

RULES AND REGULATIONS



DEPARTMENT OF ANTHROPOLOGY
PIR MEHR ALI SHAH ARID AGRICULTURE UNIVERSITY RAWALPINDI

RULES AND REGULATIONS

- **Attendance**

1. According to the Catalogue of PMAS-AAUR (Regulations relating to the Conduct of Examinations) Article 8 (i& ii), an enrolled students has to maintain 75% attendance in theory as well as practical of each course separately.
2. All students are informed that strict record of attendance of their respective classes in CMS (Campus Management System) will be maintained, preferably on daily basis as desired by the Dean Faculty of Social Sciences
3. All students are required to submit their prescribed signatures on a signature sheet provided by DOA.
4. Students are required to sign on a prescribed attendance sheet in each class.
5. All students are informed that, their first attendance record will be displayed on notice board after 15 days and later attendance records will be displayed after one month subsequently.
6. In case of absence from three consecutive lectures (150 minutes), the student shall submit an application to the teacher concerned. The course instructor shall forward the application to the Chairman DOA along with his/her comments duly recorded for allowing the students to attend the classes in future.
7. All students are desired to reach their lecture room 10 minutes before the conduct of class. In case of any genuine reason students can enter 5 minutes late after the start of class.

- **Class Conduct**

1. All students are desired to attend all classes of respective courses.
2. No extra classes will be conducted without prior information and permission of Chairman for extra classes.
3. All CRs (Class Representatives) of respective classes are required to make sure that every student has books that have been prescribed by teachers of respective courses.
4. According to the Catalogue of PMAS-AAUR (Regulations relating to the Conduct of Examinations) Article 7 (ii(d)), quizzes, special home assignments &/or term papers shall be given from time to time which shall be uniformly split over the whole semester.
5. All students are required to submit written applications in order to proceed on leave.
6. All students especially CR of respective class is responsible for the cleanliness and maintenance of electronic equipment, as well as furniture.
7. According to the Catalogue of PMAS-AAUR (Regulations Relating to Discipline and Conduct of Students) Article (2), all students are required to avoid use of indecent or filthy language (in any form), undesirable remarks or gestures, and disorderly behaviour in class rooms.

- **Conduct of Examinations**

- 1. Breach of Examination Rules**

According to the Catalogue of PMAS-AAUR (Regulations relating to the Conduct of Examinations) Article 14, for breach of examination rules, following guidelines are required to be followed:

- Any candidate, found to have in his possession or accessible to him, papers, books or notes, or any type of electronic devices like mobile phones, programmable calculators, electronic diaries, etc., relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be expelled from the examination room.
 - Any candidate using abusive or obscene language in the answer-book shall be disqualified from passing any examination that semester.
 - Any candidate forging another person's signatures on the attendance sheet shall be disqualified as per Regulation 14(ix).
 - Any candidate who refuses to obey the teacher/examiner conducting the examination in the Examination Hall, or changes his seat with another candidate, creates disturbance of any kind during the examination, or otherwise misbehaves in or around any Examination Hall, shall be liable to expulsion by the teacher/examiner as well as to any of the following punishments according to the seriousness of the offence:
 - Cancellation of the particular answer-book concerned.
 - Disqualification up to maximum period of three years.
- According to the rules of UAAR, in theory paper, student's evaluation shall be done by mid-term examination, assignment/ quizzes/ term papers and final examination. Both the mid-term and final examination shall be compulsory; a student, who misses the mid-term examination, shall not be allowed a make-up examination and shall be awarded zero marks in that examination, however, may appear in the final examination. In case a student does not appear in the final examination of a course, he shall be deemed to have failed in that course.
 - According to the rules of UAAR, a student will be required to repeat those courses of the previous semesters in which he/she had failed, at the first available opportunity, provided that his/her maximum workload, including the courses being repeated by him/her, will not exceed the normal workload.

