Education is the most powerful tool which you can use to change the world.

(Nelson Mandela)
**Welcome Message by the Chancellor**

I welcome you wholeheartedly at Indus University and hope that this journey with us will benefit you in the best possible manner. We are an emerging institution but striving for excellence to provide state-of-the-art facilities to our major stakeholders including; students and teachers. I firmly believe that the prevailing situation of Pakistan could be improved if we start educating our masses that is why we entertain those students who might not be much academically sound but possess the market intelligence thereby; reining their professional and personal lives in the right direction. Last but certainly not the least; student centric academic polices have been devised so they could nurture their budding talent properly.

---

**Welcome Message by the Vice Chancellor**

I am delighted to see the young blood pursuing tertiary education and this will help to increase the literacy rate of Pakistan. We cannot play a blame game anymore; it’s high time we should make contribution in our own personal capacity and as Socrates said and I quote „”to be isto do.”” Therefore, we should pay much heed to actions rather than to lip service and mere tall claims. Nonetheless, this student book has been designed to facilitate you in the entire study period; it will address your queries and guide you time and again for resolution of matters. Thus; I would rather pray may you acquire knowledge and learning that will help you to outcompete in the marketplace. Never ever give up and make your parents, faculty and ultimately Indus University proud of you. God Bless You All!
Education is the most powerful tool which you can use to change the world. - Nelson Mandela

VISION

Our vision is to nurture purpose, leadership and excellence in students, faculty and staff who are competent and eager to serve nation and world.

MISSION STATEMENT

Indus University enriches students and society by creating and disseminating fresh perspectives in knowledge, research, leadership and application. Our community of scholars and alumni is devoted to build sustainable society nationally and internationally.

CORE VALUES

We cherish our ideals and mission by stewardship of following values:

- Foresight
- Excellence
- Creativity and Innovation
- Teaching by example
- Persistence
- Sharing
- Making Difference
- Reaching out

We do not rely heavily on fancy statements but achieving the vision, mission statement and core values in true letter and spirit is our ultimate objective. They guide us at every crucial stage of business and despite the severe challenges and other constraints; we manifest them and do not deviate from our core ideology.
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- Nelson Mandela

Map Direction of Indus University
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- Nelson Mandela

Organizational Structure of Indus University
### TABLE OF CONTENTS

**Academics**

- Admission Policy ................................................................. 5  
- Orientation Session .............................................................. 6  
- Course Registration Process ................................................. 6  
- Pre-requisite Courses ............................................................ 7  
- Withdrawal .............................................................................. 7  
- Attendance, punctuality & leave matters ................................... 7  
- Assessment methods ............................................................... 7  
- Grading Criteria ....................................................................... 8  
- Improvement of grades ........................................................... 8  
- Clearance Process ..................................................................... 8  
- Financial Assistance ............................................................... 9  
- Classroom Decorum .................................................................. 9  
- Convocation ............................................................................ 9  
- Thesis & Plagiarism Policy ....................................................... 9  
- Student-teacher conflict .......................................................... 10

**Examination Rules & Regulations** .................................................. 11

**Institutional Support**

- Quality Enhancement Cell ......................................................... 11  
- Feedback Forms ....................................................................... 11  
- Career Placement Office .......................................................... 11  
- Internship ................................................................................ 12  
- International Relations Office .................................................. 12  
- Library ..................................................................................... 19  
- Computer Labs ........................................................................ 20  
- Generator ................................................................................ 20  
- Canteen ................................................................................... 21  
- Girls Common Room ................................................................. 21  
- Photoshop & Tuck Shop ............................................................ 21  
- Transport Facilities ................................................................. 21

**Code of Ethical Conduct** ................................................................. 22

- Dress Code .............................................................................. 22

**Procedure for Fee Payment** .......................................................... 22

**Extra-curricular activities** .............................................................. 23

**Student Information Cell** .............................................................. 23

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- Nelson Mandela
RULES & REGULATIONS FOR STUDENTS

ACADEMICS

➢ Admission Policy

a. Merit: The admissions are granted strictly on merit subject to clearance of Entry Test and Panel Interview. Candidates belonging to any area, class, caste or creed and clan are eligible for admission. Furthermore, we administer Entry tests to ensure induction of those students who possess sound academic background. It is worthy to mention that faculty based Admission Committees decides the criteria for admission, the number of seats, schedule of test & interviews.

b. Public Announcement: The admissions are announced through print/ electronic/ social media and official website. Awareness and promotion of academic programs is also generated through exhibitions held throughout the year.

c. Semester System:

Academic year for regular programs consists of two semesters, i.e. Fall Semester & Spring Semester.

