

## **CHAPTER - 1**

### **NOMENCLATURE, SCOPE AND APPLICATION**

1. These Rules shall be called “**SEMESTER SYSTEM EXAMINATION RULES**”.
2. These Rules shall be applicable to all examinations conducted in Pakistan Marine Academy (PMA) under Semester System, leading to the award of B. Sc Degree in Maritime Studies from University of Karachi to the pre-sea cadets of the Pakistan Marine Academy, Karachi.
3. These Rules shall be applicable to all PMA Cadets examined under Semester System.

### **GLOSSARY OF TERMS**

4. **Head PMA** means the Head Pakistan Marine Academy, Karachi.
5. **P M A** means the Pakistan Marine Academy, Karachi.
6. **University** means the University of Karachi.
7. **Board** means the Board of Studies of PMA
8. **Course Instructor** means a member of faculty of PMA assigned by the respective Head of the Department to teach a particular Credit Course in a semester.
9. **Cadet** means the resident Cadet under training at the PMA.
10. **Rules** means the PMA Semester System Examination Rules (Revised 2006).
11. **Semester** means a period of about six months duration at the PMA, which includes time allocated for training/educational activities (i.e Term) and breaks, study leave, vacations etc. There shall be two semesters in each calendar year designated as:
  - a. Spring Semester (December/January – June/July)
  - b. Fall Semester (June/July – December/January).

12. **Term** means a period of about 20 weeks duration within a semester allocated for training and education at PMA. This will include the time allocated for tests/examinations, study leave, study tours/study visits and short breaks etc. The summer/winter vacations at the end of Spring / Fall Semester shall not form part of the Term.
13. **Credit Course** means a course of study, prescribed by the Board of Studies of PMA, successful completion of which is mandatory for qualifying the Course.
14. **Course** means a scheme of credit courses duly approved by the PMA Board of Studies, whose successful completion leads to award of a Degree from University of Karachi.
15. **Marks** means a Cadet's achievement/performance in a test/examination expressed numerically in the form of a percentage.
16. **Grade** means the letter (alphabet) indicating the quality of a Cadet's academic performance/achievement in a Credit Course corresponding to the marks obtained by him in the Semester Examinations.
17. **Credit Hour (Cr Hr)** A lecture of one hour duration per week in a Term will constitute one "Credit Hour". However in case of laboratory work, workshop training, practical/field activities etc. one credit hour may require two or three hours of activity depending upon the nature of the subject as prescribed by Board .
18. **Quality Points (QP)** means points awarded corresponding to Grades obtained by a candidate for the purpose of calculating their Grade Points.
19. **Quality Time (QT)** means Credit Hours assigned to a Credit Course in a Semester.
20. **Grade Point (GP)** means the Quality Point multiplied by the Quality Time of a Credit Course.
21. **Semester Grade Point Average (SGPA)** is computed for each Cadet at the end of each Semester by dividing the total number of Grade Points earned by the total number of Credit Hours of work completed during the Semester.

22. **Cumulative Grade Point Average (CGPA)** is computed for each Cadet by dividing the total number of Grade Points earned by the Cadet during all semesters completed by the total number of Credit Hours of work completed in all the Credit Courses attended.
23. **Examinations** shall include Quizzes/Tests, Graded Assignments, Mid Term, End Term and Re-Examination of Cadets at PMA.
24. **Mid Term Examination** means formal examinations of each Credit Courses conducted after the first 8 to 10 weeks of study in each Term at PMA.
25. **End Term Examination** means formal examinations of each Credit Course conducted at the end of the Term at PMA.
26. **Re-Examination** means examinations conducted for the failures in those Credit Course(s) in which they obtained grade "F".
27. **OI/C Examinations** means the Officer-in-Charge Examinations, PMA.

**CHAPTER-2****BOARD OF STUDIES**

1. There shall be a Board of Studies comprising of following:

<b><u>S.No.</u></b>	<b><u>Designation</u></b>	<b><u>Appointment</u></b>
1.	The Head of PMA	Chairman
2.	A Professor of the Faculty of Arts of the Karachi University	Member
3.	A Professor of the Faculty of Science of the Karachi University	Member
4.	Chief Examiner of Engineers/Principal Examiner of Masters & Mates Ministry of Ports & Shipping	Member
5.	The Commandant/Deputy Commandant of PMA	Member
6.	The Officer – in – Charge Nautical Department of PMA	Member
7.	The Officer–in–Charge Marine Engineering Department of PMA	Member
8.	The Chief Education Officer of PMA.	Member
9.	The Training Commander	Observer
9.	Officer–in–Charge Examinations of PMA	Member/Secretary

**Notes:**

- a. The Members at S No “2” and S No “3” shall be nominated by the Vice Chancellor of the Karachi University.
  - b. The Member at S No “4” shall be nominated by the Director General (Ports and Shipping).
  - c. The Members and Secretary at S. No. 5 to 10 shall be nominated by the Head PMA.
2. The Board shall meet in regular/ordinary meetings at least twice each year after the End Term Examinations as convened by the Chairman. The Head PMA may summon an extra – ordinary meeting of the Board at any time to discuss any urgent matter related to the syllabi, examinations, results of the cadets or any other matter pertaining to education and training of Cadets at PMA.
  3. A minimum of six Members (including the Chairman) shall constitute the forum for any meeting of the Board.
  4. All meetings of the Board shall be presided over by the Head PMA. However, in his absence, the senior most member of the Board shall preside the meeting.

5. The Board shall examine and approve all Term Examination results.
6. The Board shall have the powers to examine any proposal for any amendment to these Rules or the syllabi of the Credit Courses being taught to the Cadets and recommend the approval of such amendment(s) to the University.
7. The Board may recommend to the Head PMA any measure which, in their opinion, is necessary to improve the working / functioning of PMA with respect to standards of training and education.
8. All issues before the Board in a meeting shall be decided by a simple majority of the Members present and voting. The Head PMA shall have the casting vote.

