

MS ACADEMIC REGULATIONS

CHAPTER II

ADMISSIONS

7. Semester Enrolment. Enrolment by each registered student shall be mandatory in each semester on the dates notified in University academic calendar and; a student should enroll in the courses as per the laid down policy of the University. Students failing to enroll in a semester shall be suspended from the University rolls and Chairperson of a department, college or institution, may allow re-instatement of the student within the time limit prescribed for this purpose. A student seeking re-instatement shall, in addition to semester and “late fee payment penalty”, shall also pay re-instatement fee to continue the studies.

8. The Registrar Office shall notify the list of enrolled students within first two weeks of commencement of the semesters and Controller of Examinations shall publish results on the basis of enrolled students list of that semester. Enrolment forms will be made available to each department, college and institution by the Registrar Office. Following shall be adhered to in Bachelors’ and Masters’ programs:-

b. Graduate Programs

(1) **PhD and Masters (less MBA) Programs.** Enrolment of PhD and master’s (less MBA) programs will be done as laid down below. A student can:-

- (a) enroll in a maximum of four (three for PhD) and minimum of one course ; and in case of an unregistered student(s), in the courses not exceeding laid down limit of Cr Hrs of HEC/PEC in a regular semester;
- (b) Add or drop a subject(s) due to conflict in weekly program or on personal grounds within first two weeks of commencement of regular semester. No fee will be charged;
- (c) Apply and get approval for dropping a subject(s) within two weeks after first sessional examination by the respective Chairperson of department, school or institution in a regular semester. No fee will be refunded and students’ result will not be announced.
- (d) Dropping a subject(s) under any other conditions will make a student liable to pay the fee and his result will also be announced.

9. Semester Freeze. Based on the positive recommendation of the Chairperson of the department, semester freeze up to one year from course work is allowed to students facing acute domestic problems or any other valid reason(s). During semester freeze period the student shall be required to pay 25% of the tuition fee for each semester to continue his/her registration with the University. Prior to resumption of studies after the semester freeze, it shall be mandatory to clear all the previous outstanding dues, if any. *Semester freeze will not be allowed in the first semester. Semester freeze fee will be charged from PhD students @ Rs 6000/- per semester.*

10. Course Enrolment by Unregistered Candidates. HITEC University may allow enrolment in PhD /Masters' level course(s) to the candidates who are not its regular students under the following conditions:-

- a. A bonafide student of another HEC/PEC recognized institution will be allowed to enroll in the Masters'/ PhD level course(s), on production of permission letter from the Head of the Department of parent institution. On completion of the course(s), a grade sheet / result of the candidate(s) will be sent directly to Controller of Examinations of the parent institution.
- b. A candidate who is not registered in any institution will be allowed to enroll in the Masters'/ PhD level course(s) after confirming his eligibility or otherwise as recommended by the Chairperson and approved by the Dean of Faculty. On completion of the course(s), the student will be provided only a certificate showing subject name, marks obtained and grade.
- c. These candidates will be issued with temporary/casual registration numbers for identification/recognition purpose only.

CHAPTER III

SCHEME / DURATION OF STUDIES

1. **Post Graduate Studies.** The minimum number of credit hours and its duration for completing the various Post Graduate Programs shall be as under :-

S.No	Program	Cr Hr(min)	Duration	
			Min	Max
a.	MS Programs less MBA	30	*1.5 years	@4 years
b.	Master of Business Administration	36/96	1.5/3.5years	4/6 years
c.	Doctor of Philosophy	48*	3 years	@8 years
d.	Any other program as and when launched	As approved by HEC		

* *18 Cr Hrs of course work and 30 Cr Hrs for Dissertation*

(In addition to the Masters' degree the University may offer Post Graduate Diploma (PGD) program(s) as per University rules approved by the Academic Council from time to time).

CHAPTER V

ACADEMIC STANDARDS FOR AWARD OF DEGREES

*GRADUATE GRADING SCHEME

Examination	Weightage (%)
End Semester Exam	50 - 60
Sessional Exam	50 - 50
Assignments / Projects	10 - 20

1. For purely theoretical and purely practical courses, the grading scheme is evident in the suggested format. However, for subjects which have the two categories (theory and practical) combined, the final grade is computed by multiplying the number of credits assigned to each category with the percentage marks obtained in that category and dividing the sum of the two by the total credits in that subject. For example:

Subject	Credit Hr		% Marks Obtained	
	Theory	Practical	Theory	Practical
Physics	3	1	70	90

$$\text{Overall Percentage} = (70*3+90*1)/(3+1)=75\%$$

3. The overall subject percentage thus obtained shall be rounded off by the individual faculty up to two decimal places. Fraction of 0.5 or more is rounded off to the next higher digit.

