



**IBADAT**  
INTERNATIONAL  
UNIVERSITY  
ISLAMABAD

# STUDENT HANDBOOK

## GUIDLINES & PROCEDURES





## INTRODUCTION

Ibadat International University Islamabad (IIUI) is dedicated to on raising the standards and quality of education to get global recognition. The University is committed to accelerate innovation, driving continuous improvement, engagement, and amplify impact in higher education. IIUI is an intensive research-oriented university striving to raise its impact on society. Mutual respect, collaboration, and trust are pursued to enable the University to promote a positive culture that is supportive of the University's strategic mission and vision, faculty development, learner success, and thought leadership. The University maintains a future-oriented mindset, with an eye to the knowledge, skills, and abilities needed both by faculty and learners to adjust curriculum content and faculty skill sets where trends in higher education, employer feedback and best practices clearly emerge. IIUI is committed to fully developed infrastructure, technologically equipped Engineering Laboratories, Advanced Computer Labs, and technological resources (Learning Management System), Extensive Libraries, and Sports Grounds for the students. We welcome you here at IIUI with a higher expectation from you that you will prove yourself as a responsible student and respect the rules and regulations implemented at IIUI. This booklet will provide you with the detailed information on the rules & regulations that will be helpful for you in the learning journey with us.



## VISION

To contribute to the education and economic development of the nation through the provision of accessible, quality education aligned with high social and moral values.

## MISSION

To create a transformative educational experience for students anchored on critical thinking, communication skills, research; imbued with high sense of social responsibility.



## SEMESTER RULES & REGULATIONS

### 1. Standardized Scheme of Studies for Degree Programs

1.1 Level 6 undergraduate structure, after completion of level 5 of national qualification framework

Total no. of credit hours (minimum)	124
Total no. of credit hours (maximum)	140
Semester duration	Maximum of 16 weeks of teaching
Course duration	Minimum of 8 semesters (4 years/As per accreditation body**)
	Maximum time limit of 6 years, further extendable for 1 year with approval of Academic council
Summer session	For deficiency/failure/repetition courses
Course load per semester for regular full time students	15-18 credit hours
Minimum of 160 & maximum of 180 credit hours for 5 years degree program	
** Subject to meeting the requirements of respective accreditation councils.	

### 1.2 Level 7 MS/M.Phil structure, after completion of level 6 of national qualification framework.

Total no. of credit hours	30 (including a minimum of 24 hours of course work + 06 credit hours of thesis or the candidate shall either need to complete 30 credit hours of course work)
Semester duration	Minimum 16 weeks of teaching
Course duration	Minimum of 3/4 semesters (1.5/2 years for full time students and minimum of 8 semesters (4 years) for part time student
	Maximum time limit of 6 years, further extendable for 1 year with approval of Academic council
	These guidelines shall be the same for formal system, distance system & virtual system in respect of duration
Number of regular semesters	03/04
Summer Session	Only for deficiency/failure/repetition courses and research
Course load/semester for regular fulltime students	09-12 credit hours

### 1.3 Ph.D structure, after successful completion of level 7 of national qualification framework.

Total no. of required credit hours	18 credit hours of course works + a 30 credit hours PhD dissertation which must be evaluated by at least two PhD experts from technologically/academically advanced foreign countries in addition to local committee member.
Semester duration	Minimum 16 weeks of teaching
Course work duration (minimum)	One year - Two semesters
Course duration	Minimum 3 years (including course work duration and research dissertation)
	Maximum 3-8 years (including course work duration and research dissertation)
Number of regular semesters	02
Summer Session	Only for deficiency courses and research
Course load/semester for regular fulltime students	09-12 credit hours

## 2. CREDIT HOURS FOR UNDER-GRADUATE AND GRADUATE DEGREES

2.1 A credit hour means teaching/earning a theory course for one hour each week throughout the semester.

2.2 One credit hour in laboratory or practical work/project etc. would require lab contact of two to three hours per week throughout the semester.

2.3 The credit hours are denoted by two digits within brackets with a hyphen/plus in between. The first digit represents the theory part while the second (right side) digit represents the practical.

2.4 Thus 3(3+0)/3(3-0) means three credit hours of theory, while 4(3+1)/4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory/studio work/field work/ practical work etc., supervised and graded by the faculty; 4(1+3)/4(1-3) means a total of four credit hours, of which one is of theory while three credit hours are for laboratory/studio work/field work/practical work etc.

## 3. COURSE LAYOUT FOR UNDER-GRADUATE STUDENTS (124-140 CREDIT HOURS)

3.1 All undergraduate degree programs shall be composed of 124-140 credit hours in which (124 represents the minimum and 140 represents the maximum credit hours required to be completed).

3.2 Minimum of 160 credit hours for 5-year degree program subject to meeting the requirements of the respective Accreditation Council.

3.3 In undergraduate programs, courses shall be classified as per approved curriculum of the batch For example: core/foundation courses and elective courses (courses from area of specialization/major study).

3.4 78-87 credit hours must be earned taking a sequence of introductory, intermediate and advanced level courses prescribed for the major area of concentration that means foundation and electives (courses of area of specialization) and/or in line with the guidelines provided by the respective Accreditation Council.

## For Social and Basic Sciences

The courses for social and basic sciences disciplines shall consist of 60-65% of curriculum towards the discipline specific areas and/or as prescribed by respective Accreditation Council

## For Engineering / Technology Programs

While for the engineering/technology programs these shall consist of 65-70% of curriculum towards the discipline specific areas of concentration and/or as required by respective Accreditation Council.

All undergraduate programs shall have a required component of 8-9 courses of 22- 25 credits of General Education.

3.5 An undergraduate degree program usually includes theory courses, community work/ thesis/research report/project/internship etc.,

3.6 Theory: A theory course shall be of 03 to 04 credit hours as per requirement of discipline. Theory course of 03 credit hours is a class duration of either 3 classes of 1 hour per week or 2 classes of 1.5 hours per week or 1 class of 3 hours per week.

