



UNIVERSITY OF BALTISTAN, SKARDU

**Semester Rules and Procedures for BS Programs in Affiliated
Colleges/Institutes**

PREAMBLE

These Semester Rules are to facilitate and govern semester processes in the affiliated colleges and shall be functional immediate after the approval by the relevant statutory body and the Vice Chancellor of the University of Baltistan, Skardu.

All the affiliated colleges will follow the set rules in connection with the smooth run of the semesters. Future amendments will be brought only on the basis of the recommendations of the Affiliation Committee, endorsed by the Vice Chancellor and Syndicate/Senate.

University of Baltistan, Skardu appreciates the role of the Affiliation Committee for the development of the semester rules and procedures for the affiliated colleges. We hope that all the affiliated colleges/institute will apply the rules and procedures in the true spirit in their respective colleges/institutes.

These rules will play guiding principles for the smooth run of the semester systems in the affiliated colleges/institutes.

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COLLEGE SEMESTER IMPLEMENTATION COMMITTEE

To start with implementation of the semester system, the college must have a Semester Implementation Committee, to be constituted by the college Principal. The committee will perform the following function:

- a) Monitor the implementations of semester system.
- b) Address various issues arising with relation to the implementation of semester system.
- c) Provide consultation to all the departments converting to semester system from the annual system.
- d) Provide support in the implementation of semester system by arranging short courses for the faculty on its various aspects.
- e) Address the appeals of the student(s) if they are not satisfied by the decision of Departmental Examination Committee.
- f) The Deputy Controller Internal Examination and Relevant Chairperson of the Department or his/her nominee can be co-opted members of the Committee on behalf of University of Baltistan, Skardu.

ROLE OF PROGRAM COORDINATOR

- a) Each of the affiliated colleges will nominate or assign additional duties to a suitable faculty member as Program Coordinators for the semester base program for which the University has granted affiliation.
- b) The Program Coordinator will act as focal person between the College Semester Committee and Office of the Controller of Examinations, and the relevant department of the University of Baltistan, Skardu.
- c) Further, the Program Coordinator will keep close liaison with relevant Chairperson of the Department in the University to ensure smooth and parallel progression of semester in College.

SCHEDULE OF SEMESTERS

- a) There will be two semesters in an academic year, Fall Semester and Spring Semester. Each semester will be of 16 to 18 working weeks. That means, 16 weeks for teaching and one week each for Mid and Final Term Semester Examinations.
- b) Same Semester Calendar will be observed by both the university and affiliated colleges involving examination schedules and course durations. However, courses offered in a semester may vary from each other.
- c) Final-Term Examinations will be conducted by University of Baltistan, Skardu at the end of each semester. Schedule (date sheet) of the final examinations

will be issued by Controller of Examinations, University of Baltistan, Skardu.

- d) Final results will be announced with two-week period after the completion of the Final-term semester examinations.

ADMISSION IN A FOUR-YEAR BS DEGREE PROGRAM

- a) For admission in a Four-year BS Degree Program, colleges will follow the minimum eligibility criteria used for the corresponding degree programs at University of Baltistan, Skardu.
- b) Colleges will send lists of students in all Four-year BS Degree Programs to the Registration Branch (Examination Section) of the University of Baltistan, Skardu within 10 working days after the admissions have been finalized for the incoming batch.
- c) The university will develop new Reg. ID for colleges. A suggested Registration ID was “year-uobc-number”. Likewise, the Campus Management System (CMS) may have a different link for colleges.
- d) Only those students who have been registered at the University of Baltistan, Skardu will be allowed to appear in the Final-Term semester examinations.
- e) Registration Branch of the Examination Office of the University will register the students. No late registration will be allowed.

CURRICULAM AND COURSE CODING

- a) The Colleges will use the same curriculum, semester roadmaps, scheme of studies, and course outlines for all degree programs already in practice in the relevant Departments in the University of Baltistan, Skardu.
- b) The course coding of the subjects also must be at par with the concern department of the University rules.

