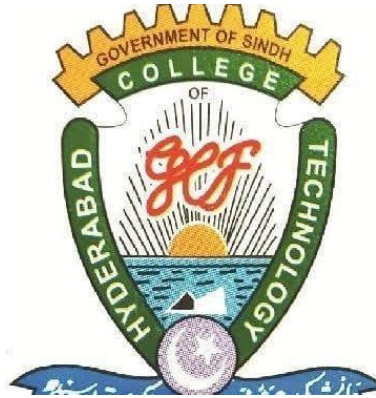




Employment Through Skill  
Sindh Technical Education &  
Vocational Training Authority (STEVTA)  
Government of Sindh



# **GOVERNMENT COLLEGE OF TECHNOLOGY HYDERABAD**



## **PROSPECTUS**

**BACHELOR OF ENGINEERING TECHNOLOGY**

**REGULAR AND SELF FINANCE MORNING  
PROGRAMME**

**“SESSION 2024-25”**

**BATCH - 2024**

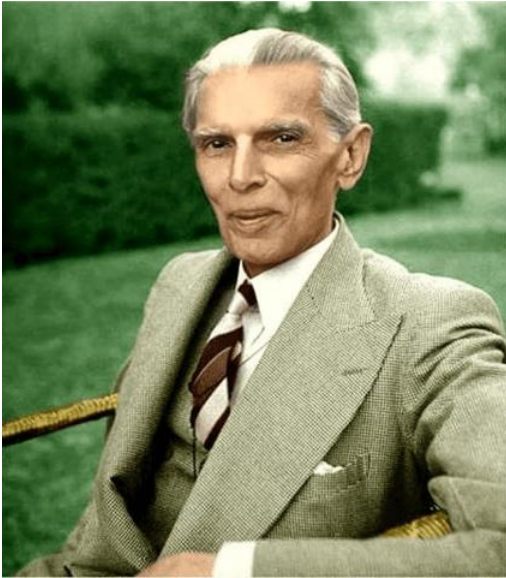


AFFILIATED WITH

**THE BENAZIR BHUTTO SHAHEED  
UNIVERSITY OF TECHNOLOGY AND  
SKILL DEVELOPMENT KHAIRPUR MIR**

# QUAID-E-AZAM MUHAMMAD ALI JINNAH MESSAGE ON REORIENTATION OF EDUCATION

(An Extract from message to All Pakistan Educational Conference, Karachi, November 27, 1947)



“.. if we are to make any real, speedy and substantial progress, we must earnestly tackle this question and bring our educational policy and programme on the lines suited to the genius of our people, consonant with our history and culture, and having regard to the modern conditions and vast developments that have taken place all over the world.

There is no doubt that the future of our State will and must greatly depend upon the type of education and the way in which we bring up our children as the future servants of Pakistan.

Education does not merely mean academic education, and even that appears to be of a very poor type. What we have to do is to mobilize our people and build up the character of our future generations.

There is immediate and urgent need for our people in the scientific and technical in order to build up future economic life, should see that our people undertake commerce, trade and particularly, well-industries.

But do not forget that we have to with the world, which is moving very direction.

Also I must emphasize that greater should be paid to technical and education.

In short, we have to build up the character of our future generations which means highest sense of honour, integrity, selfless service to the nation, and sense of responsibility, and we have to see that they are fully qualified or equipped to play their part in the various branches of economic life in a manner which will do honour to Pakistan.”



training  
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**MR JUNAID BULAND**

Special Assistant to Chief Minister, Sindh / Chairperson, STEVTA



It is with immense pride and optimism that I extend my warmest greetings to all prospective students and stakeholders of our esteemed institution. The launch of the **4-Year Bachelor of Engineering Technology (BET) Programme** marks a pivotal milestone in our unwavering commitment to fostering innovation, excellence, and a brighter future for Pakistan.

In today’s rapidly evolving world, the role of technologists has become increasingly critical in driving industrial growth, economic development, and technological advancements. Pakistan stands on the cusp of a transformative era, where integrating cutting-edge technologies across various sectors is not only a demand of the times but a necessity for sustainable progress.

Technologists and skilled professionals, with their unique blend of theoretical knowledge and practical expertise, serve as the vital link between conceptual innovation and real-world application. Recognising this essential role, **STEVTA** is dedicated to establishing state-of-the-art institutes that meet the highest academic and professional standards. These institutes are envisioned as dynamic environments where trainees can excel both academically and practically, preparing them to meet the challenges of an increasingly competitive global market.

Our skill training and educational programmes—ranging from **Skill Training Certificates** to **Diplomas** and **Bachelor Degree Programmes**—have been meticulously designed to align with international standards while addressing the specific needs of our local industries. These programmes aim not only to equip students with the technical skills required for success but also to offer a transformative educational journey that empowers them to emerge as leaders, innovators, and change-makers.

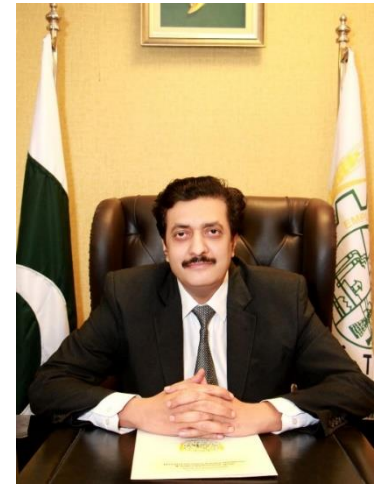
This is more than an academic initiative; it is a call to action. It is a commitment to nurturing a generation of forward-thinking technologists and professionals who will contribute meaningfully to Pakistan's progress and elevate its standing on the global stage.

I urge the youth of Pakistan to embrace this unparalleled opportunity to unlock their potential, acquire industry-relevant skills, and play an active role in shaping our nation’s future. Together, let us pave the way for a Pakistan that stands as a beacon of technological excellence, innovation, and sustainable growth.

# ENGR MUNAWAR ALI MITHANI

Managing Director

STEVTA



In the current socio-economic climate, where widespread poverty and unemployment are exacerbated by a mismatch between available skills and labour market demands, the introduction of the 4-Year Bachelor of Engineering Technology (BET) Programme represents a beacon of hope and progress for our youth.

This transformative programme is specifically designed to bridge the critical gap between education and employability, equipping students with the technical expertise and professional acumen required to excel in an increasingly competitive and dynamic global economy.

The Technical & Vocational Education and Training (TVET) sector, to which this programme belongs, plays an indispensable role in societal upliftment and the economic empowerment of our youth. By equipping students with essential engineering skills, we aim to contribute significantly to the development of Pakistan's human resources and ensure the availability of a technically trained workforce, particularly in middle management roles that form the backbone of industrial growth.

Despite being perceived as a labour surplus economy, Pakistan faces the paradox of rising youth unemployment, even as public and private sector employers struggle to find a technically educated and skilled workforce. To address this challenge, STEVTA is committed to adopting global best practices, enhancing the efficiency of TVET administration, introducing innovative academic programmes, and fostering robust industry linkages. The Bachelor of Engineering Programme exemplifies this vision, offering a curriculum tailored to meet the evolving needs of industry and society.

Globally, the TVET sector is recognised as a powerful tool for reducing unemployment and poverty. Yet, a persistent challenge remains: formal education continues to overshadow technical education. It is imperative to change this perception and promote engineering and technical programmes as not just viable but aspirational career pathways.

STEVTA is dedicated to addressing this challenge by enhancing academic offerings to meet global standards, strengthening institutional infrastructure, ensuring transparency & inclusivity in the admission process, and delivering high-quality education and training.

To ensure equitable access, especially for youth from disadvantaged communities across Sindh, STEVTA is committed to a one-window operation for admissions, guaranteeing fairness and inclusivity in its processes.

I invite the aspiring youth of Pakistan to seize this opportunity and join us on this journey of excellence and innovation. Together, we can contribute meaningfully to the progress of our nation, building a prosperous future for generations to come.

## PROF. ABDUL SALAM MAHESAR

Principal

GCT, Hyderabad



Welcome to Government College of Technology, Hyderabad...

I am delighted to greet you at **Government College of Technology Hyderabad**. For **65 years**, we've been a cornerstone of technical education in the province, producing generations of skilled Associate Engineers and Graduates in Civil, Electrical and Mechanical Technology disciplines, who are serving as the backbone of Pakistan's technical workforce and also serving in various countries around the world and contributing to the Socio-Economic development.

After producing thousands of Graduates with **B.Tech (Pass)** and **B.Tech (Hons)** degrees for nearly **Four decades** under the affiliation of **Mehran University of Engineering and Technology Jamshoro**, we launched the **Bachelor of Technology B.Tech (4-Year) programme** in line with the policy of **Higher Education Commission (HEC) Pakistan** with effect from year **2015**. This initiative empowered our graduates with advanced skills and knowledge, preparing them for success in local and international industries.

Consequent upon establishment of the **National Technology Council (NTC) Islamabad** we received "**GO-AHEAD**" from the council for launching newly designed **BSc Engineering Technology Programmes in Civil, Electrical and Mechanical disciplines** and were granted fresh affiliation from Mehran University of Engineering and Technology, Jamshoro. The B.Tech (4-Year) and BSc Engineering Technology Programmes were not only for Associate Engineers from across Sindh Province, but also other parts of the country and provided a valuable opportunity for H.S.C. (Pre-Engineering) pass outs who missed out on traditional engineering programmes.

From current Batch we are moving to achieve another significant milestone with the launch of the **Bachelor of Engineering Technology programme in Civil and Mechanical Engineering Technologies** under the affiliation of **The Benazir Bhutto Shaheed University of Technology and Skill Development, Khairpur Mir's**. This programme addresses skill gaps in the workforce and equips the students with industry-aligned knowledge and skills.

We understand the importance of industry relevance. Our industry connections ensure students are trained according to the latest standards, maximizing their employability and entrepreneurial potential. The college fosters a culture of innovation by providing resources and support for students to achieve professional excellence and explore career opportunities.

As you join **Government College of Technology, Hyderabad**, you will become part of a dynamic team as our dedicated faculty and staff will be a force for learning, this synergy creates a productive environment that prioritizes both quantitative and qualitative achievements.

I wish you all the best in your academic journey and I am confident you will make significant contributions to shaping the future of country and excel in your career.

