



Air University Islamabad

Academic Regulations

2025

SN	Chapter Title	Page No
I.	Preliminaries	2
II.	Admissions	8
III.	Scheme and Duration of Studies	12
IV.	Conduct of Examinations, Declaration of Results, and Academic Performance of Students	15
V.	Award of Associate & Bachelor's Degree	33
VI.	Award of Associate & Bachelor Degree iaw HECs New Undergraduate Education Policy 2023	43
VII.	Award of the Masters of Science (MS), Master of Philosophy (MPhil) and Master of Business Administration (MBA) Degrees	47
VIII.	Award of the Degree of Doctor of Philosophy (PhD)	59
IX.	Academic Costumes	81
X.	Convocation	84
XI.	Award of Medals on Convocation	88
XII.	Financial Aid – Fellowships, Scholarships, Assistantships, and Tuition Exemptions	90
XIII.	Student Affairs / Matters	99
XIV.	Air University Central Library (AUCL) Facilities	109
XV.	Policy to Curb Use of Unfair Means During Exams	114
XVI.	Training of Faculty and Staff	120
XVII.	Academic Guidelines for Faculty Members of Air University	123
XVIII.	Mentoring Program for New Faculty at the Air University	131

AIR UNIVERSITY ACADEMIC REGULATIONS

For the purpose of governing schemes of study, syllabus and courses of studies, admissions, registrations, examinations, research and development and for matters connected therewith or incidental thereto, the Board of Governors, in exercise of the powers conferred to it by sub-section (c) of Section 20 of the Air University Ordinance No CVII of 2002, is pleased to revise and issue the following regulations, namely: -

CHAPTER I ACADEMIC REGULATIONS PRELIMINARIES

1. Short title and commencement.
 - (a) These regulations may be called the Air University Academic Regulations 2023.
 - (b) These shall come into force at once.
2. Definitions. In these regulations unless there is anything repugnant in the subject or context :-
 - (a) “Academic Advisor/Tutor” means a member of the Academic Staff to be appointed by the Dean/Department Chair of the concerned department for guiding and counseling students and for supervising their academic performance from the outset of the studies till their final graduation from the University;
 - (b) “Academic Program” means a program of studies, which leads to the award of a University Degree to the students, after successful completion of all the pre-defined requirements.
 - (c) “Contact Hour” means time (including any break) spent on academic and research related activities including instructional work/tutorials, lab work (practical), research work, projects, seminars, workshops, internships etc. during the course of studies at the University;
 - (d) “Co-Supervisor” means a faculty/specialist from industry/R&D organization (in a specific field) who assists in Final Year Projects of undergraduate students or supervision/ guidance of thesis/dissertation of a Post Graduate (MS/MBA/MPhil/PhD) student till completion of research work. The Co-supervisor must have sufficient experience and relevant qualification (minimum PhD) in the field of research;
 - (e) “Credit Course” means a course of study whose successful completion shall

be a requirement for the award of degree;

- (f) "Credit Hour" a credit hour means teaching/earning a theory course for one hour each week throughout the semester (including a ten-minute break) for a subject countable towards a student's Cumulative Grade Point Average. One credit hour in laboratory or practical work/project would require lab contact of three hours per week throughout the semester.
- (g) "Cumulative Grade Point Average (CGPA)" means the summation of grade points of all credit courses divided by the total number of credit hours taken by a student.
- (h) "Departmental Committee"
The Departmental Committee shall carry out its duties as defined in section 4 (ii) of The First Statutes 2004 of Air University. The Departmental Committee shall comprise the following:-
 - (i) Chairman of the Department, who shall also be the Chairperson of the Committee
 - (ii) All the regular academic staff members of the Department.
- (i) "Director ORIC" means the Director Office of Research, Innovation and Commercialization as appointed by the Board, under terms and conditions defined by Higher Education Commission of Pakistan;
- (j) "Director QEC" means the Director Quality Enhancement Cell as appointed by the Board, under terms and conditions defined by Higher Education Commission of Pakistan;
- (k) "External Examiner" means an independent academician/industrial expert holding PhD (for MS/MPhil/MBA and PhD) or suitable/permissible qualification (for undergraduate and MBA) in the relevant discipline appointed by Air University, its Constituent Units and Affiliated Colleges. His/her role includes but not limited to assess and evaluate the quality and standards of academic work of students such as Theses/Dissertations, research papers, Capstone projects and Final Year Projects of students vis-à-vis the academic rigor and quality as expected by Air University and national/international standards. He/she should belong to any outside university/organization of repute but has not taught the subject to the class during the academic semester for which the examination is being held;
- (l) "Faculty Board of Studies (FBS)"

The Faculty Board of Studies shall carry out their duties as defined in section 25 of Air University Ordinance No CVII of 2002. The Faculty Board of Studies of each faculty shall comprise the following, namely:-

- (i) The Dean, who shall be the Chairman of the FBS;
 - (ii) Chairs/HoDs of the Departments within the faculty including Constituent Units, Campuses and Affiliated Colleges (as applicable);
 - (iii) All Professors in the faculty;
 - (iv) Three faculty members from each Deptt of the faculty, one each from the categories of Lecturers, Assistant Professors and Associate Professors, to be nominated by the Dean concerned, for a turn of three years.
 - (v) Minimum two External members from industry with at least 5 years of experience.
 - (vi) Two External Members from Academia from renowned Universities/HEIs having at least ten years of Experience.
 - (vii) Any other member nominated by the Vice Chancellor
- (m) "Faculty Board of Graduate Studies (FBGS)"

The Faculty Board of Graduate Studies of the University shall comprise the following, namely: -

- (i) Dean Graduate Studies
- (ii) DG IAA and all Deans
- (iii) Director Academics
- (iv) Concerned Department Chairs
- (v) Two faculty members nominated by the Vice Chancellor
- (vi) Secretary FBGS

The Faculty Board of Graduate Studies shall: -

- (i) Implement the decisions of the Board of Governors, Executive Committee (renamed as University Functional Committee), Academic Council and the University on all matters relating to academic standards, examinations and research related to graduate studies;
- (ii) Review progress of all departments and Campuses related to graduate studies;
- (iii) Approve the semester results and decide/dispose of academically deficient cases related to graduate studies in accordance with relevant Regulations;

- (iv) Approve GEC including replacements as & when required
 - (v) Approve Semester Leave of Graduate Students
 - (vi) Approve semester extension beyond normal duration of a program.
 - (vii) Award degree through minute circulation on bimonthly basis
- (n) "Foreign Examiners/Evaluators" means an expert/examiner, from a technologically advanced country as specified by HEC, appointed by the Vice Chancellor or his authorized nominee, for PhD thesis evaluation on the recommendation of the concerned Dean, Dean FGS through Director Academics.
 - (o) "Grade" means a mark (letter grade or number) indicating the quality of students' academic performance;
 - (p) "Grade Point" means number of points representing the letter grades scored by a student in a subject;
 - (q) "Grade Points of a Credit Course" means total number of points scored by student in a credit course. This number is the product of points representing the letter grade scored by the student in a course and the number of credit hours taken of the course;
 - (r) A non-credit mandatory course means a course that students are required to take as part of their academic program or curriculum, but it does not carry any credit toward their degree or transcript. Students must complete the course to fulfill a requirement, but it won't affect their GPA or count towards the total number of credits needed for graduation
 - (s) "Guidance and Examination Committee (GEC)" means the Committee nominated by respective Head of Department to provide supervision and guidance to postgraduate student and examine him/her during course of studies. GEC is chaired by the supervisor of the student;
 - (t) "Internal Examiner" means the teacher/person from within the department who has relevant specialization to the topic of research appointed by the Dean/Chair Department of the concerned department who has been teaching the subject to the class during the academic semester for which the examination is being conducted and who has the requisite knowledge base for the examination being conducted;
 - (u) "Noncredit Course" means a course of study, successful completion of which shall be mandatory as mentioned in Scheme of Studies.
 - (v) "Semester" means an academic period, in which one set of courses in any discipline of degree programs conducted at AU is offered. The academic year

consists of two regular semesters; Fall and Spring semester. The duration of a regular semester shall be minimum of 18 weeks including 16 weeks for teaching and 2 weeks for exams. There may be a short summer semester of minimum 8 weeks" duration with twice the pace and progress;

- (w) "Semester Grade Point Average (SGPA)" means the summation of grade points of all credit courses divided by the total number of the credit hours taken by a student during a semester;
- (x) "Subject" or "Course" means a topic or a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester. Each subject shall carry a specific discipline code and number;
- (y) "Supervisor" means a permanent faculty member who supervises/ guides Final Year Projects of undergraduate students or Thesis/Dissertation of a PG (MS/MBA/MPhil/PhD) student till successful completion of research work. The Supervisor must have sufficient experience and relevant qualifications (MS/PhD as per HEC regulations) in the field of research as prescribed by HEC;
- (z) "University" means the Air University (AU);
- (aa) "University Functional Committee (UFC)" means a University level committee comprised of Vice Chancellor, Registrar, all Deans, Directors, and Department Chairs, which shall carry out functions as Executive Committee of the University.

3. All other words and expressions used, but not defined herein, shall have the same meanings as is assigned to them in the Ordinance.

Note:

- (a) This supersedes all the instructions issued previously by the various forums in this regard.
- (b) In case of any clarification in these academic regulations, the relevant policy document may be consulted
- (c) Air University reserves the right to change, amend, replace or annul any part or whole of this document without ant notice.

CHAPTER II ADMISSIONS

Introduction

1. All students who wish to enroll and pursue any program in Air University have to meet the following conditions. Further details in each level of program are discussed in subsequent paragraphs: -

- (a) Be eligible for admission into that particular program
- (b) Apply for admission into the program in the prescribed manner.
- (c) Appear for, and take the Entrance Test.
- (d) If called, appear for an interview.
- (e) If finally selected on merit or against a quota seat, pay the fee by given deadline and get enrolled in first semester.

2. Number of seats for each academic year/session for each program shall be approved in accordance with the overall induction plan of the University and as allowed by the relevant accreditation body.

3. Vice Chancellor Air University shall be the final authority on admission matters for all programs.

Bachelor's and Associate Degree Programs

4. Each student shall make an application for admission in response to advertisement appearing in the newspaper by the University in the prescribed manner or at AU Web. Pre-requisites for eligibility of candidates for admission shall be announced through the e-prospectus/web site. Same procedure would be followed for programs offered in Afternoon Shift.

5. **Eligibility for admission.** A candidate for admission to Bachelor's Degree must fulfill the criteria prescribed by Air University, as amended from time to time. At least 50% marks in FA/FSc./Equivalent are mandatory for Bachelors program and 60% marks for Bachelors of Engineering Programs. For Associate Degree programs this condition may be relaxed to 45% subject to approval of the Academic Council. It shall be the candidate's own responsibility to get the equivalence certificate through Inter Board Committee of Chairman (IBCC), Islamabad.

6. **Selection for Admission.** Merit shall be determined on the basis of the Air University entrance examination (or any other entrance examination specified by the University), past academic record and interview (whenever/wherever introduced) along with any other criteria laid down by the University. Same procedure would be followed for programs offered in the Afternoon Shift. Subject to the approval of the Academic Council, any program can be offered in the Afternoon shift.

7. For determination of merit for Cambridge Overseas High School Certificate Examination/British General Certificate of Education (Advanced Level/International Baccalaureate Certificate) with Mathematics/Biology, Physics and Chemistry/Computer Science. Same procedure would be followed for programs offered in Afternoon Shift.

8. Each student shall make an application for admission in response to advertisement appearing in the press and website by the University in the prescribed manner. Pre-requisites for eligibility of candidates for admission shall be announced through the prospectus / web. Same procedure would be followed for programs offered in Afternoon Shift.

Master's Degree

9. **Eligibility for Admission.** The applicant has to meet following minimum eligibility requirements.

- (a) Four years HEC recognized BS / Equivalent degree in the relevant area as per induction eligibility criteria, prescribed by concerned department and approved by the Academic Council, with at least 120 Cr Hrs beyond 12 years of schooling, with a CGPA of at least 2.00 (on the scale of 4.00) OR 50% marks under annual system. In case of foreign degree, HEC Equivalence is mandatory. Also, this requirement would be enforced w.e.f. Fall-2023.
- (b) GRE (minimum score of 151 in Quantitative Reasoning, 145 in Verbal Reasoning, and 3.5 out of 6.0 in Analytical Writing) or GAT General, with at least 50% score in relevant discipline. In case of non-availability of GRE/GAT General due to any reason, concerned department may conduct an equivalent test based on HEC guidelines. The applicant has to score 60% in this test for becoming eligible for admission.
- (c) All foreign qualification holders seeking admission in MS/MPhil programs are required to submit the equivalence through Higher Education Commission (HEC)/Pakistan Engineering Council (PEC)/Pakistan Medical and Dental Council (PM&DC)/Inter Board Committee of Chairmen (IBCC)/other accreditation councils etc. (as applicable), if required
- (d) Each student shall make an application for admission in response to advertisements appearing in the press by the University, in the prescribed manner. Pre-requisites for eligibility of candidates for admission shall be announced through the prospectus/ prescribed process/ website.

10. **Offer for Admission.** MBA/ MS/ M.Phil. candidate will be offered admission on the basis of merit position in overall list by following the merit formula as noted below:-

- (i) 50% Terminal Degree Weightage
- (ii) 50% Entry Test Weightage
- (iii) Total 100%

11. **Rejection, Readmission, and Migration Cases.** In case of rejection of application,

applicant may apply again after removing the observations of concerned department or admission office. An applicant, who is already pursuing a MS/MPhil/Equivalent program elsewhere, can get migrated to Air University if he/she meets all the **admission & migration requirements of AU as per policy in vogue.**

12. Same conditions/criteria would be followed for programs offered at weekends and in AU Sub-Campuses and Constituent Units.

PhD Degree

Admission procedure, eligibility, and other matters related to admission are as follows:

13. **Admission Procedure.** An applicant who wishes to enter into PhD program of Air University will apply to Admission Office on a prescribed form. The admission office will confirm receipt of application to the applicant, once submitted and will communicate further selection procedure on the registered email address of the applicant.

14. **Eligibility Criteria.** The applicant has to meet following minimum eligibility requirements.

- (a) MS/MPhil/MBA/Equivalent degree in the relevant area meeting minimum 30 Credit Hrs (as defined in approved Curriculum of the program) with a CGPA of at least 3.00 (on the scale of 4.00) or first division i.e. **60%** in annual system.
- (b) GRE General Test with a minimum score of 300 (min. of 155 in Quantitative Reasoning and 145 in Verbal Reasoning, and with a minimum score of 3.5 in Analytical Writing) subject, GMAT, or GAT Subject, with at least 60% score. (In case of non-availability of GRE/GMAT/GAT Subject due to any reason, concerned department may conduct an equivalent test based on HEC guidelines. The applicant has to score 70% in this test for becoming eligible for admission).

15. **Statement of Purpose/Research Proposal.** All applicants are required to submit a statement of purpose or research proposal (approx. 2000 words or 3000 words respectively) along with the application form, writing clearly their intended research interest and background.

16. **Admission Interview and Offer for Admission.** The applicant will be required to appear for an interview before departmental admission committee. Applicant will be communicated an Offer of Admission to the PhD program by Admission Office

17. **Rejection, Readmission, and Migration Cases.** In case of rejection of application, applicant may apply again after removing the observations of concerned department or Admission Office. An applicant, who is already pursuing a PhD program elsewhere, can get migrated to Air University if he/she meets all the admission & migration requirements of AU as per policy in vogue.

18. Same conditions/criteria would be followed for programs offered at AU Sub-Campuses/ Constituent Units

19. **Post Admission Program Change.** Program/ Department change after payment of admission charges is to be processed after submission of a formal application on prescribed form duly signed by student, parent/ guardian and recommended by relieving & accepting Dean/HOD and final approval of Registrar subject to fulfilment of merit and admission eligibility criteria of program.

20. **Late Admissions.** No admissions would be processed after lapse of 15-working days from commencement of semester.

Registration

21. Following registration requirements are to be met by students.

- (a) At the beginning of the program, every student shall register him/herself with Air University in the discipline for which the Admission has been accepted by candidate.
- (b) All students of Air University are required to be registered throughout the program till they complete all requirements of their degree.
- (c) A student shall be admitted in the Final/End Semester examination of the University as a regular student, only if he/she fulfills the following conditions:-
 - (i) Must be registered in the University; and
 - (ii) Must have kept the minimum percentage of attendance in each subject and Advisory Class, as laid down in the rules i.e. 75%.

CHAPTER III

SCHEME AND DURATION OF STUDIES

1. Minimum number of credit hours, as approved by Pakistan Engineering Council (PEC) /Higher Education Commission (HEC), relevant accreditation bodies and Air University's Academic Council, for each program, and also the duration for completing the Bachelor's Program as under:-

Program	Credit Hours	Duration (Years)		
	*Minimum	Minimum	Maximum	
Bachelor of Engineering Programs	130	4	6	** Plus One year
Bachelor of Sciences Programs	130	4	6	
BBA/BSAF Programs	130	4	6	
Associate Degree Programs	60	2	3	----

* A student must have to pass all the Credit Hours as approved in curriculum of the respective program

**As per HEC and Air University's UFC decision, cases for award of one extra year would be processed through concerned Dean/Chair Department/Principal (in case of Affiliated Colleges) through Director Academics and Registrar to Vice Chancellor for approval.

Graduate Studies

2. The requirement of minimum number of credit hours and duration for completing the graduate programs shall be as under: -

Program	Credit Hours	Duration (Years)	
	*Minimum	Minimum	Maximum
Master of Science Programs	31	2	4
Master of Philosophy Programs	30	2	4
Any other Master of Science Program (as approved by Academic Council)	30	1½	3

Master of Business Administration Program	60	1½** - 2	3** - 4
PhD Programs	48	3	6.5***

*This is the minimum requirement; a student must have to pass all the Credit Hours as approved in curriculum of the respective program

**For students with undergraduate education in Business Programs.

***Including Final Defense Examination (FDE)

3. Following conditions also apply: -

- (a) Maximum duration includes all extensions given to students during the course of studies.
- (b) Minimum Credit Hours include Thesis, Project, Final Year Project, and all similar requirements.

Semesters in an Academic Year and their Duration

4. Students must successfully complete, within the allowed time duration, the prescribed credit requirements of Air University. Air University follows semester system for academic evaluation of students. There are two regular and one short semester in an academic year. The Fall and Spring semesters are long and are considered as Regular Semesters. Each regular semester is spread over 16 weeks, followed by 1 - 2 weeks for final exams and declaration of result. The shorter summer semester is for students who want to clear one or more 'F', 'I', or 'W' grades, clear the deficient Prerequisite course(s), complete their degree in the minimum prescribed period and are falling short of time, Improve the CGPA by repeating courses less than B+, Complete their degree by reappearing in Final Year Project and registered students of other HEIs/Universities are allowed to take a course at AU (subject to provision of NOC and request letter from the Registrar of their parent university at the time of registration and vice versa). Detailed modalities are given in Summer Semester policy. Other students will have a break during the summer semester. The duration of these semesters is according to the approved Academic Calendar for the corresponding year.

Academic Calendar

5. Air University publishes its Academic Calendar annually which shows schedule for its whole academic year for the convenience of students and faculty members. The Academic Calendar includes the following information:

- (a) Semester start and end dates
- (b) Public Holidays during a semester
- (c) Dates for student competitions etc

- (d) Mid- Semester examination dates
- (e) End Semester examination dates
- (f) Paper Showing dates
- (g) Result Submission and declaration dates
- (h) Any other information considered appropriate

CHAPTER IV

EXAMINATIONS AND ACADEMIC PERFORMANCE OF STUDENTS

INTRODUCTION

1. This chapter deals with the conduct of exams, grading system, academic standings, academic deficiency, etc. This policy does not apply to programs of medical education.

CATEGORIES OF EXAMS

2. During each semester, students shall be assessed through various exam methods in the subjects in which they have enrolled.

End-Semester Exam (ESE)

3. ESE, **with minimum total of 100 marks**, shall be conducted for every course. Duration of the exam shall be three hours for a three Cr Hrs course, and may vary for lower course Cr Hrs. Appearing in ESE shall be mandatory for students. ***'XF' grade shall be awarded to a student who does not appear in ESE, irrespective of internal and mid-semester exam marks.*** The mode of ESE shall be included in course syllabus for info of students.

Internals

4. Internals comprise various types of exams which may be conducted by academic depts throughout the semester. Results of these exams shall be added to ESE result to determine the overall academic standing of a student.

(a) **Mid-Semester Exams (MSE).** An MSE of two hours duration, **with minimum total of 50 marks**, shall be conducted for every course. ***Zero marks shall be awarded to a student who does not appear in MSE.***

(b) **Quizzes.** Announced or un-announced quizzes shall be conducted at regular intervals throughout the semester.

(c) **Assignments.** Course FM shall administer individual / group assignments in on-campus or take-away mode. Class presentations / classroom discussions may also be conducted under this category with approval of HoD. Graded assignments shall be returned to the students.

(d) **Practical / Lab.** Practical / lab may either be integrated (lab element shall not be graded separately) OR lab courses may be conducted to supplement theory courses. Exams of labs shall be incremental and based on specifically designed rubrics.

(e) **Final-Year Project (FYP).** Academic depts shall ensure that evaluation of FYPs is completed before ESEs. The results shall be posted along with ESE results.

(f) Other Curricular Activities

- (i) **CEP / CEA.** Complex Engineering Problems (CEP) and Complex

Engineering Activities (CEA) may be assigned to students of engineering programs and evaluated as part of internal assessments.

(ii) **Project.** Projects may be assigned to students as research work to test ability of students to apply theoretical knowledge. Design presentations and design projects may also be assigned as per course requirement.

(iii) **Internship.** Graded internship of three Cr Hrs shall be identified in Scheme of Studies for each program. ***A student who fails to complete the internship successfully, shall be awarded 'F' grade.*** Academics Dte shall define the process for conduct of internship and assignment of letter grades. Academic dept shall post the grades in AUAS, along with ESE results.

5. ***A minimum of two internal exams per Cr Hr, excluding MSE and project / internship, shall be conducted in every course.*** Results of every internal exam shall be posted in AU Automation System (AUAS) within two weeks. ***In case a student misses an internal exam due to any reason, zero marks shall be awarded, and no retake test shall be conducted.*** The scheme of exams shall be included in course syllabus by the Course FM, after obtaining approval of HoD.

MODES OF EXAMS

On-Campus, Paper-Based Exams

6. The normal mode of exams at AU shall be paper-based and conducted on-campus.

Computer-Based Tests (CBT)

7. This method of exam may be used for IT intensive subjects. Course FM shall include mode of exam in the course syllabus, with approval of HoD.

Online Exams

8. This mode of exam may be opted, if necessitated by environmental / situational emergency or any other emerging rationale. The decision to conduct online exams shall be taken centrally, with the approval of the Vice Chancellor.

Take-Home Exams

9. Course FMs may administer take-home MSEs and ESEs ***in Graduate (PhD / MS) courses only.*** Academic depts shall forward list of all courses in the Dept with take-home exams, at least two weeks before conduct of the exam. This option may be used for MS and PhD programs as an alternate to online exams.

COURSE SYLLABUS

Course syllabus shall be provided to students in the first lecture of every course. It shall contain all information regarding conduct of the exams including modes and number of exams with weightage, etc. Course syllabus shall be approved by HoD.

Weightage of Exams

1. Weightage shall be assigned to various types of exams to determine a student's earned marks

(out of 100) in a subject. Course FM, with approval of HoD, may set the weightage of various elements as per Appendix 'A' to Chapter IV.

GRADING SYSTEM

2. Award to a student based on academic performance in a course is called a Letter Grade. A grade point is associated with every letter grade. Academic performance shall be measured in terms of Grade Point Average (GPA). The grading system, types of grades and calculation of GPA are elaborated in **Appendix 'B'** to this Chapter. The following guidelines shall apply:-

- (a) **Undergraduate Programs.** Relative Grading shall be used to assign letter grades to students in undergraduate courses. Course FM shall maintain record of marks obtained by each student in each exam during the semester. Overall subject percentage shall be rounded off to two decimal points. Results shall be posted in AUAS as per the procedure and timeline defined in this regulation. *If the total number of students in a course is less than 15 (fifteen), absolute grading shall be used as per the scale defined in Appendix 'B'.*
- (b) **Graduate Programs.** Absolute grading shall be used.

CONDUCT OF EXAMS

3. Exams shall be conducted under administrative arrangements of academic depts. Exams Dept shall issue final datesheets for MSE / ESE and shall issue Roll Number Slips to students for the exams. Exam seating plan shall be generated dynamically through AUAS. Detailed guidelines for each exam shall be issued by Exams Dept.

Exam Scheduling and Datesheets

- 4. **Internal Exams.** Internal exams shall be managed by Course FMs and monitored by respective HoDs, who shall ensure that exams are evenly paced throughout the semester and the results are posted timely in AUAS.
- 5. **Labs / CBT Exams.** ESEs of lab courses and CBTs shall be conducted at departmental labs and in AU computer labs concurrently with theory ESEs. However, lab / CBT ESE may be conducted one week before the theory ESEs in view of administrative considerations.
- 6. **MSE / ESE.** Exams Dept shall issue guidelines, four weeks in advance, to Academic depts for conduct of exams. Academic depts shall forward clash-free datesheets to Exams Dept, through coordination with concerned Depts, three weeks before the exams. Finalised datesheet shall be notified on AU webpage at least two weeks prior to MSE / ESE. Exams Dept shall facilitate conduct of exams and provide necessary guidance to Academic Depts.

Scheduling Conflicts

10. Students enrol in courses as per their Scheme of Studies (SoS). They may also enrol in elective courses or may repeat certain courses for improvement. These requirements can result in scheduling conflicts during MSE / ESE. Depts shall endeavour to eliminate all possible conflicts while formulating datesheets to facilitate students in taking their exams. Priority shall be given to resolve conflicts that affect the maximum number of students. Resolution of scheduling conflicts shall be done in the following order of priority:-

- (a) **Priority 1 – Conflict in Core Course Exams.** All conflicts arising in scheduling exams for

core courses offered as per the standards scheme of studies for a program shall be addressed first. i.e. the students who continue to progress with their initial induction class shall be facilitated first within their own departments.

(b) **Priority 2 – Conflict in Support Course Exams.** Conflicts arising in scheduling support course exams shall be addressed next provided they affect a complete section / class of students.

(c) **Priority 3 – Conflict for Students with Repeat / Elective Courses.** Such conflicts shall only be addressed if a rescheduling of the relevant courses does not create or cause a higher priority conflict. Otherwise, the student shall have to take the two exams on the same day with a short break in between. The student shall not be allowed to leave the exam room before both exam papers have been completed and submitted.

(d) **Priority 4 – Individual Student's Conflict.** Any other scheduling conflict that arises for a specific student shall be addressed in the same manner as priority 3 cases, without changing schedules of core or support courses.

EXAM OFFICIALS

11. Director Exams shall be responsible for overall planning and conduct of MSE / ESE, result declaration and record keeping. Director Exams shall issue detailed instructions regarding conduct of every exam. He shall also be the focal person for management of results in AU automation system. Other exam officials shall include the following:-

- (a) Staff of Exams Dept
- (b) Unfair Means Control Committees (UMCC)
- (c) Departmental Exam Committees (DEC)
- (d) Invigilators and other staff detailed by Director Exams

12. UMCC is nominated by VC AU under Chapter XV of AU Academic regulations. Chairman UMCC shall also act as Exam Superintendent and assist Dir Exam in overall monitoring of the exams. UMCC shall monitor conduct of ESE / MSE at all depts and shall highlight any anomalies

/ observations to Dir Exams as required. Members of UMCC shall not be assigned any exam-related duties by their parent depts during MSE / ESE.

Departmental Exams Committees (DEC)

13. A three-member DEC shall be nominated by every academic dept for conduct of exams-related activities and coordination with Exams Dept. The duties of DEC's shall be to:-

- (a) Ensure all exam related activities are completed by dept faculty and staff as per the guidelines issued by Dir Exams.
- (b) Formulate date sheet and invigilation duty roster in coordination with Exams and support depts.
- (c) Ensure safe keeping of all exam material handed over to dept.
- (d) Ensure complete exam discipline during MSE / ESE.
- (e) Manage all exam processes within the dept including invigilation, answerscript merging, attendance recording, etc.
- (f) Coordinate with administrative authorities and Exams Dept for necessary administrative arrangements at the assigned exam centres.

Invigilators

14. Faculty members (regular and visiting), lab engineers and RAs / TAs / Lab in-charges of each Dept shall perform invigilation duties. ***One invigilator shall be deployed for every 25-30 students in an exam room. In no case shall a room with more than 30 students have only one invigilator.*** DEC's shall upload invigilation duty roster of their depts on AUAS one week before ESE / MSE.

