

## **Academic Rules and Regulations for Undergraduate Programs at PIEAS**

### **1.1. Introduction**

According to its mandate, PIEAS may offer various four-year undergraduate degree programs in basic sciences, engineering and Computer and Informatics disciplines. However at present, PIEAS is offering the following 3 four-year undergraduate programs:

1. BS in Electrical Engineering
2. BS in Mechanical Engineering
3. BS in Computer and Information Sciences

### **1.2. General**

- a) Bachelor's degrees will have minimum credit hours (cr.hrs) as specified by Higher Education Commission (HEC)/Pakistan Engineering Council (PEC).
- b) A student is required to take a minimum of 9 credit hours courses and a maximum of 22 credit hours courses in a semester. This should be done with the approval of the Head of the respective department.
- c) The maximum and minimum duration as well as credit hours of various undergraduate degree programs offered will be as follows.

<b>Minimum Duration</b>	<b>Maximum Duration</b>	<b>Minimum cr.hrs. to qualify for the award of degree</b>
8 semesters	12 semesters	(Details may be found from respective department)

### **1.3. Courses of Study and Syllabi**

- a) The respective Boards of Studies shall submit the courses of study and syllabi for various degrees offered at PIEAS to the Academic Committee for approval through the Board of Faculties. Such courses and syllabi become effective from the date of approval by the Academic Committee or such other date as the Academic Committee may determine.

### **1.4. Organization of Teaching**

- a) Teaching in various courses shall be conducted in different academic departments of PIEAS or constituent/affiliated Institutions through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work and other methods of instructions approved by the Academic Committee.
- b) PIEAS teachers shall conduct teaching in each Department/Institution or such other persons as may be declared to be teachers. A teacher is defined as a fulltime or part time faculty member of PIEAS or its affiliated institutions. This includes those persons who have been hired for teaching for a specific period of time but are neither full time nor part time faculty member of PIEAS nor its affiliated institutes.
- c) Teaching in each department shall be organized through courses specified for each degree program duly approved by the relevant bodies mentioned in Section-1.3. These courses can carry weightage of different credits. A course of one credit shall mean one hour of lecture / three hours laboratory work per week for a minimum duration of 16 weeks.
- d) English shall be the medium of instructions.

### 1.5. Admission

- a) In order to be eligible for admission in any four year undergraduate degree program, first division is required throughout the academic career. A person holding Higher Secondary School Certificate from a Pakistani Intermediate and Secondary Education Board or an equivalent certificate such as A-Level or other from any other recognized University/institution is eligible for admission to any four year undergraduate program of study, provided he/she meets the pre-requisite course requirements of the department where he/she is seeking admission.
- b) Each applicant shall make an application on the prescribed form for admission in PIEAS, in response to the advertisement by PIEAS or its affiliated institutes in National Dailies.
- c) The candidate shall be admitted on merit. The merit will be determined on the basis of performance in the written test conducted by PIEAS or its affiliated Institutions for the admission purposes and the academic performance in Matric/F.Sc or equivalent.
- d) Under extraordinary circumstances, the admission may be granted to a candidate if he/she has passed a similar test held by another institute on the recommendations of a committee consisting of Registrar, and Deans of Faculties.
- e) Foreign students seeking admissions to this Institute are required to submit their applications through the Ministry of Education, Government of Pakistan.
- f) Selection of candidates is made on the basis of academic performance and PIEAS written test as per following:

PIEAS Written Test	60%
Matric	15%
F.Sc or F.Sc (Part I)	25% (F.Sc. (Part I) only in case candidate is waiting for part II result declaration)
O-Level / A-Level	40% of O-Level equivalence from Inter Board Chairman Committee (IBCC)
- g) Admission Test shall be conducted in major cities of Pakistan as mentioned on the application forms. The test will be MCQs based on English Comprehension, Mathematics, Physics and Chemistry/Computer Science. Sample paper will be available at PIEAS website.
- h) PIEAS has reserved some seats for admission in BS programs through SAT scores.
  - All Pakistani nationals of both Matric / F.Sc. or O / A level streams are eligible to compete on the basis of SAT score.
  - Up to 8% seats are reserved for each program.
  - Admission shall be based on SAT II result of three subjects (Physics, Chemistry and Mathematics level II)
  - The SAT score should be at least 2000 or more
  - Merit list on the basis of SAT score shall be prepared separately for admission in BS programs. (No waiting list will be prepared).
  - SAT scores may be sent to Registrar, PIEAS.
  - The PIEAS institutional code to receive SAT scores is 7272.
- i) All admissions shall be approved by the concerned Dean of the Faculty on the recommendations of the Head of the Department.
- j) Admission to one Department shall not give the students the right to migrate to another Department except if approved by the Rector on the recommendation of a committee comprising of the Deans and Pro Rector.
- k) A student who has passed the above mentioned under-graduate degree examination

from PIEAS or any other University shall not be admitted to any other undergraduate degree program of any Department of the Institute except with the permission of the Rector PIEAS. The Rector may refuse admission without assigning any reasons.

- l) There is no age limit for regular fee paying students.

#### **1.6. Registration of Courses**

- a) At the beginning of each semester, a student must register in the courses of study on the prescribed Registration Forms during 1<sup>st</sup> week of the semester. Students failing to register during 1<sup>st</sup> week of the semester can register during 2<sup>nd</sup> week to 4<sup>th</sup> week of the semester by paying a late fee of Rs. 100/- per day. If they fail to register even in the 4<sup>th</sup> week, their admission will stand cancelled without any notice. In this case, they have to pay re-admission fee along with late fee, however, they will not be eligible for any concession in the attendance.
- b) Registration of courses means;
  1. Online filling and submission of courses registration forms duly signed by the student and the respective Head of the department.
  2. Payment of the academic dues as per rules mentioned in FEE PAYMENT SCHEDULE (Annexure -A).
- c) If a student desires, he/she may take additional non-credit course(s) out of the prescribed courses. The non-credit course(s) shall also be registered like the credit courses. On successful completion or otherwise of a non-credit course(s), a mention will be made to this effect in the transcript. However the score of these non credit courses shall not be considered for the calculation of the GPA /CGPA. Failure in a non-credit course shall not affect eligibility for any awards/distinctions.
- d) The students can change/add course(s) during the second week of the semester on the written recommendation of the teacher(s) and the Head of the Department concerned. No change/addition of course(s) will be allowed 15-days after the commencement of the semester.
- e) A course cancellation may be allowed by the end of 4<sup>th</sup> week of each semester by submitting an application to Controller of Examination through concerned Head of Department.
- f) A student may be allowed to withdraw course(s) by the end of 8<sup>th</sup> week in regular semesters and by the end of 4<sup>th</sup> week in case of summer session. Fee for the course(s) will be charged and a withdrawal shall be indicated by 'W' on the transcript. However, the minimum load limits will apply for semester/session.
- g) The Head of each Department shall forward the course enrollment summary of students after verification to the Controller of Examinations within four weeks of the commencement of the semester.
- h) A student shall not be eligible for re-admission to any Department at PIEAS if
  1. He/she has been dropped from the rolls for his/her conduct.
  2. He/she is already registered and studying in any degree program of PIEAS or any other degree awarding institution in Pakistan.

#### **1.7. Pre-Requisite Courses**

- a) A student cannot register a course if he/she has not studied/passed the pre-requisite of the course. However, if he/she has obtained "D" grade he/she may be allowed to register in the higher level course with the consent of the concerned instructor. It is implemented from session 2015-19 for BS programs.

### **1.8. Attendance**

- a) It is not permissible for the student to absent himself / herself from classes.
- b) Students must attend all of their scheduled classes, lab sessions, tutorials, etc. In case of an emergency, the student must apply for leave to the relevant head of department. However, a leave will be considered as an absence.
- c) A minimum of 80% attendance is a requirement for all PIEAS students to appear in the terminal examination. There will be no relaxation at all in this requirement.
- d) Teachers shall be responsible for entering attendance of their classes. The attendance shall be entered on weekly basis.
- e) During the first week of a semester, teachers will take the scheduled classes irrespective of number of students present in the class.
- f) Re-scheduling of classes or lab sessions will be avoided; it may be done only in extreme emergency. The re-scheduling must be got authorized from the relevant Head or Dean.
- g) Implementation of these rules regarding leaves and penalties shall be the responsibility of the concerned department. Any communication in this regard should be made under intimation to the office of Controller of Examinations, PIEAS.

