

RULES AND REGULATIONS GOVERNING GRADUATE PROGRAM UNDER SEMESTER SYSTEM

1. TITLE

These rules and regulations will be called SAU Graduate Degree Program Regulations **2018-19** and onwards under Semester System.

2. COMMENCEMENT

These rules and regulations were commenced from **2018** and onward. The issue emerging due to implementation of these Regulations will be resolved by the Academic Council.

3. DEFINITION

These rules and regulations, unless otherwise stated:

- i. **“University”** means Sindh Agriculture University, Tandojam.
- ii. **“Academic Year”** means the Academic Year of the University corresponding to the Calendar Year.
- iii. **“Credit Hour”** means the successful completion of a course of one **contact** hour in Theory or atleast two contact hours in Practical per week.
- iv. **“Credit Course”** means a course of study to be completed as a requirement for a degree.
- v. **“Semester”** means a period of continued **22** weeks duration including examination.
- vi. **“Semester Examination”** means the **Mid plus (+) Final Examinations** held during each semester.
- vii. **“Vice Chancellor”** means Vice Chancellor of Sindh Agriculture University, Tandojam.
- viii. **“Registrar”** means Registrar of Sindh Agriculture University, Tandojam.
- ix. **“Teacher”** means Teacher of Sindh Agriculture University, Tandojam.
- x. **“Controller of Examinations”** means Controller of Examinations of Sindh Agriculture University, Tandojam.

- xi. **“Examiner”** means subject teacher or any other teacher appointed by the Competent Authority in conformity with the Regulations.
- xii. The **medium** of instructions and examinations shall be **English**.

4. DURATION OF THE COURSE

Minimum requirement for various degree programs offered in the University is given in the following table:

Table 1. Credit Hours and Duration of Various Degree Programs

Degrees	Cr. Hr.	Duration
B. Sc. (Agri.) Hons. in <ul style="list-style-type: none"> • Rural Sociology • Statistics • Agricultural Economics • Agricultural Education & Extension • Agronomy • Biotechnology • Crop Physiology • Horticulture • Plant Breeding & Genetics • Soil Science • Entomology • Plant Pathology • Plant Protection 	136 to 140	8 Semesters
B. Sc. (Hons.) in <ul style="list-style-type: none"> • Food Sciences & Technology 	136 to 140	8 Semesters
B.S.I.T (Hons.) in <ul style="list-style-type: none"> • Information Technology 	136 to 140	8 Semesters
DVM in <ul style="list-style-type: none"> • Animal Husbandry & Veterinary Sciences 	167 to 170	10 Semesters
B.E. (Agri.) in <ul style="list-style-type: none"> • Agricultural Engineering 	136 to 140	8 Semesters

However, a student who fails to complete degree within the minimum prescribed period may further continue his/ her studies up to four consecutive semesters beyond which he / she shall not be eligible for any enrollment.

5. SEMESTER

Each **Academic Year** shall start from **January** in **synchronization** with the **Calendar Year**. There shall be **two regular Semesters (spring and fall)** each of **22 weeks** duration (including examination) in an Academic Year. The **commencement** of the semesters is regulated by the **Academic Council**.

In addition, an optional 12 weeks Summer Semester (as part of Academic Year) shall be offered to students **to cover failing and / or to improve poor grades** and may take courses up to **12 credit hours**. Summer Semester shall **not count towards** residential requirements. **Schedule** of activities in a semester is given in the following table;

Table 2: Activities in Regular and Summer Semester

Activity	Regular Semester	Summer Semester
Registration	02 weeks	01 week
Teaching Session	14 weeks	8 weeks
Mid Semester Test	During 7 th week	During 4 th week
Exam preparation and Filling of Examination Forms	02 weeks	01 week
Final Semester Examination	04 weeks	02 weeks
Total	22 weeks	12 weeks

Calendar for each academic year showing **specific dates** for registration, teaching session and examination schedule for both

semesters shall be **announced before commencement of the academic session**. **Mid semester test** shall be **conducted** during **7th week after commencement of the classes**. The **subject teacher will conduct this mid semester test** at the class schedule of the respective subject. Answer copies shall be returned to students, while attendance sheets shall be submitted to the Controller of Examinations.

6. STUDENTS COUNSELING

The **Coordinators** in their respective Faculties / Colleges / Institutes / Centers shall provide adequate counseling and guidance to the students in the selection of their courses and related matters.

7. ADMISSION POLICY

Please see admission policy on page 94.