15. **Responsibilities of Invigilators.** Invigilation is a part of instructional duties and is to be carried out in the same spirit. An invigilator is expected to be alert at every moment from seating of students till all answerscripts are collected and submitted to DEC's. Invigilators are to familiarise themselves with their directory of duties, Exam SOPs and contents of Chapter XV of AU Academic Regulations related to use of unfair means during exam. Invigilators shall perform their duties with due diligence as per SOPs, ensure exam discipline and show zero tolerance to use of unfair means.

16. **Refresher Session for FMs.** As a part of indoctrination and development, Office of Director Exam will arrange briefings for newly inducted FMs. Exams Dept shall also conduct refresher sessions for all FMs at regular intervals.

PAPER SETTING FOR MSE / ESE

Role of Course FMs, HoDs and Deans

17. Question papers shall be set by Course FMs and approved by HoDs. The question paper shall be balanced in difficult of content and shall address the whole syllabus at the required levels of Bloom's Taxonomy. Academic Depts shall institute their own processes for approval of ESE / MSE exam papers by HoDs. Course FMs shall submit approved exam papers to Exams Dept at least two weeks before start of MSE / ESE or as per schedule specified by Director Exams in exam guidelines.

18. Course FM shall clearly state any specific instructions, notes, reference material or formula sheet which may be used by students during the exam. Open book exams shall be clearly identified in the instructions since possession of any unauthorised material by the student shall constitute a case of use of unfair means.

19. Course FM shall post solution to the exam paper on course portal immediately after the exam. In case of subjective type assessments requiring theoretical / conceptual responses, minimum acceptable key elements required in students' response shall be highlighted.

Security and Secrecy

20. Course FMs shall be responsible to maintain secrecy of exam papers. Printing of exam paper and packaging at Exams Dept shall be done only at the Secrecy Room established at Exams Dept and equipped with CCTV coverage. Room Packets containing exam papers shall be delivered to DEC's not more than one hour before start of every exam session. Breach of security and secrecy shall be investigated, and disciplinary action shall be taken as per AU Regulations.

EXAMINEE ELIGIBILITY AND RESPONSIBILITIES

Eligibility to Appear in End-Semester Exams

21. A student shall be allowed to appear in End-Semester Exams if he / she:-
- (a) Is registered in the course for which exam is scheduled
 - (b) Has minimum 75% attendance in the course for which exam is scheduled

Minimum Attendance Required for Exam Eligibility

22. 25% relaxation in attendance has been allowed to cater for circumstances beyond the control of a student that may force absence from classes i.e. medical reasons, family emergencies, etc. AU does not have any policy for additional absence of students for any reason, including medical reasons. **Attendance in regular, scheduled classes ONLY shall be considered for eligibility of attendance. Individual make-up classes to address attendance shortage are not allowed.**

23. In courses with integrated lab element, attendance in theory and lab classes must be maintained above minimum requirement separately. **Attendance of students on lab exam day shall not be included in the total to determine eligibility for ESEs.**

24. **Academic and Registration depts shall ensure that attendance data is updated in AUAS by the last day of classes, after which no attendance correction shall be allowed.**

Roll Number Slips

25. Roll Number Slips shall be released on the student portals after the last day of classes. Roll number slip shall be system-generated and shall show eligibility status, exam room (venue), exam date and exam time of the student for all subjects taken during the semester. The student shall print the roll number slip, check eligibility in each subject and take timely action for removal of any discrepancy before start of the exam. Possession of roll number slip shall be

mandatory for a student to sit in ESE / MSE. ***Any attempt to sit in the exam without roll number slip or with INELIGIBLE status shall be considered use of unfair means.***

Students' Responsibilities

26. Students shall report to exam room half an hour before exam commencement time on the first day and 15 minutes on subsequent days. In case of extreme emergency, HoD may allow a student to sit in exam within first 30 minutes. ***No student shall be allowed to enter an exam room after 30 minutes of the start of an exam.***
27. Students shall not carry any books, notes, documents, cell phone, smart watch or electronic gadgets into the exam room and shall strictly comply with instructions related to conduct of exams and exam discipline.
28. Students shall not be allowed to leave the exam room before half of exam time is elapsed. ***In case a student insists on leaving exam room before half time, his / her exam may be cancelled.***

PAPER-CHECKING AND FINAL RESULT COMPILATION

Receipt of Answerscripts

29. Answer Books with solution rendered by the students are termed answerscripts. DEC's shall establish a control room within their dept to receive answerscripts from all exam rooms and sort them according to class and section. Course FM's shall collect subject-wise packets of answerscripts from DEC within 24 hours of the exam. Course FM's shall ensure that the correct number of answerscripts is handed over to them.

Loss / Damage to Answerscripts

30. In case of loss or damage to an answerscript during exam, the matter shall be referred to UMCC for investigation. Based on findings of UMCC, the following actions may be taken.
 - (a) If loss or damage is attributed to a student, he / she shall be awarded 'F' Grade in the course.
 - (b) If loss or damage is attributable to Course FM or another staff member or a calamity, the student shall be given a chance to retake ESE.

Answerscript Showing and Award List Finalisation

31. Marked answerscripts of ESE / MSE shall be shown to students on prescribed days notified in AU Academic Calendar. Course FM shall follow the procedure specified by Director Exams for answerscripts showing. Attendance of paper showing session shall be mandatory for students. ***A student missing paper showing session shall not have the right to apply for paper rechecking or marks correction after declaration of results.***
32. Award List shall be prepared by Course FM prior to paper showing and shall be approved by HoD. However, Course FM shall not reveal actual or estimated grades to students at paper showing stage. Course FM shall post the results in AUAS and copy of the award list, duly signed by the HoD, shall be forwarded to Exams Dept.

Posting of Results

33. Course FMs shall post results of ESE / MSE in AUAS as per the dates provided in the Academic Calendar. In general, posting of results of internals conducted before MSE shall be posted in AUAS before start of MSE. **Posting of results of internals conducted after MSE shall be completed by the last teaching day of the semester.** Marked answer scripts of MSE shall be submitted to Exams Dept by Course FMs within one week of result posting.
34. Academic Depts shall ensure that queries regarding marks of internals and MSE are addressed before commencement of ESE. **No change in internals / MSE results shall be admissible after commencement of ESE.**

Compilation of Final Result

35. All Academic Depts shall forward approved Award Lists to Exams Dept by the date specified in Academic Calendar. Marked answer scripts of ESE shall be submitted to Exams Dept by Course FMs by the same date. **Final Result of a course shall not be processed in AUAS by Exams Dept till all answer scripts are received.** Exams Dept shall then direct Automation Dept to compile the final results and generate reports on academically deficient cases. Director Exams shall present the result for approval in the UFC meeting.

Errors / Omissions in Results

36. Rechecking of answer scripts shall not be authorised under any circumstances. Academic Depts may forward applications of students to address queries, errors or omissions in the ESE result **within seven working days after declaration of MSE or ESE result.** Exams Dept shall scrutinise concerned Answer script / Award List for numerical mistakes and omissions only. In case a correction is identified, changes shall be incorporated by Exams Dept in AUAS. **Errors in posted results of internal assessments, practical, labs or MSE shall not be addressed after commencement of ESE.**

Disposal of Results, Exam Papers and Answer scripts

37. Answer scripts of ESE shall be retained in safe custody at Exams Dept for two years after declaration of results while answer scripts of MSE shall be retained till end of semester. Exam papers and Attendance Rolls shall also be disposed-off along with Answer scripts. Hard and soft copies of results / grade lists, and master copies of Exam Papers shall be kept permanently.

DECLARATION OF SEMESTER FINAL RESULT

38. Director Exams shall declare the result by uploading on AU Web Portals after compilation of the complete result. **Result of academically deficient students shall be withheld till approved by the UFC.** In case of Summer Semester, approval of result shall be accorded by VC on file.

Disposal of Academically Deficient Students

39. Students who fail to maintain CGPA above the pre-defined minimum thresholds in a semester, shall be termed as Academically Deficient Student. These students shall be placed in various categories as per Appendix 'D' to this Chapter.

Analysis of Results

40. Exams Dept shall carry out analysis of semester result with the aim to identify focus areas for improvement during subsequent semesters. The analysis shall be shared with Academic Depts, through AUAS Dashboards, for detailed review and remedial action.
41. All Academic Depts shall constitute a Departmental Review Committee (DRC), headed by a senior FM, to review uniformity of grading, syllabus coverage and quality of Exam Papers. The DRC shall randomly select 5% Answer scripts of ESE and exam papers for their review. **Reports of DRCs shall be forwarded to Dir Exams within one month of declaration of semester results.**

RETAKE AND REPEAT OF EXAMS

Retake of Exams

42. ***There shall be no retake or make-up for missed internal exams.***
43. **Retake of MSE.** Requests for retake of MSE may be recommended by Academic Depts, in extreme cases only, to AU Review Committee which shall include Dir Academics, Dir Exams and Dean concerned. Request for retake of MSE shall be processed by students to their Academic Depts within three working days of the missed paper. Academic Dept shall forward its recommendation to Exams Dept, with complete supporting evidence, within two working days.
44. In case of favourable decision by the Review Committee, the student shall be liable to pay Exam Retake Fee as per regulations. Date of retake exam shall be approved by Director Exams. ***In case of MSE retake, the student shall not be awarded a grade higher than 'B' in the course.***
45. **Retake of ESE.** Requests for retake of ESE shall be processed in the same manner as for MSE. Timelines for processing request for retake shall also be the same. In case of approval, internal grades shall stand intact, and student shall be awarded 'I' grade in the course. ESE shall be retaken by the student whenever the same course is next offered. ***A student will not be allowed to graduate with any pending 'I' grade.***
46. Early retake may be authorised to students of 8th semester or when a missed subject is a pre-requisite for next semester. ***However, in case of early retake, the student shall not be awarded a grade higher than 'B'.***

Repeating Courses

47. A student shall repeat all courses in which he / she has earned an 'F' or 'XF' Grade, to earn a passing grade before graduation. ***The student shall be required to retake such a subject the very next time it is offered at AU after his / her failure.*** In case of 'F' Grade in an elective course, a student may take an alternative elective course for repetition with the approval of the concerned Dean. All attempts by the student in a subject shall be shown on final transcript, but only the highest grade shall be counted towards calculation of CGPA.
48. A student may repeat courses in which he / she earns a grade lower than 'B-' for performance improvement. ***This option shall not be available to Academically Deficient Students included in list of Dismissals.*** All courses that are repeated, failed or withdrawn shall be indicated on the final transcript.

Exams in Summer Semester

49. All exam policies and procedures identified here shall be applicable to the Summer Semester. Policies on Grading and Academic Standing shall also remain applicable with the following limitations:-

- (a) Highest grade awardable in a course shall be 'B+'.
- (b) Absolute grading shall be used for undergraduate courses regardless of number of enrolled students.
- (c) ***No new subjects shall be allowed to be taken in Summer Semester in any case. Students shall only be allowed to repeat previously taken subjects for improvement.***
- (d) ***Retake exams will not be offered for exams missed during Summer Semester.***
- (e) ***'F' grade shall be awarded if a student enrolls in a course for improvement of previous grade but does not complete the course for any reason. 'I' grade shall not be awarded in Summer semester.***
- (f) ***Academic performance of summer semester shall neither lead to Dismissal or Warning, nor offset any accumulated warnings awarded during regular semesters.***

50. SGPA / CGPA shall be recomputed at the end of Summer Semester and reflected in Grade Report and Transcript.

SPECIAL CONSIDERATIONS

Conduct of Online Exams

51. Online mode of exams shall comprise a testing platform i.e. Google Classroom (GCR) / Learning Management System (LMS), and a Video Conferencing Application e.g. Zoom / Google Meet / MS Teams, etc. Other software considered useful for efficient and credible conduct of online exams may also be used as per applicability and requirement. The software platform and applications shall be centrally approved by the VC.

52. Online Exams shall be conducted under overall arrangement of Director Exams. Administrative structure at Depts shall include the following:-

- (a) **Departmental Exam Committee (DEC)** for conduct of Exams.
- (b) **Departmental Scrutiny Committee (DSC)** for scrutiny of Exam Papers.
- (c) **Departmental Technical Committee (DTC)** to guide FMs on uploading and administering Exam Papers.

53. AU Technical Committee established under Network Department shall provide technical assistance to all Depts Exams Dept shall issue detailed Directory of Duties and instructions four weeks before the exams. Depts shall arrange training of faculty on conduct of online exam in coordination with Exams Dept and CPD.

Handling Cases of Use of Unfair Means

54. Chapter XV of AU Regulations, titled 'Policy to Curb Use of Unfair Means' provides

necessary guidance for handling plagiarism and use of unfair means cases.

Grievances Regarding Grading

55. A three-member committee, headed by a senior faculty member, shall be constituted to review grievances of the students about Course FM or grades or for any other reported issue. A student shall submit the grievance in writing to HoD within five days of declaration of grades / results. HoD shall forward the complaint to Director Exams for further action with a brief on initial investigation and recommendations.

Accessibility / Facilitation to Students With Disabilities

56. AU is committed to afford maximum facilitation to students with permanent or temporary disabilities to take their exams in a feasible environment. Students requiring such facilitation shall apply to their Academic Depts with supporting documents at least two weeks in advance of their exams. Depts shall forward such applications to Exams Dept after review by AU Medical Officer. Exams Dept shall subsequently coordinate with Academic Dept to organise requisite schedules, venues and facilities for the exam.

57. In cases where a student requires the support of an assistant for mobility, or a scribe, etc, Exams Dept shall allow such facilitation on recommendation of the Academic Depts. However, the assistant or scribe recommended in such cases shall not have a qualification higher than HSSC and shall not be a student of any university program.

EXAMS AT AU CAMPUSES AND AFFILIATED COLLEGES

58. Provisions of this Chapter shall be applicable to all AU Campuses and affiliated Colleges. However, they shall hold all exams independently under their own arrangements and may adjust exams schedules to suit local conditions.

59. Finalised exam results from campuses and affiliated colleges shall be forwarded to Exams Dept for approval of VC. Compiled result must reach Exams Dept at least one week before the planned date for declaration of result.

60. Campuses and affiliated colleges shall constitute Review Committees for checking of answerscripts and exam papers of their Campus. Random checking of answerscripts and Exam Papers of campuses and affiliated colleges shall be done by the relevant Depts at the Main Campus.

PROCEDURES AND GUIDELINES

61. In amplification of the regulations outlines in this Chapter, Exams Dept shall issue detailed procedures and guidelines for all AU Academic Depts, Campuses and Affiliated Colleges.

APPENDIX 'A'

WEIGHTAGE OF EXAMS

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	45
(b)	Mid-Semester Exam	25
(c)	Quiz / assignment	30
(d)	CEP / CEA	
(e)	Practical / lab / projects	
(f)	Class participation	
Total		100

Practical / Lab Subjects

	Exam	Weightage
(a)	End-Semester Exam	20
(b)	Mid-Semester Exam	15
(c)	Experiment lab reports / viva voce / CEP / project / PBL	65
	Total	100

APPENDIX 'B'

GRADING SYSTEM

TYPES OF GRADING

1. **Relative Grading.** This system allows for screening of students according to their performance relative to their peers. A histogram of marks obtained by the students is drawn to identify ranges for assigning various grades. Ranges are based on upper and lower limits of percentage of students in a course that can have a particular grade.
2. **Absolute Grading.** This system allows for screening of students according to their performance on Percentile ranges defined for letter grade. The recommended thresholds are appended in Table B-1, but these may be superseded by policies governing specific levels / programs of education at AU.

Table B1-1 : Graduate Programs

S.No	Marks (%age)	Letter Grade
1	85 – 100	A
2	80 – 84.99	A-
3	70 – 79.99	B+
4	65 - 69.99	B
5	60 – 64.99	B-
6	55 – 59.99	C+
7	50 - 59.99	C
8	Below 50	F

Table B1-2 : Undergraduate Programs With Limited Enrolment

S.No	Marks (%age)	Letter Grade
1	85 - 100	A
2	80 - 84.99	A-
3	75 - 79.99	B+
4	70 - 74.99	B
5	65 - 69.99	B-
6	55 - 64.99	C+
7	50 - 54.99	C
8	45 - 49.99	C-
9	40 - 44.99	D
10	Below 40	F

LETTER GRADES AND GRADE POINTS

Letter Grades

3. A Letter Grade is awarded to a student on the basis of his / her academic performance in a subject. A Grade Point is associated with each Letter Grade as specified in Table B-2.

Table B2

Letter Grade	Grade Points	
	Undergrad	MS/MPhil/MBA/PhD
A	4.00	4.00
A-	3.67	3.67
B+	3.33	3.33
B	3.00	3.00
B-	2.67	2.67
C+	2.33	2.33
C	2.00	2.00
C-	1.67	Not Applicable
D	1.00	Not Applicable
F	0.00	Not Applicable

4. Additionally, the following Letter Grades may be awarded under special circumstances as specified below:-

- (a) **'F' (Fail Grade)**. This grade is awarded if a student does not secure passing marks in a course. This grade earns zero Grade Points.
- (b) **'XF' (Non-Academic Failure)**. This grade earns zero Grade Points and the student is required to repeat the course. It is awarded under the following conditions:-
 - (i) Short attendance (less than 75%) in the course during the semester.
 - (ii) Failure to appear in End-Semester Exam.
 - (iii) Dropping course after 5th week of the semester.
- (c) **'I' (Incomplete Grade)**. This grade implies that the student has not completed requirements for award of a passing grade e.g. due to a pending retake exam, etc. This grade may also be awarded due to any lapse on part of AU / faculty, due to which the student's complete result is not entered in time. The student is awarded 'I' grade for the purpose of announcing the results later when course completion requirements are fulfilled. 'I' grade is replaced with earned grade immediately after removal of the anomaly.
- (d) **'W' (Withdrawn)**. 'W' grade is awarded for dropping a course between the 3rd and 5th week of a semester or in the first two weeks of a Summer Semester.
- (e) **'XW' (Administrative Withdrawal)**. This grade shall be awarded when a student is withdrawn from a course at any stage due to non-academic reasons.

(f) **‘S’ (Satisfactory) and ‘U’ (Unsatisfactory).** These grades are awarded to PhD and Masters students only, in their Quarterly Progress Reports for research performance. The grading of dissertation work is subsequently done by the supervisor on the basis of ‘S’ or ‘U’ grades earned by the student during research work. These grades are included in computation of Cumulative Grade Point Average (CGPA). In case a student earns two consecutive ‘U’ grades, the student may be dismissed from the course, in accordance with the policies governing graduate studies.

5. *In case a student earns an ‘I’ or ‘W’ grade in a course in a repeat attempt, such grade will not supersede the existing grade of a student in that subject*, i.e. asterisk marking shall not be done on the previous attempt. Appropriate asterisk marking shall be done only after the student completes the subject to earn an academic grade.

Grade Points

6. The Grade Points earned by a student in a course is calculated by multiplying the Grade Point associated with the Letter Grade earned with Cr Hrs of the course. Total Grade Points earned in a semester are calculated by totalling Grade Points of all courses studied in the semester as shown in Table B-3.

Grade Point Average (GPA)

7. The GPA is defined as the average of Grade Points Earned in all subjects.

$$GPA = \frac{\text{Earned Grade Points}}{\text{Total Credit Hours}}$$

Semester GPA is calculated for a student’s performance after each semester as

$$SGPA = \frac{\text{Earned Grade Points in the Semester}}{\text{Total Credit Hours of the Semester}}$$

Cumulative GPA is calculated for a student’s performance throughout the degree program as

$$CGPA = \frac{\text{Total Earned Grade Points in All Semesters}}{\text{Total Credit Hours of Studies}}$$

Table B3

Course	Letter Grade	Grade Points	Cr Hrs	Earned Grade Points
Course 1	A	4.00	3	12.00
Course 2	B+	3.33	2	6.66
Course 3	C	2.0	1	2.00
Total			6	20.66
Semester GPA			20.66/6 = 3.44	

APPENDIX 'C'

ACADEMIC STANDINGS

1. Based on the CGPA earned by a student, his/her academic standing will be determined at the end of each semester as per the following tables:-

Table C1: Academic Standings - Undergraduate Programs

S No	CGPA	Academic Standing
1.	$3.75 \leq \text{CGPA} \leq 4.00$	High Honors
2.	$3.50 \leq \text{CGPA} < 3.75$	Honors
3.	$3.00 \leq \text{CGPA} < 3.50$	Good
4.	$2.50 \leq \text{CGPA} < 3.00$	Fair
5.	$2.00 \leq \text{CGPA} < 2.50$	Satisfactory
6.	OR $1.80 \leq \text{CGPA} < 2.00$ $1.50 \leq \text{CGPA} < 2.00$ (during 1 st year only)	Warning
7.	OR $1.50 \leq \text{CGPA} < 1.80$ $1.00 \leq \text{CGPA} < 1.50$ (during 1 st year only)	Serious Warning
8.	$\text{CGPA} < 1.50$ OR $\text{CGPA} < 1.00$ (during 1 st year only)	Dismissed

Table C2: Academic Standings - MS/MPhil/MBA (Spring 2017 onwards)

S No	CGPA	Academic Standing
1.	$3.75 \leq \text{CGPA} \leq 4.00$	Honour
2.	$3.50 \leq \text{CGPA} < 3.75$	Very Good
3.	$3.00 \leq \text{CGPA} < 3.50$	Good
4.	$2.50 \leq \text{CGPA} < 3.00$	Satisfactory
5.	$\text{CGPA} < 2.50$	Probation - Repeat courses to improve CGPA - Max of 02 new courses allowed
6.	$\text{CGPA} < 2.50$ (Second consecutive semester) OR $\text{CGPA} < 2.00$	Dismissed

Table C3: Academic Standings – PhD Programs

S No	CGPA	Academic Standing
1.	$3.75 \leq \text{CGPA} \leq 4.00$	Honour
2.	$3.50 \leq \text{CGPA} < 3.75$	Good
3.	$3.00 \leq \text{CGPA} < 3.50$	Satisfactory
4.	$\text{CGPA} < 3.00$	Probation - Repeat courses to improve CGPA - Max of 02 new courses allowed
5.	$\text{CGPA} < 3.00$ (Second consecutive semester)	Dismissed

APPENDIX 'D'

DISPOSAL OF ACADEMICALLY DEFICIENT CASES

1. Any undergraduate student whose CGPA is less than 2.00 at the end of a semester is termed as Academically Deficient case and is dealt with as per the following table:-

Table D1: Disposal of Academically Deficient Undergraduate Cases

Criteria	Academic Status	Consequences
$1.80 \leq \text{CGPA} < 2.00$ OR $1.50 \leq \text{CGPA} < 2.00$ (during 1 st year only)	Warning	• Must clear existing 'F' and 'I' grades • Retake courses with grades < C+ • Student on first Warning must improve CGPA to at least 2.00 within next two semesters • Academic workload for next semester defined by academic dept with approval of Dir Academics
$1.50 \leq \text{CGPA} < 1.80$ OR $1.00 \leq \text{CGPA} < 1.50$ (during 1 st year only) $1.80 \leq \text{CGPA} < 2.00$ (if already on Warning / Serious Warning) Accumulated 'F' Grades 16-20 Cr Hrs	Serious Warning	• Must clear existing 'F' and 'I' grades • Retake courses with grades < C+ • Max 02 (two) new course allowed • Must improve CGPA to at least 2.00 and reduce accumulated 'F' grades below 16 within next semester • Academic workload for next semester defined by academic dept with approval of Dir Academics
$\text{CGPA} < 1.50$ Three consecutive Warning / Serious Warning Accumulating 'F' Grades 21 Cr Hrs or more	Dismissed (Except final Semester)	• Final semester students allowed to continue to - achieve 2.00 CGPA - clear accumulated 'F' and 'I' grades

2. In Graduate programs (MS / MPhil / MBA), a student shall stand dismissed if his / her CGPA remains below 2.50 for two consecutive semesters.
3. In PhD programs, a student shall stand dismissed if his / her CGPA remains below 3.00 for two consecutive semesters.

CHAPTER V

AWARD OF ASSOCIATE & BACHELORS DEGREE

1. This chapter deals with the essential requirements for award of Associate and Bachelor's degree at Air University. Time duration, registration, conditions for dismissal from the program, and other related requirements are prescribed here forth.

Award of Degree

2. The Air University on the recommendation of the concerned department will award the Associate or Bachelor's degree to the candidates who satisfy the conditions mentioned below. These requirements are further explained in subsequent paragraphs.

Duration of Associate and Bachelors Studies

3. The normal duration of Associate degree shall be two academic years (an academic year consists of two regular semesters i.e. Fall and Spring & a Summer Semester – offering of summer semester would be conditional as per the policy on offering of Summer Semester) based on availability of duration to complete all academic activities. The maximum duration allowed to complete the Associate degree is 03 years. However, Vice Chancellor may approve extension till 3rd Year on semester-to-semester basis under force majeure on the recommendations of HoD, concerned Dean, Director Academics and Registrar. The decision of Vice Chancellor would be final in dealing with extension applications.

4. The normal duration Bachelors' studies shall be four academic years (an academic year consists of two regular semesters i.e. Fall and Spring & a Summer Semester – offering of summer semester would be conditional as per the policy on offering of Summer Semester). The maximum duration allowed to complete the Bachelor degree is six years. However, Vice Chancellor may approve extension till 7th Year on semester-to-semester basis under force majeure on the recommendations of HoD, concerned Dean, Director Academics and Registrar. The decision of Vice Chancellor would be final in dealing with extension applications.

5. Semester Leave. A student may take a maximum of three semesters leaves (including leave on medical grounds) during the program with the approval of Chair Department. A student has to pay fee for that semester. Student cannot avail more than two semesters leave at one time. The application of Semester leave / Freeze must reach Registrar's Office within seven weeks from commencement of the semester. Leave after start of semester for which the fee has been paid shall be entitled to carry forward as per following course drop policy.

- (a) 100%, if semester leave taken by the end of 2nd week of commencement of classes.
- (b) 50% with "W" Grade, if semester leave taken by the end of 5th weeks of commencement of classes.
- (c) 0% with "W" Grade, if semester leave processed after 5th week of

commencement of classes under inevitable circumstances / medical grounds, no fee waiver will be granted, however such students will be awarded "Withdrawal" grade(s) in registered courses.

6. If semester leave (medical leave for serious sickness) is taken during the first semester the student would have to rejoin a year or 6 months later with new class, as the case may be. A rejoining of program fee Rs. 3,000/- would be charged.

7. **Prolonged Absence of Students.** In case of prolonged absence of student i.e. beyond 45 days, Program coordinator will inform the registration department. The registration department will change the status of such students from 'enrolled' to 'Pending' and will intimate student and his/her parents. The result would be declared for the enrolled students only. Registrar will take decision on the reinstatement of the student's enrollment. If the absence period exceeds one semester since last studies semester, the student shall be dropped out permanently from the program.

8. **Forced Semester Leave:** A student who cannot take new course(s) due to Warning / Serious Warning Academic Standings and the concerned Department does not offer course(s) from student's backlog, would be sent on forced semester leave without fee.

9. **Coursework and Registration.** Students are required to complete the credit hours for each discipline as prescribed by the department, concerned regulating body and Academic Council of Air University for each program for bachelors' degree), by taking courses from the list maintained by the department in master course list of AUAS. Students must register for courses offered to them in each of the regular semesters i.e. Fall and Spring, provided they meet the pre-requisite requirement mentioned in the approved roadmap for each Intake/Program. If summer semester is being offered, student may take up to maximum of three courses (excluding labs to be counted as a separate subject/course). No new course can be taken in summer semester unless specifically permitted. Student has to follow the registration process as intimated to them by the Registration Office. Registration is not complete unless all dues are cleared.

10. Courses are classified as core courses, elective courses and optional courses. A student has to pass all core & elective courses to become eligible for the award of degree. Elective courses have to be selected from the prescribed list (elective course(s) if failed may be replaced with any other elective course with the approval of Chair Department/Dean, asterisk would be marked on failed course*). Optional courses may be taken as per liking of student to improve his / her knowledge and skills.

* Relevant AFO will take precedence over these rules (in case of Constituent Units controlled by PAF

*In case of failure in a course(s) due to academic reasons, it/they would be indicated on transcript with "F" while in case of failure in a course(s) due to non-academic reasons, it/they would be indicated on transcript with "XF".

11. **Repeating of Courses.** A student shall repeat all courses in which he / she has earned an 'F' or 'XF' Grade, to earn a passing grade before graduation. The student shall be required to retake such a subject the very next time it is offered at AU after his / her failure. In case of 'F' Grade in an elective course, a student may take an alternative elective course for repetition with the approval of the concerned Dean. All attempts by the student in a subject shall be shown on final transcript, but only the highest grade shall be counted towards calculation of CGPA.