4. It is the University policy to workout GPA by awarding relative grading on a scale of 4.00 grade points according to distribution curve based on the performance of a particular class by the faculty. However, an exception to this policy will be observed in all cases of project, thesis and dissertation evaluation and where the class strength at Masters' level is less than 10.

5. The performance of each student in a course of study is graded as follows:

GRADE	GRADE POINT
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C*	2.00*
C-	1.67
D	1.00
F	0.00
I	Incomplete

(* Lowest grade in case of graduate courses)

6. The performance in all cases of project, thesis and dissertation where class strength is 10 or less, grade and grade points will be awarded as follows:-

MARKS	GRADE	GRADE POINTS
90-100	A	4.00
85-89	A-	3.67
80-84	B+	3.33
75-79	B	3.00
70-74	B-	2.67
65-69	C+	2.33
60-64	C*	2.00*
55-59	C-	1.67
50-54	D	1.00
less than 50	F	0.00
-	I	Incomplete

(*Lowest grade in case of graduate courses)

7. **Award of Grade 'F'**. In addition to 'F' grade awarded on the basis of academic failure, a student shall not be allowed to appear in final examination of a subject in which his/her

attendance is less than 75%, and he/she shall be awarded 'F' grade in that subject. The 'F' grade so obtained shall only be cleared by repetition of the course whenever offered.

8. **Award of Grade 'I'.** A student, who, because of illness or other acceptable reasons approved by the Departmental Board of Studies/Board of Faculty, fails to appear in final examinations, provided his overall attendance is not less than 75%, is given 'I' as a grade. The student receiving such a grade makes up the unfinished portion of his course and is given a grade, subsequent to an examination, at the discretion of the faculty without prejudice to the previous grade 'I'. In case the student fails to make up the course work, he receives a grade 'F' unless further extension is given by the Board of Faculty. He shall pay the prescribed fee for re-appearing in the end semester paper. Following procedure should be adopted to remove "I" grade:-

a. **Sessional Examinations.** Whenever a student misses sessional examination due to reasons acceptable to Departmental Board of Studies, make up test shall be arranged within the period to be decided by the Departmental Board of Studies but not later than four weeks from original date of missed sessional examination.

b. **End Semester Examination.** Whenever a student misses end semester examination due to reasons acceptable to the Departmental Board of Studies, make up examination shall be arranged within first six weeks after the beginning of the subsequent semester.

9. **Final Grade.** The grade earned by a student in home assignments, quizzes, case studies, viva voce, practical/ laboratory work, sessional examinations, end semester examination and projects etc, are formalized into final result by the concerned faculty member. It must be ensured by each faculty member that after marking/ evaluating all examination answer sheets including end semester examination are shown to the students prior to finalization of the results and that, at least one week before the commencement of end term examinations, the marks obtained in each examination by the student are displayed on notice boards. The faculty prepares the final results of the students on the standard grade sheet in duplicate and submits it to the Departmental Board of Studies. The grade sheets of each course duly approved by the Departmental Board of Studies are sent to the Controller of Examinations.

10. **Computation and Approval of Results.** After the results are received from each department, the Controller of Examinations shall compile the final results, showing grades, GPA

and the CGPA obtained by each student in each course of the semester. The grade report shall also indicate the tentative disposal of students failing to achieve required standard (probation, relegation, withdrawal). The Board of Faculty shall hold its meeting within first two weeks of the next semester and approve the results. The final result shall be formally announced by the Examination Branch after it is approved by Board of Faculty.

11. **Record of Results.** *After the declaration of results, grade reports will be made available to the students and others on University website for their view and print, however the grade reports of all cases with academic deficiencies will be sent to the parents on the postal address of affected students.*

12. **Issue of Academic Transcript/ Detailed Mark Sheet.** A student desirous of obtaining Academic Transcript/Detailed Mark Sheet may apply to the Controller of Examinations along with the prescribed fee/as per the policy issued on the subject. Fees for final Transcript will not be charged.

