

ACADEMIC RULES UNDERGRADUATE



STUDY DURATION

Students have to complete their entire Undergraduate(Bachelors) degree program within the following time limits:

- **Normal Duration:** 04 Years
- **Maximum Duration:** 07 Years

INTERRUPTION OF STUDIES

A student may have to interrupt his studies for an entire semester due to some special unfavorable/unavoidable circumstances. In such a case, the student must apply in writing for a semester leave before the start of the semester. A student is allowed a maximum of two semester leaves during his/her entire degree program. In case a student interrupts his/her study program at the Institute for a period longer than one semester, his/her courses are evaluated by the concerned Chairman of the Department to determine their relevance to the changes made in the curriculum, if any, upon his/her return. In such a case, the student may be required to modify the degree plan in order to ensure conformity to the recent curriculum.

TUTORIAL GROUPS

Tutorial groups are formed and each student becomes a member of one of these tutorial groups. Every tutorial group is assigned a faculty member as the academic advisor, who holds regular meetings, both formal and informal, with his/her group. The advisor will be responsible for the well-being of his/her group members and would maintain close liaison with students parents/guardians. He/she will also have periodic audit of the students progress. The Advisor maintains record files of his/her advisees containing his semester-wise progress reports, courses completed and any other information that he deems relevant. Students who require some special academic course planning, e.g. students who are on academic warning, probation, etc. or want to add/drop a course must have their relevant forms approved by their Advisor. The Registration Office will not accept any such forms for course registration without such approvals from the advisor.

COURSE REGISTRATIONS

All the students who intend to continue their studies at the institute are required to complete the registration formalities well in time in each semester. A student who fails to register him/her-self for studies in a semester nor applies for a semester leave till the end of 2nd week of that semester, would have his/her admission cancelled. The students are required to pay full tuition fees at the start of the semester. Accounts Department issues deposit slips to each student. Fees are directly deposited in School's bank account or may be paid in cash to the cashier in the Accounts Department. After depositing the fee, students are required to submit the Academics part of the deposit slip along with the registration form to the Registrar Office before the registration deadline. If the dues are not paid in full by the stipulated time, he/she may not be allowed to attend the classes and to sit in the examinations. It is the responsibility of the students concerned to clear all dues outstanding against his/her name and report to the department's program coordinator for the confirmation of the registration.

INTERRUPTION OF STUDIES

In case a student could not submit the course registration form within the registration period of the semester due to unavoidable and acceptable reasons, the Chairman may grant approval of the late registration on the following terms and conditions:

The registration shall not be late by more than two weeks of the normal registration deadline, inclusive of holidays, if any.

The Chairman must have approved and recommended the registration form and forwarded it to the Executive Director.

If granted approval, the student must deposit a sum of Rs. 200/- per day per semester, inclusive of weekend and holidays, if any, as late registration fee in the account office and submit a copy of the receipt along with the approved late registration forms to the Program Coordinator. Registration later than the expiry of late registration deadline is not accepted under any circumstances.

DEGREE REQUIREMENT

To earn a bachelor's degree in engineering from the Institute, a student must successfully complete 126 credit hours of course work plus nine credit hours of senior design project and a summer internship (non-credit). The total credit hours required are 135. These courses are grouped into Basic Sciences, Humanities & Management, Core courses, Stream Specific courses, and Senior Design Project. This distribution is in accordance with the PEC requirements and guidelines.

Basic Science Courses: Courses in mathematics, physics and fundamental engineering concepts are common for all students. The aim of these courses is to provide a thorough ground in the basic principles and analytical skills needed for studies in specialized areas of engineering. Most of these courses are offered during the first two years of the Undergraduate(Bachelors) program.

Management and Humanities Courses: Courses in Foreign language, Islamic and Pakistan studies, Social Sciences and Management are required for all students. They are meant to inculcate in the students an awareness of our history & culture, to help them cultivate aesthetic and moral dimensions of their personalities, and to equip them with communication and managerial skills.

