

Air University, Islamabad

Academic Regulations

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AIR UNIVERSITY

For the purpose of governing schemes of study, syllabi 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 make the following regulations, namely:-

CHAPTER I

ACADEMIC REGULATIONS

PRELIMINARIES

1. Short title and commencement.
 - (a) These regulations may be called the Air University Academic (Programs) Regulations, 2015.
 - (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 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 its 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/Co-Advisor” means a faculty/specialist from industry/R&D organization (in a specific field) who assists in supervision/ guidance of thesis/ dissertation of a PG (MS/MBA/MPhil/PhD) student till completion of research work. The co-supervisor/co-advisor 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 degree;
 - (f) “Credit Hour” means a lecture of one-hour duration (including ten minutes

break) per week per semester for a subject countable towards a student's Cumulative Grade Point Average. However, in case of seminars, tutorials and laboratory work, one credit hour may require two or three contact hours depending upon the nature of the subject;

(g) "Cumulative Grade Point Average (Cum GPA)" 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"

(a.) The Departmental Committee shall comprise the following:-

(i) Chairman of the Department, who shall also be the Chairperson of the Committee;

(ii) All academic staff members of the Department.

(b.) The Departmental Committee shall carry out its duties as defined in section 4(ii) of The First Statutes 2004 of Air University.

(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 a person holding suitable qualifications in the relevant discipline who may belong to any outside constituent/ affiliated institute or university/organization 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)"

(a.) 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) Chairman/ Incharges of the Departments within the faculty;

(iii) All Professors in the faculty;

(iv) Three faculty members in 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) Any other member nominated by the Vice Chancellor, and

(b.) The Faculty Board of Studies shall carry out their duties as defined in section 25 of Air University Ordinance No CVII of 2002.

(m) "Faculty Board of Graduate Studies (FBGS)"

(a.) The Faculty Board of Graduate Studies of the University shall comprise the following, namely:-

- (i) Senior Dean
 - (ii) DG IAA and all Deans
 - (iii) Director Academics
 - (iv) Concerned Department Chairs
 - (v) Two faculty members nominated by the Vice Chancellor
- (b.) The Faculty Board of Graduate Studies shall,-
- (i) Implement the decisions of the Board of Governors, Executive 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 related to graduate studies;
 - (iii) Approve the semester results and decide/dispose off academically deficient cases related to graduate studies in accordance with relevant Regulations;
- (n) “Grade” means a mark (letter grade or number) indicating the quality of students’ academic performance;
- (o) “Grade Point” means number of points representing the letter grades scored by a student in a subject;
- (p) “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;
- (q) “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 or advisor of the student;
- (r) “Internal Examiner” means the teacher/ person 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;
- (s) “Noncredit course” means a course of study, successful completion of which shall not be a requirement for the degree;
- (t) “Semester” means an academic period, in which one set of courses in any discipline of engineering, computer sciences, management and other sciences is offered. The academic year consists of two regular semesters; fall and spring semester. The duration of a regular semester shall be minimum of 20 weeks including 18 weeks for teaching and 2 week for exams. There may be a short summer semester of minimum 8 weeks duration with twice the pace and progress;

- (u) "Semester Grade Point Average (Sem GPA)" 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;
- (v) "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;
- (w) "Thesis Supervisor/Advisor" means a permanent faculty member who supervises/ guides thesis/dissertation of a PG (MS/MBA/MPhil/PhD) student till successful completion of research work. The Supervisor/ Advisor must have sufficient experience and relevant qualification (minimum PhD) in the field of research;
- (x) "University" means the Air University (AU);
- (y) "University Functional Committee (UFC)" means a University level committee comprised of Vice Chancellor, Registrar, all Deans, Directors, and Department Chairs, which shall carry out the assigned duties.

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:

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

CHAPTER II

ADMISSIONS

Introduction

1. All students who wish to enter 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 prescribed manner.
 - (c) Appear for, and take the Entrance Test.
 - (d) If called, appear for interview.
 - (e) If finally selected, register with the registration office and start pursuing the program.
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.
3. Vice Chancellor Air University shall be the final authority on admission matters for all programs.

Bachelors' Degree Programs

4. **Eligibility for admission.** A candidate for admission to Bachelors' Degree must fulfill the criteria prescribed by Air University, as amended from time to time. It shall be the candidate's own responsibility to get the equivalence certificate through Inter Board Committee of Chairman (IBCC), Islamabad.
5. **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.
6. 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, the allocation of percentage marks will be as per policy to be decided from time to time by the University.

7. Each student shall make an application for admission in response to advertisement 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 / web.

Masters' Degree

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

(a) Four years BS Degree / Equivalent degree in the relevant area with at least 124 Cr Hrs beyond 12 years of schooling, with a CGPA of at least 2.50 (on the scale of 4.00) OR Equivalent i.e. First Division under annual system.

(b) GRE 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) It shall be candidate's own responsibility to get the equivalence established 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/ web.

(e) **Admission Interview and Offer for Admission.** An applicant will be required to appear for an interview by the concerned department. Applicant will be communicated an Offer of Admission to the MS program by Admission Office. Applicant will be required to reply in writing, if offer is acceptable to him/her and start the registration process.

(f) **Rejection, Readmission, 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 was admitted in the program and then withdrew, can be readmitted within a year without any additional formalities with the consent of supervisor and Department Chair with the approval of FBGS.

PhD Degree

9. Admission procedure, eligibility, and other matters related to admission are as follows:-
- (a) **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 to the applicant through web.
 - (b) **Eligibility Criteria.** The applicant has to meet following minimum eligibility requirements.
 - (i) MS / M Phil / MBA / Equivalent degree in the relevant area meeting (24 Cr Hrs coursework plus 6 Cr Hrs of thesis work) with a CGPA of at least 3.00 (on the scale of 4.00) or first division in annual system.
 - (ii) GRE 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.)
 - (c) **Statement of Purpose.** All applicants are required to submit a statement of purpose (approx. 500 ~ 700 words) along with the application form, writing clearly their intended research interest and background.
 - (d) **Admission Interview and Offer for Admission.** The applicant will be required to appear for an interview by the concerned department. Applicant will be communicated an Offer of Admission to the PhD program by Admission Office clearly mentioning that the applicant is a fresh applicant, readmission applicant or transfer applicant. Applicant will be required to send his written acceptance before starting the registration process.
 - (e) **Rejection, readmission, 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 was earlier admitted in the program and then withdrew, can be readmitted with the consent of Supervisor and Department Chair followed by the approval of FBGS. 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.
10. **Registration.** Following registration requirements are to be met by students.
- (a) At the beginning of the program, every student shall register himself with Air University in the discipline for which the Admission has been accepted by him.
 - (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, as laid down in the rules.

CHAPTER III

SCHEME/DURATION OF STUDIES

Undergraduate Studies

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

Program	Credit Hours	Duration (Years)	
	Minimum	Minimum	Maximum
Bachelor of Engineering Programs	130	4	6
Bachelor of Sciences Programs	130	4	6
BBA / BSAF Programs	136	4	6
BBS/MSc/MA Programs	66	2	4
Executive MBA Program	66	2	4

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	30	2	4
Master of Philosophy Programs	30	2	4
Master of Science Mgmt Programs	30	1½	3
Master of Business Administration Programs	36	1½	3
PhD Programs	48	3	6.5

3. Following conditions also apply:-
- (a) Maximum durations include all extensions given to students during the course of studies.
 - (b) In some MS Programs, students may be allowed to graduate in 1½ years, provided they have completed all academic requirements.
 - (c) 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 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 20 weeks, followed by 1-2 weeks for final exams and declaration of result. The shorter summer semester is for students who have either failed or have been stopped to take the examination due to short attendance or who wish to improve grades lower than B minus or attend pre-requisite courses. Other students will have a break during the summer semester. The duration of these semesters is according to the approved Academic Calendar for the academic 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 date
- (b) Public Holidays during a semester
- (c) Dates for student competitions etc (students week)
- (d) Mid-term examination dates
- (e) Final examination dates
- (f) Paper Showing dates
- (g) Result Submission and declaration dates
- (h) Any other information considered appropriate

CHAPTER IV

ASSESSMENT OF ACADEMIC PERFORMANCE OF STUDENTS AND DISPOSAL OF ACADEMICALLY DEFICIENT CASES

1. During each semester all students will be assessed in the subjects in which they have registered, as per following evaluation/examination methods.
 - (a) **Quizzes.** A minimum of 2 quizzes/Cr Hrs will be conducted in each course unannounced throughout the semester. This evaluation method may not be applied to Graduate Level courses.
 - (b) **Home Assignments.** The instructors will design and assign homework, individual/group assignments and projects. Presentation and discussion in the classroom may be held if required. Checked assignments are to be returned regularly.
 - (c) **Practical/Lab.** In the courses/programs where practicals are part of the study scheme, the examinations will be held according to the schedule prepared by the Chair Department.
 - (d) **Mid-Term Examination.** There will be one such examination in each semester. The procedure for conducting the Mid Term examination will be as per the specific instructions issued from the Office of the Director Examination in each semester.
 - (e) **Final Examination.** There will be a final examination at the end of each semester. The last comprehensive examination will be held for each course at the end of the semester. The procedure of conducting the final examination will be as per the specific instructions issued from the Office of the Director Examination in each semester. The mode of the examination is determined by the course instructor according to the nature of the subject, in consultation with the Chair Department and Director Examinations. Examinees are not allowed to join the examination 30 minutes after commencement or leave the examination hall before half time has elapsed. The solved question papers are displayed on the Web/Notice Board by the concerned Faculty Member immediately after the exam.

Note:

Performance of each student shall be shared by the subject instructor on regular basis during the semester. Answer scripts for mid-term and final examinations shall be shown to the students on prescribed days mentioned by the office of the Director Examination.