8. EXAMINATIONS

The regulations related to conduct of Theory and Practical examinations including the appointment, responsibilities, and remuneration of examiners and examination staff are covered in detail by existing rules and shall remain effective until modified. **Examination results shall be compiled and announced by the Controller of Examinations.**

8.1. Setting of Question Paper for Theory Final Examination

The following Regulations are framed for the setting of question paper,

1. The Teacher / Examiner shall set the Question paper from **full syllabus** of the course in the Final Examination.
2. Paper shall contain at least **40% objective** and **60% descriptive** type questions.
3. The **choice** shall be **limited** to 25% from the descriptive type section in line with the guidelines provided by Higher Education Commission.

4. The student must attempt all questions in objective type section.

8.2. Eligibility for Appearing in the Examination

Candidates fulfilling the following minimum requirements are eligible for appearing in semester examinations

- i. He / She must be a student and his / her name must appear on the registration list of the University.
- ii. He / She must have at least 75% average attendance
- iii. He / She must fill the Examination Form and pay prescribed fees within the due date announced by the University.
- iv. He/ She is not debarred from taking the examination.
- v. The Examination Forms will be signed by the **Coordinator of the concerned Faculty / College/ Institute / Center** forwarded to the **Controller of Examinations**.

8.3. Examination Fees

Examination fees will be collected **with registration**. Identity card of the University will serve as admit card. List of registered students will be provided to **Coordinator / Dean**.

8.4. Assessment of Theory Answer Copies

The **sealed answer copies** of final semester examination will be sent by **Controller of Examinations to the concerned Examiner** who will assess the answer copies and send the marks lists (in duplicate), within 20 days for **every 100 answer copies and 30 days for more than 100 copies or part thereof after the date of examination, to the Controller of Examinations**. If he / she fails to submit examination result after above mentioned period of 30 days, he / she shall not be appointed as Examiner in the next examination. The answer copies of mid semester test will be returned to the students whereas, the answer copies of final examination will be deposited by the

examiner under sealed cover in the office of the Controller of Examinations for record and verification at later stage.

8.5. Examination Grading

The performance of a student is to be measured in letter Grade (A, A-, B+, B, B-, C+, C, C-, D+ and D Grade). These letters carry weightage from 1 to 4 points per credit hour of a course. The evaluation system comprises of weightage assigned for assignments, mid semester and final semester test to be solely conducted and assessed by the concerned teacher who offered the subject;

Table 4. Weightage of Assignments, Mid-semester Test and Final Examination

Activity	Weightage (%)
Attendance	10
Assignments	10
Mid-semester test	20
Final examination	60
Total	100

The grading of candidates for each examination shall be as under;

Table 5. Range of Marks Percent, Grade Points, Grade and Achievements

Range of Marks %	Grade Points	Grade	Achievements
=>80	4.00	A	Excellent
73-79	3.67	A-	Very Good
66-72	3.33	B+	Good
60-65	3.00	B	
56-59	2.67	B-	
53-55	2.33	C+	Satisfactory
50-52	2.00	C	

46-49	1.67	C-	Below average
43-45	1.33	D+	
40-42	1.00	D	Pass
<40	0.00	F	Fail

Explanation of Marks Transcript Remarks	
Pass	The candidate passed all subjects offered in a semester or in two consecutive semesters with G.P.A=2.00 or higher. He / She is eligible to move to next semester / session, but may repeat any subject where he / she scored grade 'C' or less
Probation	The candidate secured $G.P.A \geq$ but secured less and / or failed in some subjects. He / She will be promoted in next semester but will repeat failing subjects or poor grade to improve G.P.A in succeeding semester (s) as Ex-student.
Less G.P.A	The candidate secured $G.P.A < 1.75$, secured less and / or failed in some subjects. He / She will automatically move from 1,3,5,7 semesters to 2,4,6,8 semesters but will repeat failing subjects or poor grade to improve with (G.P.A) in succeeding semester(s) as Ex-student.
Fail	The candidate secured $G.P.A < 1.75$, in two consecutive semesters, cannot be promoted to next session. He / She will be admitted in any of the weak semesters and will repeat courses of the current and previous semesters to $G.P.A \geq 1.75$ to be eligible for promotion to next session.