### **1.9. Examinations**

- a) A student shall be eligible to sit for the Terminal Examination provided that He/She has been on the rolls of the PIEAS during the semester. He/She has registered himself for the courses of study and has attended not less than 80% of the lectures/seminars delivered to his class and 80% of the practical/laboratory demonstrations prescribed for the respective course. The student falling short of the required percentage of attendance of lectures/seminars/practical/laboratory demonstrations etc. shall not be allowed to sit in the Terminal Examination of the concerned course and shall be treated as having failed in that course.
- a) The concerned faculty member may relax the attendance of a course in case of a repetition of a course. However, if a student is repeating a course due to shortage of attendance, he/she shall not be given any relaxation in attendance.
- b) Each course shall have 100 marks, 50 % of which shall be reserved for the terminal examinations and rest for the mid-term tests including assignments. However, in case of laboratory courses 100 % marks shall be reserved for the mid-term tests, reports, assignments and viva-voce etc.
- c) The assessment of composite courses that consists of a lab as well as theoretical course work shall be done separately. That is theory and lab parts will be registered separately and graded independently.
- d) There shall be a written terminal examination for each taught course at the end of each semester, on the dates and location to be fixed by the Controller of Examinations in consultation with the Dean/Head.
- e) Terminal examination cannot be rescheduled except only in case of university closure by Federal Government emergency and the duration of terminal examination shall be minimum 3 hours.
- f) Minimum pass marks in a course shall be 50% OR GP = 2 at the scale of 4.

### **1.10. Grades Promotion And Merit**

- a) The grades of each course shall be calculated as Grade Points (GP) whereas the promotion grades of the students shall be calculated as Grade Points Average (GPA) and Cumulative Grade Point Average (CGPA). The GP, GPA and CGPA will be calculated at the scale of 4.

- b) Details of the % age Marks, Letter Grade and GP for each course taken is as follows:-

<b>% Marks.</b>	<b>GP</b>	<b>Letter Grade</b>
≥ 85	4.0	A <sup>+</sup>
80-84	4.0	A
75-79	3.67	A <sup>-</sup>
70-74	3.33	B <sup>+</sup>
65-69	3.00	B
60-64	2.67	B <sup>-</sup>
55-59	2.33	C <sup>+</sup>
50-54	2.00	C
45-49	1.00	D
<45	0.00	F

- c) The minimum passing criterion for any under-graduate course / semester / degree is as under:-

	<b>% Marks (minimum)</b>	<b>GP / GPA / CGPA</b>	<b>Letter Grade</b>
<b>Subject</b>	50	2.0	C
<b>Semester</b>	55	2.33	C <sup>+</sup>
<b>Degree</b>	55	2.33	C <sup>+</sup>

- d) Students securing marks less than 50 but  $\geq 45$  in any taught / Lab course will be awarded GP = 1.0. This GP will be counted towards calculation of GPA. However, the student shall be required to repeat this subject to obtain a minimum of LG = C, GP = 2 or % Marks = 50.
- e) Student securing marks less than 45 in any taught / Lab course will be declared as failed in that subject and will be awarded GP = 0, LG = F.
- f) The BS final year project shall be assigned numeric grades and shall be counted towards the calculation of CGPA.
- g) On the recommendation of the Thesis Committee (comprising supervisor and two external examiners) and approval by the respective HoD, the duration of the thesis project may be extended as follows:
1. If the extension is for more than eight weeks, the student will be given unsatisfactory grade, will register in the next semester (with full payment of dues if applicable) and repeat everything. His/her result will be declared at the end of the next semester.
  2. For extensions up to eight weeks, the result of the student will not be declared and his status will be considered as "Extended". He will not register in the next semester but will pay half of the tuition fee for the full project credit hours (if applicable). His result will be declared after eight weeks. However, if the Thesis Committee and the respective Head of the Department feel that the thesis research needs to be extended beyond eight weeks, the result of the student will be declared as Unsatisfactory, the student will late register in the next semester and will be given unsatisfactory grade.
  3. For BS students, only one course with 8-week extension may be allowed to register in summer session provided a student has obtained at least CGPA of 3 or more out of 4.
- h) A student shall be required to maintain a minimum of 2.33 GPA in each semester. A