**CHAPTER-3****GRADING AND ATTENDANCE****GRADING SCHEME**

1. The following grading scheme for examinations shall be followed:

<b><u>GRADE</u></b>	<b><u>G.P</u></b>
A+	4.0
A	3.5
B+	3.0
B	2.5
C+	2.0
C	1.0

(Note: G.P shall be calculated upto two point of decimal)

**PASS PERCENTAGE**

2. The minimum marks required to pass in a Credit Course (including quizzes, assignments, Mid Term Exam, End Term Exam /Re-Examination marks) will be 50% (G.P-1.0) except Watch Keeping where passing marks are 80%. Below passing marks the quality points are zero.

**SEMESTER GPA (SGPA)**

4. A cadet must maintain a minimum of 1.5 Semester GPA (SGPA) besides achieving pass percentage (50 percentage /GPA = 1.0) in each Credit Course to pass the Semester. Failing to do so may results relegation / withdrawal.

**Cumulative GPA (CGPA)**

5. A cadet must maintain a Cumulative GPA (CGPA) of 2.0 or more. Failing to do so in two consecutive Semesters may results relegation/withdrawal.

**CLASS ATTENDANCE**

6. It is mandatory for every Cadet to maintain at least 90% class attendance in each Credit Course during the each Semester otherwise he may not be allowed to sit in the End Term Examination resulting in relegation/withdrawal.
7. Absence from class on account of activities organized by the Academy may be condoned with prior approval of Head PMA.
8. Absence on account of approved leave and / or sickness will not be condoned.

9. Any unauthorized absence will also not be condoned besides disciplinary action as per rules.

**ABSENTEES IN EXAMINATIONS**

10. A Cadet who absents himself from any Examination (End Term Mid Tem, Quiz/Test) for any reason will be considered a failure in that Examination and awarded Grade 'F'. He may however be allowed to take Re-examination in that Credit Course as per details at para 1(f) of Chapte-4.

## **CHAPTER - 4**

### **EXAMINATIONS**

#### **TYPES OF EXAMINATION**

1. The performance / achievements of Cadets at PMA will be evaluated through a system of testing / examining spread over the entire Term. During each Term the Cadets will take the following tests and examinations for purpose of final grading:

a. **Quizzes / Tests** At least two tests/ quizzes of 15-30 minutes duration (one before Mid Term and other after Mid Term Exam) for each Credit Course will be conducted by the respective Course Instructor. No prior notice will be given for these quizzes/tests.

b. **Assignments** At least two graded Assignments (one before Mid Term and other after Mid Term Exam) for each Credit Course of more than one credit hour will be conducted by the Course Instructor.

c. **Mid Term Exam.** One-hour theoretical/practical examination of each Credit Course will be conducted after completion of first half of the Term in each Semester (i.e. on completion of first 7 to 9 weeks of formal instructions).

d. **End Term Examination.** At the end of each Term, a comprehensive theoretical / practical examination for each Credit Course will be conducted as per the weightage /marks allocated in these Rules. The End Term Examination would usually be upto 3 - 4 hours duration. For the purpose of practical examination, Cadets may be divided into appropriate sub-groups by the respective Heads of Department on the recommendation of the Course Instructors.

e. Credit courses of one or less than one credit hour may be conducted "Crash Courses" during winter/summer breaks or any other appropriate time during the Semester. Such courses may also be conducted as a part of regular instructions, preferably programmed over a period not exceeding half of the Term. The examination for these courses will be of one hour duration and may be conducted quizzes/assignment for such courses at his direction as appropriate.

f. **Re-Examination.** Re-Examinations will be conducted within two weeks of the commencement of next Semester for failures of the Credit Courses. Re-Examination will be allowed, subject to following conditions:

(1) Re-Examinations will be conducted for failures of Credit Courses in the End Term Examinations only. No Re-Examinations will be conducted for

failure of Mid Term Examination or Quizzes, Tests or Assignment defined in sub paras (a), (b) and (c) above.

(2) A maximum of 50% marks (GPA 1.0) will be awarded in the Re-examined Credit Course(s) regardless of any higher marks achieved.

(3) The re-examined Cadet should be able to maintain SGPA 1.5 or more after passing the Re-Examination(s) in all the re-examined Credit Course(s). Otherwise, he would be considered for relegation/withdrawal without Re-Examination.

(4) If a re-examined Cadet cannot maintain CGPA of 2.0 or more for two consecutive Semesters, despite passing all the re-examined Credit Courses he would be considered for relegation/withdrawal without Re-Examination.

(5) Marks awarded in re-examination will be marked with an asterisk and a footnote indicating "Qualified after Re-examination" in the transcript.

(6) Candidates appearing in the Re-examination will be required to pay Rs.500/- per Credit Course as Re-examination Fee.

### **WEIGHTAGE AND FREQUENCY OF EXAMINATIONS:**

2. Each Credit Course will carry 100 marks. The weightage and frequency of examinations shall be in accordance with the format given below:

<b><u>Nature of Examination</u></b>	<b><u>Duration</u></b>	<b><u>Frequency/Term</u></b>	<b><u>Weightage</u></b>
End Term	3-4 hrs	1	50%
Mid Term	1 hr	1	30%
Quizzes	15-30 minutes	2 (minimum)	10%
Assignments	As prescribed	2 (minimum)	10%
Practical/Lab	As required	1	As assigned

#### **Note:**

Overall marks (percentage) thus obtained will be rounded off by the individual Course Instructor. Fractions 0.5 or more will be rounded to the next higher digit and less than 0.5 to immediate lower digit.

### **SCHEDULE OF EXAMINATIONS**

3. About two weeks before the commencement of the Mid Term / End Term Examinations, the Officer-in-Charge Examinations, shall, with the approval of the Head PMA, circulate the Schedule of the Examination, showing therein time table of the Examination (i.e. date, time and venue of each Examination) and the names of the examiners and the invigilators, etc.)
  
4. The Schedule of the Examinations along with the list of examiners shall be forwarded to the Controller of Examinations, University of Karachi, for information.