CREDIT HOURS REQUIRMENT FOR A DEGREE PROGRAM

1. A minimum 130-136 credit hours are required for the Four-year degree programs. These said credits will normally be earned in 8 semesters.
2. The minimum number of contact hours in a course will be governed by the curriculum/syllabi and roadmaps provided by the University of Baltistan, Skardu.
3. Courses may range from one Credit Hour to 4 Credit Hours.
4. One credit hour stands for at least one-hour class contact per week per semester. For practical/ laboratory work 3 hours will be considered equivalent to one credit hour.
5. A student can register up to 18 Credit Hours in a semester. However, on the permission of the relevant HoD and submission of prescribed fee (as per the University policy), an additional course of three credit hours will be allowed hence making a total of 21 Credit Hours in a semester.
6. Three (03) (Or specified by the University) credit hour thesis, research

project (dissertation)/project report/ internship/special papers will be offered in the fourth year. Thesis/projects in the colleges will be supervised as per the HEC rules. In case colleges not having required qualified faculty, individuals from the university will supervise the work. Remunerations for thesis supervisors from the university will be paid by the colleges as per the university rules.

5 CLASS ATTENDANCE

- a) A student must have attended at least 75% of the classes held in a course in order to be allowed to set in the final examination.
- b) In case the student remains absent from the class for 7 consecutive days without leave his/her name will be removed from the rolls.
- c) Students having less than 75% class attendance in a particular course will be required to repeat the course in the same semester next year or whenever offered.
- d) Names of such students (students having less than 75% attendance) will be reported by the college to University of Baltistan, Skardu and these students shall not be allowed to appear in the final examination.

COURSE EVALUATION, COURSE GRADE, AND GRADE DISTRIBUTION

Students will be evaluated on the basis of Sessional (quizzes, assignments, presentations, etc), Mid-Term Examination and Final-Term as per the percentage weightage given below.

S. No.	Evaluation Instrument	Percentage Weight	Responsibility
1	Sessional (Quizzes, Assignments, Presentations, etc)	20%	College
2	Mid Semester Examination	30%	College
3	Final Examination	50%	University

- a) All affiliated colleges will be responsible for evaluating student work and assigning marks for sessional and Mid-Term Examinations. University of Baltistan, Skardu will be responsible for conducting the Final-Term examination at the end of each semester and assigning marks for this evaluation instrument through the office of Controller of Examinations.
- b) Colleges will be responsible for submitting marks for sessional works and Mid-Term Examinations on prescribed Performa to the Office of the Controller of Examinations, University of Baltistan, Skardu two weeks after the examinations along with graded student answer books for the Mid-Term Examinations.
- c) Assessment of courses involving practical, University rules will be followed.

- d) University of Baltistan, Skardu will be responsible for issuing Final Transcripts and Degrees.
- e) University of Baltistan, Skardu semester rules will be referred to for further clarities.
- f) For the paper settings for the examination of final term, there will be a committee comprising of both University and College experts.

APPROVAL OF SUBJECTS AND APPOINTMENT OF SUPERVISORS FOR RESEARCH WORK OR PROJECTS.

- a) The approval of topics for thesis research and appointment of internal and external examination supervisors in examinations will be accorded by the concerned Board of Studies.

QEC AND TEACHER EVALUATION

- a) The evaluation of teachers' performance is key component of the quality assurance process.
- b) Colleges will establish their own QECs. QECs from the colleges will be in close coordination with the University QEC. The University QEC may ask for regular and sporadic reports from the college QECs.
- c) The Coordinator QEC of the college will coordinate teacher evaluation which is to be filled/completed by students of the respective courses at the end of each semester.
- d) The evaluation will be done in the absence of the respective teacher so as to maintain impartiality.
- e) The evaluation will be shared with the concerned teacher for his/her improvement/knowledge.
- f) Evaluation done by the students will completely be anonymous. i.e., the students will not be required to indicate their names, Roll numbers, registration numbers and/or any other student identities whatsoever.
- g) University reserves the right to pay surprise visits, meet students, seek feedback and share observations with the respective College Administration.