12. A student may repeat courses in which he / she earns a grade lower than 'B-' for performance improvement. This option shall not be available to Academically Deficient Students included in list of Dismissals. All courses that are repeated, failed or withdrawn shall be indicated on the final transcript.

- (a) A student is not allowed to accumulate more than 21 Cr Hrs failure courses at a time. The student has to clear at least four F grades before taking any new course. On accumulations of 21 Cr Hrs, the student will be dismissed from the program.
- (b) **'I' (Incomplete Grade).** This grade implies that the student has not completed the requirements for award of a passing grade in the course, which may be due to one of the following reasons:-
 - (i) The student is barred from appearing in the End-Semester Exams due to short attendance (less than 75%), provided the internal assessment is $\geq 50\%$ or higher. The student repeats the course whenever it is next offered and Internal Grades are not carried forward by the student.
 - (ii) The student misses End-Semester Exam due to an unavoidable reason, and is allowed to take a retake with approval of VC, AU (at main campus) and with approval of administrative Head (in case of Campuses, Affiliated Colleges and Constituent Units). In this case, internal grades are admissible for final evaluation of the student after retaking the End- Semester Exam. To avail this opportunity, the student must apply within one week of missing the exam; otherwise, an 'F' grade is awarded.
 - (iii) Any lapse on part of AU / faculty, due to which the student's complete result is not entered in time. The student is awarded 'I' grade for the purpose of announcing the results at a later time. In such cases, 'I' grade is replaced with the Earned Grade immediately after removal of the anomaly.
- (c) A student can repeat courses, with grades lower than B minus, to improve his

/ her CGPA.

- (d) The courses cleared in more than one attempt will be marked with asterisk.
- (e) A student may be allowed improvement of grades on completion of required Cr Hrs as per approved roadmap under the following conditions:
 - (i) May be allowed with payment of required fee in the following semester in which Provisional Degree Notification is issued.
 - (ii) May be allowed in following semester as per approved Cr Hrs limit.
 - (iii) Would not be allowed beyond 06 years.

13. **Adding a Course.** Adding a course is allowed under the following conditions: -

- (a) From third semester onwards, students are allowed to register for courses in addition to the specified course load for his/her semester / batch, within the first ten calendar days of a regular semester.
- (b) A student can register for a maximum of one course (with associated Lab) beyond 18 Cr Hrs in a semester provided his/her CGPA ≥ 2.50 & the student needs the course to graduate on time.
- (c) Students with CGPA ≤ 2.50 can register for a maximum of 18-19 Cr Hrs (19 in case of associated Lab with any course).
- (d) The Class Advisor must be contacted by the student before taking a decision.
- (e) Additional courses are not allowed during the first two semesters.

14. **Dropping a Course.** As per policy, dropping courses is not allowed to students in their first two semesters. However, a student could be barred from taking particular courses by the Class Advisor/Chair Department because of pre-requisite rules right after the 1st semester. Such cases shall be treated as if they have “dropped” a course. The Problem-free students may drop a maximum of two courses from the 3rd semester onwards based upon the recommendation of the Class Advisor subject to approval of the Chair Department. For a student to be able to withdraw from a course, S / he will be required to produce evidence of a genuine reason showing the circumstances beyond control. In such case, the student will be awarded “W” grade instead of “F”. Not attending classes is not equivalent to “dropping a course”. To drop a course, the requisite form duly completed needs to be deposited in Registration Office through Program Coordinator. If a course is not dropped formally the student shall earn an “F” grade. Course-drop will be subject to various penalties as per the Air University policies.

15. Following would be applicable for Dropping course:

- (a) 100% fee refund, if a course dropped by the end of 2nd week of commencement of classes
- (b) 50% fee refund with “W” Grade, if a course dropped by the end of 5th weeks of commencement of classes
- (c) No fee refund with “F” Grade, if a course dropped beyond 5th week of commencement of classes

16. **Auditing of a Course.** Auditing a course implies that the student is allowed to attend classes and attempt assignments, but will not be awarded a grade. Taking the mid-term and final examination is optional. Student must pay fees and register for auditing a course. In addition:-

- (a) The courses should be registered as regular courses. Deadline for dropping/adding a course or courses, fee payment and refund etc. is the same as for regular courses.
- (b) The audited courses may exceed the allowed workload for a semester
- (c) Students may retake the course as a regular course after auditing it in a previous semester

17. **Alternative for Islamic Studies.** Non-Muslim students are exempted from taking Islamic Studies. An elective course of “Ethics” will be offered by default to such students.

Final Year Projects (FYPs)

18. As per approved roadmap of the program, each undergraduate student is to complete six credit hours of independent or group project / study as and when offered by concerned department. Each department offering a bachelor’s program is responsible for conducting FYPs according to their own procedures formulated by Departmental Committees. The distribution of six credit hours in 6th, 7th and 8th (or 7th & 8th) semester (whichever is applicable) shall be as per departmental procedure. However, offering of FYPs may be changed by the Academic Council based on either instruction from regulatory bodies or based on the emerging trends and requirements.

19. Evaluations and grading of FYPs shall be done by the department at the end of the “corresponding semester”. The results may be submitted within two weeks after the end of the Final Exams. Obtaining a passing grade in FYP (be it completed individually or in a group) is a mandatory requirement for award of degree.

Migrated Students

20. **From other Institutions/HEIs.** Students studying in other HEIs recognized by HEC intending to get their Credit Hours transferred to Air University, its campuses, Affiliated Colleges or constituent units are regarded as Migrated Students. The Registrar on the recommendation

of the Equivalence Committee consisting of Chair Department and Director Academics may allow the migration of students from other HEC recognized institutions and reputed universities under specific conditions. A student expelled from another institution on disciplinary grounds will not be accepted at AU. Applications for transfer cases are submitted in the Office of Director Academics on the prescribed form. Conditions specified by HEC in Uniform Semester Guidelines and/or by relevant accreditation body must be complied with at all times. Detailed instructions/requirements are given in Migration/Transfer policy. However, approval from Vice Chancellor is mandatory. Once accepted migration, the transferable Credit Hours are not changeable at any later stage.

Note: Relevant AFO would take precedence in case of Constituent Units operated by PAF.

21. The migrated student must complete at least 50 percent of the required credit hours at AU to earn the degree. Courses with grades less than "B minus" cannot be transferred and will need to be retaken at AU. If admitted, the student will be informed clearly which courses may be transferred and which additional courses may be required to be studied at AU/Campus/Constituent Units/Affiliated Colleges as per approved roadmap of the program. The migrating student would have to sign a consent form about transferable Cr Hrs and grades. The student must have at least CGPA of 2.5 to be considered for migration. CGPA limits may be relaxed in the policy, however, minimum threshold as defined by HEC Uniform Semester Guidelines and/or relevant accreditation body would be complied with at all times. The final decision of the Equivalence Committee will also depend on the quality of the academic program of the previous institution.

22. Migration applications from MBBS students would be dealt with according to the criteria laid down by Pakistan Medical & Dental Council and subsequent policy issued by Air University.

23. **Within Air University.** Transfer to another program is generally discouraged but under special circumstances an enrolled student may apply for transfer from one program to another, in the first two semesters of the program. The application is to be submitted to the respective Chair Department at least two weeks before the start of the semester in which the student is seeking a program transfer. Only students with CGPA of at least 2.50 may apply. Transfer from one campus to another is allowed under special circumstances. Air University may not approve inter campus transfer applications without assigning any reason. Students with CGPA of at least 2.0 may apply for inter campus transfer. Detailed procedure and conditions are given in Policy on Transfer & Migration of students. Students on Warning and Serious Warning are not allowed to transfer.

24. **Transfer of Courses (Exchange Program).** Courses studied by students from Foreign Universities with whom Air University has signed formal agreement through its International Cooperation Office (ICO) would be transferred. All such courses would be recorded on the transcript under Transferred Courses along with the name of University and as per earned grades at Foreign University. Exchange of Credits would not be allowed in the last semester.

25. **Transfer of Courses (from other National HEIs).** Courses studied by students from other national HEC recognized HEIs of repute would be allowed. Students would only be allowed to study up to 02 courses from other HEIs during Summer Semester; when the courses are not being offered by Air University during Summer Semester; the required courses are Pre-Requisite for next courses; student has to graduate on time and whose Credit Hours & Course Contents are equivalent to the course(s) offered by Air University. Student would have to take prior permission from his/her Department, Director Academics and Registrar. Student would have to furnish details of course (Credit Hours and Course Contents) to the Department. 80% course contents must have similarity with the course(s) offered by Air University. All such courses would be recorded on the transcript under Transferred Courses along with the name of University. Other than Summer Semester, a student is allowed to register and study course(s) in other national HEIs under the following conditions: -

- (a) Student is not registered at AU.
- (b) Course is not being offered due to any reason
- (c) Student is completing degree

Withdrawal from Program

26. A student may withdraw from the University at any time. Various conditions related to withdrawal are as under: -

- (a) By withdrawing, all the currently registered courses will be considered dropped and related financial penalties will become applicable.
- (b) If a student is unable to continue in the semester because of illness or any other reason, an application in writing shall be made to Chair Department who will forward application to Registrar with his/her recommendations on student's withdrawal. The academic standing for withdrawal/ freeze of semester will be shown on the grade report.
- (c) If a student is dismissed for failing to meet required academic standard, the Director of Examinations shall notify to concerned Chair Department and Registrar's office, who will further ensure intimation to student and parents about dismissal.
- (d) For non-academic dismissal based on Enquiry Committee's recommendations and final approval by VC, the Registrar Office will ensure intimation to student/parents about dismissal.
- (e) Unless an approved semester leaves, a student not registering for regular semesters is liable to be dropped from university enrollment. The policy is not applicable in first semester.

27. **Minimum Attendance Requirement.** Students are expected to attend all classes to

take full advantage of the learning opportunities including quizzes, tests, assignments, projects and presentations. A minimum of 75 % class and 75 % Lab attendance in each subject, including Advisory Class is mandatory to sit in the final examination of every semester. No allowance whatsoever shall be given on this account unless the student has missed the classes because of reasons attributed to the department. Class Advisors are responsible to conduct Advisory Class on regular basis as per announced timetable.

28. If a student has been barred from taking the final examination due to short attendance but has scored 50% or more marks in internal/progressive evaluation the student will be awarded an 'I' grade. A student earns 'F' grade if the score is less than 50% in internal/progressive evaluation. These grades shall be awarded on the recommendation of the Chair Department. Students getting 'I' or 'F' grade due to short attendance will have to repeat the course. 'I' grades shall not be counted towards calculation of GPA; however, 'F' grade shall be counted towards calculation of GPA. The provision/flexibility of repeating a course/s is not applicable to the academic dismissal cases.

29. **Dismissal on Academic Grounds.** A student may be dismissed from the University on the following academic grounds:-

- (a) Failing to maintain minimum CGPA as per policy.
- (b) Failing to complete the Degree Program within 6 years in case of Bachelor's degree program (extendable to another year on semester to semester basis by the Vice Chancellor due to force majeure) from the date of first Registration in program.
- (c) Failing to complete the Degree Program within 03 years in case of Associate degree program (extendable to another one semester by the Vice Chancellor due to force majeure) from the date of first Registration in program.
- (d) Accumulating $\geq$ failed 21 Cr Hrs at a time.

30. **Procedure for Award of Degrees.** The names of the successful candidate will be forwarded by the Dean/ChairDepartment through a Degree Completion Notification (DCN) to the Registrar Office, after ensuring that the student has:

- (a) Completed required courses and credits of the academic program
- (b) Cleared all 'F' or 'I' grades, if any
- (c) Completed and achieved a Pass grade in FYP
- (d) Successfully completed internship and viva voce, where required
- (e) Good moral character

31. For Engineering programs, Registrar will verify this information and issue gazette notification announcing names of those who have completed degree requirements. For Non-

Engineering/Medical Programs, student names would be made part of consolidated graduates Roll of Convocation.

CHAPTER VI

AWARD OF ASSOCIATE & BACHELOR DEGREE IAW HEC's NEW UNDERGRADUATE EDUCATION POLICY 2023

Objectives of the Undergraduate Education Policy:

1. The primary objective of the policy is to promote student success which is envisioned as the ability to comprehend and apply conceptual knowledge, acquire professional skills and competencies, and act as an individual having strong civic and ethical values of tolerance and inclusiveness. The policy is applicable wef Fall-2023 intake and onwards

Framework of Undergraduate Education

2. The structure of undergraduate/equivalent degree programs is designed to balance general education, disciplinary, interdisciplinary, and practical requirements to enhance the likelihood of student success. The structure of all undergraduate/equivalent degree programs, irrespective of field of study, program duration and licensure requirements, is comprised of the following set of mandatory requirements:

- (a) **General Education (Gen Ed) Requirements:** The minimum requirement for the general education component is 30 credits in all the undergraduate/equivalent degree programs including Associate Degrees. Universities may however add more courses as and when required provided that the minimum credits and course categories as prescribed in this policy are maintained.
- (b) **Major (Disciplinary) Requirements:** A major is the academic discipline or a specialized area of study in which the degree is offered. The minimum requirement to complete a single major is 72 credit hours. This is valid for all undergraduate/equivalent degree programs except for Associate Degrees.
- (c) **Interdisciplinary/Allied Requirements:** Interdisciplinary courses are those offered in allied or complementary disciplines to reinforce the notion of interdisciplinary competency and to support horizon of the major.
- (d) **Field Experience/Internship:** Field experience is a professional learning experience that offers meaningful and practical work experience related to a student's field of study or career interest. It is an opportunity to apply knowledge gained in the classroom with practice in the field.
- (e) **Capstone Project:** A capstone project allows students to bring together the concepts, principles and methods that they have learned in their course of study and to apply their knowledge and acquired competencies to address the real world problems.

Nomenclature of the Degree Programs:

3. Universities may use either of the nomenclature i.e., Bachelor of Science or Bachelor of Studies with an abbreviation of BS for undergraduate/ equivalent degree programs depending on nature of the program offered. Irrespectively, the nomenclature of the degree programs must be consistent with guidelines given in the National Qualification Framework (NQF).

- (a) **Credit Hours:** The standard range prescribed to qualify for the undergraduate/equivalent degree is 120-144 credit hours with a normal range of 15-18 credit hours in each semester. The university may however offer maximum of 21 credit hours in a semester where there is a program specific requirement of the same provided that the total number of credit hours for the undergraduate/equivalent degree program with a single major must not exceed beyond 144 credit hours. The range of credit hours for undergraduate/equivalent degree programs having different combinations of major(s) and minor(s) concentration must be followed as prescribed in this policy.
- (b) **General Education Courses:** All the undergraduate/equivalent degree programs shall be comprised of a mandatory set of 30 credit hours for general education courses as prescribed in this policy which must be covered in the first four semesters of the degree program.
- (c) **Major Courses:** These courses are specific to the main field of study in which the degree program is offered. The requirement to satisfy a single major is minimum of 72 credit hours for the undergraduate/equivalent degree program. **Interdisciplinary/Allied Courses:** All the undergraduate/equivalent degree programs shall be comprised of a mandatory set of minimum 12 credit hours for interdisciplinary/allied courses. This is valid for all undergraduate/equivalent degree programs except for Associate Degrees, where the credit hours of interdisciplinary/allied courses may be less or more than 12 credits. It is also possible that an Associate Degree has no interdisciplinary or allied course.
- (d) **Minor (Optional):** Minor is an option comprises of secondary concentration of courses, ordinarily in an academic discipline that complements the major. The requirements and prerequisites for a minor shall be determined by the concerned department provided that a minor must not be less than 12 credit hours.
- (e) **Offerings:** An undergraduate/equivalent degree program may be offered with a number of combinations such as
 - (i) a single major

- (ii) a single major with one minor
- (iii) a single major with two minors
- (iv) Double majors without any minor.

4. The structure of these combinations will be as per HEC UGEP-2023 (which are minimum guidelines) and as approved by Academic Council of the University

5. Pathway for Associate Degrees Holders:

- (a) Students having completed Associate Degrees shall be allowed admission in the fifth semester of the undergraduate/equivalent degree program offered in the same discipline without any deficiency course.
- (b) Where the disciplines of the Associate Degree and the undergraduate/equivalent degree program are different, students shall be required to complete deficiency courses through a bridging semester before the fifth semester as determined by the admitting university.
- (c) The minimum eligibility for admission in the fifth semester in above cases is 2.00/4.00 CGPA in the prior qualification i.e., Associate Degree.

Exiting from Undergraduate/Equivalent Degree Program with an Associate Degree:

6. Students enrolled in the undergraduate/equivalent degree program shall be allowed to exit from the program with an Associate Degree provided that the following requirements are met:

- (a) The student must have completed minimum of 60 credit hours in at least four (04) semesters of the undergraduate/equivalent degree program including general education courses comprised of 30 credit hours
- (b) The minimum CGPA is maintained at 2.00/4.00
- (c) The name of the subject field on the degree shall remain the same in which a student was initially enrolled for the undergraduate/equivalent degree program
- (d) The case of exit from the undergraduate/equivalent degree program with an Associate Degree is approved by the concerned statutory body of the university.
- (e) The option of exit from the undergraduate/equivalent degree program with an Associate Degree is not allowed in disciplines accredited under the councils i.e. PM&DC, PNC, PVMC, PEC, PCP, PCATP, PBC, NTC, NCT, NAEAC and NCH.
- (f) The option of exit from the undergraduate/equivalent degree program with an Associate Degree is allowed in disciplines accredited under the councils i.e. NCEAC, NBEAC and NACTE.

CHAPTER VII

AWARD OF THE MASTERS OF SCIENCE (MS), MASTER OF PHILOSOPHY (MPhil) AND MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREES

Introduction

1. This policy deals with the award of degrees of Masters of Science (MS), Master of Philosophy (MPhil) and Master of Business Administration (MBA) by the Air University. The degree requirements, time duration, registration requirements, evaluation procedure, conditions for dismissal from Master's studies, and other related requirements are described below: -

Award of MS / MPhil Degree

2. On the recommendations of the Faculty Board of Graduate Studies (FBGS) to Vice Chancellor through Director Academics and Registrar, the Air University will award MS / MPhil / MBA degree to the candidates who fulfil the requirements mentioned below.

- (a) **Coursework.** The minimum course work required for award of degree is 24 credits of graduate level courses for students completing the program through Research Stream.
- (b) For non-research stream, the completion of coursework as per approved roadmap of the program.
- (c) Completion of Internship from a reputed organization for a specified duration as per approved roadmap of the program (where applicable).
- (d) **Cumulative Grade Point Average (CGPA).** Masters students are required to obtain a CGPA of 2.50 or above on the scale of 4.00, on completion of academic requirements.
- (e) **For Research Track Students:** A student who opts for registration in research track would be required to complete 18 Cr Hrs with ≥ 2.50 .
- (f) **Defense of Research Proposal.** Each Masters student in the Thesis Track has to prepare, submit and defend a thesis proposal, within the third semester, after carrying out a comprehensive literature review and taking necessary guidance from his/her Supervisor and GEC, and defending it successfully in not more than two attempts.
- (g) **Non-Thesis Track.** A limited number of students (not exceeding 20% of the total class strength) based on their CGPA or individual genuine circumstances, may be granted permission to pursue the Non-Thesis Track subject to approval from the FBGS. Such students will be required to pass 6

Cr Hrs of two courses (each 700 level) in lieu of the Thesis.

- (h) **Research Credits.** In addition to the coursework, Master's students (opting thesis track) must register for at least six Cr Hrs of research work, preferably in two semesters, and get satisfactory grade for these credit hours.
- (i) **Similarity/Plagiarism Check.** The thesis should pass a similarity/plagiarism test verified by the Office of Director QEC using specialist software, before it is sent to external examiner (section 9). The thesis should also adhere to the Air University Policy on the use of Generative Artificial Intelligence (AI) Material for Instruction, Academic Assessment and Published Works.
- (j) **Internship Viva.** Successful completion of internship viva as per GEC format (where applicable)
- (k) **Research Publication:** A Master's student on the Thesis track should preferably publish a research paper as first or second author in HEC recognized journal category Y or above / peer reviewed international conference.
- (l) **Final Defense.** For a student on the Thesis track, it is essential to successfully defend thesis in an open defense (in the form of an oral presentation) and earn its approval by a majority vote of GEC members.
- (m) **Submission of Master's Thesis.** One copy of the hard bound Master's thesis (of AU standard/approved color) duly stamped by the Office of Director Examinations and signed by Supervisor, GEC members & Dean Graduate Studies along with its soft copy on CD/DVD shall be submitted within 30 calendar days from the date of final defense. Director Examination & Dean Faculty (with consultation of the concerned Department Chair) may relax this period (maximum for another one month) if GEC requires a student to incorporate significant changes/additions in the thesis, with intimation to offices of Director Examination and Director Academics.
- (n) **Payment of Fee.** A Master's student is required to pay the fee as per applicable Credit Hour rate along with miscellaneous charges during the minimum degree duration. Each Master's student is required to pay the full semester fees extension fee as per applicable rate and AU's policy for every extended semester beyond the normal duration of the respective degree program. Additionally, Rs. 20,000/- would be charged as Thesis evaluation fee from graduate students. On submission of Thesis copy for evaluation purpose, and following semester registration for only Defense purpose, a student may be charged only allied charges contingent upon submission of a certificate by concerned Supervisor/Chair Department/Faculty Dean.

Award of MBA Degree.

3. On the recommendations of the Faculty Board of Graduate Studies (FBGS) to Vice Chancellor, the Air University will award MBA degree to the candidates who fulfil the requirements mentioned below:

- (a) **Course work.** Successful completion of course work for award of MBA degree is 30 credits of graduate level courses as per approved roadmap of the program. The students completing the coursework requirements based on exemption due to business education background would be required to complete 30 – 36 Cr Hrs.

NOTE: The Dept would confirm the list of exempted courses at the time of admission to be depicted on the student's grade report through Registration Office.

- (b) **Cumulative Grade Point Average (CGPA).** MBA students are required to obtain a CGPA of 2.5 or above on the scale of 4.00 on completion of academic requirements.
- (c) **Project/Thesis Credits.** In addition to coursework, all MBA students who opt for research stream must register for at least six CrHrs of a business Capstone project/ thesis work and get Pass grade on those.
- (d) **MBA Capstone Project.** The Capstone project is split between the second semester and the third semester of the MBA program for 3 credit hours each. Key milestones, study and grading scheme for Capstone project are as follows:
 - (i) Mandate Formation of Objectives by the Supervisor
 - (ii) Team formation by Supervisor (2 - 4 students)
 - (iii) Provision of Project schedule (Assigning of Milestones)
 - (iv) Grading of Milestones 1(Week 5), Milestone 2 (Week 9), Milestone 3 (Week 16/17) @ 15 % total (5 % each)
 - (v) Reflective Journals (same as above) @ 15 % total (aggregate)
 - (vi) Presentation / Defense @ 30 %
 - (vii) Report Submission:
 - (viii) 3 copies of report @ 2 for University record and 1 for Client @ 40 % MBA Thesis. The MBA program at Air University also provides an option by thesis track to students to carry out in-depth research. The rules for submitting and evaluating the MBA thesis shall be the same

as the MS and MPhil thesis which have been expounded in the following sections

- (d) **Plagiarism Check.** Plagiarism test must be conducted on the Capstone Project/Thesis before the final presentation and defense to ensure similarity less than 19% and AI content less than 15%.
- (e) **Final Presentation for Capstone Project.** For MBA students with project option, successful open defense (in the form of a presentation) of the Capstone Project and approval by a majority vote of Capstone Project Evaluation Committee (CPEC) is required.
- (f) **Final Defense for Thesis.** For MBA students with Thesis option, successful open defense (in the form of a presentation) of thesis and approval by a majority vote of GEC is required.
- (g) **Submission of Capstone Project.** Three copies of the MBA Capstone Project in hard bound copies of approved color (duly signed by all CPEC members) along with its soft copy on CD/DVD shall be submitted within 30 calendar days from the date of final presentation/defense. Director Examination (with the consultation of concerned department chair) may relax this period (for a maximum up to 60 days) if GEC has asked student to incorporate significant changes / additions in the Capstone Project.

Admission in Master's Program

4. Eligibility and other matters related to admission are as follows:
The applicant is required to meet the following minimum eligibility requirements.

- (a) Degree Requirement: Four year HEC recognized BS degree/equivalent degree in the relevant field (or as approved by the Academic Council) with at least 120 CH beyond 12 years of schooling with a CGPA of at least 2.00 (on the scale of 4.00) OR First Division under annual system. In case of a foreign degree, HEC equivalence is mandatory.
- (b) Admission Test: The student is required to pass the University MS/MPhil/MBA Admission Test with a passing score of 50% OR the applicant has to present evidence of having passed the GRE/HAT/equivalent test with minimum 50% marks (applicable on batches admitted from Spring – 2024 & onwards).
- (c) The student is required to pass the University MS/MPhil/MBA Admission Test with a passing score of 60% OR the applicant has to present evidence of having passed the GRE (general) with minimum of 151 score in Quantitative Reasoning, 145 in Verbal Reasoning, and 3.5/6.0 in analytical writing or NTS GAT General with minimum 50% marks (applicable on batches admitted before Spring – 2024).

- (d) **Intra-Disciplinary Qualifications:** Intradisciplinary qualifications holders are also eligible for admission in MS/MPhil/MBA programs provided that the Departmental Admission Committee is satisfied with candidates primary knowledge of applied domain by correlating his/her basic qualification and ability to undertake the level 6 courses. If deemed appropriate the candidate would be required to register in a zero semester for additional courses (Maximum 09 Cr Hrs) as suggested by the Departmental Admission committee and the candidate would require to pass the zero semester with minimum 2.00 CGPA without failing in any subject. Fee for these courses would be charged as per program's applicable rates. However, MS MPhil/MBA degree duration would be started from first semester of regular program.

Migration & Transfer of Students

5. For migration & transfer students, a maximum of 12 Cr Hrs of relevant coursework may be allowed to be migrated/transferred with the approval of Vice Chancellor or his nominated official, provided the minimum letter grade earned in every course is B or better. No research Cr Hrs will be transferred. Detailed procedure is given in Policy on Transfer & Migration of students.

Duration of Masters Studies

6. The normal duration of the Masters studies shall be two academic years (an academic year consists of two regular semesters i.e. Fall and Spring) extendable by two semesters by Dean of the concerned Faculty on the recommendation of Concerned Chair Department. Students who fail to complete the degree requirements within three academic years shall have to apply in writing with justification to FBGS through GEC. The FBGS may grant extension (beyond three years) for max period of two regular semesters (on semester-to-semester basis before the expiry of previous extension, if any) provided the student has successfully completed minimum coursework requirement, successfully defended his research proposal, has been getting satisfactory research progress reports and FBGS has reasons to believe that student will be able to finish all the academic requirements, if given extension. Offices of the Director Examination, Registrar and Director Academics will be intimated of any extension granted for record purpose. In case the student fails to complete the degree requirement in extended period, then the case for dismissal (on expiry of maximum time limit) from that program will be by FBGS to VC through Director Academics and Registrar.

Semester Leave

7. A Master's student who has completed his/her 1st semester may take leave up to one semester, which includes the leave on medical ground with the approval of FBGS. In extraordinary circumstances a student may be granted leave of two semesters. Only one semester of any leave granted will not be counted towards the duration of the studies.

An application for a semester leave will be made by student on recommendation of Chair Department and concerned Dean submitted to the Office of Registrar. Students would be required to pay only allied charges for that semester (before start of the semester). Ideally such application will be submitted at least one week before the intended semester. In case of applying for semester leave after 5th week of classes, no fee would be adjusted/refunded.

8. **Forced Semester Leave.** A student may be granted forced semester leave without fee under following conditions for a maximum of one semester.

- (a) Non-qualification of GAT (General) as a mandatory requirement of admission
- (b) Due to non-eligibility for registering in new courses.
- (c) If the required course(s) are not being offered by the Department under inevitable circumstances.

Registration Requirement of Masters Student

9. A Master's student has to maintain his/her registration and pay the applicable fee for coursework as well as for the research work, throughout the duration of Master's studies. A student failing to register in any semester shall cease to be a student of Air University. In such case the student's bona fide status may be restored by applying to the Registrar and clearing all dues and by depositing re-admission fee and any fine(s) within the first two weeks of the semester.

10. Master's students are required to register for nine (09) CH of coursework in each semester, for the first two regular semesters. Students of MS Mgt. Sciences and MS Project Management may register for up to 12 CH coursework in each semester. The Dean of the Faculty, on the recommendations of Chair Department, may allow registration of minimum of six (06) CH instead of nine (09). From second year of the program onwards in which student has registered, a Master's student may register for a maximum of six (06) research CH in addition to courses in a semester, provided he/she has completed 18 CH of coursework with CGPA not less than 2.50/4.00. Master's student may register for repeat courses with "F", "W" or "I" grade or for improvement of less than A minus grade during summer semester, if offered, for a maximum of two courses.