Similarly, a practical (lab) work/field work etc., of 1 credit hour is a lab contact of 2-3 hours per week.

Project: Every student should write a project report / thesis / research report / project/ internship etc., of 3–6 credit hours in the final year.

3.7 Internship: Students are encouraged to do internship in a relevant academic, research or business organization relating to the discipline chosen for specialization of maximum of 3 credit hours offered in any upper division semester as per requirements of discipline.

## 4. ACADEMIC CALENDAR

4.1 Each Department publishes and displays on the notice board the undergraduate and graduate catalogues, including the schedule for the entire academic year (including Fall and Spring semesters), admission requirements, academic programs offered etc., for the convenience of students and faculty members. The calendar includes the following details:

- a. Semester starting date
- b. Holidays during the semester
- c. Semester termination date
- d. Mid-term exam week
- e. Final-term exam week
- f. Result notification date etc.,

4.2 In case a university is closed due to unusual circumstances, then special makeup classes will be arranged converting weekends or holidays to working days to cover the lapsed period of the students

## 5. FALL/SPRING SEMESTER

5.1 There are two regular semesters (Fall, Spring) in an academic year.

5.2 Fall/ Spring semesters are spread over 16-18 weeks (inclusive of mid-term and final-term examinations).

5.3 The IIUI departments are at liberty to enroll students for Fall/Spring semesters subject to fulfillment of admission criteria, HEC guidelines and compliance to faculty-student ratios.

5.4 Foreign students may enroll for any semester or for any single course and IIUI shall issue transcript with letter grades at the end of the semester.

5.4.1 Admission Offer Letter of the foreign student shall be forwarded to HEC for issuance of NOC as per procedure by International Students Cell.

## 6. SUMMER SEMESTER

6.1 Summer semester shall be offered as an optional semester of 8–10 weeks duration.

6.2 During summer semester, students shall be offered courses to remove deficiencies.

6.3 Summer semester guidelines shall be followed in letter and true spirit.

6.4 Moreover, a student who has either failed or has not been allowed to appear in the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer.

6.5 A student shall be offered courses to remove deficiencies and can enroll in up to a maximum of 09 credit hours during summer as per HEC guidelines.

6.6 The contact hours per week during the Summer semester are doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

## 7. COURSE ENROLLMENT

6.1 Students are required to choose the courses they wish to enroll in, as per the approved curriculum of the program for the given batch, prior to the start of a semester. The students may make changes (add/drop) in the enrolled courses within first 02 weeks of the semester using ERP login provided by the university. No add/drop shall be allowed after the second week of the semester.

6.2 A student who wishes to add or drop a course, or change a section of a course after enrollment must fill-in the prescribed application form and submit to the concerned admin department for proceeding further in the matter as per policy.

6.3 Students may be allowed to withdraw from a course prior to the start of Final-Term examinations preferably during 4th-6 thweek of the semester. In such a case, the transcript shall record that the student enrolled in the course and then withdrew afterwards. As a result, grade W (official withdrawal of course) shall be awarded to the student which shall have no impact on the calculation of the CGPA of the student.

## 8. REPEATING COURSES OR IMPROVEMENT OF CGPA

8.1 If a student gets 'F' grade, s/he shall be required to repeat the course or its recommended alternate, if any. However, "F" grade obtained earlier shall also be recorded on the transcript.

8.2 Undergraduate students may be allowed to repeat a course in which s/ he has obtained grade below "C". Only the better grade shall be used in the calculation of CGPA. The students are allowed a maximum number (< 6) of courses to repeat in an eight semester degree program. This rule does not apply to students on probation.

8.3 A graduate student (MS/MPhil) below 'C+' grade can repeat the course if s/he desires to improve the grade. The maximum number of courses are < 3 that a student may repeat at the graduate level. Only the better grade shall be calculated in the CGPA. This rule does not apply to students on probation.

## 9. ATTENDANCE

9.1 Attendance in classes is mandatory in a semester system.

9.2 The university expects 100% attendance of a student in each course. However, 25% relaxation in attendance may be given to accommodate the emergency situations like health issues, accident, death of loved one etc. Therefore, the minimum attendance in a course is 75% to meet the requirements of a course.

9.3 Department shall display/notify students' short attendance on the notice board.

## 10. EXAMINATION

10.1 In each semester, students may be required to appear in quizzes, tests, midterm exams, final examinations, presentations (individual/group), group discussion, and submit projects/assignments/lab reports etc. These assessment marks (to be determined by the teacher concerned) shall have different weightage contributing towards the overall assessment in percent marks. The weightage may be determined on the basis of following guidelines:

**Mid term exam: 20 - 25%**

**Final term exam: 35 - 40%**

**Quiz/Assignment/Presentation/Practical 35-45%**

**Note: "In case of a course with the composition of 4(3+1), (03 credit hour theory and 01 credit hour practical) the weightage for the practical may be considered 25%."**

10.2 In the beginning of a semester, the student will be provided syllabus/ course outline providing all necessary information by the instructor for the successful completion of the course and its requirements. It should define attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, assignment policy, required and recommended reading materials and any other information important for the successful completion of the course and its requirements.

10.3 There shall be no retake / supplementary / special examination in a semester system; if a student fails in a course, s/he is required to repeat it. An incomplete grade 'I' shall be awarded by the faculty only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments, extension given in submission of term report/project report etc.,

The following conditions shall apply to the 'I' grade:

- 'I' grade shall not be awarded in case student is anticipated to fail the course.
- 'I' grade shall remain valid only for one semester.
- 'I' grades shall not enter into the calculation of the grade point average.