## **DISCLAIMER**

The information in this prospectus is correct at the time of publishing. The College reserves the right to add or remove courses and to make changes in Syllabi, Courses options and Modules, Fees structure etc. at any stage without notice.

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## **VISION**

Technical Education for employability and sustainable socio-economic development.

## **MISSION**

To functionalize the institute with STEVTA regulations of institute management, trained faculty and industrial collaboration that ensures to produce entrepreneurial oriented human resources which serve national and international socio-economic environment with high skills and ethical standards.

## **OBJECTIVES**

- To provide demand driven industry specific technical education.
- To assess the training needs in the context of domestic and global market.
- To develop linkages with the industry through IMC, training and assessment for the quality of education.
- To organize opportunities for the continuous training of the faculty and staff of the institutes.
- To organize and conduct seminars and workshops in order to provide the updated knowledge to the trainees in their respective fields.
- To focus on the character building of students as to play vital role in the development of society.
- To motivate the students with desires to learn and give professional guidance based on their potential.



## PROGRAMME LEARNING OUTCOMES (PLOs) FOR BACHELOR OF ENGINEERING TECHNOLOGY PROGRAMMES

### Introduction

The twelve graduate attributes provided by the NTC as per Programme Accreditation Policy and Procedures Manual (May 2017) have been adopted as the PLOs for its Bachelor of Science/Bachelor of Engineering Technology Programmes in GCT Hyderabad. It is ensured that these PLOs are achieved by respective CLOs of Engineering Technology curriculum as assessed through both direct and indirect methods.

### List of PLOs

The twelve PLOs for Undergraduate Bachelor of Engineering Technology Programme are:

1. **Engineering Technology Knowledge (SA1):** An ability to apply knowledge of mathematics, natural science, Engineering Technology fundamentals and Engineering Technology specialization to defined and applied Engineering Technology procedures, processes, systems or methodologies.
2. **Problem Analysis (SA2):** An ability to Identify, formulate, research literature and analyze broadly-defined Engineering Technology problems reaching substantiated conclusions using analytical tools appropriate to the discipline or area of specialization.
3. **Design/Development of Solutions (SA3):** An ability to design solutions for broadly- defined Engineering Technology problems and contribute to the design of systems, components or processes to meet specified needs with appropriate consideration for public health and safety, cultural, societal, and environmental considerations.
4. **Investigation (SA4):** An ability to conduct investigations of broadly-defined problems; locate, search and select relevant data from codes, data bases and literature, design and conduct experiments to provide valid conclusions.
5. **Modern Tool Usage (SA5):** An ability to Select and apply appropriate techniques, resources, and modern technology and IT tools, including prediction and modelling, to broadly-defined Engineering Technology problems, with an understanding of the limitations.
6. **The Engineering Technologist and Society (SA6):** An ability to demonstrate understanding of the societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to Engineering Technology practice and solutions to broadly defined Engineering Technology problems.
7. **Environment and Sustainability (SA7):** An ability to understand and evaluate the sustainability and impact of Engineering Technology work in the solution of broadly defined Engineering Technology problems in societal and environmental contexts.
8. **Ethics (SA8):** Understand and commit to professional ethics and responsibilities and norms of Engineering Technology practice
9. **Individual and Team Work (SA9):** An ability to Function effectively as an individual, and as a member or leader in diverse teams.
10. **Communication (SA10):** An ability to communicate effectively on broadly defined Engineering Technology activities with the Engineering Technologist community and with society at large, by being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
11. **Project Management (SA11):** An ability to demonstrate knowledge and understanding of Engineering Technology management principles and apply these to one's own work, as a member or leader in a team and to manage projects in multidisciplinary environments.
12. **Lifelong Learning (SA12):** An ability to recognize the need for, and have the ability to engage in independent and life-long learning in specialist Engineering Technologies.

## ACADEMIC CALENDAR

### FOR BACHELOR OF ENGINEERING TECHNOLOGY SESSION 2024-25 (BATCH-2024)

Academic and Examination Schedule				
Duration of Academic Session (Year)				
<b>Teaching including Mid Semester Examination</b>	16 weeks	<b>Two semester duration</b>	$21 \times 2 =$ 42 weeks	* Minimum attendance requirement to be eligible to appear in semester examination is 75%.
		<b>Summer Vacation</b>	08 weeks	* Minimum No. of lectures during the semester in a subject of 3CHs shall be 42. * Minimum No of lectures during the semester in a Practical of 1CH shall be 42.
<b>Final Examination Preparation</b>	02 weeks	<b>Winter Vacation</b>	02 weeks	* Each credit hour (Theory) is of one contact hour.  * Each credit hour (Practical) is of 03 contact hours.
<b>Final Examinations (Conduct)</b>	03 weeks	-----		
		-----		
<b>Total</b>	21 weeks	<b>Total</b>	52 weeks	

### TENTATIVE CALENDAR OF THE SESSION: 2024-25 (BATCH-2024)

Sr. No.	Activities	Proposed Date
01	Commencement of Classes (1 <sup>st</sup> Semester)	27-01-2025
02	Conduct of Mid Term Examination.	17-03-2025
03	Suspension of Classes	19-05-2025
04	Display of Sessional Marks	23-05-2025
05	Conduct of Final Semester Examination	09-06-2025
06	Announcement of Result (Expected)	24-07-2025

# 1. INTRODUCTION

## 1.1 Technical Education in Pakistan

The significance of Technicians and Technical Education for economy of a country is prominent due to the Industrial and Computer Revolution of the Century, the revolutions which have changed the world face. The growth, production and proper function of an Industry largely depends on the pyramid of productive work force i.e., Engineer, Engineering Technologist/Associate Engineer and skilled worker. An Engineering Technologist/Associate Engineer occupies the most important and middle position in the pyramid of productive work force. Through the skilled worker an Engineering Technologist/Associate Engineer shapes up the ideas of Engineer into reality. The main sources of production of Engineering Technologist are College of Technologies.

Soon after the independence of Pakistan in 1947, it was discovered that there was an acute shortage of Technical Institutes in the country. In view of this the Government constituted “Council of Technical Education for Pakistan” in June 1948. The Council recommended a scheme of Polytechnics, Mono-technics and Technical Institutes with a post-matric three – year Diploma of Associate Engineer (DAE) course in September, 1950.

To accelerate the Development of Technical Education, the first Directorate of Technical Education was set up at Lahore in 1958. The Commission on National education (December, 1950) recognized the importance of Technical Education for economic progress and defined its place in the system of Education. By the end of 1962 it became clear that only one Directorate of Technical Education for the whole country of Pakistan is inadequate. Therefore, another Directorate of Technical Education was established at Karachi in Feb, 1964.

In the Education Policy (1972 – 80) Government of Pakistan decided to introduce Bachelor of Technology B-Tech (Pass) and B-Tech (Hons) degree course with the help and collaboration of Engineering Universities at the Technical Colleges after high demand from Associate Engineers to provide facilities of higher education in order to improve their skill and prospects for promotion. Keeping the international standards of undergraduate courses and to capture international job market Higher Education Commission Pakistan recommended to switch from split B.Tech (Pass) and B.Tech (Hons) Programme to a B.Tech Four year Programme in the year 2005 and formulated a committee for development of such curriculum. The curriculum was revised in year 2010 and made mandatory for implementation w-e-f year 2015.

After the constitution of National Technology Council Pakistan under the auspices of Higher Education Commission (HEC) Pakistan, the 4-Year B.Tech Programme was discontinued from Fall of 2018 and new BSc Engineering Technology Programme was introduced by NTC having the mandate to accredit the Programmes in the country. Subsequently from spring of 2024, NTC Pakistan has converted BSc Engineering Technology Programme and renamed it as Bachelor of Engineering Technology Programme with revised curricula.

## 1.2 Bachelor of Engineering Technology Programme

The Bachelor of Engineering Technology Programmes have been designed to meet certain defined standards according to international trends in accordance with Sydney Accord. The Engineering Technology education curriculum is aligned with guidelines of HEC and ensures Continual Quality Improvement culture, in the spirit of Outcome Based Education (OBE) system in conformity with the Sydney Accord.

### **1.3 Government College of Technology, Hyderabad**

The present Government College of Technology at Hyderabad was first established as a Technical Institute offering only one – year/two-year courses in different technical disciplines. The Technical Institute was shifted to its new and present building at National Highway near Wahdat Colony in 1959. As a result of Education Reforms in 1962, the Technical Institute was upgraded to a polytechnic Institute launching a three – Year post-matric Diploma of Associate Engineer.

In the Education Policy of 1972, the Government of Pakistan decided to introduce Bachelor Degree programmes in Civil, Electrical & Mechanical Technologies. Therefore, in March, 1974 Government sanctioned Bachelor of Technology (Pass) and Bachelor of Technology (Hons) Programmes at degree level for this Institute and the institute was upgraded from a polytechnic Institute to a College of Technology. In line with the policy of HEC the college introduced B.Tech Four year Programme in Civil, Electrical and Mechanical Technologies from academic year 2014-15, 2015-Batch and introduces Bachelor of Engineering Technology in Civil, Electrical and Mechanical Programmes w.e.f 2024 batch.

### **1.4 College Building and Facilities**

The College building is located on the National Highway spreading over 22 acres of land. It is the second biggest technical institute of Sindh province. The college building is divided into two portions, the college and the staff residence colony. The college building consists of three main blocks and sports complex.

- a) The main block (Administration block, Library, Civil Drawing Hall and Prayer Place)
- b) The academic block (Auditorium, Classrooms, Drawing halls and Laboratories of Auto & Diesel, Civil, Computer Information Technology centre, Electrical, Electronics, Chemical and Mechanical Department), and
- c) The Degree Programme block (B-Tech block).
- d) The multipurpose Sports Complex with the facility of state-of-the-art Gymnasium and indoor games.

#### **1.4.1 Workshops & Laboratories**

The College has sufficient number of spacious workshops and laboratories adequately equipped with necessary machinery and instruments to provide an excellent opportunity for training of students according to the detailed curriculum of Civil engineering technology.

#### **1.4.2 Library**

The College Library has more than 15,000 books on all technical subjects, it also subscribes technical journals, magazines and daily newspapers. The collection of books is updated from time to time to cater to the needs of students. The library is frequently used by the students and teachers and remains open from 8.00 a.m. to 8.00 p.m. round the year.