11. After admission in the Master's Program, the student will be required to register with the Registration office. A student may withdraw his/her registration with Registration Office either partially or fully after registration with fee refunds as permissible under Air University fee return policies.

12. A Master's student has to maintain his/her registration and pay the applicable fee, for coursework and for research work (as applicable), throughout the duration of Master's studies. If a student fails to register in any semester, he shall cease to be a student of the Air University. In case the student applies for reinstatement of his/her status to the Registrar, he/she will have to clear all dues, re-admission fee and fine as applicable, within 15 days of start of semester,

subject to approval of VC to regularize the absence period.

Supervisor, Guidance and Evaluation Committee (GEC) and Thesis Examiners

13. **Before the end of the first semester**, a supervisor will be appointed for a Thesis-Track student, by concerned Chair Department duly approved by FBGS. The supervisor will preferably be holding PhD degree and regular faculty member of AU with at least three years of relevant teaching/research/professional experience in a HEC recognized University/Institute or a Professional Organization of national repute. In an exceptional cases, MS-qualified Regular FM as supervisor can also be appointed, s/he will be required to have at least four years of post-MS relevant teaching/research experience with at least two co-supervisions in the four-year period. A GEC will be formed by Department Chair within four weeks of the appointment of the Supervisor, with the approval of FBGS. GEC will consist of at least three members; depending upon any specific requirement, a Co-Supervisor may also be appointed by Chair Department. GEC will be chaired by the supervisor of the Master's student and must have at least one faculty member of AU in addition to the Supervisor (preferably holding PhD degree) and one external member (preferably holding PhD degree), who is a researcher / faculty member of public or private sector institution other than AU. The members of the GEC should not be relatives of the supervisor and /or the student.

Change of Supervisor

14. Based on justified reason(s), the Supervisor of a student may be changed (either on the request of the student or the supervisor is not available with Air University any more) the case of change of the supervisor will be initiated by Department Chair and will be forwarded to FBGS through respective Dean for approval within two weeks of the application of student or departure of the Supervisor; thereafter the approval will be sent to Registrar and Director Examination for record purpose. **A FM who has resigned from AU may not continue as Supervisor of the student but may continue as Co-Supervisor while FM on leave for a period of up to one year may continue as Supervisor.** The same procedure will be adopted for any change in GEC. However, such changes shall not form a reason for extending the Master's studies beyond maximum duration.

Course Work

15. Master's students will must take all the core courses and any other elective courses from the approved list of courses under the guidance of GEC /Supervisor. Master's students are expected to complete min 18 Cr Hrs of coursework in the first two regular semester maintaining CGPA of at least 2.50/4.00; otherwise the matter will be referred to FBGS by concerned Chair Department. In case the CGPA drops below 2.50/4.00, the student is required to repeat the Core course(s) whenever offered and/or replace Elective Courses with the approval of Supervisor. Asterisk would be marked on previous elective course. Master's students are required to complete their coursework requirement successfully maximum by the end of the fourth regular semester.

16. Master's student will be allowed to repeat max of three courses during entire degree duration (only one attempt is allowed) to improve their CGPA. The transcript will show both the old grade and the new earned grade but the CGPA would be based on the better grade.

Coursework Outside Air University

17. In extreme circumstance, with the approval of Vice Chancellor's nominated official(s), a student may take up to nine Cr Hrs of coursework from any HEC approved HEI (offering MS/Equivalent programs after obtaining NOC from HEC) provided those courses are not being offered at Air University, and the facility of transfer of Cr Hrs has not fully been availed by the student. The total number of transfer Cr Hrs and outside AU Cr Hrs shall not exceed 12.

Defense of Research Proposal

18. A Master's student on the Thesis Track is required to prepare, submit, and successfully defend a proposal outlining his/her intended research to GEC for approval, after completion of min 18 Cr Hrs of coursework with CGPA of 2.50 or better. In this defense, the student must also cover how his/her research work would benefit the economy, industry, culture, society, community, etc. of the country. Title of intended MS thesis is not part of the research proposal, although student may propose a tentative title. Two chances (with gap of four weeks) will be given to student to successfully defend his research proposal. This requirement must be completed by the student, maximum by one extra semester beyond normal degree duration. In case, there is a difference of opinion in the GEC on the scope of research, then the matter will be referred to Dean Faculty. Dean will make an inquiry and modify the scope of the intended research of the student and get it approved from FBGS, and intimate it further to the office of Director Examination.

Change of Research Area of the Student

19. All possible efforts be made by concerned Department Chair to discourage students to change their area of specialization and research as it will result in wastage of student's time and department resources. However, if it becomes inevitable, then Supervisor in consultation with Chair Dept will forward his/her recommendations by the Dean of concerned faculty. Change of research area will not be taken as a reason, by the student, for extending the duration of Master's studies.

Research Progress

20. Within the third semester, a student on the Thesis track shall prepare, submit and defend the thesis proposal. This Defense may also be held in a Summer Semester following a regular semester provided the student has completed 6 CH of research in the previous semester. In special circumstances, by permission of the concerned Dean, a student may be given an extension of one semester to defend his/her thesis proposal. After successful defense of Research Proposal and subsequent approval of the Topic by the GEC, quarterly research

progress reports by the Masters student duly signed by the Supervisor are to be submitted to GEC, Chair Department. The Dept would ensure posting of “Satisfactory” or “Unsatisfactory” performance by a student in AUAS through Office of Director Examinations ideally with semester results or maximum within 30 days of the end of each. The Graduate Coordinator is to update the progress on thesis tracking module as well. Students that fail to submit the progress report in time may be fined and will be allowed to register for the next semester only after payment of the fine and submission of the progress report or as decided by concerned Supervisor or Chair Department.

21. On completion of research requirements (as per research proposal), Master’s student will submit first draft of the thesis to his/her Supervisor (who may suggest changes/corrections etc. and ask the student to resubmit). If the Supervisor finds the thesis to be satisfactory, he shall ask student to finalize the thesis and its title for further evaluations by all concerned, complete any remaining requirements for the award of degree, and apply for final defense.

Plagiarism Check

22. Before final defense of the Master’s student and sending the thesis for evaluation by external examiner(s), the supervisor is required to conduct plagiarism check of the Master’s Thesis as per the Guidelines of the HEC Graduate Education Policy 2023 Section 5.4 including Committee on Publication Ethics (CODE) with References/bibliographies and tables of content removed from the submitted documents, using software approved by AU. The thesis should also adhere to the Air University Policy on the use of Generative Artificial Intelligence (AI) Material for Instruction, Academic Assessment and Published Works of using up to 15% AI content. The similarity index of the test should be less than 19% before sending it for evaluation. A certificate to this effect duly signed by supervisor and countersigned by Department Chair is to be forwarded to Registrar, Director Quality Enhancement Cell (QEC) and Director Examinations. The office of Director QEC will crosscheck the plagiarism report and verify the certificate. This certificate shall also be attached with the final hardbound copies of the Master’s thesis. If Similarity/Plagiarism is established, the case will be forwarded to Dir QEC for further investigation under the offense of use of unfair means.

Evaluation of the Master’s Thesis

23. In addition to the evaluation of thesis by GEC and similarity/plagiarism test, the Thesis will also be sent for evaluation to one local examiner. Submission of finalized thesis to GEC / experts for evaluation shall be done within two years from the date of admission; otherwise the student will have to apply for extension. After receiving positive evaluation reports by the external examiner and the Supervisor, the student shall apply for final defense of his/her thesis.

Final Defense

24. The Master’s student will become eligible for final defense subject to fulfillment of conditions as mentioned in paras 2 and 6 above and submission of hardbound copy of the Thesis; provided he/she has met all the remaining requirements. On becoming eligible, the

concerned Academic Dept shall arrange for final defense. The final defense must be an open defense (in the form of a presentation), attended by entire GEC, all available Faculty and MS & PhD students, and preferably by Department Chair and Dean. The date of final defense shall be intimated to all faculty members and students of the Air University at least two weeks before the date of defense, to ensure maximum attendance. **The maximum permissible duration for Final Defense and completion of all submission and examination formalities is four calendar years.** The student will provide copies of his/her thesis to all the members of the GEC at least four weeks before the date of final defense. In the final defense, the student must also specify in detail, how the core traits of his/her research work would benefit the economy, industry, culture, society, community, etc. of the country. Master's Thesis will be awarded a Letter Grade by the GEC after the final defense. Once a letter grade has been awarded to the thesis, it shall stand final grade of the thesis. The office of the Director Examination will administer and monitor the final defense and announce the result officially on receiving the results and all requisite document including the second draft of the thesis (on which GEC graded the student), from the department. After the final defense, GEC will make one of the following recommendations to the VC through FBGS:-

- (a) Pass with no observations.
- (b) Pass with minor changes¹.
- (c) Major changes required (second final defense, if needed).
- (d) Failure.

Note: ¹In case GEC recommends "Pass with minor changes", the student will incorporate these changes in the thesis within 30 days and the Supervisor will certify accordingly.

Master's student will be eligible for the defense subject to fulfillment of conditions as mentioned in paras 2 and 6 above. This Defense may also be held in a Summer Semester following a regular semester. The final defense must be an open defense (in the form of presentation) attended by entire GEC, all available faculty, AU MS & PhD students, Department Chair and preferably Dean. For this purpose, Director Exams or his/her representative will also attend the final defense. Master's thesis will be awarded a Letter Grade by the GEC after the final defense. In case of non-compliance with AU Policy/Quality issues, the Dean Graduate Studies may recommend corrective actions to concerned Dean/Chair Department for necessary compliance and subsequent approval by Vice Chancellor. Once the Letter grade has been awarded to the thesis, it shall stand as final grade of thesis. After the final defense, GEC will communicate the results to the Dean of Graduate Studies:

- a) Pass
- b) Pass with minor changes.
- c) Major changes required (second final defense, if needed).
- d) Fail

Note: In case GEC recommends "Pass with minor changes", the student will incorporate these changes in the thesis within 30 days and the Supervisor will certify accordingly. In case of major changes, Supervisor will communicate required time to Chair Department up to a maximum of

three months. In case of semester transition during this period, scholar would be required to register in the following semester and to pay applicable charges

25. In case the GEC is of the opinion that a second final defense by the student is required, GEC will recommend the time of next defense (not more than 60 days) also, and shall not award any letter grade to the thesis.

26. Masters student securing positions (within normal degree duration) in their department may be awarded medals as per AU Medal award policy.

Final Submission of MS/MPhil Thesis

27. After successful final defense, the student will submit final hardbound copies (color navy blue and silver letters in required number) duly signed by all concerned to the following offices:

- (a) Concerned Department 01 Copy
- (b) Registrar 01 Copy (Registrar will send this copy to Library, after issuance of formal transcript).

Dismissal from Masters' Program.

28. A student shall be dismissed from the Master's Degree program if:-

- (a) CGPA remains below 2.50 on completion of his/her course work even after availing all chances for improvement of grades.
- (b) CGPA is below 2.50 in two consecutive semesters (irrespective of courses taken in each semester).
- (c) Fails twice in the defense of research proposal (for the Thesis Track).
- (d) Two consecutive unsatisfactory reports in research.
- (e) Declared failed in the final defense (for the Thesis Track).
- (f) Fails to complete all degree requirements within maximum time allowed including all extensions.
- (g) On account of plagiarism or falsification of the research data.
- (h) Unauthorized absence for more than 5 weeks after registration, or fails to register in a particular semester.

29. After dismissal from a Masters' program, the student shall not join the same Master's program offered by the Air University.

Monitoring, Responsibilities, and Misc. Issues

30. The Master's student is responsible for meeting all academic requirements in time to become eligible for award of the MS/MPhil degree. Supervisor, GEC, and Department Chair will facilitate student for pursuing his/her program. Concerned Department, Registrar Office, and office of the Director Examination are required to keep complete record of each Masters student. FBGS will record all proceeding and approvals on case-to-case basis and send the minutes to all concerned for necessary action and record purpose. The office of the Director Examination will administer, monitor, and announce the official result of all examinations as per AU examination policies. Director Academics and Dean Graduate Studies are to ensure that all academic related activities of Masters" students are carried out as per the policies and norms of the university. In case of any dispute, the matter will be decided by VC on the recommendations of Dean Graduate Studies and Director Academics and his decision will be final.

31. These regulations shall be applicable to all MS/MPhil programs and to those who are associated with MS/MPhil programs of the Air University.

CHAPTER VIII

AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY (PhD)

Introduction

1. This chapter deals with governing rules for award of the degree of Doctor of Philosophy (PhD) by Air University. The degree requirements, time duration, registration requirements, Thesis evaluation procedure, conditions for dismissal from PhD studies, and other related requirements are prescribed in this chapter. The policy is in line with the guidelines provided by Higher Education Commission (HEC), Pakistan.

Award of Degree

2. On the recommendations of the Faculty Board of Graduate Studies (FBGS) to Vice Chancellor through Dean Graduate Studies, Air University will award the degree of Doctor of Philosophy (PhD) to the candidates who fulfill the academic requirements as mentioned below.

- (a) **Coursework.** The minimum coursework required for award of PhD degree shall be 18 credit hours of graduate-level courses beyond Master's Degree.
 - (i) The students shall complete the coursework of at least 18 credit hours
 - (ii) The courses shall be offered through regular classes (i.e., classes taught on campus by full-time faculty members of the university)
 - (iii) Half of the courses shall preferably be of 800 level.
 - (iv) PhD degree should be based on research(not only on Course work.)
- (b) **Cumulative Grade Point Average (CGPA).** The PhD scholar is required to maintain a CGPA of 3.00 or better on a scale of 4.00.
- (c) **PhD Comprehensive Examination.** On meeting coursework requirements mentioned in Para 2(a) & (b) above, a scholar is required to pass a departmental Comprehensive Examination in not more than two attempts.
- (d) **Defense of Research Proposal.** Each doctoral scholar has to prepare, submit, and defend a thesis proposal after carrying out a comprehensive literature review and taking necessary guidance from his/her Supervisor and GEC, and defending it successfully in not more than two attempts.
- (e) **Research Credits.** In addition to the course work, all doctoral scholars must register and successfully complete at least 30 Cr Hrs of doctoral research and get a Pass grade on those.
- (f) **Plagiarism Test.** A plagiarism test must be conducted on the PhD Thesis

before its Submission to foreign and local experts/examiners for evaluation using Specialist evaluation.

- (i) Under no circumstances shall a dissertation based on plagiarized research be acceptable. It is the primary responsibility of both PhD researchers and their supervisors to prevent plagiarism. To avoid plagiarism, it is important to follow the provisions outlined in this document i.e., Governing Research Supervision and Research Ethics.
 - (ii) For Plagiarism COPE guidelines must be followed.
 - (iii) If a PhD dissertation is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time.
 - (iv) A similarity test, 10 in accordance with the HEC's Anti-Plagiarism Policy, must be conducted on the dissertation before its submission to the external experts by the student.
- (g) **Successful Evaluation of PhD thesis.** Positive reports from the supervisor, an external examiner(s), and two foreign experts of technologically advanced countries on the PhD Thesis , is an essential requirements before the conduct of the final defense by the PhD candidate.
- (h) **Publications.** A PhD candidate must have a minimum of one research paper accepted for publication in a HEC recognized “W” or “X” category journal (“W”, “X” or “Y” category in case of Management Sciences and Social Sciences) based on his/her PhD research work, before submitting his/her Thesis to GEC for final evaluation.
- (i) **Final Defense Examination (FDE).** Successful open/public defense (in the form of a presentation) of PhD Thesis and approval by a majority vote of GEC is required. Before the final defense, the entire requirements mentioned above are to be completed by the PhD candidate. An open defense of the dissertation is required after positive evaluation of the dissertation by committee members. In general, the following minimum principles and guidelines shall be ensured:
- (i) Public Announcement: On the university website and other forums of communication, so that anyone interested can participate.
 - (ii) Public Access: Within or outside the university such as community/town halls or important public venues.
 - (iii) Neutral Chair: To ensure that defense was conducted fairly and in accordance with the rules and regulations.

- (iv) Review Committee: To evaluate the dissertation and defense
 - (v) Presentation of the dissertation by the PhD researcher
 - (vi) Question and Answer Session: To provide a basis for defense evaluation.
 - (vii) Objective Evaluation: based on the quality of the research and the researcher's ability to defend.
 - (viii) Final Decision: expressed in the following terms:
 - (ix) Pass or • Pass with minor amendments or • Deferred for resubmission and re-defense or. • Fail (in exceptional circumstances and for the reasons to be recorded by the defense committee)
- (j) **Final Submission of PhD Thesis.** Three copies of the final hardbound (in AU-approved color) PhD Thesis (duly signed by all GEC members) along with its softcopy on CD/DVD shall be submitted by the student within 30 calendar days from the date of final defense. Director Examinations (with the consultation of the concerned department Chair) may relax this period for another one month if GEC has asked the scholar to incorporate minor changes/additions in the Thesis and up to 60 days in case of major changes.

Admission in PhD Program

3. Eligibility and other matters related to admission are as follows:- The applicant has to meet the following minimum eligibility requirements.

- (a) MS/MPhil/equivalent degree in the relevant field meeting 30 CHs with a CGPA of at least 3.00 (on the scale of 4.00) or first division (60%) in annual system.
- (b) GRE Subject (International) or GAT Subject, with at least 60% score in relevant discipline. In case of non-availability of GRE/GAT Subject due to any reason, concerned Department may develop an equivalent test through duly approved committee of subject experts of Air University. The applicant has to score 70% in this test for becoming eligible for admission.
- (c) No admission shall be granted without GAT (Subject) qualification.
- (d) All applicants are required to submit a statement of purpose/brief proposal (approx. 2000 words) along with the application form, writing clearly their intended research interest and background.
- (e) Two reference letters from faculty members of a HEI in support of the student's application.

Duration of PhD Studies.

4. The minimum/normal duration of the PhD studies shall be three academic years (an academic year consists of two regular semesters i.e. Fall and Spring), extendable by three more academic years (on semester-to-semester basis) by Dean of the concerned Faculty on the recommendation of concerned Chair Department. A fee penalty of tuition fee equal to 03 Cr Hrs as per applicable rate would be imposed beyond 03 years (normal degree duration) on semester-to-semester basis to PhD Scholars. Allied charges (as applicable) in each of extended semester would be charged regularly. Scholar must submit his/her thesis at least 06 months prior to the maximum duration of 06 years. It must be sent to local and foreign examiners/ experts for evaluation after approval of FBGS as soon as possible. Scholars / Deptt who fail to get their final defense examination (FDE) scheduled within the allowed time shall have to apply in writing to the FBGS through GEC for the extension beyond sixth year with justification. The FBGS may recommend to VC for approval of extension of one final regular semester provided the student has submitted his final draft of thesis to GEC and FBGS for local and foreign examiners/experts and FBGS has reasons to believe that scholar will be able to get his/her final defense along with other academic requirements within extended time frame. Offices of the Director Examination, Registrar and Director Academics will be intimated of all the extension(s) granted for record purpose. In case the scholar still fails to complete the degree requirements, then the FBGS will refer the case of dismissal from the program to the Vice Chancellor through Dean Graduate Studies and Director Academics.

Semester Leave.

5. A PhD student/candidate is eligible for leave up to a maximum of two semesters (on a semester-to-semester basis) under one of the following conditions: -

- (a) The student has completed his/her coursework.
- (b) The student has not completed his/her coursework but has extraordinary personal or medical circumstances that do not allow him/her to study for one semester (after completion of the first semester).

6. A maximum of one semester of leave granted will not be counted towards the duration of studies.

Registration Requirement of PhD Scholar.

7. After admission in the program, the scholar will be required to register with the Registration Office as PhD Scholar in each semester. After confirmation of admission, cancellation of admission request can be made as per AU Fee Refund Policy within permissible time frame annotated on admission offer letter. At any later stage, a PhD scholar can request for cancellation/withdrawal of enrollment vide an application to Registrar through concerned HoD. Payment of fee for clearance purpose may be dealt as per registration status in AUAS.

8. A PhD scholar has to maintain his/her registration (both for coursework and for research work) throughout the duration of PhD studies and pay the required fee as per AU rules. If he/she

fails to register in any semester, he/she shall cease to maintain his/her status as PhD scholar of the university.

9. A PhD scholar is required to register minimum nine Cr Hrs of coursework per semester, in the first two regular semesters. Dean of faculty, on the recommendations of Chair Department, may allow registration for minimum of six Cr Hrs instead of nine based on a justified reason. After completion of coursework, a PhD scholar is required to register for researchwork as per policy by following the procedure of registration and fee payment. If the student is required to repeat a course or take extra course advised by his/her Supervisor/ GEC, he/she may register for that course in addition to research work credits. However, any repeated course or the additional coursework will not count towards the minimum research Cr Hrs requirement i.e. 18 Cr Hrs. Ideally the additional courses should be registered prior to start of Research Work but if Supervisor/GEC believes that certain courses are important/helpful for the student to complete his/her research/Thesis, then he/she can register in such courses before submission of final draft of Thesis. All PhD Scholars (irrespective of department/program) would be registered in Comprehensive Exam with a universal code after successful completion of coursework.

PhD Supervisor, Guidance and Evaluation Committee (GEC) and Foreign and Local Examiners

10. Within one month of the confirmation of Doctoral student's admission into the PhD program the FBGS will approve a PhD supervisor for the PhD scholar on the recommendation of the concerned Chair Department through the Dean. The Supervisor will be a regular PhD qualified faculty member of Air University who is also HEC approved/ registered PhD Supervisor with at least 3 years of post-PhD experience in which he/she has supervised at least two Master's theses and is a member of GEC of at least one PhD student. Being the supervisor of the PhD Scholar, he/she will chair the Guidance and Evaluation Committee (GEC) of the scholar. After the appointment of a supervisor and registration of the PhD scholar, approval of FBGS will be required with in the first semester for GEC consisting of a minimum of 5 members including:

- (a) Supervisor (approved earlier)
- (b) Co-supervisor (mandatory or optional contingent upon particular circumstances)
- (c) Two internal faculty members of Air University
- (d) One external faculty member/examiner of another HEC recognized university

All members of GEC must be PhD holders.

Foreign and Local Thesis Examiners.

11. The VC will appoint two experts/ examiners from technologically advanced countries on the recommendations of Dean Graduate Studies through Director Academics, for PhD thesis

evaluation. Each department will recommend five names as foreign examiners to Dean Graduate Studies for each doctoral candidate. The VC will appointment one additional local external examiner (i.e. in country in addition to one local external in GEC) on the recommendation of Dean Graduate Studies through Director Academics. Each department will recommend two names as local examiners to Dean Graduate Studies for each doctoral candidate. Department (offering PhD programs) are required to maintain an updated list of foreign examiners and local examiners all the times.

Change of Supervisor.

12. The case of change in PhD supervisor, if unavoidable, will be initiated by Chair Department and will be forwarded to FBGS for approval through the respective Dean within two weeks of the application of student or departure of the Supervisor. The approval will be sent to all concerned for record purpose. The same procedure will be followed in the case of any change in GEC. However, such changesshall not form a reason for extending the PhD studies beyond maximum duration.

Course Work

13. All doctoral scholars are essentially required to complete minimum Credit Hours of Course Work from the approved list of courses of the program. He/she is required to maintain a minimum 3.00/4.00 CGPA. The student would be dismissed from the program based on two consecutive probations. The grading and academic standing would be awarded as per approved scheme described in chapter – IV. A student can complete coursework requirements with the following conditions: -

- (a) A student on Probation may take a new course if it is an Elective Course; such a course may replace a failed Elective.
- (b) Grades less than A- can be improved in a regular semester.
- (c) A failed course can be replaced with a new course as recommended by supervisor/ HoD. Asterisk would be marked on failed or low-grade course.
- (d) Additional course (beyond approved Scheme of Studies) would be non - credited for depiction on transcript having no effect on CGPA.

Transfer of Coursework (for Migrated Students).

14. For migrated students i.e. PhD students coming to Air University from other HEC recognized Universities/HEIs, a maximum of 09 Cr Hrs of relevant coursework may be allowed to be transferred with the approval of Director Academics and Registrar, provided the minimum letter grade earned in each of the courses is “B”. No Research Cr Hrs are transferable in PhD program.

Coursework Outside Air University.

15. With the approval of concerned Dean/HoD, a student may take up to nine Cr Hrs of

coursework from any HEC approved HEI provided those courses are not being offered at Air University, and the facility of transfer of Cr Hrs has not fully been availed by the scholar. The total number of transfer Cr Hrs and outside AU Cr Hrs shall not exceed 09. The Director Academics and Registrar would review the Dean/HoD recommendations for studying of coursework outside Air University. The case would be processed through Office of Registrar.

Comprehensive Exam (CE) and Defense of Research Proposal

16. Within two years of admission to the PhD program (securing a min CGPA of 3.00/4.00) the PhD scholar shall take the Comprehensive Examination (CE) of the department. Scholar will have two chances to clear their CE. The scholar shall complete the requirement of passing the CE (availing all chances), maximum by the end of second calendar year of his/her PhD program. After passing the CE, the status of the PhD student will be converted to PhD Candidate. All PhD Scholars (irrespective of department/program) would be registered in Comprehensive Exam with a universal code after successful completion of coursework.

- (a) Following the completion of coursework, every PhD student shall be required to pass the comprehensive examination to be granted candidacy as a PhD researcher, with the provision that the student failing to pass the comprehensive exam, shall be allowed to retake the exam once.
- (b) The required coursework, comprehensive exam, and defense of synopsis/research proposals should be completed within the 1st six semesters of the registration into a PhD program. The responsibility in this regard rests collectively with the PhD student and the university. In case of noncompliance, the registration shall be cancelled and transcripts for completion of coursework may be issued to the student.
- (c) In an event of force majeure i.e., noncompliance on account of circumstances beyond the control of student, the university may consider the matter in accordance with the procedure. The following are the guidelines for a conducting Comprehensive Examination:
- (d) The exam should be based on recapitulation of the conceptual knowledge of the discipline to which the student is admitted.
- (e) The exam shall cover the courses studied, preferably at the graduate level, conducted on one composite question paper.
- (f) The evaluation shall be on an aggregate basis, expressed in terms of pass/fail and shall not be graded.)
- (g) For the engineering programs, the student is required to obtain at least 70% aggregate marks in the CE with at least 60% in each subject/area. For non-engineering programs, the scholar is required to obtain 60% marks aggregate and at least 50% in each subject/area. In case of failing to pass the CE in first

attempt, the complete examination is to be retaken.

17. After clearing the Comprehensive Examination and before the end of the third calendar year of his/her admission to the PhD program, a doctoral scholar will be required to prepare, present, and defend a research proposal outlining his/her intended research to GEC for its approval (title of intended PhD Thesis is not part of the research proposal, although scholar may propose a tentative title). In this Defense, the student must also cover how his/her research work would benefit the economy, industry, culture, society, community, etc. of the country. Two chances will be given to student to clear his/her Topic Defense. The student shall complete the requirement of successful defense of research proposal (availing all chances) maximum by the end of the third calendar year into his/her PhD program. However, student would have to seek extension on semester-to-semester basis from FBGS based on Satisfactory/Unsatisfactory report from his/her Supervisor and/or GEC after lapse of one semester post Comprehensive Exam. In case, there is a difference of opinion in the GEC on the scope of research, then the matter will be referred to Dean Faculty. Dean will make an inquiry and modify the scope of the intended research of the student and get it approved from FBGS and further intimate to the office of Director Examination. After approval of the research proposal, the status of the PhD scholar will be converted to PhD Candidate.

18. The office of the Director Examination will announce the official result of the CE and topic defense on receiving the results and all requisite documents from GEC and the concerned department as per AU examination policies.

Change of Research Area of the Student

19. Any changes in the area of research and research proposal of any student, once it has been finalized, is not a preferred situation and all possible efforts will be made by concerned Department Chair to discourage students to change their area of specialization and research as it will result in wastage of student's time and department resources. However, if it is inevitable, then Supervisor in consultation with concerned HoD/Dean will forward its recommendation to VC through Director Academics. Change of research area will not be taken as a reason, by the student, for extending the duration of PhD studies.

Research Progress

20. After successful defense of Research Proposal, quarterly research progress reports by the PhD Candidate duly signed by the Supervisor are to be submitted to GEC, Chair Department and the office of the Director Examination. The result will be incorporated in Grade Report of the student. Upon earning two consecutive "U" grades, the scholar shall be dismissed from the program.

21. On Completion of research requirements (as per research proposal), PhD candidate will submit first draft of PhD thesis to his/her Supervisor (who may suggest changes/corrections etc. and ask the student to resubmit). If the Supervisor finds the Thesis to be satisfactory, he shall ask student to finalize the Thesis and its title for further evaluations by all concerned,

complete any remaining requirements for the award of degree, and apply for final defense.

