

Examinations Regulations 2024

Sukkur IBA University Examinations Regulations of Semester System Examinations for the bachelor and associate degrees Programs applicable from Summer-2024.

1. TITLE AND APPLICABILITY

a) These Regulations may be called the Sukkur IBA University, Semester System Examinations for bachelor's and associate Degrees Regulations 2024.

b) APPLICABILITY

These regulations shall be applicable from Summer-2024 Undergraduate and Associate Programmes of all Sukkur IBA University campuses, except otherwise mentioned.

2. DEFINITIONS

- a) "Academic year" means a period comprising two regular semesters, which may include Summer Program, if required. The period typically comprises twelve calendar months from August to July.
- b) "Semester" means the period between the beginning of scheduled regular classes and the completion of examinations at the end.
- c) "Semester Examination" means an examination held after completion of instructions during each semester and conducted for all courses offered in that semester, as prescribed in respective curricula.
- d) "Candidate" means a student as referred to in matters related to an examination.
- e) "Student" means an individual who having qualified the admission criteria of the University and he / she has been duly enrolled in the University till he/she qualifies for the Degree or his/her enrolment is cancelled for any reason.
- f) "Syndicate" means the Syndicate of the Sukkur IBA University.
- g) "University" means the Sukkur IBA University.
- h) "Vice-Chancellor" means the Vice Chancellor of Sukkur IBA University
- i) "Year of study" means an academic year required for a particular level in any bachelor or associate degree Program.
- j) "Summer Program" means period of eight weeks, optionally offered after Spring Semester for the conduct of deficiency courses.
- k) ERC means Examinations Review Committee.
- l) "Curricula / Scheme of Study" means all courses, course codes, credit hours of undergraduate or associate program
- m) "Controller of Examinations" means head of the examinations department of Sukkur IBA University
- n) "Dean" means Dean of a faculty or multiple faculties of Sukkur IBA University.
- o) "HoD" means head of a teaching department of Sukkur IBA University.
- p) "**Curricula / Scheme of Studies**" means the scheme of studies is a comprehensive plan or framework that outlines the courses and their learning outcomes, codes, the number of credit hours, prerequisites courses, projects, and internships as learning experiences and their assessment required for an undergraduate / associate educational program. Each scheme of studies is designed to achieve program learning outcomes according to the vision and mission of Sukkur IBA University. The scheme of studies serves as a roadmap for helping them to understand the requirements of their program and to plan their course of study accordingly. Each Scheme of Study shall be notified by registrar of the university after approval of Academic Council and Syndicate.

3. EXAMINATIONS

3.1 After completion of semester teaching, there shall be Semester Examinations. Similarly, after the completion of term instructions, there shall be term examinations. Schedules of examinations for each semester/year of Study relating to each batch in a discipline shall be notified separately by the Controller of Examinations, duly approved by Vice-Chancellor on the recommendation of Deans.

3.2

a) Distribution of marks from total marks assigned to any course shall be defined in relevant regulations of the scheme of studies/curricula.

b) For each course, the theory and practical, are treated as separate courses for passing the examination:

- i. The HoD/chairperson of the concerned discipline of the course shall forward the name of all courses and course teachers for creating courses in CMS (IS). The course teacher shall create category weight and grading schemes in CMS (IS). After final examinations, the concerned HoD / Chairperson certifies that marks have been awarded to all those students who are on the rolls of the department within 20 working days.
- ii. The course teacher shall upload sessional, midterm and final term marks in the information system (CMS), certifying that these have been awarded to all those on the rolls of the department, and set weight categories and grading system in CMS accordingly. They shall upload all the marks in CMS (IS) accordingly. Faculty members will be paid for the creation of weight categories, grading scheme setting, and assessment of mid-term, final term, and all sessional examinations. Details of payment are available in a separate document issued by the **finance department**.
- iii. The concerned HoD/chairperson shall certify that the same result has been shared with students by CMS and showed answer scripts to students of his/her department within two weeks of term examinations. All entries should be made online. In case of any correction in the Marks, the respective chairperson/course teacher shall only be given the right to correct the mistake under the supervision of the concerned Dean and PVC, as per the written request submitted by the course teacher, recommendation of concerned HoD and approval of concerned Dean and PVC.
- iv. The examiner must ensure that sessional marks and mid-term marks have been correctly recorded as given in the CMS and make corrections, if any, as per the procedure mentioned in clause 4.1

3.3 The Academic Council may allow holding any particular examination under exceptional circumstances other than a scheduled semester or term examination for any / all years of study.

3.4 Each candidate shall be allowed to take an examination only if he/ she is in possession of a valid student ID and admit card. Attendance sheet of the examination shall be issued to the invigilator with the names of all eligible / allowed students to appear in the course(s).

3.5 Any candidate who has been registered during the semester or course:

- i. Will be allowed to appear only in such course(s) in which his/her absences should not exceed eight (25%) during the semester.
- ii. Any students' absences increase more than 25% than he/she will be awarded automatically F grade in CMS by ICT Department with Coordination of Concerned HoD/Coordinator.

- iii. In case, his /her aggregate of absences is more than eight (25%) then ADC will decide on the recommendation of the concerned HoD, allowing him/her to appear in the course of the semester on a case-to-case basis provided that the candidate requests and produces documentary evidence justifying his/her shortage of attendance, on such grounds as for example having officially represented the University during the course of study and/or hospitalization for a sufficiently long period in any recognized hospital and/or death of immediate family members (i.e. Father, mother, siblings, spouse, children).
- iv. Secretary ADC /Program Officer is responsible to implement the decisions (F grade or forced Withdrawn) of ADC with the support of ICT Department.

4. AWARD OF GRADES

4.1 (i) For all courses of Bachelor and Associate Programs, grades are calculated from marks as defined in clause 4.1 (ii) to (iv).

(ii) Grade Point Average (GPA) for any semester and Cumulative Grade Point Average (CGPA) for more than one semester shall be calculated as under:

GPA = Sum of (CH of a course x GP in that course) all courses of the semester / total CH of the semester

CGPA = Sum of (CH of a course x GP in that course) all courses of all the semesters / total CH of all the courses

CH = Credit Hour

GP = Grade Points

(iii) Grade Point table is as follows:

Sukkur IBA University

Grade	Percentage/Marks	GPA
A	93 - 100	4.00
A-	87 – 92	3.67
B+	82 – 86	3.33
B	77 – 81	3.00
B-	72 – 76	2.67
C+	68 – 71	2.33
C	64 – 67	2.00
C-	60 – 63	1.67
Fail	Below 60	0.00
W	Withdrawal	--
I	Incomplete	--

4.1 (iv) Fail grades will be included in the calculation of GPA / CGPA. After passing the same course the F grade will not be included in GPA / CGPA. ***

4.2 Any student who has passed all courses as prescribed curricula for his/her Discipline with a CGPA of at least 2.2 shall be eligible for the award of a Degree in that Discipline.

4.3 Any Student who is eligible for the award of a degree, but still desires to improve CGPA for any reason may be allowed by the HoD / Chairperson of the Department concerned, subject to the following conditions:

- a) No Pass certificate/Final Transcript/degree has been issued to him /her.
- b) Duration of completion for the degree does not exceed the maximum limit described as prescribed by the University. The general formula of maximum time for completion of any degree is $N+2$, where N is the minimum number of years for completion of the degree.
- c) The student requests registration in desired courses within thirty days of the announcement of the results.
- d) The students can be allowed to improve only C grades i.e. C+, C, and C-.
- e) The higher grade will be considered in the GPA / CGPA calculation.
- f) (i) Students must maintain a minimum of 2.2 CGPA.
(ii) Only Two Probations are allowed for students. If a student gets a CGPA from 2.0 to 2.19, he/she must improve the CGPA in the next semester. If the student improves the CGPA from the previous semester or gets the same CGPA but not more than 2.2 or above, he /she will placed on the second and last probation.
- g) Students are allowed to withdraw from one course in a semester if such withdrawal helps the student in improving his / her performance in the remaining courses. The withdrawal must be sought through an online system. Withdrawal from a course is not treated as a failure and is included in GPA and CGPA calculation. However, once a student has accumulated more than eight (25%) absences in any course, he/she is not allowed to withdraw from that course and is awarded an 'F' Grade.
- h) If a student is on the verge of being dropped and has a CGPA less than or equal to 2.40 in the previous semester can apply for a second withdrawal.
- i) If any of the students is dropped during 1st or 2nd semester of the program, he/she may rejoin the program from the 1st semester without appearing in the entry test.
- j) If any of the students are dropped during the 2nd, 3rd, or 4th year of the program, he/she may be regulated under the term back policy and he can only repeat the same semester again. ***
- k) If any student drops in the summer semester after the completion of the first two semesters of study, then he/she has to repeat courses studied in the Summer program. Moreover, the summer semester will be canceled or treated as null or void and will not be included in students' academic records/CMS (just like the Spring and Fall semesters).