10.4 If 'I' grade is not transformed within the stipulated period, it shall change to failing grade 'F'.

## 11. GRADING POLICY

11.1 IIUI departments shall follow the Absolute Grading System in letter and true spirit.

11.2 The following grading and grade point system shall be followed for a given course:

Class Score	Grade	Grade Points
85% or above	A	4
<= 80% < 85%	A-	3.75
<= 75% < 80%	B+	3.50
<= 70% < 75%	B	3.00
<= 65% < 70%	C+	2.50
<= 60% < 65%	C	2.00
<= 55% < 60%	D+	1.50
<= 50% < 55%	D	1.00
Less than 50%	F	0

I Incomplete

W Withdrawal

11.3 Conversion of annual system marks to GPA/CGPA shall be done as per HEC guidelines.

## **12. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (SGPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)**

12.1 A standard scale of 0.00 to 4.00 shall be used to indicate the performance of a student.

Semester Grade Point Average (SGPA)

$$\text{SGPA} = \frac{\text{Sum over all Courses in a Semester (Course Credit Hours * Grade Points Earned)}}{\text{Total Credit Hours of the Semester}}$$
  
Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\text{Sum over all Courses Taken in all Semesters (Course Credit Hours * Grade Points Earned)}}{\text{Total Credit Hours Taken in all Semesters}}$$

## **13. CGPA REQUIRED FOR THE COMPLETION OF UNDERGRADUATE AND GRADUATE DEGREE**

13.1 For completion of the degree, the minimum qualifying CGPAs for BS (undergraduate/16 years) and MS/MPhil students are 2.00 and 2.50, respectively.

## **14. TRANSFER OF CREDIT HOURS FOR UNDERGRADUATES/GRADUATES**

14.1 Credits are transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University.

14.2 No credit hour of a course shall be transferred if the grade is less than C for undergraduate and B for graduate.

14.3 Only from the HEC recognized universities, the credit hours may be transferred to IIUI.

## 15. FREEZING OF SEMESTER

15.1 If a student freezes a semester(s), s/he shall resume his/her studies from the same stage where s/he left (froze). No freezing during the semester shall be allowed. The maximum duration of the degree program shall remain the same.

15.2 If a student is not enrolled in any course in a semester, s/he shall not be considered a regular student of University in that period. The student may then enroll in these courses in a subsequent semester; however, s/he shall have to meet pre-requisites of any course taken. In addition, not all courses are offered to students in each semester.

15.3 The maximum duration of freezing is two semesters and further failure to enroll will lead to de-registration of the student. Hardship cases can be facilitated for re-registration by the approval of competent authority only.

15.4 Freezing of first two semesters for BS and first semester for MS is not allowed.

15.5 Under special hardship circumstances freezing of first semester can be considered by the approval of competent authority

## 16. UNFAIR MEANS CASES COMMITTEE

16.1 Any candidate found guilty of following matters, his/her case shall be submitted to Unfair Means Cases Committee.

- (i) Removes a leaf from his/her answer book, the answer book shall be cancelled.
- (ii) Submits forged or fake documents in connection with the examination.
- (iii) Commits impersonation in the examination.
- (iv) Copies from any paper, book or notes.
- (v) Mutilates the Answer Book.
- (vi) Possesses any kind of material, which may be helpful to his/her in the examination.
- (vii) Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
- (viii) Refuses to obey the invigilation staff or refuses to follow the instructions issued by the university in connection with the examination.
- (ix) Misbehaves or creates any kind of disturbance in or around the examination center.
- (x) Uses abusive or obscene language on the answer script.
- (xi) Possesses any kind of weapon in or around examination center.
- (xii) Possesses any kind of electronic device which may be helpful in the examination.

16.2 His/her case may result in following penalties keeping in view the nature and intensity of offence.

- (i) Cancellation of paper.
- (ii) Suspension from programme for one semester.
- (iv) Permanent expulsion from the University.

Unfair Means Cases Committee shall decide whether the student shall have to appear in summer semester or in regular semester for the cancelled paper.

16.3 If a student is not satisfied by the decision of the Unfair Means Cases Committee, s/he can submit his/her appeal within a week after the decision of the Committee to the Appellate Committee.

## **17. PROBATION POLICY**

17.1 Probation is a status granted to the student whose academic performance falls below the minimum university standards (2.0 CGPA for Undergraduate and 2.5 CGPA for Master and MPhil Programmes).

17.2 IIUI Probation Policy shall be followed in letter and true spirit.

## **18. PERMISSION OF WRITER FOR SPECIAL STUDENTS**

18.1 A visually impaired student may be allowed to attempt the mid/final examinations of the university on computer/any other means of facilitation.

18.2 In case a student is physically handicapped/visually impaired, s/he may apply to the HoD of the respective department (with medical certificate as proof of his/her disability) for permission to engage a writer in tests/ examinations of the university two weeks before the start of tests/ examinations. S/he shall be allowed 45 minutes (maximum) extra time to solve the question paper.

18.3 The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g. for level 6 student, the writer should be at the most of level 5).

## **19. MATTERS RELATED TO DEGREE CONFERMENT**

19.1 IIUI conducts convocation for passing out students annually as per approved criteria of the convocation.

19.2 Urgent degree can be issued as per policy of university upon the request of student.

19.3 Duplicate degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost/damaged or in case of change in the name of candidate. The candidate has to apply to the Student Facilitation Centre for the issuance of duplicate degree along with the relevant documentary proof as per IIUI rules

## **20. AWARDS & DISTINCTIONS**

20.1 Medals/Prizes/Rolls of Honor/Positions shall be awarded to the students passing their courses in the first attempt.

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20.1 Positions would be given on the basis of CGPA. In case two or more students are acquiring same CGPA only then the position would be decided on the basis of two digits after decimal/percentage among those students.

20.2 The disciplines where number of students is less than 05, no position shall be awarded.

20.3 Medal and roll of honor shall not be granted to candidates who passed any course in 2nd attempt or more.

20.4 If the result of the candidate is not declared within the prescribed time of degree, then medal shall not be awarded





## Fee & Finance Support

The University has the practice of generating three vouchers for each semester in three equal installments. The deadline for installments are announced and displayed on notice boards and communicated via student logins. Failure to submit fee on time will result in a fine of PKR 300 /- per day being charged to student after due date.