13. **Repetition of Course(s).** While repeating a course, a student should undergo all the formalities applicable to regular semester and appear in the quizzes, assignments, projects, sessional examinations etc, and end semester examination as planned for the course.

b. **Masters' less MBA Program.** A student can repeat a course(s) to obtain minimum CGPA laid down for the prescribed program or to improve his CGPA under the following conditions. A student:-

- (1) Shall apply (subject to course offering) and get the permission to repeat a course from the chairperson of the Department.
- (2) Shall pay the fee for repeating a course.
- (3) Transcript shall show both the old grade and the new earned grade but the CGPA shall be based on the better grade.
- (4) Apart from clearance of 'F' grade, if any, can repeat a maximum of two courses in entire coursework.
- (5) In case the student, instead of thesis work, opts to complete the degree program by studying two additional courses after the course work, will be allowed to repeat the same two courses to complete the program requirement.

14. **Course Replacement**

- b. **Graduate Program.** Course replacement will be allowed to a student in case of elective subjects only. A student will be allowed to replace a maximum of two courses.
- c. **Procedure.** Before enrolling in a semester, a student shall apply and get approval of Chairperson for the course replacement showing the previous course and the course to be replaced. He shall:-
- (1) Pay the fee as laid down.
 - (2) Transcript shall show both the old grade and the new earned grade but the CGPA shall be based on the better grade.

CHAPTER VII

AWARD OF MASTERS' DEGREE AND ACADEMIC STANDARDS FOR MASTER STUDENTS

1. **Award of Masters' Degree.** The University, on recommendations of Board of Faculty, shall award Masters' degree to the students who satisfy the following conditions:-
 - a. **Course Work.** The minimum course work required shall be 24 credits of graduate level course work or as approved by PEC/HEC for each program of masters' degree.
 - b. **Research Work.** In addition to the course work, all students should either enrol for 6 Cr Hrs of research thesis or two additional courses of 3 Cr Hrs each to complete the program.
 - c. **Successful Thesis Defence.** Details are given in paragraphs 15-20 of this Chapter.
 - d. **Other Conditions.** Should have:-
 - (1) Achieved a minimum CGPA of 2.50.
 - (2) No unclear 'F' grade(s)
 - (3) Cleared all dues.
2. **Eligibility for Admission.** To be eligible for admission to Masters 'program in the concerned discipline, a candidate:-
 - a. Shall possess bachelor's or equivalent degree in Engineering/Islamic Studies/Management Sciences/Mathematics etc (minimum 16 years of education), from a HEC recognized university/institute. It shall be candidate's responsibility to get the equivalence established through HEC/PEC/IBCC etc, if required.
 - b. Shall be up to the medical standards for going through the intense studies and training in the University.
 - c. Serving in a private or Government organization, shall also attach a "No Objection Certificate" of his employer/Head, and route the admission form through proper channel.
 - d. [@]A student previously withdrawn from HITEC University on disciplinary grounds will not be eligible to apply again for any degree program.

- e. In case of any dispute, decision of the Vice Chancellor shall be final for the grant of admission to any student in any master' program. @

3. **Application / Registration**

- a. Desirous applicants shall apply for admission in response to advertisements appearing in the press by the University, on the prescribed Application Form along with necessary documents (in duplicate) to the Registrar (Admission Office) of the University. The Admission Office will issue a receipt of acknowledgement to the candidate.
- b. After initial scrutiny, the application form of eligible candidates will be forwarded to the concerned department for evaluation and recommendations @as described below: @
 - (1) The admission will be granted by each Departmental Committee to be constituted by the University on the recommendation of Dean and concerned Chairperson.
 - (2) Candidates with good academic record from a local/foreign university/institution of repute, shall only be considered for admission at HITEC University. The minimum laid down standards as per policy including CGPA/percentages in Bachelors/Masters shall be strictly adhered to;
 - (3) Relevance, strength and GPA of the courses taken by the candidate during Bachelors/Masters at previous university/institution to the program applied for shall be given due weightage; and
 - (4) The score obtained in GRE (General)//GAT (General) conducted by National Testing Service (NTS)/HITEC University's Entrance Test should be as per policy guidelines of HEC.
 - (5) @Evaluations and recommendations by the concerned departments will be forwarded to Admission Office. @
- c. Each successful candidate will be issued "Admission Letter" by the Admission Office.

4. **Transfer of Credits.** Course credits may be transferred from other local accredited or foreign HEC recognized institution(s), if they are relevant and appropriate to a Master's program in a discipline approved by the University. Following shall be applicable:-

- a. Only the course(s) with 'B' grade, @equivalent or higher@ shall be considered for transfer;
- b. The candidate will have to complete the program in the stipulated time as laid down by the HEC / Universities, and it shall include the time already spent in the previous institution;
- c. A maximum of 12 Cr Hrs (for MBA 50% of Cr Hrs) earned in the previous institution can be transferred to HITEC University; and
- d. The transfer of credits is subject to acceptance by the concerned Departmental Board of Studies.