## **CHAPTER – 5**

### **CONDUCT OF EXAMINATIONS**

#### **SETTING AND FINALIZATION OF QUESTION PAPERS**

1. All question papers are to be set by respective Course Instructor. The question papers of the Mid Term, End Term and Re-Examination shall be scrutinized and moderated by respective Head of Department and approved by the Head PMA.
2. Following shall be ensured by Course Instructor while setting the question papers.
  - a. Question papers are balanced and have been prepared to cover the complete syllabus adequately.
  - b. A choice of about 20 percent would be allowed in each question paper of Mid Term/End Term and Re-Examinations. However, choice of questions for the quizzes/tests would be at the discretion of the Course Instructor.
  - c. Papers should be constructed in such a way that comprehension and creative abilities of both slow learners and sharp ones are evaluated on graduating scale.
  - d. Directional words (key words) should be clearly used so that examinee understands it exactly in the same manner as the instructor/examiner intends it to be.
  - e. Duration of examination (total time allocated for the question paper) is clearly specified.
  - f. Answers to the questions asked are not found in the paper.
  - g. Repetition is to be avoided.
  - h. Time required for the paper should be appropriate with respect to the time allocated.
  - i. The question paper may be set in accordance with the competence of an average cadet so that relative merit of the candidates may be established.
  - j. Paper should not be used as a means of display of the Course Instructor's competence.
  - k. The paper should not be restricted to the book language alone.
  - l. Paper may be divided into sections and each section may carry three/four questions. A question can be further sub divided into parts.
  - m. Marks assigned to each question and part of questions should be indicated clearly in the instructions/notes or in front of the question/part of question.

- n. The Mid Term Examination paper must cover about 50% of the total syllabus of the Credit Course proportionately.
  - o. The End Term Examination paper shall include about 30% questions covering the syllabus taught before Mid-Term Examination and the remaining 70% questions covering the syllabus taught after the Mid Term Exam.
  - p. Question papers for tests and quizzes shall be at the discretion of the Course Instructor.
2. Each Course Instructor shall, 15 days before the commencement of the Mid Term/End Term and Re-Examinations, submit to his Head of Department, two Question Papers of the Credit Course(s) being taught by him. He shall be required to write these question papers personally in own handwriting without the assistance/ involvement of any other individual to ensure complete secrecy.
  3. The Head of Department shall review the Question Paper with a view to ensure that it meets the criteria spelled out at para 1 above. He will moderate/amend the Question Paper in consultation with the Course Instructor before submission to the Head PMA. On receipt of the set of Question Papers duly vetted and moderated by the Head of Department, the Head PMA shall review and approve the papers and forward them to the Officer-in-Charge Examinations for typing.
  4. On receipt of the Question Papers from the Head PMA, the Officer-in-Charge Examinations under his direct and personal supervision, shall get the Question Papers fair typed. The same are to be corrected and proof read, as required by the concerned Course Instructor under the direct and personal supervision of the OI/C Examinations.
  5. The Head PMA shall select one of the fair typed papers, to be given to the candidates in the examination. The Officer-in-Charge Examinations, shall get the finally selected papers photocopied/cyclostyled in required numbers (equal to the number of the Cadets taking the Examination plus five extra copies) and seal the originals and the photocopies in an envelop, under his signature. These shall then be placed in safe custody with the Head PMA until the date of that particular examination.
  6. The Head PMA shall hand over the question papers to the OI/C Examination, about 30 minutes before commencement of the Examination as per the schedule of examination.
  7. The Question Papers are to be handled with maximum confidentiality taking all measures to ensure secrecy at all steps of the above process.
  8. The Question Papers are to be handled “by hand of officers” only or under the direct and personal supervision of the OI/C Examination or the concerned Course Instructor/Head of Department.

## **USE OF REFERENCE MATERIAL DURING TESTS/ EXAMINATIONS**

9. Prior to any Examinations, the concerned Course Instructor shall indicate to OI/C Examinations about any reference books, notes, equipment/gadget and any other material which may be used by the Cadets during the tests/examinations. A list of such items would be given as a note on the question paper as well. The required material for each examinee will be prepared and provided in the examination hall by Course Instructor and handed over to the head invigilator.

## **INVIGILATION**

10. Invigilation plays a vital role in the effective conduct of examination leading to fair and accurate assessment of the examinee. Invigilators have to be vigilant, fair and firm in performance of their duties and ensure that the examination rules are adhere to strictly. They must keep a watchful eye on the behaviour of the examinees during examination. At least two weeks before the commencement of the Mid Term/End Term Examinations, the Officer-in-Charge Examinations, will, with the approval of the Head PMA, circulate the names of the head invigilators and the invigilators for each day of examination:

11. **Duties of Head Invigilator:** The duties of the Head Invigilator shall be as follows:

(a) The Head Invigilator shall arrange to receive from the OI/C Examinations, the answer books and other material and stationery required for the use of the examinees, about 30 minutes before the examination and shall keep them in safe custody. He shall have the answer books mustered and checked serially indicating any discrepancy to the OI/C Examination. He shall be personally responsible for any loss or pilfering of blank answer books.

(b) The Head Invigilator shall receive from the OI/C Examinations the sealed packets of questions papers about 30 minutes prior start of the examination on each day of examination. He shall keep the sealed packets in his personal custody till the time they are required to be opened for distribution. The sealed packets shall be opened by the Head Invigilator in the presence of at least two Invigilators.

(c) The Head Invigilator shall assign Invigilators to various rooms or places and they shall abide by all his instructions and orders. The Head Invigilator shall be competent to transfer Invigilators from one place to another without assigning any reason.

(d) He shall at once communicate with the OI/C Examination in case of any reported misprint or mistake in the question paper.

(e) In all prima facie cases of unfair means or cheating by a candidate he shall expel the candidate from examination in that paper and shall make a detailed report to the Head PMA through OI/C Examinations together with any incriminating material or evidence found.

(f) He shall at once communicate to the Head PMA any attempt on the part of the

examinees in general to create a disturbance in or around the Examination area.

