

HANDBOOK

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

(Nelson Mandela)

STUDENT HANDBOOK

The Guide to Better Performance



Mr. Khalid Amin Sheikh - 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.



Dr. Asim ur Rehman Khan - Vice Chancellor

It is indeed a proud moment for me to lead one of the prestigious universities of the country as Vice Chancellor. It is an honor that I cherish and will do my best to make Indus University a name among the leading institutions of higher learning. I feel profoundly indebted to Almighty Allah for the continued blessings. I am also thankful to honorable Chancellor for trusting me for this arduous responsibility.

Indus University has a Charter by Govt. of Sindh. We have six faculties offering degrees in Computing, Management Sciences, Fashion Design, Textile Design, Interior Design, Media Sciences, Electrical Engineering, Science & Technology, and Physiotherapy. These programs offer degrees at various level, including BS, MS, and PhD. We have students from the entire country, including Azad Kashmir and Gilgit Baltistan. The University offers generous financial assistance to the less privileged students.

Indus University promotes blended learning by inculcating skill based knowledge as well as the traditional education. The University has a state of the art laboratories for its students, and faculty. The University aims to strengthen its linkages with other academic institutions, industry, and with the universities abroad. It is my utmost desire to see Indus University becoming a leading University of the country.



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Vision, Mission, and Core Values

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

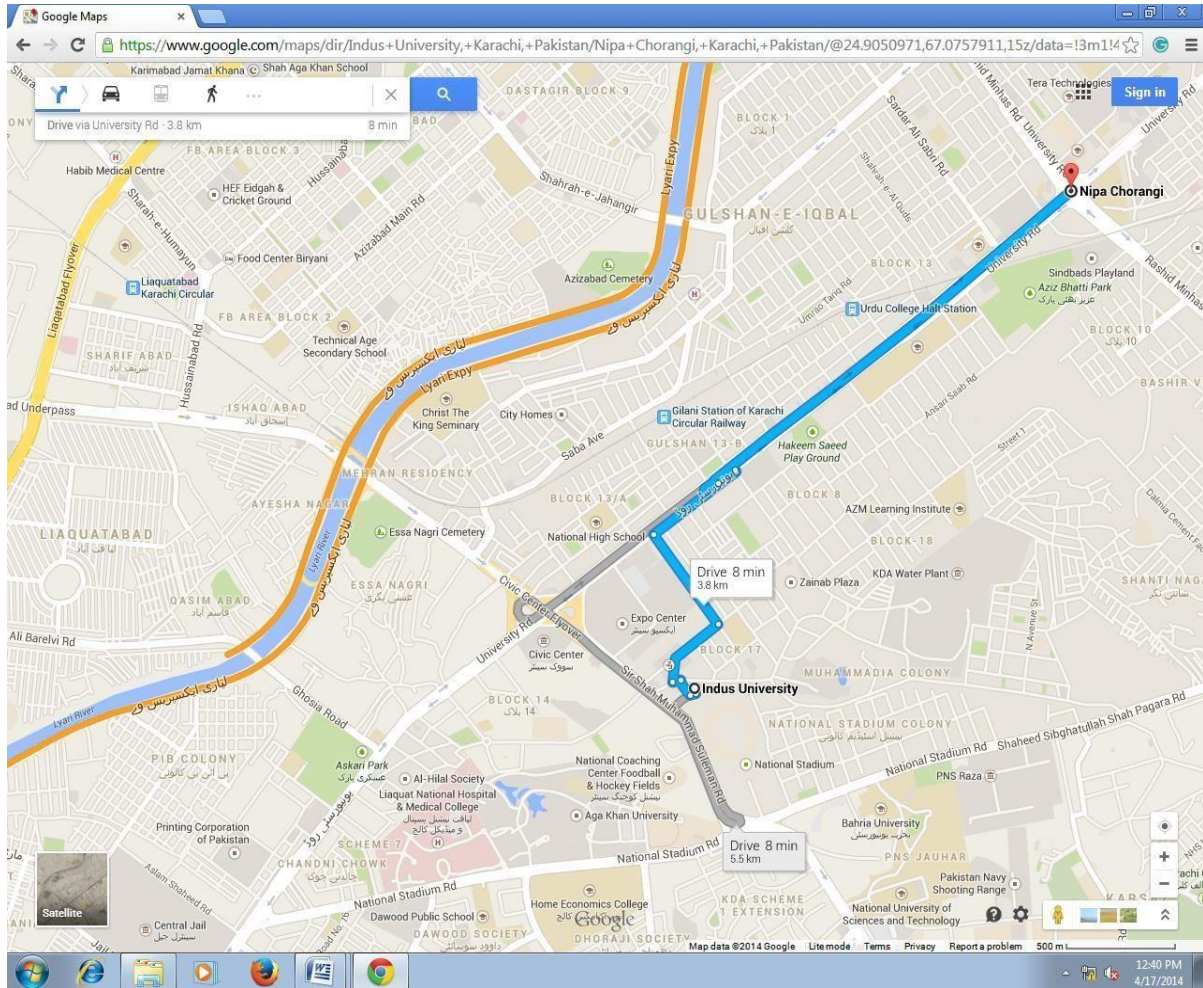
Indus University enriches students and society by creating and disseminating fresh perspectives in knowledge, research, leadership and application. Our community of scholars and alumni is devoted to build sustainable society nationally and internationally.

