

#### 4. FUNCTION OF EXAMINATION BRANCH

##### a. Before Exams:

- (1) Obtain the schedule of all courses / semesters from administration branch at the beginning / on occurrence of each course / semester.
- (2) Forty days before the termination of the course ask administration branch about the progress / completion of course / semester.
- (3) Prepare a draft exam schedule and discuss with the faculty about the timings / date and completion of the course. Where possible make adjustments keeping in view the faculty's commitments / availability.
- (4) Before chairman's approval the schedule will be sent to administration branch for their information / any observation.
- (5) On confirmation, issue exam schedule 30 days in advance for students to clear dues and prepare for the exams.
- (6) Obtain two sets of question papers from the faculty fifteen days in advance. Prepare the drafts and get the drafts approved from the faculty 10 days in advance of the papers.
- (7) Two days before the exams select one paper and get it photocopied ensuring all secrecy.
- (8) Handover to faculty (*Examiner*) the paper in the examination hall maximum thirty minutes before the start of the paper.
- (9) Ensure its complete secrecy. It is not handled by unauthorized persons.
- (10) Forty-eight hours before the commencement of each exam, ask administration to allocate rooms and detail invigilators out of concerned faculty / other staff keeping in view the numbers of students / candidates.

- (11) Make seating arrangements keeping in view the horizontal and vertical distances. Change seating plan every day.
- (12) Two hours before the exams put on notice board the room Nos. where the exam will be conducted.
- (13) Students will report in the examination hall 15 minutes prior to the examination timings and sit according to the seating plan.
- (14) Ensure correct typing and space management, to avoid wastage while preparing the paper.
- (15) Ensure requisite number of copies are prepared and sealed in proper envelopes along with the original paper. Exam Branch will however keep one copy of the draft / original paper.
- (16) Place a copy of nominal roll and result sheet in the pack containing question papers.
- (17) Arrange for required number of answer sheets in the examination hall duly stamped. Also Arrange for continuation sheets, staplers etc.
- (18) Ensure students clear their outstanding dues before the start of exams.
- (19) On intimation from faculty issue schedule for practicals when required to be conducted during the final exams.

b. **During Exams:**

- (1) Ensure that the examiner in the examination hall opens the pack containing question papers just 5 minutes before its distribution.
- (2) Ensure that exams are conducted in a fair and transparent manner.
- (3) Monitor the conduct of exams.
- (4) Ensure presence of faculty during the exam. When faculty is unable to supervise the exam due to any reason, make alternative arrangements in consultation with the administration.

c. Post Exams:

- (1) Receive answer sheets from the invigilators.
- (2) Check them for correctness along with the attendance and keep record of attendance in a register.
- (3) Arrange for marking.
- (4) Each paper will be given a code number, if required, before it is handed over to the faculty for marking.
- (5) To begin with, table marking will be introduced for intermediate exams and subsequently it will expand to higher classes.
- (6) Obtain results; check 10% at random for totaling and grading according to the university policy.
- (7) Compile and prepare results.
- (8) In case of delays in submission of results issue reminder on 20<sup>th</sup> day of exam to the examiner. In case of failure, refer the case to higher authorities and they may link issue of salary cheque with the submission of results.
- (9) Feed the result in the computer.
- (10) Prepare the result in case of each student and subject separately.
- (11) Make a comparison with the last results and carry out analysis.
- (12) Where necessary hold a conference with the faculty and make a strategy to ensure realistic results.
- (13) Counsel the weak cases and where necessary arrange a meeting with the parents.
- (14) Put up the detailed result to the Chairman with observations if any.
- (15) Arrange to display results on the notice board.
- (16) Despatch results / performance report to the parents of students within 30 days of the exams and obtain confirmation of receipt.

- (17) Update the progressive performance report / transcript in case of each student. Retain a copy in the exam branch and forward a copy to student support branch to place in his file for record.
- (18) On successful completion of the course, that is, students having a CGPA of 2.5 the degree will be prepared and the got signed from the chairman / registrar / rector.
- (19) Ask administration to arrange for convocation every alternative year.
- (20) Make appropriate arrangements for the award of degrees during the convocation.

