

REGULATIONS FOR SEMESTER SYSTEM.

Regulations regarding the courses of studies under Semester System for the degree of Bachelor of Engineering (B.E), Bachelor of Architecture (B. Arch.) of Dawood College of Engineering & Technology, Federal Degree Awarding Institution, Karachi as provided under the DCET Ordinance 2007.

1. SHORT TITLE

These Regulations may be called Dawood College of Engineering & Technology, Federal Degree Awarding Institution, Bachelor of Engineering (B.E) and Bachelor of Architecture, Semester system of Instruction and Examination leading to the Degree of B.E and B.Arch, framed by the college authorities.

2. These Regulations shall be subject to Dawood College of Engineering & Technology, Federal Degree Awarding Institution, Bachelor of Engineering (B.E) and Bachelor of Architecture Degree Courses Statues 2008.

3. COMMENCEMENT

These Regulations shall be deemed to have come into force with effect from 1st January, 2008.

4. DEFINITIONS

In these Regulations, unless otherwise stated:-

- i.** "College" means the Dawood College of Engineering and Technology.
- ii.** "Academic Year" means the period of instructions commencing First Semester and Completion of the Second Semester including Examinations.
- iii.** "Semester" means a period of instructions comprising of eighteen weeks duration, out of which sixteen weeks shall be the actual teaching time. The remaining two weeks shall be utilized for the conduct of examinations, preparation and declaration of results.
- iv.** "Credit Hours" A credit hour means teaching a theory course for 50 minutes each week throughout the semester. One credit hour in laboratory or experimental work would require tab contact of at-least three hours per week throughout the semester. The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right, side) digit represents the practical. Thus 3(3-0) means three credit hours of theory, while 4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory. The weekly contact hours of a 3(3-0) course will be three, the contact hours of a 4(3-1) course will be six While the contact hours of a 3(1-2) course will be seven.

v. "Non-Credit Hours" allocated to a course of study means the successful completion of which shall be a requirement carrying no Credit.

vi. "Semester Examination" Final Examination to be held in the end of the each Semester.

vii. "Internal Examiner" means the teacher/person appointed by the competent authority, who has been teaching the subject to the regular class/ session during the academic year for which the examinations are being conducted.

viii. "External Examiner" means a person holding Master degree or Ph. D. or at least senior Graduates of Public / Private Organizations with minimum 15 years professional experience holding senior executive post in the relevant discipline, who is neither a teacher in the university nor has taught the subject(s) to the class /section during the Academic Year for which the Examinations is being conducted and is appointed by the competent authority from Public and Private chartered Universities Organizations from Sindh Region or otherwise from various provinces of Pakistan if expertise are not available in the field from Sindh Region.

ix. "Principal", "Dean", "Chairman", "Teacher" & "Controller of Examinations" means respectively the Principal, the Dean of concerned Faculty, the Chairman of the concerned Teaching Department, the Teacher & the Controller of Examinations of the college.

x. "Syndicate" means the Syndicate of the college.

xi. "Academic Council" means the Academic Council of the college".

5. THE COURSES OF STUDY

i. The courses of studies for the degree of Bachelor of Engineering (RE) and Bachelor of Architecture (B. Arch.) shall be as given in the regulations, which follow, provided by the Academic Council of the college from time to time. The detailed syllabi for various subjects shall be approved by the Academic Council

ii. The medium of Instructions, Teaching and Examination for all courses will be in English.

6. DURATION OF SEMESTER, YEAR AND PROGRAMME

i. **Bachelor of Engineering (B.E):** First year, Second year, Third year and Fourth year for the degree of Bachelor of Engineering (RE.) each shall be ONE Year (Total 04 Years) and each year shall comprise Two Semesters.

ii. Bachelor of Architecture (B. Arch.): First Year, Second year, Third Year, Fourth Year and 5th Year for the degree of Bachelor of Architecture (B. Arch.) and each year shall be One Year (Total 05 Years) and each year shall comprise Two Semesters.

iii. The duration of each Semester shall be 22 weeks distributed as 16 weeks of actual teaching, 02 weeks for preparation leave for examinations and 04 weeks for conduct of examinations and compilation of results.

iv. There shall be a break of at least one week between two Semesters.

