RULES FOR POSTGRADUATE CERTIFICATES AND POSTGRADUATE DIPLOMA PROGRAMMES OFFERED BY NED UNIVERSITY OF ENGINEERING AND TECHNOLOGY

VIA

NED ACADEMY

1. GENERAL

1.1   Title

These Rules may be called. "Rules for Postgraduate Certificate and Postgraduate Diploma Programmes of NED University of Engineering & Technology".

1.2   Commencement

These Rules shall come into force with immediate effect.

1.3   Nature of Certificate/ Diploma

Postgraduate Certificate (PGC) and Postgraduate Diploma (PGD) Programmes of the University shall be offered by NED Academy and successful completion shall lead to the relevant Postgraduate Certificate or Postgraduate Diploma as offered in discipline / relevant area of specialization.

1.4   Nature of Programme

A Postgraduate Certificate (PGC) or Postgraduate Diploma (PGD) Programme may be offered as the following variants:
1. 4-month PGC
2. 6-month PGC
3. 10-month PGD
4. 1-year PGD

A programme may be offered as a Day Programme, Evening Programme or Weekend Programme or in multiple formats.

1.5 Criteria and Procedure for Admission

i.   The candidate should possess the following qualifications:
   a) A graduate degree with at least 14 years of education, including a minimum of two years of education at the graduate level (post intermediate/ equivalent education). Candidates pursuing, at the time of admission, graduation of more than two-year duration (post intermediate/ equivalent education) may still apply provided that they have completed at least two years of graduate study with examination results.
   b) A minimum of second division at graduate level (a particular programme may have higher requirement) from HEC recognized institution. In case, a candidate, at the time of seeking admission, is in process of pursuing graduation of more than two years, the to-date cumulative CGPA/ percentage of graduate studies would be used to determine eligibility requirement.
   Notes:
   (i) For technical programmes, relevant degree and/or background may be required.
   (ii) Other requirements may also be specified for a particular programme depending on the nature of a programme.
ii.   Admissions will be processed via NED Academy.
iii.   Admissions shall be granted on the basis of merit. Merit list of successful candidates will be prepared in accordance with criteria as under:
   a) Meeting minimum admission criteria as approved for the particular PGC/ PGD programme
   b) Graduation result (to-date result for 14+ years of graduate degree)
   c) Interview of candidates or short-listed candidates under (a) and (b) above, if required.

1.5.1 Fee Structure

The following fee structure is applicable on students getting admitted in Spring 2022 and onwards unless modified. **All fees once paid are non-refundable**.

Description	Fee
Admission / Registration (Non-Refundable)	Rs.3000/-
Investment for Hybrid Mode (Online + Physical)	Rs.22,000 per course (Rs.11,000/- per month) | Total: Rs.135,000/- (10% discount on full / lump-sum payment)
Investment for Distance Learning Mode (Online)	Rs.28,000 per course (Rs.14,000/- per month) | Total: Rs.171,000/- (10% discount on full / lump-sum payment)
Learning Mode Change Fee (from Hybrid to Distance Learning & Vice Versa)	Rs.7000/-
Re-Examination (Final)	Rs.5000/-
Re-Examination (Mid-Term)	Rs.3000/-
Issuance of PGD	Rs.4000/- • Additional Fee for Graduation Ceremony for Family Members (max. 2 persons) Rs.1000/- per person • Courier Charges As per prevailing standard rates via DHL / TCS
Issuance of PGC	Rs.3200/-
Issuance of PGD (Duplicate)	Rs.8000/-
Issuance of PGC (Duplicate)	Rs.6400/-
Issuance of Provisional Certificate	Rs.2000/-
Issuance of Transcript of Academic Record	Rs.2000/-
Verification of PGD / PGC per copy (Original / Photocopy)	Rs.1500/-
Verification of Provisional Certificate per copy (Original / Photocopy)	Rs.1500/-
Verification of Transcript per copy (Original / Photocopy)	Rs.1000/-
Scrutiny of Results per course (Re-counting of sessional and final exam marks)	Rs.2500/-
Re-Assessment per course (Re-checking of sessional and final exam marks)	Rs.5000/-
Dispatch of Documents (PGD / PGC / Transcript / Provisional etc.) within Pakistan	Rs.750/- Courier Charges (outside Pakistan) as per prevailing standard rates via DHL / TCS

1.6 Medium of Instruction

Instructions in all classes and laboratories and all examinations written or oral shall be carried out in the English language.