#### **1.4.3 Digital Library**

The College has a modern, state-of-the-art Digital Library equipped with latest computers, 65” Smart Google TV, Multimedia Projector, Heavy Duty Printer RF ID Based Book Control System, UV Book Scanner, Latest Barcode Readers and other digital devices. Various online digital services and content is easily accessible.

#### **1.4.4 Transport**

A bus and coaster are available for providing transport facility to the students.

#### **1.4.5 Audio Video Hall**

Air-Conditioned halls furnished with state-of-the-art Audio Video systems have been established to facilitate students.

#### **1.4.6 Standby Generator**

For providing power backup during load shedding, a standby generator has been provided by the college.

#### **1.4.7 Information Technology Centre**

An Information Technology Centre has been established. The modern air-conditioned laboratories of computer cell are fully equipped in order to facilitate the students of Diploma of Associate Engineer (DAE) and Bachelor of Technology (B-Tech) as well.

#### **1.4.8 Prayer Hall**

A prayer hall has been established with necessary accessories for the facility of staff and students to offer prayers during college hours.

#### **1.4.9 Drinking Water**

Every department is provided with electric water dispensers, and there is a heavy-duty electric water cooler in administration block which provides safe drinking water.

## **2. COLLEGE ADMINISTRATIVE STAFF**

1.	Prof. Abdul Salam Mahesar M.Com (Hons)	Principal
2.	Engr. Munir Ahmed Khuhro B.E (Electronics) PGD (Telecom and Control)	Vice Principal (Morning Shift)
3.	Engr. Hazoor Bux Bhatti B.E (Electrical)	Vice Principal (DSP)
4.	Engr. Muhammad Zahid Memon B.E (Civil), PGD (Civil Engineering), M.E (I.T)	In Charge Degree Programmes
5.	Engr. Hajjan Gaho B.E (Mechanical)	Industrial Coordinator

## **3. FACULTY OF RELATED STUDIES DEPARTMENT**

1.	Mrs. Zeba Yasmeen B.Com (Hons), M.Com	Professor
2.	Mr. Muhammad Bux Chandio M.A (Islamic Culture)	Associate Professor
3.	Mr. Ghulam Qadir Bhand M.A (Economics)	Assistant Professor

## 4. DEPARTMENT OF CIVIL ENGINEERING TECHNOLOGY

Civil Technology deals with the process of directing and controlling natural resources for the use & benefit of mankind through construction of various structures of buildings. It applies practices to the Construction, Operation & Maintenance of Structures, such as buildings, Roads, Bridges, Railways, Factories, Airports, Irrigation schemes, docks & harbours, Water supply and Sewerage disposal etc.

The department of Civil Technology offers many courses relevant to the vast field of Civil Technology including Surveying, soil mechanics, concrete technology, hydraulics, irrigation system, public health engineering and other related subjects.

### 4.1 Vision of the Department

To impart knowledge and skills in civil engineering technology to produce graduates of high caliber, professional competence, technical skills and ethical values to serve the society and nation.

### 4.2 Mission of the Programme

B.E (Tech) Civil Engineering Technology Programme aims at providing state of the art education to produce highly skilled professionals for significant contribution in the socio-economic development locally and globally

### 4.3 Programme Educational Objectives (PEOs)

The Programme Educational Objectives of Bachelor of Civil Engineering Technology Programme ensure that after '4 – Years' of graduation the professionals should have:

- PEO – 1:** A thorough grip on use of best practices related to Civil Engineering Technology in construction, operation and management of various organizations.
- PEO – 2:** Expertise to play significant role in sustainable development of society at national and global levels.
- PEO – 3:** Passion for professional advancement and innovation through lifelong learning,

### 4.4 Faculty of Civil Engineering Technology Department

1.	<b>Engr. Rashid Hussain Memon</b> B.E (Civil)	Chairman / Associate Professor
2.	<b>Engr. Muhammad Zahid Memon</b> B.E (Civil), PGD (Civil), M.E (I.T)	Associate Professor
3.	<b>Engr. Qamar ul Islam</b> B.E (Civil)	Assistant Professor



**Students performing Surveying Practical**



**Students attending the class**



Honourable Managing Director STEVTA visiting Material and Testing Lab



Students on Industrial visit





Students performing Practical



Students performing Practical in the Computer Lab



View of newly established Digital Library



View of Library of the College

#### 4.5 SCHEME OF STUDIES BACHELOR OF ENGINEERING TECHNOLOGY (CIVIL)

##### SEMESTER-I

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	HUM-111/ HUM-112	Islamic Studies / Ethics	Humanities	2+0	2+0
2	NSC-114	Applied Calculus and Analytical Geometry	Natural Sciences	3+0	3+0
3	EET-121	Basic Electrical and Electronic Engineering	Engineering Foundation	1+1	1+3
4	MET-211	Basic Mechanical Engineering	Engineering Foundation	1+1	1+3
5	CET-111	Elementary Surveying	Engineering Foundation	2+1	2+3
6	CET-112	Civil Engineering Materials	Engineering Foundation	2+1	2+3
<b>Subtotal</b>				11+04	11+12
<b>Total (1<sup>st</sup> Semester – 1<sup>st</sup> Year)</b>				<b>15</b>	<b>23</b>

##### SEMESTER-II

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	COM-122	Computer Proficiency	Computing	1+2	1+6
2	HUM-122	Pakistan Studies	Humanities	2+0	2+0
3	NSC-121	Linear Algebra and Differential Equations	Natural Sciences	3+0	3+0
4	NSC-122	Applied Mechanics	Natural Sciences	2+1	2+3
5	CET-121	Construction Technology	Engineering Foundation	2+1	2+3
6	CET-122	Advanced Surveying	Major-based Breadth	2+1	2+3
<b>Subtotal</b>				12+05	12+15
<b>Total (2<sup>nd</sup> Semester – 1<sup>st</sup> Year)</b>				<b>17</b>	<b>27</b>

##### SEMESTER-III

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	HUM-211	Communication Skills	Humanities	3+0	3+0
2	AR-211	Introduction to Architecture and Town Planning	Major-based Breadth	2+0	2+0
3	CET-211	Civil Engineering Drawing	Major-based Breadth	1+2	1+6
4	CET-213	Strength of Materials	Major-based Breadth	2+1	2+3
5	CET-214	Soil Mechanics	Major-based Breadth	2+1	2+3
6	CET-215	Concrete Technology	Major-based Breadth	2+1	2+3
<b>Subtotal</b>				12+05	12+15
<b>Total (1<sup>st</sup> Semester – 2<sup>nd</sup> Year)</b>				<b>17</b>	<b>27</b>

### SEMESTER-IV

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	HUM-221	Technical Writing	Humanities	3+0	3+0
2	MGM-221	Occupational Health and Safety Management	Management Science	2+0	2+0
3	CET-221	AutoCAD for Civil Engineering Technologists	Major-based Breadth	1+2	1+6
4	CET-222	Theory of Structures	Major-based Breadth	2+0	2+0
5	CET-223	Reinforced and Pre-stressed Concrete	Major-based Breadth	2+1	2+3
6	CET-224	Fluid Mechanics	Engineering Foundation	2+1	2+3
<b>Subtotal</b>				12+04	12+12
<b>Total (2<sup>nd</sup> Semester – 2<sup>nd</sup> Year)</b>				<b>16</b>	<b>24</b>

### SEMESTER-V

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	RGS-311	GIS and Remote Sensing	Natural Science	1+2	1+6
2	COM-311	Quantity Surveying and Cost Estimation	Computing	2+1	2+3
3	CET-311	Structural Analysis	Major-based Breadth	2+0	2+0
4	CET-313	Environmental Technology	Major-based Breadth	2+1	2+3
5	CET-314	Hydrology and Water Resources	Major-based Breadth	2+0	2+0
6	CET-315	Transportation Engineering Technology	Major-based Breadth	2+1	2+3
<b>Subtotal</b>				11+05	11+15
<b>Total (1<sup>st</sup> Semester – 3<sup>rd</sup> Year)</b>				<b>16</b>	<b>26</b>

### SEMESTER-VI

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	MGM-322	Technopreneurship	Management Sciences	3+0	3+0
2	CET-321	Irrigation and Hydraulic Structures	Major-based Breadth	2+1	2+3
3	CET-322	Repair and Maintenance of Civil Works	Major-based Breadth	2+1	2+3
4	CET-325	Water Supply and Waste Water Treatment Technology	Major-based Breadth	2+1	2+3
5	CET-326	Project Part – I	Major-based Breadth	0+3	0+9
<b>Subtotal</b>				09+06	09+18
<b>Total (2<sup>nd</sup> Semester – 3<sup>rd</sup> Year)</b>				<b>15</b>	<b>27</b>

### SEMESTER-VII

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	MGM-411	Project Management	Management Sciences	3+0	3+0
2	HUM-411	Project Ethics for Technologists	Humanities	2+0	2+0
3	CET-411	Highway and Traffic Engineering	Major-based Breadth	2+1	2+3
4	CET-412	Steel Structures	Major-based Breadth	2+0	2+0
5	CET-413	Foundation Engineering	Major-based Breadth	2+1	2+3
6	CET-416	Project Part – II	Major-based Breadth	0+3	0+9
<b>Subtotal</b>				11+05	11+15
<b>Total (1<sup>st</sup> Semester – 4<sup>th</sup> Year)</b>				<b>16</b>	<b>26</b>

### SEMESTER-VIII

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	CET-421	Supervised Industrial Training (16 Weeks Training) 8 X 5 = 40 Contact Hours per Week	Major-based Breadth	0+16	0+40
<b>Subtotal</b>				00+16	00+40
<b>Total (2<sup>nd</sup> Semester – 4<sup>th</sup> Year)</b>				<b>16</b>	<b>40</b>
<b>GRAND TOTAL (1<sup>ST</sup> YEAR TO 4<sup>TH</sup> YEAR)</b>				<b>128</b>	<b>220</b>

#### MARKS FOR EACH COURSE:

Sr. NO	Component	No of Credit Hours	No of Marks
01	Theory	01	50
02	Theory	02	50
03	Theory	03	100
04	Practical	03	50
05	Practical	06	100
06	Practical	09	100

# SUMMARY

## Bachelor of Civil Engineering Technology

Semester	Credit Hours	
	Theory	Practical
1st	11	04
2 <sup>nd</sup>	12	05
3 <sup>rd</sup>	12	05
4 <sup>th</sup>	12	04
5 <sup>th</sup>	11	05
6 <sup>th</sup>	09	06
7 <sup>th</sup>	11	05
8 <sup>th</sup>	00	16
<b>TOTAL</b>	<b>78</b>	<b>50</b>
<b>GRAND TOTAL</b>	<b>128</b>	

## 5. BACHELOR OF ENGINEERING TECHNOLOGY IN MECHANICAL

Mechanical Engineering Technology is a professional technical discipline that involves the application of principles of maintenance of mechanical systems. It requires a solid understanding of key concepts including mechanics, kinematics, thermodynamics and energy. Practitioners of mechanical engineering technology use these principles and others in the design and analysis of automobiles, aircraft, heating and cooling systems, buildings, bridges, industrial equipment, machinery and more.