SUMMARY OF THE RESPONSIBILITIES OF UNIVERSITY OF BALTISTAN, SKARDU AND AFFILIATED COLLEGES

The University of Baltistan, Skardu and the Affiliated Colleges offering Four-year BS Degree Programs will observe the following roles and responsibilities:

- a) Colleges will send lists of students in all Four-year BS Degree Programs to the Registration Branch (Examination Section) University of Baltistan, Skardu within 10 working days after the admissions have been finalized for the incoming batch.

- b) Only those students who have been registered by the University of Baltistan, Skardu will be allowed to appear in final term semester examinations.
- c) Registration Branch will register these students. No late registration will be allowed.
- d) Colleges will conduct and evaluate Mid-Term Examinations and sessional work of students (i.e., quizzes, assignments, presentations, etc).
- e) Colleges will submit results of Mid –Term Examination to the office of Controller of Examination, University of Baltistan, Skardu, within one week after the end of Mid–term Examinations. Colleges will submit sessional marks to the University of Baltistan, Skardu by the end of 16th week of the semester.
- f) The office of Controller of Examinations, University of Baltistan, Skardu, will prepare the schedule for the conduction of viva voce for final year projects through external examiners, duly approved by the respective Boards of Studies.
- g) The Office of Controller of Examinations, University of Baltistan, Skardu will be responsible for conduction (including preparation of question papers, assignments of examiners, assignment of invigilators, etc) and evaluation of the Final–term and the declaration of results of these examinations. Only students registered with University of Baltistan, Skardu will be allowed to take Final Examinations. Final Examinations will be conducted out of full syllabi of the respective courses.
- h) The Office of the Controller of Examinations, University of Baltistan, Skardu, will prepare and issue final transcripts to the students
- i) University of Baltistan, Skardu will issue degrees to successful candidates on provision of completing formalities.
- j) The students will pay registration fee, examination fee, transcript and degree processing (Result Processing) and issuing fee at the University as per the university rules (see Appendix A for further details).
- k) It is mandatory that all students be informed about semester rules of the program in which they are enrolled. Respective colleges will ensure it time-to-time.
- l) The colleges will follow directives or guidelines issued from the HEC/government from time to time when be applicable to the rules after routing through relevant statutory bodies in the University.
- m) The structure and nomenclature of college faculty should be as per HEC Rules.
- n) Maximum number of students in each program will be 40.
- o) Colleges will plan mechanism for the professional development and capacity building of faculty members in connection with the semester planning, course development and assessment. The university will share experiences and facilitate them in terms of academic input.
- p) University and affiliated colleges will develop linkages between libraries.

- q) Online form will be available for affiliation. However, for the current year, both online and manual submission of documents will be accepted.
 - r) Colleges will develop their respective prospectus.
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Appendix A

Fee Structure for Affiliated Colleges

S. No.	Details	Amount (in Rs.)	Remarks
1	Security Fee	Rs. 500,000 from Private Colleges only	
2	Application processing and affiliation visit fee per program	Rs. 25,000 Per Program (For Baltistan Region)	First time for each new program for the whole session.
		Rs. 50,000 per program (For regions out of Baltistan)	
3	Follow-up Fees	Rs. 12,000 per program (for Baltistan Region)	This is on the number of the programs not on individual students.
		Rs. 25, 000 per program for regions out of Baltistan)	
4	Student Registration Fee	Rs. 1500 per student for the entire program	One time for the entire session
5	Course Registration Fee	Rs. 200 per student per course every semester	Every semester
6	Examination Fee	400 per student per course every semester	Every semester
7	All other fees for transcripts, degrees, paper rechecking etc.	-	As per the university rules and policies