(g) He shall see that all answer books/sheets are collected properly, counted serially, arranged subject wise, packed sealed and handed over to the OI/C Examinations immediately after the examination,

(h) At the close of the Examination he shall prepare and submit to the Head PMA through the OI/C Examinations a brief report on the conduct of the examination, drawing attention to the difficulties (if any) experienced by him and suggesting improvements (if any).

(j) He shall not leave the Examination area during the currency of the examination, unless properly relieved of his duties with the permission of the Head PMA.

(k) If an Invigilator does not reach the Examination Hall in time, the Head Invigilator may have another invigilator appointed in his place, in consultation with OI/C Examination, reporting the matter to the Head PMA.

(l) In case of shortage of Invigilators affecting the efficiency of the conduct of examination, the Head Invigilator may request for appointment of additional Invigilators in consultation with the OI/C Examinations to make up the shortage reporting the same to the Head PMA.

12. **Duties of Invigilator:** The duties of the invigilators are as under:

(a) To report to the Head Invigilator/OI/C Examination at least one day before the scheduled date of the examination, if they are not available for their duty so that alternate arrangements may be made.

(b) To reach the Examination Hall at least 30 minutes before the commencement of each examination paper, and report their arrival immediately to the Head Invigilator. He is not to leave his duty station without the permission of the Head Invigilator.

(c) To help the Head Invigilator in the distribution and accounting of question papers, blank answer-books and examination material which the examinees are authorized to use.

(d) To note without fail the absentees in the room or rooms in their charge and to submit the list to Head Invigilator within half an hour after the start of the examination.

(e) To see that all rules for guidance of candidates are duly observed. Rules/ instructions must be read out to the candidates before the commencement of examination daily.

- (f) To check the information on the cover page of answer book and additional sheets of each candidate and ensure that it is correctly filled in.
- (g) To have the candidate sign the answer book in the space provided in the Invigilator's presence.
- (h) To sign on the space marked as "Invigilator Signature" on the cover page of answer book after ensuring that cover page on the answer book has been correctly filled in.
- (j) The emphasis should be on preventing use of unfair means by any candidate. Alert and vigilant invigilation is the key factor to dissuade, deter, discourage and prevent use of unfair means by an examinee leading to fair and just assessments. It can also help to avoid the unpleasant and wasteful efforts involved in investigations and subsequent punitive actions against candidates caught using unfair mean.
- (k) To be constantly on alert watch during the examination in the rooms in their charge to look out for any unfair attempt on the part of the examinees e.g. to communicate with each other, to pass slips, notes etc., to expose their answer books to the neighboring examinees, copy from slips, notes or any other material, using mobile phones or hand held/palm top computers or restoring to unfair means in any other manner. They shall take all measures to block and deter such attempts.
- (l) In case of an incident of use of unfair means is observed/caught, the invigilator shall at once report the matter to the Head Invigilator with the name and the seat number of the examinee the nature of unfair means and the incriminating evidence/material observed.
- (m) The invigilators are also to keep a watch over Naib Qasid, water supplier and other supporting staff authorized to move about in the examination rooms, to ensure that no extraneous matter is introduced in the examination rooms in any way. Should such a thing come to their notice; they are to report the same at once to the Head Invigilator.
- (n) In particular deter and frustrate any unfair attempts on the part of the examinee to pilfer out or smuggle in any answer book/extra sheet or any other written paper or to exchange answer book/spare sheet with each other.
- (p) On completion of the examination the invigilator is to:
- (1). Collect all written answer books from the examinees.
  - (2). Arrange them in serial order subject-wise.
  - (3). Muster them with reference to the number of examinees actually present to make certain that there is no shortage/excess.

(q) All written answer books collected must be recorded on a "Return Form" and must be delivered immediately to the Head Invigilator together with surplus blank answer books and other examination material.

(r) An Invigilator shall not leave the Examination Hall unless and until he has satisfactorily accounted for the answer sheets of all examinees in his charge and surplus/unused answer sheets and any other examination material to the Head Invigilator.

### **DUTIES OF OI/C EXAMINATIONS:**

13. The duties of OI/C Examinations are listed as under:

a. At least two weeks before the commencement of the Mid Term/End Term/ Re-Examinations, the Officer-in-Charge Examinations, shall, with the approval of the Head PMA, circulate the Schedule of the Examination, showing therein time table of the Examination (i.e. date, time and venue of each Examination) and the names of the examiners and the invigilators, etc.

b. The Schedule of the Examinations along with the list of examiners shall be forwarded to the Controller of Examinations, University of Karachi, for information.

c. OI/C Examination is to make proper seating arrangements for all examinees appearing at PMA. A large seating plan in bold figures shall also be prepared and one copy of which shall be handed over to Head Invigilator, and the other shall be hung up or placed at a prominent place near the examination hall. No alternation shall be made in the plan or in the seating arrangements except by the Head Invigilator himself or under his orders.

d. In addition, clerical staff and subordinate servants are also to be appointed by OI/C Examinations for the efficient conduct of examinations.

e. Normally one Invigilator will be allowed for every 20 examinees plus one relieving or reserve Invigilator for every 100 candidates, but where the number of examination rooms is numerous and the capacity of rooms is small, at least three Invigilators will be allowed for every set of two rooms. Likewise in case of halls or rooms of larger capacities the number may be reduced to only five Invigilators per 100 candidates including the reserve Invigilator. In special cases the Head PMA may sanction additional Invigilators.

### **EXAMINEES' RESPONSIBILITY**

14. The Examinees shall report about 30 minutes before the time fixed for the examination each day. No books, notes, documents or gadgets are to be taken in the examination hall/rooms except those authorized by the examiner. Mobile phones, walkie talkies, data storage devices, computers, laptops, PDA's etc are strictly forbidden in the

examination hall.

15. The examinee shall make an Index of the questions he has attempted, on the front page of the answer book. The page number where the question has been attempted in the answer book is also to be indicated on the index.