Plagiarism Check

22. Before final defense of the PhD candidate and sending the PhD Thesis for evaluations by external examiners, the Supervisor is to conduct plagiarism check of the PhD thesis using software like "Turnitin" with the help of the office of Director QEC. The similarity index of the test should be less than 19% **and the AI content should be less than 15%** for allowing the student for final defense. A certificate to this effect duly signed by supervisor and countersigned by Department Chair and Director QEC is mandatory and required to be forwarded to Exam Department with allied documents for result posting. The certificate shall also be attached with the final hardbound copies of the PhD thesis.

Evaluation of the PhD Thesis

23. In addition to the evaluation of thesis by GEC and plagiarism check, the thesis will also be sent for evaluation to two foreign examiner/experts from technologically advanced countries and one local examiner. The scholar must submit his/her finalized thesis to GEC at least 06 months prior to the maximum duration of 06 years. It must be sent to local and foreign examiners/experts after approval of the supervisor/HoD/Dean.

- (a) In case the Foreign Evaluator(s) gives his/her assessment of thesis as "Accept with Minor Changes", the PhD scholar will incorporate these changes in the thesis and the Supervisor will certify that these changes have been incorporated. Final thesis will not be resubmitted to the same Foreign Evaluator(s) again.
- (b) If the report of the Foreign Evaluator(s) states "Accept with Major Changes", the matter may be referred to GEC who will ask the Scholar to modify his/her research or Thesis accordingly. GEC will certify that the requisite changes have been done and the final thesis will not be resubmitted to the same Foreign Evaluator(s). After receiving positive evaluation reports by foreign experts, the external examiner, and the Supervisor, the department may arrange for final defense of the thesis.

24. In case one of the foreign experts offers unsatisfactory comments (rejection of the research work), the thesis will be sent to a standby foreign expert for his/her evaluation. In case of unsatisfactory comments by both foreign experts or by stand by foreign expert, the matter will be referred to FBGS for further deliberation and recommendation to VC.

Final Defense

25. The PhD Candidate will become eligible for final defense and submission of hardbound copy of the thesis provided he/she has met the earlier mentioned conditions. On becoming eligible, the department shall arrange for final defense. The final defense must be an open

defense (in the form of a presentation), attended by GEC (attendance of Supervisor, external examiner, and external member of GEC is compulsory), all the available FMs, MS & PhD students, and preferably by the Department Chair and Dean. The date of the defense shall be intimated to all faculty members and students of the Air University at least two weeks before the defense, to ensure maximum attendance. The student will provide copies of the final draft of his/her thesis to all the members of the GEC and local external examiner at least six weeks before the date of final defense. In the final defense, the student must also specify in detail, how his/her research work would benefit the economy, industry, culture, society, community, etc. of the country. The office of the Director Examinations will administer and monitor the final defense and announce the result officially on receiving the results and all requisite documents including the second draft of thesis on which GEC has graded the student, from the GEC and concerned department. After final defense, GEC will make one of the following recommendations:-

Will be applicable to all current students also

- (a) Pass with no observation
- (b) Pass with minor changes¹
- (c) Major changes required (second final defense if needed)
- (d) Failure

Note: ¹In case GEC recommends "Pass with minor changes", the student will incorporate these changes in the thesis within 30 days and the Supervisor will certify accordingly.

26. In case the GEC is of the opinion that a second final defense by the PhD student is required, GEC will recommend the time of next defense also.

Final Submission of PhD Thesis

27. After successful final defense, the student will submit final hardbound copies (color dark green and gold letters) and soft copy on DVD (in required number) duly signed by all concerned to the following offices:-

- (a) Concerned Department 01 Copy
- (b) Registrar 02 Copies (Registrar will send the hard and soft copies to Library after issuance of transcript).

Dismissal from PhD Program

28. A student shall be dismissed from the PhD Degree program if:-

- (a) CGPA remains below 3.00 on completion of his/her course work even after availing all chances for improvement of grades.
- (b) CGPA is below 3.00 in two consecutive semesters (irrespective of courses taken in each semester).
- (c) Fails twice in the comprehensive examination or defense of research proposal.

- (d) Failure to defend Research Proposal till completion of third calendar year.
- (e) Earns two consecutive “U” grades in research progress reports.
- (f) Declared failed in the final defense.
- (g) Fails to complete all the degree requirements within the maximum time allowed including all extensions.
- (h) On account of plagiarism or falsification of the research data.
- (i) Unauthorized absence for more than 45 days after registration.

29. After dismissal from a PhD program, a PhD student cannot join any PhD program offered by Air University.

30. If plagiarism is established in the thesis of PhD candidate at a later stage on a complaint received, then the supervisor will also be held responsible for this act and will be blacklisted for 5 years. A disciplinary action against the Supervisor may also be initiated by the University. However, if the complaint is proved to be false then the complainant of false elevation of plagiarism may be blacklisted for 10 years.

Monitoring, Responsibilities, and Misc Issues

31. The PhD student is responsible for meeting all academic requirements in time to become eligible for award of the PhD degree. Supervisor, GEC, and Department Chair will facilitate student for pursuing his/her program. Concerned Department, Registrar Office, and office of the Director Examination are required to keep complete record of each PhD student. FBGS will record all proceeding and approvals on case to case basis and send the minutes to all concerned for necessary action and for record purposes. The office of the Director Examination will administer, monitor and announce the official result of comprehensive examination, defense of research proposal, and final defense as per AU Examination policies on receiving the results and all requisite documents. Dean Graduate Studies is to ensure that all academic related activities of PhD students are carried out as per the policies and norms of the university. In case of any dispute, the matter will be decided by VC on the recommendation of Dean Graduate Studies and his decision will be final.

ADDITIONAL PROVISIONS IN HEC’S NEW GRADUATE EDUCATION POLICY-2023

APPLICABLE TO FALL-2023 & ONWARDS INTAKE

Award of Degree

2. On the recommendations of the Faculty Board of Graduate Studies (FBGS) to Vice Chancellor (VC) through Director Academics and Registrar, Air University will award the degree of Doctor of Philosophy (PhD) to the Candidates who satisfy the requirements mentioned

below. Faculties and Departments may specify additional requirements if considered appropriate/necessary on a case-to-case basis, with the approval of VC through FBGS. The standard requirements are further explained in subsequent paragraphs.

- (a) **Coursework and Residency Requirement.** The minimum coursework required for award of PhD degree shall be 18 credit hours (CH) of graduate level courses, with at least half being 800 level courses beyond the Master's Degree, unless the Master's degree is from another discipline in which case the coursework will exceed 18 CH with at least half being at 800 level. When a PhD student is deemed to require additional courses to undertake PhD research, the concerned Department may recommend a maximum number of two additional courses. Residency requirement may be mandatory till completion of the coursework.
- (b) **PhD Comprehensive Examination.** On meeting the coursework requirement mentioned in para 2(a) above, a student is required to pass the Departmental Comprehensive Examination to be granted candidacy as PhD researcher. Student failing the Comprehensive Examination will be allowed to retake the exam once.
- (c) **Successful Evaluation of PhD thesis.** Positive report by the Supervisor and internal/external evaluator(s)/examiner(s) on the PhD thesis is an essential requirement before final defense by the PhD Candidate.
- (d) **Research Publications.** It is mandatory for a PhD Candidate to publish at least one research paper in 'W' category HEC HJRS journal or at least two research articles in 'X' category journals, for Science disciplines, and b- one research article in 'X' category journal or two research articles in 'Y' category journals for Social Sciences. The research article(s) shall be from research conducted by the PhD scholar. The research shall be published after approval of the research synopsis and the article(s) must be published as first author in relevant research journal(s).
- (e) **Final Defense.** An open defense of the thesis/dissertation is required after positive evaluation by the GEC, external evaluator(s) and local examiner. This defense shall be advertised on the university website and other fora of communication in the form of an oral presentation by the PhD scholar in the presence of GEC, any other members present and the Dean Graduate Studies/neutral Chair. The final decision shall be expressed in terms and should earn approval by a majority vote of the GEC.
- (f) **Final Submission of PhD Thesis.** One hardbound (in approved color) PhD thesis/dissertation (duly signed by all GEC members and Head of Department, Dean Faculty and Dean Graduate Studies and stamped by Office of Director Examinations) along with its softcopy on CD/DVD shall be submitted by the

Office of Registrar within 30 calendar days from the date of the Final Defense. Director Examinations (with the consultation of concerned Department Chair) may relax this period for another one month, if GEC has asked the Candidate to incorporate changes/additions in the thesis/dissertation.

3. **Degree Completion Timeline.** PhD degree shall be awarded not before the completion of three years or six regular semesters and not after completion of six years; except in case a PhD scholar has submitted his/her Thesis to the external evaluators, a further extension of one semester may be granted on recommendation of the FBGS and approval by Vice Chancellor. The completion date of PhD degree which is the date of the successful Final Defense, shall be reckoned with the date of notification of the award of PhD degree. The maximum duration shall be determined from the date of student enrollment until the date of the completion notification of the PhD degree.

Admission in PhD Program

4. **Eligibility Criteria.** Eligibility and other matters related to admission are as follows:

- (a) **Degree Requirement:** Prior to admission into a PhD program, the student shall have been awarded MS/MPhil or equivalent degree as described in this policy **OR** students pursuing MS/MPhil studies and interested in continuing to PhD may be granted *provisional admission* upon satisfaction of the Admission Committee regarding Statement of Purpose and students' commitment to the PhD program, provided that confirmation of the admission shall be subject to the fulfilment of the following conditions within a period of one year from the date of provisional admission: a. Award of MS/MPhil degree, as prescribed in this policy. b. Clearance of the admission test, as prescribed in this policy. Intra-disciplinary admissions may be allowed only where stated eligibility requirements permit. HEC 3.1 adopted while 3.2 partially adopted.
- (b) **Entry Test:** Pass the Air University (equivalent to Graduate Record Examination GRE/Higher Education Aptitude Test HAT relevant category) with a passing score of 60% **OR** Air University will accept an equivalent test conducted by testing bodies accredited by HEC. HEC 3.4 adopted
- (c) **Cumulative Grade Point Average (CGPA):** a) For admission in PhD programs, a minimum CGPA of 3.0 (out of 4.0) or 60% (in the annual system) in the MS/MPhil/equivalent degree being considered for admission, is required, whether such degree was obtained from Pakistani or foreign universities. b) If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university. c) The students having strong demonstrated interest in obtaining PhD degree, but with CGPA below 3.00 (out of 4.00 in the semester system) or 60% marks (in the annual system) in the most recent degree obtained, may be admitted to a PhD program

after fulfilling the following requirements: i. Shall study additional courses of 9-12 CH of level 7 (Masters level) taking a zero semester at admission at the awarding university/HEI/DAI and score minimum 3.00 out of 4.00 GPA, ii. The admission committee is satisfied that the applicant's knowledge of primary area (level 7; Masters) has sufficiently prepared him/her to undertake the course of studies of the doctoral program, and iii. These requirements shall be in addition to any other requirements set in this policy for admission to a PhD program.

(d) **Statement of Purpose.** All applicants are required to submit a Statement of Purpose along with the application form, writing clearly their intended research interest and background, and preference/choice of Supervisor where applicable. The statement of purpose will include:

- (i) Title of the potential research proposal.
- (ii) Clear articulation of the current understanding of the intended field and ideas for potential research.
- (iii) Explanation of the intended impact of the proposed research, and
- (iv) The prospective candidates shall demonstrate passion and enthusiasm for the area of research.

5. **Rejection and Transfer Cases.** In case of rejection of application, applicant may apply again after removing the observations of concerned Department or Admission Office. An applicant, who is already pursuing a PhD program elsewhere, can get transferred to Air University if he/she meets all the admission requirements of Air University. However, he/she will be required to follow the complete admission process. All transfer cases will be recommended to the FBGS for final approval. A maximum of nine credit hours (CH) coursework is transferrable, subject to the recommendation of the concerned Dean of the Faculty to the FBGS after scrutiny by a Transfer Committee constituted by the concerned Chair Department. In exceptional circumstances, a maximum of nine research CH may be transferrable subject to the acceptance of the concerned Supervisor, GEC Committee.

6. **Deficiency Courses.** In case the concerned Department places an additional requirement that an applicant should clear one or more Deficiency Course(s), provisional admission may be granted subject to clearing the Deficiency Course(s). In such a case, a provisionally admitted student will be required to Pass the course(s) which will not be graded towards the CGPA and the duration for completing such course(s) may not be counted towards the PhD duration. The student will have a maximum of two chances to clear the Deficiency Course(s) and will be charged fees, in addition to other admissible fee, as determined by the level and CH of the course(s). Such Deficiency Course(s) will appear in the Transcript showing only Pass/Fail grades. A student not Passing the Deficiency Course(s) within the maximum allowed attempts will not be granted admission to the PhD Program.

7. **Registration Requirement of PhD Student.** A PhD student is required to maintain his/her registration (both for coursework and for research work) throughout the duration of PhD studies and pay the required fee(s) as per the AU rules. If he/she fails to register in any semester, he/she shall cease to maintain his/her status as PhD student of the University. In case the student applies for reinstatement of his/her status to the Registrar he/she shall have to pay all dues, deposit re-admission fee and fine as applicable, within 45 days of the start of the semester.

8. **PhD Coursework.** A PhD student is required to register for at least nine CH coursework in each semester, in the first two regular semesters. Dean of the faculty, on the recommendation of Chair Department, may allow registration for minimum of six CH instead of nine. After completion of required coursework, a PhD student is required to register for research work as per existing policy and procedure of registration and fee payment. If the student is required to repeat a course or take an extra course advised by his/her Supervisor/GEC, he/she may register for that course in addition to research work.

9. **Beyond Duration of Normal PhD Studies.** The minimum/normal duration of the PhD studies shall be three academic years - an academic year consists of two regular semesters i.e., Fall and Spring, extendable by three more academic years (on semester-to semester basis) by Dean of the concerned Faculty on the recommendation of the concerned Chair Department. A fee penalty of 50% tuition fee will be imposed per semester beyond the fourth year. The Doctoral Thesis/Dissertation must be sent to external and local examiners/experts for evaluation by Office of Graduate Studies as soon as possible. Scholars who fail to get their final defense examination (FDE) scheduled within the allowed time shall have to apply in writing to the FBGS through GEC for the extension beyond the sixth year with justification(s). Subsequently, the FBGS may recommend to VC an extension of one final regular semester provided the Candidate has submitted his/her finalized thesis to external and local examiners/experts for evaluation, and the FBGS has reasons to believe that the scholar will be able to get his/her final defense scheduled and complete all other academic requirements within the extended time frame. Offices of the Director Examination, Registrar and Director Academics will be intimated of all the extensions granted, for record purpose.

In case the scholar still fails to complete the degree requirements, the FBGS will refer the case of dismissal from the program to the VC through Director Academics.

10. **Semester Leave.** All Semester Leave cases shall be forwarded by respective Dean to the FBGS. A PhD Student/Candidate is eligible for leave up to a maximum of two semesters (on a semester-to-semester basis) in case the student has completed his/her coursework. In extraordinary conditions, a student may be eligible in case he/she has completed at least one semester. A maximum of one semester of leave granted will not be counted towards the duration of the studies.

11. **PhD Supervisor, Guidance and Evaluation Committee (GEC), Foreign and Local Examiners.** Within one month of the confirmation of Doctoral student's admission to the PhD

Program, the FBGS will approve a PhD Supervisor. Being the Supervisor of the PhD Scholar, he/she will chair the Guidance and Evaluation Committee (GEC), as Convener. After the appointment of Supervisor and registration of the PhD scholar, approval of the FBGS will be required within the first semester for a GEC consisting of a minimum of three members including:

- (a) Supervisor (Convener)
- (b) Co-supervisor (Member; optional)
- (c) One Internal Regular Faculty Member of Air University (Member).
- (d) One Regular Faculty Member of another HEC-recognized University (Member).
- (e) All members of the GEC must be PhD degree holders and satisfy HEC criteria

12. Publications and PhD Research Work Ownership PhD research work completed under supervision is a shared property of supervisor and supervisee. All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.

13. External Evaluation of Thesis/Dissertation

In addition to the evaluation of thesis by GEC and plagiarism test, the thesis will also be sent, through Office of Graduate Studies, for evaluation to:

- (a) at least *two* external experts who shall be
 - (i) PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year OR
 - (ii) Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science. OR
 - (iii) At least *one* external expert qualifying any one of the conditions mentioned at 'a' above if the PhD candidate publishes thesis/dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences/Management Sciences.
- (b) The selection of external evaluators will be based on the relevance of the research area to the expertise of the evaluator. The following general guidelines

shall, at least, be observed: relevance of expertise, no conflict of interest, objectivity, diversity in terms of geography, culture and professional background, reputation, availability, professionalism, communication (capable of providing clear and constructive feedback on the thesis/dissertation) and compatibility (well-versed with research methodology, approach and theories used in thesis/dissertation).

- (i) **Appointment of External Evaluators** Each Department will recommend, through concerned Dean, five names to Dean Graduate Studies, as external evaluator(s) according to the criteria specified above, to Office of Graduate Studies for each Doctoral Candidate. From the recommended name(s), Director Academics will approve the external evaluator(s). Subsequently the Office of Graduate Studies will contact and send soft copies of the thesis/dissertation to the approved evaluator(s). The received evaluation(s) will be forwarded to concerned Supervisor and concerned Chair Department.
- (ii) **Appointment of Local Examiner** Each Department will recommend, through concerned Dean, two names to Dean Graduate Studies, as Local Examiner, in country, in addition to one local external examiner in GEC, to Office of Graduate Studies for each Doctoral Candidate. From the recommended name(s), Director Academics will approve the Local Examiner. Subsequently the Office of Graduate Studies will contact and send soft copies of the thesis/dissertation to the Local Examiner. The received evaluation will be forwarded to concerned Supervisor and concerned Chair Department. The Local Examiner will be required to attend the Final Defense Examination.

14. **Change of Supervisor.** The case of change in PhD Supervisor, if unavoidable, will be initiated by Chair Department and forwarded to FBGS for approval through the respective Dean within two weeks of the application of student. The concerned Chair Department may also initiate the change of Supervisor in case the Supervisor

- (a) has resigned from the University and is no longer a Regular Faculty Member,
- (b) or a Supervisor has proceeded on leave from the University for a period exceeding one semester; unless the PhD scholar has submitted the First Draft of the Thesis/Dissertation to his/her Supervisor.

The approval will be sent to all concerned for record purpose. The same procedure will be followed in the case of any change in GEC. However, such changes shall not form a reason for extending the PhD studies beyond maximum duration.

15. **Comprehensive Exam (CE)** Within one semester of the completion of his/her

coursework (securing a min CGPA of 3.00/4.00) and within the first two years of registration into a PhD program, the PhD student shall take the Comprehensive Examination (CE) of the Department. Research credits will be counted towards the PhD degree when such credits are taken in candidature i.e. after passing the Comprehensive Examination.

- (a) Student will have two chances to clear the CE. After passing the Comprehensive Examination, the status of the PhD student will be converted to PhD Candidate. There shall be no award of a 'U' grade to a PhD student not able to clear the CE in the first attempt provided it is within the permissible timelines.
- (b) The CE will be administered by a CE Committee chaired by the respective Dean with members comprising the concerned Chair Department, one Senior FM from the concerned Department and one specific-area subject specialist from within the Department. In case the Dean is also Supervisor of the PhD Student appearing for the CE, the Dean Graduate Studies will chair the CE Committee and the Dean may be part of the Committee.
- (c) The CE will have two parts, not repeated from past papers, namely Part I (Written) and Part II (Oral).
- (d) The CE Part I will consist of two Written Examinations of three hours each taken on two separate days preferably in the same week. The first written paper will assess the conceptual knowledge of the discipline in which the student is admitted while the second shall cover the courses studied at the graduate level (MS/PhD).
- (e) The CE Part II will be an Oral Examination taken by the QE Committee and any co-opted AU FMs from any Department of the University. The purpose of the Oral Examination will be to determine the grasp of the student on basic as well as research-specific concepts. HEC 3.7 ii and iv adopted while iii (force majeure) not explicitly stated

16. **Result of Comprehensive Examination** The Comprehensive Examination shall not be assigned a numerical grade and the results will be expressed in terms of Pass/Fail only. The office of the Director Examinations will announce the official result of the CE on receiving the results and all requisite documents from Supervisor/GEC/concerned Department as per AU examination policies.

17. **Defense of Research Proposal.** After passing the CE, and within the first three years of registration into a PhD program, a Doctoral student will be required to prepare, present, and defend a research synopsis outlining his/her intended research, to GEC for its approval (title of intended PhD Thesis is not part of the research synopsis, although student may propose a tentative title). This Defense may also be held in a Summer Break following a regular semester.

In this Defense, the student must ensure that the selection of the research area shall

correspond to the community needs at regional and local levels and comply with the priority national research agenda. ii. Reflect the basic and pure research. iii. Signify emerging areas of research that coincide preferably with sustainable development goals (SDGs). The synopsis shall also cover how his/her research work would benefit the economy, industry, culture, society, community, etc., of the country. Two chances (with a gap of up to six weeks between the two) will be given to student to clear his/her topic defense.

There shall be no award of a 'U' grade to a PhD student not able to clear the Research Proposal Defense in the first attempt provided it is within the permissible timelines.

18. **Result of Proposal Defense.** There shall be no award of a 'U' grade to a PhD student not able to clear the Research Proposal Defense in the first attempt provided it is within the permissible timelines.

19. **Change of Research Area of the Student.** Any change(s) in the area of research and research proposal of any student, once it has been finalized, is not a preferred situation and all possible efforts will be made by concerned Department Chair to discourage students to change their area of specialization and research as it will result in wastage of student's time and Department resources. However, if it is inevitable, then FBGS will forward its recommendations to VC through Director Academics. Change of research area will not be taken as a reason, by the student, for extending the duration of PhD studies.

20. **Research Progress.** After successful defense of Research Proposal, progress reports by the PhD Candidate duly signed by the Supervisor are to be submitted to GEC, Chair Department and the office of the Director Examinations for posting of awarded 'S' (Satisfactory)/'U' (Unsatisfactory) interim grades by the respective Supervisor within thirty days of the end of each semester. Minutes of GEC Meeting are to be submitted to Office of Graduate Studies by the middle of each semester indicating the progress of the Candidate based on an oral/seminar presentation. Candidate who fails to submit the report in time may be fined and will be allowed to register for the next semester only after payment of the fine and submission of the progress report. The P/G coordinator in each Department is required to maintain updated records of the student.

21. **Submission of First Draft of Thesis/Dissertation.** On completion of research requirements (as per research proposal), PhD Candidate will submit the first draft of the PhD thesis satisfying the HEC Guidelines for the Doctoral Thesis/Dissertation to his/her Supervisor (who may suggest changes/corrections etc., and ask the Candidate to resubmit). If the Supervisor finds the thesis to be satisfactory, he/she shall ask the Candidate to finalize the thesis and its title for further evaluation by all concerned, complete any remaining requirements for the award of degree, and apply for final defense.

22. **Similarity/Plagiarism Check.** Before sending the PhD thesis for evaluation, the Supervisor is required to conduct a similarity/plagiarism check of the PhD thesis, as per the Guidelines of the HEC Graduate Education Policy Section 5.4 including Committee on

Publication Ethics (COPE) with References/bibliographies and tables of content removed from the submitted documents, using software approved by AU with the help of the office of Director Quality Enhancement Cell (QEC). The similarity index of the test should be less than or equal to 19%, with less than or equal to 5% from any single source. If the similarities of a report are from the author's own (previous) work, then they may be ignored only if the material has been cited by the author. Similarly, the Thesis/Dissertation should adhere to the Generative-AI Policy of the University. A certificate to this effect duly signed by Supervisor and countersigned by Department Chair and Director QEC is to be forwarded to Registrar and Director Examination. This certificate shall also be attached with the hardbound and soft copies of the PhD thesis.

23. **Evaluation of the PhD Thesis.** Candidate must submit his/her finalized thesis to GEC at least 06 months prior to the maximum allowed duration. It must be sent to external evaluators and local examiner by the Office of Graduate Studies as soon as possible.

- (a) In case the External Evaluator (s) gives his/her assessment of thesis as "Accept with Minor Changes", the PhD Candidate will incorporate these changes in the thesis and the Supervisor will certify that these changes have been incorporated. Subsequently, the Final thesis will not be resubmitted to the same Evaluator(s).
- (b) If the report of the External Evaluator(s) states "Accept with Major Changes", the matter may be referred to GEC who will ask the Candidate to modify his/her research or thesis accordingly. The GEC will then certify that the requisite changes have been made and the final thesis will not be resubmitted to the external evaluator(s). After receiving positive evaluation report by external evaluator(s), the local external examiner and the Supervisor, the Candidate shall apply for final defense of his/her thesis/dissertation.
- (c) In case of unsatisfactory comments (rejection of the research work) by one of the external evaluators, the thesis/dissertation will be sent to the standby expert for evaluation, by external Evaluators (including standby), the matter will be referred to Dean Graduate Studies for further deliberation by concerned Chair Department and Dean.

24. **Final Defense Examination.** The PhD Candidate will be eligible for final defense and will formally apply for it, provided he/she has met the conditions mentioned above. The final defense must be an open defense by the Candidate, attended by GEC, all the available FMs, MS and PhD students of the Dept., and by the Department Chair and Dean in the presence of Dean Graduate Studies/neutral Chair and Director Exams. This Defense may also be held in a Summer Break following a regular semester. After final defense, GEC will make one of the following recommendations:

- (a) Pass
- (b) Pass with minor changes

- (c) Deferred (Major changes required, second final defense if needed)
- (d) Fail

25. **Final Defense Pass with Minor Changes.** In case GEC recommends “Pass with minor changes”, the Candidate will incorporate these changes in the thesis within 30 days and the Supervisor will certify accordingly.

26. **Deferred Final Defense.** In case the GEC recommends that the result is “Deferred” and if the GEC recommends that a second Final Defense by the PhD Candidate is required, GEC will recommend the time of next defense also; otherwise PhD Scholar will incorporate the changes and return within a period of up to three months.

27. **Non-compliance with University Policy/Quality.** In case of non-compliance with AU Policy/Quality issues, the Dean Graduate Studies may recommend corrective actions to concerned Dean/Chair Department for necessary compliance and subsequent approval by VC.

28. **Final Submission of PhD Thesis/Dissertation.** After successful final defense, the student will submit one hardbound copy to Supervisor, which will be duly stamped by the Office of Director Examinations, and one hard copy with soft copy to the Office of Registrar which shall be forwarded to the Main Library for the repository.

29. **Dismissal from PhD Program.** A student /Candidate shall be dismissed from the PhD Degree program in case of one or more of the following conditions:

- (a) His/her CGPA remains below 3.00 on completion of his/her course work.
- (b) His/her CGPA is below 3.00 in two consecutive semesters (irrespective of courses taken in each semester.
- (c) He/she fails twice in the comprehensive examination or defense of research proposal.
- (d) The Candidate is awarded two consecutive ‘U’ grades.
- (e) The Candidate is declared ‘fail’ in the final defense.
- (f) The Candidate fails to complete all the degree requirements within the maximum time allowed including all extensions.
- (g) Plagiarism or falsification of the research data is established.
- (h) The Candidate fails to pay fees for every extended semester, beyond normal duration of respective program, and the Thesis/Dissertation Evaluation fees.

30. **Re-admission of a dismissed PhD candidate/student.** After dismissal from a PhD program, a PhD student/Candidate cannot join any PhD program offered by Air University.

31. **Plagiarism in Thesis/Dissertation.** If Similarity/Plagiarism is established beyond specified limits is determined, the case will be forwarded to Dir QEC for further investigation in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time.
32. **Grievance Committee.** The University Graduate Programs Grievance Committee will address any grievances of PhD students and scholars to provide just and timely support to all stakeholders.
33. **Force Majeure.** In the event of force majeure i.e., delay on account of circumstance(s) beyond the control of a student, or in case the delay is caused due to process or administrative reasons, the university may grant an extension within the maximum duration specified in Section 6 above “Beyond Duration of Normal PhD Studies”.
34. **Award of Post Graduate Diploma/Certificate.** A student who successfully completes his/her coursework and passes the comprehensive examination but is unable to defend a PhD research proposal or does not complete the required research for obtaining a PhD degree within the maximum duration shall be granted another MS/MPhil upon completion of necessary requirements as determined by the University.
35. **Implementation of PhD Policy 2023.** This Policy shall be applicable to all students of Air University Islamabad and all campuses, with effect from the Fall-2023 semester.
36. This chapter shall govern all PhD programs at Air University.