## 5. **FACULTY & SUPERVISORY STAFF**

### a. **Before Exams:**

- (1) Prepare a set of two papers for each subject 15 days before the commencement of exams and handover the same to exam branch.
- (2) Cover complete syllabus, taught to the class.
- (3) No guess to be given to the students.
- (4) 10 days before the exams, check the draft paper for corrections, which will be prepared by exam branch and will be available there.
- (5) Choice of questions should not exceed 30 %.
- (6) Time allocated to solve the paper vis-à-vis the length of the paper must be kept in view, while preparing the question paper.
- (7) The paper may not be extra ordinarily lengthy, however explanation must not be sacrificed for bravity. The layout of the paper be such so that maximum economy is exercised in effort, printing paper and photocopy
- (8) Communicate the number of copies required for each question paper in consultation with administration branch.

- (9) Should know the exam schedule and ensure their availability during the period exam is being conducted. In case of any problem the same will be communicated to administration branch and exam branch well in time for making alternative arrangements. It however remains the responsibility of the faculty to supervise the complete conduct of paper.
- (10) It will be ensured that papers are not repeated or obtained from the same source every time.
- (11) To see that the number of marks agree with that prescribed in the regulation.
- (12) If the candidates are to be supplied with anything, i.e. Maps, Logarithmic Table, Graph Paper, Brown Paper or other Tables, Books etc., a clear note to this effect should be made.
- (13) Will not keep a copy of the questions for security reasons.
- (14) The examiner shall inform the Controller of Examination if there is any change of address specially during the days the examination is held.
- (15) If a question is divided into parts, marks for each part should be indicated on the question paper.
- (16) Subject, paper, time and maximum marks are to appear on the top of the paper. The year of Examination will also be written.
- (17) For issuing the schedule and making arrangements one month before the semester / term ending date. Where practicals are required to be conducted the same be communicated to exam branch.
- (18) Where objective questions form a part of the main paper separate time be allocated to solve the objective part and on the termination of time, the objective paper be collected. Explicit instructions be given on the question paper.

b. During Exams:

- (1) Will work on the direction of the course Coordinator / Controller Examination.
- (2) Ensure answer sheet is stamped and when taking attendance will also initial it.
- (3) All continuation / extra sheets will also be initialed by the supervisory staff.
- (4) Ensure the sanctity of the exams. Use of unfair means or consultation amongst the students will not be allowed.
- (5) Examination hall will not be left unattended; invigilating staff will remain present in the exam hall.
- (6) Collect, the papers as per attendance and put them in the envelope provided for the purpose and handover to exam branch within 30 minutes after the exam is over.
- (7) Put the papers as per the Roll Numbers given in the attendance sheet and then tally each paper with the Roll Number. Ensure the attendance and the papers tally.
- (8) The invigilating staff on the envelope containing papers will make following entries.
  - a). Total students in the list.
  - b). Total students as per attendance.
  - c). Total answer sheets received.
- (9) If the paper consists of two parts, the objective and subjective ensure both the sheets are received as per attendance.
- (10) Ensure students write their names / roll numbers on the main sheet, continuation sheet and question papers.
- (11) Use of unfair means will be immediately reported to exam branch for action as per rule.

- (12) Paper setter to read the fair copy and in case of any mistake, get it corrected in the examination hall.
- (13) Relevant queries may only be addressed; no guidance in solving the paper will be rendered.
- (14) While conducting practicals ensure transparency and don't allow outside interference. Students be graded on merit only.
- (15) Collect the papers on termination of the given time. No extra time will be allowed to students.
- (16) Students will be discouraged to leave the exam hall during the exam.

c. **Post Exams:**

- (1) Mark papers as per the laid down procedures / standards.
- (2) Award grades as per standards laid down for BFD / MFD, BCS /BIT, MCS / MIT, BBA / BBIT, MBA / MBIT etc. Details attached as annex - A.
- (3) Ensure correctness of counting and the transfer of result on the answer sheets. Variations create problems.
- (4) The faculty member who sets and marks the paper, will also give the comments / analysis with each answer sheet about the performance of students in that particular paper. Suggestions to improve it will also be added. This must not lead to easy paper setting or lenient marking as it will lead to over confidence of students and in turn effect board results / maintenance of our education standards.
- (5) Mark all papers within 10 days of holding of each paper and deposit the result with exam branch. Any likely delays may be communicated in advance so that suitable alternative arrangements are made to prepare results.

- (6) The summary of the result that is how many placed in different grades.