1.7   Programme Administration

For smooth running of a PGC/ PGD programme, the following mechanism would be followed:

i. Each PGC/ PGD Programme would have a Focal Person who may be an internal faculty member/ officer or an external member (external to NED) as nominated by Concerned Department(s)/ Centre(s)/ HoD(s) or otherwise, with approval of DG Academy.

ii. The Focal Person would primarily be responsible for the following:
- a. Providing recommendations for improvement in programme & course content.
- b. Aligning the faculty and modules (courses)
- c. Ensuring smooth and quality execution of the modules (courses)
- d. Managing the assignment and execution of projects
- e. Facilitating provision of training material (if necessary) to participants and a copy to NED Academy for record
- f. Ensuring that module (course) files are properly maintained by module teachers
- g. Ensuring conductance of all modules within the specified time covering all specified contents
- h. Facilitating arrangement of licensed software and/ or technical equipment for training and its installation (if necessary)
- i. Maintaining the standard of PGC/ PGD Programme

iii. The logistics and administrative support would be provided by NED Academy, which may be in liaison with concerned Department(s)/ Centre(s).

2. PGC/ PGD Structure

The following will be the structures of PGC [4-month and 6-month] and PGD [10-month and 12-month] programmes:

	PGC [4-month]	PGC [6-month]	PGD [10-month]	PGD [12-month]
Total Duration	4 months [16 weeks of teaching]	6 months [24 weeks of teaching]	10 months [40 weeks of teaching & Project]	12 months [48 weeks of teaching & Project]
No. of Modules [Coursework + Project]	2 [2+0]	3 [3+0]	5 [4+1]	6 [5+1]
Total Credit Hours [Coursework + Project]	6 [6+0]	9 [9+0]	18 [12+6]	21 [15+6]
Credit/ Contact Hours Per Week of Coursework	6 credit/ contact hours	6 credit/ contact hours	6 credit/ contact hours	6 credit/ contact hours
Credit/ Contact Hours Per Week of Project	N/A	N/A	6 credit hours / 6 contact hours [during last 4 months]	6 credit hours/ 6 contact hours [during last 4 months]
Module (Coursework) Duration	8 weeks of teaching (6 credit/ contact hours per week) OR 16 weeks of teaching (6 credit/ contact hours per week)			
Module (Project) Duration	N/A	N/A	16 weeks (6 credit hours/ 6 contact hours per week)	16 weeks (6 credit hours/ 6 contact hours per week)

3. SCHEME OF STUDIES

3.1 General

i. PGC shall be of either six (6) credit hours or nine (9) credit hours, which will be specified in the offering. Accordingly, a PGC shall consist of 2 modules (courses) of 3 credit hours each or 3 modules (courses) of 3 credit hours each respectively.

ii. PGD shall be of either fifteen (15) credit hours or eighteen (18) credit hours, which will be specified in the offering. Accordingly, a PGD shall consist of 4 modules (courses) of 3 credit hours each or 5 modules (courses) of 3 credit hours each respectively, and 1 project of 3 credit hours.

iii. Each module (course) shall be of 48 contact hours of teaching (minimum 45 contact hours required); followed by a 3-hour course exam.

iv. A module (course) shall be conducted either in day, evenings or at weekends with 3-6 contact hours per week.

v. Any student enrolled in a separately offered PGC programme or enrolled in a PGD programme who wishes to leave with a PGC instead of a PGD may complete all requirements in a minimum of 18 weeks [for 6 credit-hour PGC] or a minimum of 27 weeks [for 9 credit-hour PGC] and within a maximum of 2 years including withdrawal; if any. The credit-hour requirement for a particular PGC would be taken as defined in the PGC/ PGD offering.

vi. Any student enrolled in a PGD programme may complete all requirements in a minimum of 40 weeks [for 15 credit-hour PGD] or a minimum of 48 weeks [for 18 credit-hour PGD] and within a maximum of 4 years including withdrawal; if any. The credit-hour requirement for a particular PGD would be taken as defined in the offering.

3.2 Admission in any Module

i. Admission in any module requires registration.

ii. Registration in a module for earning credit hours shall only be allowed provided that the student has obtained at least 2.0 CGPA in the previous module(s) if any. Registration will be subject to the following conditions:

   a) Any student having lesser than 2.0 GPA/CGPA shall be allowed registration in a module for earning credits subject to the condition that he/she shall remain on probation for the module.

   b) The student shall be required to achieve at least 2.0 CGPA after completion of the module during probation.

   c) Any student who was on probation in any module and had not achieved at least 2.0 CGPA shall not be allowed to earn new credits and would be required to repeat /improve earlier modules as and when offered before proceeding forward.

3.3 Cancellation of Admission

The admission of any such student will be cancelled if the student is:
i. Involved in any breach of discipline.
ii. Fails to register in a module without being officially allowed withdrawal from the Programme.
iii. Has been on probation in second as a well as third module of his/her studies and on completion of the third module i.e. after taking the exams of first 3 modules fails to achieve at least 2.0 CGPA.