### **BREACH OF EXAMINATION RULES**

16. Any cadet who is found using unfair means in any examination shall be considered as a breach of Examination Rules and may be relegated/ withdrawn from PMA without any regards to his pervious performance or conduct. Following cases shall be considered breach of Examination Rules:

a. If a candidate is found having in his possession, while under examination, unauthorized papers, books, notes or any other material which might be of assistance to him in examination, he shall be expelled from the examination of that day by the Head Invigilator and his case shall be reported to the Head, through the O/IC Examinations, for such further action as may be deemed necessary.

b. Any candidate, detected in giving or receiving assistance or found guilty of copying from any paper book or note, or using or attempting to use these or any other unfair means shall be expelled by the Head Invigilator from the examination of that day and his case shall be reported to the Head through the O/IC Examinations for such further action as may be deemed necessary.

c. A candidate guilty of influencing or attempting to influence an Invigilator, examiner or OI/C Examination or any other member of PMA faculty with the object of persuading him in the award of marks, shall be deemed to have used or attempted to have used unfair means and shall be liable to disciplinary action.

d. A similar approach made by a relative, guardian or a friend of a candidate will be considered to be by the candidate who will be liable to disciplinary action. If a candidate makes an appeal to an examiner through his answer book his answer book shall be cancelled and he shall be liable to disciplinary action.

17. The Head Invigilator on duty in the Examination Hall shall submit the report, to the OI/C Examinations after preliminary enquiry to establish the prima facie. The matter would then be processed on file by OI/C Examination and submitted to the Head. The Head will, depending on the facts of the case, either dispose-off the matter as considered appropriate or nominate a committee to investigate further into the circumstances of the case before taking necessary action.

18. Disciplinary action will be taken taking into account, the recommendations of the investigation committee appointed by the Head for the purposes. The examination results of such candidates shall be withheld till such time as their case are decided by the Head.

### **INVESTIGATION COMMITTEE**

19. The Head may refer cases related to use of unfair means during the examinations by Cadets to the Investigation Committee. The committee shall determine whether or not the

charge/charges of breach of Rules of Examination have been proved beyond reasonable doubt. Committee may recommend to the Head, disciplinary action against a cadet or cadets if satisfied that the breach of Rules of Examination have been proved beyond reasonable doubt.

### **HANDING OVER OF WRITTEN ANSWER BOOKS**

20. The receipt of all written answer books from the Head Invigilators, safe custody and handing over of written answer books to concerned examiners shall be the responsibility of the OI/C Examinations. For this purpose he shall take the following action:-

- a. The OI/C Examinations shall supply the examiners all material and information required for examining answer book such as blank slips question papers schedule of maximum marks and minimum pass marks of the paper etc.
- b. The OI/C Examinations shall hand over to the examiners properly packed and sealed packets of answer books and obtain a receipt confirming correct mustering of the answer sheets by the examiner.
- c. The OI/C Examinations shall see that examiners complete the marking of papers and submit marks to him in due time and in case of delay remind the examiners. In case of inordinate delay he shall report the matter to the HOD/Head PMA for necessary action.

### **MARKING OF THE ANSWER SHEETS**

21. Examinations and assessment is a noble task. The examiner must honour the trust reposed in him considering that his assessment/evaluation has a bearing on the candidate's future prospects. The work must be undertaken with full responsibility and devotion in an honest and just manner. Marks shall be given in accordance with the weightage shown in the question paper. Guide lines for marking the answer books are given as under:

- a. **Marks given to each part** of the question shall be shown clearly on the **right side** of answer sheet and it should ***not be circled***.
- b. **Total marks given to each question** should be the sum of the marks given to each part and it should be shown clearly on the **left side** of the answer sheet by **making a circle around it**.
- c. Summary of the marks given to each question shall be shown on the front page of the answer sheet against the index of questions prepared by the candidate.
- d. Mathematical and scientific questions may be marked with respect to the steps/stages. Each stage/step may be given due weightage and marked like a part of that question.
- e. Checking all the answer sheets question wise (i.e. same question at a time) can increase the objectivity of assessment.

- f. Basis of cutting scores must be established.

### **ABSENCE FROM EXAMINATIONS**

22. Candidates who are absent in any of the Mid Term / End Term / Re-Examination paper for any reason, shall be awarded ZERO marks in that paper. In addition disciplinary action will be taken against the Cadet who absents himself in any examination without a genuine reason as determined by the Head PMA.

23. Candidate who absents himself from any End Term Examination paper for reasons beyond his control as determined by the Head PMA will be allowed to be Re-Examined and will be dealt in accordance with rules pertaining to Re-Examination. However Candidates absenting from Quizzes/tests, Mid Term Exams or Re-Examination will not be allowed any Re-Examination.

## **CHAPTER – 6**

### **COMPUTATION OF FINAL RESULT AND SCRUTINY**

#### **SUBMISSION OF RESULTS**

1. All examiners shall submit the duly checked and marked answer books and result sheets to the OI/C Examinations through their respective Heads of Department, within three days of the date when the examination is held or such time as the Head PMA may specify. While compiling overall results, the GPA, SGPA and CGPA will be calculated upto one decimal by rounding off the second decimal figure.

#### **COMPILATION OF RESULTS**

2. The OI/C Examination will compile the final results of each class, showing grades obtained in each Credit Course of the Semester GPA (SGPA) and Cumulative GPA (CGPA) of each Cadet. The result sheets will also indicate the tentative disposal (warning, relegation, withdrawal etc.) of cadets failing to achieve the required standard. Examination Department will also prepare the detailed transcripts of each Cadet after the End Term Examination/Re-Examination. A copy of the transcript would be posted to the Cadets parents for information. A copy of the transcript shall be handed over to the Cadet through his Divisional Officer. Another copy of the transcript duly signed by the Cadet, shall be retained in the Cadets dossier for record.

#### **APPROVAL OF RESULTS**

3. After all the results have been received by the Officer-in-Charge Examinations he shall tabulate the results and submit it to the Head PMA. The Head PMA shall appoint a committee of officers to scrutinize and vet the result and review the result for any moderation.