## 6. **ADMINISTRATION BRANCH**

### a. **Before Exams:**

- (1) Communicate to exam branch the progress of course / semesters forty days in advance along with suggested day of exams. Preparatory leave may also be considered.
- (2) Prepare nominal role of students taking the exams for attendance and result sheet (less intermediate) for each paper separately and hand over to exam branch.
- (3) Earmark examination rooms / halls 24 hours in advance.
- (4) Detail invigilators from the faculty / staff 24 hours in advance along with reserves. The information be passed to the concerned persons.
- (5) In case of any emergency alternative arrangements to invigilate the exams will be made.
- (6) Cater for suitable light arrangements and alternatives in case of electric failures.
- (7) Detail an attendant / peon for water and other routine services.
- (8) Exam slips will be issued to student seven days in advance.

## 7. **MISCELLANEOUS POINTS**

### a. **PREPARATION OF QUESTION PAPERS**

Faculty to ensure that:

- (1) The questions set are not ambiguous and self-explanatory.
- (2) Questions are properly framed.
- (3) Preparation of unnecessarily lengthy question papers be avoided.
- (4) Papers are not unloaded from Internet.



- (5) In objective part, questions asked are upto the mark.
- (6) Objective portion is not unnecessarily lengthy. It is a balanced paper.
- (7) It is a blend of easy and difficult questions.
- (8) Choice of questions does not exceed 30%.
- (9) Questions viz a viz time to solve the papers is well worked out.
- (10) Final exams papers are not less than 2-1/2 hours.
- (11) There is a symmetry in the marks distributed to various questions.
- (12) Question papers are submitted in time.
- (13) Faculty must clarify doubts at the beginning of the paper.

**b. PREPARATION OF RESULT BY FACULTY**

Preparation of results is a sensitive matter, which needs utmost care. Speed and accuracy needs no emphasis, because delays and inaccurate results not only effects the careers but also cause hindrances in their further studies in a planned manner.

Following are some of the points

- (1) Papers be marked / checked without disturbance and with complete concentration.
- (2) Too lenient or very strict marking be avoided. Balanced marking is the best course.
- (3) Tendency to grade all students as equals is counter – productive and be curbed. They must be graded keeping in view their actual performance.
- (4) Ensure no part is missed / remains unmarked.
- (5) Totaling be rechecked.
- (6) Results of class tests / projects and other test / activities be correctly transferred on final result sheet and totaled.

- (7) Grades be awarded as per the grading policy given at the base of result sheets.
- (8) Cuttings / over writings / corrections be initialed.
- (9) Papers received must tally with the attendance.
- (10) Blank portions / unfilled portions must be crossed.
- (11) Arrange to get the projects at an early date, so that results are not delayed. Students in this way will go to the next semester with more confidence.
- (12) Ensure timely submission of results. In case of delays beyond twenty days salary cheque will not be issued till results are submitted.

c. **MAKE UP PAPERS**

Procedure for make-up paper will be as follows:

- (1) A written request will be made by the student directed to administration branch.
- (2) Administration branch after checking the genuinely / regularity will checkup for the outstanding dues.
- (3) After getting approval / permission to appear in the exams, the application will be forwarded to exam branch.
- (4) The student will be asked to pay the fee for makeup paper.
- (5) The exam branch will issue the exam schedule in consultation with the concerned faculty.
- (6) Will intimate to the student about the time and date of paper, obtain question paper from the concerned faculty and arrange it on due date and time.
- (7) Get it marked and ensure completion of results / transcripts.
- (8) As a rule following categories of students will not be allowed to appear in the make-up papers.

- (a). Absent Cases
  - (b). Failure Cases
  - (c). Where leave not sanctioned
  - (d). Use of unfair means cases
- (9) Cases of following students may be processed for approval.
- (a). Who apply for leave and it is sanctioned.
  - (b). Sick cases, supported by valid medical documents.

d. **SUBMISSION OF PROJECTS**

- (1) Projects will be announced by the mid of the course by the faculty.
- (2) They will be deposited within the given date, which will not be beyond seven days of the paper. The viva will be conducted in the next three days.
- (3) If the delay is not more than ten days of the original date announced to deposit the project and there are genuine reasons the project may be accepted for marking on the recommendation of the faculty and on approval by the chairman .in this case the student will loose five marks.
- (4) Beyond 10 days the student will be awarded Zero, and result will be finalized.

e. **RECHECK UP**

Once a student apply's for recheck up of the papers along with the fee following action will be taken.