The time span for each semester is shown below:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Time span</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td>January – June</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>July – December</td>
</tr>
</tbody>
</table>

Summer Semester is also offered to the students who want to improve their deficiency/improve their GPA of previous attempted courses.

d. Semester Duration:

The regular semester (Spring & Fall) is comprised of 16 – 18 weeks whereas summer is spread over 6 weeks duration.

e. Course Exemption/ Transfer:

There is an Equivalence Committee which decides about the transfer/migration cases from universities and other institutions.

The terms & conditions are as follows:

a) The other institution from where a student wants to transfer to Indus University must be accredited by Pakistan Engineering Council (PEC) for BE programs and HEC recognized institute/university in case of other academic programs.

b) Transfer of Credit hours:

- Undergraduate Programs: Only course secured with `A`, `B` or `C` grades can be transferable. This reflects on a `Numerical Grade` as minimum 60%.
- Graduate/Master Programs: Only course secured with `A`, `B` or `C` grades can be transferable. This reflects on a `Numerical Grade` as minimum 60%.

c) The courses completed by the student at other institution will be compared with similar courses being offered at
Indus University. Any deficiency shall have to be removed by the student.

d) Not more than 50% of the courses can be transferable. The student has to fulfil all admission requirements and pay the following charges:

- Admission and Semester Fee
- Course exemption fee (per course)

e) In case student has not completed 50% of the coursework at other institution then s/he has to appear in Entry Test and Panel interview. A special examination ‘in lieu of’ may also be conducted if the date of entry test is far away. If he/she has completed 50% coursework at other university, then entry exam shall be exempted.

- Semester Drop

Students taking any semester(s) off are required to contact the Program Coordinator for registration purposes fifteen days before the start of the semester in which they are returning. In some courses the enrolment may be limited to a certain number of students. In such cases the students with higher CGPA are given priority for enrolment. If there is a tie on CGPA, students who have completed a greater number of credits will get priority.

Temporary suspension is allowed to students facing acute domestic problems / valid reasons subject to the approval of the respective department on the recommendations of concerned Chairperson. During suspension period, the student shall be required to pay semester charges as Retention Fee for each suspended semester to continue his/her registration with the respective faculty/department.

- Orientation Session

The orientation sessions are conducted frequently in the beginning of every semester to facilitate the new comers and remove their ambiguities. The pool of information is provided regarding course registration process, class schedules, course outlines, virtual tour of the respective departments and meeting with the deans and faculty members. They are also acquainted with other university staff including; Vice Chancellor, Pro Vice Chancellor, Quality Enhancement Cell (QEC) Team, Career Placement Officer and last but certainly not the least; alumni and final year students also share their educational journey and mesmerizing events with their fellows. Moreover, the students have to register their courses and collect their ID cards on the same day under the supervision of Chairperson of their respective departments.

- Course Registration Process

The course registration is carried out before commencement of classes of each semester. Only those students shall be allowed to register whose prerequisite courses are cleared. A student can drop/add any course, if due to any reason, within two weeks after commencement of classes. No fee shall be charged for the dropped courses. If any student has already paid the fee, then his/her fee for the dropped course(s) shall be transferred to the next semester.

1. Cancellation of Course

In case the enrolment in a course falls below a certain number of participants, the Dean, on recommendation of the Chairperson of Department, may cancel the course within one week after the course registration or commencement of classes. Consequently, the affected students may be offered a substitute course.
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- Nelson Mandela

2. Course Withdrawal

2.1 A student can apply for the withdrawal with the approval of the Dean of the Faculty upon recommendation of concerned Chairperson of the Department of any course before two weeks of the final examination. This provision is kept for the benefit of a good student, when he/she realizes that he/she is not going well in the particular subject and taking its final examination, may badly affect his/her current GPA.

2.2 Full fee shall be charged for any withdrawn course(s). There shall be no full or partial refund of fee allowed under any circumstances.

2.3 Grade “W” will be mentioned in the transcript for any withdrawn courses and it will not be counted in the calculation of the CGPA.

2.4 Not more than two (2) courses can be withdrawn in one semester. The same course cannot be withdrawn twice.

- Examination System

1. The Students shall not be allowed to take the examinations due to non-clearance of dues, non-possession of admit slip issued by Student Affairs and non-adherence to examination timings.

2. A student shall not be allowed to appear in the final examination of any subject if he/she fails to maintain at least 75% attendance in that subject.

- Pre-requisite Courses

It is deemed necessary for a student to pass the pre-requisite (if any) before registering a new course. If a student is failed in a pre-requisite course then it should be repeated on priority basis after paying the prescribed fees.

- Attendance, Punctuality & Leave Matters

The students are required to maintain at least 75% attendance in the entire semester and if acquire less than this then students shall not be allowed to appear in the final examinations. Moreover, late arrival in the class for more than 15 minutes is strictly prohibited.

The leave of maximum fifteen days can be issued to the students on grounds of performing Hajj/Umrah.