COREVALUES

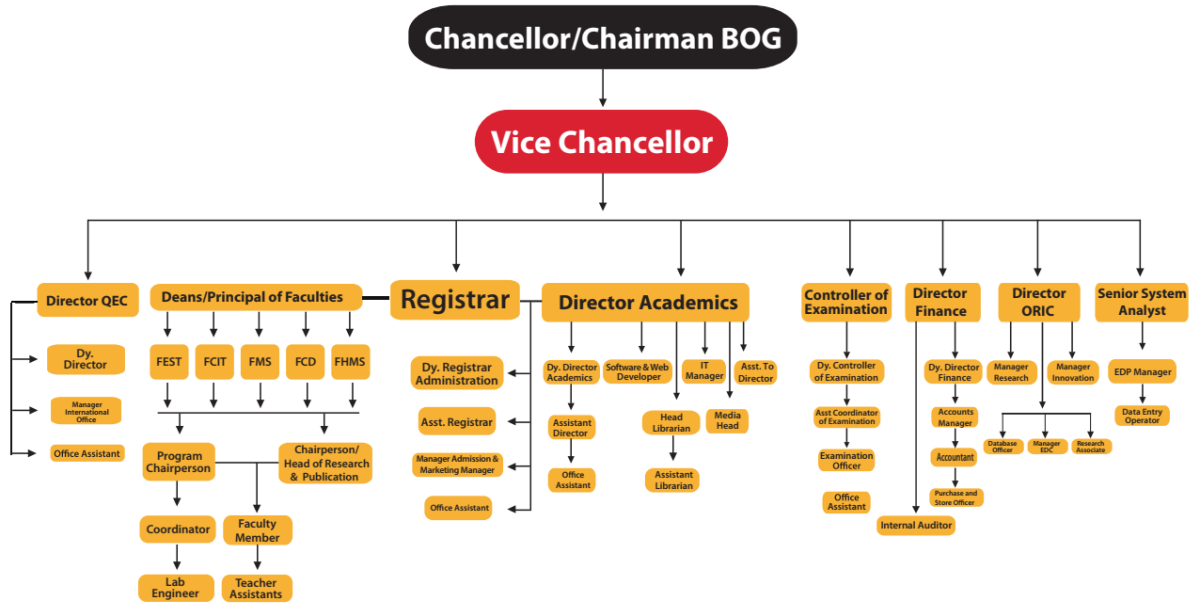
We cherish our ideals and mission by stewardship of following values:

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

Map Direction of Indus University



Organizational Structure



1. ACADEMIC RULES & REGULATIONS

1.1 Admission Policy

a. Merit:

The admission is 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 worth mentioning 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:

The Academic year for regular programs consists of two regular semesters and a summer as given below

Fall Semester: September – December

Spring Semester: January – May

Summer Semester: July and August

Summer Semester is offered for the courses which a student has previously studied in a regular semester and either failed or unable to complete due to any reason. Students may repeat a course during summer for grade improvement.

d. Semester Duration:

The duration of regular semesters (Spring & Fall) comprises of a 16 weeks of classes, and two weeks for the final examination. The summer semester comprises of 8-weeks that includes the mid-term examination, and the final examination.

e. Course Exemption / Transfer:

An Equivalence Committee decides about the transfer/migration cases from universities and other institutions. The terms & conditions are as follows:

- i) 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.
- ii) 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%.

iii) 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.

iv) 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)

v) 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 s/he has completed 50% coursework at other university, then entry exam shall be exempted.

f. 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.

g. Orientation Session:

An orientation session is planned at the start of first 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.

h. 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 s/he fails to maintain at least 75% attendance in that subject.