The new student is eligible for 100 % refund of tuition fee within 1st week of commencement of classes and 50 % tuition fee in 2nd week of commencement of classes. After that as per HEC rules, the student is not eligible for claim of any fee. (The registration fee is nonrefundable).

The student can get his/her fee voucher from his/her ERP login or from designated counter of fee section.

## Fee Concession & Scholarships

The purpose of the financial assistance is to provide a helping hand to the students and the parents at the time of their financial crises. IIUI offers need based to merit based scholarships for outstanding individuals.

The applicant will be eligible for financial assistance by depositing first installment of the tuition fee and registration fee. The financial assistance forms are available in Student Facilitation Centre. The financial assistance will be applicable on tuition fee only. The University has the right to cancel financial aid in the following cases:

- If student secures SGPA below 3.
- Semester freeze.
- Degree transfer.
- Semester withdrawal.

MPhil/MS and Phd students are not eligible for Financial Assistance

Main categories to apply for financial assistance are as follows:

- A) Need Based Scholarship**
- B) Kinship Based Scholarship**
- C) Disabled Student Policy**
- D) Employee Kin Policy**
- E) Merit Based Scholarships**

Following is the criteria for merit based scholarships:

- 1) This scholarship will be available in regular semesters i.e. "Fall" and "Spring" only.
- 2) Only students of same batch/semester who have earned same no of cr. hours and enrolled in same courses are considered for scholarship.
- 3) Enrollment of minimum ten (10) students is necessary in one batch/ session to be eligible for consideration.
- 4) Students with repeated courses in any semester are not eligible for this scholarship.
- 5) Students with F grades in any semesters are not eligible for this scholarship.
- 6) Students with W grade in any semesters are not eligible for this scholarship.
- 7) If student freezes his/her semester during his/her degree program the student will not be eligible for this scholarship.
- 8) The scholarship percentage will be applied on tuition fee of subsequent semester only.
- 9) Students migrated from other universities are not eligible for this scholarship.  
(i.e. Exemption)
- 10) Degree/Program transferred students are not eligible for this scholarship.
- 11) This policy does not cover students of graduate (MS, Mphil) and post graduate degree programs.



## CENTRAL LIBRARY

The IIUI central library has more than 24,000 books on all subjects, 07 International Journals, 02 online databases, and has access to HEC digital library.

All the students are entitled to library membership. The students are required to fill a library membership form, attach 02 pictures and copy of the university identity card, and submit it at the circulation desk in the library. Trained and highly qualified staff is available to guide the students.

Email id: [centrallibrary@iiui.edu.pk](mailto:centrallibrary@iiui.edu.pk)

Ext: 163

## LIBRARY GENERAL RULES

1. Only registered users can use the library.
2. Library membership is mandatory to avail library services.
3. Students are advised to keep their university cards with them while using the library.
4. The student can get maximum 02 books for 14 days.
5. A borrower who fails to return the library book/s or any material on due date, shall have to pay a fine of Rs.100/- per day per book.
6. In the case of book loss or defacement by a user, he/she will be charged a fine in addition to the market price of the book.



## Student Facilitation Centre

The purpose of student facilitation center is to facilitate students by all possible means under one roof. It receives applications from the students and processes with the academic & non-academic departments of the university e.g. Registrar Office, Controller of Examination, Account and Finance Department, Transport Office, Library, etc.

The student services center offers the following services in coordination with different offices of IIUI:

- Students' clearances
- Transcript issuance
- Degree issuance
- Detail marks certificate
- Issuance of bonafide certificate
- Result cards
- Interim transcript
- Semester freeze
- Semester defreeze
- Provisional certificate
- No objection certificate
- Verification of documents
- Identity card printing and issuance

# INTERNATIONAL STUDENT CELL

The International Students Cell is dedicated to look after the international relations and accreditations worldwide and also to manage the applications for study vacancies of the International students, process their admission, HEC NOC, visa processing as well as settling the International students into the cultural diversity of the Ibadat International University Islamabad



## IT SUPPORT

IIUI is providing following IT support services to facilitate students:

- IIUI Email
- Enterprise Resource Program

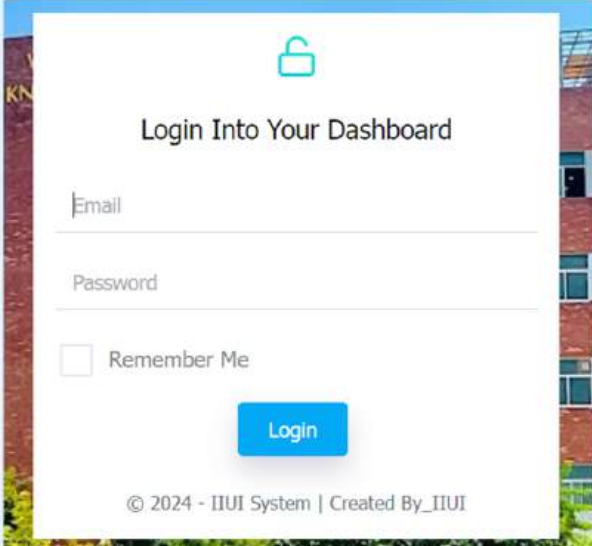
# Enterprise Resource Program

Ibadat International University provides Enterprise Resource Program to student with following features.