Missed Quizzes, Assignments Mid-Term and Final Examinations

2. There shall be no make-up for missed quizzes, assignments or a Mid-Term Examination. However, in extreme cases a make-up for Mid-Term Exam may be allowed. A student missing a Mid-Term Examination for unavoidable reasons may file a request for make-up to the AU Review Committee. The Review Committee would review the case and decide whether to grant permission for make-up or not. The Review Committee consists of the following members:-

- (a) Senior Dean
- (b) Director Academics
- (c) Chair Department concerned
- (d) Senior Faculty Member or Class Advisor

3. When a student misses the final examination due to an unavoidable reason (as judged by the Chair Department and approved by the VC), the internal grades will stand intact and the final examination will have to be re-taken whenever the same subject/s are offered.

To avail this facility the student must apply within one week of missing the final examination; otherwise 'F' grade/s shall be awarded to the student.

Weightage of Evaluations / Examinations

4. Following weightage shall be assigned to each of the evaluation / examination to determine the students marks (out of 100) in the subjects studied in a semester. Relative grading system will be used by the subject instructor to convert student's score into letter grade:-

(a) Subjects with Practical/Lab work

	Examination	Weightage
(a)	Final	45
(b)	1 Mid Term Test	20
(c)	Quizzes/assignments	15
(d)	Practical/Lab/projects	20
	Total	100

(b) Subjects without Practical/Lab work

	Examination	Weightage
(a)	Final	45
(b)	1 Mid Term Test	35
(c)	Quizzes/assignments	20
	Total	100

(c) Weightages for all Management Sciences Programs

	Examination	Weightage
(a)	Final	45-50
(b)	1 Mid Term Test	30
(c)	Quizzes/assignments	20
(d)	Class Participation	0-5
	Total	100

5. The number of quizzes, assignments and their specific marks are decided by the course instructor. There should be minimum of two quizzes per credit hour in a Course. Instructors are to record marks obtained by each student in each evaluations / examination using an excel sheet (or similar computer program) and its hard copy. The overall subject percentage thus obtained will be rounded off by the examiner. The fraction of 0.5 or more is rounded off to the next higher digit. Students must score passing grades in Lab work.

Letter Grade and Grade Points

6. The award to the student based on academic performance is called a Grade or Letter Grade. With each letter grade a Grade Point is associated. A student may be awarded one of the following letter grades as shown in the table below.

Subject	Grade Points	Grade Points
Letter Grade	(Undergraduate programs)	(MS/M.Phil/MBA & PhD programs)
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

7. Utilizing the information from the table above, student's total grade points earned in a semester can be calculated by multiplying grade point associated with the letter grade earned with Cr Hrs of each subject, and then totaling all the grade points of the subject studied in the semester. For example, a student studies three subjects in a semester of 4, 2, and 3 Cr Hrs, and earned A-, B+, and C grades respectively. His/her Grade Points for the semester are: - $4 \times 3.67 + 2 \times 3.33 + 3 \times 2.00 = 27.34$.

8. In addition to the above letter grades following letter grades can also be awarded to the students :-

'F' (Fail Grade), 'F' grade implies that the student has not been able to secure

passing marks. Such a student is given zero grade points in the course and is required to repeat the whole course whenever offered.

'I' (Incomplete Grade), 'I' grade is awarded in one of the following cases:

(a) When a student is barred from taking the final examinations due to short attendance (less than 75% attendance), provided the internal assessment is 50% or more.

(b) When a student misses final examination due to an unavoidable reason, as judged by the Chair Department and approved by the VC. In such cases, the internal grades will stand intact and the final examination will have to be re-taken by the student when offered. To avail this concession the student must apply within one week of missing the exam; otherwise an 'F' grade shall be awarded.

(c) For any lapse on the part of the University/Faculty due to which the student's complete results could not be entered in time, the student may be awarded an 'I' grade for the purpose of announcing the results at later time. In such cases the 'I' grade will be immediately replaced with the earned grade on removal of the anomaly.

Note: Students getting 'I' or 'F' grade due to short attendance will have to repeat the course. However, this provision (flexibility) will not be applicable to dismissal cases.

'W' (Withdrawn), 'W' grade is awarded as an academic penalty to students for dropping a course between the 3rd and 5th week of classes. Dropping after the 5th week will result in 'F' grade.

'S' (Satisfactory) and **'U'** (Unsatisfactory). For PhD students only, the grading for dissertation work will be done by the supervisor on the basis of satisfactory (S) or unsatisfactory (U) grade. The "S" and "U" grades will not be used for computation of the Cumulative Grade Point Average (CGPA)

Computation of Semester and Cumulative Grade Point Average (SGPA and CGPA)

9. The formula used for calculation of SGPA and CGPA is as follows:-

$$\text{SGPA} = \frac{\text{Grade Point earned in the Semester}}{\text{Credit Hours of Semester}}$$

$$\text{CGPA} = \frac{\text{Total Grade Point Earned in all the Semesters}}{\text{Total Credit Hours Studied}}$$

Academic Standings

10. 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 A1: Academic Standing of Undergraduate Student

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.	$1.80 \leq \text{CGPA} < 2.00$	Warning
7.	$1.50 \leq \text{CGPA} < 1.80$	Serious Warning
8.	$\text{CGPA} < 1.50$	Dismissed & ineligible to rejoin

Table B1: Academic Standing of MS/M Phil/MBA & PhD Student

S No	CGPA	Academic Standing
1.	$3.75 \leq \text{CGPA} \leq 4.00$	Honor
2.	$3.50 \leq \text{CGPA} < 3.75$	Good
3.	$3.00 \leq \text{CGPA} < 3.50$	Satisfactory
4.	< 3.00 In one semester	Probation (Repeat Course (s) to improve CGPA)
5.	< 3.00 In second consecutive semester	Dismissed

Disposal of Academically Deficient Cases

11. Any undergraduate student whose CGPA is less than 2.00 at the end of a semester will be termed as Academically Deficient case and will be dealt with as per the provisions of following table.

Table A2: Disposal of Academically Deficient Undergraduate Cases

CGPA	Academic Status	Consequences
$1.80 \leq \text{CGPA} < 2.00$	Warning	<ul style="list-style-type: none"> • Reduced load • Some new courses allowed • Student must clear F grade or retake courses with low grades • Student on first Warning must improve CGPA to at least 2.00 within next two consecutive semesters
$1.50 \leq \text{CGPA} < 1.80$ or $1.80 \leq \text{CGPA} < 2.00$ (if already on Warning/Serious Warning) or Accumulating 06 uncleared F grades at a time	Serious Warning	<ul style="list-style-type: none"> • Reduced load • No new courses allowed • Student must clear F grade or retake courses with low grades • Student on 2nd consecutive Warning / Serious Warning must improve CGPA to at least 2.00 within next semester. Student will be informed that third consecutive Warning/ Serious Warning will result in his/her dismissal from the Program (except in final semester where students would be allowed to achieve 2.00 CGPA only in next regular semester)
<ul style="list-style-type: none"> • $\text{CGPA} < 1.50$ • Three consecutive Warnings/Serious Warnings • Accumulating 7 or more F grades at a time 	Dismissed	<ul style="list-style-type: none"> • (Ineligible to rejoin AU)

12. **Number of Unclear F Grades in Undergraduate Programs.** There exists an upper limit of 6 unclear F grades that an undergraduate student may accumulate at a time. On securing 7th F grade, the student shall stand dismissed.

13. In the case of MS/MPhil/MBA and PhD student, if his / her CGPA is below 3.00 for

two consecutive semesters, he / she will be dismissed from the program.

Important Rules Concerning Examinations and Evaluations

14. **Attendance in Classes.** A minimum of 75% class and 75 % Lab attendance in each subject is mandatory to sit in the final examination of every semester.

15. **Repeating of Courses.** A student can repeat courses, with grades lower than B minus, to improve grades. All core courses with “F” grade must be improved before graduation. However, provision/flexibility of repeating a course/s is not applicable to the dismissal cases. All attempts by the student in a subject will be shown on the transcript, however, only the highest grade of all these attempts will be counted towards calculation of CGPA. Thus all courses that are repeated, failed or withdrawn shall be indicated on the final transcript.

16. **Relative Grading System.** Air University applies the “Relative grading system” for assessment of student’s performance in courses and award of grades. This allows for screening students according to their performance relative to their peers. In Relative grading, a histogram of total marks obtained by the students is taken and ranges for assigning various grades are decided for awarding the grades. These “ranges” for assigning grades are based on upper and lower limits of percentage of students in a course that can have a particular grade.

CHAPTER V

AWARD OF BACHELORS' DEGREE

Introduction

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

Award of Degree

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

(a) Coursework. Each student is required to complete prescribed credit hours of the department as approved by Pakistan Engineering Council (PEC)/Higher Education Commission (HEC) or any other regulating body.

(b) Final Year Project. Each student is required to complete an independent or group project / study of six credit hours, as prescribed by the department in the final year of their program.

(c) Cumulative Grade Point Average (CGPA). Student has to achieve a minimum CGPA of 2.00 with a minimum of pass grade in project / study work.

Duration of Bachelors Studies

3. The normal duration of Bachelors' studies shall be four academic years (an academic year consists of two regular semesters i.e. Fall and Spring). The maximum duration allowed to complete the Bachelor degree is six years.

4. **Semester Leave.** A student may take a maximum of three semesters leave during the program with the approval of Chair Department. A student has to pay full 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 AU policy. If semester leave (medical leave for serious sickness) is taken during the first semester the student would then have to rejoin a year or 6 months later with the new class, as the case may be. A rejoining of program fee will be charged.

5. **Prolonged Absence of Students.** In case of prolonged absence of student i.e.

beyond 15 days, Program coordinator will inform the registration department. The registration department will change the status of such students from 'enrolled' to 'Pending'. The result would be declared for the enrolled students only. Registrar will take decision on the return of student. If the absence period exceeds one semester, the student shall be dismissed from the program.