student failing to maintain a minimum of 2.33 GPA in any semester shall be placed on probation provided his GPA is not less than 1.0.

- i) A student placed on probation, shall be: -
1. Allowed to repeat all the courses in which He/She has failed and/or such other courses as recommended by the Head of the Department.

OR

Allowed to repeat on the advice of Head of the Department all or some of the courses in which He/She may have passed during that semester but has failed to maintain a minimum GPA of 2.33.

2. If a student fails in a course marked as compulsory by the concerned department then the student has to repeat the same course; however for failures in optional courses the student can repeat the same or such other courses as recommended by the Head of the Department.
- j) A student failing to maintain a GPA of 2.33 in any undergraduate program, at the end of the semester during which he/she was placed on probation and has also been on probation in the last two semesters shall cease to be a student of PIEAS (i.e. a student is not allowed to accumulate probations in 3 consecutive semesters).
- k) Probation will be decided on the GPA of the current semester. However, if a student has completed all the course work requirements with minimum CGPA of 2.33 shall not be placed on probation in the semester in which he/she has completed course work requirements.
- l) In order to fulfill the minimum passing criterion for an undergraduate degree, the student may have to repeat one or more of the courses in which he / she has already passed. To help the student in this regard the CGPA will also be reported at the end of each semester in the Transcript.
- m) All courses repeated will be the part of the transcript. However, only the best score will be used in the calculation of CGPA.
- n) If a student fails in a course, he/she may be allowed to pass this course in three additional attempts at the most.
- o) On successful completion of the requirements of an undergraduate degree, each candidate shall be awarded the respective degree. A separate transcript shall however be issued to each candidate showing the grades obtained in each course (including that of the thesis or project work), GPA and CGPA.
- p) Grade Point Average (GPA) shall be calculated in accordance with the following formula:

$$\text{Grade Point Average (GPA)} = \frac{\text{Sum of (Credit hours in a course} \times \text{Corresponding Grade Points)}}{\text{Total Credit hours}}$$

The digit at 3<sup>rd</sup> place of decimal will be rounded off to 2<sup>nd</sup> place of decimal.

- q) The Controller of Examination shall issue a Certificate of Merit to a student in the respective degree on the basis of the overall result provided that the student has obtained a CGPA of 3.75 or more and fulfills the following conditions:
1. has not failed in any credit course
  2. has not repeated any credit course
  3. has taken the average academic load decided by the respective department in terms of credit hours per semester
  4. did not have any discontinuity in his study for the relevant degree.

If the recipient of the Certificate of Merit also wins 1<sup>st</sup> position, he/she will also be awarded Gold Medal for the respective degree program.

- r) The Controller of Examinations shall issue a Certificate of Appreciation to the team members of Best Project. The maximum number of students in a team should not be more than four. The nomination of the Best Project shall be recommended by a three member committee constituted by Dean of the concerned faculty comprising of Head of the concerned department, one faculty member of that department not the supervisor of that project and one member from some other department. The concerned Dean shall forward the names of the students along with the project title to the Controller of Examination within one month from the declaration of the final result.
- s) Answer booklets of terminal examinations of all programs shall be destroyed one year after the exam.

