



**OFFICE OF THE CONTROLLER OF EXAMINATIONS
GHAZI UNIVERSITY, DERA GHAZI KHAN, PAKISTAN**

No. CE-GU/26/30
Date: 04-02-2021

NOTIFICATION

In continuation to this office earlier No. CE-GU/26/08 dated: 13-01-2021 and as per directions issued by Higher Education Commission of Pakistan (HEC), it has been decided that mode of conduct for examinations of Fall Semester, 2020-2021 will be the on-line. In this connection revised schedule and on-line examination policy/system for under and postgraduate programs run at main campus and affiliated colleges (under semester system) are as under.

1). Schedule for Examinations

Sr. No	Class Semester	Task to be Completed	Duration
1	Under & Postgraduate Programs (All classes) Main Campus and Affiliated Colleges	Mid-Term Examinations	15-02-2021 to 22-02-2021
2	Under & Postgraduate programs (All classes) Main Campus and Affiliated Colleges	Final-Term Examinations and Practical's where applicable	02-03-2021 to 10-03-2021

2). Policy/Guidelines for On-line Examinations

For semester assessment following is the breakup to evaluate the students in terms of theoretical and practical examinations.

For Theoretical and Lab Courses

No.	Mid Term (50%)	Final Term (50%)
1	Two Assignments (15%)	Open Book Examination/Multiple Choice Questions (MCQs)
2	Quiz (15%)	
3	Attendance (20%)	

For Practical's

No.	Detail (100%)
1	Open Book/ Multiple Choice Questions (MCQs)/Procedure/methodology etc. (70%)
2	On-line Performance, Viva etc. (30%)

- Concerned course instructors will be bound to allot the topic for assignments to each student separately on or before the commencement of examinations and ensured to check the similarity index with Web and other sources.
- Concerned course instructors will calculate the attendance percentage before commencement of final term Exams and displayed on departmental notice board and also shared online with students.

M. Mudassar 04/02/21

Mid Term and Final Exam Schedule Fall 2020

- Course Instructors may opt anyone or both of the following mode to conduct exams.
 - Open Book Exam
 - Multiple Choice Questions
- In case of open book Exam answers of the students must be check for similarity index with Web and other sources and the answers of other students.
- Those students who have any connectivity problem must inform their respective HOD,s/Principal's at least three days before the commencement of examinations while HOD,s/Principal's will arrange their on-line exams at campus/colleges.
- Course Instructor may reconduct the examinations physically at university of those students who faced internet connectivity problems during online mode under intimation to this office. However, their exams will be conducted within two days after the termination of final examination day under strict compliance with all Covid-19 health and safety protocols. For these student's separate question paper should be prepared and answer books may be taken from the office of the Controller of Examinations.
- No student will be discouraged to appear in exam because of his attendance lesser than 75%, nonetheless, he will be weighted based on his/her percent participation in online lectures covering 20% attendance marks as allocated in online exam policy of the University.
- In case of any confusion/problem concerned person may contact undersigned without any hesitation

M. Mudassar 04/02/21

(Dr. M. Mudassar Maqbool)
Controller of Examinations

CC:

- PS to Vice Chancellor
- Registrar
- Treasurer
- Chairman's/HOD, s/Teacher-In charges of all the Academic Departments
- Principals of affiliated Colleges,
- Directors Student Affairs
- In-charge university website with request to please upload for information of the students
- Security Officer
- Motor-pool In charge

Office File