4. The results shall finally be presented before the Board Meeting to be convened by the Head PMA, after the End Term Examination. On presentation of the results, the Board shall examine and approve the results.

5. Once the Board has approved the results, the Officer-in-Charge Examinations, shall declare them. The result of Fall Term shall only be declared after the Passing Out Parade.

6. The results of the Final Semester, compiled on the basis of the marks obtained by a Cadet in all the four Semesters, shall be sent to the University for promulgation/declaration in the national press and for the award of degree to the successful Cadets.

#### **SCRUTINY OF RESULT**

7. Application from the Cadets for inquiry into the correctness of their results may be submitted to OI/C Examinations. This must be accompanied by a fee of Rs. 500/- for each paper required to be rechecked. The Head shall appoint a committee of officers to recheck the papers.

8. The Committee shall deal only with correctness of result and shall not undertake re-assessment of the Cadets' answer book. The Committee shall ensure following during re-checking of papers:

- a. Tabulation of marks has been done correctly and no marks have been missed out.
- b. Summary of calculation of marks has been made accurately.
- c. All questions and parts of questions attempted by the candidates have been assessed and marked by the examiner.
- d. No extra questions have been marked/ assessed by the examiner.

9. The Head PMA may allow necessary corrections in the result of a cadet taking into account on the findings / recommendations of the committee.

## **CHAPTER – 7**

### **RECORD OF EXAMINATIONS**

#### **RECORD OF EXAMINATIONS**

1. A record of quizzes/tests/assignments and Mid Term/End Term Examination shall be maintained by the Course Instructors. Marks obtained in each graded quizzes/test along with those of assignments shall be calculated towards the Semester results as per the weightage/marks allocated for each Credit Course.
2. All Examination records shall remain under direct and personal custody of the OI/C Examinations and may not be accessed by or divulged to anyone without the express permission of the Head PMA.
3. Hard copies of results finally approved by the Board shall be retained as permanent record at a secure location. Additionally, soft copies of the results shall be retained as permanent record at a different secure location as a back up/duplicate record.

#### **DESTRUCTION OF QUESTION PAPERS/ANSWER BOOKS/RESULT SHEETS**

4. The following policy shall be adopted for destruction of Question Papers/Answer Books/Result Sheets of all types of tests/examinations conducted at PMA.
  - a. Question paper, if not part of the answer book, shall be disposed off after the conduct of the examination.
  - b. Answer books alongwith a sample question paper will be retained for two years after the graduation of the class.
  - c. Result Sheets are to be retained as permanent record in the Examination Office with a back up at a different secure location.

## **CHAPTER – 8**

### **DISPOSAL OF ACADEMICALLY DEFICIENT CADETS**

#### **ACADEMICALLY DEFICIENT CADETS**

1. Generally, a Cadet will be considered as an Academically Deficient Cadet if he is:
  - a. Unable to achieve GPA-1.0 (50%) or more in one or more Credit Course(s).
  - b. Unable to maintain SGPA 1.5 or more in any Semester.
  - c. Unable to maintain CGPA 2.0 or more in two consecutive Semesters.
  - d. Unable to maintain 90% or more attendance in a Term.

#### **DISPOSAL OF ACADEMICALLY DEFICIENT CADETS**

2. Academically deficient cadets will be disposed off as under.
  - a. **Warnings:** Following types of warnings will be awarded to academically deficient cadets:
    - (1). **Dy. Commandant Warning:** Failures in Mid Term Examinations will be issued Deputy Head's Warning. A copy of the warning will be issued to the Cadet by his Divisional Officer. A copy of the same duly signed by the Cadet will be retained in his Personal Dossier with the Divisional Officer.
    - (2). **Head PMA Warning:** Head PMA Warning will be issued to a cadet if he is:
      - a. Unable to maintain SGPA 1.5 or more in the Semester
      - b. Unable to maintain GPA 2.0 or more in two consecutive Semesters
      - c. Unable to maintain 90% or more attendance in the Term.
    - (3). A copy of the Warning will be sent to the parents / guardians by the OI/C Examinations. Another copy of the Head PMA Warning will be issued to the Cadet by his Divisional Officer. A copy of the same, duly signed by the Cadet will be retained in the Cadets dossier by his Divisional Officer.
    - (4) Cadets will be re-examined in Credit Courses failed subject to terms and conditions laid down in Chapter-4. Re-Examined Cadets will be awarded a maximum of 50% marks (GPA 1.0) in the re-examined Credit Course. A Cadet will only be promoted to next Semester if he:
      - (a) Passes in all the Credit Courses.
      - (b) Maintains SGPA 1.5 or more.
      - (c) Maintains a CGPA 2.0 or more in atleast one of two recent consecutive Semesters. (Not applicable in first semester).

- b. **Relegation:** A cadet will be relegated, under following conditions:
- (1) A Cadet failing in one or more of Credit Course(s) (despite Re-examination conducted in accordance with Chapter-4) regardless of his SGPA/CGPA.
  - (2) A Cadet who passes in all Credit Courses but fails to maintain SGPA 1.5.
  - (3) A cadet who passes in all Credit Courses and maintain SGPA more than 1.5 but fails to maintain CGPA of 2.0 or more in at least one of two recent consecutive Semesters.
  - (4) A Cadet who fails to maintain more than 90% attendance in a Semester.
- c. **Withdrawal:** A cadet will be withdrawn under following conditions:
- (1) Any First Term Cadet who fails to maintain SGPA 1.5 or more despite of Re-examination conducted in accordance with para-1 (f) of Chapter 4).
  - (2) Facing relegation for the second time during his stay at PMA whether on academics or disciplinary grounds.

## **CHAPTER- 9**

### **TYPES OF COURSES/DISCIPLINES**

1. Different types of courses/disciplines are being run in Pakistan Marine Academy (PMA) for pre-sea training of seafarers. These courses/disciplines are as follows:

2. Following academic subjects are being taught to cadets as per syllabi prescribed by the University for award of B.Sc. degree.