Core Courses: Students are required to take certain core courses of their own faculty, i.e. Electrical Engineering. These courses are tailored to establish a firm understanding of the fundamental concepts and practices in the field of Electrical Engineering. To make students more confident and skilled in these basic concepts, most of these courses have associated laboratory exercises and several mini design projects are an essential part of the course/lab work. These mini projects are designed to promote independent thinking and to develop design skills in our students. Through these small projects, students get a chance to put the theoretical concepts learned in classrooms into practical use, which not only enhances their understanding of the subject but also exposes them to the practical issues faced in the real world.

Stream Specific Courses: At the end of fifth semester each student has to select either of the two areas of specialization as his main area of interest, i.e. Computer Engineering and Telecommunication Engineering. After deciding about the area of their specializations, students are required to take those stream specific courses to complete their bachelor's degree. The course work offered in the last three semesters specially targets to enhance students grasp of the subject and to provide him/her profound knowledge about the advanced topics in the particular area of interest.

DEGREE REQUIREMENT

Final Year Project: In the final year, students are required to do a project, which is assigned nine credit hours, three credits in the seventh semester and six credits in the last semester. For the first three credits, a grade of I (Incomplete) is awarded till the completion of the second part. Both the parts get the same grade at the completion. A list of available projects is notified at the start of the academic year. Students may consult their faculty advisors for the selection of a project. They are encouraged to undertake projects that are of interest to industry or to research organizations. Students are required to complete their project and present their reports (& submit in a hard-bounded form) before the end of the final examination of their last semester. A committee nominated by the Chairman of the Department and approved by the Executive Director evaluates these projects.

Summer Internship: Every student registered for a Bachelor's degree program at the Institute is required to participate in an eight weeks practical training program during the summer of their third year and submit a formal report to the Chairman of the department. Though, non-credited, the Summer Internship appears on the transcript. Without a satisfactory report, degree is not awarded.

COURSE LOAD

Students are expected, as a rule, to register for the full semester load of their batch (i.e. 14-21 credit hours depending upon the semester) in a regular semester, i.e. Fall and Spring. No exception to this is allowed in the first semester. However, in latter semesters, this rule may be relaxed with the approval of the Chairman of the department. In any case, the minimum course load required to maintain registration status in a regular semester is equivalent to three (3) courses, i.e. at any time during the semester, each student must have at-least three courses registered against his/her name on letter-grade basis.

In case of a student on academic warning/probation, where the semester GPA of a student falls below 2.00, the student is asked/allowed to register for less than the full semester load, usually 10-13 credit hours. An exception to this rule, for registering for more courses, can only be made for the final year students after the approval of the Executive Director. The students under probation are also allowed to register for one repeating course above the restricted limit of 10-13 credit hours in which they have previously obtained an F or a grade lower than B. A student having a cumulative GPA of at least 3.00/4.00 can also request his/her advisor to allow registration of additional courses up to a maximum of 21 credit hours, in case the extra course is relevant to his degree program or his research project.

The maximum load for the optional Summer semester is 8 credit hours, which under special circumstance may be extended to 12 credit hours with the permission of the Executive Director. A Pre-Registration for summer courses is advised at the end of the spring semester in order to facilitate whether a particular course is to be offered or not.

ADDING A COURSE

Students, who wish to add a course before the end of the first two weeks of the semester, must submit the Course Add/Drop Form duly approved by the academic advisor. The academic advisor checks the schedule of classes and determines whether the requested course is being offered and whether it requires any alteration in the timetable. No student should be allowed to add a course after the end of the third week of classes. This procedure does not affect the final transcript.

COURSE DROP POLICY

Students, in general, can withdraw from course(s) during the semester. In such a case, the student has to submit Course Add/Drop Form duly approved by the academic advisor. The advisor determines whether the withdrawal is crucial for the advisee's academic performance and whether the course is not a pre-requisite for the next semester courses for the advisee. Withdrawal from a course will not be allowed if it leads to a failure in meeting the minimum course load requirement for maintaining student's semester registration status, i.e. registration in a minimum of three courses in any semester.