Coursework and Registration

6. Students are required to complete the credit hours for each discipline as prescribed by the department (approved by Pakistan Engineering Council (PEC)/Higher Education Commission (HEC) or any other regulating body for each program for bachelors' degree), by taking courses from the list maintained by the department. 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 prospectus for each Intake/Program. If summer semester is being offered, student may take up to maximum of three courses. No new course can be taken in summers unless specifically permitted. Student has to follow the registration process as intimated to them by the Program Coordinator and the Registrar's Office. Registration is not complete unless all dues are cleared.

7. Courses are classified as core courses, elective courses and optional courses. A student has to pass all core courses to become eligible for the award of degree. Elective courses have to be chosen from the prescribed list. Optional courses may be taken as per liking of student to improve his / her knowledge and skills.

8. **Repeating of Courses.** A student may repeat a course under two circumstances i.e. to clear an F, I or W Grade or to improve his / her CGPA.

(a) All core courses with F, W or I grades are to be cleared before completion of degree requirement. F grade in an elective course may be substituted with a grade in another elective course with the permission of Chair Department.

(b) A student is not allowed to accumulate more than six F grades at a time. He has to clear at least four F grades before taking any new course. On accumulations of seventh F grade, the student will be dismissed from the program.

(c) 'I' grade shall be awarded, when a student misses the final examination due to an unavoidable reason, as judged by the Chair Department and approved by the VC. In such cases, the internal grades will stand intact and the final examination will have to be re-taken whenever the course(s) are offered. To avail this concession, the student must apply within one week of missing the exam; otherwise an 'F' grade shall be awarded.

(d) A student can repeat courses, with grades lower than B minus, to improve his / her CGPA.

(e) A student shall not be allowed to improve his/her CGPA after the

completion of degree.

9. **Adding a Course.** 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. The Class Advisor must be contacted by the student before taking a decision. Additional courses are not allowed during the first two semesters.

10. **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 Student Advisor subject to approval of the Chair Department. For a student to be able to withdraw from a course, he/she will be required to produce evidence of a genuine reason showing the circumstances beyond his/her 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 with the 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.

11. **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

12. **Alternative for Islamic Studies.** Non-Muslim students are exempted from taking Islamic Studies. An elective course of "Ethics" will be offered to such students.

Final Year Projects (FYPs)

13. In the final year of the studies, each undergraduate student is to complete six credit hours of independent or group project / study 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 7th and 8th semester shall also be as per departmental procedure.

14. Evaluations and grading of FYP's shall be done at the department at the end of

the “registered semester” for Semesters No 6 and 7, while for the Final Semester, the results may be submitted by 30th June, or within two weeks after the end of the Final Exams. Obtaining passing grade in FYP is a mandatory requirement for award of degree.

Transfer Students

15. **From other Institutions.** The Vice Chancellor on the recommendation of the Equivalence Committee consisting of Chair Department, Director Academics, and Registrar, may allow the transfer of students from other 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 to the Director Academics on the prescribed form.

16. The transferred 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 needed. The student must have at least CGPA of 2.5 to be considered for transfer. The final decision of the Equivalence Committee will also depend on the quality of the academic program of the previous institution.

17. **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 3.0 may apply.

Withdrawal from Program

18. 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 ensure notification of 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 or for non-academic reasons, the Director of Examinations shall inform the concerned Chair Department and Registrar's office, who will ensure notification of student's dismissal.
- (d) Unless an approved semester leave, a student not registering for consecutive regular semesters is liable to be dismissed. The policy is not applicable in first semester.

Minimum Attendance Requirement

19. Students are expected to attend all classes to take full advantage of the learning opportunities including quizzes, tests, home assignments, projects and presentations. A minimum of 75 % class and 75 % Lab attendance in each subject 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.

20. 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. However, provision/flexibility of repeating a course/s is not applicable to the dismissal cases.

Dismissal on Academic Grounds

21. A student may be dismissed from the University on the following academic grounds:-

- a. Failing to maintain the CGPA as required.
- b. Failing to complete the Degree Program within 6 years from the date of first Registration.
- c. Accumulating more than six uncleared 'F' grades at a time.

22. A student once withdrawn on weak academic record will not be enrolled at a later stage. A student dismissed on academic grounds will be given an official transcript.

Procedure for Award of Degrees

23. The names of the successful candidate will be forwarded by the Dean/Chair Department to the Registrar, after ensuring that the student has:

- (a) Completed required courses and credits of the academic program
- (b) Cleared all 'F','W' or 'I' grades, if any
- (c) Completed and achieved at least minimum required grade in project and practical work
- (d) Successfully completed internship, where required
- (e) Good moral character

24. Registrar will verify this information and issue gazette notification announcing names of those who have completed degree requirements.

CHAPTER VI

AWARD OF THE MASTERS OF SCIENCE (MS), MASTER OF PHILOSOPHY (MPhil) AND MASTER OF BUSINESS ADMINISTRATION (MBA 1.5) DEGREES

Introduction

1. This policy deals with the award of the degrees of Masters of Science (MS), Master of Philosophy (MPhil) and Master of Business Administration (MBA 1.5) 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 part of this chapter.

2. Award of MS / MPhil Degree.

2.1. On the recommendations of the Faculty Boards of Graduate Studies (FBGS) to Vice Chancellor, the Air University will award MS / MPhil degree to the candidates who satisfy the requirements mentioned below. Faculties and Departments may specify additional requirements if considered appropriate/necessary on case to case basis, however those requirements are to be approved by FBGS.

- (a) **Coursework.** The minimum course work required for award of degree is 24 credits of graduate level courses.
- (b) **Cumulative Grade Point Average (CGPA).** Masters' students are required to obtain a CGPA of 3.00 or above on the scale of 4.00, on completion of academic requirements.
- (c) **Defense of Research Proposal.** Each Masters' student 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.
- (d) **Research Credits.** In addition to the coursework, all Masters' students must register for at least six Cr Hrs of research work and get satisfactory grade on those.
- (e) **Plagiarism Check.** Plagiarism test must be conducted on the thesis before the final defense.
- (f) **Final Defense.** Successful open defense (in the form of a presentation) of thesis and approval by a majority vote of GEC is required.
- (g) **Submission of Master's Thesis.** Two copies of the Master's thesis in hard bound copies of approved color (duly signed by all GEC members) along with its softcopy on CD/DVD shall be submitted within 30 calendar days from the date of

final defense. Director Examination (with the consultation of concerned department chair) may relax this period if GEC has asked student to incorporate significant changes / additions in the thesis.

2.2. Award of MBA 1.5 Degree.

On the recommendations of the Faculty Boards of Graduate Studies (FBGS) to Vice Chancellor, the Air University will award MBA 1.5 degree to the candidates who satisfy the requirements mentioned below:

(a) **Course work.** The minimum course work required for award of MBA 1.5 degree is 30 credits of graduate level courses.

(b) **Cumulative Grade Point Average (CGPA).** MBA 1.5 students are required to obtain a CGPA of 3.00 or above on the scale of 4.00 on completion of academic requirements.

(c) **Project/Thesis Credits.**

In addition to coursework, all MBA 1.5 students must register for at least six Cr Hrs of a business Capstone project/ thesis work and get satisfactory grade on those.

MBA 1.5 Capstone Project. The Capstone project is split between the second semester and the third semester of the MBA 1.5 program for 3 credit hours each. Key milestones, study and grading scheme for Capstone project are as follows:

1. Mandate Formation of Objectives by the Supervisor
2. Team formation by Supervisor (2 - 4 students)
3. Provision of Project schedule (Assigning of Milestones)
4. Grading of Milestones 1(Week 5), Milestone 2 (Week 9), Milestone 3 (Week 16/17)
@ 15 % total (5 % each)
5. Reflective Journals (same as above) @ 15 % total (aggregate)
6. Presentation / Defense @ 30 %
7. Report Submission

3 copies of report @ 2 for University record and 1 for Client @ 40 %

MBA 1.5 Thesis. The MBA 1.5 program at Air University also provides an option by thesis track for students who opt for a more academic style of research. The rules for submitting and evaluating the MBA 1.5 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.

(e) **Final presentation for Capstone Project.** For MBA 1.5 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 1.5 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 1.5 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 15 calendar days from the date of final presentation/defense for the intake of Fall 2015. Students of the previous intake batches will continue to be governed by previous policy on the subject with changes as underlined and annotated in this chapter.

Duration of Masters Studies.

3. The normal duration of the Master's studies shall be two academic years (an academic year consists of two regular semesters i.e. Fall and Spring) extendable by two semester 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 the FBGS through GEC. The FBGS may grant extension (beyond three years) for max period of two regular semesters (on semester by 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 still fails to complete the degree requirement, then the case for dismissal from that program will be referred to VC through FBGS and Director Academics.

Semester Leave.

4. A Master's student who has successfully completed his/her course work may take leave up to one semester, which includes the leave on medical ground, with the approval of FBGS. The leave granted will not be counted towards the duration of the studies.

Registration Requirement of Masters Student.

5. After admission in the Master's Program, the student will be required to register with the Registration office as Master's student. A student may cancel his registration with Registration Office after registration with fee refunds as permissible under Air University fee return policies.

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6. A Master's student has to maintain his/her registration and pay the applicable fee, for coursework as well as for research work, 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 45 days of start of semester.

7. (a) A Master's student is required to register for nine Cr Hrs of coursework each 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. From second year of the program onwards, a Master's student may register for research Cr Hrs in addition to courses as per existing policy and procedure of registration and fee payment, provided he/she has completed min 18 Cr Hrs of coursework with CGPA not less than 3.00/4.00. Master's student may register for courses during summer semester, if offered, for a maximum of two courses, to complete his/her coursework requirement or repeat one/two courses for improving his/her CGPA.