7. NUMBER OF CREDIT HOURS FOR EACH DEGREE PROGRAM

i. Each Degree Program shall carry a number of approved courses and each course shall be allocated Credit hours.

ii. Student will be allowed to take Maximum 22 credit Hours in a semester.

iii. Four Academic years are the minimum duration for completion of Curriculum for the award of degree of B.E.

iv. Five Academic years are the minimum duration for completion of Curriculum for the award of degree of B. Arch.

v. Student shall have to complete 135 to 160 credit Hours in minimum 8 Semesters for award of degree of B.E

vi. Student shall have to complete 150 to 180 credit Hours in minimum 10 Semesters for award of degree of B.Arch.

8. REQUIREMENTS FOR SEMESTER COURSE

The minimum requirement for each Semester course shall be as follows

i. Registration in the course by paying course tuition fee within one week of start of academic session.

ii. Completed course pre-requisite, if any

iii. Sessional work consisting of class test and/or laboratory work.

iv. 75% Attendance (Minimum). In genuine cases, maximum 10% attendance condonation in attendance shall be the discretionary, powers of the Principal on the basis of the application to be scrutinized by the Chairmen concerned and routed through respective Dean of Faculty.

v. The eligibility attendance Theory/ Practical for late admitted students to first semester of First year only shall be calculated from the date of admission.

vi. Appearance in Mid Semester/Semester Examination

9. DISTRIBUTION OF MARKS

i. In semester, students may be required to appear in quizzes, mid terms, final examination, give presentation, participate in group discussion, and submit projects assignments/lab reports by the due dates. These (to be determined by the concerned teacher) will have different weightages and contribute towards the assessment in percent marks. These weightages will be determined based on the following guidelines:

Course Type	Nature of Examination	weight age
Theory Course	Quizzes	10%
	Mid Semester Examinations	20%
	Assignments	10%
	Final Examinations	60%
Laboratory Course	Mid Semester Examinations	20%
	Preparation of Practical Journal/ Folder	20%
	Conduct of final Practical	30%
	Viva Voice/ Jury	30%

ii. Final Examination in each course will be held at the end of the semester.

10. GRADING POLICY

Following grade points for each letter grade will be used:

Mark Range :	Grade Point	Grade
85- 100	4.00	A
80 -84	3.70	A-
75 -79	3.30	B+
70 -74	3.00	B
65 - 69	2.70	B-
61 - 64	2.30	C+
58-60	2.00	C
55-57	1.70	C-
50 – 54	1.00	D
0-49*	0.00	F

*Fraction is to be rounded as a whole

i. There should be no other grade point values except the above points.

ii. The matter of award of Gold / Medal/Roll of Honor should be decided by College.

iii. The percentage of marks or numeric values of grades other than grade points should not be reported on the transcripts whether they are relative grades or absolute grades.

iv. Permission of second chance in Final Semester examination is given when student has secured less than 2.0 GPA in any course, within 15 days of declaration of result, with consent of the concerned Chairman and approval of Principal.

v. Permission of second chance in Mid Semester examination is given to the student who remained absent in the Examination under exceptional circumstances like hospitalization, etc. with consent of the concerned chairman and approval of Dean of Faculty concerned.

vi. If a student gets an F in a course, he will be given one/more chance to repeat the course as and when the same course is offered.

vii. There will be no supplementary examinations under any circumstances.

11. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (C.GPA)

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (C. GPA) will be calculated using the following relationships:

GPA = $\frac{\text{Sum over Courses in Semester (Course Credit Hours * Grade Point Earned)}}{\text{Total Semester Credit Hours}}$

C.GPA = $\frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours * Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semesters}}$

12. C.GPA REQUIRED FOR DEGREE COMPLETION (UNDERGRADUATES)

For graduation, the minimum qualifying C.GPAs for Bachelors is 2.00. Whenever an undergraduate student's C.GPA decreases from 2.0, he/she will be on 1st probation for the next semester. If the undergraduate student does not come out by increasing his/her C.GPA to 2.0, then again, he/she will go on "Last Probation". If the student who was earlier on 1st probation, does not come out in the last probation by achieving minimum desired C.GPA, he / she shall be dropped out from the college and cannot be re-admitted under any circumstances.

13. WITHDRAWAL FROM A COURSE

A student may withdraw from any course with the consent of the course instructor within four weeks of the commencement of the class. A formal application has to be filed in this respect, to the Chairman of the Department.

14. WITHDRAWALS FROM A SEMESTER

Permission to withdraw from a semester is given under exceptional circumstances like hospitalization for a long period, etc. A formal application for withdrawal should be supported by the Medical Certificate. Certificate from private medical practitioner will not be accepted.

15. CANCELLATION OF ADMISSION

The admission of a student enrolled in the programme will be canceled under the following circumstances:

- i.** If the student does not attend classes for one semester without any official withdrawal and his average attendance in a semester is less than 40%
- ii.** If the student is involved in serious disciplinary action.

16. CONDUCT OF SESSIONAL WORK IN SEMESTER EXAMINATION

The procedure for conducting the sessional work for semester examination and declaration of results shall be as follows

- i.** 10/5 marks of assignment for subjects carrying 100/50 marks shall be awarded by the teacher concerned after conducting 3/2 class tests (MCQ type) and 2/1 best of 3/2 class tests shall be counted towards awarded of 10/5 marks.

- ii.** At the end of the semester, the marks of sessional work and lab. Work secured by a student in the theory and Practical of the concerned course shall be announced by the concerned subject teacher by displaying on the notice board.

- iii.** the teacher concerned at the end of each semester shall finally prepare four copies of the sessional marks of each course (attendance, class tests and laboratory work) separately on prescribed proforma and forward the same to the chairman of concerned department for counter signature, who after retaining one copy for his/ her office record, shall forward the remaining three copies to the controller of Examinations before the commencement of the semester examination.

- iv.** The result of each subject of the semester examination shall be prepared in **TRIPLICATE** by the subject teacher which will be submitted to the Controller of Examinations in the sealed enveloped.

- v.** The cumulative result (including all the marks of attendance, class tests, lab. Work and mid term examination) shall be announced by the Controller of Examinations

17. SETTING OF QUESTION PAPER

i. The Internal Examiner for Theory Practical and External Examiner for Practical Examination shall be appointed by the principal on the proposal of the departmental Committee and recommendations of the Board of Studies of the concerned department through Dean of the concerned Faculty, who will forward the list of subject teacher/ Penal of Examiner to the Controller of Examinations

ii. The Internal Examiner will set the Question Paper for the Theory Paper four weeks before the commencement of the Semester Examination with "**NO CHOICE**" basis. The Internal Examiner forward to the same paper to the Controller of Examinations.

iii. Final Paper setting preferably is done by a panel of 02 or more examiners. Wherever applicable, however .Final Paper shall be reviewed by a senior natural Examiner.