- Class Routine
- Exam Routine
- Attendances
- Applying Leaves
- Result
- Fee Reports
- Online Library
- Notices
- Assignments
- Transcript

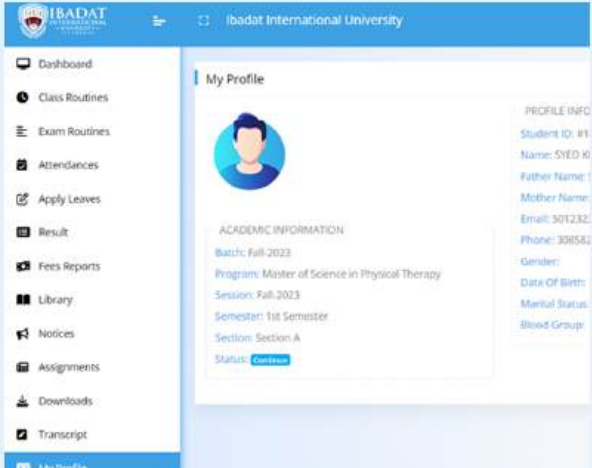
## ACCESSING ERP Step 1

Go to your web browser and enter the address <https://erp.iiui.edu.pk/student> with your registration number in the user field.



## Step 2

You will login to your student hub and will be able to access the homepage along with your student profile, result dates and academic calender.





## CLUBS & SOCIETIES

Clubs and Societies play a vital role in campus life, allowing people with similar interests to get together, and giving them a chance to be creative along with their academic life. Clubs and Societies play an integral role in development of students and preparing them for the life beyond their degree. Office of Student Affairs streamlines the activities of Clubs & Societies in the university. This Office monitors and manages the different events of following Clubs & Societies.

- Adventure Club
- Sports Club
- Events Club
- Social Services Club
- Media Club
- Debating Club
- Islamic Society
- Dramatic Society

The students are offered free membership in fresher week by these Clubs and Societies. They can register themselves by submitting membership form in Office of Student Affairs.

# CAREER SERVICES & CORPORATE LINKAGES (CSCL)

Career Services and Corporate Linkages (CSCL) at IIUI is providing the best services to its students by grooming them to develop a career-oriented vision of their goals and objectives before they enter their field of specialization. Developing and upholding professional associations within the corporate world is one of the major responsibilities of CSCL.

The core activities of CSCL are:

## Student career Counselling/Training and Development

The CSCL department conducts training and development sessions, which include soft skills training, mock interviews, CV building, and professional/ personal grooming of students of IIUI.

## Job and Internship placements

The department of CSCL works for job placements of students in the corporate world by following channels.

- Inviting companies to visit campus to conduct interviews and recruitment drives.
- Identifying relevant job/internship opportunities and collecting CVs from the graduates.
- Disseminating the CVs for the relevant job opportunities.

## Alumni Relations

CSCL department considers alumni as one of the most important pillars of IIUI. However, to build and maintain alumni relations, the following activities are carried out:

- Connecting with Alumni through social media, direct and indirect links.
- Inviting them to conduct guest speaker sessions as well as for alumni meet up sessions.
- Conducting alumni dinners annually.
- Collecting Alumni data

# INNOVATION & INCUBATION CENTER

Innovation & Incubation Center is an innovation hub where we help students of IIUI to build their startups and new ventures through access to the resources they need, all under one roof. In addition to a co-working space, IIC provides IIUI Students with access to expert advisors, mentors, administrative support, office equipment, training, and potential investors.



## Hostel Residence Facility

The University provides hostel facility to female students and faculty members on sharing basis. The residents are provided accommodation, mess, high-speed internet and round the clock security.

We accommodate housing requests of female students & faculty members subject to fulfillment of hostel requirements, space availability and the same is served on first come first serve basis.

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# Hostel Rules & Regulations

1. Only enrolled students studying at IIUI and faculty members will be eligible to apply for allocation in hostel rooms.
2. Upon admission in the university and on willingness to take a hostel room, student will fill out the requisite application form for room reservation.
3. De-allocation application should be submitted one month prior notice.
4. Room rent will be charged on monthly basis.
5. Prior to allocation of room, it will be ensured that student has paid due tuition fee to the university and evidence of such payment is sourced and attached to application form.
6. Room allocation will be made to the applicant/student and relevant dues such as registration fee and room rent will be charged on auto basis by the system and same will be required to be deposited by due date notified on the voucher.
7. No allocation of room will be processed unless the applicant in full including family, guardian and visitor's information, their CNIC numbers, contact details and numbers and emergency contact provides all the desired information.
8. Billing of room charges will be made monthly in advance and all boarders will be billed by 10th of the relevant month. Failure to clear dues by due date will results in a fine of PKR 100/- per day.
9. Hostel dues and registration fee is non-refundable.
10. All hostel occupants will be liable to pay damages caused by them to the property of university hostel.
11. All occupants will be required to mark attendance on daily basis at such time and in such sessions as notified and decided by management from time to time.
12. On subsequent reallocation of hostel room, a reactivation fee will be charged.
13. Students fee bill are issued from accounts office.
14. Student availing air conditioning facility will be charged with such applicable rate of electricity with the unit consumed as notified by the finance section on monthly basis.
15. Student will be responsible to take care of their valuables/belongings. In case of theft, management will not be responsible.
16. On breach of rules and regulations fine will be charged to the students.
17. To ensure safety and security of the students, hostel management issues an entry and exit pass which has three copies; a copy which remains in the warden's office, a copy which the students leaves at the security office and a copy which she hands in to security office upon return to the university at the stated time. (Late comers will be fined)



## Transport Facility

IIUI has a sizable fleet of almost 20 vehicles of different categories that provide transport facilities to students, faculty, staff, administration and guests etc to the selected routes in Islamabad and Rawalpindi.

There are four major functions of the transport department.

- Maintains student & staff pick and drop service with charges.
- Providing transport services to different departments on request.
- Management vehicle services & shuttle service.
- Logistic support services.

A dedicated transport plan along with specified routes can be obtained from the transport office of IIUI or from the transport section on the website.

For further details, please contact: Ext: 129





## SPORTS FACILITIES

To promote extra curricular activities and to maintain good health of students and faculty, Indoor and outdoor sports facilities are available. These bring the students together with emphasis on personal values and personality development.

These facilities are managed by expert staff. The sports department of IIUI offers scholarships to active students who represent the university in HEC sports. The students having keen interest and extra-ordinary performance in any sport are encouraged to contact the sports department to actively participate in HEC games.