5. MERIT POSITIONS

- 5.1 Three merit positions shall be awarded in each discipline (academic program) based on the overall CGPA of 3.5 or above up to three decimal points, passing all University Examinations i.e. First year to Final year examinations in one attempt.
- 5.2 Any graduate who was penalized for any misconduct and faced disciplinary action according to the rules and regulations of the university shall not be eligible for any merit position.
- 5.3 In case of a tie for a merit position, it shall be decided on their percentage. In case of a tie of their percentage, the maximum number of A grades in overall years of study. If it is still a tie, two or more merit positions on the same merit shall be awarded to the students on each three merit positions.
- 5.4 The students who do not graduate with their admitted batch, shall not be considered for the award of merit positions.
- 5.5 A candidate who secured First, Second, and Third Position, shall be awarded Gold, Silver, and Bronze Medal and Merit Certificate.
- 5.6 Only regular and full-time students will be eligible for medals in undergraduate and graduate programs. There is no concept of merit positions in part-time programs/batches.

6. THEORY, PRACTICAL AND PROJECT EXAMINATIONS

- 6.1 a) The Controller of Examinations shall notify schedules of theory examinations as per the recommendation of HoDs/Deans.
- 6.1 b) A separate administrative unit will be created in the Dean's offices to liaise between the HoDs and other administrative departments, such as the examinations during mid and final-term examinations and support for academic matters.
- 6.2 a) Practical examinations of the midterm will be conducted by the course teacher according to the class schedule set by the program officer after one day of midterm theoretical examinations.
- 6.2 b) Practical examinations of the final term shall be prepared by the HoD and Program Coordinator with the coordination of the concerned Dean. The Controller of Examinations will notify the schedule.
- 6.3 The schedule of project examinations shall be notified by the respective Chairperson / HoD of the Departments on the recommendation of Program Coordinators.
- 6.4 An examination postponed by the University shall be rescheduled and notified accordingly. The concerned Dean shall reschedule the exam after approval of the Vice-Chancellor.
- 6.5 There shall be a written examination of each theory paper of marks as per the approved scheme.
- 6.6 A candidate who fails any theoretical examination shall have to repeat only the theory course and if any student fails practical examinations shall have to repeat only the practical course.
- 6.7 If any student wants to withdraw a course with Theory and Practical courses. His / Her both courses of theory and practical will be considered withdrawn.
- 6.8 a) Candidates for any practical examination may be divided into convenient batches according to the physical facilities available for conducting that examination.
- 6.8 b) Examinations may be held both in the mornings and in the afternoons.

6.9 For Final Practical Examinations, the teacher will be responsible for the conduct of the examination with the assigned examiner by the HoD/Dean and timely upload of marks in CMS (IS) and mark their attendance on CMS on the same day and inform the HoD /Chairperson of the department where the course is being examined.

6 B. PROJECT (FYP) and Practicum EXAMINATIONS

- a) A project made by a candidate or a group of candidates shall be examined by a panel (described in a separate document)
- b) A project prepared by a candidate or a group of candidates shall be examined as follows: (described in a separate document).
- c) Final Year Project shall have separate distribution for sessional marks and examination marks as per relevant University Regulations. All projects shall be created in CMS at the start and all students taking the project will be registered in it.
- d) The main text of each project shall be about 10,000 Words in a standard format, to be compiled in one hardbound volume. The standard format of the project is mentioned in a separate document. The current plagiarism policy of HEC will be applied to the project.
- e) d) For a Final Year Project or a design course spanning two semesters. Grade Incomplete Project 'I' is awarded in the first semester of the final Year, while it shall be evaluated in the second Semester of the final year.
- f) The chairperson of the department where the project is being examined will be responsible for the timely upload of the marks in the CMS (IS) and attendance to the examination department.

7. REGISTRATION FOR EXAMINATION

7.1 a) every candidate registered in CMS in a particular course will be eligible for the Examinations. The candidate should be registered by the recommendation of the admission department or concerned HoD / Chairperson.

7.1 b) Each candidate shall have to submit an Examination Form (online) for final examinations within the due date, which shall be notified by the Examinations Department.

7.2 The Chairperson of the Department (HoD) shall forward the forms (information) of those students who have short attendance to the Controller of Examinations. In no case absences of more than eight (25%) can be considered for the examinations. All such cases will be awarded an F grade in the results.

7.3 Candidates should get their Admit Cards from the Dean's / HoD's secretariat before the commencement of their Examinations. No candidate shall be allowed to take the examination without an admit card or Student ID card with a picture.

7.4 Late submission of examination forms for the candidates may be allowed subject to payment of the prescribed late fee (mentioned in a separate document) with the cut-off date seven working days before the candidate's First day of Examination.

7.5 No candidate shall be registered for an Examination after the expiry of the maximum permissible academic years as prescribed in relevant regulations without the approval of the Academic Council. A maximum number of years of policy will be applied in CMS (IS).

8. APPOINTMENT OF EXAMINERS AND ASSESSMENT OF SCRIPTS

8.1 a) the faculty member teaching the course (theoretical or practical) is preferably the examiner for the course.

8.1 b) The Vice-Chancellor shall appoint paper setters and examiners for all theory papers, practical examinations, and project examinations after considering examiner panels of names received from the respective Boards of Faculties and approval of the Academic Council.

8.2 a) No person shall be suggested as examiner against whose work, there has been any adverse report accepted as such by the Dean concerned.

8.2 b) No person shall be appointed as examiner whose near relative is appearing at the examination.

8.2 c) Each paper setter/ examiner shall be required to submit a declaration to the concerned HoD / Dean that he/she has not taught any student or students for the examination independent of the system of studies prescribed by the University.

8.3 a) Any examiner for Theory/Practical/Project shall either be a Course teacher (preferably), full-time or part-time, conducting the course or he/she may be any other full-time teacher of the concerned department, who is considered competent by the board of faculty to take that course.

8.3 b) Paper setter / Examiners should have at least the following qualifications and experience: Sixteen years of education and registered in a subsequent program of study e.g., Masters.

OR

Sixteen years of education with at least two years of relevant experience.

8.4 a) The Board of Studies of each Department shall prepare/update panels of examiners separately for all Courses Offered by that Department. The same shall be recommended to the concerned Board of Faculty at least eight weeks before the commencement of Semester Examinations.

8.4 b) The Board of Faculty shall scrutinize the recommendations of each Board of Studies and then forward the panel of suitable Paper-setters / Examiners for each Examination to the Vice Chancellor at least four weeks before the commencement of Examinations.

9. Examinations Review Committee (ERC)

9.1 a) ERC will be constituted for each examination to review the quality of assessment for the scripts of final examinations.

9.1 b) ERC shall assess the quality of the scripts' assessment carried out by the examiner. In case, the ERC feels the need for reassessment, **the ERC will send it back to the concerned examiner to review the scripts with its observations and fresh marks will have to be entered into the examination system, if any changes are made by the examiner.** These marks will be considered complete and final.

9.2 a) ERCs in each department shall comprise the chairperson (HoD) and three faculty members of the field of study, to be appointed by the Vice-Chancellor on the recommendations of the concerned Dean. The required quorum for the ERC to be held shall be at least three members (75% quorum).

9.2 b) Each department may have at least two or more ERCs as desired by the concerned chairperson (HoD) with the consent of the concerned Dean. These committees shall consider all courses carrying the course code of the department irrespective of where these courses are offered.

9.2 c) All such committees in each department will be headed by the respective Chairperson (HoD). However, for such papers where the chairperson is the examiner, another senior shall be the convener of ERC for that course.

9.3 The concerned Dean forward to the Controller of Examinations after getting approval of the Vice Chancellor. It includes:

(i) Examiner proposal (on a prescribed format) from chairpersons.

(ii) ERC proposal from the concerned Dean.

10. Preparation of Question Papers and Grading

10.1 a) Each paper setter shall submit one question paper to the examinations department per final examination after the examinations for record purpose.

10.1 b) The Course Teacher is responsible for photocopying the Final Term Examinations Question papers at concerned department / Dean secretariat, examinations department, or resource center in their presence a minimum of three days before. And keeping them in their own safe custody. The Course Teacher will bring the Question paper with them when they come to collect the answer copies for the examinations.

10.1 c) There will be no choice in question papers of final or mid-examinations.

10.1 d) There will be no MCQs in question papers of final examinations.

10.2 An examiner is usually expected and required to assess answers to the paper set by him/her. If he/she declines to do so or is unavailable, the Dean shall appoint another examiner on the recommendation of the concerned HoD.

10.3 In case of delay in the submission of results by any examiner, a report shall be forwarded to the concerned Dean from the HoD/chairpersons.

10.4 a) During midterm examinations, the following procedure shall be adopted:

(i) Faculty members get copies of midterm examinations from the concerned department / Dean secretariate, examinations department, or resource center in their presence a minimum of **three days** before.