CHAPTER IX ACADEMIC COSTUMES

1. The academic costumes of the University shall consist of:-
- (a) a gown;
 - (b) a hood; and
 - (c) a headgear

Costumes

2. The details of costumes may be as under:-

- (a) **For the Chief Guest/ Chancellor/ Chairman Board of Governors** Gown of dark navy cloth, with gold embroidery in front and on the outside of the bottom of the sleeves with conventional head wear with golden tassel.
- (b) **For the Vice Chancellor and Registrar** Gown of dark navy cloth, with silver embroidery in front and on the outside of the bottom of the sleeves with conventional head gear with silver tassel.
- (c) **For Deans of Faculties, Directors** Black colored gown, with three one inch broad colored stripes on front and on outside of the bottom of sleeves.
- (d) **For Principals and Heads of Departments.** Black colored gown, with two one inch broad colored stripes on front and on outside of the bottom of sleeves.
- (e) **Dress of the Members of Procession/Faculty.** Black colored gown, with colored faculty hood and traditional black graduation cap with black tassel. Formal dress with black shoes.
- (f) **For Graduating Students** Black colored gown, with colored graduate hood and traditional black graduation cap with black tassel. Formal dress with black shoes.

3. The following colors shall be assigned to the disciplines and shall be represented on the hoods of the graduates of that discipline as per detail below :-

Discipline	Color
Faculty of Engineering: -	
Department of Electrical <i>and Computer</i> Engineering	Orange
Department of Mechatronics Engineering	Orange
Department of <i>Biomedical</i> Engineering	Orange
Institute of Avionics & Aeronautics: -	
Department of Mechanical & Aerospace Engineering	Orange
Department of Avionics Engineering & Information Security	Orange
Faculty of Computing & Artificial Intelligence: -	
Department of Computer Sciences	Orange
Department of Cyber Security	Orange
Department of Creative Technologies	Orange

Department of Computer Games Development	Orange
Faculty of Administrative Sciences:-	
Department of Business Studies (<i>AUSOM</i>)	Red
Department of Management Studies (<i>AUSOM</i>)	Red
Department of Graduate Studies (<i>AUSOM</i>)	Red
Faculty of Basic and Applied Sciences	
Department of Physics	Red
Department of Mathematics	Red
Faculty of Social Sciences: -	
Department of English	Red
Department of Humanities & <i>Education</i>	Red
Department of Psychology	Red
Faculty of Aerospace and Strategic Studies: -	
Department of Aerospace and Strategic Studies	Red
Department of International Relations	Red
Faculty of Health Sciences: -	
Fazaia Medical Colleges	Blue
Fazaia College of Nursing & Allied Health Sciences	Blue

CHAPTER X CONVOCATION

Introduction

1. The convocation shall be held for conferring the degree of a particular year or years, if there was no convocation in the previous years, on persons who have under prescribed conditions, pursued a course of study in, and completed all the requirements associated with that degree of the University, and on persons who have under prescribed conditions carried on independent research.
2. The Patron-in-Chief shall, when present, preside over the convocation of the University. The Chancellor shall, in the absence of the Patron-in-Chief, preside over the convocation of the University.
3. If Patron-in-Chief / Chancellor is required to preside, the date of every convocations shall

be fixed by the Patron-in-Chief / Chancellor on the recommendations of the Vice Chancellor. Registrar shall check the availability of Chairman BOG. As soon as the date of the Convocation is fixed, the Registrar shall notify all graduates entitled to receive their degrees at the convocation through the press and through notices sent to the candidates known addresses or emails or AU's official social media platforms.

4. Registrar shall also notify all members of the Board, Executive Committee / *UFC*, Academic Council, Deans / Directors and the faculties by means of circular, giving the time, date and venue of the Convocation.

5. Graduates receiving degrees at the convocation in accordance with the regulations for admission to degrees shall collect academic costumes prescribed for the degrees in question from the University convocation office. No graduate shall be admitted to convocation unless and until he/she is in the proper academic costume. Similarly, all Deans / Directors, and other officers presenting themselves at the convocation, shall wear the academic costume to which they are entitled throughout the ceremony.

Sequence of events during convocation

6. Following is the sequence of event of the convocations.

- (a) The members of the University, constituent institutions and the graduates who are to receive their degrees shall assemble at the place and time notified to them by the Registrar of the University.
- (b) **Assembly of the Procession.** At the appointed time, a procession shall be formed and shall enter the convocation hall or enclosure in the following order.
 - (i) The Registrar
 - (ii) Junior Most faculty members in two columns followed by next senior faculty members
 - (iii) Head of Departments
 - (iv) Directors
 - (v) Deans of Faculties and DGs of Institutes
 - (vi) The Vice Chancellor
 - (vii) Chairman Board of Governors.
 - (viii) The Chancellor
 - (ix) The Chief Guest
- (c) Announcement for faculty procession and national anthem will be made prior to

entrance of the procession in Convocation Hall.

- (d) **Entrance in convocation hall.** Those present in the Auditorium shall rise in their seats when faculty procession enters the convocation hall.
- (e) **National Anthem.** The National Anthem of Pakistan will start playing when the last member of the procession, (Chief Guest or Chancellor) reaches his/her seat. All present in the Auditorium shall keep standing till the end of the National Anthem.
- (f) **Declaration of opening convocation.** The Chancellor shall, at the request of the Registrar, declare the convocation open.
 - (i) Registrar in following words will request the Chancellor to declare Convocation Open.

“Worthy Chancellor, May I request you to declare Air University Convocation 20 -- open”

- (ii) Chancellor in following words will allow the convocation to open

“I declare the Air University Convocation 20 -- open”

- (g) The proceedings of the convocation shall begin with recitation from the Holy Quran.
- (h) After recitation from Holy Quran, announcement will be made for VC Air University's Address. The Vice Chancellor shall address the convocation presenting a brief report regarding achievements of the University.
- (i) Presentation of candidates. The candidates for the award degrees shall be presented to the Chancellor by the Registrar in convenient batches, in the following words.

“I now request the Chancellor Air University to allow the candidates to be presented”

- (j) The Chancellor shall reply in the following words.

“Let the candidates be presented”

- (k) Order of conferment. The following order shall be observed in the conferment of the degrees: -
 - (i) Candidates for the degrees of PhD.
 - (ii) Candidates for the degrees of MS/MPhil. /MBA.
 - (iii) Candidates for the undergraduate degree programs.

- (l) The Registrar shall present the candidates to Chancellor in following words.

“Worthy Chancellor, I present to you the candidates of the Air University, who have been certified after examination to be duly qualified to receive the degree of.”

- (m) The Chancellor shall confer the degree using the following words.

“By virtue of the authority vested in me as the Chancellor of the Air University, I admit you all to the degree announced and token thereof I present to you these degrees and authorize you to wear the robes ordained as the insignia of aforesaid degrees.”

- (n) **Award of Prizes / Medals / Other Distinctions.** Medals shall be awarded in the same order as was the conferment of the degrees. The Chief Guest shall award the prize, medal or other distinction. The candidate shall receive the prize, medal or other distinction from the presiding officer and resume his/her seat.

- (o) **Convocation address.** After distribution of Prizes and Medals, the Chief Guest shall address the convocation.

- (p) **Presentation of University Souvenirs.** Announcement will be made to give Souvenir to the Chief Guest, Chancellor, Chairman HEC (if present) by VC, Air University. On each announcement, VC will present the Souvenir to each dignitary.

- (q) **Closure of convocation.** At the request of the Registrar, the Chancellor shall declare the convocation closed. Registrar requests the Chancellor to declare the convocation close by saying

“Worthy Chancellor, May I request you to declare the Air University Convocation (year) closed”

- (r) Chancellor declares the convocation close by saying

“I declare the Air University Convocation (year) closed”

- (s) **Procession to depart the hall.** The announcement will be made that the procession will depart the Convocation Hall. All present are to rise. The Procession will depart the hall in the reverse order it entered with Chief Guest leading the procession, followed by Chancellor, Chairman BOG, Vice Chancellor, Registrar, Deans, DGs, Directors, HoDs, and Faculty Members in order of seniority.

7. The Convocations concludes on departure of procession

CHAPTER XI

AWARD OF MEDALS ON CONVOCATION

1. **Introduction.** This chapter describes the criteria for award of Gold and Silver medals during the Convocation of the Air University.

2. **Medal Criteria for Undergraduate Programs**

Following criteria shall be used for award of medals in undergraduate programs.

- (a) Student securing highest CGPA will get the gold medal. Second highest will get the silver medal.
 - (i) CGPA of the student must be 3.50 or above.
 - (ii) CGPA will be rounded off to two decimal places for determining the position of students in the batch.
 - (iii) The student must have completed his/her Degree within four years during regular semesters with no “D” or lower grade, no “I” grade, and no “W” grade. Migrated/transferred student from other HEI/campus (es), a timeline of normal degree duration would be considered wef the date of admission at parent HEI/Campus
 - (iv) There should have been no disciplinary case against the student.
 - (v) In case of a Tie, both candidates will receive the respective medal..

3. **Medal Criteria for Masters Programs.** Following criteria shall be used for award of medals in graduate programs.

- (a) Students must be from a Program with a minimum enrollment of five students. Student securing highest CGPA will get the gold medal. Second highest will get the silver medal.
- (b) CGPA of the student must be 3.75 or above.
- (c) **Zero semester will not be counted towards degree completion duration.**
- (d) CGPA will be rounded off to two decimal places for determining the position of students in the batch.
 - (i) The student must have completed his/her Degree within the normal time duration (as per table given below) during regular semesters with no “I” grade, and no “W” grade

Sr#	Program	Normal Duration
1. *	MBA 1.5	18 Months
	MBA 2 years	2 Years
2.	MS Programs of AUSOM	18 Months
3.	All other Masters Programs being Offered by the University	2 years

*The duration of degree completion would be counted as given in the table, however, medal(s) would be awarded intake/program-wise. The rest of the criteria would remain intact.

- (e) There should have been no disciplinary case against the student.
- (f) In case of a Tie, both candidates will receive the respective medal.
- (g) Migrated/transferred student from other HEI/campus (es), a timeline of normal degree duration would be considered wef the date of admission at parent HEI/Campus.

CHAPTER XII

FINANCIAL AID – FELLOWSHIPS, SCHOLARSHIPS, ASSISTANTSHIPS, AND TUITION EXEMPTIONS

1. In every Fall semester, AU invites applications from fresh entrants for financial grants at the time of applying for admission at AU portal. Based on the information provided by students, Financial Aid Office (FAO) prepares a list of needy/deserving students for financial grants. The scale of all need-based grants will depend on the availability of funds and would be reviewed periodically. Following are categories of grants available to students at Air University:

- (a) Ehsaas Undergraduate Scholarship Projects, EUSP) (If Govt/HEC offers scheme)
- (b) HEC Need Based Grant (Subject to funding in recurring grant)
- (c) Punjab Educational Endowment Fund (PEEF)
- (d) Air University Need Based Financial Grant (AUNBFG)
- (e) Incentive Financial Grant (IFG) to AU Multan Campus
- (f) PAF Wards Discounts/Rebate
- (g) AU Employee Discount
- (h) AU Employee Ward Discount/Rebate
- (i) HEC Employee Ward Discount

2. **Procedure to Apply for Financial Grants.** Following procedure would be followed: -

- (a) All candidates who are applying for admission at AU in undergraduate program can also apply for financial grants on the prescribed form available with online-admission form while entering their personal and academic data.
- (b) After confirmation of admission, the students would be required to submit the necessary documents at Financial Aid Office within fifteen days of commencement of semester.
- (c) The students who missed to apply online at the time of Fall admissions can also apply to Registrar for financial grant on prescribed form within fifteen days of commencement of semester
- (d) The students admitted in Spring semester would be eligible to apply for financial grant in the next Fall semester on prescribed form.

3. **Eligibility Criteria** Following is eligibility criteria for award of financial grant to students:-

- (a) Students admitted on open merit only are eligible for award of NBFG.
- (b) Continuation of NBFG is subject to good conduct of the student and educational performance (minimum CGPA of 2.0) in the proceeding semesters. Financial Grant of the student having less than 2.0 CGPA will be discontinued and would be resumed only when student acquires CGPA ≥ 2.0 .
- (c) Only one NBFG to student is permissible i.e., students availing any other need based financial grant or departmental grant or employee concession will not be eligible for award of second NBFG.
- (d) In a repeat case of penalty due to use of unfair means case or act of indiscipline, a student would be ineligible for any NBFG/Scholarship in following semesters.
- (e) Ehsaas Scholarship will be offered to students as per HEC defined criteria. Appendix "A"
- (f) Punjab Educational Endowment Fund (PEEF) will be offered as per PEEF Defined criteria. Appendix "B"
- (g) HEC Need based financial grant will be awarded as per HEC criteria. Appendix "C"
- (h) AU Employee concession would be awarded with subject to meeting following conditions:-
 - (i) Employee is not on probation period.
 - (ii) In case of self-enrolment in a degree program, the employee would be required to produce NOC duly issued by HR department.
- (j) AU Employee wards would be awarded fee concession with subject to meeting following conditions:-
 - (i) Employee is not on probation period.
 - (ii) The student is admitted on open merit in degree program
- (k) PAF Ward discount / rebate would be awarded 25% tuition fee rebate only on provision of requisite in-service/ retirement documents for normal degree duration only.

3. AU Incentive Financial Grant (IFG) for Multan Campus. As per directives of the BOGs, students of AU Multan Campus are awarded Incentive Financial Grant (IFG) on tuition fee which would be reviewed every year, keeping in view the availability of funds.

4. HEC Employee Wad Discount. Wards of HEC regular employee (but not on consultancy, contract or adhoc basis) would be awarded 50% Tuition Fee Concession for the complete degree program in the light of decision made in VCs Meeting held at HEC dated 7th

August, 2004 (Ref: Item No 06). All such student would require to produce letter of employment of his/her father/mother from HEC HR Dept at the time of admission and letter on semester-to-semester basis.

EHSAAS UNDERGRADUATE SCHOLARSHIP PROJECT

Eligibility Criteria:

- (a) Scholarship are offered to newly admitted students.
- (b) Admissions secured on merit only (merit means that the student has fulfilled the admission criteria of the institution in which he/she intends to study)
- (c) Age limit set by institution's i.e. the maximum age of the eligibility for the scholarship is the same as the maximum age for apply for admission in undergraduate programs at the HEI.

Eligibility Conditions

- (a) A student is ineligible for the scholarship if found.
- (b) Availing any other scholarship or continuous grant.
- (c) Enrolled in distant learning programs and affiliated colleges (both public/private)
- (d) Secured admission on self-sustain/self-support/ self-finance basis or in evening programs with higher fee.

PUNJAB EDUCATIONAL ENDOWMENT FUND SCHOLARSHIP (PEEF)

Eligibility Selection Criteria

- (a) At least 60% marks in Intermediate Exams.
- (b) Students are selected on Merit on the basis of FSc marks.
- (c) Monthly Family Income should not exceed beyond Rs 60,000/- per month.
- (d) Children of Government employees in BPS 1-4 are exempted from the condition of income, if salary is only source of income.
- (e) Children of civilians martyred in terrorist attacks are also exempted from the condition of income limit.
- (f) Passed Intermediate Examination from Punjab Board and Federal Board (within domain of Punjab).
- (g) Punjab Domicile Holder.
- (h) Fresh students from FSC without any study gap.
- (i) Name of recommended students are forwarded on prescribed Performa to PEEF for grant of funds.

HEC NEED BASED SCHOLARSHIPS: ELIGIBILITY CRITERIA

1. Financial assistance & scholarships are available for study at Undergraduate level in all disciplines at HEC selected public sector Pakistani universities and degree awarding institutions.
2. Students need to compete for securing admission at the participating institution as per admission policy of the institution and be enrolled in Undergraduate (4 years) programs.
3. Students in financial need who are already enrolled in participating institutions are also eligible to apply.
4. The eligibility of a candidate is linked to his/her financial needs as assessed by the Institutional Scholarship Award Committee. The financial background of the family of the applicant will be kept in view in this regard.
5. The number of slots will be decided by the universities.
6. Funding for slots will continue for the complete duration of the program. In case any students drop out, they will be replaced by other candidates on the waiting list.
7. All disciplines will be kept open. The selected university will decide whether to include or exclude any discipline keeping in view its grant, program cost, and number of allocated slots, etc.
8. In the case of Medicine, Pharm-D and other five-year programs, funding will be made available for the complete program.
9. Considering the allocated grant, the university may adjust the total number of scholarships to an extent in order to cover the tuition fees.
10. In addition to the tuition fee, every grantee will be paid Rs.6000/- stipend per month for the complete program.
11. Those students who secure admission on self-finance are not eligible for HEC Need-Based Scholarship Program

Appendix D

MERIT SCHOLARSHIPS POLICY

1. Air University offers Merit based Scholarships to all outstanding students enrolled in different undergraduate and graduate programs based on their semester results.

2. **Associate Degree / Undergraduate Students.** In undergraduate programs following scholarships are awarded to top three position holders of each program of a batch as tuition fee waiver: -

- (a) 1st Position Holder Rs. 25,000
- (b) 2nd Position Holder Rs. 20,000
- (c) 3'd Position Holder Rs. 15,000
- (d) Students attaining SGPA of 4.0 will get Rs. 5,000 over and above. However, they would be included in the first three position holders in the class. Also, the total value of grant would not exceed from 100 percent of paid tuition fee through AU or any other documented sources.

3. **Eligibility Criteria (for Associate Degree / Undergraduate Students)** Following is qualifying criteria for the merit scholarship of Associate Degree / UG students: -

- (a) Students of all Associate Degree / Undergraduate programs are eligible for grant of Merit scholarship.
- (b) Students must score minimum SGPA of 3.5 to qualify for the award of Merit Scholarship.
- (c) Full time students with full academic load in a regular semester will qualify for award of Merit Scholarship.
- (d) Merit Scholarships will not be awarded for summer semester.
- (e) Final Semester i.e., graduating batch will not be awarded Merit Scholarship.
- (f) If there is a tie on first, second and third position between two or more students, calculated till two decimal points, all of them would receive financial reward of their respective positions however: they will be counted in position holders of the batch.
- (g) In case of any conflict, Vice Chancellor's decision would be final.

4. **Postgraduate Students (MBA/MS/M.Phil)** In MBA/MS/ M.Phil. programs, scholarships are awarded to top three position holders of program of a batch for first two semesters only (with regular workload) in the shape of tuition fee waiver as shown below: -

- (a) 1st Position Holder Rs. 25,000
- (b) 2nd Position Holder Rs. 20,000
- (c) 3'd Position Holder Rs. 15,000
- (d) Students attaining SGPA of 4.0 will get Rs. 5,000 over and above. However, they would be included in the first three position holders in the class. Also, the total value of grant would not exceed from 100 percent of paid tuition fee through AU or any other documented sources.

5. **Eligibility Criteria (for MBA/MS/M.Phil students)** Following is qualifying criteria for the merit scholarship for MBA/MS/M.Phil. students: -

- (a) Students of all MBA/MS/M.Phil. Programs are eligible for Merit Scholarship.
- (b) Students must score minimum of SGPA as 3.75 to qualify for the award of Merit Scholarship.
- (c) Full time students with full academic load in a regular semester will qualify for the award of Merit Scholarship.
- (d) Merit Scholarship will not be awarded for summer semester and thesis work
- (e) duration.
- (f) Students having disciplinary punishment during the semester will be disqualified for the award of merit scholarship for the next one semester including ongoing semester.
- (g) A student would be granted merit scholarship along with Need Based scholarship or any other fee rebate through AU or external sources due to their parents but the accumulative award amount shall not exceed from 100 percent of paid tuition fee.
- (h) If there is a tie on first, second and third position between two or more students, calculated till two decimals point, all of them would receive financial reward of their respective positions; however, they will be counted in position holders of the batch.
- (i) The students enrolled in MS programs at AU on Gratis basis, as Research Assistant or on sponsorship (through AU or external sources), they would be counted towards merit position in the batch, but they shall be awarded only difference of merit scholarship amount and not exceeding 100% paid tuition fee.
- (j) In case of any conflict, VC's decision would be final.

6. **Revision of Scholarship Schemes.** The AU Merit scholarship scheme would be reviewed periodically to assess its effectiveness; accordingly, number of Merit Scholarships and allocated amounts could be increased or decreased by keeping in view the budget allocation and financial status of the University.

7. **Procedure for Award of Merit Scholarship.** Financial Aid Office would be responsible to process the case for award of merit scholarship to the eligible students within two months of declaration of semester final results. After finalization of merit scholarship, the students would be intimated by Financial Aid Office about the adjustment of award amount in fee or refund in the shape of payment draft.

Note: AU awards Spring & Fall Merit Scholarship in forthcoming alternate Spring & Fall semester each year.

CHAPTER XIII STUDENT AFFAIRS / MATTERS

1. The Student Affairs Department is headed Nominated by a Director, who works through dedicated staff members to maintain the following functions of the department:

- (a) The department is responsible to ensure implementation of the general code of conduct i.e. dress code, discipline, instructions and guidelines given to students about behavioral standards, social norms etc from time to time etc.
- (b) In administration and supporting role, the department facilitates students in organizing various inter / intra / extracurricular activities/events like Welcome/ Farewell parties, Students Sports week, declamations, funfairs, seminars, variety programs, national day's celebrations, educational/recreational and expedition visits etc.
- (c) The department processes the request received from individuals, Academics departments and AU societies/clubs for holding various indoor/outdoor activities through Event Management Team.
- (d) The department provides necessary guidance for seeking financial, administrative and logistics support to the Students/organizing bodies for holding an event by following the given SOPs.
- (e) The department renders assistance in resolving different issues amongst the students through counseling and other corrective measures as deemed appropriate, meeting parents if required, besides giving them adequate guidance as per AU given policies.

2. In case of misconduct, the University has the authority to take disciplinary action against wrong doers. Every member of the University has a responsibility to report any incident / occurrence of misconduct to Head Student's Affairs department through proper channel. At the time of admission all students are provided Academic Regulations available on AU Intranet as well as on AU Web site, encompassing / illustrating the AU code of conduct / behavioral standard expected from students while s/he is on campus. This practice ensures and promotes a safe environment that is conducive to academic learning and success. This practice also ensures that each graduating student of the Air University contributes to the society in a civilized and educated manner, once s/he leaves the University.

3. **Code of Conduct.** AU has defined a code of conduct for all enrolled students. This code is meant to ensure high moral standards and an academic atmosphere of peace and harmony. AU offers co-education to learn, discuss, participate and interact with each another frequently. Students are, therefore, required to exhibit high moral standards, decent manners, and responsible behavior. The Social cultural norms of Pakistan society must be observed.

4. **University Identity Cards.** Possession of the University Identity Cards is mandatory for students and they are essentially required to display it potentially while staying at campus. They can be denied entry to the campus and fined for not carrying ID cards. It is student's responsibility to get the ID card issued during the orientation period or latest by the first week of the first semester. For further details, they are to contact the concerned Program Coordinator's Office. The card is not transferable and neither shall it be duplicated or photocopied and used as a

replacement. The University ID card shall be presented on demand by a University official or security guard; failure to do so may subject the student to disciplinary action/fine. Lost and stolen ID cards must be reported to the Security Officer immediately and a new card must be made at the prescribed cost from the Admission Office. Any transfer, alteration, or forgery of a Student ID card constitutes a violation of University policy and may result an appropriate disciplinary action or a fine, or both.

5. **Parking Stickers** Parking inside the University premises requires a Security Sticker which must be obtained from the Security Officer at a nominal price. Cars/bikes without stickers shall not be allowed to enter the Main Gate. The Sticker is not transferable. In case of theft/loss of Security Sticker, the student is required to AU Security Office immediately. AU Transport is also smoke free.

6. **Dress Code**

(a) Students-Boys

- (i) AU students are expected to be decently and neatly dressed. They must observe our culture norms in their attire and bearing.
- (ii) Students should wear trousers with tucked in full/half sleeve dress shirts and black or brown shoes.
- (iii) Decent Jeans/Joggers may also be worn with tucked in full/half sleeve shirts. However, short/half pants, T-shirts and ripped, patched, or rag-tag jeans/trousers are not allowed.
- (iv) A blazer, jacket and /or pullover may be added to the above dress during winters.
- (v) On Fridays, the students may put on well pressed Shalwar Kameez with waist coat/ blazer and dress shoes.

(b) Students-Girls

- (i) All girls are expected to dress in a modest and professional/decent manner falling in line with academic & cultural/ethical norms. Unduly revealing outfits are prohibited.
- (ii) Girls are to wear full length trousers/shalwar and knee length kameez.
- (iii) Decent Jeans/Joggers may also be worn with knee length kameez. However, ripped, patched, or rag-tag jeans/trousers are not allowed.
- (iv) Wearing of dupatta/scarf is compulsory.
- (v) In winters a blazer, jacket and/or pullover may be added to the above dress.

PENALTY: IMPROPERLY DRESSED STUDENTS SHALL BE EITHER FINED ON THE SPOT OR ASKED TO LEAVE THE PREMISES.

7. **Smoking.** AU is a smoke free campus (as per HEC directives), no one from students,

faculty and staff is authorized to smoke within AU Campus. This includes e-cigarettes, vapes or any other tobacco form. The sale of tobacco is banned in University premises. Violation of this policy (either smoking or displaying Cigarettes) is subject to fine of Rs. 1,000/- and stern disciplinary action. This policy is applicable to Students, faculty, staff and Visitors. Visitors not adhering to the policy may be asked to comply or leave the premises.

8. **Display of Banners and Posters.** The University prohibits the display of any kind of banners, commercial, and posters that reflect association with any religious, political, ethnic, regional, or sectarian party. Similarly, notices calling meetings of any religious, political, ethnic, or any prejudiced regional party are also totally prohibited.

9. **Social Media Policy.** Air University authorities are not responsible for any uploading/likes/comments on Facebook or any other social media website, if one is keen to use any form of social media, he/she is responsible for its consequences.

10. **Air University (AU) Policy on Harassment.** Harassment is defined as an unwelcome behavior from a person who holds some kind of power or authority over the person who is being harassed. These advances may include, but may not be limited to verbal or physical communication with some sort of overtones that makes the victim uncomfortable and affects their performance. This becomes particularly problematic for students or employees when:

- (a) Submission to such conduct is made a term or condition for employment or participation in an educational program
- (b) Submission to or rejection of such conduct is used as a basis for employment or academic decisions directly affecting the individual ACR
- (c) Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or student's academic performance creating an intimidating, hostile, or offensive work or learning environment.

11. In order to facilitate an environment that is conducive to learning and is free from all types of harassment AU has zero tolerance for any form of harassment that interferes with the work performance of a student or an employee. In order to prevent sexual and all other forms of harassment on its campus AU has a policy, whose aim is to make the campus free from all sorts of harassment. This policy is being followed in letter and spirit and since 2011 AU has established a "Harassment Monitoring Cell If anyone (be it a student or employee) in the AU community feels that they are being harassed, they can either approach their class advisor, department Chair/Dean or send an email to harassmentcell@mail.au.edu.pk. All cases are handled and replied in a professional manner so that the confidentiality of all parties is maintained.

Visitors Policy

12. AU Students are not allowed to bring along any visitors/ guests without seeking prior permission. Students are requested to cooperate with security staff during the entry of their guests and parents. In case of any event/program all staff, faculty, and students are advised to submit information about the schedule of their guests and visitors in advance. If the stated purpose of the visit differs from the actual activity, which a visitor is found to be involved, strict disciplinary action shall be taken. During the whole time of stay at the AU campus, the visitor(s) card shall be on proper display; failure to do so is subjected to disciplinary action forced removal from campus.

General Prohibitions and Provisions

13. Following activities are prohibited in the AU premises.

- (a) Mobile phones should be kept silent in classrooms
- (b) Playing of cards on the Campus is strictly prohibited
- (c) Policies regarding use of library, labs, and cafeteria are displayed on notice boards from time to time and must be followed
- (d) Carrying of any kind of weapon or prohibited drugs on the campus is strictly forbidden
- (e) Use of mobile phone cameras/digital cameras for research in campus is prohibited without approval)
- (f) No pets are to be brought to the University
- (g) Motorcyclists must wear helmets. Violators may be denied entry and/or fined heavily.

14. **Discipline Matters / Cases.** All disciplinary cases shall be forwarded to the Students Affairs Department for initial investigation/findings. Serious Disciplinary matters shall be investigated by the Discipline Committee, which shall forward its recommendations to the Vice Chancellor for final decision.

15. **Discipline Committee.** The Discipline Committee consists of two or more members nominated from among the University staff by the Vice Chancellor. The Discipline Committee shall accord full opportunity to the student to plead the case. A statement made by the student and cross-examination by the Committee will be recorded and recommendations shall be made to the Vice Chancellor.

