

HANDBOOK

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

(Nelson Mandela)

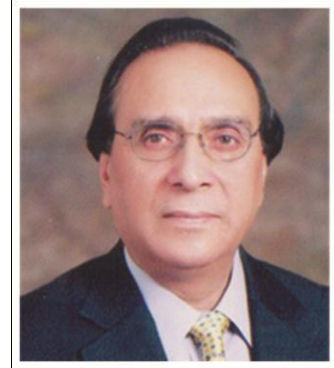
STUDENT HANDBOOK

The Guide to Better Performance



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 is to 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!



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.

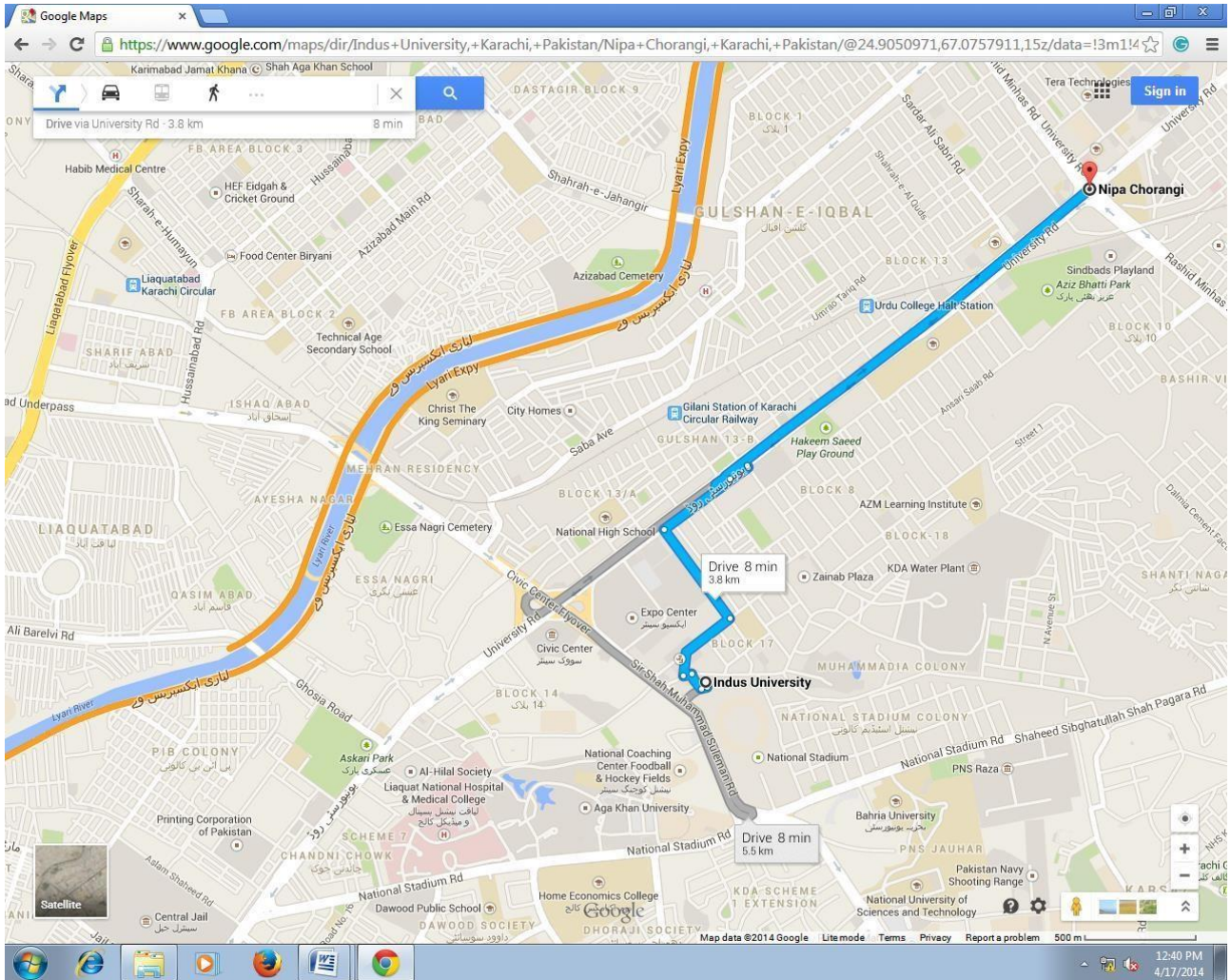
CORE VALUES

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.