- Assessment Methods

<table>
<thead>
<tr>
<th>i. Theory Course (100 marks)</th>
<th>ii. Lab Course (50 Marks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Method</td>
<td>Assessment Method</td>
</tr>
<tr>
<td>Mid-Term Exam</td>
<td>Lab Sessional Quizzes/Assignments/ Presentations</td>
</tr>
<tr>
<td>Duration</td>
<td>Marks Distribution</td>
</tr>
<tr>
<td>Two (2) Hours</td>
<td>30</td>
</tr>
<tr>
<td>Sessional Marks</td>
<td>Final Examination</td>
</tr>
<tr>
<td>Quizzes/Assignments/ Presentations</td>
<td>20</td>
</tr>
<tr>
<td>Final Examination</td>
<td>Viva Voce Examination (18 Marks)</td>
</tr>
<tr>
<td>Three (3) Hours</td>
<td>Project Lab Task (12 Marks)</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>50</td>
<td>100</td>
</tr>
</tbody>
</table>

(a) There will not be any compensatory or ‘in-lieu’ of sessional, nor mid-term or final examination will be conducted in any circumstances.

(b) Theory subjects shall comprise of total 100 marks whereas, each practical subject shall carry 50 marks and they both shall be calculated separately.

(c) The student must pass theory and practical examinations separately.
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- Nelson Mandela

Note: The minimum passing score is 50 that need to be acquired in every course. The mentioned criterion is subject to changes whenever it is deemed necessary.

**Grading Criteria**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
<td>85 above</td>
</tr>
<tr>
<td>A</td>
<td>3.5</td>
<td>78-84</td>
</tr>
<tr>
<td>B+</td>
<td>3.0</td>
<td>71-77</td>
</tr>
<tr>
<td>B</td>
<td>2.5</td>
<td>64-70</td>
</tr>
<tr>
<td>C+</td>
<td>2.0</td>
<td>57-63</td>
</tr>
<tr>
<td>C</td>
<td>1.5</td>
<td>50-56</td>
</tr>
<tr>
<td>Fail</td>
<td>0</td>
<td>Below 50</td>
</tr>
</tbody>
</table>

**Improvement of Grades**

If the student is failed to pass any course with good grades then s/he can avail the chance of improving it by appearing in the paper again for which the student is liable to submit a course fee as well.

**Clearance Process**

It is mandatory to acquire clearance from the university in the following situations:
- On graduation
- Withdrawal or separation

Moreover, processing time for degree issuance is 3 to 6 months. Without official clearance, no transcript will be issued to the students. The clearance from the following departments is required.
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- Nelson Mandela

**Convocation**

Indus University holds convocations to award the students on their remarkable performance and performance recognition serves as a motivating element for our pupils. The meritorious students are also decorated with medals. The categories are as follows:

<table>
<thead>
<tr>
<th>Medal Type</th>
<th>CGPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold Medal</td>
<td>4.0 or above</td>
</tr>
<tr>
<td>Silver Medal</td>
<td>3.8</td>
</tr>
<tr>
<td>Bronze Medal</td>
<td>3.6</td>
</tr>
</tbody>
</table>

**Terms & Conditions**

- The student could obtain one medal at a time.
- The recipient have not repeated or failed in the whole degree program.
- The recipient must complete the degree program within the prescribed time period.
- No dues have been withheld by the student.
- Participation in co/extra-curricular activities is given extra mileage.

**Financial Assistance**

As Benjamin Franklin quoted “An investment in knowledge pays the best interest” and Indus University has always laid great emphasis on imparting quality education among the masses. The literate and civilized society is our utmost dream and to fulfil the stated objective, Indus University has been actively involved in various activities and events.

In addition, the University offers two kinds of scholarships i.e. merit and need based scholarships. The criteria employs for former category is: three outstanding students from each department who acquire GPA 3.7 and/or above are awarded financial assistance on continuous basis and those who lie in the latter category are encouraged to pursue their studies despite the monetary obstacles. Thus, the management has always paid heed to enhance students’ learning by incorporating best practices within the university premises.

Note: The Scholarships are awarded by the Vice Chancellor to students bearing good character and who are in need of financial assistance. Indus University also offers 100% Scholarship to the children of martyrs of Armed Forces, Rangers, Police and all those who have become victims of target killings in Karachi.

**Classroom Decorum**

At Indus University, classes are held for 3 hours. The MS/MPhil/ PhD programs are usually conducted on weekends. The prior announcements are made in case of cancelling of classes. Furthermore, students should abide by the following rules and regulations:

- The student should reach in the class on time.
- Only three absences are allowed, in case of any serious issue; proper evidences to be displayed.
- Students should constantly visit the notice boards, Facebook official page, Moodle, Website for news and announcements regarding academic deadlines/policies.
- The student cannot enter the university without ID card.
- Total sixteen sessions are conducted and midterms and final exams are held after seventh and sixteenth week respectively.
- The minimum passing score for Bachelors/ Masters Program is 60 and 75 for MS/ MPhil/ PhD programs.
- Possess keen interest in studies and make possible timely completion of assignments, class activities and meeting the course objectives.