5. **Academic Deficiencies.** A student shall be dropped from the Masters' program if:-

- a. Fails in more than one course in MS (six Courses for MBA) in whole course work;
- b. First semester GPA is less than 2.00 (less than 0.75 for MBA);
- c. CGPA remains below 2.50 after completion of course work even after availing repetition of courses allowed under the rules;
- d. CGPA less than 2.50;
- e. 'I' (Incomplete) grade in any course.

6. **Disposal of Academically Deficient Students.** The cases are disposed off by the Board of Faculty on the recommendation of Departmental Board of Studies. The Board may award one of the following disposals:-

- a. **Masters less MBA Programs.** All master's programs except MBA will be governed under following conditions:-
 - (1) Probation; and
 - (2) Withdrawal
- b. **MBA Program.** Will be governed under following conditions:-
 - (1) Probation;
 - (2) Relegation; and
 - (3) Withdrawal

7. **Probation**

- a. **Definition.** Probation means that a student is deficient in academic standards and is either likely to be relegated or withdrawn from the program.
- b. **Policy for Masters'/M Phil less MBA Program.** Board of Faculty shall recommend and place a student on academic probation under any of the following conditions if the:-
 - (1) CGPA is equal to 2.00 or above and less than 2.50 at the end of a semester; or
 - (2) Student fails in a subject.
- c. **Policy for MBA Program Only.** Board of Faculty shall recommend and place a student on academic probation under any of the following conditions if the:-
 - (1) Semester GPA is equal to 1.00 or above and less than 1.25 at the end of first Semester.
 - (2) CGPA is equal to 1.50 or above and less than 2.00 at the end of second Semester
 - (3) CGPA is below 2.50 after third semester
 - (4) Student fails in a subject.

8. **Relegation (For MBA Only)**

- a. **Definition.** “Relegation” means that the student is asked to join the next junior class when recommended by the Board of Faculty.
- b. **Policy.** Board of Faculty shall recommend and place a student on relegation under any of the following conditions if :-
 - (1) First semester GPA is equal to 0.75 but below 1.00;
 - (2) CGPA at the end of second semester is equal to 1.00 but below 1.50
 - (3) CGPA at the end of third semester onwards is equal to 1.50 but below 2.00
 - (4) On disciplinary or medical grounds when so recommended.

9. **Withdrawal**

- a. **Definition.** “Withdrawal” means that a student is considered unsuitable for further studies and shall be struck off the University rolls.

- b. **Policy for Masters less MBA Program.** Board of Faculty shall recommend a student for withdrawal, under any of the following conditions if the:-
- (1) First semester GPA is below 2.00;or
 - (2) Fails more than once in course work;
 - (3) or CGPA remains below 2.5 after completion of the course work even after availing the chances allowed under the provision of regulation “Repetition of Course”
- c. **Policy for MBA Program.** Board of Faculty shall recommend a student for withdrawal, under any of the following conditions if the:-
- (1) First semester GPA is less than 0.75; or CGPA at the end of second semester is below 1.00, or CGPA at the end third semester onwards is below 1.50; or
 - (2) Student receives 'F' grade in more than six courses; or
 - (3) Student fails to improve GPA / CGPA to 2.50 or above after relegation;
 - (4) On disciplinary or medical grounds when so recommended.

10. **Improvement of CGPA.** Before opting for thesis work or two additional courses in lieu for MS or thesis work by MBA, a student may repeat only two courses (six courses for MBA) having grade point of less than 3.00. Procedure for repeating the course(s) shall be as under:-

- a. The candidate shall apply to the Chairperson for permission to repeat the course.
- b. The student shall have to pay the prescribed tuition fee for the repeated course. The transcript shall show both the old grade and the new earned grade but the CGPA shall be based on the better grade.
- c. The student shall have to repeat the course within the time limit given by the supervisor.
- d. In addition to clearance of the ‘F’ grade, a student shall be allowed to repeat a maximum of two courses only during his / her entire coursework.
- e. Course replacement will only be allowed in case the same is not being offered and time to complete the program is short.