It offers several major courses of study. This is to ensure a minimum level of competence among graduates and to inspire confidence in the technical profession as a whole.

### 5.1 Vision of the Department

To produce highly qualified professionals who can understand complicated designs and to implement them to physical positions on the ground.

### 5.2 Mission of the Programme

1. To produce experienced and knowledgeable engineering technologists who can understand the information given to them in design and layout of any project or industry and construct it as per design and to achieve the sustainable socio-economic development through enterprises.
2. To prepare highly skilled professionals for a productive career in a competitive and technologically based society and advance the mechanical engineering technology principles and applications to serve better.

### 5.3 Programme Educational Objectives (PEOs)

The Programme Educational Objectives of Bachelor of Engineering Technology in Mechanical Programme ensure that after '4 – Years' of graduation the professionals should be able to:

**PEO – 1:** Apply the concepts of basic technical knowledge and skills to solve industrial and technical problems in mechanical related technology.

**PEO – 2:** To meet the requirements of rapid changing/growing technologies in the world.

**PEO – 3:** To provide experienced and technical hands.

### 5.4 Faculty of Mechanical Department

1.	Engr. Abdullah Laghari B.E (Mech.), M.E (Environmental Engineering)	Chairman /Associate Professor
2.	Engr. Mirza Irshad Ali Baig B.E (Mech.)	Associate Professor
3.	Engr. Roshan Ali Gadahi B.E. (Mech.), PGD (Environmental Engineering)	Associate Professor
4.	Engr. Hajjan Gaho B.E. (Mech.)	Associate Professor
5.	Engr. Zubair Ahmed Memon B.E (Mech.) M.E (Metallurgy & Materials)	Associate Professor
7.	Engr. Kishor Kumar B.E (Mech.)	Assistant Professor
8.	Engr. Syed Muhammad Aftab Ali B.E. (Mech.), PGD (Manufacturing)	Lecturer

**5.5 SCHEME OF STUDIES BACHELOR OF ENGINEERING TECHNOLOGY (MECHANICAL)  
SEMESTER-I**

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	HUM-111	Islamic Studies	Humanities	2+0	2+0
	HUM-112	Ethics			
2	NSC-114	Applied Calculus and Analytical Geometry	Natural Science	3+0	3+0
3	NSC-112	Applied Physics	Natural Science	2+1	2+3
4	NSC-113	Applied Chemistry	Natural Science	2+1	2+3
5	CSC-111	Computer Fundamentals	Computer Science	1+2	1+6
6	MET-111	Workshop Technology	Engineering Foundation	1+2	1+6
				11+06	11+18
<b>Total (1<sup>st</sup> Semester – 1<sup>st</sup> Year)</b>				<b>17</b>	<b>29</b>

**SEMESTER-II**

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	HUM-122	Pakistan Studies	Humanities	2+0	2+0
2	NSC-121	Linear Algebra and Differential Equations	Natural Science	3+0	3+0
3	EET-121	Electrical Technology	Engineering Foundation	2+1	2+3
4	MET-121	Technical Drawing and Graphics	Engineering Foundation	1+2	2+6
5	MET-122	Engineering Mechanics	Engineering Foundation	2+1	2+3
6	MET-123	Health safety & Environment	Engineering Foundation	2+1	2+3
<b>Subtotal</b>				12+05	13+15
<b>Total (2<sup>nd</sup> Semester – 1<sup>st</sup> Year)</b>				<b>17</b>	<b>28</b>

**SEMESTER-III**

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	HUM-211	Communication Skills	Humanities	3+0	3+0
2	MET-211	CAD/CAM	Major based Breadth	0+2	0+6
3	MET-212	Basic Thermodynamics	Engineering Foundation	2+1	2+3
4	MET- 213	Mechanics of Materials	Engineering Foundation	2+1	2+3
5	MET- 214	Industrial Materials	Engineering Foundation	2+1	2+3
6	MET-215	Total Quality Management	Management Science	2+1	2+3
<b>Subtotal</b>				11+06	11+18
<b>Total (1<sup>st</sup> Semester – 2<sup>nd</sup> Year)</b>				<b>17</b>	<b>29</b>



**SEMESTER-IV**

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	HUM-221	Technical Writing	Humanities	3+0	3+0
2	NSC-221	Probability and Statistics	Natural Science	3+0	3+0
3	MET-221	Mechanics of Machines	Major Based Breadth	2+1	2+3
4	MET-222	Applied Thermodynamics	Major Based Breadth	2+2	2+6
5	MET-223	Fluid Mechanics and Hydraulics Machines	Major Based Breadth	2+2	2+6
<b>Subtotal</b>				12+05	12+15
<b>Total (2<sup>nd</sup> Semester – 2<sup>nd</sup> Year)</b>				<b>17</b>	<b>27</b>

**SEMESTER-V**

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	MET-311	Heat and Mass Transfer	Major Based Breadth	2+1	2+3
2	MET-312	Instrumentation and Measurement	Major Based Breadth	2+1	2+3
3	MET-313	Machine Design	Major Based Breadth	2+1	2+3
4	MET-314	Manufacturing Processes	Major Based Breadth	1+2	1+6
5	MET-315	Mechanical Vibration	Major Based Breadth	2+1	2+3
<b>Subtotal</b>				09+06	09+18
<b>Total (1<sup>st</sup> Semester – 3<sup>rd</sup> Year)</b>				<b>15</b>	<b>27</b>

**SEMESTER-VI**

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	MGM-321	Project Management	Management Science	2+1	2+3
2	MGM-322	Organizational Behavior	Management Science	3+0	3+0
3	MET-322	Introduction to Automotive Systems	Major Based Depth	2+1	2+3
4	MET-323	Heating, Ventilation and Air Conditioning (HVAC)	Major Based Depth	2+1	2+3
5	MET-324	Energy Systems Technology	Major Based Depth	2+1	2+3
6	MET-325	Project Part-I	Major Based Depth	0+3	0+9
<b>Subtotal</b>				11+07	11+21
<b>Total (2<sup>nd</sup> Semester – 3<sup>rd</sup> Year)</b>				<b>18</b>	<b>32</b>

## SEMESTER-VII

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	MGM-411	Entrepreneurship	Management Science	3+0	3+0
2	MET-411	Mechatronics	Major based Depth	2+1	2+3
3	MET-412	Maintenance Technology	Major based Depth	2+1	2+3
4	MET-413	Advanced Manufacturing Technology	Major based Depth	2+1	2+3
5	MET-325	Project part-II	Major based Depth	0+3	0+9
<b>Subtotal</b>				09+06	09+18
<b>Total (1<sup>st</sup> Semester – 4<sup>th</sup> Year)</b>				<b>15</b>	<b>27</b>

## SEMESTER-VIII

Sr. No	Course Codes	Course Title	Nature	Credit Hrs. (Th+Pr)	Weekly Contact Hrs. (Th+Pr)
1	MET-421	Supervised Industrial Training (16 Weeks Training) 8 X 5 = 40 Contact Hours per Week	Major-based Breadth	0+16	0+40
<b>Subtotal</b>				00+16	00+40
<b>Total (2<sup>nd</sup> Semester – 4<sup>th</sup> Year)</b>				<b>16</b>	<b>40</b>
<b>GRAND TOTAL (1<sup>ST</sup> YEAR TO 4<sup>TH</sup> YEAR)</b>				<b>128</b>	<b>220</b>

# SUMMARY

## Bachelor of Mechanical Engineering Technology

Semester	Credit Hours	
	Theory	Practical
1 <sup>st</sup>	11	06
2 <sup>nd</sup>	12	05
3 <sup>rd</sup>	11	06
4 <sup>th</sup>	12	05
5 <sup>th</sup>	09	06
6 <sup>th</sup>	11	07
7 <sup>th</sup>	09	06
8 <sup>th</sup>	00	16
<b>TOTAL</b>	<b>75</b>	<b>57</b>
<b>GRAND TOTAL</b>	<b>127</b>	

## 6. DISTRIBUTION OF SEATS IN EACH PROGRAMME

### 6.1 Category-wise Distribution of Seats

Sr. No.	Category	Percentage % of Total Seats			Total No. of Seats
		Merit Seats	DAE	HSC	
01	<b>Open Merit</b> (Hyderabad and Mirpurkhas Divisions)	60% of 40 Seats	12 Seats	12 Seats	24 Seats
02	<b>All Sindh Basis</b> (Other Districts of Sindh except Hyderabad & Mirpurkhas Divisions)	20% of 40 Seats	04 Seats	04 Seats	08 Seats
03	<b>Reserved Seats</b>				
3.1	Real Sons/ Daughters / Brothers/ Sisters of STEVTA Employees. (Civil/Public Servants / Retired/ Deceased)	5% of 40 Seats			02 Seats
3.2	In-service Staff Members of Technical Education	5% of 40 Seats			02 Seats
3.3	Reciprocal Basis	2.5% of 40 Seats			01 Seat
3.4	Sons/Daughters of the Defence/ Armed forces Personnel	2.5% of 40 Seats			01 Seat
3.5	Extracurricular Activities	2.5% of 40 Seats			01 Seat
3.6	Transgender (She-male)/ Disable Persons	2.5% of 40 Seats			01 Seat
	<b>Regular Seats</b>				<b>40 Seats</b>
	<b>Self-finance Seats (Open for All)</b>				<b>05 Seats</b>
<b>TOTAL</b>					<b>45 Seats</b>

### 6.2 Self-finance Scheme

Five (5) seats have been reserved in each programme for the candidates domiciled in Sindh Province under Self-finance Scheme and will be awarded on first come first basis to the eligible candidates.