**Thesis & Plagiarism Policy**

- The student should thoroughly read the Research Policy while submitting the dissertation/thesis.
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- The thesis should be hard-bound (black with golden text)
- The thesis should follow APA Referencing Style (Fifth Edition)
- If any student is suspected for plagiarism with Similarity Index more than 19%, the thesis is placed for revision but if found guilty again, a penalty depending upon the intensity of the verified offence is imposed according to the HEC plagiarism policy.

 kali

- Student-teacher conflict

Hilaire Belloc said “All men have an instinct for conflict, at least all healthy men” similarly conflict is a natural instinct and one cannot deny its presence in any settings be it office, relationships, home, institutions, etc. There are multiple reasons that could create conflict between teacher and student. Some of them are as follows:

- Frequency between a teacher and student is not mismatched
- Lack of interest in the course by either entity
- Lack of coordination
- Communication barrier
- No show up or late arrival in the class
- Matters regarding submission of assignments/ grades/ lectures
- Behavioral issues
- Adjustment problems

Process Flow of Conflict Resolution

1. Occurrence of Conflict
2. Dialogue with the teacher
3. Instruction for Student:
   - Stay calm & prepare solid reasons and justification for your concerns.
4. If problem persists:
   - Formal Meeting with the Chairperson/ Program Coordinator
   - Dispute or grievance is placed before Discipline Committee
   - Appearance before a respective committee
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- Nelson Mandela

It is pertinent to mention that if a student is found guilty, s/he can be penalized for one or all of the following penalties:

- Issuing of a warning letter to student.
- Monetary fine.
- Letter of apology solicited from the student.
- Parents called to meet the Disciplinary Committee.
- Suspension for a week or more.
- Expulsion from the university.
- Any other consequence as the Committee may deem fit.

EXAMINATION RULES & REGULATIONS

- Admit card while appearing in the paper is compulsory.
- Arrival in the examination center after 15 minutes is not allowed.
- Question paper cannot be taken outside the examination hall.
- Invigilator can relocate the student if s/he finds it necessary.
- Borrowing of stationary items is not allowed.
- Departure from examination hall is permissible after an hour.
- Cheating or use of any unfair means during the exam is strictly prohibited and will result into deduction or cancelling of paper.
- Arguments or misbehavior with the invigilator shall be dealt by disciplinary actions.

INSTITUTIONAL SUPPORT

➢ Quality Enhancement Cell (QEC)

QEC has been established in 2010 with the mission to strengthen the higher education sector of Pakistan by setting up an exemplary Quality Assurance mechanism that shall be congruent with the national and international practices.

Mission Statement

QEC is committed to assure and enhance the quality of higher education at Indus University with respect to good teaching strategies, sound infrastructure, outcome based education, positive students’ perception, valid programs assessment tools and a learning environment conducive to research activities.

➢ Feedback Form

The students are required to fill the survey forms at different intervals which are used to gauge their insights for constant improvement of programs. Students should have to login in to their CMS portal to fill the following forms.

- Student Course Evaluation Questionnaire (at the end of every semester for every course)
- Teacher Evaluation Questionnaire (at the end of every semester for every course)
- Survey of Graduating Student (in the last semester)
- Alumni Survey Form (at the time of degree collection)
- Employer Survey (applicable after internship/ contacts made for Alumni Association)

➢ Career Placement Office

The Career Placement Office has been established with an aim to facilitate the students in number of ways. We want our students to lead a prosperous life and it can only be possible if the students are well-versed with the prospects of a better future. The helpdesk has been established under the umbrella of QEC and liaison has been established with various multinational companies, non-governmental organizations, pharmaceutical, automobile, textile, educational institutions, FMCGs, etc. Furthermore, assistance is provided in the following domains:
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- Nelson Mandela

- Industrial/ field trips
- Internship/ job placement
- Career Fairs
- Development Counseling

**Internships**

The students are required to do an internship for six to eight weeks in the entire degree program. This will help the students to gain hands-on experience, understanding of market trends, networking with the industry gurus, etc. The students are also issued letters on ground of submitting their references to the Industrial Liaison Officer. Indus University also provides the internship opportunity to its outstanding students and a certificate along with the reasonable stipend is also paid to them.

**Terms & Conditions**

The students have to abide by the following rules and regulations and contradiction to that will result into non-acceptance of internship. The students should submit the following:

- Internship report
- Certificate by the employer
- Employer survey form filled by the Reporting Manager.