(ii) All invigilators will collect the answer scripts from the factotum.

(iii) Subject teacher immediately collects the answer copies from invigilators or factotums for grading and uploads the result in CMS within 15 days of the examinations after showing answer scripts to students.

(iv) Concerned Hod will forward the list of faculty members who have not submitted the results on time to the concerned Dean and Pro Vice-Chancellor.

10.4 b) During the final examinations, the following procedure shall be adopted:

(i) All invigilators will collect the answer scripts from the factotum and submit them back to them.

(iii) After examinations subject teacher will collect the answer scripts from the invigilators immediately.

(iv) The subject teacher immediately collects the answer copies from the factotum within 30 minutes or from the examinations department within 90 minutes for grading.

(v) After the assessment, the examiner shall enter the marks of each script in the examination portal (CMS) and submit the scripts to the Examinations Department within the due date (within 15 days of the final examination).

(vi) The Examination Department shall then hand over the scripts to the concerned chairperson/convener of ERC.

(vii) ERC meeting shall then be called by the convener as per requirement, which will evaluate the assessment by sampling at least 12.5% of the randomly selected scripts of each displayed on the CMS for ERC in frozen form.

(viii) ERC could perform one of the following activities:

- No change – submit the satisfaction report to the concerned Dean and PVC when the assessment is satisfactory.
- Report observations – Send back to the same assessor for review along with observations of ERC.

(ix) In case of no change, only the assessment report would be submitted. In the case of reporting observations, the report, and answer copies should be sent back to the concerned teacher who then submits his/her recommendations within 03 days

11. DUTIES OF QUESTION PAPER SETTERS AND EXAMINERS

a) Paper Setter shall be required to make the question paper available to the Controller of Examinations ten (10) days before the scheduled date of final examination in that course.

g) Paper setter shall be responsible for the complete secrecy of the question paper at their ends.

h) Paper setter shall abide by all instructions contained in the memorandum of appointment from the concerned Dean and issued from time to time.

i) Examiners are required to collect answer scripts from the invigilators/factotum immediately after each examination. Assessment time will be calculated from the day following the examination and not from the next day of the subject examinations.

(i) Examiner / Assessor

Number of Scripts	Remuneration
10 scripts per day	Due Date
less than 10 scripts per day	Post Due Date

(ii) ERC

Days	Remuneration
05 working days	Due Date
More than 05 working days	Post Due Date

Note: Remuneration rates will be notified separately.

- j) The examiner shall send to the Controller of Examinations the marked scripts duly signed, packed, and sealed adequately after submitting the award marks Online. In case of any correction in the Marks, the respective examiner shall only be given the right to correct the mistake in the office of Controller of Examinations, as per written request submitted by the examiner with approval of the concerned Dean / PVC.
- h) Fractions of marks will go up to two digits.

12. PLACE OF EXAMINATIONS

12.1 All examinations of the University shall be held at the university's campuses **and community colleges** on dates and according to an approved schedule. The program of each examination shall, except as otherwise provided, be drawn up by the Deputy Controller of Examination and Controller of Examinations.

12.2 Examinations may also be held on weekends and on non-gazette holidays according to an approved schedule.

12.3 Remuneration equivalent to the rate given to Head Invigilator, Factotum, and Invigilators for morning and afternoon shifts shall be given to the officers of the Examinations Department for performing the duty on Weekend or any non-gazette holidays for the conduct of examinations.

13. APPOINTMENT OF AMANUENSIS

13.1 An amanuensis may be allowed to a candidate who suffers from any temporary or permanent disability rendering him/her to write. The candidate must submit an application through the concerned HoD, duly certified by the Medical Officer of the University, Dean who may allow an amanuensis to a candidate, if in his/her opinion, it is a fit case for such a concession.

13.2 The amanuensis must be a lower grade of education than the candidate.

13.3 The head invigilator shall arrange a suitable room for the disabled candidates and arrange for their invigilation.

13.4 Such candidates can be given half an hour more than the time allowed for answering the question paper. The Head invigilator will decide about the extra time.

14. INSTRUCTIONS TO CANDIDATES

14.1 All answers intended for the examiners must be written on both sides of the pages of the answer book and not on one side only. The supplement will be provided only when the candidates have fully written out both sides of the book's pages first supplied to the student.

14.2 No loose paper will be provided for rough work, and no paper will be brought in. All work must be done in the answer book provided, and the pages used for rough work or calculations must be struck out by drawing a line through each page so used from top to bottom, but no page should be torn out.

14.3 Candidates are forbidden to write anything on the question paper except their name and CMS-ID or any material or carry away any writing, scribbling, or question paper from the examination hall.

14.4 No candidate will be allowed to leave the examination hall until an hour has elapsed from the time when the question paper was given or re-enter the examination hall after once leaving it and giving up his/ her answer book (as the particular case with the permission of head invigilator).

14.5 A candidate, while under examination shall neither help nor try to help any other candidates nor obtain/try to obtain any help from any other candidate or any other person. Communication of any sort or in any form between any candidate and any other person, whether inside or outside the examination hall, is strictly forbidden. Severe punishments shall be meted out to candidates, who are found in possession of notes, books, mobile, smart watch with scribbles, or using or making attempts to adopt other unfair means.

14.6 Smoking is strictly prohibited in examination halls.

14.7 Use of mobile phones, any smart device, and programmable calculators is strictly prohibited in examination halls.

14.8 In addition to the above, the head invigilator / Factotum may issue supplementary instructions, as he/she may deem necessary, for the smooth conduct of any examinations.

14.9 Students are not allowed to use red or green ink except for headings. Similarly, use of a pencil is not allowed except for Sketch work. In case of non-compliance with these instructions, the answer book shall be treated as marked zero.

14.10 Students should write on both sides of the pages without leaving any blank page. Blank spaces left-over, if any, should be crossed out. Failure to do so can result in cancellation of the answer book.

14.11 To draw the attention of the invigilator, candidate may simply rise in his seat without making any noise or disturbance.

14.12 Students are therefore required to be in their respective seats before the bell which announces start of examinations. No student is allowed to sit in examination hall after 30 minutes of start of paper.

14.13 In examinations hall exchange of anything like calculators, scales, rubbers, pen, pencils etc are strictly not allowed. Any student tries to communicate with any other students in terms of gesture, poster, verbal or nonverbal they shall be treated as “F” and their paper will be cancelled by the head invigilator and no any justification entertained.

15. USE OF UNFAIR MEANS

15.1 Use of unfair means in examinations by any student must immediately be reported to the Head Invigilator and Controller of Examinations by the invigilator.

15.2 Controller of Examinations, on the recommendation of the Head Invigilator shall either:

(i) Debar the candidate from appearing in one and/ or all examination or

(ii) Report to Disciplinary Committee for further action. The committee Means Committee constitution and working is contained in the University Code.

15.3 If a Candidate is found having in his/ her possession, while under examination, paper, books, notes, smart device/gadgets or any other material which might possibly be of assistance to him/ her in examination, he/ she shall be expelled from the examination of that day and subsequent days, if any, by the Head of Invigilator/Factotum, and his/ her case shall be reported to controller of Examination for such further action as may be deemed necessary. Such candidates shall be liable to being debarred from appearing any examination of the University and from admission to any program of the University for a period not exceeding two academic years.

15.4 Any candidate, detected either giving or receiving any paper, book or note, or using or attempting to use these or any other unfair means shall be expelled by the Head Invigilator from the examination of that day and subsequent days, if any, and his/ her case reported to the Controller of Examinations for such further action as may be deemed necessary. The examination result of such candidate shall be liable to cancellation, and he/ she shall be further liable to be debarred from appearing at any examination of the University and/ or from admission to any class in the University for a period not exceeding two academic years.

15.5 Any candidate, obtaining admission to the examination on false representation made in his/ her application form or by false impersonation, or using obscene language in the answer book, shall be liable to cancellation of his/ her examination result and he/ she shall be further liable to be debarred from appearing at any examination of the University and from admission to any class in the University or any of its campus for a period not exceeding two academic years.

15.6 Any candidate, forging any another person’s signature in his/her application of his/ her Examination form shall be liable to cancellation of his/ her examination result and he/ she shall be further liable to be debarred from appearing to any examination of the University for a period not exceeding two academic years.

15.7 Any candidate, guilty of communicating or attempting to communicate with an examiner with the object of influencing him/ her in the award of marks, shall be deemed to have used or attempted to use unfair means and shall be deemed to have used or attempted to use unfair means and shall be treated as falling in the above category and liable to the same punishment as provided for in clause 11.4.

15.8 Communications of the same nature addressed to the Registrar or the Controller of Examinations, shall also be treated as falling in the above category and liable to punishment as laid down in Regulation 15.4.

15.9 An approach made by any relative, guardian, or friend of any candidate will be considered to be responsibility of the candidate, who will be liable to be punished as laid down in Regulation 15.4.

