

10.5 Selected courses shall be offered in summer where the number of registered students is 15 or above.

11. Withdrawal

11.1 A student may be allowed to withdraw from a course or a whole semester, at any time before the commencement of the midterm examination.

11.2 Withdrawal from a course or the whole semester shall not result in academic penalty. However, the course/semester fees shall not be allowed to roll over, and the withdrawn courses/semester shall be mentioned in the transcript.

11.3 The Course/Semester fee may only be roll over, if the course/Semester is withdrawn during 3rd - 4th week after commencement of classes. But it shall be reflected with grade "W" on the transcript.

11.4 Withdrawn semester shall count towards the maximum permissible number of semesters.

12. Freezing of semester

12.1 In special hardship cases, the University may allow freezing of semester with the prior approval of the Vice Chancellor. In case the freezing is allowed, the maximum duration of the degree program shall remain the same.

12.2 Freezing of studies shall not be allowed for more than four semesters in total.

12.3 Semester freezing shall not be allowed once course registration is closed.

12.4 The semester fees of the frozen semester, if already paid, shall be allowed to roll over.

12.5 Freezing shall only become effective when appropriately notified, failing which the name of the absentee student shall be struck off the University rolls and absent status shall be assigned in the system. In that case, resumption of studies shall only be allowed after payment of Admission Fee.

12.6 In case of freezing on medical ground, medical certificate must be duly signed by the Medical Officer.

12.7 Freezing of Semester will only be allowed after successful completion of 2nd Semester as prerequisite. However, under special hardship circumstances freezing of during first two semesters can be considered for approval by competent authority.

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12.7.2. Maternity/Delivery

12.7.3. Death in the immediate family

12.7.4. Any other subject to acceptance on justified rationale

13. Migration Policy

a. Migration to University

- 13.1 Migration is only allowed to and from local and foreign Universities recognized by Higher Education Commissions (HEC) and the program is accredited with PEC/PCATP.
- 13.2 Admission on migration basis will be given if the seat is available in relevant discipline.
- 13.3 Migration is not allowed to the students studying first and final year.
- 13.4 Migration/ Transfer is allowed only in the cases of extreme hardship for the students or if it is considered in the best interest of the university by the competent authority. The decision of the university is final and binding in this regard.
- 13.5 Admission on migration basis will be given up to the fourth week of the start of the classes of semester whether in the Spring or Fall Semester.
- 13.6 The applicant will apply in the Office of Registrar following the migration rules of the University.
- 13.7 The Office of Registrar will send the case to the Convener of Departmental Equivalency Committee for the further process, after the approval of the Vice Chancellor.
- 13.8 Departmental Equivalency Committee shall comprise of chairperson of the concerned department who shall head the committee and two senior teachers of the department appointed by the Vice Chancellor.
- 13.9 The Equivalency Committee will assess all the related aspects of the case. Student admitted on migration shall be given exemption in all such courses which applicant has passed during study in previous institution. Moreover, the Equivalency Committee will notify all the terms and conditions in its recommendations for the case.
- 13.10 The recommendations of Equivalency Committee shall be final and binding.
- 13.11 The convener of Equivalency Committee will send the recommendations to Office of Registrar through respective Dean of Faculty. The Office of the Registrar will notify the decision of the Equivalency Committee after taking the approval of Vice Chancellor.
- B. Migration from University**
- 13.12 The Office of Registrar will issue him/ her NOC for the migration from parent University to another institute/ University specifying the time limit of two months for his/ her migration to another institute/ university.
- 13.13 The applicant will take classes in parent university during the process of the migration. If the applicant is unable to secure admission based on migration in any other institute/ university for what- so-ever reason(s) within two months, The NOC issued to applicant shall stand cancelled and Office of Registrar shall issue such notification.