(b) **For MS MGMT Degree Program:** MS Mgmt student is required to register for 12 Cr Hrs of coursework in first semester and for 9 Cr Hrs of coursework in second semester. From second year onwards, MS student may register for 6 Cr Hrs Research Thesis in addition to 3 Cr Hrs coursework as per existing policy and procedure of registration and fee payment, provided he/she has completed 21Cr Hrs of coursework with CGPA not less than 3.00/4.00. MS student may register for courses during summer semester, if offered, for a maximum of two courses, to complete his/her coursework requirement or repeat one/two courses for improving his/her CGPA

8. **Supervisor, Guidance and Evaluation Committee (GEC) and Thesis Examiners.** Within one semester of the completion of min 18 Cr Hrs with minimum CGPA of 3.00/4.00, a supervisor will be appointed by concerned Chair Department duly approved by FBGS. The supervisor will preferably be holding PhD degree and regular faculty member of AU. 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, Department Chair may appoint a larger GEC. 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. The VC will also appoint one external examiner on the recommendation of FBGS through Director Academics. Each department will recommend two names, as External thesis examiners, to FBGS for each Masters student. Departments (having MS/MPhil programs) may maintain an updated list of candidates thesis examiners all the time.

9. Change of Supervisor. If due to any reason the Supervisor of a student is required to 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. 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.

10. Course Work. Master's students will take all the core courses and any other elective courses as specified by his/her 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 3.00/4.00; otherwise the matter will be referred to FBGS by concerned Chair Department. In case the CGPA drops below 3.00/4.00, the student is required to repeat the course(s) whenever offered. Master's students are required to complete their coursework requirement successfully maximum by the end of the fourth regular semester.

11. Master's student will be allowed to repeat max of three courses (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.

12. Transfer of Coursework. For transfer students, a maximum of 12 Cr Hrs of relevant coursework may be allowed to be transferred with the approval of FBGS, provided the minimum letter grade earned in every course is B or better. No research Cr Hrs will be transferred.

13. Coursework Outside Air University. In extreme circumstance, with the approval of FBGS, 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 student. The total number of transfer Cr Hrs and outside AU Cr Hrs shall not exceed 12.

14. Defense of Research Proposal. A Master's student is required to prepare, submit, and successfully defend a proposal outlining his intended research to GEC for approval, after completion of min 18 Cr Hrs of coursework with CGPA of 3.00 or better. In this

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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. The office of the Director Examination will announce the official result of the defense of research proposal. This requirement must be completed by the student, by the end of fifth regular semester (or earlier) into the program. 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.

15. Change of Research Area of the Student. 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 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 Master's studies.

16. Research Progress. After successful defense of Research Proposal, quarterly research progress reports by the Masters student duly signed by the Supervisor are to be submitted to GEC, Chair Department and the office of the Director Examinations.

17. 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.

18. Plagiarism Check. 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 using software like "Turnitin". The similarity index of the test should be less than 19% for allowing the student to defend his thesis. A certificate to this effect duly signed by supervisor and countersigned by Department Chair is to be forwarded to Registrar and Director Exam. This certificate shall also be attached with the final hardbound copies of the Masters' thesis.

19. Evaluation of the Master's Thesis. In addition to the evaluation of thesis by GEC and plagiarism test, the thesis will also be sent for evaluation to one local examiner. Submission of finalized thesis (second draft) to GEC and local examiner / experts for evaluation shall be done within three 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. The correspondence with the external examiners shall be done through the office of the Director Examination.

20. **Final Defense.** The Master's Student will become eligible for final defense and submission of hardbound copy of the thesis; provided he/she has met all the remaining requirements. On becoming eligible, the student will apply 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 defense, to ensure maximum attendance. 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 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.

21. 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 also, and shall not award any letter grade to the thesis.

22. Masters student securing positions in their department may be awarded medals as per AU Medal award policy.

23. **Final Submission of MS/MPhil Thesis.** After successful final defense, the student will submit final hardbound copies (in required number) duly signed by all concerned to the following offices:-

- (a) Concerned Department 01Copy
- (b) Registrar 01 Copy (Registrar will send this copy to Library).

24. **Dismissal from Masters' Program.** A student shall be dismissed from the Master's Degree program if:-

Will be applicable to all current students also

Will be applicable to all current students also

- 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 defense of research proposal.
- d. Declared failed in the final defense.
- e. Fails to complete all the degree requirements within the maximum time allowed including all extensions.
- f. On account of plagiarism or falsification of the research data.
- g. Unauthorized absence for more than 45 days after registration, or fails to register in a semester for more than 45 days.

25. After dismissal from a Masters' program, the student shall not join any Masters' program offered by the Air University.

26. **Monitoring, Responsibilities, and Misc Issues.** The Masters 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 is 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 FBGS and his decision will be final.

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27. This policy shall be applicable to all MS/MPhil programs and to those who are associated with MS/MPhil programs of the Air University with effect from the intake of Fall 2015. Students of the previous intake batches will continue to be governed by previous policy on the subject with changes as underlined and annotated in this policy.

28. The policy shall be reviewed as and when required.

29. **Exceptions for Award of MBA 1.5 Degree.** The requirements, rules, regulations mentioned in this chapter are applicable to the award of Masters of Business Administrations 1.5 Degree also, with following exceptions:-

- a) **Minimum Duration of MBA 1.5 Program.** The minimum durations for award of MBA degree is 1.5 years, instead of two years.
- b) **Para 7: For MBA 1.5 Degree Program:**

Semester wise distribution of Cr Hrs for Course work/Capstone project is given below:

Semester	Course 1	Course 2	Course 3	Course 4	Total Cr Hrs
1	3.0 Cr Hrs	3.0 Cr Hrs	3.0 Cr Hrs	3.0 Cr Hrs	12.0
2	3.0 Cr Hrs	3.0 Cr Hrs	3.0 Cr Hrs	3.0 Cr Hrs Capstone–Part I	12.0
3	3.0 Cr Hrs	3.0 Cr Hrs	3.0 Cr Hrs	3.0 Cr Hrs Capstone–Part II	12.0
TOTAL					36

Semester wise distribution of Cr Hrs for Course work/Thesis is given below:

Semester	Course 1	Course 2	Course 3	Course 4	Total Cr Hrs
1	3.0 Cr Hrs	3.0 Cr Hrs	3.0 Cr Hrs	3.0 Cr Hrs	12.0
2	3.0 Cr Hrs	3.0 Cr Hrs	3.0 Cr Hrs	3.0 Cr Hrs	12.0
3	3.0 Cr Hrs	3.0 Cr Hrs	6.0 Cr Hrs Thesis work		12.0
TOTAL					36

- c) **Para 8, 9, 14:** Not Applicable to MBA 1.5 students with Project option.
- d) **Para 15-17, 19, 20, 21:** Applicable to MBA 1.5 students with thesis option only.
- e) **Para 23:** After successful final defense, the student will submit final hardbound copies (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)
 - (c) Examination Department 01 Copy

Will be applicable to all current students also

CHAPTER VII

AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY (PhD)

Introduction

1. This chapter deals with the 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 part of this policy. The policy is in line with the guidelines provided by Higher Education Commission, Pakistan.

Award of Degree.

2. On the recommendations of the Faculty Board of Graduate Studies (FBGS) to Vice Chancellor through Director Academics, the Air University will award the degree of Doctor of Philosophy (PhD) to the candidates who satisfy the academic requirements mentioned below. Faculties and Departments may specify additional requirements if considered appropriate/necessary on case to case basis, with the approval of FBGS. These requirements are further explained in subsequent paragraphs.

- (a) **Coursework.** The minimum coursework required for award of PhD degree shall be 18 credit hours of graduate level courses beyond Master's Degree.
- (b) **Cumulative Grade Point Average (CGPA).** The PhD scholar is required to maintain a CGPA of 3.00 or better on the scale of 4.00.
- (c) **PhD Comprehensive Examination.** On meeting coursework requirements mentioned in Para 2(a) 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 satisfactory grade on those.
- (f) **Plagiarism Test.** Plagiarism test must be conducted on the PhD Thesis before its Submission to foreign and local experts/examiners for evaluation using Specialist evaluation.
- (g) **Successful Evaluation of PhD thesis.** Positive report by the supervisor, the external examiner, and two foreign experts from technologically advanced countries on the PhD thesis is an essential requirement before final defense by the PhD candidate.

(h) **Publications.** A PhD candidate must have a minimum of one research paper accepted for publication (as per HEC requirement) based on his PhD research work, before submitting his thesis to GEC for final evaluation.

(i) **Final Defense.** 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.

(j) **Final Submission of PhD Thesis.** Three copies of the final hardbound (in 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 concerned department chair) may relax these days, if GEC has asked scholar to incorporate some changes / additions in the thesis.

Duration of PhD Studies.

3. The 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. 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 extension of one final regular semester provided the student has submitted his finalized 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 final defense scheduled and finish 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 Director Academics.

Semester Leave.

4. A PhD scholar who has successfully completed his/her course work may take leave up to one semester which includes the leave on medical grounds, with the approval of FBGS. The leave granted will not be counted towards the duration of PhD studies.

Registration Requirement of PhD Scholar.

5. After admission in the program, the scholar will be required to register with the Registration office as PhD Scholar. A scholar may cancel his/her registration with Registration Office after registration with fee refunds as permissible under Air University fee return policies.

6. A PhD scholar has to maintain his registration (both for coursework and for

Will be
applicable
to all
current
students
also

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. In case the scholar applies for reinstatement of his/her status to the Registrar he/she will have to pay all dues, re-admission fee and fine as applicable, within 45 days of start of semester.

7. A PhD scholar is required to register at least for nine Cr Hrs of coursework in each 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. After completion of required coursework, a PhD scholar 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 extra course advised by his/her Supervisor / GEC, he may register for that course in addition to research. However, any repeated course or additional coursework will not count towards the minimum research Cr Hrs requirement.