## CAFETERIA

The university cafeteria provides a range of hygienic snacks and meal options which are available to students, faculty and staff throughout the day on subsidized rates. The quality & price are ensured by management time to time.





# DISCIPLINARY RULES

## Disciplinary Rules & Regulations

The following committees deal with all cases of violation of rules and regulations:

- Disciplinary Committee
- Appellate Committee

Disciplinary Committee of the university take the decision regarding violation of rules and policies.

The student has the right to appeal in writing to the Appellate Committee against the decision of the Disciplinary committee .The appellant committee after due consideration may decide to concur, enhance or reduce the punishment.

Following are the serious violation of code of conduct:

- Use of alcohol, drugs or any other controlled substance.
- Assault, injury and threat.
- Violation of dress code.
- Sexual misconduct, assault and harassment
- Hazing.
- Public disorder, group violence and mass disturbance.
- Theft and damage of property.
- Misuse of identification and falsification.
- Ragging.

### Need of the Policy

The university strives hard to refine the ability of its students to reason and to communicate freely and clearly so as to become responsible, morally upright, moderate and well-rounded individuals in general and proud citizens of Pakistan.

Accordingly, the university demands from the students to be well disciplined; be punctual, demonstrate positive attitude and good behavior at and beyond the campus. The student code of conduct, rules and regulations described herein are essential features to maintaining peaceful academic environment suitable with the teaching, learning, and progressive activities undertaken by the diverse community of the university.

## Scope of the Policy

**The code applies to the on campus & off campus conduct of all registered students in connection with;**

- a. Their academic course requirement and any activity supporting pursuit of a degree such as research at another institution or a professional practice assignment.
- b. Any activity sponsored, conducted or authorized by IIUI.
- c. Any activity of students causing destruction of property belonging to the university or members of the university community or threatening harm to the safety or security of the members of the university community.
- d. Any activity in which a police report has been filed, a summons or indictment issued or an arrest has occurred for a crime or violation of law.
- e. Students continue to be subjected to the state laws while at the Ibadat international university islamabad and violation of those laws may also constitute violation of the Code. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for the violation of the code even if such criminal proceeding is not yet resolved or is resolved in favour of the students.

## General Conduct & Discipline

### A. Campus Timings

Except for special occasions/events, extra instructions or summer program, the campus timings to be adhered are from 09:00 AM to 4:00 PM.

- i. Entry to campus for regular students is only permitted from the entry gates no. 1,2 and 3.
- ii. At the entry point the security staff are to check that the students show/ display their id cards and are wearing proper uniform.
- iii. Violations are referred to the security head for necessary disciplinary action including imposing of fines.

### B. Class Attendance

The students are advised to be punctual to attend the classes as per the time tables:

- i. Maintaining at least 75% attendance to be eligible to sit in exams.
- ii. Maintaining at least 90% attendance to be eligible for award of scholarship.

Be in the class in time, delay of more than 10 minutes will be taken as irregular for which the student may be marked absent by class teachers.

### **C. Smoking and use of Drugs**

Smoking, eating, drinking are prohibited in settings of the university.

- i. Smoking and use of drugs at campus is strictly prohibited. Violations are punishable by severe disciplinary actions including imposing of regulated fines or as per the recommendations of the disciplinary committee – nature of violations in view.
- ii. Attendance on campus or at university-related events in an intoxicated state or under the influence of drugs or any banned substances is strictly prohibited.
- iii. Use / sale / possession / facilitation / distribution of drugs, narcotics, intoxicant etc. in the campus of IIUI, directly or indirectly, is illegal

### **D. Classroom Standards**

The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful act/s or other behavior that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period. Faculty shall bring the wrongdoing in the notice of the respective chairman, department disciplinary committee who will investigate the case and send its recommendation to the Registrar of the university with the details of the offence and necessary evidences corrective action through penalty or counselling and record keeping.

To ensure that the campus environment remains conducive for the curricular, co-curricular and extra-curricular activities, the proctors shall have the authority to check disorderly or improper conduct or any breach of discipline/ regulations/instructions of the enrolled students of the university in any of the university premises or in the university grounds.

### **A. Identification/Registration card:**

- i. Each member of the university community is issued a pictured Identification/Registration card, and must wear it at all times while on university premises or at university-sponsored activities. Identification/ Registration cards must be presented upon entering university buildings and must be worn while on university premises.
- ii. Identification/Registration cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her identification card and will be subject to disciplinary action by the University if he or she has aided such deceitful use. The card will be forfeited if the student to whom it was issued allows any other person to use the same.
- iii. Upon card owner's withdrawal from the university, all rights and privileges related to the identification card automatically cease. If the student withdraws, or is suspended or expelled, from the university, the identification card must be surrendered to the university.
- iv. Visitors and guests: Students may be held accountable for the acts of misconduct of their guests while on university premises or at university- sponsored activities. Visitors, including invitees shall conduct themselves, at all times, in a manner which is consistent and in line with maintenance of orderly behavior in the university premises.

## F. Dress Code

Students are responsible for ensuring that their dress and grooming project a positive image to our customers, potential customers, the public, students and co-workers.