- (1) The application will be received by administration branch who will forward it to exam branch.
- (2) The exam branch will get a board detailed to check up the paper. The arithmetical total will be checked. Any question or portion of question, if unmarked will be got marked from the same faculty or

any other faculty of the same subject. Question marked will not be remarked.

- (3) The student may be provided breakup of marks.
- (4) When Examiner is an Outsider the marked paper will be given to faculty for re – checking and marking. In case there is a variation of more than 5 marks between the two it will be referred to a committee for final decision.
- (5) The answer sheet or its photocopy will not be allowed to go out of the campus. The parents on request may be shown paper in the campus.

#### f. USE OF UNFAIR MEANS

1. Use of unfair means in the exams is viewed very seriously in **Hajvery University**; this tendency if allowed to go unchecked, effects the education standards, the students stop working and plan to rely on it. Above all if they are or are not checked they may secure better grades than the students who are deserving and do not use unfair means and thus may avail better opportunities.

Following are some of the means to stop this tendency:

- (a). Proper seating arrangement (keep changing sequence).
- (b). Strict invigilation.
- (c). Immediate and stern disciplinary action.

#### 2. Sequence of Action

- (a) Material used for cheating be taken into possession and answer sheets are withdrawn and both be initialed A complete case is prepared by the invigilating staff by attaching the material recovered / answer sheets with his own comments / details of the case. The case will be handed over to controller examination.

- (b) Statements of the students are recorded
- (c) In case the effected students do not give statements, the statement of other students / invigilating staff will be obtained.
- (d) Where no-one is available for giving statement the case will be prepared by the invigilating staff, however names of persons in whose presence the case is prepared will be noted
- (e) Controller Examination will be informed
- (f) Where no material is used but students are otherwise copying from each other or talking the paper will be withdrawn, a case will be prepared and Controller Examination will be approached immediately for guidance.
- (g) The Controller Examination will refer the case to a committee headed by Director Administration / Chairman.
- (h) The committee will call the invigilating staff discuss about the case and also give a hearing to the students involved in cheating before final decision. The decision of the committee will be final.

g. **STUDENTS**

1. Students will report in the examination hall 15 minutes prior to the examination timings and sit according to the seating plan placed on the notice board.
2. They will not be in possession of any material, which can be of help in the exam.
3. They will not discuss any thing after question paper has been issued. Talking, looking around on others papers passing of material, and having any illegal material will be considered as cheating / use of unfair means. A case will be prepared which will result into cancellation of paper / awarding Zero number; this implies that the course will be repeated / re-done. Serious cases will be referred for expulsion from the university roll.

4. They will bring their own Pen, Pencils, Marker, Scale, Calculators and other drawing materials required in the practicals of Fashion Design.
5. The students will clear their dues before the start of the exams.
6. As a rule the student will not leave the examination hall till the time he has finished his paper, however in emergencies the examiner as a special case may allow the student to visit the toilets accompanied by the peon.
7. Ensure that attendance sheet is signed by each student.

h. **GRADING POLICY**

**G. P. A**

- a. To be eligible for the award of degree a student has to earn a GPA of 2.5. Any student getting a GPA below 2.5 will not be awarded degree.
- b. Those students who are granted concession in fee package, if earn a GPA below 3.0 the fee concession will be automatically withdrawn.
- c. Any student who earn a GPA below 2.0, and is found to be non serious in studies and involves himself in disciplinary cases the university authorities have a discretion to expel the student from the university.

i. **MAINTENANCE OF RECORD**

- (1) A copy of each question paper will be retained for two years by exam branch.
- (2) Record of answer sheets will be kept for six months of the declaration of results.
- (3) Result records will be retained for twenty-five years by the exam branch in the computer as well as in the files in writing in case of students awarded degrees by **Hajvery University** and for others for two years by the exam branch.
- (4) Any result record before its destruction will be got approved from Chairman / Rector / Director Administration and on board proceedings.

j. **OTHER POINTS**

- a. Results will be compiled and put on the notice board. A copy of the same will be forwarded to students branch for keeping in the record.
- b. Entries will be made in the transcripts to update them.
- c. Results will be despatched at the addresses available in the files.
- d. The exam branch will attend all queries of students.

k. **With-holding of Result**

The Controller examinations shall have the power to with-hold the result of any student in following circumstances which are under:-

- i. Cheating cases.
- ii. If any student is involved in any such undesirable or unbecoming activities which are prejudicial and against the interest of university.
- iii. If any inquiry initiated against any student in respect of cheating, involvement in undesirable and unbecoming activities etc, the result of any student shall not be declared until finalization of inquiry / proceedings against him.
- iv. Fee defaulters.