Map Direction of Indus University



Organizational Structure of Indus University

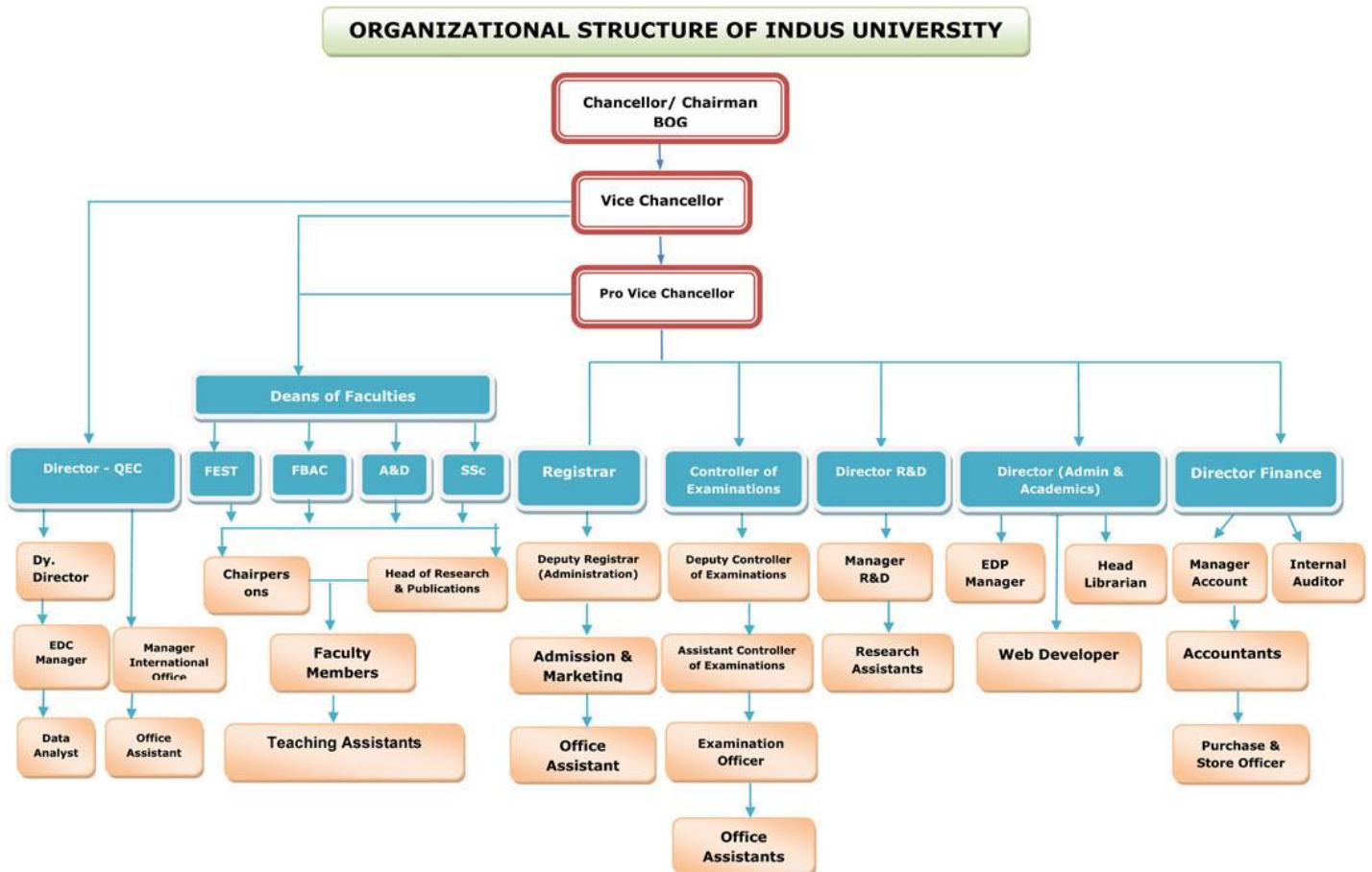


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RULES & REGULATIONS FOR STUDENTS

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:

Spring Semester:	January – June
Fall Semester:	July – December

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.

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

i. Theory Course (100 marks)

Assessment Method	Duration	Marks Distribution
Mid-Term Exam	Two (2) Hours	30
Sessional Marks Quizzes/Assignments/ Presentations	N/A	20
Final Examination	Three (3) Hours	50
	Total	100

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

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

ii. Lab Course (50 Marks)

Assessment Method	Marks Distribution
Lab Sessional Quizzes/Assignments/ Presentations	20
Final Examination Viva Voce Examination (18 Marks) Project Lab Task (12 Marks)	30
	Total
	50

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

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**

Grade	Point Value	Numerical Value
A+	4.00	85 above
A	3.5	78-84
B+	3.0	71-77
B	2.5	64-70
C+	2.0	57-63
C	1.5	50-56
Fail	0	Below 50