#### **1.11. Dropping Courses or a Semester**

- a) A Student may be allowed to drop a semester if any of the following condition is satisfied:
  - 1. In case where prenatal care mandates complete rest or if safety of the fetus does not permit any sort of stress. (To be accessed by the committee mentioned in 1.11-a-3).
  - 2. If a student is hospitalized or suffers from an illness requiring prolonged treatment and illness is such that he/she is unable to attend the university.
  - 3. All cases falling in the clause 1.11-a-1 and 1.11-a-2 above, shall be assessed by a committee consisting of the Head of the Department, teacher(s) concerned and a Medical Officer, SMO or above, of PIEAS. Cases, if need be, could also be referred to the PAEC hospital for expert opinion. In case of any ambiguity or non-decisiveness exists, the case may be referred to the interpretation committee.
  - 4. If student gets hospitalized outside Islamabad or Rawalpindi, than he/she has to submit a medical certificate, reports of all lab tests and other investigations to his/her department. His/her case will be assessed as per procedure laid down in clause 1.11-a-3 above.
- b) A student may be allowed to drop one or more courses if any of the following condition is satisfied:
  - 1. Any of the clause 1.11-a-1 to 1.11-a-4 become operative during the final examination.
  - 2. In case of the death of a near relative. The term "Near Relative" implies Parents, Spouse, Children, Siblings, Parents-in-Law and Grand Parents.
  - 3. Dropping a course may also be allowed if acute medical problem hinders the student from taking the examination.
- c) In case of semester drop or course drop, the student will be considered as he/she has not registered for that particular course or semester. No additional tuition fee will be charged for the dropped course or semester.
- d) Semester or course(s) drop does not imply permission for make-up test; it only permits the student to clear his pending course work when next offered by the department.
- e) The application of the above rules will put the clause of minimum course work/semester suspended.

#### **1.12. Minimum Number of Students in a Course**

- a) Under normal circumstances, minimum number of undergraduate students in a course shall be 8. However, concerned Head of Department with the consent of concerned Dean may lower the minimum number of students in a course under special

circumstances.

**1.13. Course(s) Improvement Policy**

- a) A course with a grade C or above can be repeated by a student to improve his / her CGPA before graduation. Only one attempt shall be allowed to improve such a course. This number shall be limited to 6 in BS Programs.
- b) A credit course with grade D must be repeated for improvement, as per current policy.
- c) Improving the courses for mandatory minimum CGPA requirements shall be allowed, as per current policy.
- d) The best grade attained in a credit course shall be counted towards CGPA, as per current policy.

**1.14. Improvement in CGPA**

- a) The improvement in CGPA will be allowed to students who have not been declared Pass OR have not fulfilled the requirements of degree. In this regard the student should apply in writing to the Controller of Examinations through the respective Head of the Department before the declaration of final result. However, no course replacements will be allowed for improvement of CGPA. For this purpose, the student can either repeat an already passed course or take additional courses.
- b) After notification of the degree, CGPA cannot be improved.

**1.15. Writer for examinations**

- a) In genuine medical cases (where a student is unable to write), a writer will be provided to the student. This writer will be approved by the Controller of Examinations on recommendations of the Head of the Department concerned. However, the student should submit the written request for a writer well before the commencement of the examination. Such examinations for which a writer is allowed will take place on the campus only.

**1.16. Summer Session for Undergraduate Programs**

- a) Registration of new (not taken by the student previously) courses will not be allowed, during summer session. However, in special circumstances, a student may be allowed to register for Thesis Project/Design Project in summer session.
- b) Only those students are eligible to register who are full time registered students of PIEAS.
- c) Students who have either failed the courses or dropped the courses as per clause 1.11 may register in summer session with the approval of the concerned department.
- d) Students who want to improve their grades in courses being offered by the department may also register in summer session. However, grade improvement in a course will be allowed only once.
- e) The summer session will spread over a period of ten weeks. The time schedule will be announced by the Controller of Examinations in consultation with the concerned Head of the Department.
- f) The summer session will not be counted as a regular semester. Therefore, the maximum number of semesters allowed will remain twelve.
- g) The department may refuse registration in the summer session without assigning any reason.
- h) The procedure of registration and the rules for fee payment will be that of a regular semester.
- i) All students, registered during the summer session will be charged the following dues



at the rate mentioned in the fee structure.