15.10 If a candidate makes an appeal to an examiner through his/ her answer books shall be cancelled and he/ she shall be liable to punishment as laid down in Regulation 15.4.

15.11 Any candidate or candidate, creating any deliberate disturbance while under examination against the contents of question paper, or by inciting or resorting to walk out from the examination or committing violence by intimidating students willing to continue their examination by tearing their answer paper or forcing them out of the examination rooms, shall be deemed guilty of a serious breach of examination rules under Regulation 15.11 and the Vice Chancellor shall be competent to debar them from taking a further examination or to cancel the result of their examination, if completed, and to take such further disciplinary action against them as the circumstances of the case or the gravity of the offense demand on the report of Chief invigilator or Controller of Examinations.

15.12 In any case not covered by the foregoing Regulations the syndicate / Academic Council, on the report of the person or body concerned, shall take such action against the candidate or candidates concerned as the circumstance of the case may warrant.

15.13 All punishments under Regulation Clauses 15.11 shall be awarded by the Vice Chancellor on the recommendation of the Discipline Committee. The latter itself may hold an inquiry or authorize any one or more of its members to do so. The examination results of such candidate(s) shall be withheld till their cases are decided.

14 The Disciplinary Committee shall be the competent authority to determine whether the charge of any breach of Examination rules under Clause 15.11 has been proved or not, and even in cases where evidence is difficult to obtain, it may still recommend to the Vice Chancellor disciplinary action against student or students if is satisfied that there is a strong case against such student or number of students.

15.15 If the Vice Chancellor is satisfied that a situation has arisen which calls for a re-examination of paper or papers in any particular subject or subjects, necessary directions of that effect may be issued.

15.16 An appeal shall lie to the syndicate for any punishment awarded under Regulation 15.11 except punishment of cancellation of result against which No appeal shall lie.

16. APPOINTMENT OF THE INVIGILATOR, FACTOTUM AND INVIGILATORS

1 The Vice-Chancellor shall appoint one Head Invigilator for each examination center/Block. The Chairperson of the concerned department is normally appointed as the Head Invigilator for examinations for his/her Department/ Block.

2 Factotum is appointed by the Head Invigilator usually the Program Coordinator.

3 Head Invigilator appoints invigilators. They shall normally be selected from amongst members of the teaching staff and may also include other persons of integrity. An Invigilator against whom there has been any serious complaint pervious shall not be re-appointed.

17. DUTIES OF HEAD INVIGILATOR

The duties of the Head Invigilator shall be:

- a) To make sure availability of required examination halls for the examinations at his/her center/block.
- b) To draw up the statements of number of invigilators required for his/her center at each examination.

- c) Normally one invigilator shall be allowed for every 20 examinees plus one relieving or reserve invigilator for every 100 candidates. Where the capacity of rooms is small there shall, not be less than two invigilators in each room. In halls or rooms of large capacities, the numbers may be reduced to only five invigilators per 100 candidates including the reserve invigilator. In special cases, the Pro Vice Chancellor may sanction additional invigilators.
- d) Head Invigilator shall appoint clerical staff and subordinate staff required for efficient conduct of examinations for a limited time. The Controller of Examinations also appoint temporarily staff during examinations for smooth conduct of the examinations. The Head Invigilator shall satisfy himself/herself before appointing any of the above persons about their character and honesty.
- e) The Head Invigilator shall normally arrange to receive in advance from the Controller of Examinations the answer books and other material and stationery required by examinees and shall keep them in safe custody / office. He/she shall be personally responsible for any losses and/or pilfering of blank answer-books.
- f) The Head invigilator shall receive from the Controller of Examinations sealed packets of question papers for each sitting of examination at his/her center. He/she shall keep the sealed packets in his/her custody till the required to be opened for distribution. He/she shall also be personally responsible for loss or leakage of papers from his/her center.
- g) The Head Invigilator shall assign invigilators to various rooms or places, the latter shall abide by all his/her instructions and his/her orders. The head Invigilators from one place in the center to another without assigning any reason or dispense with the services of any invigilator if he/she is, in the opinion of the Head Invigilator, not competent to discharge his/her duties.
- h) In all prima facie cases of resort to unfair means or cheating at examination by any candidate, he/she shall expel the candidate from examination in the paper and shall submit a detailed report to the Controller of Examinations, together with any incriminating material or evidence found. He/She shall always include an explanation of the candidate, if the latter is prepared to give one, and the comments and definite opinion of the Head Invigilator on the case.
- i) He/She shall at once communicate to the Vice Chancellor / Dean any attempt on the part of the examinees in general to create disturbance in the examination center or to stage a walk-out and subsequently prepare a written report giving details, for submission to the Vice Chancellor.
- j) He/She shall see that all answer papers collected at his/her center are properly counted, arranged, subject-wise packed, sealed, and distributed to the faculty member or dispatched to the Controller of Examinations on the same day on which the examination is held.
- k) He/She shall collect and arrange articles of stationery like envelopes etc.
- l) He/She shall not leave the center during examination except with the permission of the Vice Chancellor/Dean after providing a replacement.

18. DUTIES OF INVIGILATORS

The duties of the invigilators shall be:

- To reach the center of examination at least 30 minutes before the commencement of each sitting of examination and report immediately to the head invigilator.
- To help the head invigilator in the distribution of question papers, blank answer books, and examination material that the examinees are authorized to use.
- To note without fail details of absentees in room or rooms in their charge and submit the list to the head invigilator within an hour after the start of the examination.
- To sign the answer books of all the candidates after distribution.
- To see that all rules for the guidance of candidates are duly observed.
- To collect all the answer books from the candidates at the close of the examination, arrange them in order subject count them concerning the number of candidates present, and make certain there is no shortage. They shall check all attempts on the part of candidates to pilfer out or smuggle in any answer book or any other written paper or to exchange one answer-book with another.
- They shall also keep a watch over office boys and other staff authorized to move about in the examination rooms to see that no extraneous matter is introduced in the examination room in any way, and if any such thing comes to their notice to report at once to the Head Invigilator.
- They shall count and return all answer books along with question papers to the Factotum or Head Invigilator right after the examinations.

19. DISPATCH OF WRITTEN ANSWER BOOK

If the subject teacher does not collect the answer scripts from the factotum/head invigilator at the examinations center. The head invigilator will send these answer scripts to the examinations department. After that, safe custody and dispatch of written answer books to examiners shall be the responsibility of the Controller of Examinations, and for this purpose, he/she shall take action in the following stages:

- a) Receive all written answer books from the Head Invigilators / Factotum in the secret branch of the examinations department and keep them in safe custody in the Internal section of the office under lock and key till they are sent to the examiners concerned. In case of delay in receipt of answer books, he/she shall call for the Head Invigilator concerned. The Head Invigilator sends those answer books with the help of invigilators and support staff.
- b) If any answer book of any candidate is lost after having been received by the head invigilator or by one of the invigilators and if that candidate passes in all the other subjects, the Vice Chancellor shall decide whether or not he may be required to appear again in that one paper on a date to be fixed by the Vice Chancellor. In case of a dispute as to whether any candidate's answer book was or was not duly received, the decision of the Vice Chancellor shall be final.
- c) The concerned HoD shall see that the examiner completes the marking of papers and uploads in CMS in due time, and in cases of delay, remind the examiners concerned of his/her department. The Controller of Examinations shall see from time to time that the examiner completes the marking of papers and uploads them in CMS for all faculties in due time, and in cases of delay, remind the HoD/Dean

concerned. In case of inordinate delays, HoD shall report the matter to the Dean / Pro Vice-Chancellor and act according to instructions given on such report.

d) The Controller of Examinations shall arrange deliveries of packets of answer books, adequately packed and sealed to Convener of ERCs/HoDs directly, and obtain receipts therefore.

20. TABULATORS AND CHECKERS

20.1 Assistant /Deputy Controller of Examinations (Secret), Assistant / Deputy Controller of Examinations (CMS), and Assistant / Deputy Controller of Examinations (CBES) of the Examinations Department shall be assigned the responsibility of Tabulator by Controller of Examinations to compile the results of each separate examination. Tabulator shall compile the results when all entries of (usually six courses) have been posted by examiners through the online examination system to generate Result Sheets and Top Sheet and such further statements and statistics as may be required by the Controller of Examinations. The tabulator shall be responsible for keeping all information secret regarding the result. It shall be responsible for the accuracy and correctness of the result compiled by him/her. The Controller of Examinations can appoint checkers temporarily during the compilation of results. Their remuneration rate is in the financial document.