➤ **Improvement of Grades**

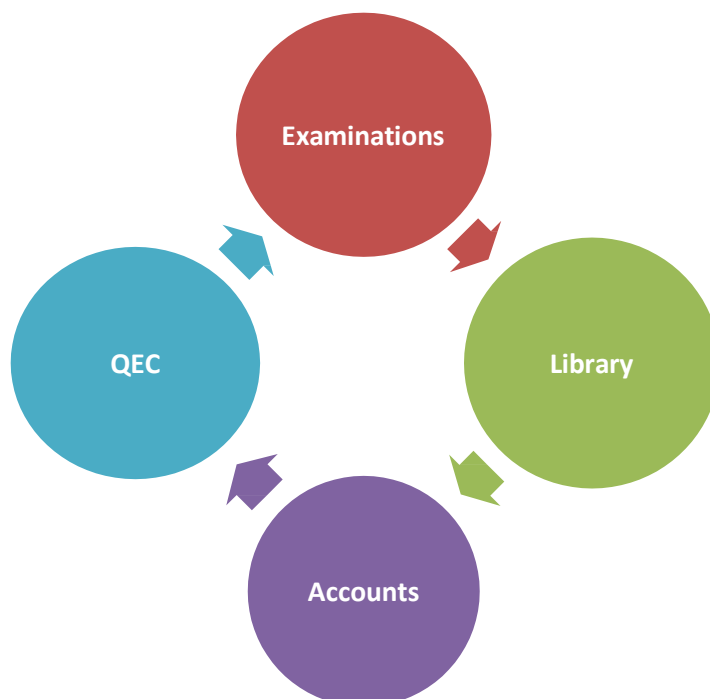
If the student is failed to pass any course with good grades then s/he can avail the chance of improving it by appearing in the paper again for which the student is liable to submit a course fee as well.

➤ **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.



➤ 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:

Gold Medal	CGPA of 4.0 or above
Silver Medal	CGPA of 3.8
Bronze Medal	CGPA of 3.6

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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- Nelson Mandela

- 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.

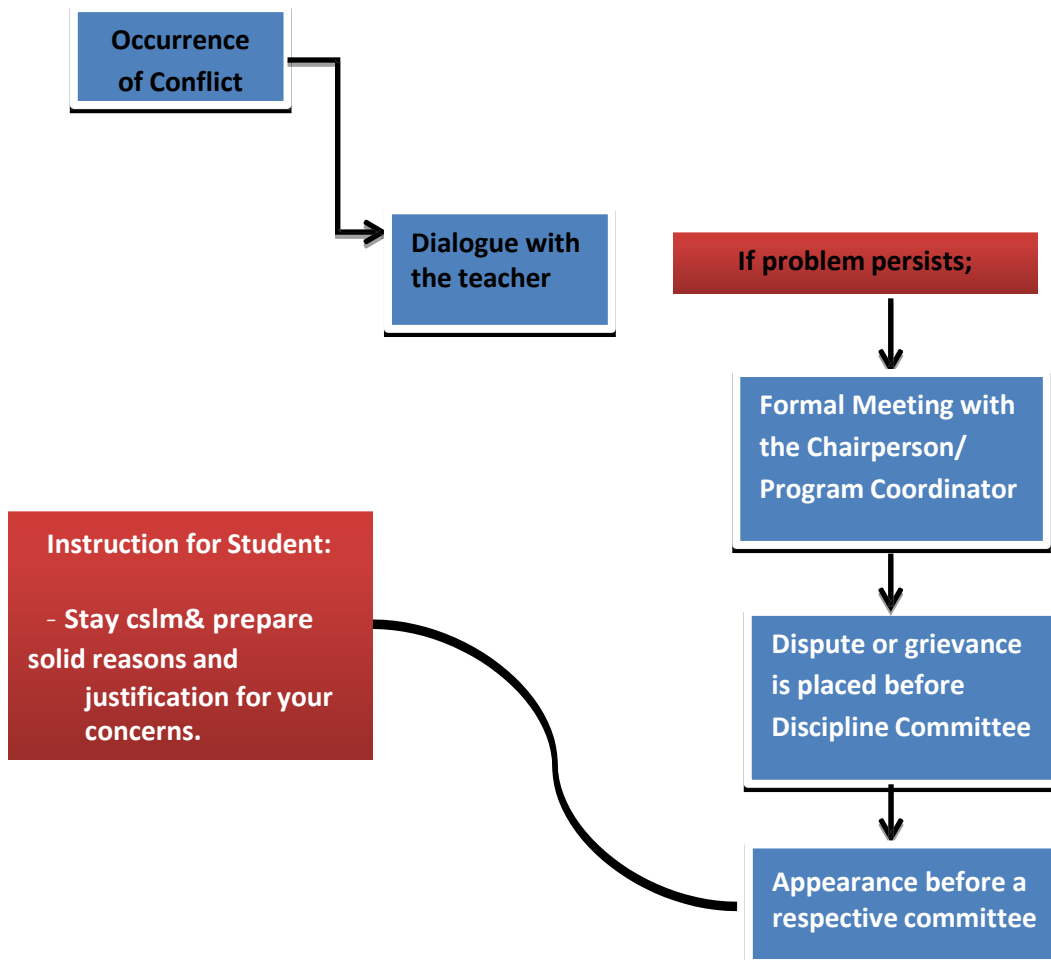
➤ *Student-teacher conflict*

HilaireBelloc 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



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:

- 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.