Withdrawal from a repeating course, i.e. a course which the student is repeating for improving his previous grade earned in the same course in a previous semester, will not be allowed. If the course is withdrawn till the sixth week of the semester, the course will not appear on the transcript. If the course is withdrawn from the seventh week of the semester till the end of the twelfth week inclusive of holidays, if any, a W-grade appears on the transcript. A student who gets a W-grade would be required to repeat this course at a later stage. Wgrade does not count in the GPA calculations.

No course withdrawal will be allowed after the twelfth week of the semester. Irrespective of the date of course withdrawal, no refund of any fee will be made; the student will have to pay the applicable course fee/dues whenever he/she registers for the same course in a future semester, in addition to the regular dues for that particular semester.

ACADEMIC STANDINGS

At the end of each semester, students are awarded with different academic standings, based on their academic performance. Following is the list of the standings/honours awarded to students.

Faculty Honours: This is the highest distinction, which is granted to a student who secures a semester GPA between 3.9 and 4.00, inclusive, with a normal course load or above in the semester and who is not on academic warning or probation or subject to any disciplinary action and whose CGPA is 3.5 or above.

High Distinction: High Distinction is granted to a student securing a semester GPA of at least 3.75 but less than 3.9 with a normal course load or above in the semester and who is not on academic warning or probation or subject to any disciplinary action and whose CGPA is 3.5 or above.

Distinction: Distinction is granted to a student securing a semester GPA of at least 3.5 but less than 3.75 with a normal course load or above in the semester and who is not on academic warning or probation or subject to any disciplinary action and whose CGPA is 3.25 or above.

Good: The academic performance of a student is considered good if his/her semester GPA is between 2.75 and 3.5, and he/she is not on academic warning or probation or subject to any disciplinary action and whose CGPA is 2.5 or above.

Satisfactory: The academic performance of a student is considered satisfactory if his/her semester GPA is less than 2.75 but greater than or equal to 2.0 and his CGPA is 2.0 or above.

Warning: The minimum semester GPA to remain in good academic standing is 2.0. Students are placed on academic warning for the next semester if their semester GPA falls below 2.0 at the end of a semester or his/her CGPA is less than 2.0. A student on academic warning is required to register for lesser number of courses than the normal load in the next semester, in consultation with his/her academic advisor.

ACADEMIC STANDINGS

Probation: A student who is already on academic warning and earns a GPA less than 2.0 in the current semester is placed on probation for the next semester. Similarly a student whose CGPA is less than 2.0 and he/she obtains a GPA less than 2.0 in the current semester is also placed on probation for the next semester. A copy of this warning letter is also sent to the parents/guardians of the student. A student on probation is required to register for lesser number of courses than the normal load in the next semester, in consultation with his/her academic advisor.

Dropped: If a student who is already on probation and obtains a GPA less than 2.0 in the current semester, or a student having a CGPA of less than 1.70 at the end of his first two semesters will be expelled from the Institute.

Passed: A student is declared passed if he/she successfully completes all the requirements set for a degree from the Institute and attains a CGPA greater than 2.0. The following degree requirements are to be completed by the student:

The student has completed the total number of credit hours for a degree requirement, as required by the Institute.

The student has a CGPA of not less than 2.0 at the completion of the course requirements.

The student has fulfilled the degree requirements between a periods of 4 to 6 years

If there are no financial obligations outstanding against him/her

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STUDENT EVALUATION SYSTEM

The performance of every student is continuously monitored and assessed throughout the semester. During the semester, a student's performance is evaluated by taking quizzes, assignments, sessional exams, laboratory reports and project presentations. A final examination is also taken at the end of the semester. The number of quizzes, assignments and sessional and their relative weightage is at the discretion of the course instructors. However, a general guideline for their relative weightage is suggested below:

EVALUATION MEAN	WEIGHTAGE
• Assignments	5-10%
• Quizzes	5-10%
• Sessional / Mid term	20-30%
• Projects / Labs	20-30%
• End Semester Examination	40-50%