20.2 The responsibilities of the Tabulators shall be:

- a) Receiving of awards online from CMS/examiner accounts.
- b) Assigning access to the concerned Course Teacher/ Examiner/by unfreezing the Award List / Top Sheet to rectify the correction in the office of Controller of Examinations after the recommendation of HoD / Dean.
- c) Receiving of reports from ERCs
- d) Checking the category weight and grading schemes in the system to receive marks.
- e) Checking the status of all Checked / Unchecked marks of an individual complete result before compilation
- f) Checking the pass/fail status of each course as well as checking of pass/promoted status of each student
- g) Checking for the inclusion of all Grade Improvement Cases in the Tabulation Sheet Compilation of the Tabulation Sheet
- h) Checking for the withdrawals of all the courses of each student
- i) Printing of Initial Tabulation Sheet for Checkers
- j) Implementation of correction, if any, identified by Checkers
- k) Receiving of checked & signed Initial Tabulation Sheet from Checkers along with their comments regarding corrections such as corrections in withdrawal, pass, fail, GPA, and CGPA
- k) Printing of Final Tabulation Sheets
- l) Reconciliation of statistics from the Top Sheet to the Tabulation Sheet

Tabulator copy of examiner of all concerned courses with the marks mentioned in Tabulation Sheet

- iii. Checking of Tabulation Sheet for the implementation of corrections made, if any, by the examiner in Practical/Project courses
- iv. checking for the proper implementation of the calculation of GP of various courses
- v. Verification of absentees in the Tabulation Sheet from the award list of examiners
- vi. Checking of Final Weighted Sheet for Top Three Positions
- vii. Checking of Final Tabulation Sheet of all Grade improvement cases
- viii. Update the results in case marks increase after the recounting process.

20.3 After the results have been thoroughly scrutinized, the checkers shall sign the Tabulation Sheet with the remarks of error found, if any, in the compiled tabulation sheet.

20.4 The tabulators shall make all entries in the result sheet in case of any correction is found.

20.5 Every mistake detected by the checkers in the result sheet must be corrected by the tabulators and initialed by the checker.

20.6 In case of any objection to passing any result, the checkers must put their notes in writing for decision by the proper authority.

20.7 Checkers are expected to maintain the strictest secrecy about results. Any attempt to leak out any result on the part of the office must be reported to the Controller of Examinations in writing.

20.8 Any suspected tampering with any result must also be reported to the Controller of Examinations in writing.

20.9 Checkers shall jointly submit their confidential report regarding the work of the tabulators on the form to be obtained from the office. This report should be handed over to the Controller of Examinations in closed cover immediately after scrutiny.

20.10 Every Checker must finish the work assigned to him/her within the given time. If any checker fails to present himself/herself for scrutiny or fails to complete the work by the given date, the work shall be given to another checker. In the latter case, the checker shall forfeit his/her claims for any remuneration even though he may have done part of the work.

20.11 The checker must immediately report to the Controller of Examinations if he/she suspects the genuineness of the signature of any examiner.

20.12 The checkers must consider themselves jointly responsible for the correctness of the results.

21. RESULTS

The Controller of Examinations gets the final approval of the Vice Chancellor before putting them on the Notice Boards.

22. SCRUTINY OF RESULTS / RECOUNTING

22.1 Applications from candidates at university examinations for any inquiry into the correctness of their results must be accompanied in each case by the prescribed fee. No such application can, however, be entertained unless forwarded by the concerned Chairperson. The inquiry shall deal with the totaling of marks and unassessed parts, if any, and shall not include re-examining the candidate's answer book. In no case shall the answer- book be shown to the candidate concerned.

22.2 No such application shall be accepted unless it reaches the Controller of Examination office within 15 days from the announcement date of the result.

22.3 The fee paid shall be refunded only if, on inquiry, the result is found to be incorrect.

22.4 In case of a result change course teacher will update the same in CMS at the Controller of Examination office and the same will be updated by the tabulator in the top sheet.

22.5 The answer scripts of any examination will be retained for 120 days from the announcement of such examination results.

Recounting Form:



SUKKUR IBA UNIVERSITY

RECOUNTING APPLICATION FORM

To,

**CONTROLLER OF EXAMINATIONS
SUKKUR IBA UNIVERSITY.**

With due respect, it is to state that I _____

CMSID _____ class _____ section _____

appeared in the final examinations of (course/courses name) _____

in spring/fall/summer _____ obtained marks _____ out of 40/50

in above mentioned subjects. I am not satisfied with the marks that given me that's why I am applying for recount of my final paper/papers above mentioned.

Dated _____

Signature of Student

Student Contact Number: _____

Note: student contact number is mandatory to inform the feedback/status of recounting his/her.

22. Sub Campuses

- a) In sub-campuses of the University, the Director of the Campus appoints a senior professor as Head invigilator and Program Coordinators as Factotum. The Deputy / Assistant Controller of Examinations / Examinations in charge will perform duties on behalf of the Controller of Examinations on the campus.
- b) All results of the campus compiled by the Deputy / Assistant Controller of Examinations or Examinations in charge in the Campus.
- c) All certificates and provisional transcripts will be issued with the Signature of Director of the Campus AND the Deputy / Assistant Controller of Examinations or Examinations in charge of the campus except the Final Transcript / Final Pass Certificate and Degree Certificate.
- d) Directors of Sub Campuses will develop human resources and train them within three months (It is already approved in examination regulation 2023 but there is no development in this area).

23. Transfer of Credits

1. Sukkur IBA University only accepts credit hours from partner universities. The university has developed partnerships with reputed higher education institutes all over the world and has a memorandum of understanding with them. Other than above mentioned HEI, SIBAU only accepts credit IBA Karachi.

- a) A course studied by a student or a group of students from a partner University shall be examined by a panel facilitated by the International Acceleration Office (described in a separate document)
 - b) All courses shall be created in CMS at the start of their courses at International University and all students taking those courses will be registered in CMS by the International Acceleration Office and enter the marks with the help of the concerned Faculty department.

2. If any student wants to discontinue or Transfer Credit of his / her degree program from Sukkur IBA University to any other university/institution, who has to submit the application to the admission department, Admission Department will process the case and get the approval from concerned Dean and PVC and after approval case forwarded to the Examination Department for issuing the Transcript and NOC.

24. ISSUE OF MARKS CERTIFICATES, DEGREES AND OTHER CERTIFICATES

24.1 The Controller of Examinations shall also issue a complete/provisional Transcript of Academic Records showing CGPA obtained during the entire degree program/provisional transcript on request, after payment of prescribed fees and No Dues Form.

24.2 Printed 'Final Transcript /Progressive Transcript (Provisional) of Academic Records', showing grades obtained by each candidate shall be provided to the candidate concerned by the Controller of Examinations after 15 days announcement of results.

The procedure of issuance Transcript:

- i. The applicant is required to submit a No Dues form with name verification from the enrollment section as per the Matriculation Pacca certificate along with a challan copy for a limited time (next three months). Admission Department enter student's names and father's names in CMS (Information System) according to their matriculation Pacca Certificate at the time of admissions and verify one more time within three months after the admission process and notify to all departments including examination department. (The admission department will update students' names and father's names of current students of main campus and sub-campuses within three months).
- ii. Normal transcripts are issued within 10 working days.
- iii. Urgent transcripts are issued within five working days with double fees.
- iv. A final / Provisional transcript will be issued once the result is approved by the competent authority.

24.3 Any student who has passed all courses as prescribed for his/her Discipline with a CGPA of at least 2.2 shall be eligible for award of Degree in that Discipline, subject to the provision of issuance of certificate by the Registrar for having completed all the statutory requirements for the issuance of degree.

24.4 Candidates after passing all examinations of their Degree program may request issuance of provisional certificates/degrees. Candidates, who get their degrees conferred at the Convocation held for their batch, shall be issued their degrees showing the year of Convocation. For others, degrees shall be conferred in absentia. Degrees or provisional certificates shall be issued subject to the following conditions:

- a) Production of clearance or no objection certificate on the prescribed form (No Dues Form).
- b) Payment of prescribed fees
- c) Copy of Enrolment Card
- d) Copy of transcript of academic record
- e) Certificate from Registrar for having completed all the statutory requirements for the issuance of degree.

24.5 The Vice Chancellor, The Controller of Examinations, and the Registrar shall sign the degree. The Final (Academic) Transcript shall be signed by the Pro-Vice Chancellor and the Controller of Examinations. The provisional certificates and all certificates shall, however, be signed by the Controller of Examinations or by the Deputy Controller of Examinations on his behalf.

24.6 Degree and Migration Certificate shall be handed over only to the candidate personally by the Controller of Examinations and not to any representative of the candidate. A degree will be issued within 30 working days. However, the candidate cannot come to the campus and can issue an authority to any person especially the family member on the fifty rupees affidavit with the prescribed format.

24.7 Candidate can apply for a duplicate degree with a double prescribed fee if his/her degree may be lost/misplaced after production of such evidence (i.e newspaper cutting, affidavit, copy of FIR or any such documents as required by the competent authority). These degrees will be issued with the label "DUPLICATE".

