended that the HEIs should be able to bring their affiliate colleges to come at par with the semester system by 2015.

### 14 COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPAs) will be calculated using the following relationships:

$$\text{GPA} = \frac{\text{Sum over Courses in Semester (Course Credit Hours X Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours X Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semesters}}$$



## 15 CGPA REQUIRED FOR THE COMPLETION OF UNDERGRADUATES/MS/MPHIL DEGREE

For completion of the degree, the minimum qualifying CGPAs for BS and MS/MPhil Students are 2.0 and 2.50 respectively.

## 16 TRANSFER OF CREDIT HOURS FOR UNDERGRADUATES/MS/MPHIL

**16.1** Every university will develop its own criteria for transferring the credit hours. However, some guidelines are mandatory for all the HEIs to follow as per the laid down criteria for HEC recognized Higher Education institutions.

**16.2** Credits are transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University.

**16.3** No credit hour of a course will be transferred if the grade is less than C for undergraduate and B for graduate.

**16.4** HEIs are at liberty to enroll students (if they fulfill their criteria) for any semester or for any single class and issue the students a transcript for the courses completed.

**16.5** Credit hours may only be transferred between Chartered HEIs.

## 17 REQUIREMENT FOR THE AWARD OF DEGREE

### 17.1 FOR UNDERGRADUATE STUDENTS

A student must have a regular admission in the Undergraduate program of the Institution and should earn a minimum of 60 credit hours out of a total of 124–140 credit hours from the institution from where s/he



will be entitled for the degree. (This para should be read in conjunction with para 16).

### 17.2 FOR MS/MPHIL STUDENTS

A student must have a regular admission in the MS/MPhil program of the Institution, and should earn a minimum of 15 credit hours from the HEI from where he/ she will be entitled for the degree.(This para should be read in conjunction with para 16).

## 18 FORMAT OF FINAL TRANSCRIPT

The Higher Education Institutions (HEIs) ensure that the final transcript for the award of degree includes following information:

- Name of Student (Front Side)
- Father's Name (Front Side)
- Date of Birth (Front Side)
- Registration No./Roll No. (Front Side)
- Date of Admission into Degree Program (Back Side)
- Date of Completion of Degree Requirements (Back Side)
- Basic Admission Requirement of the Programme (Back Side)
- Previous Degree Held by the Student alongwith Institution Name (Back Side)
- Semester Wise Break-up with Dates (Front Side)
- Subjects Detail alongwith Credit Hours (Front Side)
- Credit Hours Exempted/Transferred (Front Side)
- GPA/CGPA and Overall Percentage Against Earned CGPA (Front Side at the End of the Transcript)

*(As mostly candidates face difficulties at the time of recruitment/onward admission. This should be uniformed and same for all Universities/DAIs)*

- Picture of the Applicant be Printed on Transcript. (Front Side)
- CNIC No. for Pakistani and Passport No. for Foreign Students (Back Side)



- Online Result Verification Key/ID (Front Side at the End of the Transcript)
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- Scale Must be Mentioned on Back Side of the Transcript.(Back Side)
- Charter Date of the University/DAI may be Mentioned.(Back Side)
- Name of Campus/College be Mentioned along with HEC Permission Date (Back Side)
- Mode of Study-----Regular or Private or Distance Learning (Front Side)

## **19 STUDENT GRIEVANCES AGAINST COURSE INSTRUCTOR**

- 19.1** All HE Institutions should have a 3 member Committee headed by a senior faculty member to redress the grievances of the students about any course instructor or grades or for any other issue.
- 19.2** A student must submit the grievance if any, in writing to the Head of the Institution within 5 days of the receipt of the grade. The Head of the Institution or the respective Head of Department shall forward the grievance application to a 3 member Committee. It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within 5 days or before the start of registration for the new semester, whichever comes early. The decision of the Committee will be deemed final and will be binding on all parties.
- 19.3** A Departmental Committee headed by the Chairman/ Senior Faculty Members will be constituted to check randomly a few answer papers of the final semester examination for uniformity of scoring & covering of the course content.



## 20 COURSES ON PASS/FAIL BASIS FOR UNDERGRADUATES

Courses can be taken on pass/fail basis. These courses can be taken only out of elective courses, and the grade awarded toward these courses will not be considered in **calculating the GPA or CGPA**. A maximum of 9 credit hours of courses can be taken on pass/fail basis at under graduation level. This is the prerogative of the university to set the minimum GPA along with the number of semester(s) for the putting the student on probation or removal from the HEI.

## 21 CANCELLATION OF ADMISSION

If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

## 22 COURSE FILE

Maintaining the Course File is compulsory for the teacher. It should have complete record of every activity that happens during the semester. The course file should contain:

- Description of Course/Course Objectives
- Course Coding
- Weekly Teaching Schedule
- Dates of Mid-Semester Examination
- Grading Policy Will Identify Each Activity. Such As Homework, Quizzes, Mid-Semester Examination, Final Examination and Term Papers etc.
- Copy of Each Homework Assignment
- Copy of Each Quiz Assigned



- Copy of Question Papers for Mid Semester Examination
- Copy of Question Papers for Final/Semester End Examination
- Grading Sheets of the Course, Detailing Statistical Data on the Grades Obtained by Students
- Difficulties/Problems Faced by the Teacher and Students During Classroom/Course Delivery

## 23 FREEZING OF SEMESTER

**23.1** If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.

**23.2** If a student is not enrolled in any course in a semester and s/he will not be considered a regular student of university in that period. The student may then enroll in these courses in a subsequent semester, however, s/he will have to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.

**Note:-** *Freezing of Semester will only be allowed after successful completion of 1<sup>st</sup> Semester as prerequisite or the case may be for other semesters predecessor to the freezing Semester.*





24

## TEACHER EVALUATIONS LINKED WITH QUALITY ASSURANCE MECHANISM

- 24.1** It is mandatory for the Head of the Institution to have every Course Instructor evaluated by the students on what they have been taught by their instructor. This evaluation may preferably be done online. However, if on-line is not possible, then it has to be done manually. It must be done in the last week of the semester (without the presence of the course instructor so as to maintain impartiality). This evaluation should be objective and should be shared with the concerned Course Instructor for his/her improvement /information.
- 24.2** Evaluation done by the students will be kept strictly anonymous, i.e. the students will not be required to indicate name or roll number or registration number or by any other means of identification whatsoever; the university administration will be responsible for making this process transparent.



**Annexure**

**Pakistan Qualifications Framework (PQF)**

| Formal & Higher Education |

	Years	Levels	Award Type	Award Example
Higher Education Levels	21 20 19	8	Doctoral	PhD
	18 17	7	Masters	M.Phil./MS/MBA, M.Sc. (Eng.), M.E, MArch etc
	16 15	6	Bachelor	BS, B.E, B.Arch., BSc (Eng.), BSc (Agri), MA/MSc (16 year), LLB, B.Com (Hons), MBBA, DVM, PharmD, etc
	14 13	5	Associate Ordinary Bachelor	BA/BSc (Pass), ADE, Associate Degrees etc
Intermediate Level	12 11	4	Higher Secondary School Certificate (HSSC)	F.A, F.Sc, ICS, I.Com, DBA, D.Com etc
Matriculation Level	10 9	3	Secondary School Certificate (SSC)	Matric
	2			Middle (3 Years)
	1			Primary (1-5 Years) Pre-Primary (1-2 Years)



**Annexure**

**Entry Level Qualification**  
**Four Year Bachelor Degree**  
**(130-134 CrHr)**