**We expect students to use good judgment and follow the procedures below in determining appropriate dress and grooming.**

- i. All students are responsible for maintaining a neat and professional appearance including good personal hygiene. Excessive finger-nail length and mustaches are not acceptable.
  - ii. All students must be clean and well-groomed. Grooming styles dictated by religion and ethnicity aren't restricted.
  - iii. Students who have face-to-face contact with other peers and staff members must maintain a clean and neat appearance. Fade hairstyles including, but not limited to, unnatural coloring of the hair, mohawks, or unconventional cuts are not permitted.
  - iv. Students are requested not to use earbuds, hands free or blue tooth devices while in class/session.
  - v. Facial hair must be neat and trimmed. Full beards must be trimmed at the neckline.
  - vi. Male students are not allowed to wear earrings during working hours. Females will be limited to two earrings in each ear. No other visible body piercing is allowed.
  - vii. Visible tattoos that are lewd (offensive in nature) or excessive (covering the majority of exposed skin) must be covered.
  - viii. Supervisors and managers can specify additional dress and grooming requirements based upon working conditions. They are responsible for enforcing the dress and grooming policy.
  - ix. Polo shirts showing vandalism, suggestive quotes or targeting a particular group will not be tolerated.
  - x. Female students are expected to wear light work makeup. Loud makeup, heavily embellished clothes and heavy jewelry are NOT permitted. Loose hair should be brushed.
  - xi. No off-shoulder garments are permitted on campus for both male and female staff. Short sleeve shirts, tops, blouses MUST be 6 inch in sleeve length, for both male and female students.
  - xii. Tights are NOT permitted under any circumstances.
  - xiii. Crop pants, 2/3rd Bermuda pants or shorts are NOT allowed shalwar/ trouser length should cover the ankles.
  - xiv. Tank tops and other clothing exposing skin around the waist and the torso area is not allowed.
  - xv. Shirt/ blouse length for female students should be as such that the hip area is covered; shirt/blouse is not to be tucked in the trouser/pants.
  - xvi. Students will be sent home to make appropriate dress changes if their personal appearance or dress is deemed unacceptable or in case of non-adherence to the prescribed SOPs, they can be heavily fined.
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## G. Hygiene

Students are expected to meet hygiene requirements during regular university hours.

- i. Maintain personal cleanliness by bathing daily.
- ii. Oral hygiene (using toothpaste) required.
- iii. Use deodorant / anti-perspirant to minimize body odors.
- iv. No dense perfumes, colognes and lotions are permitted. These can cause allergic reactions, migraines and respiratory difficulty for others around us.
- v. Clean and trimmed fingernails ( $\frac{1}{4}$  inch long or less).
- vi. Wash hands after eating, or using the restrooms.
- vii. Clothing must be clean, pressed, in good condition and fit appropriately.
- viii. Socks or hose must be worn with shoes.
- ix. Neat and well-groomed hair, sideburns, mustaches and beards
- x. Moderate make-up. (no artificial colors e.g. pink, green, etc. that would be deemed unprofessional).
- xi. Hair should be brushed and made into a pony tail or hair bun. Loose hair should be well brushed & well kept.
- xii. No dark glasses (unless prescribed by a physician). Limited jewelry and no dangling or large hoop jewelry that may create a safety hazard to self or others.
- xiii. Body piercing must be limited to three per ear. Other visible body piercing is unacceptable, unless demanded by religion / culture.

## H. Academic Discipline:

Students of IIUI are expected to remain focused on their studies through maximum class attendance and making full use of the University Labs, Libraries and research effort. Cheating, Plagiarism and Use of Unfair Means is not only discouraged, it is prohibited and is punishable as per the act of violation by students. For the clarity of purpose and to guide the students to be aware of such punishable practices these terms are elaborated in the following paragraphs.

## I. Academic dishonesty:

It is an act of deceit, which may include misrepresentation, falsification, or trickery of any kind that is done by the student with a definite purpose and intent, or expectation of influencing a grade or other academic evaluation. Common examples of academically dishonest behavior include, but are not limited to, the following:

- **Cheating:** Intentionally using or attempting to use unauthorized means, materials, information, or study aids in any academic exercise; copying from another student's examination; submitting work prepared in advance for an in-class examination; use of smart phones in examinations, taking an examination for another person or conspiring to do so.

- **Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.
- **Unfair Means:** Use of unfair means generally cover following:
  - i. An attempt to have access to the question paper before the test/ examination.
  - ii. Use/possession of unauthorized reference material during test/ examination.
  - iii. Any form of communication by the examinees with any one in or outside the test/examination room while the test/examination is in progress.
  - iv. Unauthorized entry into faculty's office or that of his staff with the intention of having an access to or tampering with the official record/ exam paper etc.

## **J. Abuse, Assault, Threatening Behavior**

Intentionally or recklessly endangering, threatening, or causing physical or mental harm to any person, or oneself, on university premises or at university- sponsored activities, or intentionally or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion is strictly prohibited.

## **K. Firearms, Explosives And Other Weapons**

Intentionally or recklessly endangering, threatening, or causing physical or mental harm to any person, or oneself, on university premises or at university- sponsored activities, or intentionally or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion is strictly prohibited.

## **L. Furnishing False Information**

Forgery or unauthorized use of documents. Intentionally furnishing false information to the university and its officials; or misusing affiliation with the university to gain access to outside agency/services; or using false information or university resources to compromise the name of the university. Forgery, unauthorized alteration, or unauthorized use of any university document or electronic transmission, or instrument of identification, or academic and non- academic records, signatures, seals, or stamps thereof.

## **M. Disorderly Conduct Or Indecent Behavior**

Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at university-sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without his or her prior knowledge.

## **N. Theft**

Theft, or attempted theft, of property or services on university premises or at university-sponsored activities.

## **O. Damage To Property Or Its Destruction**

Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, university property or the property of others on university premises or at university-sponsored activities. Besides other punishments, complete cost of the damage caused will have to borne by the student/s/

## **P. Unauthorized Access to Facilities**

Unauthorized access or entry to, or use of, university facilities and equipment. unauthorized possession, duplication or use of keys to any university premises, facilities or equipment; or, unauthorized entry to or use of university premises.

## **Q. Unauthorized use of Computer or Electronic Communication Devices**

Theft or other abuse of computer facilities and resources including, but not limited to:

- i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- ii. Unauthorized transfer of a file.
- iii. Use of another individual's identification and/or password.
- iv. Interference with the work of another student, faculty member or University official.
- v. Sending obscene, abusive or threatening messages.
- vi. Transmission of computer viruses.
- vii. Interfering with normal operation of the university computing system.
- viii. Unauthorized duplication of software or other violation of copyright laws.
- ix. Unauthorized access to, or unauthorized, mischievous or malicious use of university computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment.