**NOTE: THE COLLEGE AUTHORITIES RESERVE THE RIGHT NOT TO COMMENCE OR DELAY THE COMMENCEMENT OF ANY PROGRAMME IF NUMBER OF ENROLMENTS FALL BELOW 50% OF THE TOTAL SEATS.**

### 6.3 Policy for Award of Seats

- i. **50% of seats under “Open Merit” and “All Sindh Basis” will be reserved each for candidates having qualification DAE and HSC or equivalent.**
- ii. The left-over seats reserved for the category of the Open Merit (DAE) would be awarded to the candidates of the All Sindh category (DAE) and vice versa.
- iii. The left-over seats reserved for the category of the Open Merit (HSC) would be awarded to the candidates of the All Sindh category (HSC) and vice versa
- iv. The left-over seats reserved for the categories of Self Finance and Reserved Seats would be awarded to the candidates of Open Merit category in the first priority, and to the candidates of All Sindh category in the second priority.

## 7. ADMISSION ON RESERVED SEATS

### 7.1 Real Sons/Daughters/Brothers/Sisters of STEVTA Employees

Candidates applying on the reserved seats for Sons/Daughters/Brothers/Sisters of Employees are required to produce evidence certificate of their parents holding a minimum three-year service in STEVTA. The application must be forwarded to the Directorate (Academic & Training) STEVTA, Head Quarter (HQ) through respective Regional Directors, STEVTA. The Managing Director/Director (A&T) STEVTA, HQ is the final authority to allow admission on the reserved seats of employees. **First preference will be given to real sons/daughters.**

### 7.2 In-service staff members of Technical Education

In-service staff members of Technical Education will be allowed admission in first year Bachelor of Engineering Technology Programme on the following conditions:

- a. Candidate will be required to submit study leave.
- b. Candidate will be required to submit Departmental Permission (NOC) at the time of admission.

### 7.3 Seats on Reciprocal basis

The candidates from other provinces, seeking admission on reciprocal basis should send their applications through TEVTA of their respective province to STEVTA, HQ. Applications sent directly to the college shall not be entertained in any case.

### 7.4 Sons/Daughters of Defence Personnel

Candidates seeking admission on seats reserved for Armed Forces should apply through their respective Head Quarters to STEVTA, HQ. Applications sent directly to the college shall not be entertained in any case.

### 7.5 Seats for Extra Curricular Activities/Disable quota

Candidates seeking admission on the basis of Extra Curricular Activities, are required to submit documentary evidence of their skills and also specify field of extra-curricular activities clearly in application form, they may be asked to appear for a test to justify their skills.

**Seats for disables.** Certificate of disability issued by the competent authority should be attached.

## 8. RULES AND PROCEDURES FOR ADMISSION

(i) Admissions to the First Year for B.E (Tech) in Civil Engineering Technology Programme are made according to the policies and rules, framed by the authorities of Benazir Bhutto Shaheed University of Technology and Skill Development, Khairpur Mirs' from time to time. The rules mentioned in this prospectus are subject to revision by the competent authority of the University as and when deemed necessary and without any notice. The admission will be processed by Benazir Bhutto Shaheed University of Technology and Skill Development, Khairpur Mirs'

(ii) The candidates who apply for admission on the basis of fake certificates/documents (detected before or after their admission) shall be prosecuted under criminal law and their admission shall be cancelled. Additionally, they may also be debarred for a period of three years for future admission and all payments made to the BBSUTSD, Khairpur Mirs'/GCT, Hyderabad shall be forfeited.

### 8.1 Eligibility for Admission

**8.1.1** The candidates who have passed their Diploma of Associate Engineer (DAE)/ Higher Secondary School Certificate (HSC)/ equivalent in any of the disciplines mentioned below in annual examination **2024** or prior with at least **50% aggregate marks (Grace marks shall not be considered)** from any recognized Board of Intermediate and Secondary Education/Board of Technical Education in Pakistan or from foreign countries are eligible to apply for admission subject to provision of equivalence certificate.

#### 1. Bachelor of Civil Engineering Technology

i. **DAE** in Civil / Architecture / Land & Mine Surveying (Minimum 50% marks)

ii. **HSC (Pre-Engineering)/HSC (Pre-Medical) or equivalent** (Minimum 50% marks)

*Note: HSC (Pre-Medical) or equivalent are to study and additional Math course (FSc Level designed by HEI) in the first semester of the Engineering Technology Programme. The Course credit hours will not be counted in the degree credit hours).*

#### 2. Bachelor of Mechanical Engineering Technology

i. **DAE** in Mechanical, Dies & Moulding, Mechanical (Auto and Farm/Diesel) Refrigeration & Air Conditioning, Auto & Diesel, Power, Automation, and Bio-Medical.

iii. **HSC (Pre-Engineering)/HSC (Pre-Medical) or equivalent** (Minimum 50% marks)

*Note: HSC (Pre-Medical) or equivalent are to study and additional Math course (FSc Level designed by HEI) in the first semester of the Engineering Technology Programme. The Course credit hours will not be counted in the degree credit hours).*

**8.1.2** Those students, who were admitted to any other universities/institutes before applying for admission and were rusticated, debarred or their admissions were cancelled, shall not be considered for admission. Additionally, if the students withhold information regarding such a disciplinary action and they were granted admission; their admission will be cancelled immediately after ascertaining such facts. Those candidates who have been convicted involving moral turpitude shall also be refused admission. Since the admission form is a legal document, any wrong information provided therein or tampering it in any other way is illegal and may result in rejection of the form out rightly.

#### 8.1.3 Admission form and Prospectus

The admission form and prospectus can be obtained from the College on payment of **Rs. 3700/-** and duly filled form along with requisite documents may be submitted to the College during office hours according to schedule mentioned in the advertisement.

### **8.1.4 Pre-Admission Test**

**All the candidates applying for all categories including Reserved Quota are required to appear in the pre-admission test as per schedule and venue announced by the College.**

### **8.1.5 Calculation of Composite Percentage Number (CPN)**

**A.** DAE/HSC: (with adjusted marks\*\*) x **0.50**

**B.** Pre-admission Test Score x **0.50**

\* **For example:** If a candidate has secured 70% marks in DAE/HSC and 60% marks in Pre-admission Test; his/her CPN would be:  $(70 \times 0.5) + (60 \times 0.5) = 35 + 30 = 65.0000$

\*\* Adjusted marks means marks secured in DAE/HSC examination plus additional marks if any, as defined in the relevant Clause, minus marks to be deducted as defined in relevant Clause.

The CPN of the candidates on the merit list may be calculated with four digits after decimal point. The following steps may be taken, in case of tie of CPN even after exercising the above action:

- i. The candidate having higher pre-admission test marks will be higher in merit.
- ii. The candidate having higher DAE/HSC marks will be higher in merit.
- iii. The candidate having higher SSC marks will be higher in merit.
- iv. The candidate having higher HSC Math-II marks will be higher in merit.
- v. The candidate having higher HSC Math-I marks will be higher in merit.

### **8.1.6 Deduction of Marks Due to Gap in Entry Qualification session 2024 – 25**

In case of a gap or repetition of DAE/HSC Exams, the merit will be determined as described below:

- i. Students passed DAE/HSC in 2023 = (1% of the aggregate marks will be deducted)
- ii. Students passed DAE/HSC in 2022 = (2% of the aggregate marks will be deducted)
- iii. Students passed DAE/HSC in 2021 and before = (3% of the aggregate marks will be deducted)

### **8.1.7 Interviews**

After the receipt of the result of Pre-admission Test, a comprehensive merit list is prepared and a number of candidates roughly equivalent to the reserved seats are called for interview before the Admission Committee.

The candidates will also be required to bring their original documents as mentioned below for verification:

- (i) Marks Certificate of SSC – (Matriculation).
- (ii) Marks Certificate of DAE/HSC Part-II (Pre-Engineering and General Science Groups).
- (iii) Domicile Certificate of candidate.
- (iv) PRC 'Form C' of candidate.
- (v) National Identity Card/B-form (as applicable).
- (vi) Undertaking on Judicial stamp paper as per specimen.
- (vii) Medical Certificate on pro forma.

It is mandatory for the candidates to appear before the Admission Committee for interview. If any candidate fails to produce all or any of the above-mentioned documents, he/she shall not be allowed to appear in the interview and will be disqualified from the process of admission.

The admission shall be allowed on the day of interview; and if admitted, all the above original documents would be retained by the institute for at least **one entire year**. The candidates are advised to keep at least one to two sets of photocopies of all the documents with them. The candidate has to deposit the fees as mentioned in relevant fees clause at the time of interview.

#### **8.1.8 Rectification of Mistakes**

The Admission Merit Lists/Call Lists announced by the Admission Office are provisional and if any mistake is detected, it is rectified accordingly.

**8.1.9 Admission of Candidates Who Fail to Deposit the Admission Fees on the Interview Day** If any of the candidates fails to deposit admission fees on the day of interview, his/her seat will be allotted to the following candidate on the merit list.

#### **8.1.10 Additional Marks**

The candidates, who have produced certificates of Hafiz-e-Quran on printed form from registered Madrasahs and clear the test of Hifz taken by the University, are also considered to have additional 20 marks to be added to the marks of HSC/DAE.

#### **8.1.11 Closing of Admissions Process**

The admissions process for the session is made up to the end of **FOURTH week** from the date of start of the classes. After this period, no new admissions are made.

#### **8.1.12 NOC and Study Leave Order for Candidates already in Service**

The candidates who are already in service at the time of submission of admission form should attach **NO OBJECTION CERTIFICATE** from their employers for their admission. After selection to the First Year Class, they are required to submit study leave order and relieving order from their employers for study purpose at the University because the B.E (Tech) in Civil, Electrical and Mechanical Engineering Technology Degree Programmes are regular full time and morning Programmes and no student admitted in the College is allowed to engage himself/herself in any employment during his/her studies.

#### **8.1.13 Admission in any Other Institute**

Being a full-time Programme of studies, no student of the College is allowed to enroll in any other full time or part time courses of studies in any other educational institution without prior permission of the authorities of the University. Violation of the above may lead to the cancellation of his/her admission.