Procedure of issuance Certificate:

- i. The applicant is required to submit an application along with transcript copy front and back page and paid challan.
- ii. Normal Certificate issued within five working days.
- iii. Percentage or Pass certificate issued within 10 working days.

Degree Issuance Form:



Sukkur IBA University

APPLICATION FORM FOR ISSUANCE OF DEGREE CERTIFICATE

The Vice Chancellor
Sukkur IBA University

Sir,

I hereby certify that I have completed all the requirements/pre-requisites of my degree certificate of _____ program and applying for the issuance of degree certificate. My particulars are as under (please fill the form in block letters):

PERSONAL INFORMATION

Name: _____
Father's Name: _____
CNIC No: _____ Contact No. _____
Email Address: _____ Tel. _____
Mailing Address: _____

ACADEMIC INFORMATION

Program: _____ Specialization: _____
Cumulative CGPA: _____ Year/Semester of Completion: _____
Date of Compre Exam Passed: _____ CMS ID: _____

I have also attached following supporting documents:

- ✓ Photocopy of Transcript (Attested).
- ✓ Photocopy of CNIC.
- ✓ Photocopy of Matriculation Pacca Certificate issued from BISE.
- ✓ Photocopy of Students ID Card.
- ✓ Paid Challan/Demand Draft/Pay Order of Rs.5,000/- in favor of Sukkur IBA.
- ✓ Original No Dues Certificate signed by all the Departments.

I certify that the information I provided above is correct.

Date on which degree applied: _____

Signature of Candidate
(As signed on CNIC)

CERTIFICATE FROM VICE CHANCELOR OF THE UNIVERSITY

I hereby certify that the above applicant passed the above mentioned examination from this Institution and Qualified for the degree applied for.

Controller of Examinations

Vice Chancellor
Sukkur IBA University

No Dues Form:



SUKKUR INSTITUTE OF BUSINESS ADMINISTRATION

NO DUES FORM

Controller of Examinations
Sukkur Institute of Business Administration

With due respect, I am apply for detailed Transcript/Degree Certificate. My particulars are as under:

Name: _____ CMS ID / Enrollment No. _____
 Father's Name: _____ Contact No. _____
 Address: _____
 Program (Name Degree): _____ admitted in: _____ completed in: _____
 Semesters: _____ Specialization: _____ Degree Status: Studying/Completed
 Comprehensive Exam passed on: _____ Final Project completed on: _____

Date: _____ (Signature of Candidate)

<p>CLEARANCE FROM ADMISSION This is certified that he/she is registered student at Sukkur Institute of Business Administration in session (fall/Spring _____) Name of Incharge Admissions / Concerned Officer: _____ Seal, Signature and Date: _____</p>
<p>CLEARANCE FROM FINANCE DEPARTMENT This is certified that no dues outstanding against him/her. And he is availing _____ scholarship (please specify name of the scholarship if you are nominated for any) Name of Treasurer / Concerned Officer: _____ Seal, Signature and Date: _____</p>
<p>CLEARANCE FROM HOSTEL This is certified that no dues outstanding against him/her. Name of Provost / Concerned Officer: _____ Seal, Signature and Date: _____</p>
<p>CLEARANCE FROM LIBRARY This is certified that no any book/magazine/general etc is outstanding against him/her. Name of Chief Librarian / Concerned Officer: _____ Seal, Signature and Date: _____</p>
<p>CLEARANCE FROM CDC (INTERNSHIP / PROJECT) This is certified that he / she completed his / her Internship Program / Project Work at _____ (Name of Organization/Company) Name of Director CDC / Concerned Officer: _____ Seal, Signature and Date: _____</p>
<p>CLEARANCE FROM COMPUTER LAB This is certified that he / she has nothing outstanding. Name of I. T. Incharge / Concerned Officer: _____ Seal, Signature and Date: _____</p>
<p>CLEARANCE FROM HEAD OF DEPARTMENT This is certified that nothing is outstanding against him/her. Signature and Date: _____</p>

Note: Students who applying for final transcript, must bring two photocopies of the No Dues Form.

25. IRREGULARITIES

25.1 Notwithstanding anything to the contrary contained in any Regulations, the Syndicate shall have the power to quash the result or withdraw the degree, or certificate of a candidate even after it has been declared or awarded:

- a) If the admission of a candidate to the examination was irregular for any reason or that any material fact about him/her was wrongly stated or suppressed.
- b) Disciplinary action shall be taken if the candidate either during the course of an examination or after its conclusion, had behaved in an inappropriate manner.
- c) If the candidate has been disqualified for using unfair means in the examination.
- d) If any mistake is found in compilation after declaration of the result of the candidate.
- e) If it is found that the candidate was not eligible to appear in the examination.
- f) Provided that the order of quashing the result under paras (b) and (c) is issued not later than 3 years from the date of the declaration of the result of the examination concerned.
- g) Provided further that in quashing the result of a candidate under (d) and (e) above, the University declares as 'failed' a candidate, who was previously declared pass.

26. POLICY OF WITHDRAWAL OF COURSE

- 1) That a student who can withdraw from one course only in a semester, and who has had CGPA above 2.40.
- (2) That a student can withdraw from two courses in a semester, who has CGPA less than or equal to 2.40.
- (3) One month time period was decided to withdraw a course after the start of classes in each semester. No student can withdraw from a course or courses after one month of attending classes.

27. Course Registration Procedure in CMS

The course registration process is an essential aspect of a student's academic journey and must be executed with accuracy, efficiency, and transparency. This procedure ensures all students have equal opportunities to enroll in their desired courses while adhering to specified timelines and fee submission requirements. The admission department will enter the students' names and their fathers' names in the CMS according to the Matric/SSC/O Level Pakka Certificate.

27.1 Course Registration Timeline

- a) The ICT Department will create the courses in CMS as per the academic calendar beginning and end dates.
- b) The course registration process will occur during each semester's specified registration period. This period should start one month before the commencement of the semester.
- c) The Registrar's office will notify all students about the course registration start and end dates and the last date for fee submission of the semester.
- d) A grace period of three days will be granted after the official registration deadline, during which students may register by paying a late fee of Rs. 3000/-.

27.2. Course Registration Process

- a) Students must register themselves in CMS within the defined registration timeline.
- b) During the grace period, students must register through the ICT department after presenting a paid challan of Rs. 3000/- issued by the finance department as the late registration fee.
- c) Upon registration, the Head of Faculty Departments (HoD) or Program Coordinator will verify the students' registration status for semester freeze, dropout, or discontinuation cases within four working days.
- d) The HoD or Program Coordinator will forward any incorrect registrations to the ICT department for necessary corrections in CMS within four working days.

27.3. Initiation and Approval

- a) The Registrar will initiate the course registration process based on the Controller of Examinations' recommendation based on the Academic Calendar and the worthy Vice-Chancellor's approval.

- b) For the first semester, the admission department, under the Registrar's supervision, will handle the entire registration process.

27.4. Fee Submission and Attendance Requirements

- a) Students must pay the semester fees within the stipulated deadline to be eligible for course registration (before the commencement of the classes).
- b) Students must have a minimum attendance of 75% in each course to be eligible for the final examinations.
- c) Admit cards will be issued to students who have paid the semester fees and applied online for no dues and got clearance from the finance department as well as meeting the minimum attendance requirement.

