

GENERAL GUIDELINES FOR SUMMER SEMESTER 2025 – UG COURSES

References:

- A. NUST Regulations Part-II.
- B. Revised Summer Semester Policy- dated 6 August 2024 (copy enclosed)
- C. PBR 697(1) (E).
- D. NUST Academic Schedule 2024-25.

1. **General.** Summer Semester- 2025 for all UG classes (Civilian & UTOs) will be held from **23 June to 24 August 2025** (09 x Wks). Summer Semester is meant for deficiency/failure/repetition courses. Summer Semester is not a 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 on students' demand if they fulfill the following conditions:

- a. A course will only be offered if at least **five students** (not all XFs) register the course. However, a course can 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 five students, then students having XF grades in those courses will also get enrolled.
- c. A course will drop if the class strength reduces to less than five within **two weeks** of the commencement of semester. In this case, TVF 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.

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 civilian students may apply through Registrar to the HoD under intimation to Academics and Registrar Dte. No approval is required from the Main Office NUST.

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

- a. Students can register for a maximum of **2x courses** in a Summer Semester (**max 8 credit hours**).
- b. Students who went abroad on scholarship (after obtaining permission from NUST Main Office) to attend a Summer 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 are required to pay the prescribed fee for the courses taken.

5. **Service Students (UTOs).**

a. Academically weak service students having obtained 'D', 'XF' and 'F' grades will also be allowed to avail Summer Semester for improving their grades as recommended by DBS.

b. Service student will be allowed to repeat maximum of five courses ('D' grade) during his entire degree programme, apart from clearance of 'XF/F' grade, through repetition.

6. **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.

7. **Procedure for Enrolment.** Following procedure along-with completion dates is to be ensured for registration of students and conduct of Summer Semester 2025:

a. Webmaster 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 **16 May 2025**.

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 webmaster for uploading on PNEC website by **19 May 2025** under intimation to Training Commander. Moreover, said list is to be displayed prominently on the College Notice Boards.

c. Students will submit duly completed application form in Registrar Office by **23 May 2025**. No forms will be entertained after the due date, whatsoever, the case may be.

d. Registration of students and finalization of courses will be completed by HoUGPS /CMS Coordinator by **4 July 2025**. 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.

e. Registrar will forward the final list of students along with relevant details to all Deans, Training Commander, SONA and CSA by **30 May 2025** for information and display on concerned notice boards on same date.

f. Respective HoUGPs are to upload the Programme Coordination Data for Summer Semester 2025 on CMS, in consultation with CMS Coordinator, by **23 May 2025**.

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 **16 June 2025**.

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

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.

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.

8. **Courses Fee, Withdrawal of Candidature and Refund of Dues.** Students will register in a course and deposit the prescribed fee (presently @ **Rs.8000/-** 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.**