#### **8.1.14 Re-Admission Policy**

Those students who are eligible for any semester of any year and remained absent from their classes and examinations for any reason, are considered for re-admission in the appropriate semester where they left their studies with the appropriate batch subject to application of other relevant rules by the Re-admission Committee, provided that their absence is not more than **two calendar years**. However, their attendance to determine their eligibility to appear in the semester examination is considered from the date of issuance of re-admission order. Such admissions may be made **within four weeks** from the date of start of classes of particular session.

#### **8.1.15 Enrolment Card**

Each student is required to enroll himself/herself in the University/Institute after the finalization of the discipline in the First Semester of First Year and obtain enrolment card accordingly. In case of failure, he/she is not allowed to appear in the examination of the First Semester of the First Year.

### 8.1.16 Admission and Tuition Fees

## BACHELOR OF TECHNOLOGY PROGRAMME FEE FOR ACADEMIC YEAR 2024-25

### A: FEE STRUCTURE FOR REGULAR STUDENTS

Sr.#	Head of Account	Semester wise Schedule							
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
1	Admission fee	500	-----	-----	-----	-----	-----	-----	-----
2	Tuition fee	500	500	500	500	500	500	500	500
3	Training charges	18000	18000	18000	18000	18000	18000	18000	18000
4	Security Deposit (Refundable)	1000	-----	-----	-----	-----	-----	-----	-----
5	Visit/Industrial Tour fee	1500	1500	1500	1500	1500	1500	1500	1500
6	Library fee	100	100	100	100	100	100	100	100
7	Gymkhana / Sports fee	500	500	500	500	500	500	500	500
8	First Aid fee	500	500	500	500	500	500	500	500
9	Communication/Courier	500	500	500	500	500	500	500	500
<b>TOTAL =A</b>		<b>24,000</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>

### B: FEE OF HELP BASIS SEATS

10	Self-Finance Charges	20000	20000	20000	20000	20000	20000	20000	20000
<b>TOTAL =B</b>		<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>
<b>TOTAL A&amp;B</b>		<b>44,000</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>

### C: ADMISSION PACKAGE (ADMISSION FORM, PROSPECTUS, ENTRY TEST FEE AND DOCUMENT SCRUTINY CHARGES)

PROSPECTUS AND ENTRY TEST	<b>Rs. 3,700/-</b>
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**8.1.17 Enrolment and Examination Fee:** Every student has to pay Documents Verification, Enrolment and Examination Fee separately as prescribed and notified by BBSUTSD Khairpur Mir's from time to time.

### 8.1.18 Admission Fee Refund Policy

Where the University strictly follows the National Level Fee Refund Policy at Higher Education Institutions at Pakistan which is as under:

% of Admission Fee	Timeline for Semester
Full 100% fee refund	Up to 7 <sup>th</sup> day (including holidays) of convene of classes
Half/ 50% fee refund	Up to 15 <sup>th</sup> day (including holidays) of convene of classes
No Refund 0%	From 16 <sup>th</sup> day of convene of classes.



## **9. STUDENT AFFAIRS**

### **9.1 STUDENT CONDUCT AND DISCIPLINES RULES**

The student shall be governed by the rules of discipline in the class rooms, library, examination hall, playgrounds and on other places, as prescribed by the College authorities from time to time. Every student should have to sign an undertaking at the time of admission on a prescribed form. The decision of the College authorities in connection with the disciplinary action shall be final and binding on all concerned students.

### **9.2 NO STUDENT SHALL:**

- a. Smoke, take alcoholic liquor, manicures, gutka and any other intoxication drugs within the college campus and during any other function.
- b. Organize or take part in any function within the college campus without permission of college authority.
- c. Involve into activities against the Islamic and Pakistan Ideology or National Solidarity.
- d. Affiliate himself with any Political party or group.
- e. Allow to obtain copy or help in copying in examination or including harassment to any teacher or other staff member.
- f. Bring, keep or use any kind of weapon or fire arms within the college campus.
- g. Participate in or abet any walkout or strike against college or its teachers.

### **9.3 STUDENTS IDENTIFICATION:**

Every enrolled student will be issued an identity card at the time of enrolment. In case the card is lost, the matter shall be immediately reported to the administration. The duplicate identity card will only be issued on submission of declaration for loss of the card on payment of Rs. 200/- per card.

### **9.4 REFUND OF SECURITY DEPOSIT:**

The application for refund of security deposit, clearance certificate should be submitted within one year from the date of announcement of the University result or within one year from the date to which student discontinues his study from this college. Student failing to claim the refund of security deposit within the prescribed time shall forfeit his claim and the deposit shall automatically be transferred in the account of this college.

### **9.5 STUDENTS SOCIETIES:**

To help the students in developing the qualities of leadership and good citizenship the college encourages them to participate in all extra curriculum activities provided that such activities do not interfere in their academic progress or administration of this college.

The student's societies formed and managed by the students under the supervision of the college administration will only be allowed to organize extra curriculum activities such as Sports, Dramas, Social and Literacy activities and publication of college magazine.

### 10.1 REGULATIONS FOR SEMESTER SYSTEM

Regulations regarding the Courses of Studies for the Bachelor's Degree Programs of the Benazir Bhutto Shaheed University of Technology and Skill Development, under Section 32 (1) (a) of the Act, 2016

**Short Title:** These Regulations may be called the Benazir Bhutto Shaheed University of Technology and Skill Development, Bachelor of Degree Course Regulations, 2017. These Regulations shall be subject to the Benazir Bhutto Shaheed University of Technology General Scheme of Studies for the Bachelor Degree Course Statutes 2017.

**Commencement:** These Regulations shall be deemed to have come into force with effect from the First of September 2017.

**Definitions:** In these Regulations, unless expressly stated otherwise:

“**University**” means the Benazir Bhutto Shaheed University of Technology and Skill Development.

“**Academic Year**” means the Academic Year of the College/University.

“**Semester**” means a period of 22 weeks out of Academic Year for teaching and evaluation and/or guidance of the students of the University

“**Syndicate**” means the Syndicate of the University.

“**Vice-Chancellor**” means the Vice-Chancellor of the University.

“**Pro-Vice-Chancellor**” means the Pro-Vice-Chancellor of the University.

“**Dean**” means the Dean of the concerned Faculty of the University.

“**Controller of Examinations**” means the Controller of Examinations of the University.

“**Chairman**” means the Chairman of a Teaching Department of the University.

“**Director**” means the Director of Post Graduate Studies or Director of an Institute of the University.

“**Teacher**” means any Lecturer, Assistant Professor, Associate Professor or Professor teaching a subject/paper in the University or in a College/Institute affiliated to the University.

“**Internal Examiner**” means the teacher/person appointed by the Competent Authority, who has been teaching the subject to the regular class/section during the Academic Year for which the examination is being conducted.

The courses of Study:

The Courses of Studies for the degree of Bachelor of Engineering Technology (BE Tech) shall be as given in the Regulations, which follow, provided that these Regulations shall be subject to change as approved by the Academic Council of the University from time to time.

### 10.2 Duration of Semester & Year

First year, second year, third year and fourth year for the degree of Bachelor of Engineering Technology will be of one year duration (Total 4 years) each comprising of two semesters. Total Credit hours for all four years shall be 124-136.

There shall be two semesters in an academic year. The duration of teaching time in each semester shall be 16 weeks. The semester starting with the commencement of the academic year will be called the “First semester” and the following semester will be called the “Second Semester”.

### 10.3 Marks:

Each degree program shall carry a number of approved courses and each course shall be assigned a number of Credit Hours. The Credit Hours per semester for each discipline shall be 15-18. The details of the course, marks / grades assigned and the condition for passing examinations shall be as prescribed by the Benazir Bhutto Shaheed University of Technology and Skill Development Bachelor Degree Regulations 2017.

#### 10.4 Departmental Committee:

Each Department/Institute will have a Departmental Committee consisting of three senior most teachers of the Department/Institute including Chairman/Director to assess the progress of the students during the semester and results of all the examinations including the final semester examination. In case of any discrepancy in the results during scanning process, the concerned Committee will seek approval through the Dean and the Pro- Vice Chancellor from the Vice Chancellor to rechecking the Scripts by a Subject expert (other than the subject teacher). The final recommendations of the Departmental Committee concerning the results will be submitted through the concerned Dean and Pro Vice Chancellor to the Vice Chancellor for consideration and approval.

#### 10.5 YEARLY ACADEMIC PROGRAMME

Sr. No.	Description	Duration
1.	Teaching duration of 1st Semester and Mid Semester Examination	17 Weeks
2.	Preparation and Conduct of Final 1st Semester Exam	04 Weeks
3.	Summer Break	08 Weeks
4.	Teaching duration of 2nd Semester and Mid Semester Examination	17 Weeks
5.	Preparation and Conduct of Final 2nd Semester Exam	04 Weeks
6.	Winter break	02 Weeks
	<b>Total Duration of Semesters</b>	<b>52 Weeks</b>

Note:

- Minimum number of contact hours for a theory subject of 3 CHs per semester is 42
- Minimum number of contact hours for a practical of 1CH per semester is 42.

#### 10.6 The minimum requirement for each semester course:

Assignments

Tests (minimum two).

Mid Semester Examination

Final Semester Examination.