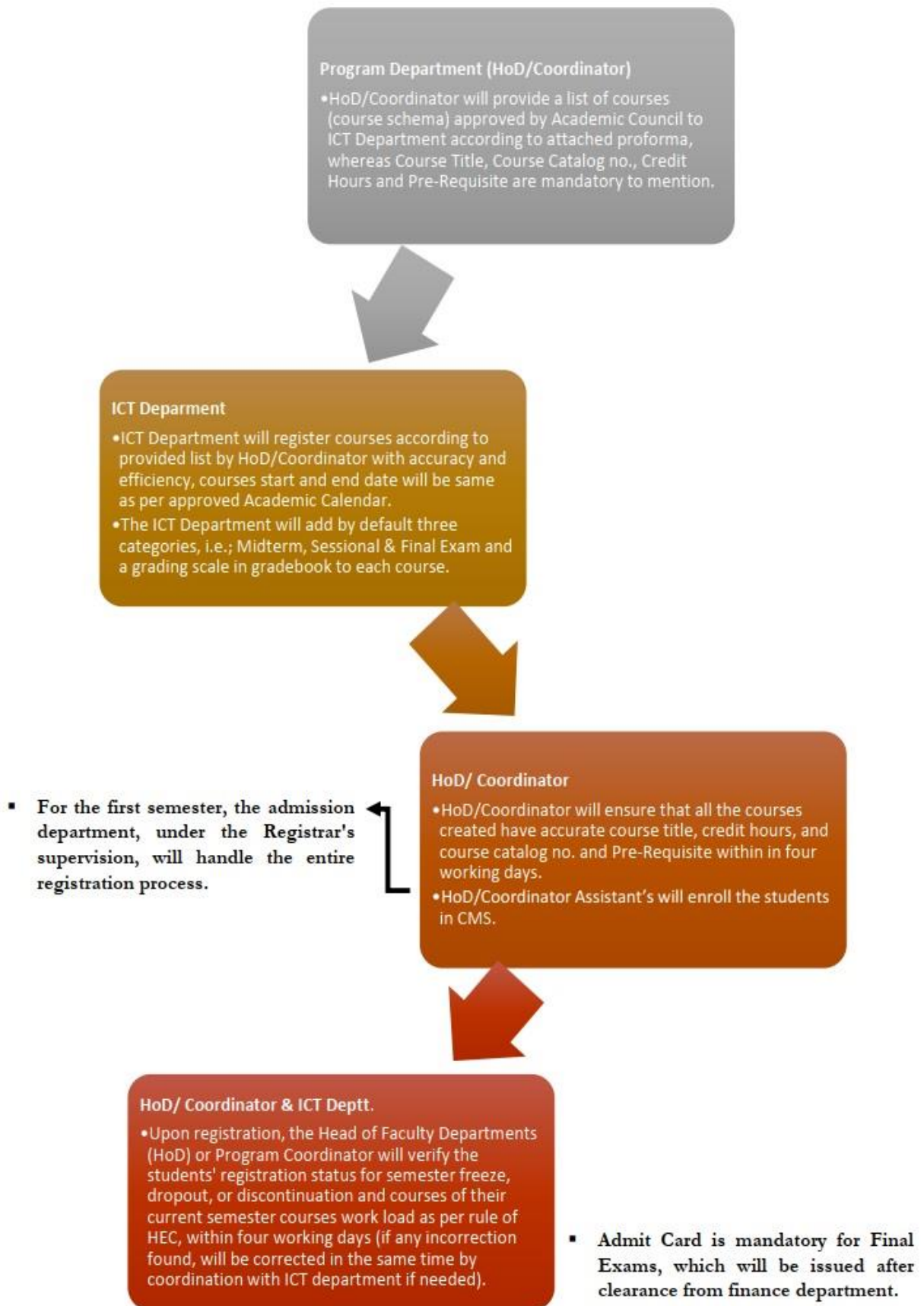
27.5. Implementation and Communication

- a) This procedure will be implemented in the Fall of 2023.
- b) The Registrar's office will ensure that all students are informed about the course registration process, deadlines, and fee submission requirements through official communication channels, including email and notice boards.
- c) The ICT department will provide technical support and guidance to students during registration.

27.6. Compliance and Monitoring

- a) The Pro Vice-Chancellor and Registrar's office will monitor the adherence to this procedure and take appropriate actions in cases of non-compliance.
- b) Any updates or changes to the course registration process will be communicated to students and faculty members well in advance.

Course registration & Students Enrollment Process in CMS



28. Additional Course Registration

This policy aims to streamline the classes and examination schedules process in a very simple and more structured academic environment. It ensures that students in their early semesters focus on their core curriculum during regular semesters and have the flexibility to explore additional courses during the Summer Semester.

- 1) Students from Semester one to six are not permitted to take any additional course during regular semesters, i.e., Spring and Fall each year. They can opt up to a maximum of three (03) courses in their additional, failure, and withdrawal courses in Summer Semester only.
- 2) Conversely, students in the 7th Semester and 8th Semester are permitted to enroll in additional courses during regular semesters i.e. Spring and Fall in all programs except BS (Accounting and Finance). **Students from BS (Accounting and Finance) can enroll in additional courses in their Sixth and Seventh Semesters as their Eighth Semester is Practicum ship.** In any case, the credit hours should not exceed 21 including regular courses and additional courses.
- 3) **Drop-out students can opt for up to three additional courses conditional to non-conflict of timetable clashes between these courses. Those students submit course fees according to the fee structure of the Summer semester.**

All HoDs are kindly requested to communicate this policy to their respective faculty members, students, and all undergraduate-level program coordinators' ongoing departments and ensure strict adherence to these guidelines. It is imperative that no student from Semester one to six is allowed to enroll in any additional course. The registration/enrollment for additional courses to the students of the 7th and 8th semesters should be completed in all respects including necessary approvals for the same from respective deans on the recommendations of the HoDs and enrollment at CMS on or before the end of the 2nd week of every semester.

Cooperation from all the Deans/HoDs in implementing this policy is highly appreciated, as it will contribute to the overall academic excellence and efficiency of our institution.

28.1 SIBAU Sub Campuses

The following policy matter is decided for Sukkur IBA University sub campuses regarding the enrollment of additional courses to the 7th and 8th semester students (Passing out year):

- i. The sub campuses will not offer summer semester till it becomes financially and logistically viable to do so.
- ii. The students of sub-campuses would be allowed to take additional courses as long as their course load is within the guidelines of HEC and Sukkur IBA University.
- iii. The students would have to pay a fees of 10,000/- Rs for every additional course.
- iv. The Campus Directors would ensure that such additional courses are registered before the second week of the commencement of semester

29. Usability of CMS for reliable and fast access of Academic Data.

All Academic and Administrative Departments develop the reports in CMS with the help of ICT department to fulfill their requirements such as Transcripts, Academic performance reports for donors, Merit List, Enrollment of students in different academic years, Gender-wise of Data of the students, retention-ration, Top-Holders List, Medalist, GPA, CGPA, Percentage, List of graduates in different academic years and various others reports.



Sukkur IBA University

Examination Department

Rates for Fees of Transcripts, Certificates, Degree & Verification

Heads	Fee Per Document
Final Academic Transcript	2,500
Provisional Transcript	1,500
Pass/Percentage Certificate	2,000
Character Certificate	1,000
Result Declaration Date Certificate	1,000
Language Proficiency Certificate	1,000
To Whom It May Concern Certificate	1,000
Hope Certificate	1,000
Distinction Certificate	1,000
Degree Certification	10,000
Duplicate Degree Certification	15,000
Degree Photocopy Verification by Student	1,000
Degree Original Verification by Student	2,000
Degree Photocopy Verification by Organization	2,500
Degree Original Verification by Organization	3,000



Sukkur IBA University

Examination Department

Examinations Remuneration Rates

Revision Dates	Heads	Existing	
		PKR	Remarks
30/5/2023	Assessment of Mid-Term Examination	70	per Answer Copy.
30/5/2023	Category Weight, Grading Scheme, Date setting, and Tabulation/Posting of Marks in CMS	40	per Student
30/5/2023	Invigilation Duty in Final Examinations	500	per duty on a Working Day.
30/5/2023	Final Paper Setting	1,000	per Course, If there are multiple faculty members teaching the same course in separate sections, the senior teacher will be the paper setter and he will prepare a question paper with the coordination of other faculty members teaching in other sections.
30/5/2023	Assessment of Final-Term Examination	100	per Answer Copy.
30/5/2023	The Examiner (Lab)	5,000	(other than lab instructor) will be paid Rs. 5000/- for 100 and more candidates.
30/5/2023		3,000	If the number of candidates will be less than 100 then will be paid Rs. 3000/- for the final practical examinations.
30/5/2023	The External Evaluator	10,000	per batch for final year project evaluation. All externals will conduct evaluation/assessment through Zoom/Skype/Microsoft Teams.
30/5/2023	Head Invigilator	10,000	Final Examinations Lump Sum
30/5/2023	Examination Review Committee	30	Each Member will be paid per Answer Copy
30/5/2023	Examination Review Committee	40	Each Convenor will be paid per Answer Copy
	Invigilation Duty in MBA/PhD Comprehensive Examinations	5000	Invigilation Duty in MBA/PhD Comprehensive Examinations performed on Saturday or Sunday or any holidays by faculty members and/or administrative staff (either from examinations department or from coordinator office) per day.
	MOS Practical Examinations: Course Instructor will be paid	10,000	MOS Practical Examinations: Course Instructor will be paid 10,000/- if students are appearing upto 60.
	MOS Practical Examinations: Course Instructor will be paid	20,000	MOS Practical Examinations: Course Instructor will be paid 20,000/- if students are appearing upto 120.