16. **Acts of Indiscipline.** The following among others, shall constitute acts of indiscipline on which the Discipline Committee will take action:

- (a) Breach of decency, including the use of indecent language, undesirable remarks, gestures and disorderly behavior
- (b) Defiance of University or Faculty authority
- (c) Impersonation or giving false information or willfully suppressing, changing, replacing or distorting information, cheating or deceiving
- (d) Indulging in or inciting violence
- (e) Misusing or damaging University property
- (f) Consumption, sale and distribution of alcohol, prohibited drugs, controversial or banned items on campus and hostels
- (g) Indulgence in political, ethnic, racial, or sectarian activity or use of students organization for furthering the cause of political resolutions/commercials of party
- (h) Instigating others and indulging in undesirable propaganda creating academic deterrence and polluting the academic environment
- (i) Indulgence in unlawful activities
- (j) Unauthorized/willful recording in the campus

17. **Disciplinary Actions.** Disciplinary actions may comprise any combination of the following:

- (a) A final warning in writing
- (b) Probation/suspension for a specified period
- (c) A fine, the value of which shall be determined by the Discipline Committee
- (d) Withholding a certificate of good moral character
- (e) Cancellation of the examination result
- (f) Expulsion or rustication from the University
- (g) Non-conferment of degree
- (h) Any other penalty suggested by the Discipline Committee and approved by Vice Chancellor
- (i) Confiscation of the mobile/any other object used in Indiscipline act which shall be returned at the time of clearance from AU
- (j) Student to be kept under observation by Students Affairs Department for a

period of time defined by the Discipline Committee

(k) Student may be referred to AU Psychologist / AU Medical Doctor if required.

(l) Deputation for social work.

18. **Processing of Disciplinary Cases.** The disciplinary cases shall be dealt by the Students Affairs, department and decision Compete on behalf of the Vice Chancellor. These two officers are authorized to record one or two penalties from para 15 with mandatory fine (if deemed to VC for approval)

19. On receipt of a complaint from the concerned forum, if the Vice Chancellor feels that the allegations require no further evidence, he may approve, enhance or lower the recommended penalty provided that the penalty(ies) does not exceed a fine of Rs 5000/- and/or 3 days suspension. Senior members of the administration and faculty may fine a student for minor offenses by reporting the matter to the concerned Director and Student Affairs Department. The latter may enter this in the student's record.

20. **Appeal against Discipline Committee's Decision.** A student may make an appeal to the Vice Chancellor against any decision within seven days of the issuance of a warning letter (excluding weekends). The decision of the VC will be final.

21. **Jurisdiction of Legal Issues**

(a) For AU Campus Islamabad, only the courts at Islamabad shall have the jurisdiction to adjudicate any legal issue.

(b) For AU Campus Multan, AU Kamra, Kharian, or future campuses only the courts at the relevant district shall have the jurisdiction to adjudicate any legal issue.

22. **Student Leadership (Co-curricular Activities: University dramas, exhibitions, expos, competitions, debates at National and International levels).** To promote leadership qualities in the students and bring out their talent university provides them with various platforms, which mainly include the following Students Societies & Clubs for organizing subject extracurricular activities.

23. **Societies & Clubs.** Students are encouraged to participate in extra- curricular activities for their grooming. This increases self-esteem, leadership qualities and better time management in students. AU Students Societies & Clubs provide the platform for students to organize and participate in variety of activities/program like Debates, Dramas, Seminars, Funfair, Motivational Talks & Lectures, Musical Concerts, Sports Gala, Student Week etc.

24. **Character Building Society** It is taken as a responsibility and emphasized by AU that any event, formal & informal gatherings and social discourse should be in accordance with the

ideology and ethical values of Pakistan. In order to achieve the objective of student's personal development and fight the menace of corruption thereby making Pakistan a corruption free society

25. AU has formed a Character Building Society (CBS) as advised by NAB. **Vision and Mission Statements for AU Clubs and Societies are given:**

SN	Society	Vision	Mission
1.	AU STARTUP CLUB	Empowering aspiring entrepreneurs to transform innovative ideas into successful ventures and contribute to economic growth.	To provide a platform for networking, mentorship, and resources that support the development and growth of startups at AU.
2.	AU BLOOD DONOR SOCIETY	Ensuring a continuous and sustainable supply of blood to save lives and promote a culture of voluntary blood donation.	To raise awareness about the importance of blood donation, organize blood donation drives, and facilitate blood donation initiatives within the AU community
3.	AU THESPIAN SOCIETY	Celebrating the performing arts and nurturing talent to enrich the cultural landscape of AU	To provide a creative space for students passionate about theater and performing arts, fostering artistic expression and organizing captivating productions
4.	AU RAAS (ROBOTICS AND AUTOMATION SOCIETY) SOCIETY	Pioneering advancements in robotics and automation technologies to address real-world challenges	To promote robotics and automation through workshops, competitions, and research, fostering a community of tech enthusiasts and problem solvers
5.	AU ISLAMIC SOCIETY	Fostering a supportive Islamic community that promotes understanding, unity and positive social impact	To organize religious, educational, and cultural events that strengthen the understanding and practice of Islam among AU students
6.	AU MEDIA CLUB	Empowering students to harness the power of media for effective communication and storytelling	To provide opportunities for media enthusiasts to enhance their skills, collaborate on projects, and showcase their creativity through various media platforms

7.	AU LITERARY SOCIETY	Cultivating a love for literature, writing, and critical thinking among AU students	To organize literary events, workshops, and discussions that encourage literary exploration and creativity
8.	AU CULTURAL SOCIETY	Celebrating diversity and promoting intercultural exchange to foster a sense of unity within the AU community	To organize cultural events, festivals, and workshops that showcase the richness and beauty of different cultures represented at AU
9.	AU SHAOOR SOCIETY	Promoting awareness and education on social issues to inspire positive change in society	To engage students in thought-provoking discussions, awareness campaigns, and social projects that address pressing issues in the community
10.	AU BITS & BYTES (INNOVATION & DISRUPTION THROUGH E-TECHNOLOGIES)	Leading the way in embracing cutting-edge technologies and innovations to drive positive transformation	To explore, experiment and educate students about emerging technologies and their applications, fostering a culture of technological innovation
11.	AU E-GAMING SOCIETY	Building a thriving gaming community that fosters teamwork, skill development, and sportsmanship	To organize gaming tournaments, events, and workshops that promote competitive gaming and camaraderie among AU students
12.	AU MUSIC SOCIETY	Nurturing musical talent and creating a harmonious environment for music enthusiasts to showcase their passion	To organize musical performances, workshops, and jam sessions that inspire creativity and appreciation for diverse musical genres
13.	AIR ASTRONOMICAL SOCIETY	Exploring the wonders of the universe and promoting scientific curiosity in the field of astronomy	To conduct stargazing sessions, astronomical workshops and educational outreach programs to share the marvels of astronomy with AU students.
14.	AU WOMEN IN COMPUTING	Empowering women in the field of computing, bridging the gender gap and inspiring future leaders	To provide a supportive network, mentorship, and skill-building opportunities for women pursuing careers in

			computing
15.	AU-CHAPTER SYNCH (SOLIDARITY AMONG YOUNG NATION FOR CHANGE)	Uniting young minds to drive positive change, contribute to society, and create a brighter future	To facilitate discussions, projects and initiatives that address societal issues and empower AU students to become change-makers
16.	MICROSOFT LEARN STUDENT AMBASSADORS	Leveraging technology to empower students and promote digital literacy within the AU community	To collaborate with Microsoft and AU to organize educational events, workshops, and programs that promote technology skills and innovation
17.	GOOGLE DEVELOPER STUDENTS CLUB	: Empowering students to utilize Google technologies to solve real-world challenges and drive innovation	To organize coding workshops, hackathons and tech talks that encourage students to explore and create with Google's tools and resources
18.	AU CHAPTER ASME	Inspiring future engineers and promoting excellence in mechanical engineering	To organize engineering competitions, workshops, and industry talks that enhance the skills and knowledge of mechanical engineering students.
19.	AU ANIMAL SOCIETY	Advocating for animal welfare and creating awareness about responsible pet ownership and conservation	To collaborate with animal welfare organizations, host educational events and undertake initiatives for the betterment of animals
20.	AU MATHEMATICS SOCIETY	Cultivating a passion for mathematics and its applications to solve real-world problems	To organize math-related workshops, competitions, and seminars that encourage mathematical thinking and exploration
21.	AU FAZAIA SURGICAL SOCIETY	Promoting excellence in the medical field and fostering a culture of continuous learning among medical students	To organize surgical workshops, conferences, and research opportunities that enhance the skills and knowledge of aspiring medical professionals
22.	AU ADVENTURES & SPORT CLUB	Creating a vibrant and active	To provide diverse

		community that promotes a love for adventure, sportsmanship, and a healthy lifestyle	opportunities for AU students to participate in adventurous activities and sports, fostering teamwork, physical well-being, and personal growth
23.	AU INTERNATIONAL RELATION SOCIETY	Cultivating a deep understanding of international relations and diplomacy through the power of literature and critical analysis	To organize literary discussions, seminars, and workshops that explore global issues, political dynamics, and diplomatic relations, nurturing a well-informed and globally conscious AU community

26. **Co-curricular Activities.** AU has invested resources to offer a comprehensive range of co-curricular activities, be it sports, societies, entrepreneurial schemes or volunteering. We encourage students to recognize the value of these activities as part of their development. Air University recognizes the importance and value of both academic curriculum and co-curricular activities in developing the range of skills and attributes that are important for graduates. Students are sent on frequent Educational Visits in the field, to participate in educational exhibitions, competitions conventions and have managed to achieve awards and certifications.

CHAPTER XIV

AIR UNIVERSITY CENTRAL LIBRARY (AUCL) FACILITIES

1. The Air University has a well-established Central library whose membership and services shall be available to all students, faculty, and staff. The Library shall arrange to purchase latest books, journals, periodicals, etc. in printed and electronic form. The rules governing the use of library are as under

2. **Membership.** Following categories for membership are allowed to make use of the library services and resources:

- (a) Faculty
- (b) Students
- (c) Staff/ University Employees

(d) Members of Board Governors

(e) Any other person authorized by the Director Academics/ Registrar.

3. **Loan Privileges.** Following categories of members shall observe loan schedule as mentioned against their category.

Teaching faculty member including visiting faculty members	Max 08 books for a period of 60 days (Books may be issued up to the entire semester provided these are required to teach a course in the current semester)
Students	Books are issued to member students for the entire semester. Students are entertained on a first come first serve basis. The following schedule would be observed:-
Undergraduate student	Max 06 books for 30 days only.
Postgraduate student (MS/ MPhil/ PhD)	Max 08 books for the period of 30 days only.
Administrative staff	Max 4 books for 14 days only.
Members of the Board of Governors	Max 4 books for 14 days only.
AU employees on sabbatical leave	AU employees on sabbatical leave can borrow books and other items from the Central library who intended to avail sabbatical leave. AU employees enrolled in academic program of any other university (local or international) are required to get clearance from library before going on leave.
For all categories mentioned above	Borrower can borrow back issues of journals and magazines, and newspapers. These are issued for a period of max 3 days.

4. **Terms of Loan.** Information material of the following nature cannot be issued but can be consulted with in the library premises.

(a) All works marked reference such as encyclopedias, dictionaries, etc.

(b) All works permanently/ temporarily marked reserved.

(c) Current issues of periodicals and newspapers.

(d) All un-processed/ under process material.

- (e) Theses, FYPs, research reports, academic pamphlets, etc.
- (f) All works other than those mentioned above may be issued for a specific duration on recommendation of Dean/ HOD in temporary loan category.

5. **Renewal of Borrowed Items.** Items borrowed in regular category may be renewed for additional period (as per conditions for that category) provided no other user has requested reservation for the same. Overdue material shall not be re-issued. If borrowed material is urgently required in the library, it may be called back by the Librarian. Librarian may withhold/ restrict circulation of any material for specific purpose. Re-issuance through informal communication is not allowed.

6. **Fines.** Books and other information material/ items borrowed from AUCL must be returned within the due date. If items are not returned within the due date a fine will be charged. The rate and amount of fine will be approved by VC on the recommendation of Librarian through Dir Academics; and it will be reviewed periodically. Library member is to apply in writing to the librarian for waive off of fine clearly stating the Genuine reason. In case of employee, fine deduction is made at source (from salary).

7. **Loss of Books.** If borrowed material is damaged, destroyed or lost, borrower will be asked to deposit a replacement of book/material or a fine which may be up to three times of the actual cost of the material. In case an item or book which is part of a set, is lost or damaged, the borrower will make payment of the complete set. If a book declared lost (for the purpose of fine) is produced by the borrower after fine is charged, 50 % of the amount may be excused by Director Academics on the recommendations of a librarian.

8. **Library Timings.** The library timings shall be prescribed by the Librarian from time to time with the approval of the Vice Chancellor/Director Academics Generally, the Library provides services to its users for following timings:

- (a) Monday to Friday (8:00 am to 9:00 pm)
- (b) On Friday's library remain closed from 1:00 pm to 2:30 pm.
- (c) The library will remain closed on Saturday, Sunday, and gazetted holidays.
- (d) Library service hours may be changed from time to time under given circumstances and call for such action as per the announcement.

9. **General Rules.** Following rules are to be observed by all members of the Central Library

- (a) University ID card is used as a library membership card.
- (b) Presentation of ID card is mandatory to avail lending service.
- (c) Membership is not transferable.

- (d) The member is responsible to take care of any material borrowed on his/ her card.
- (e) Change of University ID no/ address/ telephone no/ e-mail address must be reported to the librarian immediately on librarian@mail.au.edu.pk
- (f) Members must leave their personal belongings outside the library entrance.
- (g) Members may be asked to submit any book or other object for inspection on demand.
- (h) In case any personal reading material has to be taken inside the library, permission must be sought from library staff.
- (i) All reading material issued to members is to be shown to the staff at the library exit.
- (j) Complete silence must be observed in the library.
- (k) Member should keep their mobile phones and electric gadgets, etc. off within library premises
- (l) Tearing out of pages or damaging reading material or furniture or electric equipment, etc. is strictly prohibited. The responsible person may be charged fine up to three times of the actual cost of the damage.
- (m) Eating, sleeping, smoking, and loud conversation within library premises is not allowed. The member may be asked to leave the library in such a case.
- (n) Library member should make his/ her own arrangement for carrying books, etc. to and from the library.
- (o) Users must not write in, damage, or vandalize any item/ furniture of the library.
- (p) The librarian is authorized to revoke library facilities from any member who is found misusing the library material or facilities.
- (q) The library shall not receive any telephone call or mail or message on behalf of any reader/ member.
- (r) The library accepts no responsibility for loss, theft or damage to personal property in the or outside library at any time.
- (s) Students are not allowed to use library telephone.
- (t) Books and other material checked out by any other member can be requested to be put on reservation. On receiving the material back library inform

requester to collect the same. Reservation is considered cancel if reserved item is not collected within two working days.

- (u) Borrowers is responsible for the safe return of all borrowed material to the library.
- (v) IP address based campus wide access is available to the full text contents of HEC National Digital Library. This access is available on Wi-Fi as well. Outside the campus access is made available through VPN but only, upon request, to faculty and post graduate students. Misuse of this facility is strictly prohibited, and services can be removed.

10. **Weeding of Library Material.** The librarian will report to Vice Chancellor through proper channel of all books and other items which are extremely damaged, mutilated, and worn out. After approval of the competent authority (i.e. Vice Chancellor) library will weed out such material. In library catalog and in Accession Register of the library status of such items will be changed to "WEEDED OUT"

11. **Writing off of Books.** Write-off cases shall be dealt as per following manner.

- (a) The Librarian shall report all books/ non-print material damaged, and/ or worn out through fair use to the higher authorities (i.e. Vice Chancellor) through proper channel for write off action.
- (b) Losses to the extent of **2 %** per annum of the available stock in an open access environment shall be written-off by the competent authority.
- (c) Losses written-off by the competent authority shall be struck off from stock and library records including library catalog and accession registers.
- (d) The permanently non-recoverable loans shall also be reported to the competent authority for write-off action.

12. **Theft of Books.** Library would ensure mechanism to avoid theft of books from Library. Any book, journal and magazine deliberately taken out from Library without proper issuance from Library would be considered as theft. Such an act is not acceptable in any case which may lead to imposition of penalties such as fine, rustication and dismissal. Such dismissal would be recorded as Non-Academic Dismissal & would be treated as per relevant clauses described in relevant chapter.(as per appropriate)

13. **Inter-Library Loan.** With a view to utilize information resources of other institutions of higher education (which are not available with AUCL), the librarian shall maintain some mutually agreed upon interlibrary loan facility with academics, research, special, public, and government departmental libraries.

14. **Stock taking.** Stock taking shall be done in Library as per the following manner.

- (a) Stocktaking will be held on an annual basis through a dedicated committee.
- (b) During stocktaking library services shall remain suspended.
- (c) All books on loan with borrowers will have to be returned before the date notified for this purpose.
- (d) Stock taking schedule will be mentioned in the activity calendar.

CHAPTER XV

POLICY TO CURB USE OF UNFAIR MEANS DURING EXAMS (AWAITED)

1. **Introduction.** Imparting high quality education is the prime responsibility and moral obligation of any University. The quality policy of Air University has also thus been accordingly formulated which lays emphasis on providing high quality education. Use of unfair means by the students in various examinations is not only un-ethical, but also undermines the efforts to enhance knowledge base of students through quality education. All efforts are thus to be made to curb the use of unfair means by students during various tests and examinations. This policy outlines the ways to control use of unfair means by students and the disciplinary actions to be taken in such cases.

2. Measures to Control Use of Unfair Means by the Students

It is the collective responsibility of all employees of Air University to curb use of unfair means by students by exercising zero tolerance in this regard. Any such incident or observation is to be immediately reported to the Unfair Means Control Committees (UMCC) formed by Air University to deal with such cases.

3. **Role of Departments / FMs in creating awareness among the students.** Faculty Members can play an important role in this regard by enhancing awareness among the students about the consequences of using unfair means during the examinations. Some of the suggested measures are as follows: -

- (a) FMs, and particularly Class Advisors, need to regularly talk to the students of their respective classes about this important aspect and counsel the students to refrain from using unfair means during the course of studies by making them aware of consequences thereof and also highlighting unethical aspect of such acts. Apart from education, grooming of young generation is essentially required to make them law abiding citizens of the country. An attempt to gain few marks by using unfair means leads to cancellation of paper, "F" grade in the subject and ultimately wastage of time, efforts and money.
- (b) Students must be reminded to read and comprehend the policy published in AU Academic Regulations regarding use of unfair means.
- (c) Departments should display notices on the Notice Boards regarding punishments for use of unfair means in the examinations.
- (d) FMs may be cautioned to be more vigilant and effective during their invigilation & evaluation duties in all types of exams (quizzes, mid-term, final exam and projects).
- (e) Department Chairs are also to interact with the students at least once in each semester and highlight this aspect as well.

4. **Incidents of Use of Unfair Means.** The incidents which fall within the category of use of unfair means are listed below. These are also spelled out in AU Academic Regulations: -

- (a) An attempt to obtain access to the question paper before the test/examination.
- (b) Use or possession of unauthorized reference material during test/examination.
- (c) Any form of communication among the examinees in or outside the examination room while the test/examination is in progress.
- (d) Carrying mobile phones and smart watches inside the exam hall/room constitutes involvement in Unfair Means and is, therefore strictly prohibited. If a student is found with a mobile phone during an exam, his/her mobile phone will be confiscated and disciplinary action initiated against such student.
- (e) Arguing with the Invigilator or Rowdyism in the examination hall.
- (f) Exchange of Answer Book/Question papers in the examination hall.
- (g) Borrowing items or Seeking Clarification from another student in the examination hall.
- (h) Suppressing or hiding any evidence once found using unfair means.
- (i) Unauthorized entry into a Faculty Member's office with the intention of gaining access to / tampering with the official record/documents.

5. Any matter which is not covered above but in the opinion of a Faculty Member falls in the category of unfair means can also be reported to the Unfair Means Control Committee (UMCC) formed in this regard.

6. **Unfair Means Control Committee.** Separate Committees are to be formed to deal with such cases for undergraduate and graduate / post graduate programs. Each Committee shall consist of three members nominated by the VC for a period of three years which can be extended by the VC. The VC may detail another faculty member to work temporarily with the Committee in case a permanent member is not available due to unavoidable reasons.

7. The actions to be taken by the Committee in different cases are listed in Appendix "A" to this policy document.

8. **Review Petition against the Decision.** A student may make an appeal to the VC against any decision of UMCC within three days. The decision of the VC will be final.

9. Confiscation of Mobiles/unauthorized electronic devices possessed During Examinations. If Students caught with mobile phones or other unauthorized electronic devices during exams (inside/outside the exam room) including their mobile phones are to be confiscated by the Chairman Unfair Means Control Committee and handed over to Director

Examination, who will ensure safe custody of all such items with an identification tag having all information written over it. A consolidated list of confiscated mobile phones will be maintained at Exams Department. Student may put up a request in writing for returning of mobile / electronic device after one year of confiscation and his / her request will be considered on merit. The students who complete their degrees within one year of confiscation and apply for clearance can receive their confiscated devices along with a clearance certificate.

10. **Ineligibility for Merit Scholarship.** Students availing Merit Scholarship will become ineligible for the same in next semester if penalized for use of Unfair Means or any act of indiscipline.

11. **Ineligibility for Need-Based Scholarships / Grants.** In a repeat case of penalty due to use of Unfair Means or act of indiscipline, student will become ineligible for need based scholarship, fee concession or grant of any type in next semesters.

GUIDELINES FOR DEALING WITH USE OF UNFAIR MEANS

SN	Unfair means	Penalty	Authority
1	Attempt to know contents of Question paper prior to examination	Any one or combination of the following; • F in Subject • Down gradation of grades in other subjects • Fine Rs. 5000/-	VC on recommendation of UMCC
2	Arguing with Invigilator/being rowdy	• F in the same Subject And / or • Fine up to Rs. 5000/-	VC on recommendation of UMCC
3	Possession / Use of external / written/ printed material inside the exam room	• F" in the Subject • Letter of warning • and / or fine up to Rs. 5000/- • Ineligible for merit scholarship in next semester	VC on recommendation of UMCC
4	Possession / Use of Mobile phone or unauthorized device containing external / cheating material inside the exam room	• F" in subject • Letter of warning • and / or fine up to Rs.5,000/- • Ineligible for merit scholarship in next semester • Confiscation of mobile phone / device for one year	VC on recommendation of UMCC
5	Possession of mobile phone / device with no external / cheating material and not being used for cheating purpose	• Letter of warning • and / or fine up to Rs.5,000/-	VC on recommendation of UMCC

6	Exchange of Answer Book / Question Paper or any other cheating material	- F^o in subject - and / or fine up to Rs. 3000/- for all students involved	VC on recommendation of UMCC
7	(a) Attempt to cheat outside exam room (b) Seeking help from other student inside / outside the exam room (c) Abetment in cheating	- F^o in subject - and / or fine up to Rs.3000/-	VC on recommendation of UMCC
8	Borrowing of calculator or any other device during examination	(i) Warn verbally, (ii) Fine up to Rs 3000/- for non-compliance	Invigilator
9	No ID card/Proof of being bonafide student of AU not held by student	Not allowed to sit in the exams unless verified by Coordinator / Dy. Superintendent	Invigilator
10	Oral communication, whispering, looking around	(j) Warn verbally, (ii) Fine up to Rs 3000/- for non-compliance	Invigilator
11	Impersonation: Wherein a student is represented by someone else in the examination to attempt a paper	Termination / Expulsion	VC on recommendation of UMCC
12	Suppressing or hiding any evidence of use of unfair means	Any one or combination of the following; - F^o in Subject - Down gradation of grades in other subjects - Fine Rs. 5000/-	VC on recommendation of UMCC

13	Mass Cheating where more than one student is involved	• F" in Subject to all students involved • Fine of Rs. 5000/-	<i>VC on recommendation of UMCC</i>
14	Tempering of Results	Any one or combination of the following; • F" in Subject • Down gradation of grades in other subjects • Fine Rs. 5000/- • Termination / Expulsion	<i>VC on recommendation of UMCC</i>
15	Repeat / Habitual case of cheating (repetition of any of the offences at S/N. 1, 2, 3, 4, 6, 7, 13, and 14)	Any one or combination of the following; • F" in all Subjects or • Expulsion or • cancellation need based scholarship of any kind for all semesters	<i>VC on recommendation of UMCC</i>

Note:

- (a) **Exam means any method used by FM for assessment of academic performance** (Quiz, Assignment, Presentation, Mid Term Exam, Final Exam, Practical work, Project related to Subject, Group or Individual)
- (b) All cases are to be reported to UMCC during / immediately after the exam.
- (c) All penalties except expulsion will include a WRITTEN WARNING.
- (d) Students will become ineligible for merit scholarships for next semester if penalized for use of Unfair Means or any act of indiscipline.
- (e) In a repeat case of penalty due to use of unfair means or act of indiscipline, student will become ineligible for need based scholarship, fee concession or grant of any type in next semesters.

CHAPTER XVI

TRAINING OF FACULTY AND STAFF

1. Staff members to maintain the following functions of the department:
 - (a) Air University has been emphasizing on training of Faculty and Staff since its inception as it believes that the continued professional development of employees is the backbone for growth in a highly competitive environment. It is with this vision that Air University has established a fully functional directorate under the name 'Centre for Professional Development' (CPD) that regularly conducts training courses / workshops for Faculty and Staff. In order to formalize all training endeavors and optimally avail all opportunities for training and qualification enhancement of AU employees, a comprehensive Policy on this matter has been approved by the Vice Chancellor.
 - (b) Simultaneously, Directorate of HRM & D acts as a coordinating center for identifying and communicating and facilitating external training opportunities offered nationally and internationally aimed at enhancing the professional competence of employees. These training encompasses short trainings as well as full fledged degree programs. All the aforementioned trainings are handled and processed by directorate of HRM&D as per policy in vogue.
 - (c) Salient features of trainings by CPD policies are mentioned in the following paragraphs while policies by HRM & D are available for staff and faculty on request.
 - (d) In addition to the training & development programs initiated by CPD & HRM & D, Air University actively collaborates with Higher Education Commission Learning Innovation Division (LID) and National Academy of Higher Education (NAHE) for sponsoring and arranging training courses / workshops for the development of faculty and staff in the form of professional Competency Enhancement Program.
2. **Human Resource Development (CPD).** The policy encompasses guidelines to establish an effective and efficient system to conduct Human Resource Development (HRD) programs at Air University (AU). HRD programs provide opportunities to Faculty Members (FMs) and Staff of AU to polish core competencies, enhance teaching and research skills and provide avenues for Continuous Quality Improvement (CQI) of programs at the University. There are two broad categories of HRD programs; External programs and internal programs. External programs/training include higher studies and international conferences (abroad or in land) and short courses from institutes other than AU which are handled and processed by HRM & D. While internal programs/training encompass short courses, workshops, seminars and conferences organized at AU. Internal programs/trainings are arranged by CPD

3. The framework for Faculty & Staff development is objected at:
- (a) To devise an effective system for professional development of Faculty & Staff of AU under the responsibility of an appropriate directorate.
 - (b) To synergize efforts of all the departments and directorates to enhance professional competencies of AU personnel.
 - (c) To undertake need based trainings in a cohesive manner to further “Personal Excellence” of AU employees.
 - (d) To inculcate and motivate FMs and Staff for self-development.

Training Need Assessment (TNA)

4. **Survey.** Centre for Professional Development (CPD) would undertake a survey through Deans, Chair departments and Directors about the type and level of training required to enhance proficiency of their FMs / Staff. The survey would provide a fair idea to CPD about types of trainings required to be planned for all the segments. Dir CPD to seek inputs in a Directors forum as well to formulate annual TNA requirement.

5. **Performance Assessment.** Annual Confidential Report (ACR) provides performance parameters of an employee and reflects strong and weak areas of an individual. It is mandatory for ACR Initiating Officer (IO) to recommend training courses for the person reported upon. HRM&D directorate would consolidate and forward training requirements to CPD. Additionally, based on audit / accreditation reports, Dir Quality Assurance Cell (QEC) may identify training needs and forward to Dir CPD.

6. **Interview of Employees.** Another method for TNA employed by Dir CPD is by interviewing the employees of organization. This method is utilized under specific circumstances for specific purpose. In special cases, Deans and Head of departments are also encouraged to adopt this method to identify training needs for FMs and Staff of their department (to be arranged by CPD).

Process of Human Resource Development by CPD

7. The Directorate of CPD is responsible for identifying continuous professional training needs of the Faculty / Staff of AU, in coordination with departments and directorates, and organizing training courses/workshops accordingly. After the selection of courses/workshops, the Director CPD will devise an HR Development Program for each academic year, seek approval of the VC, and forward it to Deans, Chairs, and Directors for nomination of suitable Faculty / Staff. Deans, Chairs, and Directors are to forward nominations to Dir HRM&D. Dir HRM&D designates FMs and staff for each course. Dir CPD will organize the workshops/courses as per the HR Development program.