- 4. Submission of Final Results**

According to the Catalogue of PMAS-AAUR (Regulations relating to the Conduct of Examinations) Article 9 (ii & iii), for submission of final results, following guidelines are required to be followed:

- The students will be permitted to go through their answer books in the presence of teachers concerned before the award list is sent to the Controller of Examinations.
- In each department the respective Boards of Studies will examine all problems regarding uniformity/standards in tests, examinations, assignments etc. before the declaration of

results for the Semester, or any appeal from the student or teacher of any other related matter. The decision of the Board shall be final.

5. As per the rules of PMAS-UAAR, Grading scheme according to the credit hours is as under:

i. Theory

Assignments	10%
Mid Examination	30%
Final Examination	60%

1-Credit 20-Marks	02 Marks –Assignments
	06 Marks- Mid Examination
	12 Marks- Final Examination
2-Credits 40-Marks	04 Marks –Assignments
	12 Marks- Mid Examination
	24 Marks- Final Examination
3-Credits 60-Marks	06 Marks – Assignments
	18 Marks- Mid Examination
	36 Marks- Final Examination
4-Credits 80-Marks	08 Marks – Assignments
	24 Marks- Mid Examination
	48 Marks- Final Examination
5-Credits 100-Marks	10 Marks – Assignments
	30 Marks- Mid Examination
	60 Marks- Final Examination

ii. Practical

For practical examination (if applicable) 100% weightage will be towards final examination.

6. Minimum CGPA requirements for BS Anthropology students to remain on University rolls is as below;

Semester	CGPA
1 st	0.75
2 nd	1.00
3 rd	1.25
4 th	1.50
5 th	1.75
6 th	2.00
7 th	2.25
8 th	2.50

7. Minimum CGPA requirements for M.Sc. Anthropology students to remain on University rolls is as below;

Semester	CGPA
1 st	1.50
2 nd	1.75
3 rd	2.50
4 th	2.50

8. According to the Catalogue of PMAS-AAUR (Regulations relating to the Conduct of Examinations) Article 4 (i-iii)& Article 5 (i& ii), for evaluation and calculation of GPA/CGPA, following guidelines are required to be followed:

- i. The minimum pass marks for each course shall be 40% for undergraduate and postgraduate programmes in theory & practical (if applicable).
- ii. Grade points will be as follows:

Marks Obtained	Grade	Grade Point	Remarks
80-100%	A	4	Excellent
65-79%	B	3	Good
50-64%	C	2	Satisfactory
40-49%	D	1	Pass
Below	F	0	Fail

- iii. The grade point will be worked on the basis of percentage of marks obtained by a student in each course separately according to conversion table (Quality Points Table for GPA/CGPA) and not on the percentage of total marks obtained by a student. One credit hour shall carry twenty marks.
- iv. GPA/CGPA will be calculated at the end of each semester in accordance to the following formula:

$$\text{GPA/ CGPA} = \frac{\text{SUM OF QUALITY POINTS}}{\text{SUM OF THE CREDIT HOURS}}$$