	MOS Practical Examinations: Course Instructor will be paid	30,000	MOS Practical Examinations: Course Instructor will be paid 30,000/- if students are appearing upto 180.
	MOS Practical Examinations: Course Instructor will be paid	40,000	MOS Practical Examinations: Course Instructor will be paid 40,000 if students are appearing more than 180.
	MOS Practical Examinations: Invigilation by Faculty Members	5000	If faculty members are involved in invigilation duties of MOS they will be paid Rs. 5000/- for entire examinations of each three sections/segments i.e.; MS Word, MS Excel, MS PowerPoint.
	MOS Practical Examinations: ICT Staff / Lab Assistant	3000 or 6000	If ICT Staff/Lab Assistant involved in invigilating duties and ICT support in MOS Exam will be paid Rs. 6000/- for three days invigilation duties in the examinations, if they're alone in lab otherwise if they are two in same lab they will be paid Rs. 3000/- each all three days.
	MOS Practical Examinations: Network Administrator and Assistant System Administrator	6000 or 10,000	They will be paid Rs. 6000/- each, if students are below 100. If students are more than 100 they will be paid Rs. 10,000/- each for entire MOS examinations.
30/5/2023	MS/ME/M.Phil. Thesis	10,000	proposal review and Viva conducted by the evaluator
30/5/2023	MS/ME/M.Phil. Thesis	25,000	defense and Viva conducted by the evaluator will be paid Rs.25,000/-
30/5/2023	Ph.D. Thesis	\$ 100	evaluation by the foreign evaluator.
30/5/2023	MS/ME/M.Phil. Thesis Supervisor	50,000	Lump Sum
30/5/2023	Ph.D. thesis supervisor	150,000	Lump Sum
Remuneration Rates for Examinations Staff (Preparation/Checking/Verification of Academic Certificates)			
30/5/2023	Degree Preparation	20	
30/5/2023	Degree Checking	20	
30/5/2023	Degree Re-Checking	20	
30/5/2023	Transcript Preparation	20	
30/5/2023	Transcript Checking	20	
30/5/2023	Transcript Re-Checking	20	
30/5/2023	Pass/Percentage Certificate Preparation	20	
30/5/2023	Pass/Percentage Certificate Checking	20	
30/5/2023	Pass/Percentage Certificate Re-Checking	20	

30/5/2023	Other Certificate Preparation	10	
30/5/2023	Other Certificate Checking	10	
30/5/2023	Other Certificate Re-Checking	10	
30/5/2023	Verification of Transcript/Pass/ Degree Certificate. Check	20	
30/5/2023	Verification of Transcript/Pass/ Degree Certificate. Verify	20	
Remuneration Rates for Tabulations and Checking of Results			
30/5/2023	Tabulation under semester system 1st to 7th	30	per candidate
30/5/2023	Checking under semester system 1st to 7th	35	per candidate
30/5/2023	Tabulation under semester system 8th	35	per candidate
30/5/2023	Checking under semester system 8th	50	per candidate
30/5/2023	Transcript Preparation	50	per candidate
30/5/2023	Transcript Checking	50	per candidate
30/5/2023	Transcript Re-Checking	50	per candidate

30. Examination Duties Assignment at Sukkur IBA University Practices and Procedures

30.1 Introduction

This document outlines the practices and procedures for assigning examination invigilation duties to faculty members. The scope of this document is limited to only Mid Term and Final Term Examinations of regular degree programs (Bachelor, Master and PhD programs) at the university. The document outlines the roles and responsibilities of the Faculty, Controller of Examination and the Head of Department.

30.2 Involved Officials

Controller of Examination

The Controller of Examination is responsible for overseeing the overall examination process, including the fair distribution of invigilation duties and its conduct with the support of Heads of Department.

Duties of the Examination Controller include:

- a. Initiating communication with HoD, at least a month in advance to get the active faculty members lists, this includes both visiting as well as full-time faculty members at all the ranks of faculty

- b. Designing a comprehensive invigilation duty schedule based on faculty designations and academic responsibilities.
- c. Collaborating with the HoDs to ensure the alignment of the invigilation schedule with departmental requirements.
- d. Maintaining a record of assigned duties and communicating the schedule to all faculty members in a timely manner, at least 10 days before the examination.
- e. Addressing concerns and conflicts related to invigilation duties.
- f. Preparing a daily attendance sheet for marking attendance of all invigilators during all the days of examination.

Head of Department:

The HoD is responsible for providing input on the invigilation duty schedule, taking into account department-specific needs.

Duties of the HoD include:

- a. Collaborating with the Examination Controller to provide a list of active faculty members available for the invigilation duties. Only those faculty members who are on official duty with prior approval from the Vice Chancellor, are exempted from invigilation.
- b. Reviewing the proposed invigilation duty schedule and providing feedback to the Examination Controller to ensure it aligns with the department's requirements.
- c. Addressing faculty concerns related to invigilation duties within the department.
- d. Ensuring that faculty members are aware of the importance of invigilation duties and their commitment to the assigned schedule.
- e. Completing daily attendance of faculty members on the sheet provided by the Controller of Examination
- f. Initiating action against the absentees from invigilation duty.

Faculty Members / Invigilator

- a. To provide his / her substitute invigilator to the Head Invigilator (HoD) in case of emergency to conduct smooth examinations.
- b. To reach the center of examination at least 30 minutes before the commencement of each sitting of examination and report immediately to the head invigilator / Factotum / Course Teacher.
- c. To help the head invigilator / Factotum / Course Teacher in the distribution of question papers, blank answer books, and examination material that the examinees are authorized to use.
- d. To sign the answer books of all the candidates after distribution.
- e. To ensure that all rules for the guidance of candidates are duly observed.
- f. To collect all the answer books from the candidates at the end of the examination, arrange them in order subject-wise, count them with reference to the number of candidates present, and ensure that there is no missing booklet. They shall check all attempts on the part of candidates to pilfer out or smuggle in any answer book or any other written paper or to exchange one answer book with another.
- g. They shall also keep a watch over office boys and other staff authorized to move about in the examination rooms to see that no extraneous matter is introduced in the examination room in any way, and if any such thing comes to their notice to report at once to the Head Invigilator.

- h. They shall count and return all answer books along with question papers to the Factotum or Head Invigilator or course teacher right after the examinations.

Course Teacher

- a. To collect answer copies from the designated venue before examination
- b. To reach the center of examination at least 30 minutes before the commencement of each sitting of examination and report immediately to the head invigilator / Factotum.
- c. To help the head invigilator and all other invigilators of his course in the distribution of question papers, blank answer books, and examination material that the examinees are authorized
- d. To note without fail details of absentees in rooms or rooms in their charge within an hour after the start of the examination.
- e. To visit all the rooms of examinations of his / her course within 30 minutes in the first hour to reply to queries of students and come back to his assigned room.
- f. To collect all the answer books from the invigilators of all rooms in their charge at the end of the examination, check their arrangement, and count them with reference to the number of candidates present and make certain that there is no shortage and store them in a safe place for grading
- g. The Course Teacher is responsible for photocopying the Mid and Final Term Examinations Question papers on their own and keeping them in their own safe custody. The Course Teacher will bring the Question paper with them when they come to collect the answer copies for the examinations.

30.3 Duty Assignment Criteria

The number of invigilation duties assigned to faculty members will be determined based on their academic designations as follows:

S.No	Faculty Designation	Number of Duties
1	Lecturer / Lab Engineer	n
2	Assistant Professor	n-1
3	Associate Professor	n-2
4	Professor	n-3

Note: Here 'n' represents the baseline number of duties assigned to a faculty member, determined by the Examination Controller based on the overall examination needs and faculty availability.

30.4 Procedure of duty assignment

Initial Schedule Design:

- a. The Examination Controller will create an initial invigilation duty schedule based on the designated criteria and share with HoD before 15 days of Examination
- b. The HoD will review the schedule within two working days and provide feedback to ensure department-specific considerations are taken into account.

- c. The Examination Controller will communicate the final invigilation duty schedule to all faculty members before 10 days of examination schedule.
- d. Faculty members are required to confirm their availability and report any conflicts or concerns to the Head of Department with replacements within the two days of sharing of schedule

30.5 Important Considerations

- g. Invigilation duty is a high priority task for faculty members, all the meetings should be scheduled outside invigilation duty times
- h. The routine meetings must be scheduled outside the invigilation duty times.
- i. Those faculty members who are assigned additional charges (Directors etc.), thus reporting to the Vice Chancellor directly, their teaching role reporting is to the Head of Department, therefore, they must schedule any travel or leave in consultation with HoDs. Such changes should also be made in CMS/ERP so that leave request of such faculty members is recommended by the HoD and approved by the Vice Chancellor, whereas other aspects such as procurement etc. for such faculty members will continue to be in direct reporting to the Vice Chancellor
- j. All the efforts will be made by the examination department to reduce the number of blocks during the examination while preparing the exam schedule. Mixing of multiple classes in a single room is one such good practice to reduce need of physical space as well as invigilators
- k. Also, effort will be made to figure out possibilities of one day break during course exams, subject such effort does not stretch exam days beyond permissible range
- l. There will be single exam schedule for both Bachelor and Master/PhD programs
- m. In case a faculty member is unable to perform his/her invigilation duty, he/she is responsible to provide the replacement in consultation with HoD. The replacement must be a faculty member or an officer of grade 17 and above

30.6 Conclusion

This document establishes a structured and transparent process for the assignment of examination invigilation duties. The collaboration between the Examination Controller and the Head of Department ensures that the schedule is fair, taking into account both institutional and departmental needs. This document is subject to review and updates as needed.