3.4 Withdrawal from Programme

A student, who is unable to continue his/her studies because of unavoidable circumstances on his/her part and desires withdrawal from the PGC/ PGD Programme, should apply to DG Academy. In any case, withdrawal shall only be allowed after student has successful maintained at least 50% attendance in the first module.

3.5 Re-Admission in the Programme

A student who has officially withdrawn from the PGC/ PGD Programme may be readmitted in the programme provided that the period of absence together with period of study shall not exceed maximum permissible period.

3.6 Examination

3.6.1 Conduct of Examination

i. There shall be sessional evaluation and a final examination for each module, as scheduled by the NED Academy.
ii. The maximum marks in each module shall be 100; distributed as 40 marks for the sessional work and 60 marks for the final examination, except for the Project module in which 100 marks will be allocated based on practical performance.

3.6.2 Class Attendance

The students shall be expected to attend the classes regularly and submit the home-assignment(s) when due. A candidate with less than 75 percent attendance in any module shall not be allowed to take the final examination in that module.

3.6.3 Grade Point Average for courses

The following grades / grade points with the equivalent marks shall be awarded to the students on the basis of their performance in each module of study, including project.

Grade	Grade Point	Marks	Remarks
A	4.0	88-100	
A-	3.7	80-87	
B+	3.4	75-79	
B	3.0	70-74	
B-	2.7	67-69	
C+	2.4	64-66	
C	2.0	60-63	
C-	1.7	57-59	
D+	1.4	54-56	
D	1.0	50-53	
F	0.0	Below 50	Fail
I	-	-	Incomplete
WU	-	-	Unofficial Withdrawal
P	-	50-100	Pass in non-credit module/ course
X	-	-	Exempted

3.6.4   Grade Point Average for Final Project

Grade	Grade Point	Marks	Remarks	Grade	Grade Point	Marks	Remarks
A	4	80 - 100		F	0	Below 50	Fail
B	3	67 – 79		I	-	-	-
C	2	57 – 66		WU	-	-	-
D	1	50 - 56		-	-	-	-

3.6.5: Absence from Examination

i. Any candidate, who fails to appear in the final examination of any module shall be awarded grade 'WU' in the module(s).
ii. If there is any documentary evidence or otherwise there is sufficient ground to justify absence of the candidate accepted as such by the teacher and DG Academy, the grade WU in the module will be changed to grade 'I'.

iii. Such candidate shall be required to appear in the examination of the module as scheduled by DG Academy; if the candidate fails to appear again, for any reason, he/she shall be awarded grade WU as final grade in the module.

iv. A candidate receiving 'WU' final grade in a module will be awarded a Certificate of Participation by NED Academy.

3.6.6: Re-Examination / I-Grade Examination

i. A candidate receiving 'WU' in final grade may apply for I-Grade Examination on prescribed performa.

ii. I-Grade Examination would be conducted as per announced schedule (usually 4 weeks after commencement of next term) in the following term as approved by DG Academy.

iii. A candidate would only be given one opportunity to appear and pass the I-Grade Examination (after being awarded I-Grade as per (i) above). If the candidate fails to appear in the re-examination, leaves the I-Grade Examination without submitting his / her answer sheet or fails in the subject, s(he) will be awarded 'F' grade on the subject and would have to repeat the course as and when offered/ registered.

iv. A candidate may also appear in I-Grade Examination with Final Examination of the subject if that subject is offered in next term.

3.6.7 Academic Performance

Academic performance shall be determined on the basis of:

i. Grade point average (GPA) to be calculated for each module completed.

A Certificate of Competence will be awarded by NED Academy to a candidate who successfully completes a module (passes the module with a GPA of at least 2.0).

A Certificate of Participation will be awarded by NED Academy to a candidate who fulfills the module attendance requirement but either is unable to achieve a GPA of at least 2.0 on the module or is unable to appear in the module exam despite being allowed (including as per provision 3.6.5).