8.6. Grade Point Average (G.P.A)

Grade Point Average (G.P.A) is calculated to assess the performance of the students during each semester. Cumulative Grade Point Average (C.G.P.A) is calculated to assess the performance of the student from first semester to the current semester; Notations Used for the Computation of G.P.A and C. G.P.A

G.P.A = Grade Point Average

Quality Point = Grade Points multiplied by credit hours (Theory / Practical)

$\sum Q.P$ = Sum of all quality points of courses offered in the semester

$\sum C.H$ = Sum of all credit hours of courses offered in the semester

$$G.P.A = \frac{\sum Q.P}{\sum C.H}$$

C.G.P.A = Total Q.P of the program / Total Credit Hours of the Program

8.7. Minimum G.P.A requirement for degree and promotion to next academic session.

- G.P.A= 2.00 or above is to be scored for successful completion of the Graduate Degree Program.
- Student securing G.P.A= 1.75 or higher in two consecutive semesters (1 & 2; 3 & 4; 5 & 6; 7 & 8) on the other hand qualifies for promotion to the higher semester although failing or having scored 'D' grade in some courses.
- Student with G.P.A. less than 1.75 in two consecutive semesters does not qualify for promotion to next higher semester. Such students are required to remain in the same year in any of the weak semesters and shall improve the grades of the failing / poor grade to qualify for promotion to next higher semester.

8.8. Tabulation and Checking of Results.

The following Regulations will be adopted for tabulation and checking of the Results;

- The Tabulators and Checkers will be appointed by the Vice Chancellor from among the teachers of Sindh Agriculture University.
- The Tabulator will open the sealed envelope (marked Tabulator List), containing the award list for each subject and enter the marks secured

- by the student on a specified sheet / ledger and sign the sheets / ledgers.
- iii. The Checkers will check each entry made by the Tabulators for each student carefully and make the corrections, if necessary, and sign the sheets / ledgers.
 - iv. The Secrecy Officer, Additional Controller of Exams, Deputy Controller of Examinations, Controller of Examinations shall sign the tabulated and checked result sheets and ledgers. After seeking the approval of Competent Authority, the results shall be declared by the Controller of Examinations.
 - v. It is mandatory for each signatory of the result sheet / ledger to record the number of overwriting(s) appearing on each page being signed.

8.9 Repeating Courses to Improve G.P.A.

- A student can improve his / her G.P.A under following Regulations;
- i. Whenever a candidate fails or gets 'C' grade or less, he / she can reappear or improve his / her G.P.A at the immediate next session in the respective semester (s) when the examination of that course (s) is conducted.
 - ii. If a student absents him / herself in a mid-semester / final semester test for any reasons, no separate test will be held for him / her during that semester. He / She can appear at the immediate next session in the respective semester when the examination for that course (s) is conducted.
 - iii. A student who has passed and obtained the degree will not be allowed to improve any course.
 - iv. On improving subject, if one gets the grade less than the previous, the previous grade will be counted towards his/ her passing.
 - v. All courses taken by a student, will be shown on his /her transcript including those with "Failure" or "Repeat"

8.10. Rules for Promotion

For degree programs with 8 semesters, the promotion from the first semester to the second, third to fourth, fifth to sixth and seventh to eighth semesters will be automatic. However, for promotion from 2nd to 3rd, 4th to 5th, 6th to 7th semester, the candidate is required to have a G.P.A of 1.75 in two consecutive semesters i.e. 1st & 2nd, 3rd & 4th, 5th & 6th.

For degree programs with 10 semesters, the promotion from the first semester to the second, third to fourth, fifth to sixth, seventh to eighth and ninth to tenth semesters will be automatic. However, for promotion from 2nd to 3rd, 4th to 5th, 6th to 7th, 8th to 9th semester, the candidate is required to have a G.P.A of 1.75 in two consecutive semesters i.e. 1st & 2nd, 3rd & 4th, 5th & 6th, 7th & 8th.

- i. If a student fails to meet the attendance requirement in any semester, he / she will not be allowed to appear in that semester examination and has to seek fresh admission in the next semester in the same class as explained here under;
 - a. If a student fails to meet minimum attendance requirement during first semester, he / she will not be allowed to appear in the first semester examination. He / She has to seek fresh admission during the next academic session in the same class for which he / she will be allowed re-admission without competing with other applicants.
 - b. The same procedure will be adopted for the succeeding semesters in case of the shortage of attendance.
- ii. A student who secures less than 1.75 G.P.A. in the preceding two semesters will not be promoted to next semester of the new session, however, the student may re-appear as ex-student at the immediate next session in respective semesters to improve his failing G.P.A. when the examination of that course(s) is conducted in which he / she is failing or has secured less G.P.A. He / She will be required to pay examination fee of all semesters whose courses he / she intends to repeat irrespective of the number of courses.