The Schedule of Tests, Mid Semester and Final Semester Examination shall be as under:

S.No	Activity	Period
1	Mid Semester Examination	After 08 Weeks
2	Final Semester	After 16 Weeks

### 10.7 Distribution of Marks:

The distribution of marks for each theory and practical course is as under:

#### Theory

S.No	Activity	Theory of Maximum 100 Marks	Theory of Maximum 50 Marks
1	Sessional (Assignments/Quiz/Presentation)	20	10
2	Attendance	10	05
3	Mid Semester Examinations	20	10
4	Final Semester Examinations	50	25
	Total	100 marks	50 marks

#### Practical

S.No	Activity	Practical of Maximum 100 Marks	Practical of Maximum 50 Marks
1	Sessional (Lab Performance/ Practical general /skill competition)	20	10
2	Attendance	10	05
3	Mid Semester Examinations	20	10
4	Final Semester Examinations	50	25
	Total	100 marks	50 marks

For 8th semester (Supervised Industrial Training) the following distribution of marks have been approved:

S.No	Activity	Marks
1.	Training Performance	600
2.	Viva Voce	200
	Total	800 Marks

### 10.8 Grading Policy

GRADE POINT	GRADE	THEORY		PRACTICAL	
		Max Marks 100	Max Marks 50	Max Marks 100	Max Marks 50
A+	4.0	>=85	>=42	>=85	>=42
A	3.75	75 to 84	37 to 41	75 to 84	37 to 41
B+	3.50	66 to 74	35 to 36	66 to 74	35 to 36
B	3.00	60 to 65	30 to 32	60 to 65	30 to 32
C+	2.50	55 to 59	27 to 29	55 to 59	27 to 29
C	2.00	50 to 54	25 to 26	50 to 54	25 to 26
F	FAIL	0 to 49	0 to 24	0 to 49	0 to 24

Fraction Nos will be rounded off to the nearest whole Nos Where 5.4=5 , 5.5=6, 5.9=6  
Subject carrying more than 100 marks in theory/Practical will be awarded grades accordingly.  
The results will be prepared on the basis of Grade point Average (G.P.A)

## 10.9 METHOD OF WORKING OUT G.P.A

**Credit Hours (C.H):** One credit hour (C.H) for a particular course is generally to be considered as one contact hour of teaching theory per week and for practical 1 C.H be considered as 3 contact hours

### Quality Point (Q.P)

For computation of the (G.P.A) the quality point (Q.P) is first determine by the multiplying the value of the grade earned by the students with the Credit Hours of that course, e.g. if a student obtain “A+” grade for a three credit hours course then this quality point will be calculated as follows:

$$Q.P = 4 \times 3 = 12.$$

### Grade Point Average (G.P.A)

Grade point Average is an expression for the average performance of a student in the course he/she has offered during a particular semester. This is calculated by adding the quality points of all the courses taken, divided by the total number of Credit hours offered in a semester.

$$G.P.A = \frac{\text{Sum of Quality Points for all the courses appeared in a particular semester}}{\text{Sum of Credit Hours for all the courses appeared in a particular semester}}$$

### Cumulative Grade Point Average (C.G.P.A) in a particular year

This is a figure ranging preferably from 0.00 to 4.00 be used to indicate the performance of a student in the year concerned. A standard scale of 0.00 to 4.00 is recommended to all HEIs

$$C.G.P.A = \frac{\text{Sum of the Q.P for all the courses appeared in a particular year}}{\text{Sum of the Credit Hours for all the courses appeared in a particular year}}$$

### Cumulative Grade Point Average (C.G.P.A) for Degree

$$C.G.P.A = \frac{\text{Sum over all taken courses in all Semesters (Course Credit Hours x Grade Point Earned)}}{\text{Total Credit Hours taken in all Semester}}$$

## CGPA REQUIRED FOR THE COMPLETION OF UNDERGRADUATE GRADUATE

For completion of the degree, the minimum qualifying CGPA for Bachelor of Engineering Technology Students is **2.00**. In case a student secures less than 2.00 CGPA (minimum qualifying CGPA) at the end of final Semester, she/he may be allowed to get re-admission in one or more courses, in which his/her Grade is below C, along with the forthcoming semester, provided that she/he is not debarred under the CGPA Improvement Regulation and time duration specified for the programme.

### 10.10 Promotion/Term Back Policies:

(i) A student be promoted to the 2nd semester of the first year provided he/she has completed minimum attendance requirement and Filled up examination form and appeared in at least one of the Heads of the Final examinations (First Semester). (A theory or practical would be treated as separate heads).

- (ii) If Student could not fulfill the above criteria then he/she will be treated as term back. He/she has to get re-admission with lower batch in 1st semester 1st year and has to pay half fees of the particular batch with whom he/she is going to be admitted.
- (iii) A student will be promoted to the 1st semester of the 2nd year (3rd semester) provided he/she has obtained C-Grade or higher in at least 50% Heads (including minimum of 02 theory heads) of 1st semester of first year in regular examination and has completed minimum attendance requirement of 2nd semester of the 1st year and has filled up examination form and appeared in at least one of the heads of final examinations (Second Semester). (A theory or practical would be treated as separate heads). Benefit of the fraction will be given to the student.
- (iv) If Student could not fulfill the above criteria then he/she will be treated as term back until he/she fulfill the above mentioned criteria. If any student wants to get the re-admission in 1st semester 1st year with lower batch then he/she has to pay full fees of the particular batch with whom he/she is going to be re-admitted.
- (v) If any student term back due to shortage of attendance of 2nd semester 1st year then he/she can get the re-admission in 2nd semester of 1st year with lower batch, he/she has to pay half fees of the particular batch.
- (vi) A student will be promoted to the 2nd semester of the 2nd year (4th semester) provided he/she has completed minimum attendance requirement of the 3rd semester, filled up the examination form and appeared in at least one head of the final examination (Third Semester). (A theory or practical would be treated as separate heads).
- (vii) If any student term back due to shortage of attendance of 1st semester 2nd year (3rd Semester) then he/she can get the re-admission in 1st semester of 2nd year with lower batch, he/she has to pay half fees of the particular batch.
- (viii) A student will be promoted to the 1st semester of the 3rd year (5th semester) provided he/she has obtained C-Grade or higher in at least 50% Heads (including minimum of 05 theory heads) of 1st year (1st & 2nd Semester) prior to start of classes of 5th semester and has completed minimum attendance requirement of the 4th semester, and has filed up the examination form and appeared in at least one of the (ix) Heads of the final Examination (4th Semester). (A theory or practical would be treated as separate heads). Benefit of the fraction will be given to the student.
- (x) If Student could not fulfill the above criteria then he/she will be treated as term back until he/she fulfill the above mentioned criteria. If any student term back due to shortage of attendance of 2nd semester 2nd (4th Semester) year then he/she can get the admission in 2nd semester of 2nd year with lower batch, he/she has to pay half fees of the particular batch.
- (xi) A student will be promoted to the 2nd semester of the 3rd year (6th semester) provided he/she has completed minimum attendance requirement, filled up the examination form and appeared in at least one of the heads of the final examination (5th semester). (A theory or practical would be treated as separate heads).
- (xii) If any student term back due to shortage of attendance of 1st semester 3rd year (5th Semester) then he/she can get the re-admission in 1st semester of 3rd year with lower batch, he/she has to pay half fees of the particular batch.
- (xiii) A student will be promoted to the 1st semester of the 4th year (7th semester) provided he/she has cleared all heads of first year, for 20 and onward batches, obtained C-Grade or higher in at least 50% Heads of second year (3rd & 4th Semester) (including minimum of 05 theory heads) prior to the start of the classes of 7th semester, and has completed minimum attendance requirement of the 6th Semester and has filled up the examination form and appeared in at least one of the Heads of the final Examination (6th Semester). (A theory or practical would be treated as separate heads). Benefit of the fraction will be given to the student.
- (xiv) If Student could not fulfill the above criteria then he/she will be treated as term back until he/she fulfill the above mentioned criteria. If any student term back due to shortage of attendance of 2nd semester 3rd year (6th Semester) then he/she can get the re-admission in 2nd semester of 3rd year with lower batch, he/she has to pay half fees of the particular batch.

(xv) A student will be promoted to the 2nd semester of the 4th year (8th semester) provided he/she has completed minimum attendance requirement, filled up the examination form and appeared in at least one of the heads of the final examination (7th semester). (A theory or practical would be treated as separate heads).

(xvi) If any student term back due to shortage of attendance of 1st semester 4th year (7th Semester) then he/she can get the re-admission in 1st semester of 4th year with lower batch, he/she has to pay half fees of the particular batch.

### **10.11 Attendance Requirement:**

A student should have at least 75% attendance to appear in the Final Semester Examination of that particular subject. In genuine cases, maximum 10% condonation in attendance shall be the discretionary powers of the Vice Chancellor on the basis of an application to be scrutinized by Director/Chairman concerned and routed through respective Dean concerned / Pro-Vice Chancellor. The eligibility attendance of Theory/Practical for late admitted students of First Semester of First Year only shall be calculated from the date of admission.

### **10.12 Conduct of Sessional Work/Mid-Semester and Final Semester Examinations**

10/5 marks of assignment for subjects carrying 100/50 marks shall be awarded by the teacher concerned after conducting 3/2 class tests (MCQ type) and 2/1 best of 3/2 class tests shall be counted toward award of 10/5 marks. The entire record of evaluated class tests shall be submitted by the concerned subject teacher to Examinations Department at the time of submission of final results.

At the end of each semester, the marks of attendance, sessional work, and lab work secured by the student in Theory and Practical of the concerned subject shall be announced by the concerned subject teacher by displaying sessional marks on the Notice Board.

Mid Semester Examination will be conducted by the Examination Department in collaboration with the College.

The mid-semester examination will be conducted only for theoretical subjects.

The time duration for mid semester examination will be 1 hour for 3 CHs course and each question paper will contain 3 questions with a choice to attempt any two, whereas , the time duration for 2 CHs course examination will be 45 minutes and the question paper will contain 3 questions with a choice to attempt any two.

## 10.13 REGULATIONS FOR CONDUCT OF EXAMINATIONS

**\*Regulations** regarding the **conduct of Examinations** of the Benazir Bhutto Shaheed University of Technology and Skill Development, under Section 32 (1) (d) of the Act, 2016.

1. **Short Title:** These Regulations may be called the Benazir Bhutto Shaheed University of Technology and Skill Development (BBSUTSD) conduct of Examinations Regulations, 2017.

2. **Commencement:** These Regulations shall be deemed to have come into force with effect from the First of July 2017.