**International Relations Office**

We certainly believe that the collaborative arrangements would help the resident and non-resident entities in number of ways including;

- Opportunity to establish strategic alliance
- Feasibility of Student/ Faculty Exchange Programmes
- Promotion of academic activities thereby, producing highly skilled workforce
- Dissemination of world class knowledge
- Possibility of offering cutting edge courses
- Last but certainly not least, relationships between the two countries will be strengthened and the delegates could exchange a great deal of knowledge with each other.
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**List of Universities Signed MoUs with Indus University**

<table>
<thead>
<tr>
<th></th>
<th>Country</th>
<th>University Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>United Kingdom</td>
<td>University of Bradford</td>
</tr>
<tr>
<td>2.</td>
<td>United Kingdom</td>
<td>University of Central Lancashire</td>
</tr>
<tr>
<td>3.</td>
<td>United Kingdom</td>
<td>Teesside University</td>
</tr>
<tr>
<td>4.</td>
<td>United Kingdom</td>
<td>University of Sunderland</td>
</tr>
<tr>
<td>5.</td>
<td>United Kingdom</td>
<td>Leicester College of Technology</td>
</tr>
<tr>
<td>6.</td>
<td>Turkey</td>
<td>Istanbul University</td>
</tr>
<tr>
<td>7.</td>
<td>Turkey</td>
<td>Istanbul Technical University</td>
</tr>
<tr>
<td>8.</td>
<td>Turkey</td>
<td>University of Gaziantep</td>
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<tr>
<td>9.</td>
<td>Turkey</td>
<td>Istanbul Medeniyet University</td>
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<tr>
<td>10.</td>
<td>Turkey</td>
<td>Dicle University</td>
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<td>11.</td>
<td>Turkey</td>
<td>Fatih University</td>
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<td>12.</td>
<td>Turkey</td>
<td>Zirve University</td>
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<td>13.</td>
<td>Turkey</td>
<td>Suleyman Sah University</td>
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<tr>
<td>14.</td>
<td>Turkey</td>
<td>Gediz University Izmir</td>
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<tr>
<td>15.</td>
<td>Turkey</td>
<td>Erzincan University</td>
</tr>
<tr>
<td>16.</td>
<td>Turkey</td>
<td>Bursa Technical University</td>
</tr>
</tbody>
</table>
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- *Nelson Mandela*

<table>
<thead>
<tr>
<th></th>
<th>Country</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>Turkey</td>
<td>Namik Kemal University</td>
</tr>
<tr>
<td>18.</td>
<td>Turkey</td>
<td>Bozok University</td>
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<td>19.</td>
<td>Turkey</td>
<td>Bitlis Eren University</td>
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<td>20.</td>
<td>Turkey</td>
<td>Ibrahim Cecen University</td>
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<td>21.</td>
<td>Turkey</td>
<td>Yildirim Beyazit University</td>
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<td>22.</td>
<td>Turkey</td>
<td>Hakkari University</td>
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<td>23.</td>
<td>Turkey</td>
<td>Erzurum Teknik University</td>
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<td>24.</td>
<td>Turkey</td>
<td>Aksaray University</td>
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<tr>
<td>25.</td>
<td>Turkey</td>
<td>Yildiz Technical University</td>
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<tr>
<td>26.</td>
<td>Turkey</td>
<td>Ipek University</td>
</tr>
<tr>
<td>27.</td>
<td>China</td>
<td>Yunnan University</td>
</tr>
<tr>
<td>28.</td>
<td>Italy</td>
<td>University of Parma</td>
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<tr>
<td>29.</td>
<td>France</td>
<td>IÉSEG School of Management</td>
</tr>
<tr>
<td>30.</td>
<td>UAE</td>
<td>University of Bolton (Ras Al Khaimah, Campus)</td>
</tr>
<tr>
<td>31.</td>
<td>UAE</td>
<td>Western International College FZE, Ras Al Khaimah</td>
</tr>
<tr>
<td>32.</td>
<td>Iran</td>
<td>Alzahra University</td>
</tr>
<tr>
<td>33.</td>
<td>Iran</td>
<td>Imam Khomeini International University</td>
</tr>
<tr>
<td>34.</td>
<td>Iran</td>
<td>Gorgan University of Agricultural Sciences and Natural Resources</td>
</tr>
<tr>
<td>35.</td>
<td>Iran</td>
<td>Iran University of Science and Technology</td>
</tr>
</tbody>
</table>
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- Nelson Mandela