Contact Person: Ms.Saba Khan
Designation: Industrial Liaison Officer
Contact Hours: 10 AM to 6 PM
Email: liaison_officer@indus.edu.pk
Direct Line: 34801430

➤ *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.

Contact Person: Mr.Rohail AKS
Designation: Manager IR
Contact Hours: 10 AM to 6 PM
Email: rohail@indus.edu.pk
Direct Line: 34801430 Ext: 127

List of Universities Signed MoUs with Indus University

1.	United Kingdom University of Bradford
2.	United Kingdom University of Central Lancashire
3.	United Kingdom Teesside University
4.	United Kingdom University of Sunderland
5.	United Kingdom Leicester College of Technology
6.	Turkey Istanbul University
7.	Turkey Istanbul Technical University
8.	Turkey University of Gaziantep
9.	Turkey Istanbul Medeniyet University
10.	Turkey Dicle University
11.	Turkey Fatih University
12.	Turkey Zirve University
13.	Turkey Suleyman Sah University
14.	Turkey Gediz University Izmir
15.	Turkey Erzincan University
16.	Turkey Bursa Technical University

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

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

54.	Bangladesh Islamic University of Technology
55.	Bangladesh International Islamic University, Chittagong
56.	Bangladesh Royal University of Dhaka, Dhaka
57.	Bangladesh Jessore University of Science and Technology
58.	Uganda Islamic University in Uganda
59.	Uganda Mbarara University of Science & Technology
60.	Cameroon University of Bamenda
61.	Pakistan University of Karachi
62.	Pakistan Mehran University of Engineering & Technology, Jamshoro
63.	Pakistan University of Sindh, Jamshoro
64.	Pakistan The University of Lahore, Lahore
65.	Pakistan University of Balochistan, Quetta
66.	Pakistan BUIITEMS, Queeta
67.	Pakistan Institute of Business Administration, Sukkur
68.	Pakistan COMSATS Institute of Information Technology
69.	Pakistan Shah Abdul Latif University, Khairpur
70.	Pakistan Muhammad Ali Jinnah University, Karachi
71.	Pakistan Foundation University, Islamabad

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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90.	Pakistan Shaheed Zulfiqar Ali Bhutto Law College, Karachi
91.	Pakistan National University of Modern Languages
92.	Pakistan Mirpur University of Science & Technology
93.	Malaysia University of Malaya, Kuala Lumpur
94.	Malaysia Universiti Sains Islam Malaysia
95.	Afghanistan Bayan Institute of Higher Education, Kabul
96.	Kyrgyzstan International Atatürk-Alatoo University, Bishkek
97.	Libya AL Gobal Al Gharbi University
98.	South Korea Sun Moon University

➤ **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.SadiaArshad
Designation: Head Librarian
Email: librarian@indus.edu.pk
UAN: 111-400-300 Ext: 119

➤ **Computer Labs**

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

SPSS version 20	AUTOCAD	Circuit Designing
Circuit Maker	Electronic work branch	KEIL
MASM	MATLAB	ADOBE PHOTOSHP CS 2
TURBO C	MODELSIL	ADOBE ILLUSTRATOR
DEV	3D MAX 2010	GOOGLE SCATCH

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

OPERATING HOURS	
Monday to Saturday	
Morning Shift	8:30 AM to 3:30 PM
Evening Shift	3:30 PM to 10:00 PM
Sunday	
Morning Shift	10:00 AM to 4:00 PM

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.

➤ **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.

MEAL	SNACKS	BEVERAGES
Chicken Biryani	Samosaa	Flavored Milk Juices
Chicken Qorma	Chips	Soft Drinks
Chicken Karhai	French Fries	Nestle Juices
AalooQima	Biscuits & candies	
Spaghetti	Chocolates	
Lentils	Chicken & cheese roll	
Curry	Sandwiches	

➤ **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.

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.

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

Indus University



www.indus.edu.pk



Gulshan-e-Iqbal:

Plot ST-2D, Block-17, Gulshan-e-Iqbal, Karachi. UAN: 111-400-300