1.2 Course Registration Process

a. Course Registration Process

The course registration is carried out before commencement of classes of each semester. Further, following is the course registration procedure:

- a) All prerequisite courses are cleared
- b) Clear all previous fees and dues before registration.
- c) Register physical / online.
- d) Pay semester fees by the due date.
- e) In a regular semester (Fall and Spring) students without academic warning are expected to take courses prescribed in the prospectus.
- f) The normal course load is 5 courses, however, students can register for more courses provided they are not getting ahead of their batch.

b. 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.

c. Course Withdrawal

- i. 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 s/he realizes that s/he is not going well in the particular subject and taking its final examination, may badly affect his/her current GPA.
- j. Full fee shall be charged for any withdrawn course(s). There shall be **no full or partial refund of fee** allowed under any circumstances.
- k. Grade “W” will be mentioned in the transcript for any withdrawn courses and it will not be counted in the calculation of the CGPA.
- l. Not more than two (2) courses can be withdrawn in one semester. The same course cannot be withdrawn twice.

d. Registration of Students under Academic Warning

A student under academic warning or probation:

- a) Must register for all such courses, in which the grade was F, provided these courses are being offered.
- b) Should register for all such courses, in which the grade was D, D+ or C-, provided these courses are being offered.
- c) Should not register for more than five courses.
- d) Parents/guardian will be called to the campus for a meeting with the HoD for sharing the unsatisfactory academic performance of the student.
- e) Students on 2nd academic warning must NOT register for a new course, unless approved by the HoD.

e. Registration of courses with Theory and associated Lab:

- a) A student has to register for both the Theory and Lab part of a course.
- b) A student cannot withdraw from either Theory or Lab part of the course. Must withdraw from both.
- c) If a student fails in Theory but passes the Lab, both theory and lab must be repeated.
- d) If a student passes Theory but fails in Lab, only Lab needs to be repeated.
- e) If a student, who has passed both Theory and Lab, wishes to improve grade in the course, s/he must register for both Theory and Lab.

e. Registration of Final Year Project (FYP)

- a) Final Year Project (FYP) is offered in the second last regular semester. It spans over two semesters (FYP-I and FYP-II).
- b) A student must have passed all courses shown in the study plan of the degree program (up to the second last semester) and his warning count must be zero to register for FYP-I.
- c) A student shall register for FYP-I in his/her second last semester. The Head of Department will approve registration in FYP-I after being satisfied that the student will graduate in the subsequent semester.
- d) The Head of department can allow registration in FYP-I where there is a deficiency of one course.
- e) The Director of the campus can allow registration in FYP-I where there is deficiency of two courses.

- f) Registration in FYP-II is allowed only after successful completion of FYP-I.
- f. Suspension of Registration

Registration of a student is suspended in any of the following situations:

- a) Failure to complete registration formalities in time.
 - b) Failure to apply for deferment of registration.
 - c) On recommendation of a Disciplinary Committee.
 - d) Unsettled matters with the University.
- g. Restoration of Suspended Registration

A student whose registration is suspended may request for restoration of registration provided s/he has settled all issues that resulted in suspension, and has paid all dues.

- h. Freezing of Semester

A student may request freezing of his/her admission for up to 2 semesters along with prescribed 'Semester Freeze' charges.

- i. Adding or Dropping a Course

- A student can drop/add any course, if due to any reason, within two weeks after commencement of classes. Approval of the Head of Department is essential.
- 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.
- Students are not allowed to drop any course in the first two semesters.
- Students cannot drop a course in the summer semester.

- j. Withdrawal from a Course

- a) Fee is not refunded for a withdrawn course.
- b) Application for withdrawal from a course must be countersigned by the parent or the guardian of the student. Request for withdrawal must be approved by the HoD.
- c) Students are not allowed to withdraw from any course in the first two semesters unless necessitated by unavoidable circumstances. Request for withdrawal in the first two semesters must be approved by the Director of the campus.
- d) Deadline to withdraw from a course is the last day of classes.

e) Students on any form of financial support are not allowed to withdraw from any course.

k. Course Replacement Policy

Following conditions must be fulfilled before submitting a course replacement request to the Dean for approval:

- The student has either completed degree requirements or will complete at the end of the current semester.
- The Grade in the course to be replaced is 'F'
- The course to be replaced was not offered in the following semesters.
- The replacing course was passed at least one semester after the course to be replaced was taken.
- A core course cannot be replaced by any other course.

