

DCTM No. 43/2023

PN Engineering College
PNS JAUHAR
KARACHI

See Distribution:

// April 2023

GENERAL GUIDELINES FOR SUMMER SEMESTER 2023 – UG COURSES

References:

- A. NUST Regulations Part-II.
- B. Revised Summer Semester Policy-62nd ACM, Working Paper No.34 dated 19 Jan 2022 & WP No. 58-64th ACM- 23 Jan 2023
- C. PBR 697(1) (E).
- D. NUST Academic Schedule 2022-23.

1. **General.** Summer Semester-2023 for all UG classes except under training officers, who will undergo short duration professional courses vide reference C, will be held from **19 June to 18 August 2023** (09 x Wks). The Semester will be considered at par with regular semester and will be conducted i.a.w. NUST Regulations and NUST latest policies in vogue.

2. **Conditions for Offering of Courses.** The college will offer the course(s) on students' demand if they fulfill the following conditions:

- a. A course will be offered if at least **five students** register for the course. However, a course will also be offered to UG students who have completed eight regular semesters (but carrying some deficiency) even if the number of students is less than five.
- b. If a course is already being offered with minimum class strength of 5 students, then students having XF grades in those courses will also get enrolled.
- c. A course will be dropped if the class strength reduces to less than five within two weeks of the commencement of semester. In this case, faculty (Non NUST faculty) would be paid remuneration (half of whole summer remuneration).
- d. Additional course (not part of curriculum) will be offered according to the instructions for that particular course.
- e. Other eligible candidates, who are not NUST students, may also avail the facility in accordance with policy on study of courses at NUST.

Action: Registrar/ HoUGPs/ Deans

3. **Registration of Course with Other NUST Institutions.** If a course is not being offered in the PNEC and the same is being offered in any other NUST institution, the desirous student(s) may apply through registrar to the HoD under

intimation to Academics and Registrar Dte. No approval is required from the Main Office NUST.

Action: Registrar/ HoUGPs/ Deans

4. **Course Load/ Maximum CHs.**

a. Students can register for a maximum of 2x courses in a Summer Semester (max 8 credit hours).

b. Academically weak service students having obtained 'D' and 'F' grades will also be allowed to avail Summer Semester for improving their grades. Furthermore, a service student will be allowed to repeat maximum of 5x courses during his entire degree programme, apart from clearance of 'F' grade, through repetition; PBR at ref-C refers.

c. Students who went abroad on scholarship (after obtaining permission from NUST Main Office) to attend a Semester and students of change of discipline/ transfer cases will be facilitated to clear their deficiencies by taking maximum of 3x courses during the Summer Semester and will pay the prescribed fee for the courses taken.

Action: Registrar/Deans/ HoUGPs

5. **Courses Offered.** Deans are to ensure proper guidance and counseling to students through HOUGPs/ course officers in choosing various subjects for improvement and also for availability of instructors/ lab staff for the courses offered. Furthermore, Deans are to ensure that only a single instructor shall register students for a course having same code and title.

Action: Deans

6. **Procedure for Enrolment.** Following procedure along-with completion dates is to be ensured for registration of students and conduct of Summer Semester 2023:

a. HOCSD is to ensure uploading of prescribed application form (as per attached format) for Service & Civilians student who are intending to apply for Summer Semester on PNEC Website by **01 May 2023**.

Action: HOCSD

b. Deans will notify the list of courses/ subjects to be offered in Summer Semester, along-with the name of concerned faculty member teaching the subject/ course, to HOCSD for uploading on PNEC website by **08 May 2023** under intimation to Training Commander. Moreover, said list is to be displayed prominently on the College Notice Boards.

Action: Deans/ HOCSD / Trg Cdr

c. Students will submit duly completed application form in Registrar Office by **15 May 2023**. No forms will be entertained after the due date, whatsoever, the case may be.

Action: Registrar

d. Registration of students and finalization of courses will be completed by HoUGPS /CMS Coordinator within first 2x weeks of Summer Semester. Fee invoices will be generated by NUST Main Office Fee Dte on Qalam by third week of semester and will be paid by concerned students directly in bank.

Action: Deans/ HoUGPs/ CMS Coordinator

e. Registrar will forward the final list of students along with relevant details to all Deans, Training Commander, SONA and CSA by **19 May 2023** for information and display on concerned notice boards on same date.

Action: Registrar

f. Respective HoUGPs are to upload the Programme Coordination Data for Summer Semester 2023 on CMS, in consultation with CMS Coordinator, by **15 May 2023**.

Action: Deans/ HoUGPs/ CMS Coordinator

g. Training Commander will prepare the training programme for the Summer Semester in consultation with HOUGPs and will promulgate the same after approval from the undersigned by **09 June 2023**.

Action: Trg Cdr/ TCO

h. Deans are to process the case for hiring of TVF and forward duly signed TVF proforma (as per Para 8 of reference C) of concerned faculty for approval by the undersigned which will finally be submitted to Main Office NUST by SONA for remuneration.

Action: Deans/ SONA

j. Deans are to arrange Departmental Board of Studies meeting within one week of final exams and ensure that respective instructors will forward final grading to Controller of Exams by 5th day after last paper of final examination.

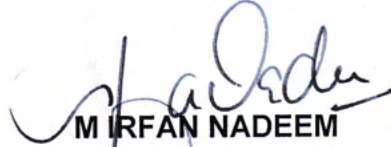
Action: Deans/ Instructors

k. Registrar will get the results approved by Faculty Board of Studies (FBS) and submit them to Main Office NUST for notification. These results, however, will not affect, by any means, the results and disposal of academically deficient students based on the semester terminated just before Summer Semester.

Action: Registrar

7. **Courses Fee, Withdrawal of Candidature and Refund of Dues.** Student(s) will register in a course and deposit the prescribed fee (presently @ **Rs.5000/-** per CH). A student can withdraw his/ her name from the course within first week from the start of semester without earning 'W' grade. If a student withdraws his/ her name from a course between 2nd to 5th weeks, "W" grade will be awarded. Once a course is registered, the fee will not be refunded in any case, except the course is dropped by the institution.

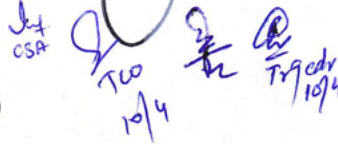
Action: CSA


M IRFAN NADEEM
Captain Pakistan Navy
Deputy Commandant

Distribution:

Commandant - For info

Deans, Captain Training, Dir QA, SONA, HoCSD
Registrar, Trg Cdr, JOTO, CSA, TO
Notice Boards, All Concerned
File


CSA
TWO
10/4
Trg Cdr
10/4