GRADES

Course grades are awarded to students based on their relative performance in the course. Grading is usually carried out on basis of normal distribution curve, however the instructor's decision in this regard is considered final. Grades are indicated by letters and the grade points are assigned to each letter as shown below:

GRADE	GRADE POINTS
• A (Outstanding)	4.0
• B+ (Excellent)	3.5
• B (Good)	3.0
• C+ (Fair)	2.5
• C (Average)	2.0
• D+ (Below Average)	1.5
• D (Unsatisfactory)	1.0
• F (Fail)	0.0

GRADE POINT AVERAGE

The Semester Grade Point Average (GPA) is calculated by multiplying the grade points earned in a course with the number of credit hours of that course, and then taking the sum of such products for each course taken in that semester and finally dividing the result by the total number of credit hours of the semester. The cumulative GPA (CGPA) is calculated similarly for all the courses taken in all the semesters.

INCOMPLETE (I) GRADE

A student may request an "I" (Incomplete) grade, if for some genuine reason, she/he fails to appear in a final exam or a final project. I grade is not awarded for any other deficiency in the course. The procedure to request "I" grade is as follows;

Student: The student must fill an "I-Grade Application Form" and get it approved from the department. The department chair may approve or reject the application based on the genuineness of the case. The application is then sent to the concerned Course Instructor who has the final authority for approval. After approval from the course instructor, the student will deposit the prescribed fee to reschedule the examination and submit the completed form in the student affairs department.

Course Instructor: If an "I" grade application is approved by the course Instructor, he/she has to ensure that the "I" grade is awarded to the student in the final award list. The Instructor is to provide a makeup final examination question paper to the exam department in a sealed envelope before submission of final result for that course. The Examination Department Sir Syed CASE Institute of Technology (SS-CASE-IT) will provide the final date and time for the makeup examination to the student and the instructor.

The following points are also to be kept in mind:

Allowing an "I" grade is at the discretion of the instructor. But he cannot just award an "I" grade to any student on the basis that he has not appeared in the final exam. A student must apply for it according to the prescribed procedure.

Any student with an "I" grade is allowed to make up the missed final exam/final project, but not any other part of the course. For example a student who has missed course components other than the final exam/final project or obtained poor grades in tests, assignments, quizzes and sessionals, will not be able to make these up by virtue of having been given an "I" grade.

All deficiencies other than final exam/final project must be completed within the semester in consultation with the course instructor only.

The student must apply for an "I" grade before the final examination of that courses and in some emergency cases within seven days of final examination of the course. Late requests will not be entertained by the department.

The "I" grade must be completed in the following semester. After this, an "I" grade will automatically be converted to an F grade.

RE-CHECKING OF PAPERS

If a student is not satisfied with his grade in a course, he/she can apply for the rechecking of the final paper within 15 days of the declaration of result. In such cases, the student has to deposit a paper-rechecking fee (Rs. 1000/per paper) in the Account Office of the Institute and has to write an application to the Chairman of his/her department. The receipt of money paid has to be submitted along with the application.

After approval from the Chairman, the case is forwarded to the Controller of Examinations for further processing. The Instructor concerned rechecks the paper. If no change in the grade, the Chairman can decide to forward it to a committee nominated by the Chairman and approved by the Executive Director.

The final decision is communicated to the Controller of Examinations. If there is a change in the grade, the new grade is communicated to the student, and the amount paid is refunded. If there is no change in the grade, the decision is communicated to the student and no refund is made.

ATTENDANCE POLICY

No student shall be admitted to an examination unless the following conditions are fulfilled:

He has been on the roll of the Institute during the semester for which the examination is being held, unless allowed by these regulations to take examination in outstanding papers.

He has attended a minimum of 75% of the total number of lectures delivered, the laboratory periods held, design and practical work done during the semester for which the examination is being held.

The Chairman of the department may, for valid reasons, condone a deficiency to the extent of 10% of the attendance.

In very special cases, the Executive Director may condone attendance further but the attendance of the student should not be less than 50%.

If a student does not fulfill the condition of attendance, he/she shall have to re-register for that course in the next semester in which this course is offered.