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

8. Within one month of the confirmation of doctoral student's admission to the PhD Program, FBGS will approve a PhD Supervisor for the PhD scholar, on the recommendation of concerned Chair Department. The Supervisor will be Regular/Adjunct PhD qualified faculty member of AU who is also HEC approved/registered PhD supervisor. Being the Supervisor of the PhD scholar, he/she will chair the Guidance and Evaluation Committee (GEC) of his/her student. After the appointment of Supervisor and registration of the PhD scholar, FBGS will approve a GEC consisting of minimum of four members (including Supervisor), on the recommendation of the concerned Chair Department. GEC formed must have at least two faculty members of AU (holding PhD degrees) and one external member of GEC outside AU. Appointment of a Co-Supervisor is optional.

9. **Foreign and Local Thesis Examiners.** The VC will appoint two (with one stand by) experts/examiners from a technologically advanced country on the recommendations of FBGS through Director Academics, for PhD thesis evaluation. Each department will recommend five names, as foreign examiners, to FBGS for each doctoral scholar. The VC will also appoint one local external examiner (i.e. in country) on the recommendation of FBGS through Director Academics. Each Department will recommend two names, as local examiners, to FBGS for each doctoral scholar. Departments (having PhD programs) may maintain an updated list of candidate foreign examiners and candidate local examiners all the time.

10. **Change of Supervisor.** 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 changes shall not form a reason for extending the PhD studies beyond maximum duration.

Course Work

11. All doctoral scholar will take all core courses of the department and any additional courses specified by Supervisor/GEC. Only relevant graduate level courses or equivalent will be counted towards the coursework requirements of PhD. They are expected to earn minimum of B grade in each course counted towards PhD course work. A student may be allowed B- in max of two subjects provided he/she meets the overall CGPA requirements; no C+ grade in any course is allowed in any course counted towards minimum coursework requirement. In case his/her CGPA drops below 3.00, he/she will be required to repeat courses in which the letter grade is B or below. Doctoral scholars may repeat a max of two courses 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. If summer semester is being offered the PhD scholar may utilize it by taking maximum of two courses in summer semester. PhD scholars are required to complete their coursework requirement of 18 Cr Hrs successfully maximum by the end of the fourth regular semester.

12. **Transfer of Coursework.** For transfer students, a maximum of Nine Cr Hrs of relevant coursework may be allowed to be transferred with the approval of FBGS, provided the minimum letter grade earned in each of the courses is B. No Research Cr Hrs will be transferred.

13. **Coursework Outside Air University.** With the approval of FBGS, 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 nine.

Comprehensive Exam (CE) and Defense of Research Proposal

14. Within one semester of the completion of his/her coursework (securing with 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 third academic year (sixth regular semester) into his PhD program.

15. 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.

16. Within one semester after comprehensive examination, 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 (with a gap of up to six weeks between the two) 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 seventh regular semester into his PhD program. 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 research proposal, the status of the PhD scholar will be converted to PhD Candidate.

Will be applicable to all current students also

17. 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 form GEC and the concerned department as per AU examination policies.

18. **Change of Research Area of the Student.** 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 FBGS 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

19. 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.

20. 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

21. 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% 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 to be forwarded to Registrar and Director Examination. The certificate shall also be attached with the final hardbound copies of the

PhD thesis.

Evaluation of the PhD Thesis

22. 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. 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 FBGS as soon as possible.

(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 research or thesis accordingly. GEC will certify that the requisite changes have been done and the final thesis will not be resubmitted to the Foreign Evaluator(s). After receiving positive evaluation reports by foreign experts, the external examiner and the Supervisor, the scholar shall apply for final defense of his/her thesis. The correspondence with the external examiners/experts shall be done through the office of the Director Examination.

23. In case one of the foreign expert offers unsatisfactory comments (rejection of the research work), the thesis will be sent to standby foreign expert for his 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

24. The PhD Candidate will become eligible for final defense and submission of hardbound copy of the thesis provided he/she has met the conditions mentioned in para 3 and 4 above. On becoming eligible, the PhD Candidate will apply 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 and 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:-

- a) Pass with no observation

Will be
applicable
to all
current
students
also

- 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.

25. 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

26. After successful final defense, the student will submit final hardbound copies (in required number) duly signed by all concerned to the following offices:-

- a) Concerned Department 01 Copy
- b) Registrar 02 Copies (Registrar will send one copy to Library and second to HEC).

Dismissal from PhD Program

27. 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) Declared failed in the final defense.
- (e) Fails to complete all the degree requirements within the maximum time allowed including all extensions.
- (f) On account of plagiarism or falsification of the research data.
- (g) Unauthorized absence for more than 45 days after registration.

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

Monitoring, Responsibilities, and Misc Issues

29. 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 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 record purpose. 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

Will be
applicable to
all current
students also

examination policies on receiving the results and all requisite documents. Director Academics 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 FBGS and his decision will be final.

30. This policy shall be applicable to all PhD programs and to those who are associated with PhD programs of the Air University with effect from the intake of Fall 2015. Students of the previous intake batches will continue to be governed by previous policy on the subject with changes as underlined and annotated in this policy.

31. The policy shall be reviewed as and when required.

CHAPTER VIII

RESEARCH & DEVELOPMENT POLICY AIR UNIVERSITY

Introduction

1. Air University, since its establishment has always made positive efforts to promote research in all disciplines and is building its research potentials including qualified faculty, staff and facilities as outlined in sections 4 (3) of University Ordinance. Besides teaching prescribed syllabus for its undergraduate and graduate level students as per approved curriculum, the University is mandated according to the dictates of an educational university of higher learning, to conduct research & development and provide consultancy services in each existing specialized field / engineering discipline.

Following are the focal points:-

(a). The University endeavors to become a leader and a Centre of Excellence in research and development, consultancy services and solution provider to Public and Private sector Industry including Armed Forces and Strategic Organizations.

(b) Continuous growth of University, through a comprehensive policy for promoting and facilitating research as an essential element of overall activities.

Aim

2. The aim of the Research and Development policy of the University is to set guidelines and provide incentives for promoting sustainable R&D activities and Consultation culture among its faculty and staff in addition to accomplishing their primary academic duties and responsibilities.

R&D Policy Committee

3. R & D Policy Committee of following composition is formed for the approval of projects and periodical progress review of projects in-hand:-

- (a) Vice Chancellor (Chairman)
- (b) Senior Dean
- (c) DG IAA
- (d) Director ORIC (Secretary)
- (e) Deans of Faculties
- (f) Head of the Departments
- (g) Representative Academia for R&D

4. The committee in addition to annual meeting will meet periodically in each semester or earlier as required. During annual meeting complete picture of funding requirement will be finalized as per University vision and requirement projected by faculty

members. The required funding and projected influx through research projects will be included in University annual budget. The representative Academia for R&D shall be a PhD qualified faculty member of the university detailed by VC for a mentioned period.

R&D Executive Committee

5. R&D Executive Committee of following composition is formed for evaluating and recommending the suggested projects for approval:-

- (a) Senior Dean (Chairman)
- (b) Director ORIC (Secretary).
- (c) Heads of the Departments.
- (d) Representative Academia for R&D.
- (e) At least 02 Research Co-coordinators.
- (f) Concerned Faculty members(s).

6. This committee will also monitor all on-going projects and will address any impediments including financing within available resources (if required), for all on-going projects approved by the R&D Policy Committee. The committee will meet periodically at least twice each semester or earlier as required. A research coordinator would be nominated by Representative Academia for R&D to work as secretary of the committee for each specific meeting.

Director ORIC

7. The office of the Director ORIC / Director R&D will be the focal office of all R&D activities of the university.

Research and Development Orientation Air University

8. The policy implicitly is oriented towards:-

- (a) Academic Research and Publishing the work.
- (b) Research Projects with industry.
- (c) Focused and gradual expansion of infra-structure.
- (d) Development of laboratories.
- (e) Provision of Design and solutions to Industry.
- (f) Prototyping and Commercialization of Students / Faculty Projects.

9. The research work can be undertaken by a single faculty member or the team having members of any required specialty from available University resources.

Consultancy Services by Air University

10. The consultancy Services include the following:-

- (a) Providing Engineering Solutions to Industry.
- (b) Designing and Prototyping Products for Industry.

- (c) Conducting Seminars / Workshops / Short Courses.
- (d) On-site Consultancy / Solution to a sponsoring agency.
- (e) Any other engineering services not defined above.

11. The consultancy services can be provided by a single faculty member or the team having members of any specialty from University or even external specialist may also become part of the team.

Modalities for R&D and Consultancy Services

12. R&D work and Consultancy Service will preferably be active throughout the calendar year that is, during the running semester and the summer breaks including evenings. The following paragraphs explain the modality of work:-

- (a) **Strategy.** The faculty members of all Departments are required to approach / liaise with Industry; both in country and abroad. Government Organizations (like HEC etc) and Strategic Organizations to seek research projects and consultancy work.
- (b) **Approval.** All R&D projects and Consultancy Work initiated by faculty members and / or Industry would be formally undertaken after approval by the R&D Policy Committee. However, for fully sponsored / financed Projects. Head of Department can authorize the preliminary work on recommendation of Faculty Member(s) / Project Supervisor(s) with intimation to R&D Executive Committee. For the formal approval of project including financing, a schedule or special meeting of the Policy Committee would be held, during which the concerned supervisor would make a presentation on a specified standard pattern to the committee for seeking approval. The pattern of the presentation would be provided by the Director ORIC.
- (c) **Areas of R&D.** It is to be ensured that areas of R&D are relevant to the areas of specialty / expertise of the available faculty members desirous of conducting the research.
- (d) **Seed Money / Internal Funding.** For non-sponsored R&D projects like in-house design & development work for upgrading the university labs etc., the university would provide seed money from allocated fund in annual budget /R&D Funds as forecasted and approved in the budget. The concerned Department is required to the raise funding demand for seed money / allocation of funds for general research activities as well as specific to planned / on-going projects, to the R&D executive committee for the immediate functioning of the work. R&D executive committee is authorize for approval of money within the approved / available funds.
- (e) **Teaching Work Load.** The teaching work load of the faculty member participating in such projects should be ascertained by HoDs / Chairpersons, however, the recommended load is maximum of 6 credit hours or equivalent. To fill in the Faculty Academic shortfall, if created, TVF shall be hired.