1. Tuition fee
  2. Registration fee
  3. Examination fee
- j) A student may register for a maximum of two courses.
  - k) All the courses taken in the summer session will be mentioned in the transcript.
  - l) The marks/GP obtained in the summer session will be counted towards the calculation of CGPA. However they will not be used for the calculation of semester's GPA.
  - m) Rules of probation and termination will not be applied on the summer session.

#### **1.17. Freezing a Semester**

- a) A student may be allowed to freeze his/her semester only if he/she has a valid reason for it.
- b) Freezing a semester shall be allowed after completion of two years (four semesters).
- c) The student should submit an application to the concerned Head of Department before the start of semester if he/she has passed the final examination of previous semester with a minimum GPA of 2.67.
- d) Head of Department shall forward the case with his/her comments/recommendations to the committee comprising of Deans of Faculties and Registrar. Decision of the committee shall be notified by Registrar.
- e) Only one semester shall be allowed to freeze during the whole duration of the program. No relaxation shall be given in the maximum time allowed for degree completion.
- f) Student has to resume his/her studies in the following semester otherwise his/her registration would be cancelled.
- g) In the transcript, it will be indicated as "Semester Freeze".

#### **1.18. Probation and GPA calculations in Extra semesters**

- a) If a student is registered in 9 credit hours or more in extra semester (beyond the normal duration of the degree program) GPA calculations and probation rules will apply. The maximum number of attempts to pass a course shall be four.

#### **1.19. Migration Policy**

- a) The student must meet the eligibility criteria for undergraduate admission at PIEAS.
- b) A maximum of 25% credits required for the degree shall be allowed to transfer.
- c) Courses transferred must have been passed with B grade or 65% marks in the annual system.
- d) A non refundable Migration Application Processing Fee of Rs. 10,000/- will be charged.
- e) Migration will be allowed from well reputed top 5 universities/institutions in the relevant category and recognized by HEC/PEC.
- f) No student shall be admitted from a university or institution unless a no objection certificate and a good moral character certificate is produced to the effect that the student has not been debarred from taking examinations and suspended or not expelled or rusticated from the university or institution from which he/she intends to migrate and that no disciplinary action is pending against him/her.
- g) Decision of accepting or rejecting the migration request of a student will be the decision of the institute.

**Procedure:** The request for migration will be sent to Registrar who will refer it to the relevant Department. A committee comprising Head of the Department and two senior faculty members from the department will consider the case. Recommendations of the

departmental committee will be sent to Registrar through Dean of the Faculty. Registrar will forward the case to Rector who will make the final decision which will be communicated to the applicant by Registrar.

#### **1.20. Degree Supplement Form (DSF)**

- a) The Degree Supplement Form (DSF) will be issued to students to provide supplementary information along with the degree/transcript already in practice. However, it will not be considered as a replacement to degree/transcript.
  1. Applicant must fill in the prescribed application form and submit to the Controller of Examinations along with the copy of his/her CNIC and transcript/degree.
  2. DSF fee shall be charged.
  3. DSF shall be issued within two to three weeks after receipt of application form along with other necessary documents.
  4. The information required at point no. 4.3 (Learning Outcomes) and 5.1 (Future Prospects) of DSF shall be provided by concerned departments for their respective degree programs.

#### **1.21. Credit Transfer Policy**

- a) Credit transfer shall be allowed only in special circumstances such as under Student Exchange Program.
- b) Student shall submit an application for transfer of credit hours to concerned Head of Department along with all necessary documents such as contents of the course(s), grades earned etc.
- c) Minimum B grade will be accepted for credit transfer.
- d) Head of Department shall evaluate the case in consultation with concerned faculty members and shall forward the case along with comments/recommendations to the committee comprising Deans of Faculties and Registrar. Decision of the committee shall be notified by Registrar.
- e) The credits transferred shall be counted towards the degree requirements of the student. However, GPA of transferred credits shall not be counted towards the calculation of CGPA and the term "Transferred" shall be written against those subject(s) in which transfer of credits has been allowed. CGPA earned by the student shall be considered for deciding any merit position/certificate/medal.
- f) Course(s) transferred shall be placed in the same semester that student has spent at some other university or as recommended by the department.
- g) The credit transferred shall be mentioned with the same course titles and grades as studied by a student on the transcript with "Transferred" status.
- h) When a student will be spending a semester at some other university, his/her result shall be declared with status "Semester Freeze". In the final transcript, the status shall be replaced by "Exchange Semester".
- i) Maximum allowed credit transfer shall be 25% of the total degree credit hours for a maximum of two semesters i.e. 12.5% per semester.