3. **Definitions:** In these Regulations, unless expressly stated otherwise:

- i. **“University”** means the Benazir Bhutto Shaheed University of Technology and Skill Development.
- ii. **“Syndicate”** means the Syndicate of the University.
- iii. **“Vice-Chancellor”** means the Vice-Chancellor of the University.
- iv. **“Dean”** means the Dean of the concerned Faculty of the University.
- v. **“Controller of Examinations”** means the Controller of Examinations of the University.
- vi. **“Chairman”** means the Chairman of a Teaching Department of the University.
- vii. **“Director”** means the Director of Post Graduate Studies or Director of an Institute of the University.
- viii. **“Teacher”** means any Lecturer, Assistant Professor, Associate Professor or Professor teaching a subject / paper.
- ix. **“Discipline Committee”** means the Discipline Committee of the University/College constituted under the First Statutes appended to Benazir Bhutto Shaheed University of Technology and Skill Development Act 2016 and/ or constituted separately for the constituent with the approval of the Vice-Chancellor.
- x. **“Unfair means Control Committee”** means the Committee appointed by the Vice-Chancellor to scrutinize the reported cases of unfair means/ malpractice of the University & Affiliated Colleges/ Institutes for recommendation to the Discipline Committee/ Vice-Chancellor.
- xi. **“Vigilance/ Inspection Committee”** means the Vigilance/ Inspection Committee which may be constituted by the Vice-Chancellor for monitoring overall conduct of Examination of the University.
- xii. **“Head Invigilator”** means the concerned Dean, of the Faculty appointed by the Vice-Chancellor as Head Invigilator for overall monitoring of Regular Examination of Bachelor of Engineering Technology or any other examination conducted by the University held in the University.
- xiii. **“External/ Internal Head Invigilator”** means the Teacher of the University (at least Associate Professor) appointed by the Vice-Chancellor as External/ Internal Head Invigilator on the recommendation of the concerned Dean for supervising overall conduct of Regular/ Supplementary Examination of the University.
- xiv. **“Factotum”** means the Director/ Chairman or his nominee not below the rank of Associate Professor of the concerned Department appointed by the Vice-Chancellor for conducting Regular/ Supplementary Examinations of the respective Institute/ Department.
- xv. **“Invigilator”** means any Teacher appointed by the concerned Factotum for conduct of Regular/Supplementary Examination of the concerned Institute/Department. In case of the External Invigilators from amongst the Teachers of the University may be appointed by the Vice-Chancellor on the recommendation of concerned Director/Chairman.
- xvi. **“Tabulator/Checker”** means the teacher of the University possessing experience and good understanding of examination system appointed by the Vice-Chancellor on the recommendation of the Controller of Examinations for compilation and scrutiny of results of candidates of the University.

4. Last dates for receipt of application forms and dates for the conduct of Term/Semester Examination of the University are notified by the Controller of Examinations with the approval of the Vice-Chancellor as per Academic Calendar or as proposed by the Academic Heads concerned, as the case may be.



5. Question papers for Term/ Semester Examination shall be drawn by the teachers of concerned subjects as Internal Examiners. In case of more than one subject teacher of a particular subject, the senior teacher will internally moderate the same and pass on to the Controller of Examinations duly sealed for moderation by External Examiners appointed by the University Authority.

6. Head Invigilators/ Factotums for Term/ Semester Examination shall be appointed by the Vice-Chancellor and Invigilators by the concerned Factotum. The number of Invigilators shall be decided by the concerned Factotum/ Head Invigilator at the ratio of 10 candidates per Invigilator with a minimum of two including subject teacher. The fraction of 0.5 or above shall be considered as 01.

7. For each Centre of Examination, two Head Invigilators, one internal and one external shall be appointed. The External Invigilators may also be appointed with the approval of the Vice-Chancellor for shared invigilation at the concerned University.

8. The overall conduct of Examination may be monitored by the Vigilance / Inspection Committees to be appointed by the Vice-Chancellor.

(a) No Head Invigilator, Factotum or Invigilator shall be appointed at any examination at which any of the following relatives of his/her is appearing. Wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, nephew, niece, grandniece/ nephew, uncle, aunt, first cousin, son/ daughter of first cousin, son-in-law, daughter-in-law, brother-in-law and sister-in-law.

(b) The Head Invigilators, Invigilators and Factotums shall, along with their acceptance, sign a declaration to the effect that no relative of theirs, as mentioned in (a) above, is appearing at that examination at which they have been appointed to work.

9. Instructions to Invigilators shall be given as per University policy.

10. The Term/Semester Examination of undergraduate / diploma courses of the University shall be held in the premises of the University **and that as decided by the Vice-Chancellor.**

11. Examination fees once paid shall not be refunded or held in reserve for a future examination, except in the following circumstances:

- (1) When a candidate dies prior to the commencement of an examination.
- (2) When an application form is rejected by the University.

12. The Vice-Chancellor shall have power to exclude any candidate from a University examination on being satisfied that he/she is suffering from an infectious or contagious disease. Whenever any candidate is thus excluded, the fee paid by him/her for admission to the examination shall be refunded to him/her.

13. No person other than the candidates, University Officers and/or University representatives, Head Invigilators, Factotums, Invigilators and other workers appointed for the Examinations work will be allowed to enter the premises of any Centre of an Examination. The Head Invigilators/ Factotums/ Invigilators/Naib Qasids shall wear the specific badges during the conduct of Examinations.

14. No candidate shall be admitted to the Examination, who arrives at the place of Examination late by more than a half of an hour after time fixed for a paper.

**15.** Head Invigilators/ Factotums shall instruct the Invigilators that they should take particular care to collect from candidates all answer books provided to them, whether used or unused, cross the blank pages and enter on the face cover the number of supplements used. The Invigilators must acknowledge the receipt of Blank Answer Books after proper counting prior to start of Exam.

**16.** Head Invigilators/Factotums should see that Invigilators:

- (a) do not engage in a conversation with the candidates during the examination and do not read what the candidates write;
- (b) do not give any kind of explanation connected with any question set.
- (c) do not do any private or office work during the hours of supervision, nor on any account admit outsiders to the place of examination;
- (d) do not give copies of the question paper set to anyone who is not a candidate sitting for the examination.
- (e) do not use mobile phone during the examination duties.
- (f) must report the cases of candidates to Factotums/ Head Invigilators who are found indulged in unfair means/impersonation/ undisciplined acts etc. along with relevant materials/ evidence.

**17.** The Factotums/ Head Invigilators shall see that no candidate leaves his/her seat within the first half of an hour of the Examination.

**18.** The sealed envelopes containing question papers shall be opened by Head Invigilator/ Factotum concerned directly in the examination Hall not more than 15 minutes before the time fixed for each paper. The concerned Factotum/ Head Invigilator shall ensure that seals are intact prior to opening of envelopes and shall also certify accordingly.

**19.** Question papers for various blocks should be distributed among the various invigilators not more than 5 minutes before the time fixed for each paper.

**20.** The concerned Invigilators shall report the cases in writing to Factotums/ Head Invigilators fully documented of any such candidate who is found indulged in copying/ impersonation/misbehavior /undisciplined acts etc. The Invigilators/Factotums/Head Invigilators shall not cancel any answer of Question(s) fully or partially on any reason whatsoever.

**21.** The Factotums/ Head Invigilators shall expel any candidate found copying or for any other offence considered serious by them and report cases of expulsion and/or of offences to the Controller of Examinations for further necessary action.

**22.** When a candidate is expelled from an examination, the Factotum/ Head Invigilator should obtain from him/her, before he/she leaves the Examination hall, an explanation, if he/she has any to make, and attach it to his/her report.

**23.** The Head Invigilator (External/ Internal) of the affiliated college/ Factotum of the University should countersign all reports made by the Invigilators at the end of the Examination in each paper.

**24.** At the conclusion of each paper, the answer books tied with supplement(s), if any, should be carefully counted and packed along with pertinent Question Paper(s) and Invigilators Report(s) in the presence of the Factotums/ Head Invigilators.

**25.** The Factotums/ Head Invigilators will be responsible for safe delivery of all answer books in the Examinations Department along with any reported case(s).

**26.** Within a week of the conclusion of the whole Examination, the Factotum(s)/ Head Invigilator(s) shall forward to the Controller of Examinations statement showing the respective vouchers, Remuneration bills of Invigilators /Factotums/ Head Invigilators and a report on the conduct of the examination.

**27.** On receipt of a report regarding the misconduct of any candidate at any Examination, including breach of any of the Regulations or instructions laid down for the proper conduct of Examination, the Syndicate/ Vice-Chancellor shall have power to impose penalty on account of such misconduct or breach of Regulations/ Instructions on merit of the case as per recommendation of the Unfair means Control Committee/ Discipline Committee.

**28.** On recommendation of the Controller of Examinations, the Vice-Chancellor shall approve the names of Tabulators and Checkers for compilation & scrutiny of results of Regular/ Supplementary Examinations of the University. The remuneration shall be paid to concerned officials as may be fixed by the competent authority subject to completion of assigned task in all respects to be certified by the Controller of Examinations.

**29.** As soon as a result is announced, the Controller of Examinations of the University shall send copies of Result Gazettes to all concerned Deans, Directors/ Chairmen of the University, for display/ office record. The declared results shall be subject to rectification at any stage on the basis of original record if any error/ omission is found to have occurred inadvertently and as such this shall be reflected in the Marks/Grade/ Pass Certificate in the form of Note.

The following certificates may be issued to the students by the Controller of Examinations/ authorized Deputy Controller or Assistant Controller of Examinations on receipt of prescribed fees.

- (i) Pass Certificate for each Degree Course
- (ii) Marks/ Grade Certificate for each Term/ Semester.
- (iii) Transcript.
- (iv) Over-all Cumulative G.P.A. Certificate for all years of the course.
- (v) Appearance Certificate.
- (vi) POSITION / Merit Certificate.
- (vii) Award Certificate.

## UNDERTAKING

(The following undertaking is to be furnished by the candidates for admission on judicial stamp paper of Rs.100/- at the time of registration.)

I \_\_\_\_\_ S/o \_\_\_\_\_ R/o, \_\_\_\_\_

do hereby state on solemn affirmation that I shall:

Abide by all the rules / regulations regarding admission, conduct of Academic Program, Discipline, behavior etc. in force in College at present or to be approved and implemented in future.

Confine my activities to the academic pursuits during my studies at the College and would not indulge in any political, Un-social activities directly or indirectly and shall be liable to be expelled from the College, in case I am found involved in any such activities.

Never use violence or threat or pressure or any dispute with others.

Not hold a gathering or meeting or take out processions in any part of the College campus other than the areas specified for the purpose.

Not indulge in any kind of unfair or unlawful means / malpractice in examination and coercion by any means.

Not bring into campus, consume or encourage, consumption of alcoholic products, drugs and narcotics not indulge in acts of moral turpitude.

Not bring or keep any type of weapons within the College premises.

Not damage any College property, including building, equipment, vehicles etc in any manner.

In case of violation of any of the undertaking as herein above given by me I shall be liable for disciplinary action as per College rules but also shall be liable for criminal prosecution under law of land.

Place:                      Signature of the Applicant / Candidate      Date:

C.N.I.C NO

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