

# Examinations Regulations 2023

Sukkur IBA University Examinations Regulations of Semester System Examinations for the bachelor and associate degrees Programs applicable from Spring-2023.

## 1. TITLE AND APPLICABILITY

a) These Regulations may be called the Sukkur IBA University, Semester System Examinations for bachelor's and associate Degrees Regulations 2023.

## b) APPLICABILITY

These regulations shall be applicable from Spring-2023 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 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 separate document issued by **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 Sessional Marks, the respective chairperson/course teacher shall only be given the right to correct the mistake under the supervision of the Dean, as per the written request submitted by the course teacher.
- 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 twelve during the semester.
- ii. In case, his /her aggregate of absences is more than 12 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).

#### 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:

$$\text{GPA} = \frac{\text{Sum of (CH of a course} \times \text{GP in that course) all courses of the semester}}{\text{total CH of the semester}}$$

$$\text{CGPA} = \frac{\text{Sum of (CH of a course} \times \text{GP in that course) all courses of all the semesters}}{\text{total CH of all the courses}}$$

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 a 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 GPA / CGPA calculation.
- f) (i) Students must maintain minimum of 2.2 CGPA.  
(ii) Only Two Probations are allowed to students. If a student gets CGPA from 2.0 to 2.19, he/she must improve the CGPA in next semester. If the student improves the CGPA from previous semester or got 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 online system. Withdrawal from a course is not treated as a failure and included in GPA and CGPA calculation. However, once a student has accumulated more than seven absences in any course, he/she is not allowed to withdraw from that course and is awarded as 'F' Grade.
- h) If a student is on the verge of being dropped and having a CGPA less than or equal to 2.40 in the previous semester can be apply for second withdrawal.
- i) If any of the students is dropped during 1<sup>st</sup> or 2<sup>nd</sup> semesters 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 is dropped during the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year of program, he/she may be regulated under the term back policy and he can only repeat the same semester again. \*\*\*

## 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.

## 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 liaison 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 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 of studies.
- 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. \*\*\*
- 6.6 a) Candidates for any practical examination may be divided into convenient batches according to the physical facilities available for conducting that examination.
- 6.6 b) Examinations may be held both in the mornings and in the afternoons.
- 6.7 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.

## **6B. 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 standard format, to be compiled in one hardbound volume. Standard format of the project is mentioned in a separate document. The current plagiarism policy of HEC will be applied on 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) 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 12 can be considered for the examinations. All such cases will be awarded F grade.

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 & 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 scripts' assessment carried out by the examiner. In case, if the ERC feels the need for reassessment, **the ERC will send 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 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.

10.1 b) One question paper will be submitted to the examinations department if there are multiple faculty members teaching in different sections with the consent of all faculty members. The Question paper shall be set by the paper setter and submitted to Examinations Department seven working days before 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 two days before.

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

(iii) Subject teacher immediately collects the answer copies from invigilators or factotum 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) 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 and printed award sheet to Examinations Department within the due date (within 15 days of final examination).
- (vi) 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, the final award list, and answer copies should be sent back to the concerned teacher who then submit 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.
- b) Paper setter shall be responsible for complete secrecy of the question paper at their ends.
- c) Paper setter shall abide by all instructions contained in the memorandum of appointment from the concerned Dean and issued from time to time.
- d) Examiners are required to collect answer scripts from the invigilators / factotum immediately after each examination. Assessment time will be calculated from 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**

<b>Days</b>	<b>Remuneration</b>
05 working days	Due Date
More than 05 working days	Post Due Date

**Note: Remuneration rates will be notified separately.**

- e) 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-gazetted 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-gazetted 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 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 whit 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 phone, any smart device and programmable calculators are 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 smooth conduct of any examinations.

14.9 Students are not allowed to use red or green ink except for headings. Similarly, use of 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 punishment 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 walkout 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 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 offence 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 Discipline Committee. The latter itself may hold inquiry or authorize any one or more of its members to do so. The examination results of such candidate(s) shall be withheld till such time as 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. Chairperson of the concerned department is normally appointed as 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 examinations halls for the examinations at his/her center/block.
- b) To draw up the statements of numbers 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 in 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 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 walk-out and subsequently prepare written report giving details, for submission to the Vice Chancellor.
- j) He/She shall see that all answer papers collected at his/her centre are properly counted, arranged, subject wise packed, sealed and distribute to the faculty member or dispatched to the Controller of Examinations on the same day on which examination is held.
- k) He/She shall collect 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 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 which 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 guidance of candidates are duly observed.
- To collect all the answer-books from the candidates at the close of examination, arrange them in order subject wise count them with reference to the number of candidates present and make certain the 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 on 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 back to 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 such time as 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. Head Invigilator send 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 upload 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 upload 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 and awards Sheets from ERCs
- d) Checking the category weight and grading schemes in the system with respect to received 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/prompted 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

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 final approval of the Vice Chancellor before putting them on the Notice Boards.