#### **1.22. Proxy Attendance Policy**

- a) A student should submit leave application in case he/she is unable to attend the class(es), on the prescribed leave proforma to the department.
- b) If the student is absent (leave application is not submitted) and some other student sign his/her attendance, up to Rs. 500 per proxy shall be fined to the absent student.
- c) In case the student who signed the proxy attendance is identified, he/she shall be fined up to Rs. 1000 per proxy and also a warning letter shall be issued to him/her.

**1.23. Policy / Procedure for Issuance of Transcript / Degree**

- a) Provisional results of examinations at the end of each semester shall be notified by the Controller of Examinations and shall be available to students online.
- b) Final transcript shall be issued to students once they have completed all the requirements for the award of degree.
- c) Outstanding dues should be cleared before student request for the final transcript.
- d) Degree shall be issued in the convocation. However, a student desirous of obtaining degree before convocation should apply on the prescribed form.
- e) For issuance of duplicate transcript, a student has to submit an application stating the reason along with the duplicate transcript fee to the Examination Branch.
- f) For issuance of duplicate degree, a student has to submit an affidavit notarized or signed by magistrate stating the reason on a stamp paper of Rs. 20/- along with duplicate degree fee. Sample affidavit is available in the Examination Branch.

**1.24. Policy for Cheating Cases**

Cheating by any means may lead to strict disciplinary action. A formal policy is being formulated and will be made available.

**1.25. Cash Awards for BS Students**

In order to enhance healthy competition among the students, cash awards shall be given on the basis of academic performance in each year (i.e. after completion of two regular semesters) for the first three years. Cash prizes shall be awarded to top three position holders who have obtained an overall CGPA of 3 or more on the scale of 4 with no repeated or failed course and have obtained 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> position on the basis of two semesters GPA in each year in the respective BS degree program. The following cash awards are approved:

1 <sup>st</sup> Position Holder	Rs. 20,000/-
2 <sup>nd</sup> Position Holder	Rs. 15,000/-
3 <sup>rd</sup> Position Holder	Rs. 10,000/-

**1.26. Financial Support**

Need based financial support in the form of tuition fee waiver is available subject to satisfactory performance.

**1.27. Fee structure**

a) **Local Students**

At present the fee structure for self-sponsored Pakistani students is attached as Annexure I. It is subject to revision as and when felt necessary by the competent authority.

b) **Foreign Students**

The presently approved fee structure for foreign students is attached as Annexure IV. It is subject to revision as and when felt necessary by the competent authority.

**1.28. Fee Refund Policy**

- a) Complete refund after deduction of admission charges if the request for refund is made up to 1<sup>st</sup> week of first semester.
- b) 50% refund after deduction of admission charges and excluding hostel accommodation/transport charges if the request for refund is made in the 2nd week of first semester.
- c) No refund after 2<sup>nd</sup> week.

**1.29. Removal of Difficulties**

An Interpretation Committee comprising of the following will be asked to interpret any rule(s) if needed:

1. Pro-Rector, PIEAS (Convener)
2. Deans of Faculties
3. Concerned Head of Department
4. Registrar
5. Controller of Examinations (Secretary)

**NOTE:** Any of the above-mentioned rules may be cancelled or modified or new rules may be added with the approval of the Academic Committee on the recommendations of the Board of Faculties.

**Annex-A**

**FEE PAYMENT SCHEDULE**

**Full fee should preferably be paid by the last day of the 2<sup>nd</sup> week of each Semester.**

However, in case of some financial problems the following schedule may be followed.