1.3 Student Progress Monitoring Policy

a. 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.

b. 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.

c. 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/ Master's 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.

1.4 Financial Assistance

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.

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.

1.5 Program Completion

a. Clearance Process

It is mandatory to acquire clearance from the university in the following situations:

- i. On graduation
- ii. 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.

- Account's Department
- Library
- Executive Development Centre (EDC)

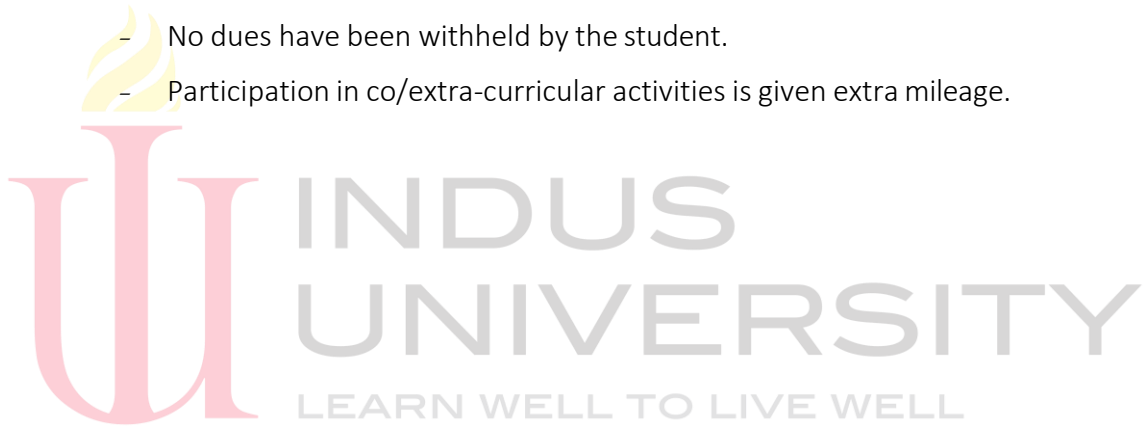
b. Convocation

Indus University holds convocation 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
- Silver Medal CGPA of 3.8
- Bronze Medal CGPA of 3.6

Terms & Conditions

- The student can obtain one medal at a time.
- The recipient have not repeated or failed in any course 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.



1. OUTCOME BASED EDUCATION (OBE)

Most of the programs of Indus University are mapped on Outcome Based Education (OBE) system. In contrast to the traditional education system, an OBE system is explicitly covering each learning outcomes that is assigned to a course. The assessment is made based on both the course level, and as well as at the program level. The three levels of knowledge evaluation are Cognitive, Psychomotor, and Affective:

- Cognitive: Identifies the knowledge depth, primarily from the course assessment
- Psychomotor: Hands-on knowledge, primarily from the labs course assessment
- Affective: Life-long learning

Another important definitions are Course Learning Outcome (CLO), Program Learning Outcome (PLO), and Program Educational Objective (PEO):

- CLO is based on the assessment at the end of a course
- PLO is based on the assessment at the end of a program
- PEO is based the assessment after 5-years of graduation

At the end of a semester, a student receive CLO assessment for each course, and also a fraction of PLO for each course. The fraction of PLOs are accumulates throughout the program, and combine a score in various PLOs. The number of PLOs vary at 10-12 depending on the program.

There are two kinds of assessment techniques: a direct assessment and an indirect assessment. A direct assessment is by assignment, quizzes, midterm and final examination. An indirect assessment is through graduating surveys, and employer surveys.

The CLOs and PLOs are evaluated by director assessment, while the PEOs are evaluation through indirect assessments.

2. CAMPUS MANAGEMENT SYSTEM (CMS)

All student receives a user name and a password of the Campus Management System (CMS) once they are admitted in any program of Indus University. It is recommended that they change the password on their first login. They need to spend good time to learn all the features of CMS as soon as possible. They can ask their friends, seniors, program coordinators, and faculty members. The CMS is managed by EDP department. In case of any unresolved issue they can approach EDP office for further help. Following are some of the features of CMS.

- Course Registration
- Course contents, presentations
- Class schedule
- Class Attendance
- Examination Result
- Student Evaluation
- Fee payments
- Library
- Announcements



3. EXAMINATION RULES & REGULATIONS

3.1 Examination rules and 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.

3.2 Exam Result Moderation Policy

a. 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	30
Viva Voce Examination (18 Marks) Project Lab Task (12 Marks)	
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.

b. Grading Criteria

Grade	Marks	Grade Points
A	85 Above	4.0
A-	80-84	3.66

B+	75-79	3.33
B	71-74	3.00
B-	68-70	2.66
C+	64-67	2.33
C	61-63	2.00
C-	58-60	1.66
D+	54-57	1.3
D	50-53	1.00
F	Below 50	0.0

c. 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.