- (1) English
- (2) Pakistan Studies
- (3) Physics (Theory)
- (4) Physics (Practical)
- (5) Mathematics
- (6) Humanities & Social Sciences
- (7) Islamic Studies
- (8) ILMS

### **PROFESSIONAL**

3. These are two categories in Professional discipline in PMA i.e. Nautical and Marine Engineering. The syllabi of different subjects covered under these two professional disciplines are prepared as per standards promulgated by IMO.

#### **a. Nautical Discipline Subjects:**

- (1) Principals of Navigation
- (2) Ocean & Offshore Navigation
- (3) Seamanship
- (4) Marine Communications
- (5) General Ship Knowledge
- (6) Marine Meteorology
- (7) Coastal Navigation
- (8) Radar Navigation
- (9) Watch Keeping
- (10) Electronic Navigation System
- (11) Leadership and Management

#### **b. Engineering discipline Subjects:**

- (1) General Engineering Knowledge
- (2) Workshop Theory & Practice
- (3) Applied Mechanics
- (4) Applied thermodynamics

- (5) Elector Technology
- (6) Machine Drawing
- (7) Internal combustion Engines
- (8) Naval Architecture & Ship Construction
- (9) Electro Technology, Instrumentation & Control Systems
- (10) Leadership and Management

### **MANDATORY PROFESSIONAL COURSES**

4. There are certain courses which are mandatory requirement of International Maritime Organization (IMO) to qualify for serving on board ea going ships of merchant marine. The syllabi, duration and standard to be achieved by the candidates are laid down and promulgated by the IMO. The requirement of courses is up dated by the IMO on regular basis and has to be complied by all member nation states.

- (1) Basic Fire Fighting Course
- (2) Elementary First Aid Course
- (3) Personal Survival Techniques Course
- (4) Personal Safety & Social Responsibility Course
- (5) Tanker Familiarization Course

5. These courses are to be conducted during winter break/summer vacations as “Crash Courses”, spread over a period of 3-4 days duration as specified by IMO. These courses will be followed by a examination of one hour duration. It is mandatory for ever cadet to qualify these courses. Cadets failing in any of these courses will be allowed to take re-examination after respective Term to qualify them. Cadets failing in re-examination will be required to repeat the course at their own cost and in their own time during the afternoon with other candidates from shipping industry.

### **MANAGEMENT AND LEADERSHIP COURSE**

6. This Credit Course is specially designed to include management and leadership qualities amongst the Cadets. It will comprise of both theoretical and practical part. Both the parts shall be treated as one Credit Course as under:

- |    |                                       |            |
|----|---------------------------------------|------------|
| a. | Leadership and Management (Theory)    | 1.0 Cr.hr. |
| b. | Leadership and Management (Practical) | 2.0 Cr.hr. |

7. The practical part of this Credit Course will consist of general resident training at PMA which includes Sports & Games, Physical & Parade Training, Talks & Debates, Pulling and Sailing etc. The aim is to inculcate leadership qualities among the Cadets e.g. Tact & Cooperation, Force of Personality, Organizing Ability, Power of Command, Appearance and Bearing, Discipline & Conduct, Manners & Social Qualities, Intelligence & Commonsense, Communication Skills, Interpersonal Skills, Innovation Perseverance strength of character etc.

## **ASSESSMENT OF MANAGEMENT AND LEADERSHIP**

8. The theory part of this Credit Course will be assessed as per the rules applicable to other credit courses mentioned earlier in the Examination Rules.

9. Cadets will be assessed for the practical part of Management and Leadership Course during each Term once at the end of Term by a Board of officers convened by the Head PMA. The Board shall be presided by the Head PMA and will include Deputy Commandant, Course Coordinators, all Course Instructors and Divisional Officers as nominated by the Head PMA. The Head PMA shall award marks to each Cadet on the advice/recommendations of the Board. The decision of the Head PMA shall be final and binding with regard to award of marks to a Cadet for Management and Leadership (Practical).

**CHAPTER- 10****CODE NUMBER AND CREDIT HOURS OF PROFESSIONAL & ACADEMIC SUBJECTS**

Code Numbers and Credit Hours of Professional and Academic subjects would be as follows:

**NAUTICAL BRANCH SUBJECTS**

<b>Semester</b>	<b>Code No.</b>	<b>Title of Course</b>	<b>Cr.Hrs.</b>
<b><u>First</u></b>		<b><u>Academic:</u></b>	
	ED-101	English-I	3
	ED-102	Pak. Studies	1
	ED-103	Physics-I (Theory)	2
	ED-104	Mathematics-I	3
	ED-109	Physics-I (Practical)	1
			10
		<b><u>Professional:</u></b>	
	NS-151	Principal of Navigation-I	2
	NS-152	Ocean & Offshore Nav-I	2
	NS-153	Seamanship-1	4
	NS-154	Marine Communications-I	2
	NS-155	General Ship Knowledge-I	3
	NS-156	Marine Meteorology-I	2
	ML-157	Management & Leadership-I	1+2
			16
	<b><u>Second</u></b>		<b><u>Academic:</u></b>
ED-205		English-II	3
ED-206		Islamic Studies	1
ED-207		Physics-II (Theory)	2
ED-208		Mathematics-II	3
ED-210		Physics-II (Practical)	1
			10
		<b><u>Professional:</u></b>	
NS-258		Principal of Navigation-II	2
NS-259		Ocean & Offshore Nav-II	2
NS-260		Seamanship-II	4
NS-261		Marine Communications-II	2
NS-262		General Ship Knowledge-II	3
NS-263		Marine Meteorology-II	2
ML-264		Management & Leadership-II	1+2
			16