| 36. | Iran | Allameh Tabataba’I University, Tehran |
| 37. | Jordan | Zarqa University |
| 38. | Jordan | Tafila Technical University |
| 39. | Jordan | Al-Zaytoonah University of Jordan |
| 40. | Morocco | Cadi Ayyad University |
| 41. | Sudan | University of Kordofan |
| 42. | Sudan | University of Gezira |
| 43. | Sudan | Alzaiem Alazhari University |
| 44. | Sudan | University of Dalanj, Dalang |
| 45. | Sudan | Al-Neelain University, Khartoum |
| 46. | Sudan | University of Bahri |
| 47. | Sudan | Red Sea University, |
| 48. | Sudan | Nile Valley University, Atbara |
| 49. | Sudan | Emam El Mahdi University, Kosti |
| 50. | Sudan | University of Kassala, Kassala |
| 51. | Sudan | University of Gadarif, Al Qadarif |
| 52. | Iraq | Ishik University |
| 53. | Nigeria | Katsina University |
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<table>
<thead>
<tr>
<th>No.</th>
<th>Country</th>
<th>University/Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>54.</td>
<td>Bangladesh</td>
<td>Islamic University of Technology</td>
</tr>
<tr>
<td>55.</td>
<td>Bangladesh</td>
<td>International Islamic University, Chittagong</td>
</tr>
<tr>
<td>56.</td>
<td>Bangladesh</td>
<td>Royal University of Dhaka, Dhaka</td>
</tr>
<tr>
<td>57.</td>
<td>Bangladesh</td>
<td>Jessore University of Science and Technology</td>
</tr>
<tr>
<td>58.</td>
<td>Uganda</td>
<td>Islamic University in Uganda</td>
</tr>
<tr>
<td>59.</td>
<td>Uganda</td>
<td>Mbarara University of Science &amp; Technology</td>
</tr>
<tr>
<td>60.</td>
<td>Cameroon</td>
<td>University of Bamenda</td>
</tr>
<tr>
<td>61.</td>
<td>Pakistan</td>
<td>University of Karachi</td>
</tr>
<tr>
<td>62.</td>
<td>Pakistan</td>
<td>Mehran University of Engineering &amp; Technology, Jamshoro</td>
</tr>
<tr>
<td>63.</td>
<td>Pakistan</td>
<td>University of Sindh, Jamshoro</td>
</tr>
<tr>
<td>64.</td>
<td>Pakistan</td>
<td>The University of Lahore, Lahore</td>
</tr>
<tr>
<td>65.</td>
<td>Pakistan</td>
<td>University of Balochistan, Quetta</td>
</tr>
<tr>
<td>66.</td>
<td>Pakistan</td>
<td>BUIITEMS, Queeta</td>
</tr>
<tr>
<td>67.</td>
<td>Pakistan</td>
<td>Institute of Business Administration, Sukkur</td>
</tr>
<tr>
<td>68.</td>
<td>Pakistan</td>
<td>COMSATS Institute of Information Technology</td>
</tr>
<tr>
<td>69.</td>
<td>Pakistan</td>
<td>Shah Abdul Latif University, Khairpur</td>
</tr>
<tr>
<td>70.</td>
<td>Pakistan</td>
<td>Muhammad Ali Jinnah University, Karachi</td>
</tr>
<tr>
<td>71.</td>
<td>Pakistan</td>
<td>Foundation University, Islamabad</td>
</tr>
</tbody>
</table>
**Education is the most powerful tool which you can use to change the world.**

- Nelson Mandela

| 72. | Pakistan | Hajvery University, Lahore |
| 73. | Pakistan | Sindh Agricultural University, Tandojam |
| 74. | Pakistan | Bacha Khan University, Charsadda |
| 75. | Pakistan | Khushal Khan Khattak University, Karak |
| 76. | Pakistan | Sardar Bahadur Khan. Women's University, Quetta |
| 77. | Pakistan | Shaheed Mohtarma Benazir Bhutto Medical University, Larkana |
| 78. | Pakistan | Shaheed Benazir Bhutto University, Sheringal |
| 79. | Pakistan | GIFT University, Gujranwala |
| 80. | Pakistan | City University of Science & Information Technology, Peshawar |
| 81. | Pakistan | Quaid-e-Azam University of Engineering, Science & Technology, Nawabshah |
| 82. | Pakistan | Virtual University of Pakistan |
| 83. | Pakistan | Benazir Bhutto Shaheed University, Lyari |
| 84. | Pakistan | Balochistan University of Engineering and Technology, Khuzdar |
| 85. | Pakistan | University of Sargodha, Sargodha |
| 86. | Pakistan | Shaheed Benazir Bhutto University of Veterinary & Animal Sciences, Sakrand |
| 87. | Pakistan | University of Swabi, KPK |
| 88. | Pakistan | The Women University, Multan |
| 89. | Pakistan | Sarhad University of Science & Information Technology, Peshawar |
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- Nelson Mandela