11. **Duration.** Minimum period for completion of MS program shall be *one and a half years* and maximum period shall be @four@ years. Minimum period for MBA program shall be 1.5 or 3.5 and maximum period shall be 3.5 or 6 years keeping in view the credit hours.

12. **Appointment of Supervisor for Thesis (MS Program only).** On the written request of the student, the Chairperson with the @approval@ of the concerned Dean of faculty will send the case for formal notification.

@12A. **Change of Supervisor for Thesis (MS Program only).** On the request of student, change in MS supervisor can be allowed by the Chairperson in consultation with Dean concerned with the approval of the Vice Chancellor under special circumstances. @

@12B. **Co-Supervisor/Co-Advisor** may be appointed if required who is a PhD qualified faculty/specialist from industry or an R&D organization (in a specific field in which requisite expertise/facilities are not available within the university). The co-supervisor/co-advisor shall assist in supervision/ guidance of thesis of MS student till completion of research work. The co-supervisor/co-advisor must have sufficient experience and relevant qualification in the field of research. @

13. **Appointment of External Examiner/Supervisor**

- a. Standing list of local external examiners/supervisors suggested from time to time by the Departmental Board of Studies and approved by Board of Faculty.
- b. The supervisor shall suggest a panel of at least three external local examiners in order of priority from the approved list. The Dean shall appoint one external local examiner from the suggested panel to evaluate the Thesis.
- c. @Deleted. @

14. **Submission of Thesis.** The candidate shall be eligible to submit the thesis, provided the course work formalities have been completed. The thesis should be written in English language except where recommended by the Chairpersons and allowed by the VC.

15. **Research during Master Program.** The procedure for thesis research shall be as under:

- a. All students must successfully complete a minimum of 6 credits in Master's thesis.
- b. Subject of research shall be agreed to by the student and the research Supervisor/ Advisor (thesis advisor). The research must not be plagiarized.
- c. Thesis shall be graded and will be counted towards calculation of CGPA for all programs.
- d. @Change in the area of research, once it has been finalized, will be discouraged. However, if it becomes inevitable, then the matter will be discussed in Departmental

Board of Studies. After detailed deliberations, the Board will forward its recommendations to the Dean for approval. @

16. Evaluation of Thesis

- a. The Thesis will be sent for evaluation to one local (external) expert.
- b. Final presentation of Thesis will be given after obtaining positive evaluation report by the local (external) expert.
- c. The expert shall submit his/her report to the Controller of Examinations.
- d. In case, the expert asks for a resubmission, the candidate will be asked to work on the Thesis for a maximum period of six months before submitting it for re-evaluation.
- e. The Thesis shall be resubmitted after incorporating revisions and suggested changes.
- f. First resubmission may be allowed at least three months after intimation to the concerned supervisor.
- g. Third resubmission is not allowed and the candidate shall be declared fail.
- h. @Chairperson will be responsible to arrange the open defence of the Thesis. @

17. Change of External Expert

- a. In case, the expert fails to respond within two weeks, a new expert shall be recommended to the Dean.
- b. In case, the second expert does not respond within two weeks, a new panel of two experts shall be recommended to the Dean.

18. Submission of Final Thesis. The thesis submitted by Masters 'candidate shall comply with the following conditions:-

- a. This thesis should exhibit literature research, application of well proven knowledge and its simulation or practical implementation in creating a solution.
- b. It shall not include research work for which a degree has already been conferred in this or any other university.
- c. Initially, the candidate shall submit @two@ spiral bound copies of completed thesis along with an application on prescribed form, duly recommended by the Supervisor

and the Chairman of the Department to the Controller of Examinations for evaluation.

- d. At final submission @four hard bound copies of Thesis having a soft copy on CD@, will be prepared for submitting of one copy to the University, one copy for the Department, one copy for the Supervisor and @one copy for the student. @

19. **Award of Masters Degree**

- a. The candidate who successfully completes all the requirements including passing of Viva-Voce examination shall be awarded, with the approval of the Board of Faculty; the degree of Masters of Science under the Seal of the University.
- b. The Vice Chancellor may approve the recommendations of the Board of Faculty on behalf of the Board of Governors regarding the award of Masters 'degree to the candidate(s).

20. **Fee and Other Dues.** Each student shall be required to pay tuition fee and such other charges as may be prescribed from time to time.

21. **Thesis / Project MBA Program.** The submission and evaluation of MBA Thesis/Project will be done under Departmental Boards.

22. **Plagiarism Test.** Plagiarism test must be conducted on the thesis before its submission to external expert or as applicable *by the QAC.*