## 22. SCRUTINY OF RESULTS

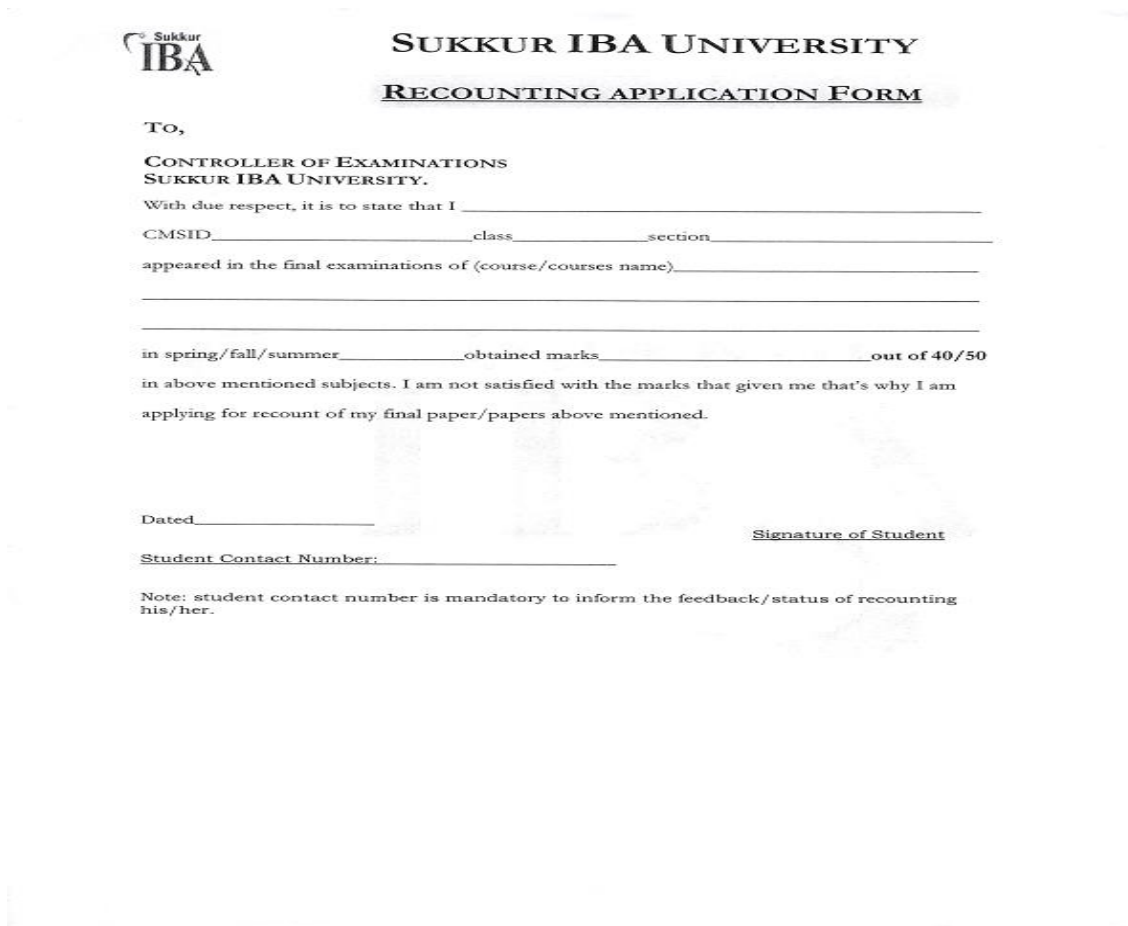
22.1 Applications from candidates at university examinations for any inquiry into the correctness of their results must be accompanied in each case by the prescribed fee. No such application can, however, be entertained unless forwarded by the concerned Chairperson. The inquiry shall deal with the totaling 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 University office within 15 days from the announcement date of the result.

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

22.4 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 by 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.

### **23. Transfer of Credits**

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

### **24. ISSUE OF MARKS CERTIFICATES, DEGREES AND OTHER CERTIFICATES**

24.1 The Controller of Examinations shall also issue 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.

Procedure of issuance Transcript:

- i. The applicant is required to submit No Dues form with name verification from enrollment section as per Matriculation Pacca certificate along with challan copy for limited time. Within three months of time Admission department have to update students' names and fathers according to their Matric Pacca Certificate
- ii. Normal transcripts issued within 10 of working days.
- iii. Urgent transcripts issued within five working days with double fees.
- iv. Final / Provisional transcript will be issued once the result is approved from the competent authority.

24.3 Any student who has passed all courses as prescribed for his/her Discipline with CGPA of at least 2.2 shall be eligible for award of Degree in that Discipline, subject to 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.
- 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. Degree will be issued within 30 working days. However, the candidate cannot come to the campus can issue an authority to any person specially the family member on the fifty rupees affidavit with prescribed format.

24.7 Candidate can apply for duplicate degree with 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.2,000/- 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)

<b>CLEARANCE FROM ADMISSION</b> 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: _____
<b>CLEARANCE FROM FINANCE DEPARTMENT</b> 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: _____
<b>CLEARANCE FROM HOSTEL</b> This is certified that no dues outstanding against him/her. Name of Provost / Concerned Officer: _____ Seal, Signature and Date: _____
<b>CLEARANCE FROM LIBRARY</b> 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: _____
<b>CLEARANCE FROM CDC (INTERNSHIP / PROJECT)</b> 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: _____
<b>CLEARANCE FROM COMPUTER LAB</b> This is certified that he / she has nothing outstanding. Name of I. T. Incharge / Concerned Officer: _____ Seal, Signature and Date: _____
<b>CLEARANCE FROM HEAD OF DEPARTMENT</b> This is certified that nothing is outstanding against him/her. Signature and Date: _____

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:

- 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.
- 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.
- If the candidate has been disqualified for using unfair means in the examination.
- If any mistake is found in compilation after declaration of the result of the candidate.
- If it is found that the candidate was not eligible to appear in the examination.
- 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.
- 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.



# Sukkur IBA University

## Examination Department

### Rates for Fees of Transcripts, Certificates, Degree & Verification

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