18. PRACTICAL QUESTION PAPER

i. The Internal Examiner will set the Question Paper for Objective Test/ conduct of Practical Examination in duplicate Two weeks before the commencement of the Semester Examination and thereafter the same shall be got moderated by external examiner concerned.

ii. The Practical/Viva Examination shall be conducted by a Penal of Examiners including External and Internal Examiners. Both the examiner will prepare the result separately in **TRIPLICATE** and submit to the Controller of Examinations personally.

iii. In case External Examiner No. 01 is not available on the scheduled date(s) of the examination the external examiner number 02 shall be contacted and called for examination.

iv. The Chairman of the department or his/ her nominee having expertise with related subject shall act as an alternate External Examiner No.01 and 02 in case they are not available on the scheduled date(s). The same alternate arrangements be made in case the Subject Teacher/ Internal Examiner is not available on the scheduled date(s) in exceptional case due to serious problem.

v. The Internal Examiner as well as External Examiner both shall submit separate report under sealed confidential cover to the Controller of Examinations of the college regarding the standard of the examination taken by them.

vi. The following applicable guidelines parameters shall be included by the examiners for setting of Mid Semester Q. Paper.

vii. Fill in the blanks, True or False multiple choice questions (MCQs), Definitions of technical terms, drawing Skill Oriented Questions and Interpretation of Diagrams.

viii. The duration for conduct of Practical Examinations shall be minimum 30 Minutes and Maximum One hour and total number of questions shall be 30, 40, 50 and 60 for Question Papers carrying 10, 20, 30 and 40 marks, respectively.

19. ASSESSMENT OF SCRIPTS

The Controller of Examination will send the scripts of Theory Examinations to the concerned subject teacher for assessment who, after assessment of the scripts will send the result in **TRIPLICATE** to the Controller of Examinations.

20. SCANNING OF RESULTS

i. A committee comprising of the Dean of the concerned faculty and Chairman of the concerned or his nominee who if necessary, for reason of checking the quality and consistency of assessment of scripts, would at random re-assess at least 15% of the scripts and in case gross discrepancy is detected, the committee shall be empowered to take appropriate action with the approval of the Principal.

ii. Prior to sending ledgers of the results of Regular/ Final/ Supplementary Examination of B.E. B Arch. to the Principal for his signature, over all tabulated and checked ledgers shall be perused and scanned by Dean of concerned faculty and the Chairman of the concerned department.

21. GRACE MARKS

In Semester System Grace Marks in examinations to pass the candidates is not allowed in any circumstances.

22. APPEARANCE IN THE SEMESTER EXAMINATION

The Semester Examination will be open to the student who full fills the following conditions.

i. During the Semester immediately preceding the Examination, he /she has been on roll list of the concerned department of the College.

ii. He/she has submitted his/her examination form duly filled in completely alongwith the prescribed fee to the Controller of examinations within due date announced by the college.

iii. He/ she is not debarred from taking the examination.

23. COMPREHENSIVE VIVA-VOCE/JURY EXAMINATION

i.

- a)** The comprehensive Viva-Voce of Semester Examination of the Project(s) /Thesis work shall be held after the completion of the 8th Semester of Final Examination. The Chairman of the Department, the concerned teacher of Project together with the External Examiner shall constitute the Viva-Voce Committee.
- b)** The comprehensive Viva- Voce/Jury of the Thesis Design-I and II for B. Arch, shall be held after the completion of 9th & 10th semester respectively. Thesis Evaluation and Viva-Voce shall be out of 100 marks. The distribution shall be as under:

ii. The Internal Examiner, the External Examiner and the Director/Chairman concerned will each award out of 25 marks. Thesis marks will be sent to the office of the Controller of Examination in separate sealed envelope: In case of Chairman being Internal Examiner, the External Examiner will award out of 50 marks.

iii. A student who has failed in the Viva-Voce/Jury shall be given the benefit of appearing again in the same examination only ONCE.

24. MIGRATION

i. Migration to and from any other University shall not be allowed in the first and final years.

ii. Migration is not allowed to the students admitted on reciprocal basis.

iii. Migration is allowed only in the cases of extreme hardship for the students or if it is considered in the best interest of the College by the competent authority. The decision of the College is final and binding in this regard.

iv. The migration of the local students would be allowed on the payment of Rs. 150,000- to the College while foreigner students would be required to pay Rs. 200,000- as migration fee and submit the No Objection Certificate (NOC) of the nominating agency.