- For payment in installments, application through concerned Head of Department must reach Examination Branch during the first week of each semester.
- No extension in the fee payment shall be given.
- In case of non-payment of semester dues, the semester result shall be held and student shall not be able to register in the next semester until clearance of dues along with fine/re-admission fee.
- Fee deposit slip will not be accepted by PIEAS Accounts Branch / Askari Bank, Nilore Branch, if a student tries to submit dues after the due date unless fine has been included in his/her deposit slip.

<b>Installment</b>	<b>Amount</b>	<b>Due Date</b>	<b>After Due Date</b>
First	40% of total fee	By the end of 2 <sup>nd</sup> week	40% of total fee + Fine@ Rs. 100 per working day
Second	30% of total fee	By the end of 8 <sup>th</sup> week	30% of total fee + Fine@ Rs. 100 per working day
Third	30% of total fee	By the end of 14 <sup>th</sup> week	30% of total fee + Fine@ Rs. 100 per working day

**Note – Fee for each semester has to be deposited preferably during the first two week of each semester in the form of cash / bank draft / pay order.**

- **For Cash Payments:** Cash payments shall be made through Askari Bank, Nilore Branch. The PIEAS fee account at Askari Bank, Nilore branch is 24614800029. Students are advised to take the filled copies of PIEAS fee deposit slips along with their semester dues in the form of cash to Askari Bank, Nilore branch.
- **For Bank Draft / Pay Order:** The filled copies of fee deposit slips along with semester dues in the form of bank draft/pay order may be submitted to PIEAS Accounts Branch.
- **Miscellaneous Payments** such as fine, degree/transcript fee or degree/transcript verification fee, paper rechecking fee etc. may be made in PIEAS Accounts Branch.
- After submission of dues either at Askari Bank or PIEAS Accounts Branch, the signed and stamped **copies of fee deposit slips must be submitted to Accounts Branch and Examination Branch. Otherwise fine will be charged as per rules.**

**Annex-I**

**Fee structure for BS Programs**

Fee Type	(Rs.)	Category
Application processing fee (on-line)	1500/-	Once, Non Refundable
Application processing fee (on-line) (within two weeks after due date)	2500/-	
Application processing fee (off-line)	2500/-	Once, Non Refundable
Application processing fee (off-line) (within two weeks after due date)	3000/-	
Admission Charges	12,000/-	Once
Re-admission Charges	12,000/-	Per re-admission
Library Security	10,000/-	Once, Refundable
Hostel/Transport Conservation Charges	6000/-	Once
Tuition Fee [1][2][3]	2000/-	Per credit hour per semester
Registration Fee	2000/-	Per semester
Internet/PERN Fee [4]	2500/-	Per semester
Student Club Fee	2500/-	Per semester
Examination Fee	2000/-	Per semester
Transport Charges	10,000/-	Per regular semester
Hostel Internet Charges	2000/-	Per semester
Degree & Transcript Fee	2000/-	Each
Migration Certificate Fee	1000/-	Each
Duplicate Transcript Fee	2000/-	Each
Duplicate Degree Fee	5000/-	Each
Degree/Transcript Verification Fee	500/-	Per copy
Paper Rechecking Fee	1000/-	Per paper
Accommodation Charges for full time students/ trainees [5]	2600/-	Per month for shared accommodation with community bath.
	3750/-	Per month for shared accommodation with attached bath.
	4750/-	Per month for single accommodation with community bath.
	5500/-	Per month for single accommodation with attached bath.

\*- Fee structure may be revised at any time.

[1]: The children of PAEC employees in SPS-7 or below (serving and retired) who are in dire need of financial support shall be granted 50% concession in tuition fee and they shall also be eligible for any financial support / scholarship if they meet the approved criteria.

[2]: 25% of the fee collected shall be deposited in a separate Head as financial support fund for needy students.

[3]: For 8 week extension in the final semester project, half of the tuition fee for the final semester project credit hours shall be charged. For extra semesters, a student has to pay fee as per fee of a regular semester.

[4]: Pakistan Educational Research Network (PERN)

[5]: Charges @Rs. 100/per day shall apply for availing shared accommodation for less than a month and charges @Rs. 150/-per day shall apply for availing all other accommodations for less than a month.