<table>
<thead>
<tr>
<th></th>
<th>Country</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>90.</td>
<td>Pakistan</td>
<td>Shaheed Zulfiqar Ali Bhutto Law College, Karachi</td>
</tr>
<tr>
<td>91.</td>
<td>Pakistan</td>
<td>National University of Modern Languages</td>
</tr>
<tr>
<td>92.</td>
<td>Pakistan</td>
<td>Mirpur University of Science &amp; Technology</td>
</tr>
<tr>
<td>93.</td>
<td>Malaysia</td>
<td>University of Malaya, Kuala Lumpur</td>
</tr>
<tr>
<td>94.</td>
<td>Malaysia</td>
<td>Universiti Sains Islam Malaysia</td>
</tr>
<tr>
<td>95.</td>
<td>Afghanistan</td>
<td>Bayan Institute of Higher Education, Kabul</td>
</tr>
<tr>
<td>96.</td>
<td>Kyrgyzstan</td>
<td>International Atatürk-Alatoo University, Bishkek</td>
</tr>
<tr>
<td>97.</td>
<td>Libya</td>
<td>AL Gobal Al Gharbi University</td>
</tr>
<tr>
<td>98.</td>
<td>South Korea</td>
<td>Sun Moon University</td>
</tr>
</tbody>
</table>
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- Nelson Mandela

Library

The only thing that you absolutely have to know is the location of the library. (Albert Einstein)

Library provides a rich educational environment to students where they can think, grow, connect and share their ideas with others. There are more than thousand books available for disciplines offered by Indus University. The curriculum and thesis are also available in the library. Moreover, new library is under construction which is more spacious and built according to contemporary requirements. The workstations are also installed in the library for the ease of students. Moreover, number of reference books, physical and online journals, magazines, reviews is also placed in the library.

HEC PERN

The access to Pakistan Education Research Network (PERN) shall be made available soon that includes e-books, e-journals and review papers.

Library Rules & Regulations

- The student is required to have a library card for issuance of any book.
- The marking, defacing or damaging of Library materials will be regarded as a serious offence and may be subject to the University disciplinary rules.
- Any scratch found must be reported immediately to Library staff.
- Readers who are responsible for an item which is damaged or lost will be required to pay for the cost of replacement.
- In accordance with the University's general disciplinary regulations, the librarian may suspend persistent offenders from the use of the University Library.
- A charge will be made for the replacement of a reader's card which has been lost or which through damage is made unusable.
- Smoking is not allowed in the Library.
- The consumption of food and drink is not allowed in the Library.
- The use of mobile phones is not allowed.
- Reference and reserved books cannot be issued from the library.
- Charges are levied for late submission of books.
- Borrowing privileges may also be withdrawn from persons constantly irregular in returning books.
- Loud discussion, noise and disturbance are strictly prohibited.
- Books borrowed can be retained for a period of maximum 7 days.
- In case a book is required for more than 7 days, it may be reissued. The book needs to be physically presented for date extension.
- A fine of 10/- per day for each overdue book will be charged.
- The current market price will be charged in case of loss/damage of a book.
- No reference material including; encyclopaedia, magazines, dictionaries or atlas will be issued to any student/borrower.

Contact Person: Ms. Sadia Arshad
Designation: Head Librarian
Email: librarian@indus.edu.pk
UAN: 111-400-300 Ext: 119
Education is the most powerful tool which you can use to change the world.

- Nelson Mandela

**Computer Labs**

There are seven computer labs altogether in the university. The following softwares have been available for the students.

<table>
<thead>
<tr>
<th>Software</th>
<th>Version/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPSS version 20</td>
<td>AUTOCAD</td>
</tr>
<tr>
<td>Circuit Maker</td>
<td>Electronic work branch</td>
</tr>
<tr>
<td>MASM</td>
<td>MATLAB</td>
</tr>
<tr>
<td>TURBO C</td>
<td>MODELSIL</td>
</tr>
<tr>
<td>DEV</td>
<td>3D MAX 2010</td>
</tr>
<tr>
<td></td>
<td>ADOBE PHOTOSHP CS 2</td>
</tr>
<tr>
<td></td>
<td>KEIL</td>
</tr>
<tr>
<td></td>
<td>ADOBE ILLUSTRATOR</td>
</tr>
<tr>
<td></td>
<td>GOOGLE SCATCH</td>
</tr>
</tbody>
</table>

The purpose of the computer labs is to facilitate the students with advanced technology thereby; developing them into holistic individuals.

**OPERATING HOURS**

<table>
<thead>
<tr>
<th>Day</th>
<th>Morning Shift</th>
<th>Evening Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Saturday</td>
<td>8:30 AM to 3:30 PM</td>
<td>3:30 PM to 10:00 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>10:00 AM to 4:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

**Contact Person:** Kashif Ali  
**Designation:** Networking Engineer  
**Email:** it.services@indus.edu.pk  
**UAN:** 111-400-300 Ext: 106  
**Location:** Building 3, 1st Floor

**Generator**

Two generators with a capacity of 200 KVA and 100 KVA have been installed at Indus University that covers almost the entire university.
Education is the most powerful tool which you can use to change the world.  

- Nelson Mandela

➤ Canteen

The healthy and variety of food is available at subsidized rates. Two canteens along with the sitting area is available for the students. They are open from 9AM to 9 PM seven days a week. The following items are available at student’s disposal.