(f) **Infrastructure and facilities.** The university would provide all available infrastructure and facilities for all the projects. When required, new equipment will be procured on urgent basis. Appropriate amount of funds be catered for, while making cost estimates for the projects. The guidelines for the required ratios in funds distribution are given in the subsequent paragraphs.

(g) **Hiring of Staff.** If required, the project supervisor may recommend hiring of staff on temporary basis to ensure timely completion of project. The concerned Department will hire the staff for the project as per existing policies of university.

(h) **Procurement Procedure.** Considering time constraints generally inherent in any project the expeditious procurement of stores would be essential. Therefore, the project supervisor would be the approving authority for the purchase of the equipment and stores required for the project while remaining within the funds allocated for the procurement head of the project. The procedure would be as deemed fit by the project supervisor. However, as a guideline, the university purchase procedures are to be adhere to and purchase of proprietary natured equipment should be avoided unless deemed necessary. Also the spot purchases be restricted to and relied upon only when the project's completion time period is going to be affected. The equipment so procured would eventually become the property of University. The equipment should therefore be brought-on-charge / put on inventory of relevant Department. The consumable stores are to be dispensed as required with proper documentary records.

(i) **Project Cost Effects.** The costing of each project is to be prepared by Project Supervisor in consultation with relevant Head of Department (HoD) and Representative committee. Any required negotiation with the sponsoring agency would be initially done by the relevant HoD and subsequently the assigned or interested faculty and staff would also be involved in finalizing the details and cost effects of the project. The costing of project is based on the following:-

(i) **Payments to the University.** Since the university would be providing basic infra-structure and the facilities, the university would be paid funds by the sponsoring agency. A 40% of total profit of the project would go the university in R&D budget head for all projects.

(ii) **Remuneration to Faculty and Staff.** The faculty and staff involved in the project (R&D project team) would get 60% of total profit as remuneration for their work. For the non - profit projects like in-house R&D or PAF Projects, 1.5% of project cost would be paid to R&D project team, as remuneration for their work.

(iii) **Purchase of Equipment and other Resources.** Whenever any extra equipment is required to be purchased, the cost of that equipment would be met from the project cost.

(iv) **Salary of Temporary Staff.** The salaries of temporary staff to be hired for the project should be taken into account during project costing. The payment scales should be in accordance with the existing scales of the 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	Colour
Faculty of Engineering	
Department of Electrical Engineering	Orange
Department of Mechatronics Engineering	Orange
Institute of Avionics & Aeronautics	Orange
Department of Mechanical & Aerospace Engineering	Orange
Department of Avionics Engineering	Orange
Faculty of Administrative Sciences	
Department of Business Administration	Red
Faculty of Basic and Applied Sciences	
Department of Computer Sciences	Orange
Department of Physics	Orange
Department of Mathematics	Orange
Faculty of Social Sciences	
Department of Humanities	Red

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 convocation 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 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 under certificate of posting.
4. Registrar shall also notify all members of the Board, Executive Committee, 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 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.

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 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 Master of Science in Engineering.
- (iii) Candidates for the degrees of MS in Sciences.
- (iv) Candidates for the degrees of MS Management Sciences.
- (v) Candidates for the degrees of MBA.
- (vi) Candidates for the degrees of Bachelor of Electrical Engineering.
- (vii) Candidates for the degrees of Bachelor of Mechatronics Engineering.
- (viii) Candidates for the degrees of Bachelor of Mechanical Engineering
- (ix) Candidates for the degrees of Bachelor of Science in Computer Science
- (x) Candidates for the degrees of Bachelor of Science in Sciences
- (xi) Candidates for the degrees of Bachelor of Business Administration

- (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) **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”

(q) Chancellor declares the convocation close by saying

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

(r) **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.

(s) **Procession to depart the hall.** 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

Introduction

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

Medal Criteria for Undergraduate Programs

2. 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.
 - (b) CGPA of the student must be 3.50 or above.
 - (c) CGPA will be rounded off to two decimal places for determining the position of students in the batch.
 - (d) 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.
 - (e) There should have been no disciplinary case against the student.
 - (f) In case of a Tie, both candidates will receive the respective medal.

Medal Criteria for Graduate Programs

3. Following criteria shall be used for award of medals in graduate programs.
 - (a) Students must be from a course 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 3.50 or above.
 - (c) CGPA will be rounded off to two decimal places for determining the position of students in the batch.
 - (d) The student must have completed his/her Degree within the normal time duration (as given below) during regular semesters with no "I" grade, and no "W" grade.

Sr#	Program	Normal Duration
1.	MBA 1.5	18 Months
2.	MBA Executive	2 Years
3.	MBA 3.5	3.5 Years
4.	MS Management Sciences	18 Months
5.	MSPM/MPM (Project Management)	18 Months
6.	MS Aerospace Engineering	2 years
7.	MS Avionics Engineering	2 Years
8.	MS Electrical Engineering	2 Years
9.	MS Mechatronics Engineering	2 Years
10.	MS Mechanical Engineering	2 Years
11.	MS Computer Science	2 Years
12.	MS Mathematics / Mathematical Modeling & Scientific Computing	2 Years
13.	MS/M.Phil Linguistics and Literature	2 Years
14.	MS Information Security	2 Years
15.	MS Applied Physics	2 Years

- (e) There should have been no disciplinary case against the student.
- (f) In case of a Tie, both candidates will receive the respective medal.

CHAPTER XII

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

Introduction

1. The Air University offers many funding opportunities internally for both prospective and current students, undergraduate and graduate. Details of the various awards, scholarships, Need Base funds and other student support funds can be found on University website. To achieve these goals, the students shall be provided financial assistance in the form of fellowships, grants or deferred payment on both performance as well as need basis as per policy in vogue. The level of financial assistance for needy and high performers shall vary according to the performance of students and availability of funds.

Merit Scholarship / Financial Assistance

2. **For Undergraduate students.** In every semester, students who secures SGPA ≥ 3.50 are given cash rewards on the basis of their semester performance. These Cash Rewards are determined from a linear scale with minimum 30 % for SGPA 3.50 and maximum 60% for SGPA 4.00 with the condition that Student have to take full course load offered by Department.

3. **For Postgraduate students.** Students of Post Graduate programs are also awarded Merit Scholarship provided that their SGPA & CGPA ≥ 3.50 and taken full course load offered by the department. The payment of cash rewards is determined from the following;

CGPA	% of Tuition Fee
3.00 to 3.59	15
3.60 to 3.69	20
3.70 to 3.79	25
3.80 to 3.89	30
3.90 to 3.99	35
4.00	50

Note: Any financial assistance availed in that semester will be deducted from the merit scholarship amount.

Need Base Scholarships for students

4. **AU Need Based Scholarship.** Scholarship is based on assessment of needs of the students and financial status of his/her parents / guardians to sustain the

academic expenses of the students. Candidate for the award of scholarship will be selected on the basis of information provided in this form and investigations for the authentication of provided information. Also candidate will be required to appear for interview (s). Need Base Assistance are awarded maximum 50% of the Tuition Fee.

(a) **Eligibility**

- (i) Students who have a minimum CGPA of 2.5/4.0.
- (ii) Students involved in unfair means cases are not eligible to avail this scholarship.

(b) **Scholarship Award Process**

- (i) Submission of application on the prescribed form by the student.
- (ii) A Financial Assistance Committee headed by Registrar as Chairman and other distinguished faculty members from all departments would recommend the students.
- (iii) The Committee shall submit its recommendations keeping in view the funds available to the Vice Chancellor whose decision in the matter shall be final.
- (iv) The Financial Aid Office shall draw up a final list of students to whom the concession / assistance is granted. Copies of the list shall be forwarded to all concerned constituent institute and shall be displayed on the notice boards.

5. **PAF Ward Concession and AU Employee Concession.** Thirty Four seats are reserved in Air University for the wards of PAF Uniform Personnel (Serving or Retired), every year in various academic programs. Air University gives 25% Concession on Tuition Fee to those wards who get selected against these PAF reserved seats. The wards of PAF Personnel who gets selected on open merit (other than these thirty four seats) may also be given some fee concession as per the rates announced from time to time; additionally, they shall remain eligible for other need based and merit scholarships. In addition to that AU Employees and their wards are entitled to 50% concession in fee.

6. **HEC Need Base Scholarship.** HEC NBS scholarships are awarded to talented students who are financially disadvantaged and are incapable of meeting higher education costs at universities in all disciplines. The aim of the scholarships is to provide opportunities for academically qualified, yet financially needy, Pakistani students to continue university studies in selected partner universities of Pakistan, especially from remote and rural areas of Pakistan (FATA, Khyber Pakhtunkhwa, Southern Punjab, Baluchistan, and Northern Sindh).

(a) Scholarship Award Process

- (i) Submission of application on the prescribed form by the student
- (ii) An Institutional Scholarships Award Committee headed by Registrar as Chairman and other distinguished faculty members from all departments would recommend the students to HEC Scholarship Management Committee (SMC) for final selection.
- (iii) The Committee shall submit its recommendations keeping in view the funds available to the Vice Chancellor whose decision in the matter shall be final.
- (iv) The Financial Aid Office shall draw up a final list of recommended students. Copies of the list shall be forwarded to all concerned departments.
- (v) The selected students are then awarded Full Tuition Fee Waiver and Stipend as per HEC criteria for the whole degree program.

7. **Fazaia Educations Welfare Scheme (FEWS).** This scholarship is controlled by AHQ through Directorate Educations. This scholarship is a need based scholarship. In this scheme of scholarship certain percentage of tuition fees for wards of PAF employees is disbursed. Procedure involves that the parents will apply to AHQ for the scholarship and the applications will be verified by Air University.