A Certificate of Participation may be replaced by a Certificate of Competence if a candidate is able to pass the module as per the Grade Improvement provision outlined in section 3.6.8. of the Rules.

ii. Cumulative Grade point average (CGPA) to be calculated for all module completed in the PGC/ PGD to-date.

iii. GPA and CGPA shall be calculated as:

$$\text{GPA or CGPA} = \frac{\text{Sum of (Credit Hours of Module x Grade Point of Module)}}{\text{Total Credit Hours of All Modules Examined*}}$$

*Note: In above calculation, the denominator value includes count of module(s) with "F" grade as well

3.6.8: Change of Grade/ Improvement

Registration in a module for change of grade/ improvement will be subject to the following conditions:

i. A module which the student is required to repeat for obtaining a passing grade or a module selected by the student for improvement of his/her CGPA, including terminal CGPA.

ii. Better grade(s), if any, will be considered for determining GPA / CGPA

iii. Change of Grade can also be done after Scrutiny of Examination Paper based on candidate's request (on prescribed performa), re-counting of sessional and final exam marks by Course Examiner and endorsement by Director CMPP/ DG Academy.

iv. Change of Grade can also be done after Re-Assessment based on candidate's request (on prescribed performa), re-checking of sessional and final exam marks by Course Examiner and endorsement by Director CMPP/ DG Academy.

3.6.9: Conversion of Programme from PGC to PGD or Vice Versa

i. A PGC may be converted into a PGD if applicable.
ii. A candidate enrolled in a PGD programme may exit after successfully completing the requirements of a PGC as defined in the requirements specifications for the particular programme and may be awarded as such.
iii. The conversion of PGC to PGD or vice versa would be as per provision within a particular programme and would be recommended by the Focal Person and approved by DG Academy.

4. PROJECT

Students enrolled in a PGD programme shall be required to undertake a Project which shall be administered as follows:

i. Project shall be equivalent to three credit hours (six contact hours of engagement per week) and shall be required to be completed within duration of four months
ii. Each student will also be assigned a Supervisor for guidance.
iii. Depending on the nature of topic for Project, PGD Focal Person shall recommend a Supervisor having relevant experience /expertise in the area of the topic, to guide the student in the enquiry, analysis and/or development work undertaken and its write up throughout the period of study. The approval of the supervisor shall be given by DG Academy.
iv. The Supervisor shall be responsible for; a) initial definition/selection of the topic of the project and plan of the project assigned to the candidate. b) overall monitoring and guidance, advising on writing and other matters related to the project.
v. A candidate may be allowed by the Focal Person to submit Project Report in prescribed format only after:
    a) Fulfilling all requirements as suggested by Supervisor
    b) Pursuing Project work for at least 4 months
vi. A candidate who has fulfilled the conditions of Section 4(v) above shall submit three copies of the Project Report for evaluation. The submission shall be done by the candidate via his/ her supervisor within two weeks of completion of his/ her final module classes. Otherwise, either the candidate may request the Focal Person for award of grade 'I' and extension of two months or withdrawal from the Project (in the latter case, PGD would not be awarded; PGC may be awarded).
vii. The candidate shall be examined orally and will be awarded an opportunity to defend his/ her project work.
viii. DG Academy, on the recommendation of the Focal Person, shall nominate an Examiner's Committee comprising of at least two examiners including the Supervisor. Examiner (other than the supervisor) may also be from outside the University. A larger bench of Examiner's Committee, consisting of at least 3 members, may alternately be formulated by DG Academy on the recommendation of the Focal Person to assess the individual Projects of a group of candidates collectively.
ix. The Examiner's Committee shall examine and grade the Project.
x. The evaluation of the Project shall be done in the following manner:
    a) Requirement fulfilled without any corrections
    b) Requirement fulfilled contingent to minor corrections
    c) Requirement fulfilled contingent to major corrections
    d) Fail
xi. In case of x(b) or x(c) above, the Examiner's Committee shall indicate the gaps and time period for re-submission. Re-submission time shall not be, in any case, more than 8 weeks from the date of oral examination. Until such time, the Project result shall be withheld. Failure of the candidate to re-submit within due time to the satisfaction of the Committee might result in 'F' Grade on the Project.
xii. After successfully defending the Project and fulfilling all project requirements to the satisfaction of the Examiner's Committee, the candidate shall submit three copies of the Project on a prescribed format to the Focal Person.
xiii. The NED University of Engineering & Technology shall have the right to publish the Project or any part thereof and/ or develop intellectual property out of the same – irrespective of whether or not the project work is completed.

5. AWARD OF POSTGRADUATE CERTIFICATE/ POSTGRADUATE DIPLOMA

Any student who has fulfilled following conditions shall be eligible for the award of Postgraduate Certificate or Postgraduate Diploma in the relevant field as applicable, as per the completion of requirements;

i. Passed all non-credit modules/ courses, if required.
ii. Passed all credit modules counted towards PGC/ PGD, including the Project module, with minimum 2.5 CGPA within specified time.
iii. Satisfactorily completed all other requirements

6. GENERAL PROVISION

Rules and Regulations of the Undergraduate and Postgraduate Degree Programmes shall not be applicable to any Postgraduate Certificate/ Diploma Programme unless otherwise specified by the appropriate authority.