Semester	Code No.	Title of Course	Cr.Hrs.
<b><u>Third</u></b>		<b><u>Academic</u></b>	
	ED-301	English-III	3
	ED-302	Humanities & Social Sciences	1
	ED-303	Physics-III (Theory)	2
	ED-304	Mathematics-III	3
	ED-309	Physics-III (Practical)	1
			10
		<b><u>Professional:</u></b>	
	NS-351	Principal of Navigation-III	2
	NS-352	Ocean & Offshore Nav-III	2
	NS-353	Coastal Navigation-I	3
	NS-354	Radar Navigation-I	2
	NS-355	Seamanship-III	2
	NS-356	Watch Keeping-I	1
	NS-357	Electronic Navigation System-I	2
	NS-358	General Ship Knowledge-III	4
	ML-359	Management & Leadership-III	3
	MC-351	Personal Safety & Social Responsibility	1
	MC-352	Elementary First Aid	1
	MC-373	Tanker Familiarization	1
<b><u>Fourth</u></b>		<b><u>Academic:</u></b>	
	ED-405	English-IV	3
	ED-406	ILMS	1
	ED-407	Physics-IV (Theory)	2
	ED-408	Mathematics-IV	3
	ED-410	Physics-IV (Practical)	1
		<b><u>Professional:</u></b>	
	NS-460	Principal of Navigation-IV	2
	NS-461	Ocean & Offshore Nav-IV	2
	NS-462	Coastal Navigation-II	3
	NS-463	Radar Navigation-II	2
	NS-464	Seamanship-IV	2
	NS-465	Watch Keeping-II	1
	NS-466	Electronic Navigation System-II	2
	NS-467	General Ship Knowledge-IV	4
	ML-468	Management & Leadership-IV	3
	MC-454	Personal Survival Techniques	1
	MC-455	Basic Fire Fighting	1

Note: ED stands for Education & NS stand for Nautical Sciences, MC stands for Mandatory Courses (Professional), ML stands for Management and Leadership.

**ENGINEERING BRANCH SUBJECTS**

<b>Semester</b>	<b>Code No.</b>	<b>Title of Course</b>	<b>Cr.Hrs.</b>
<b><u>First</u></b>		<b><u>Academic</u></b>	
	ED-101	English-I	3
	ED-102	Pak Studies	1
	ED-103	Physics-I (Theory)	2
	ED-104	Mathematics-I	4
	ED-109	Physics-I (Practical)	1
		<b><u>Professional:</u></b>	
	EG-151	Gen Engineering Knowledge-I	2
	EG-152	Workshop Theory & Practical-I	4
	EG-153	Applied Mechanics-I	1
	EG-154	Applied Thermodynamics-I	1
	EG-155	Electro Technology-I	2
	EG-156	Machine Drawing-I	3
	EG-157	Internal Combustion Engines-I	1
	EG-158	Naval Architecture & Ship Construction-I	1
	ML-157	Management & Leadership-I	3
	<b><u>Second</u></b>		<b><u>Academic:</u></b>
ED-205		English-II	3
ED-206		Islamic Studies	1
ED-207		Physics-II (Theory)	2
ED-208		Mathematics-II	4
ED-210		Physics-II (Practical)	1
		<b><u>Professional:</u></b>	
EG-259		Gen Engineering Knowledge-II	2
EG-260		Workshop Theory & Practical-II	4
EG-261		Applied Mechanics-II	1
EG-262		Applied Thermodynamics-II	1
EG-263		Electro Technology-II	2
EG-264		Machine Drawing-II	3
EG-265		Internal Combustion Engines-II	1
EG-266		Naval Architecture & Ship Construction-II	1
ML-264		Management & Leadership-II	3

Semester	Code No.	Title of Course	Cr.Hrs.
<b><u>Third</u></b>		<b><u>Academic</u></b>	
	ED-301	English-III	3
	ED-302	Humanities & Social Sciences	1
	ED-303	Physics-III (Theory)	2
	ED-304	Mathematics-III	3
	ED-309	Physics-III (Practical)	1
		<b><u>Professional:</u></b>	
	EG-351	Internal Combustion Engines-III	1
	EG-352	Gen Engineering Knowledge-III	2
	EG-353	Workshop Theory & Practical-III	4
	EG-354	Applied Mechanics-III	2
	EG-355	Applied Thermodynamics-III	2
	EG-356	Electro Technology, Instrumentation & Control System-III	2
	EG-357	Naval Architecture & Ship Construction-III	1
	EG-358	Machine Drawing-III	3
	ML-359	Management & Leadership-III	3
	MC-351	Personal Safety & Social Responsibility	1
	MC-352	Elementary First Aid	1
	MC-353	Tanker Familiarization	1
	<b><u>Fourth</u></b>		<b><u>Academic:</u></b>
ED-405		English-IV	3
ED-406		ILMS	1
ED-407		Physics-IV (Theory)	2
ED-408		Mathematics-IV	3
ED-410		Physics-IV (Practical)	1
		<b><u>Professional:</u></b>	
EG-460		Internal Combustion Engines-IV	1
EG-461		Gen Engineering Knowledge-IV	2
EG-462		Workshop Theory & Practical-IV	4
EG-463		Applied Mechanics-IV	2
EG-464		Applied Thermodynamics-IV	2
EG-465		Electro Technology, Instrumentation & Control System-IV	2
EG-466		Naval Architecture & Ship Construction-IV	1
EG-467		Machine Drawing-IV	3
ML-468		Management & Leadership-IV	3
MC-454		Personal Survival Techniques-IV	1
MC-455		Basic Fire Fighting-IV	1

Note: ED stands for Education & EG stand for Engineering, MC stands for Mandatory Courses (Professional), ML stands for Management and Leadership.

**CHAPTER- 11**

**AWARD OF DEGREE**

Cadets who successfully complete the two years course, comprising of four Semesters, of study at the PMA, by passing the prescribed Examinations of all the Credit Courses, shall be awarded Bachelor of Science degree in Maritime Studies by the University. The degrees will be classified according to the following grades. Marks shall always be entered in whole numbers.

<b><u>GRADE</u></b>	<b><u>CUMULATIVE GPA (CGPA)</u></b>	<b><u>Marks</u></b>
Grade "A+"	4.0	90-100
Grade "A"	3.5	80-89
Grade "B+"	3.0	70-79
Grade "B"	2.5	65-69
Grade "C+"	2.0	60-64
Grade "C"	1.0	50-59