3.3 Academic Warning/Probation Policy

- Minimum CGPA required to avoid academic warning is 2.00 for all undergraduate programs.
- If at the end of a semester (including summer semester) CGPA drops below 2.00, warning is issued and warning count is incremented by one.
- If CGPA remains below 2.00 for 3 consecutive semesters, warning count becomes three and the admission of student at the University is automatically closed.
- If the CGPA equals or exceeds 2.00 after the 1st or 2nd academic warning, the warning count is reset to zero.

4. Unfair Means Policy

4.1 Cheating:

Any act that is intended to gain unfair academic advantage. Examples of cheating include, but are not limited to the following:

Students are expected to adhere to honest practices throughout their stay at the university. Some (not all) of the acts of academic dishonesty are described here:

- a. Any attempt to give or obtain assistance in a formal academic exercise, like an examination.
- b. Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the teacher, as part of any academic exercise.
- c. Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise, in which the student is not expressly permitted to work jointly with others.
- d. Assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.
- e. Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise, without the teacher's permission.
- f. Deception or providing false information to a teacher concerning a formal academic exercise, e.g., giving false excuse for missing a deadline or falsely claiming to have submitted work.

4.2 Anti-Plagiarism Policy:

Deliberately presenting work, words, ideas, theories, etc., derived in whole or in part from a source external to the student as though they are the student's own efforts. Examples of plagiarism include, but are not limited to the following:

- a. Failing to use proper citations as acknowledgment of the true source of information presented in a paper, assignment, or any other academic exercise.
- b. Presenting any work completed in whole or in part by any individual, group or organization other than the student, as though the work is the student's own, in any academic exercise.
- c. Buying, selling, bartering, or in any other fashion obtaining or distributing

material to be used fraudulently as part of any academic exercise.

4.3 Other Academic Violations:

Falsifying or fabricating data, records, or any information relevant to the student's participation in any course or academic exercise, or tampering with such information as collected or distributed by a teacher. Examples of academic misconduct include, but are not limited to the following:

- a. Falsifying, or attempting to falsify attendance records, graded exercises of any kind, or any information or document that is relevant to smooth operation of the academic system.
- b. Inventing, fabricating, or falsifying data as part of completion of any academic exercise.
- c. Bribery or paid services. Giving assignment answers or test answers for money.
- d. Sabotaging or acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.

4.4 Penalties for Academic Dishonesty

- a. The teacher (under intimation to the HoD) can award a "zero" in a specific instrument of academic evaluation, such as, assignments, quizzes, project deliverables, etc. if evidence of academic dishonesty or cheating is found.
- b. If the teacher refers a case of cheating (through the HoD) to the Department Disciplinary Committee (DDC), then the maximum punishment can be award of 'F' grade in that course.
- c. If the HoD refers the matter to the Campus Disciplinary Committee (CDC), then the maximum punishment can be award of 'F' grade in all the courses taken in that semester and suspension from the university rolls in the next semester.
- d. An extreme act of dishonesty, e.g., paying someone to get access to a question paper before the examination or cheating again after being punished for it, will result in expulsion from the University.
- e. A student who is found guilty of an academic or other violation by a Disciplinary Committee is disqualified from any academic honor, e.g., a medal or scholarship.

5. INSTITUTIONAL SUPPORT

5.1 Quality Enhancement Cell (QEC)

Quality Enhancement Cell (QEC) was 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.

5.1.1 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 Campus Management System (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 (two years after graduation)
- Employer Survey (two years after graduation)

5.2 Career Placement Office

The Career Placement Office has been established with an aim to facilitate the students in a 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 Office of Research, Innovation & Commercialization (ORIC) 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

5.3 Internships

The students are required to engage in internship(s) for six to eight weeks in the entire degree program. This will help them 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.



a. Internship Proforma

 **INDUS UNIVERSITY**
LEARN WELL TO LIVE WELL

INTERNSHIP PROFORMA

Date: _____ Student ID: _____

STUDENTS INFORMATION

Name: _____ Father's Name: _____

Program: _____ Semester: _____

Faculty: ☐ FEST ☐ FAD ☐ FMS ☐ FSS

Department:

☐ Department of Electrical and Electronics	☐ Department of Business Administration
☐ Department of Computing	☐ Department of Design
☐ Department of Science and Technology	☐ Department of Education

Address: _____

Mobile No: _____ E-mail: _____

ORGANIZATION DETAIL

Name of Organization: _____

Name of Contact Person: _____ Designation: _____

Address: _____ Phone: _____

Duration of Internship: From: _____ To: _____

Recommendation of the Head of the Department: _____

Signature of the Chairperson

Signature of the student

 **INDUS UNIVERSITY**
LEARN WELL TO LIVE WELL

RECIPT (FOR OFFICE USE ONLY)

Date: _____ Student ID: _____

Name: _____ Program: _____ Semester: _____

Student's Signature

Executive Development Centre

Plot # ST-2D, Block-17, Gulshan-e-Iqbal, Adj. to National Stadium, Opp. Mashriq Centre
UAN: 111-400-300, Tel: +9221-34801430-35, Email: edc@indus.edu.pk, Website: www.indus.edu.pk

b. Sample – Site Supervisor Evaluation Form

ANNEX-1

**Sample
Site Supervisor Evaluation Form**

Site supervisor (name): _____ Designation: _____

Host Institution: _____

Student-intern (name): _____

Reporting Period: _____

Report Number (Circle one number): 1 2 3

Instructions:

1. This form is to be filled by the site supervisor.
2. The following key is to be used for evaluation.

Key

- 1= Does not meet expectations 2= inconsistently meets expectations
3= Consistently meets expectations 4= Above expectations
5= Far above expectations

Scale (Circle the number that best describes the student-intern's performance)					
1. Arrives to work on time	1	2	3	4	5
2. Demonstrates respect for organizational staff, policies, and norms	1	2	3	4	5
3. Shows requisite understanding and ability to learn about organization's work	1	2	3	4	5
4. Exhibits basic skills required at the workplace	1	2	3	4	5
5. Conducts self professionally in all work-related scenarios	1	2	3	4	5
6. Takes initiative and seeks opportunities to make contributions	1	2	3	4	5
7. Completes tasks and reports to supervisor on time.	1	2	3	4	5
8. Demonstrates the ability to work with others in a team	1	2	3	4	5
9. Proves to be reliable and dependable	1	2	3	4	5

Site supervisor signature: _____

c. Sample – Student Internship Report Form

ANNEX-2

**Sample
Student Internship Report Form**

Intern Name: _____

Host Institution & Site Supervisor Name: _____

Faculty Supervisor: _____

Reporting Period: _____

Report Number (circle one): 1 2 3

Section-A

Instructions:

The intern will complete this section:

a) **Task/s performed** (Includes major duties designated to you and assignments you have completed.)

b) **Learning Experience** (Communicate skills and knowledge that you gained or refined through the internship).

c) **Challenges** (Detail major challenges in your role and how you tackled them.

Section-B

Instructions:

This section is to be completed by the faculty supervisor, who will score the intern's report using the following criteria:

- | | |
|------------------------------------|--------------------------------------|
| 1= Does not meet expectations | 2= inconsistently meets expectations |
| 3= Consistently meets expectations | 4= Above expectations |
| 5= Far above expectations | |

Scoring Rubric					
1. Tasks performed	1	2	3	4	5
2. Learning experience	1	2	3	4	5
3. Overcoming challenges	1	2	3	4	5

Faculty supervisor signature: _____

d. Sample – Student Internship Activity Log

ANNEX-3

Sample Student Internship Activity Log

Intern Name: _____ **Host Institution:** _____

Faculty Supervisor: _____ **Reporting Period: (DD/MM/YY – DD/MM/YY)**

Instructions:

1. The student-intern is to fill this form by recording major tasks performed by them.
2. Respective internship supervisors are to review and evaluate the student's activity log.

Weeks	Tasks Performed	Number of Hours
Week #1	○ ○	
Week #2	○ ○	
Week #3	○ ○	
Week #4	○ ○	
Week #5	○ ○	
Week #6	○ ○	
Week #7	○ ○	
Week #8	○ ○	
Week #9	○ ○	

Site Supervisor signature: _____

Faculty Supervisor signature: _____

Student-Intern signature: _____

5.5 International Relations Office

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

- Support for student scholarships through international linkages
- Facilitation of International student tours
- 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
- Relationships between the two countries will be strengthened and the delegates could exchange a great deal of knowledge with each other.
- Additional responsibilities aligned with global academic collaboration.