9. Quality Point Table for GPA and CGPA

QUALITY POINTS TABLE FOR GPA / CGPA														
5-Credits 100-Marks			4-Credits 80-Marks			3-Credits 60-Marks			2-Credits 40-Marks			1-Credit 20-Marks		
D	40	5.00	D	32	4.00	D	24	3.00	D	16	2.00	D	8	1.00
	41	5.50		33	4.40		25	3.60		17	2.60		9	1.50
	42	6.00		34	5.20		26	3.90		18	3.00	C	10	2.00
	43	6.50		35	5.60		27	4.50		19	3.60		11	2.30
	44	7.00		36	6.00		28	5.10	C	20	4.00		12	2.70
	45	7.50		37	6.40		29	5.40		21	4.40	B	13	3.00
	46	8.00		38	7.20	C	30	6.00		22	4.60		14	3.30
	47	8.50		39	7.60		31	6.30		23	5.00		15	3.70
	48	9.00	C	40	8.00		32	6.60		24	5.40	A	16	4.00
	49	9.50		41	8.40		33	6.90		25	5.60			
C	50	10.00		42	8.80		34	7.20	B	26	6.00			
	51	10.50		43	8.80		35	7.50		27	6.40			
	52	10.50		44	9.20		36	8.10		28	6.60			
	53	11.00		45	9.60		37	8.40		29	7.00			
	54	11.50		46	10.00		38	8.70		30	7.40			
	55	11.50		47	10.40	B	39	9.00		31	7.60			
	56	12.00		48	10.80		40	9.30	A	32	8.00			
	57	12.50		49	10.80		41	9.60						
	58	12.50		50	11.20		42	9.90						
	59	13.00		51	11.60		43	10.20						
	60	13.50	B	52	12.00		44	10.50						
	61	13.50		53	12.00		45	11.10						
	62	14.00		54	12.40		46	11.40						
	63	14.50		55	12.80		47	11.70						
	64	14.50		56	13.20	A	48	12.00						
B	65	15.00		57	13.60									
	66	15.50		58	14.00									
	67	15.50		59	14.40									
	68	16.00		60	14.80									
	69	16.50		61	14.80									
	70	16.50		62	15.20									
	71	17.00		63	15.60									
	72	17.50	A	64	16.00									
	73	17.50												
	74	18.00												
	75	18.50												
	76	18.50												
	77	19.00												
	78	19.50												
	79	19.50												
A	80	20.00												

10. According to the rules of UAAR, in summer session students can enroll only ten (10) credit hours either 'F' or 'D' grade course(s).

- **Competent Authorities and Penalties:**

According to the Catalogue of PMAS-AAUR (Regulations Relating to Discipline and Conduct of Students) Article (4), the Deans of the Faculties/Chairpersons of the Departments shall be competent to take disciplinary action against students, found guilty of misconduct and indiscipline.

Sr. No.	Penalties	Authority Competent to Impose the Penalty
a	Exclusion from all classes or a class (class of a course) for a period not exceeding one week	Dean of Faculty
b	Exclusion from class room for the periods concerned and be marked absent	Class Incharge
c	Exclusion from study tours/tours	Chairperson/Teacher Tour Incharge
d	Fine less than Rs. 500/-	Chairperson
e	Recovery of loss or breakage of movable and immovable University property	Chairperson
f	Strict warning to be careful in future	Dean/Chairperson

- **Ethical Code of Conduct for Students**

According to the Catalogue of PMAS-AAUR (Ethical Code of Conduct for Students, Faculty and Staff) Article (a: i-xi), (b) & (c: i-ix), teachers and students are required to follow prescribed conduct of behavior and responsibilities which are necessary to create a favorable teaching and learning environment.

Students are expected to:

1. Show respect towards their institution by refraining from passing comments or committing act which reflect negatively on the university.
2. Show respect towards their teachers by complying with their instructions, using decent language and showing courtesy.
3. Refrain from smoking anywhere on the campus.
4. Refrain from using mobile phones during class and for purposes other than appropriate communication and education.
5. Maintain a dress code which is decent, neat and modest for both male and female students.
6. Meet respective faculty after getting appointment from the department.
7. Male and female students should avoid isolated coupling on the campus especially in the cafeteria, the library, mosque lawns, in front of girls' hostel etc.
8. Male and female should maintain decent posture when interacting with each other.
9. When on tour, students should also observe the above mentioned guidelines.
10. Academic integrity and professional responsibility should be maintained in true letter and spirit.
11. Social networking/ electronic means of communicating threatening, obscene, investigative or harassing messages not allowed.
12. Improper use of computer resources should be disallowed i.e. computer user ids and passwords must not be shared with one another etc.

- **Implementation**

Failing to comply with the above guidelines may be reported to Discipline In-charge of Department of Anthropology for appropriate action.