8. **Self-Development.** CPD will institute means to provide opportunities to FMs / Staff for

self-development. In this regard CPD will develop and maintain a data bank on new developments in the fields of education, technology, and management. Moreover, the Director QEC will define the curriculum for newly inducted FMs. He will also identify weak areas, through analysis of available data, and ask CPD to arrange training accordingly.

9. CPD will develop a data bank of training material, training sessions, videos etc. to provide a source to the AU employees whereby they can pursue self-development and learn new skills and personal attributes. Nevertheless, Individuals must benefit from online resources like MOOCs arranged by Coursera, Udemy, etc. Deans, Directors, and Chair departments should inculcate the urge for self-improvement in their FMs and Staff and guide them to access available online resources. Moreover, challenges defined in ACRs can also be met through self-development.

10. **Summer Camp.** In addition to opportunities for Faculty and staff, CPD plans and organizes a “Summer Camp” for the grooming of students from June to August every year. Skill-based courses at nominal fees are planned and publicized in The Universities / Colleges of Islamabad and Rawalpindi and in the surrounding areas. Some Faculty training courses are also part of the “Summer Camp”.

11. **Seminars and Talks by Eminent Speakers.** Director CPD, on the directive of the VC and special demands from Departments, organizes seminars and sessions by eminent speakers. Ministers, Ambassadors, Scholars, and influential figures are invited to deliver a talk on strategic, economic, and political subjects. These sessions contribute to efforts for grooming of faculty, students, and staff.

12. **Specific Training by the Departments.** Chair departments can hold specific training course/workshops for their FMs and Staff through consultation and coordination of CPD & HRM & D and after getting formal approval from VC. While designing these trainings, new technologies and emerging trends are to be taken into consideration.

CHAPTER XVII

ACADEMIC GUIDELINES FOR FACULTY MEMBERS OF AIR UNIVERSITY

Introduction

1. This chapter deals with the academic duties of all Faculty members of the Air University. First part of the chapter concerns with the general rules for Faculty members. In the subsequent paragraphs, various guidelines for the Faculty members assigned teaching duties at the Air University are covered in detail. Faculty members shall observe these rules and guidelines while carrying out their duties

General Rules for all Faculty Members

2. Faculty members are required to adhere to the following general rules:

- (a) To observe the University timings as notified from time to time. Sundays are weekly holidays. Saturdays are also weekly holidays unless notified otherwise.
- (b) To follow the chain of command through respective Chair Department /the Faculty Dean, the Vice Chancellor and the Board of Governors.
- (c) To observe punctuality and regularity in taking classes, except in case of emergency, when the Chair Department should be informed well in time so that alternative arrangements can be made.
- (d) To mark the attendance of the students online in each period taken.
- (e) To prepare Course Outlines and Lecture Plans at least two weeks before the starting of semester, and keep them ready for presentation to the Deptt. Chair on demand. After approval of the Course Outline, the FM is to place it on the University's web for ready reference. He/She is also required to ensure that the same outline is being taught to all sections of the same class.
- (f) To distribute the Course Outlines and Lecture Plans to each student in the first period at the beginning of semester, and confirm distribution to the Chair Deptt.
- (g) To prepare question papers, assess assignments, projects, quizzes, tests and examinations and submit the result by or before the prescribed dates. Moreover, the FM needs to be particular in submitting the results of the mid-term and final examinations as well as those of internal evaluation (quizzes/projects/assignments) before deadline so that the same are available to the Director Examinations for announcing the results in time.
- (h) To assist the Chair Deptt /Dean in developing academic courses and implementing the Teaching Plan.
- (i) To maintain discipline in the class and to ensure students conformity to the AU Dress Code.
- (j) To act as a role-model for the students through exemplary display of his/her

own behavior, dress and conduct on and off the Campus.

- (k) To act as student advisors as per guidelines given by the VC, the Dean and Chair Deptt.
- (l) To co-operate with other team members/ employees.
- (m) To issue fine slips for minor breach of discipline and write report for an action on a more severe offence. The fine slips or reports are to be sent to the Students Affairs Department or the Dean's Office the same day for counter signatures and further disciplinary action.
- (n) To be physically present for taking up all the classes and delivering lectures. Faculty members are not to resort to showing online video lectures using internet. However, small video clips can be part of the lecture.

3. Rules for Regular Faculty (RF) & Regular Visiting Faculty (RVF). The Regular Faculty (RF) and Regular Visiting Faculty (RVF) are expected to adhere to following rules.

- (a) RF & RVF are to stay at the University campus during working hours on all working days. They can remain off-duty on Sundays and gazetted holidays. Saturdays are normally off-duty unless notified otherwise for holding extra classes, exams or to conduct other University business.
- (b) RF & RVF will be part of the organizing committees formed to conduct the University functions, admission tests, convocations, meetings etc.
- (c) RF is not allowed to take up part-time jobs outside the University without prior approval of the Vice Chancellor. There is, however, no such restriction on the RVF after the scheduled working hours.

4. Rules for the Visiting Faculty (VF). The VF is hired on contract for a period of one semester on the basis of the actual contact hours undertaken. Duties like setting and marking of the papers, etc., are non- paid activities. The VF is required to adhere to the following Working Rules:

- (a) It is the moral obligation of the VF to complete the term of contract in order to avoid administrative difficulties for the University and academic loss to the students. They are to be punctual in reaching the classroom for taking the classon time, as well as in leaving the class on time. They must reach the University campus at least ten minutes before the class.
- (b) They are to specify a time period that is convenient to them as well as to the students, at least once a week, in which the students could discuss their individual academic problems outside the class.
- (c) They are to follow the course outline as well as other instructions issued by the

University.

- (d) They are not to miss any assigned class without prior notice of at least two days. In emergencies too, the Chair Department/Dean/Senior Dean must be informed. The missed classes are to be made up for on holidays or after the regular classes on working days.
- (e) They are to mark the attendance of the students online in each period taken.
- (f) VF"s monthly payment claim shall be verified by the Chair Deptt., and the Data Automation on the basis of students" daily attendance record. Cheques shall be issued by the University Accounts Section on the 5th of every month. The last month's payment, before culmination of the contract or resignation, however, shall only be made on submission of the following to the Dy. Registrar:
 - (i) Proper record of student's attendance, contact hours, assessments of tests, quizzes, assignments, mid-term and final examinations.
 - (ii) Clearance by the University Librarian, respective Chair Department, the Dean, Examination Department and Cafeteria.

5. **Mentoring Program for New Faculty Members.** A new faculty member shall undergo "Mentoring Program for New Faculty Member". The details of the program are explained in Chapter XVIII of these Regulations. The coordinator of each department shall maintain record of mentoring program for new faculty members of the department. After going through the faculty mentoring program for one semester, the faculty member will be fully conversant with the rules and regulations of the Air University.

6. **First Day of Class.** The first day of class is very important both for students and the faculty member. Both form impressions quickly that lasts for the rest of the semester. Therefore, it is very essential to prepare for the first day of class. Useful guidelines are as follows:

- (a) **Introduction (Self).** Who are you? Why are you teaching this course? What knowledge and experience do you have with the content? The personal information may not be highly revealing.
- (b) **Find out something about your Students.** Ask the students to briefly introduce themselves. This shall not only help the faculty member know the students names but also help him/her find out the shy cases and those who lack communication skills. Such individuals may need more attention and may be encouraged to participate in the class discussions.
- (c) **Introduction (Subject).** Talk about the importance of the subject. Deal with the fundamental questions, why is this course interesting/ important? Why are you pleased to be teaching it? What will students know and be able to do at the end

of the course.

- (d) **Course Breakdown.** Pass out copies of the breakdown to each student. Go through the breakdown. Briefly describe the main topics and their importance. Tell them what they will learn in the subject and how it will be useful for them.
- (e) **Grading Policy.** Talk about grading policy. Give a briefing about the number of quizzes / One Hour Test / Assignments / Labs to be conducted during the semester and the approximate weightage allotted to each assessment.
- (f) **Support / Guidance.** Inform the students about the support and guidance that you will be able to give them during the course.
- (g) **Participation in Class.** Inform students that active participation in the learning / teaching process is very essential. Encourage them to ask questions.
- (h) **Use of Unfair Means.** Inform the students about the Air University's policy pertaining to unfair means during the examination. They should be encouraged to develop the habit of relying on themselves.
- (i) **Set clear boundaries and communicate do's and don'ts.** Specify other requirements, if any.

7. **Conduct of Regular Classes.** Faculty members shall be responsible for distributing the course breakdown and any other relevant information regarding the course (s) assigned to them to the students of his /her class. They shall make every endeavor not to deviate from the class schedule issued by the Air University. Any deviation, if necessary, will require consent of the Chair Department. At the beginning of the class, they shall ensure the physical presence of all students according to the online attendance system. All absentees shall be clearly marked for necessary action by the Registrar office.

8. To generate maximum interest of all students of the class, they shall try to relate theory with real life examples.

Note: While the faculty members are required to adhere to the schedule given in course breakdown, deviations in sequence or meeting lecture-wise targets are permissible. Such deviations are permitted (with the obligation to subsequently cover the topics) since preference has to be given to students' understanding of subject rather than covering the lecture-wise topics.

9. **Instructions for Power Point Lectures.** All faculty members may follow a certain pattern for preparing lectures on Power Point Slides. The important points are listed below.

10. All lectures given in the classes will contain a mandatory part on Power Point slides. This part shall contain following instructions:

- (a) Introductory Slide (First Slide)

- (i) Course Name
- (ii) Lecture Number
- (iii) Lecture Topic
- (iv) Reference to chapter number / section number / page number of text book or reference book
- (v) Date
- (vi) Number of slides included in current topic

(b) Learning Objectives (Second Slide)

- (i) This slide should cover in detail the scope and purpose of the material covered in the respective topic.
- (ii) It will be preferred if the problems are related to everyday engineering / science problems.
- (iii) Students should also be introduced to the new concepts related to the respective topic.

11. Besides mandatory part, faculty members are not bound to follow any specific pattern. Preparation of lectures is left to the best judgment of the faculty member who may use his/her experience and knowledge in the best possible way. However, following guidelines may be considered:

- (a) Faculty members should spend less time on writing on the board. More time may be spent in discussion with the class while maintaining a visual contact.
- (b) The hard or soft copy of Power Point slides should be given to students. However, preference should be given to provide detailed handouts or class notes.
- (c) All material presented on the Power Point slides must refer to the chapter, section and page number of text book or reference book.

Designing the Question Papers

12. Since the quizzes and other tests cover only a small fraction of the course contents, important topics must be given coverage in the midterm and final examinations.

13. Before administering any quiz or exam, it should be verified by preparing the solution and noting down the time taken. In case the time taken is significantly less than the time to be allocated for students, the test should be revised.

14. The solution prepared should indicate distribution of marks for various questions. Where

applicable, distribution of marks for different steps within a question should also be indicated.

15. A copy of question paper as well as the marked solution is to be retained in the Faculty member's folder.

16. The question paper must bear the following information:

- (a) The subject description
- (b) Time allocated
- (c) Material Allowed (like open book, tables, etc.) if required
- (d) Class Number and Section

Evaluation of Students

17. The unannounced quiz tests should normally be for 5 to 10 minutes duration each in required number, and shall relate to the current topic or the topic taught immediately before. If a student misses a quiz, he/she may be awarded either of the options: zero, average in the quizzes, or class average in that quiz.

18. Faculty members are to ensure that the course breakdown is followed when covering the course contents and no quiz is conducted in the last week of the semester.

19. Final Examinations shall be conducted as per instructions given from the office of the Director Examinations of AU.

Note: The faculty members have to ensure to the best of their abilities to eliminate the chances of cheating and other unfair means. They have to clearly inform the students whether the test being conducted is closed / open text, open-tables, etc. Cases of cheating or use of unfair means are to be immediately brought to the notice of the Director Examinations for action as per Rules.

20. In order to minimize variation in marking, a particular question on all the papers be checked one at a time. For example, question No 1 of all the examinees, then question No 2 and then question No. 3, and so on. Besides, efforts should be made to complete checking and marking one question in one sitting. All student evaluations except the midterm and final examination are to be handed back to the students after checking and updating of grade sheet. Papers of mid-term and final examinations are to be shown to students on the dates announced from the office of the Director Examinations.

21. Before assigning letter grades, the marks obtained have to be normalized by assigning weightages so as to make a total of 100. The weightages given to quizzes, assignments, lab work/ reports, mid-term and final examinations should roughly be as per Chapter IV of these Regulations.

22. Marks obtained by the students have to be entered on Faculty member's record of Students Evaluation. Note that the final percentage has to be **rounded off to the nearest integer**.

23. Faculty members shall assign letter grades keeping in view the class average and the spread of the student scores. Normally the transition from one grade to the next should be accompanied by a significant difference between the scores of the last student of the higher-grade group and the first student of the lower-grade group. However, it is left to the discretion of the individual faculty member to determine the percentage range corresponding to each letter grade keeping in view the learning level attained by the students.

24. The mid-term and final results are to be submitted to the Head of the Department by the faculty member positively by the due date. The faculty members should not disclose the letter grades to the students.

Project Advisor

25. Faculty members detailed as project advisors are to provide appropriate guidance to their students. They should monitor the student's performance on regular basis. They are to brief their students on report writing and presentation procedures.

Record Keeping

26. Following record keeping actions are expected from faculty members.

- (a) Faculty members shall keep samples of all tests along with their marked and timed solutions administered during the semester in the Course Folder. These documents shall not be destroyed for at least 6 months after the end of the semester to which they pertain. For retention, such documents need to be handed over to the respective Coordinators at the end of the semester.
- (b) They shall maintain a hard copy record of all student evaluations in a form termed as the Faculty member's record of Student's Evaluation in the Course Folder.
- (c) They shall make course notes, if not already available, which shall be kept in the Course Folder, preferably with lecture numbers annotated.
- (d) They shall also keep any other training material provided to the students such as précis, problem sheets, lab handouts etc., in the Course Folder.
- (e) They shall not destroy the grade sheet till 6 months after the end of the semester to which it pertains.

CHAPTER XVIII

MENTORING PROGRAM FOR NEW FACULTY AT THE UNIVERSITY

Purpose

1. The chapter outlines the procedure for mentoring new faculty members of Air University. The Chapter covers the following: -

- (a) Aim
- (b) Mentoring
- (c) Mentoring program at the University
- (d) Objectives
- (e) Methodology
- (f) Responsibilities
- (g) Arrangements prior to the arrival of new faculty
- (h) Mentoring Schedule of the new faculty
- (i) Review of the mentoring program by Chair Department / Dean

2. **Aim.** The ultimate aim of the Mentoring Program for the university faculty is to impart quality education to all the students of Air University. Another Significant aim is reduction of dismissal cases by making the students go through extensive work.

3. **Mentoring.** Mentoring is a process in which a new and inexperienced faculty member is guided and advised to carry out teaching assignments to the best interest of students and to impart quality education. Mentoring involves senior faculty members acting as experienced colleagues and guides. It helps new faculty members adjust to the values, norms, practices and disciplinary regulations of the institution. Mentoring process is not meant for evaluation or assessment of the new faculty; it is rather aimed to provide supportive guidance and constructive criticism, if required.

4. **Mentoring Program at AU.** The Mentoring Program at AU provides new faculty members necessary guidance and assistance in the early stages of their career as a faculty member, with the help of an experienced, well versed and a respected member of faculty. All aspects of the program are for the assistance of the new faculty member, and the Mentor's role is to provide advice and direction as observed and requested. However, manner of professional conduct, both outside and inside the classrooms, are discretionary to the new faculty member. The Mentoring Program at AU not only provides information about the program itself to the new faculty member, but it also ensures that the faculty member receives all the necessary information pertaining to the university and its departments, such as:-

- (a) Typical calendar of the academic program.
- (b) Details of available academic/research facilities.
- (c) Teaching/research-related workload.
- (d) Responsibilities of both the Mentor and new faculty members for

developing the mentoring relationship, as desired.

5. **Objectives** The objectives of the Mentoring Program at AU" are as under: -

- (a) Build confidence of the new faculty members in their abilities and the university system.
- (b) Improve presentation, communication and instructional skills of the new faculty members.
- (c) Develop abilities of the new faculty members to transfer knowledge effectively to the students.
- (d) Increase productivity of the new faculty members.
- (e) Enhance commitment of the new faculty to the university and its academic programs.
- (f) Provide high sense of achievement and job satisfaction to the new faculty members.

6. **Methodology.** Methodology to implement "Mentoring Program at AU" is:-

- (a) Providing guidance in handling new situations.
- (b) Assisting in identifying work priorities.
- (c) Coaching for the preparation and delivery of lectures, and holding quizzes, tests, laboratory work, etc.
- (d) Role modeling to provide example.
- (e) Providing assistance, as required.
- (f) Monitoring the progress and adjustment at AU.

7. **Responsibilities.** Responsibilities of the Chair Department, Coordinator, Mentor and the new faculty member are listed in Appendix A to this Chapter.

8. **Arrangements Prior to the arrival of new faculty.** Chair Department is to assign a Mentor as soon as the information of arrival of a new faculty is confirmed. One week prior to official arrival of the new faculty, the Mentor needs to contact him/her. After initial contact and coordination, the Mentor is to devise a mentoring plan and discuss it with the Chair Department.

9. **Mentoring Schedule of New Faculty Members.** To initiate, conduct and to ensure proper mentoring of the new faculty members, detailed in-processing procedure covering the actions to be taken from Day-1 to the end of the semester is placed as Appendix B to this chapter. A checklist Guideline for New/Fresh Faculty" for use of new faculty members is placed as Appendix C.

10. **Review of the Mentoring Program by Chair Department/Dean** Department Chair is responsible to review the mentoring program biannually in consultation with Dean, Mentor and the new faculty members for advice and feedback during the program.

RESPONSIBILITIES

Chair Department

1. Head of the Department is responsible for the following:-

- (a) To select senior faculty members as Mentors.
- (b) To assign a Mentor to the new faculty member
- (c) To ensure that the assigned Mentor contacts the new faculty member in advance and addresses any critical queries/questions and issues in time.
- (d) To ensure that the Mentoring of new faculty member continues for one complete semester.
- (e) To oversee the implementation of Mentoring program in true letter and spirit and discuss it with both the Mentor and the new faculty member, whenever required.
- (f) To exhibit symbolic gesture such as meetings with new faculty member and Mentor over a cup of tea, etc.

2. **Coordinator.** The Coordinator is responsible to provide appropriate academic details/data/ documents to the mentor and new faculty member, as required.

3. **Mentor.** The Mentor is an experienced and knowledgeable individual committed to helping another person in his/her career planning/development. The Mentor acts as a role model, guide, tutor, coach and confidante. Through his / her expertise, words and example, the mentor helps expand mental horizon of the new faculty member and increase his / her chances of success, both as a teacher and as a researcher.

The Mentor is responsible for the following:-

- (a) To be available to the new faculty member, remain in contact, and be prepared to spend time discussing college/department affairs, reading proposals and papers, and reviewing progress of the new faculty member.
- (b) To provide timely advice, guidance, direction, whenever required, in areas of teaching, research, academic, administrative work and direct the new faculty member to the appropriate individuals, when required.
- (c) To monitor and remain cognizant of the tasks in terms of laid down short term and long term goals.
- (d) To keep all dealings and discussions confidential and personal. To act in a professional manner and remain focused on the assigned tasks.

- (e) To avoid any preferential treatment to the new faculty member or to cost any subjective aspersions on the new faculty member,
- (f) To help in establishing a professional network for the new faculty member within and outside the Department.
- (g) To be prepared to support the new faculty member in matters such as assigning of teaching/research load, subjects(s) to be taught, student affairs, etc.
- (h) To monitor the new faculty member on the following:-
 - (i) Classes on daily/weekly basis during the first semester,
 - (ii) All quizzes ,assignments, labs, examinations during the first semester.

4. **New Faculty Member.** To ensure active participation of the new faculty member in the “Mentoring Program at AU” and to achieve the desired objectives, the new faculty members are responsible for the following:-

- (a) Attend the classes of the Mentor regularly for a period specified by the Mentor.
- (b) Prepare and give short presentations on the following topics to the departmental faculty as per the schedule mutually agreed by the new faculty member and the Mentor:-
 - (i) Organizing and planning a lecture.
 - (ii) Effective use of training aids.
 - (iii) Establishing rapport with students.
 - (iv) Improving class participation.
 - (v) Art of preparing question papers.
 - (vi) Developing/improving reading habits.

MENTORING SCHEDULE OF NEW FACULTY MEMBERS

1. **Day 1.** Upon arrival, Mentor is to arrange meetings of the new faculty member with Chair department and Dean.
2. **Day 1 to Day 3.** During the first three days, Mentor is to brief the new faculty member on the typical Issues enumerated below, though not all inclusive:-
 - (a) How the departments at AU are organized?
 - (b) How the decisions are made at departmental, faculty, and University level?
 - (c) What infrastructure is available to the new faculty member?
 - (d) How are the semesters organized and what system is followed at AU (credit hour, course numbering, typical class duration and breaks etc)?
 - (e) How does one establish an appropriate balance between teaching, research, and academic administrative work?
 - (f) What criteria are used for gauging teaching excellence?
 - (g) How is teaching evaluated at the Department?
 - (h) What is an instructor's folder for each subject?
 - (i) How can teaching be improved to develop analytical abilities in students and to make them creative and innovative professionals?
 - (j) What resources are available for imparting quality instruction and its enhancement?
 - (k) How does one obtain feedback concerning his/her teaching?
 - (l) What are the grading guidelines for courses?
 - (m) What teaching tools are available?
 - (n) What are the health and safety implications for running a laboratory?
 - (o) What are different academic and discipline committees/setups and how much additional committee work should be expected?
 - (p) Will there be feedback required by the Dean/HoD, if so, then how often?
 - (q) What academic/sports/social/official events occur in the AU (Seminars/Workshops/Competitions/Musical & Social Gathering/

Convocations, etc)?

- (r) What should be the professional profile after one, two and three years respectively?

3. **First Week** During the first week, the Mentor is to brief the new faculty member on the following:-

- (a) Preparing, organizing and planning a lecture.
- (b) Using the available training aids effectively
- (c) Asking questions and dealing with questions by the students.
- (d) Establishing rapport with the students
- (e) Using appropriate examples.
- (f) Improving class participation

4. **Second Week.** During the second week, the Mentor is to brief the new faculty member on the following:-

- (a) Preparation, conduct, solution, marking and recording of quizzes.
- (b) Preparation, conduct, solution, marking and recording of labs
- (c) Preparation, conduct, solution, marking and recording of Assignments.

5. **Third Week.** During the third week, the Mentor is to brief the new faculty member on the grading system at AU including relative grading system, Weightage of each constituent part, policies and guidelines, etc.

6. **Sixth week.** During the sixth week, the mentor is to brief the new faculty member about the final term student projects in terms of scope of work, project allocation, supervision and evaluation, etc.

7. **Seventh Week.** During the seventh week, the Mentor is to brief the new faculty member on the conduct of midterm test and preparation of mid-term tests and related activities.

- (a) **Two Weeks before Final Examination.** Two weeks before the final examination, the Mentor is to brief the new faculty member on preparation, conduct, solution, marking, recording and grading of final examination.

GUIDELINE FOR NEW / FRESH FACULTY

Mentoring of junior faculty

1. Punctuality

- (a) Always be on time
- (b) Leave the classes on time
- (c) Take proper attendance in the class

2. Preparation

- (a) Always prepare the lesson well
- (b) Ensure a logical structure of each lecture, as per the detailed lecture breakdown
- (c) Plan to give quizzes/assignments on right time
- (d) Apply the principles of time-management to ensure adequate and timely coverage of the prescribed syllabus

3. Personality

- (a) Well-poised
- (b) Confident
- (c) Cheerful
- (d) Firm but not harsh

4. Training Aids

- (a) Use appropriate training aids
- (b) Do not show too many slides in one lecture
- (c) Explain each slide properly
- (d) Use proper font sizes, not less than 28

5. Conduct of Quizzes

- (a) Be extra vigilant in supervising
- (b) Mark the quizzes carefully, step by step
- (c) Return quizzes within a week's time

6. **White / Black Board Writing**
 - (a) Bold and clear
 - (b) Do not hide the board while writing
 - (c) Maintain, “Chalk and talk balance”
7. **Class Participation**
 - (a) Ask questions from the students
 - (b) Invite questions from the students
 - (c) Make proper eye contact with the students
8. **Attitude**
 - (a) Positive
 - (b) Encouraging and affectionate but firm
 - (c) Never ridicule a student
9. **Tackling Difficult Situations**
 - (a) With patience
 - (b) Tact and diplomacy
 - (c) Cool mindedly
10. **Punishments**
 - (a) Always give authorized punishment
 - (b) Avoid giving collective punishments
11. **Discussions**
 - (a) Ensure maximum participation
 - (b) Avoid discussions on political, sectarian, ethnic and controversial issues
 - (c) Always moderate the discussions and avoid endless arguments

Best Practices for Effective lessons

1. **Stages of a Lecture**
 - (a) Introduction

(b) Development

(c) Conclusion

2. **Introduction**

(a) Must be relevant

(b) May be revision type

(c) Should not be too long

3. **Development**

(a) Logical sequence

(b) Good presentation / explanation

(c) Normal pace

(d) Proper class participation

(e) Time management principle

4. **Conclusion**

(a) No abrupt stop

(b) Conclude the lecture nicely. Culminate the lecture with a recap.

(c) Inform the students about the next topic

Some Don'ts for Good Teachers

1. **Personal Example**

(a) Don't give the students the impression that you are not a punctual person by coming late in the classroom

(b) Don't show casual attitude by going unprepared in the class

(c) Don't show any weakness, as a teacher is a role model for his/her students

2. **Discipline**

(a) Don't compromise on classroom discipline

(b) Don't ignore latecomers

(c) Don't show arrogant behavior

3. **Behavior**

(a) Don't be sarcastic

- (b) Don't humiliate any students in the class
- (c) Don't be negative in attitude

4. **Professional / Moral Ethics**

- (a) Don't make sweeping statements
- (b) Don't forget to keep your promises
- (c) Don't try to gain cheap popularity

5. **Speech**

- (a) Don't pass indecent remarks
- (b) Don't be ironic in talk
- (c) Don't talk in a harsh tone

6. **Reward and punishment**

- (a) Don't forget to praise students on their good performance
- (b) Don't forget to give only authorized punishments, if needed

7. **Create interest**

- (a) Don't prove to be a dry/indifferent person by keeping aside your good sense of humor
- (b) Don't make your lesson monotonous

8. **Classroom Questions**

- (a) Don't ask vague questions
- (b) Don't ask elliptical questions
- (c) Don't ask questions from only a few students in the class

9. **Emotions**

- (a) Don't act as an emotional person
- (b) Don't hesitate to cool down emotional students tactfully
- (c) Don't charge the class emotionally

10. **Presence of Mind**

- (a) Don't ignore weak students
- (b) Don't forget to praise good students to encourage them
- (c) Don't give the impression of being a forgetful or an absent minded person

Tips for Preparing the Question Papers

- (a) The paper should be evenly distributed from the entire syllabus
- (b) A balanced paper should be neither too easy nor too difficult
- (c) Don't give any question in the paper without first solving it
- (d) Solve the question paper and note the time taken to solve it. Never make the paper too lengthy
- (e) Ensure that the question paper is not prepared from outside the prescribed syllabus
- (f) Ensure that the question paper contains questions of varied difficulty levels otherwise your result graph will have no gaps
- (g) Be extra careful about printing and ensure it is error free
- (h) Security of the paper is responsibility of the teacher. Be extra careful about its safe custody
- (i) Refrain from repeating the questions of previous examinations
- (j) Be extra careful about clarity of the statements of the questions
- (k) Give concept oriented, rather than memory based, questions
- (l) In technology papers give about 25% design and analysis based questions
- (m) Ensure to gauge the factual, conceptual and applied knowledge of the student

Procedure for Showing the Answer Scripts to the Class

- (a) Do not call more than four students in your office
- (b) Ask the students to place the pens in their bags before handing them over the answer sheets
- (c) Tell the students to raise hand if they have any query
- (d) Ask those students who do not have any query to leave the office
- (e) Now discuss the paper with those left behind

Tips for Grading

- (a) Grades in vogue are: A, A-, B+, B, B-, C+, C, C-, D, F, I, and W and there exists relative grading system in the university.

- (b) While awarding grades take reference from the class average.
- (c) Ensure proper gaps between successive grades by making papers critically and assigning marks to each and every step. Preparing the question paper correctly is also essential in this context.