**GRADING POLICY****PERCENTAGE MARKS**

<b>MBA / MBIT</b>	<b>BBA / BBIT</b>	<b>MCS / MIT BCS / BIT</b>
A = 80% and above	A = 70% and above	A = 75% and above
B = 70%            79%	B = 60%            69%	B = 65%            74%
C = 60%            69%	C = 50%            59%	C = 55%            64%
D = 50%            59%	D = 40%            49%	D = 50%            54%
F = 49% and below	F = 39% and below	F = 49% and below

<b>M. A ENGLISH</b>	<b>M.A ECONOMICS</b>	<b>B.COM</b>
A = % and above	A = % and above	A = % and above
B = %            %	B = %            %	B = %            %
B = %            %	B = %            %	B = %            %
B = %            %	B = %            %	B = %            %
F = % and below	F = % and below	F = % and below

**ACADEMIC PERFORMANCE*****Grade Points Distribution***

<b>A = 4 Points</b>	<b>C = 2 Points</b>	<b>F = 0 Point</b>
<b>B = 3 Points</b>	<b>D = 1 Point</b>	



# Hajvery University Lahore

(Euro Campus)

Nov 17, 2015

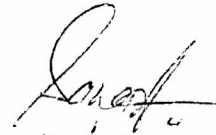
## BBA 6<sup>th</sup> & 7<sup>th</sup> Semester (Batch-E10-E10A) Faculty & Students Final Term Examination Schedule

Thursday 03-Dec-2015	Monday 07-Dec-2015	Tuesday 08-Dec-2015	Wednesday 09-Dec-2015	Thursday 10-Dec-2015
<b>MARKETING RESEARCH (Project)</b>	<b>ISLAMIC BANKING</b>	<b>CORPORATE FINANCE</b>	<b>SOCIOLOGY</b>	<b>TOTAL QUALITY MANAGEMENT</b>
(Mr. Amir Shehzad)	(Dr. Salman Ahmed)	(Mr. Qasim Mushtaq)	(Ms. Sana Ashraf)	(Mr. Sajjad Mohsin)
09:00- 11:00	11:00- 02:00	11:00- 02:00	10:00- 02:00	11:00- 02:00

### Important Instructions: -

- Settle Fee balances / dues. by **28 Nov 2015 (Saturday)**
- Collect Examination Entry Slips by **28 Nov 2015 (Saturday)**
- Without slips entry will not be allowed in the Examination Hall.
- **Mobile Phone is not allowed in Examination Hall.**
- Books & other helping material etc are not allowed in Examination Hall.
- Going outside during exam is not permitted.
- Bring your own stationery items, exchange is not acceptable.
- Avoid indecent / bad conduct during the exam.

Cc: Chairman  
Dean & Concerned Faculty / Notice Boards  
Administration Office / File

  
24/11/2015  
Exam Dept



**HAJVERY UNIVERSITY LAHORE**  
(HU School of Business)

Aug 06, 2015

TO: BBA 6<sup>th</sup> & 7<sup>th</sup> Semester (Sec-E10 & E10A)

**REVISED CLASS SCHEDULE AUGUST 2015**

CLASSES COMMENCED FROM AUGUST 10, 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
ISLAMIC BANKING  (Dr.Salman)	SOCIOLOGY (2) (Ms.Sana Ashraf)	TOTAL QUALITY MANAGEMENT (3) (Mr.Sajjad Mohsin)	MARKETING RESEARCH (4) (Mr.Amir Shehzad)
	09:00-10:30	09:00-10:30	09:00-10:30
11:00-12:30	ISLAMIC BANKING (Dr.Salman)	CORPORATE FINANCE (Mr. Qasim Mushtaq)	CORPORATE FINANCE  (Mr. Qasim Mushtaq)
TOTAL QUALITY MANAGEMENT (Mr.Sajjad Monsin)	MARKETING RESEARCH (Mr.Amir Snehzad)	SOCIOLOGY (Ms.Sana Ashraf)	
01:00-02:30	01:00-02:30	01:00-02:30	11:00-12:30