## **R. Provoking others to Misconduct**

Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.

Any unauthorized assembly and function is prohibited. Exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the university community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area is not allowed.

## Political Activities

Unauthorized use of university facilities or equipment for political activities is strictly prohibited.

## Racial/Ethnic & Physical Abnormality Discrimination

Racial and physical abnormality discrimination at IIUI is illegal and action will be taken if anybody is found in racially or ethnically motivated activities. All the stake holders are required to refrain from the following:

- No person, whether student or employee can commit/show racial and/or physical discrimination, whatever minor, using any comment (written or verbal), gesture/sign, attitude against any person of other nation, caste, tribe, ethnicity, religion etc.
- No person can abuse, call names, or pass remarks on others (student/ employee) on the basis of his/her race or physical disability, and appearance.
- Faculty members must teach culturally responsive curriculum. They should promote a peaceful educational environment conducive to learning for each student irrespective to their originality. They are especially advised to be careful while selecting contents for their teaching material or during quoting any example so as not to hurt feelings of students related to other ethnic/race groups. They must also not tolerate racist acts and behaviors, and have clear consequences for students who engage in such behavior, and support systems for students who are impacted and traumatized by racist incidents.
- If anyone found guilty of committing any of the above-mentioned offences, will be dealt and penalized severely as per the below sanctions.
- Filing a false complaint of Racial/Ethnic or Physical Disability discrimination or harassment is also subject to the below sanctions.
- Retaliation against persons who file a racial/ethnic and physical disability discrimination is also a violation of this policy. Complainants who seek assistance as a result of this policy should not be subject to retaliation. Retaliation can result in disciplinary action.

## Gambling

Unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition is strictly prohibited.

## Indecent Behaviour at the Campus

Indecent behavior exhibited at the campus including classes, cafeteria, laboratories etc. defying the norms of decency, morality and religious/cultural/social values by single or group of students is strictly prohibited.

## Use of Mobile Phone

In class rooms, examination halls, labs and library thus disrupting the calm of the said rooms.

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## Away From Campus Conduct

Conduct occurring off university premises be such that it should not affect the interest/image of the university.

a. IIUI has set up Unfair Means Committee, Students Departmental Discipline committees, University Discipline Committee along with their Appellate committees. These committees while dealing with case of violation of rules and regulations, follow recognized judicial and legal principles and procedures.

b. Reasonable opportunity is available to accused student to defend himself, call witness and present material evidence in this support before being penalized or exonerated. Right of appeal is also available to penalized students for waiver or reduction of penalty.

### **Procedure:**

i. The heads of the department have been authorized to constitute Department Discipline Committee for immediate processing of student complaints for providing equitable and judicious decisions.

ii. The Department shall also ask the accused to submit a written reply in response to the complaint. Applications of witnesses shall also be collected and maintained for record.

iii. The department committee shall schedule a meeting and ask both parties to the disciplinary hearing, and shall record their attendance as well as minutes of the meeting.

iv. The department shall make effort to review the applications and statement of the witnesses and give their recommendation to the University Disciplinary committee.

## **University Discipline Committee (UDC)**

The university discipline committee will receive the Disciplinary Cases/ Complaints from the following forums:

1. Incidents reported by HOD
2. Recommendation from Departmental Disciplinary Committee for formal issuance of office Orders.
3. From Chief Security Officer

## **University Discipline Committee (UDC)**

Any charge/violation that needs further investigation for a formal inquiry, depending upon the receipt of written complaint from a complainant, should be framed by University Disciplinary Committee preferably within 24 hours after hearing both the complainant and the respondent with admissible evidence (as applicable).

Cases needing investigation are to be categorized as major or minor offences and are to be processed in the following manner.

Except for prima facie case where clear evidence is available and there is no complainant for an incident of violation of these rules and regulations (suo-moto) case processing, complaint in writing from a complainant is obligatory to proceed with investigation against the respondent/s.

## Procedure For Disciplinary Hearing

A disciplinary hearing is a formal process conducted by IIUI Discipline Committee. This formal process is designed to gather and consider relevant information regarding the alleged violations of the Code and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period:

- a. First the complainant and his/her witnesses will be called by the UDC as applicable and additions / subtractions if any in the complaint are made for the complaint to be both precise and accurate
- b. After examining the witnesses of the complainant, UDC shall call the Respondent /s hear them and their witnesses. Statements of all in writing will be taken with signatures including evidence if any.
- c. UDC examines evidence related to the incidence any material, document or CCTV Footage etc.
- d. Based on the above examination UDC shall conclude findings and recommendations.

## Punishment Or Penalty For Acts Of Ill-Discipline:

Punishment or penalty for acts of ill-discipline shall be according to the gravity of the case and may be any one or more of the following:

### Punishment: To be awarded by UDC:

- i. Expulsion: Dismissal from the university by withdrawing registration permanently.
- ii. Fine: Fine which may amount up to Rs.10, 000/- or more.
- iii. Exam Result: Cancellation of examination result.
- iv. Rustication: Expulsion from the University for a Specific Period of time.
- v. Degree: Non conferment of degree / transcript
- vi. Relegation / withdrawal: A student of the university may be required to bear the cost of making good any damage to university property for which he/she may be responsible, which may be in addition to a fine or other penalty which he/she may have incurred in connection therewith.
- vii. Other sanctions or a combination of above mentioned punishments as deemed appropriate.

**Management Decision in all student matters shall be final.**

### Students Right to Appeal:

It is a very clear policy of IIUI that students' rights and privileges will never be infringed and that they will be given a free and fair chance to be heard, plead, defend their view points and do reserve the right of appeal through proper channel right up to the Hon'ble Rector to get their grievances addressed.



FOR INQUIRY, PLEASE CONTACT

**051-111-448-448**  
**[www.iiui.edu.pk](http://www.iiui.edu.pk)**