<table>
<thead>
<tr>
<th>MEAL</th>
<th>SNACKS</th>
<th>BEVERAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Biryani</td>
<td>Samosaas</td>
<td>Flavored Milk Juices</td>
</tr>
<tr>
<td>Chicken Qorma</td>
<td>Chips</td>
<td>Soft Drinks</td>
</tr>
<tr>
<td>Chicken Karhai</td>
<td>French Fries</td>
<td>Nestle Juices</td>
</tr>
<tr>
<td>AalooQima</td>
<td>Biscuits &amp; candies</td>
<td></td>
</tr>
<tr>
<td>Spaghetti</td>
<td>Chocolates</td>
<td></td>
</tr>
<tr>
<td>Lentils</td>
<td>Chicken &amp; cheese roll</td>
<td></td>
</tr>
<tr>
<td>Curry</td>
<td>Sandwiches</td>
<td></td>
</tr>
</tbody>
</table>

➤ Girls Common Room (GCR) & Washroom

The GCR is located on the first floor in Building 1 where the female students can offer prayers and relax in a congenial environment. The female students could do combined studies and brainstorm their ideas with their class mates.

➤ Photoshop & Tuck Shop

The students are provided the following services:

- Stapling
- Binding
- Stationary
- Photocopying
- Printing
- Course Syllabus, outlines and assignments

Contact Person: Mansoor  
Designation: Photocopier  
UAN: 111-400-300 Ext: 126  
Location: Building 1, 1st Floor

➤ Transport facilities

Indus University is located at a prime location in the city of Karachi, adjacent to National Stadium. The students can also visit nearby spots including: Shazz superstore, McDonalds, Expo Centre, Burger Inc.

The female students could commute via private vans. Details regarding bus routes can be taken from Mr.Riaz who is placed in Admissions Dept.
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- Nelson Mandela

STUDENTS’ CODE OF ETHICAL CONDUCT

The following actions are strictly prohibited:

- Violation of public morals, such as use of indecent and abusive language; undesirable verbal remarks and vulgar gestures; acts of moral turpitude; quarrelling; fighting; use of force; breaking laws; etc.
- Spreading negative word of mouth or written material religious, sectarian, ethnic, regional or linguistic conflict or hatred.
- Impersonation, giving false information, wilful suppression of information, cheating, deceiving, plagiarizing.
- Possession, carrying or use of any type of weapons/fire arms or explosive material in the premises of the campus.
- Damaging campus property, including its building, equipment, vehicles, etc.
- Using campus property, including its building, equipment, vehicles, etc. without lawful authority.

➢ Dress Code

For Girls

- Girls should wear a minimum of short sleeves, no sleeveless dresses/T-shirts is allowed.
- Short tops, fitted T-shirts or clothing which is revealing is not allowed.
- Ankle (full) length jeans/trousers are permissible with long, shirts or kurtis.
- No short length trousers or capris are allowed.
- Dupattas are appreciable.

For Male

- Shirts/t-shirts with any inscription, graphics or lettering is strictly prohibited.
- Brand logos, names, symbols are allowed.
- Short trousers and open slippers are not allowed.
- Appearance should be tidy e.g. shaven faces, neatly cut and combed hair, properly maintained beards are appreciable.

PROCEDURE FOR FEE PAYMENT

Students can pay the fee in two installments:

- 50% till Midterm
- 50% before final examination

The fee payment procedure is explicitly mentioned below:

- Entry of student is done in the software and student ID is generated.
- Fee structure is mentioned in the Approval Book.
- Voucher is issued by Accounts Dept.
- Submission of fee in the bank takes place.
- Original copy is returned to the student and one copy is kept with the Admissions Dept.
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CO-CURRICULAR/ EXTRA-CURRICULAR ACTIVITIES

- **Students’ bodies**

  The students’ bodies have been formed for development of students into holistic individuals. Different bodies have been established that work in various dimensions ranging from arranging guest speaker sessions, picnics to entertainment activities.

  - Indus University Business Society
  - Indus University Civil Society
  - Indus University Engineering Society
  - Indus University Design Society
  - Indus Computing Society
  - Indus University Technology Society

- **Sports**

  The sports activities are necessary for physical fitness and healthy mindsets. Students enjoy number of indoor and outdoor games including: cricket, football, basketball, etc.

  **Contact Person:** Wasif  
  **Designation:** Sports Manager  
  **UAN:** 111-400-300 Ext: 123  
  **Location:** Building 1, 4th Floor

INFORMATION CELL

The Information Cell has been established to facilitate the students in number of ways. For instance; the students can submit their applications in person on various matters including:

- Fee
- Leave
- Transfer of credit hours
- Exam
- Course withdrawal
- Combined marksheet
- Degree
- Clearance
- Alumni Forms

  **Contact Person:** Mujeeb Haider  
  **Designation:** Record Keeper  
  **UAN:** 111-400-300 Ext: 129  
  **Location:** Building 1, Academic Block
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- Nelson Mandela