8. **PEEF Scholarship.** This scholarship is awarded by the Government of Punjab to the Punjab province domicile holders, and is a need based scholarship. In the scheme of this scholarship, partial tuition fee is reimbursed to the student, amounting to Rs.36,388/- per semester.

General Conditions / Rules Applied on the Award of Various Scholarships

9. Following conditions / rules shall be applied on the students who have been awarded any scholarship.

- (a) Only one need based scholarship will be awarded to one student. However, merit scholarship can be awarded to a student already enjoying any need based scholarship.
- (b) Student has to maintain a CGPA of 2.50 / 4.00 for continuations of his / her AU need based scholarship. However, this condition of maintaining CGPA of 2.50 does not exist for HEC need based scholarship and PEEF scholarship as per SOPs of the program. Any condition of the HEC, Punjab Government, or AHQ

shall also apply.

(c) Student awarded any need based scholarship shall take full academic load of the semester.

(d) PAF wards or AU employee's wards shall cease to be given the tuition waiver mentioned in para 5 above, if they are awarded any other need based scholarship (e.g. HEC need based, PEEF, etc). However, they shall remain eligible for Merit Scholarship.

(e) While applying for any need based scholarship, the parent has to furnish a fresh certificate of income showing inadequate income. Parents also have to provide documentary evidence of income at the time of their wards admission.

(f) Students demonstrating adequate family income shall not be eligible for any need based scholarship. However, he / she will be eligible for Merit Scholarship.

CHAPTER XIII

AIR UNIVERSITY CENTRAL LIBRARY (AUCL) FACILITIES

1. The Air University shall maintain a library whose membership and services shall be available to all students, faculty and staff. The Library shall make all efforts 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 of the members 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 Vice Chancellor
3. **Loan Privileges.** Following categories of members observe the loan schedule mentioned against their category.

Teaching faculty member including visiting faculty members	8 books for 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 from Book Bank Section are issued to the concerned students for the entire semester. Students are entertained on first come first serve basis.
Undergraduate student	6 books for 30 days
Postgraduate student (MS/ MPhil/ PhD)	8 books for the period of 30 days

Administrative staff	4 books for 14 days
Members of the Board of Governors	4 books for 14 days
AU employees on sabbatical leave	AU employees on sabbatical leave can borrow books and other items from the library as per loan privileges for their respective category provided they are enrolled in an academic program of AU. 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 the period of 3 days maximum.

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, reports, pamphlets, etc.
- (f) All works other than mentioned above may be issued on recommendation of Dean/ HOD in temporary loan category (i.e. 2/3 hours, etc).

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 on telephone or through e-mail 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 Director 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 reason. In case of employee, fine deduction is made at source.

7. **Loss of books.** If borrowed material is damaged, destroyed or lost, borrower will be asked to deposit a replacement or a fine which may be up to three times 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 the librarian.

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

Monday through Saturday 08:00 am to 06:00 pm

Note:

- On Fridays library remains close from 1:00 pm to 2:30 pm.
- Library remains close on Sunday and Gazette holidays.
- Library extends its service hours for two weeks (one week before exams and one week of the exams) for mid-term and final exams. During extended hours library provide services to its users till 8:00 pm
- Library service hours may change from time to time by the librarian provided circumstances call for such an action.

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

- (a) University ID card is used as library membership card.
- (b) Presentation of ID card is a must 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 library exit before leaving.
- (j) **COMPLETE SILENCE MUST BE OBSERVED IN THE LIBRARY.**

- (k) Member should keep their mobile phones and Walkman, etc off within library premises.
- (l) Tearing out of pages or damaging of reading material or furniture, etc is strictly prohibited. The responsible person may be charged fine up to three times of the actual cost of the item.
- (m) Eating, sleeping, smoking, and loud conversation within library premises is not allowed. The member may be asked to leave the library premises 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 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 informs requester to collect the same. Reservation is considered cancel if reserved item is not collected within two working days.
- (u) Borrower 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 ONLY. Misuse of this facility is strictly prohibited.

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 ACCN 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 3 % 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. **Inter-library loan.** With a view to exploit information resources of other institutions of higher education, the librarian shall maintain some mutually agreed upon interlibrary loan facility with academics, research, special, public, and government departmental libraries.

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

- (a) Stock taking will be held on annual basis.
- (b) During stock taking library services shall remain suspended.
- (c) All books on loan with borrowers will have to be returned before the date notified for this purpose.

CHAPTER XIV

STUDENT AFFAIRS / MATTERS

Introduction

1. The Student Affairs Department is headed by a Director, who works through a Proctor, Assistant Proctor (female) and an Office Assistant. Main functions of the department are as follows:
 - (a) The department is responsible to ensure implementation of the general code of conduct i.e. dress code, discipline, following of various instructions given to students, behavioral standards etc.
 - (b) In administration and supporting role, the department facilitates students in organizing various inter / intra / extracurricular activities / events like Welcome/ Farewell parties, Students 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, departments and AU societies/clubs for holding various indoor/outdoor activities through Event Management Form.
 - (d) The department provides necessary guidance for seeking financial, administrative and logistics support to the Students/organizing bodies for holding an event.
 - (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.
 - (f) The departmental staff works with the exams staff during the course of final examination which includes all the exams related activities.
2. In the event of misconduct, the University has the authority to take disciplinary action. Every member of the University has a responsibility to report any incident / occurrence of misconduct to Director Student's Affairs through proper channel. At the time of admission all the students are provided with student hand book, encompassing / illustrating the expected code of conduct / behavioral standard expected from students while he / she 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 he leaves the university.

Code of Conduct

3. AU has laid down a code of conduct for all students studying at the campus. This code is meant to ensure high moral standards and an academic atmosphere of peace and harmony. At AU male and female students study together. They have to learn, discuss, participate and interact with one another very frequently. They are, therefore, required to exhibit high moral standards, decent manners, and responsible behavior. The cultural norms of our society must be observed.

University Identity Cards

4. Students must be in possession of the University Identity Cards whenever they are on the University Campus and they must display it on person prominently AT ALLTIMES. They can be denied entry to the campus and fined for not carrying the ID cards. It is the 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 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. Any transfer, alteration, or forgery of a Student ID card constitutes a violation of University policy and may result in an appropriate disciplinary action or a fine or both.

Car Stickers

5. Parking inside the University premises requires a Security Car Sticker which must be obtained from the Security Officer at a nominal price. Cars without stickers shall not be allowed to enter the Main Gate. The Car Sticker is not transferable.

Dress Code

6. AU students are expected to be decently and neatly dressed. They must observe our cultural norms in their attire and bearing. Students are not allowed to wear joggers, slippers, jeans, T-shirts, jackets, shorts etc. on the Campus. In the summers, boys must wear black or brown shoes, and dress shirts with full or half sleeves tucked inside trousers. In winters, (1 October to 1 March) a tie must be worn. A blazer and/or pullover with V shaped neck only, of sober colors may be added to the summers dress outlined earlier. All girls are expected to dress in a modest & professional/decent manner falling in line with its academic & cultural ethics/norms. Unduly revealing outfits are prohibited. Girls are to wear full length trousers / shalwar and knee length kameez with dupatta. Wearing of dupatta is compulsory.

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

Smoking

7. Smoking is prohibited within AU premises except area falling north end corner of student gate. The academic buildings, library, cafeteria, lawns, grounds, and parking area are smoke free zone. Smoking at all times is prohibited in AU buses. 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 and Visitors. Visitors not adhering to the policy may be asked to comply or leave the premises.

Display of Banners and Posters

8. The University prohibits display of any kind of banners 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. Slogans, propaganda, noise of any sort liable to cause disorder are prohibited.

Social Media Policy

9. Air University authorities are not responsible for any unload/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.

Visitors Policy

10. 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 visit differs from the actual activity a visitor is found to be involved in, strict disciplinary action shall be taken. During the whole time of stay at AU campus, the visitor card shall be on proper display; failure to do so is subjected to disciplinary action.

General Prohibitions and Provisions

11. 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) No pets are to be brought to the University
 - g) Motorcyclists must wear crash helmets. Violators may be denied entry and/or fined heavily.

Discipline Matters / Cases

12. All disciplinary cases shall be forwarded to Students Affairs Department for initial investigation / findings. Serious Disciplinary matters shall be investigated by the Discipline committee, who shall forward its recommendations through Director Students Affairs to the Vice Chancellor for final decision.

Discipline Committee

13. 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. Statement made by the student and cross

examination by the Committee will be recorded and recommendation made to the Vice Chancellor/Senior Dean through Director Students Affairs.

Acts of Indiscipline

14. 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 a political party
- (h) Instigating others and indulging in undesirable propaganda creating academic deterrence and polluting academic environment
- (i) Indulgence in unlawful activities

Disciplinary Actions

14. Disciplinary action may comprise any combination of the following:

- (a) A warning in writing
- (b) Probation 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.

Processing of Disciplinary Cases

15. The disciplinary cases shall be dealt with by the Director of Students Affairs, Senior Dean or DG IAA (for cases pertaining to IAA) on behalf of the Vice Chancellor. These three officers are authorized to fine a student up to Rs 1,000/- and/or suspension for a maximum period of three days. Any penalty higher than this must be referred to the Vice

Chancellor for his approval.

16. On receipt of a complaint from the Senior Dean, DG IAA (for cases pertaining to IAA) or Director Students Affairs, 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 does not exceed a fine of Rs 5000/- and/or 7 days suspension. Senior members of the administration and faculty may fine a student for minor offences by reporting the matter to the Dean and the Director Student Affairs. The latter may enter this in the student's record.

Appeal against Discipline Committee's Decision

17. A student may make an appeal to the Vice Chancellor against any decision within seven days of the issuance of warning letter. The decision of the VC will be final.

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, only the courts at Multan shall have the jurisdiction to adjudicate any legal issue.

Air University (AU) Policy on Harassment

18. 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 decision directly affecting the individual.
- (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.

19. 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 types 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 harassment.cell@mail.au.edu.pk. All cases are handled and resolved in a professional manner so that the confidentiality of all parties is maintained.

Student Leadership (Co-curricular Activities: University dramas, exhibitions, expos, competitions, debates at National and International levels)

20. 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.

(a) **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. There are 17 Societies & Clubs which 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.

(b) **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 AU has formed a **Character Building Society (CBS)** as advised by NAB.

S No	CLUB/SOCIETY	OBJECTIVE
1	News Letter	Coverage of the various events through the semester Featured Articles
2	Performing Arts Society	Documentary /Still Photography / Movie Making / Painting
3	Literary Society	Debate / Speech contest Poetry Competitions / Seminars Essay Competitions
4	Islamic Society	Lectures on the role of Literacy in Islam Naat & Qirat Competitions
5	Shaoor Society	Each One, Teach One

S No	CLUB/SOCIETY	OBJECTIVE
		Other activities to promote education & community services
6	Music Society	Promoting Music / singing Arranging musical events at AU Participating in Music competitions in other universities
7	Cultural Society	Quiz Competitions Current Affairs Discussion / Lectures National Day Celebrations Women empowerment, Literacy & Gender Issues
8	Bits & Bytes Society	E-Gamming Competitions Computing & Software related awareness
9	Robotic Society (Society of Advancement of Mechatronics)	Sharing their knowledge and gaining experience from FMs in field of Mechatronics Engg
10	Blood Donor Society	Help arranging suitable donors in case of emergency Maintain readily available list of Donors
11	Thespian Society	Drama competitions / Stage plays on various cultural & social themes
12	Air Media Club	Focuses on covering events, functions, exhibitions, and various activities through camera and publicizing them through media Dealing with external agencies through visits
13	Character Building Society (as advised by NAB)	To harness students social, ethical, and academic values in consonance with educational and cultural curriculum
14	Air Business Club	Platform for students to develop business acumen & to work together with the other departments Provide students opportunity to apply their knowledge /skills through case studies/financial accounting/business plan Competitions beside interacting with different industries.
15	Society of Mechanical Engineering	Educational tours Lectures / Seminars and workshops for students Events on current research in the field of Mechanical Engg Help students in selecting final year projects

S No	CLUB/SOCIETY	OBJECTIVE
16	Sports Club	<p>Society aims to organize sports events throughout the year b/w Deptts</p> <p>Participating in outdoor competitions</p> <p>Having regular events to give students an opportunity to prove themselves in field of sports</p>
17	Adventure Club	To provide faculty members/students with adventurous activities for physical & mental growth

Student Leadership /Organizational Skills:

21. **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 offers to recognize 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 XV

POLICY TO CURB USE OF UNFAIR MEANS DURING EXAMS

Introduction

1. 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.

Measures to Control Use of Unfair Means by the Students

2. 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.

Role of Departments / FMs in creating awareness among the students

3. 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.

Incidents of Use of Unfair Means

4. 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 a mobile phone inside the exam hall/room constitutes involvement in Unfair Means and is, therefore strictly prohibited. If a student is found with mobile phone during exam, his/her mobile phone will be confiscated and disciplinary action initiated against such student.
- (e) Arguing with 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.
- (j) 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.

Unfair Means Control Committee

6. 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 at Appendix 'A' to this policy document.

Review Petition against the Decision

8. 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.

Confiscation of Mobiles/unauthorized electronic devices possessed during Examinations

9. 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 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 clearance certificate.

Ineligibility for Merit Scholarship

10. 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.

Ineligibility for Need-Based Scholarships / Grants

11. 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.

Conclusion

12. This policy directive supersedes earlier directives on the subject and is to be effective immediately and may be reviewed as and when required.

Guidelines for Dealing with use of Unfair Means

S #	UNFAIR MEANS	PENALTY	AUTHORITY
1	Attempt to know contents of Question paper prior to examination	Any one or combination of the following; <ul style="list-style-type: none"> • 'F' in Subject • Down gradation of grades in other subjects • Fine Rs. 5000/- 	VC on recommendation of UMCC
2	Arguing with Invigilator/being rowdy	<ul style="list-style-type: none"> • '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	<ul style="list-style-type: none"> • '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	<ul style="list-style-type: none"> • '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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 'F' 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	<ul style="list-style-type: none"> • 'F' 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	(i) 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; <ul style="list-style-type: none"> • 'F' 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	<ul style="list-style-type: none"> • 'F' in Subject to all students involved • Fine of Rs. 5000/- 	VC on recommendation of UMCC
14	Tempering of Results	Any one or combination of the following; <ul style="list-style-type: none"> • 'F' in Subject • Down gradation of grades in other subjects • Fine Rs. 5000/- • Termination / Expulsion 	VC on recommendation of UMCC

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; <ul style="list-style-type: none"> • 'F' in all Subjects or • Expulsion or • cancellation need based scholarship of any kind for all semesters 	VC on recommendation of UMCC
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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 scholarship 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. This chapter covers training methodology for faculty and staff of Air University.
2. The Air University has been emphasizing on training of Faculty and Staff since its inception. In addition to the university's funding, Higher Education Commission Learning Innovation Division (LID) has been sponsoring training courses / workshops for the development of faculty and staff in the form of professional Competency Enhancement Program for teachers and Indigenous on Campus Training for staff. Few universities have well established Human Resource Development Centres functioning as independent departments while others conduct training by sharing resources. Air University also does not have independent training institute but regularly conducts training courses / workshops by sharing of resources. Director Quality is the focal person for training at the university and team of Quality Enhancement Cell facilitates in organizing all type of trainings within and outside the university
3. There are two types of courses conducted at the university. Short courses for PAF officers sponsored by Air Headquarters' training sub branch and faculty / staff development courses sponsored by HEC. In-charge center for professional development at Administrative Science is responsible for coordination/conduct of courses for PAF officers and training coordinator will be nominated by focal person for short courses/ workshops sponsored by HEC. All training activities are planned, organized and monitored by focal person of training through coordinators.
4. Following are salient features of training activities:-
 - (a) Director Quality has been nominated as the focal person for training of Faculty and Staff at the university.
 - (b) Training calendar is prepared by QEC on quarterly basis and disseminated to all Directors / Chair departments.
 - (c) QEC coordinates with external organizations and HEC for the arrangement of trainings related to faculty and staff.
 - (d) Director Quality gets approval from Vice Chancellor for nominations of participants, funds required for training and transport facility for the participants.
 - (e) In-charge Centre for professional development and training coordinator assist Director Quality in the execution of planned trainings inside the university and prepare reports on the completion of trainings.
 - (f) Records of all trainings conducted at universities or outside are maintained at QEC.

(g) The existing facilities of class rooms and conference hall of IAA and Administrative Sciences are used for training activities.

5. All funds allocated by HEC for the conduct of training activities are consumed according to HEC (LID) laid down policies. Funds allocated by Air Headquarters shall be consumed as per Air university latest policy on the subject.

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.

Rules for Regular Faculty (RF) & Regular Visiting Faculty (RVF)

3. 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 Air University without prior approval of the Vice Chancellor. There is, however, no such restriction on the RVF after the scheduled working hours.

Rules for the Visiting Faculty (VF)

4. 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 class on 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 students' 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 Deptt. and Cafeteria.

Mentoring Program for New Faculty Members

5. 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.

First Day of Class

6. 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.

Conduct of Regular Classes

7. 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.

8. 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.

9. 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.*

Instructions for Power Point Lectures

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

11. 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.

12. 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

13. 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.

14. 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.

15. 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.

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

17. 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

18. 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.

19. 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.

20. 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.*

21. 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.

22. 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.

23. 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**.

24. 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.

25. 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

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

Record Keeping

27. 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 Students' 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 mentoring program by Chair Deptt / Dean

Aim

2. 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.

Mentoring

3. 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.

Mentoring Program at AU

4. 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.

Objectives

5. 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.

Methodology

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

- (a) Providing guidance in handling new situations.
- (b) Assisting to identify work priorities.
- (c) Coaching for the preparation and delivery of lectures, and holding quizzes, tests, and laboratory work, etc.
- (d) Role modeling to provide example.

- (e) Providing assistance, as required.
- (f) Monitoring the progress and adjustment at AU.

Responsibilities

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

Arrangements Prior to the arrival of new faculty

8. 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.

Mentoring Schedule of New Faculty Members

9. 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'.

Review of the Mentoring Program by Chair Deptt/Dean

10. 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.

Coordinator

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

Mentor

3. 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.
4. 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.

- (e) To act in a professional manner and remain focused on the assigned tasks.
- (f) To avoid any preferential treatment to the new faculty member or to cost any subjective aspersions on the new faculty member,
- (g) To help in establishing a professional network for the new faculty member within and outside the Department.
- (h) 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.
- (i) 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,

New Faculty Member

5. 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 Practice 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

1. The paper should be evenly distributed from the entire syllabus
2. A balanced paper should be neither too easy nor too difficult
3. Don't give any question in the paper without first solving it
4. Solve the question paper and note the time taken to solve it. Never make the paper too lengthy
5. Ensure that the question paper is not prepared from outside the prescribed syllabus
6. Ensure that the question paper contains questions of varied difficulty levels otherwise your result graph will have no gaps
7. Be extra careful about printing and ensure it is error free
8. Security of the paper is responsibility of the teacher. Be extra careful about its safe custody
9. Refrain from repeating the questions of previous examinations
10. Be extra careful about clarity of the statements of the questions
11. Give concept oriented, rather than memory based, questions
12. In technology papers give about 25% design and analysis based questions
13. Ensure to gauge the factual, conceptual and applied knowledge of the student

Procedure for Showing the Answer Scripts to the Class

1. Do not call more than four students in your office
2. Ask the students to place the pens in their bags before handing them over the answer sheets
3. Tell the students to raise hand if they have any query
4. Ask those students who do not have any query to leave the office
5. Now discuss the paper with those left behind

Tips for Grading

1. 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.
2. While awarding grades take reference from the class average.
3. 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.