



**COMSATS University Islamabad**  
**Vehari Campus**

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# Student Handbook

**2024-2025**

Undergraduate Rules

# Preface

The content in this handbook is designed to orient you to COMSATS Vehari and inform you of the academic, social, and personal development opportunities available to you and the many resources to help you along the way. The CUI Vehari Student Handbook contains the rules and procedures of CUI which students are expected to be familiar with and to follow. All changes made within the academic year will be highlighted.

The CUI Vehari Campus reserves the right to make changes to the handbook; changes are periodically made to the handbooks and are included in the addendum documentation, which will be incorporated into the final editions of the handbooks.

## **We cheered your valued Existence**

### **Warm welcome being part of CUI, Vehari Student-Family!**

We are delighted to welcome you to COMSATS University Islamabad (CUI), Vehari Campus. Whether you are beginning or continuing your educational journey with us, we look forward to learning, exploring, and growing together. At CUI, Vehari, you are part of a strong campus community that values academic excellence and diversity. Paramount to the academic achievement and excellence at CUI, Vehari, is our commitment to diversity, equity, and inclusion.

As a university dedicated to educating our future contributors and leaders, and learning from each other, we encourage one another to foster a community free of intolerance and discrimination, and to promote a campus climate that is respectful, civil, supportive, and safe. These core values allow us to provide a learning environment where we can all pursue our dreams and reach our highest potential.

Beginning makes a lot of difference... so always keep your beginning focused, optimistic and full of dedication... A campus life at CUI, Vehari is a chance to begin your life fresh, with new goals and new challenges... Best of luck to you and we are sure you will make proud and happy!!!

## **About us**

COMSATS University Islamabad Vehari Campus, situated at 5km from Vehari City, was formally inaugurated in 2008. CUI Vehari is a purpose-built Campus that is committed to provide better access to further and higher education for the inhabitants of south Punjab and preparing them to pursuit of successful career in their respective fields.

Located in the culturally alive city of Vehari, CUI Vehari Campus has played a leading role in higher education in the area. We strive to provide a promising environment to the students for the expedition of their academic activities. Due to the pleasant academic environment and low tuition with valued degree the University remains the institution of first choice for admission seeking students in South Punjab. CUI Vehari is with a mission to promote learning and research activities and to fulfill the purpose; we facilitate our students by cultivating creative pedagogy and innovative research we are offering a wide-ranging program, especially in the areas of Management Sciences, Computer Science, Mathematics, Environmental Science and Humanities. The programs are designed and planned to focus on building skills for inclusive development.

CUI Vehari endeavors to provide excellent standards of knowledge so that the passing out students be prepared to become useful citizen of country and contribute positively to the society. For this purpose, the university is equipped with up-to-date technology, and labs paraphernalia. Our highly qualified faculty plays the role mentors for our students and nurtures their individual talents. We give emphasis to individual as well as group projects to strengthen our student's talent as innovative productive individual, and a cooperative team our students learn to be co-operative and productive as team members.

## ***Greetings from the Director, CUI Vehari***

It is an honor to lead positive change and to contribute to the sacred cause of education. COMSATS University Islamabad, Vehari has been dedicated to its mission to nurture scholars who will contribute to society by advancing knowledge and imparting it to the new generations. This vision can be materialized through commitment, hard work and respect. The students must learn to labor and to wait. The responsibility of the university administration is to facilitate the learning process by maximizing the utilization of the available resources.



Our CUI Vehari campus has taken long strides in promoting teaching and research since its establishment in 2008. With more than 15 degree programs including BS, MS and PhD programs, we believe that we can offer many other market-based courses that would significantly contribute to the knowledge economy.

My goal is to develop adaptations of the latest knowledge to local environment in technology, economy, culture, religion, languages and conduct indigenous research to address the educational needs, practices and issues. I encourage my faculty members to participate in and contribute to curriculum designing & development, strengthen academics, eradicate academic corruption, promote research culture and educational attainment standards.

Our purpose is to transform lives and enhance communities. We support our students to succeed and prepare them for the future. We are rated the number one university in Pakistan and our graduates have the competitive starting salaries.

I cordially welcome you to the COMSATS University Islamabad, Vehari campus.

With best wishes,  
Professor Dr. Saleem Farooq Shaukat,  
Director,  
COMSATS University Islamabad, Vehari Campus

## Academic Calendar

The Academic Calendar list of important dates, events and deadlines during an academic session.

Sr.#	Events	Dates
1	Registration Week/Freeze of Semester/ Leave of Absence/Re-admission	Monday, August 26, Friday, August 30, 2024
2	Commencement of Classes	Monday, September 02, 2024
3	Last Date for Drop of Courses	Friday, September 27, 2024
4	Student Week	Monday, October 07, Saturday, October 12, 2024
5	Last Date for Withdrawal of Course(s)/Semester	Friday, October 18, 2024
6	Deadline for Uploading Marks of 1 <sup>st</sup> & 2 <sup>nd</sup> Quizzes & Assignments	Saturday, October 26, 2024
7	Mid Term Examination Start Date	Monday, October 28, Saturday, November 02, 2024
8	Deadline for Uploading Marks of Midterm Examination	Monday, November 11, 2024
9	Deadline for Uploading Marks of 3 <sup>rd</sup> & 4 <sup>th</sup> Quizzes & Assignments	Friday, December 27, 2024
10	Last day for Classes/Attendance Lock/Final Year Project/ Internship Reports and MS/PhD Thesis Submission	Friday, December 27, 2024
11	Start Date of Terminal Examination	Tuesday, December 31, 2024
12	Declaration of Result at Campus	Friday, January 24, 2025

Assistant Registrar

## **ACADEMICS RULES, REGULATIONS AND POLICIES**

### **1.1 Admission Confirmation**

Initially students are provisionally admitted at CUI, Vehari Campus and their admission confirmation is subject to the fulfillment of the following:

- i. Submission of all mandatory documents required for confirmation of admission including Intermediate/A level result certificate.
- ii. Verification of original educational documents.
- iii. Payment of full applicable fee of the semester.
- iv. Submission of equivalency certificate (if applicable) from IBCC/HEC etc.
- v. Statement of Entrance for O-Level / A-Level candidates along with other documents
- vi. Fulfillment of all other mandatory requirements for the confirmation of admission

### **1.2 Cancellation of Admission**

The provisional admission of the student will automatically be cancelled due to the following:

- i. A student, who fails to submit pending mandatory documents within a stipulated time period as indicated above, his/her admission shall be cancelled and he/she shall be disqualified from the rolls of CUI.
- ii. Any candidate providing false information in any case shall be placed as and considered as black listed candidate and his/her details shall be uploaded in Campus Management System i.e. CU-Online for future reference.
- iii. The admission of any student, violating the student Code of Conduct shall stand canceled.

At the time of admission, the applicant is required to enter his/her personal data (name, father name, Date of Birth (DOB)) in accordance to his/her Secondary School Certificate (SSC) / O-Levels certificate. However, in case of any change in student name, you will be first required to get the SSC/O-Level DMC / Certificate revised and submit the revised SSC/O-Level certificate to CUI for change in name. Please note that, you need to apply for the change in name or father name or DOB well before the printing of final transcript. In case of applying after printing of transcript / Degree, you will be required to pay the prescribed fee.

### **Orientation**

Starting at university is a busy time, with lots to do and many people to meet. To guide you through the process and make you feel comfortable here, the Student Affairs and Services has planned an Orientation program to familiarize you with the functioning of the University; will provide you details of the College facilities, how you can get involved in co-curricular activities and most importantly, the University's expectations of its students.

## Student Identity Cards (ID)

Remember: You're Student ID Card - Your Identity.

The student ID card identifies you as a student of the University. You must wear your identity card at all the times to allow yourself uninterrupted access and movement on Campus. The security guards have instructions to ask to show your ID card; and if not produced, have the authority to restrict entry or movement on Campus.

**Note:** After submission of all required documents, the Registrar Office (Academics Section) issued the student ID card to the department concerned, a student can get it from DOO Office.

### **1.2 REGULATION RELATING TO UNDERGRADUATE DEGREE/PROGRAM**

#### **Degree Requirement**

To receive a degree, students must complete a set of requirements for the particular degree program.

#### **Minimum Credit Hours to Receive an Undergraduate Degree**

<b>Sr. No</b>	<b>Programs</b>	<b>Min. Cr. Hrs</b>
1	Bachelor of Science in Computer Science BS (CS)	133
2	Bachelor of Science in Software Engineering BS (SE)	133
3	Bachelor of Science in Environmental Sciences BS (ES)	134
4	Bachelor of Science in Biotechnology (BTY)	132
5	Bachelor of Science in Agriculture BS (AG)	132
6	Bachelor of Science in English BS (EN)	132
7	Bachelor of Science in Accounting and Finance, BS (AF)	132
8	Bachelor of Science in Economics, BS (Eco)	132
9	Bachelor of Science in Economics with Data Science (BSED)	132
10	Bachelor of Science in Business Administration BS (BA)	132
11	Bachelor of Science in Mathematics with Data Science (BSMD)	133
12	Bachelor of Science in Mathematics (BSM)	131

#### **Duration of Undergraduate Degree Programs**

<b>Program(s)</b>	<b>Years</b>	<b>Minimum Semesters</b>	<b>Maximum Semesters</b>
<b>BS</b>	<b>04</b>	<b>08</b>	<b>12</b>



## **Registration of Courses**

- i. At the beginning of each semester, students shall be required to register for a group of courses prescribed for a particular degree program and for a particular semester.
- ii. Students may register for additional non-credit courses. On successful completion of which shall be mentioned in the transcript, but shall not be used for computation of CGPA
- iii. A student may change/drop or withdraw course(s) as per deadline given in the semester calendar on the recommendations of the Department concerned (Head of Department).
- iv. In order to remain a full-time student of the Institute, a student must be registered in at least **12** credit hours of course work during a semester.
- v. The maximum credit hours of course work, for which a student is good standing can register during a semester, shall not exceed **21**. However, in special circumstances a student can take course work exceeding **21** credit hours after seeking approval from **concerned Dean**.

## **Scholastic Status**

Each student is assigned a two-letter abbreviated status on the result according to the scholastic achievements during the semester. Each status reflects the changes in the academic achievements and has been individually explained below:

### **Good Standing (GS)**

Students are assigned this status at the beginning of their studies. It is retained as long as the CGPA does not fall below 2.00/4.00.

### **Probation (PB)**

A student is placed under probation if his/her CGPA falls below 2.00/4.00 at the end of a semester.

### **Dismissal (DI)**

A student already on probation is automatically dismissed if he/she attains a second successive probation at the end of a semester.

### **Non-Credit (NC)**

A student may register for non-credit courses during a semester. Such courses shall appear on the transcript as NC.

### **Withdrawal (WD)**

If a student withdraws from a course/courses or a semester, it shall appear on the transcript as WD.

## **Freezing of Studies**

- i. A student may be allowed to freeze studies before the commencement of a semester, with the approval of the Campus Director. Freezing of studies for an

undergraduate degree program shall not be allowed for more than four semesters in total. However, not more than two semesters in succession shall be allowed to be frozen at a time.

- ii. The student may re-enroll in the same semester which he/she had frozen.
- iii. The semester fees of the frozen semester, if already paid, shall be allowed to roll over.
- iv. Freezing shall only become effective when appropriately notified, failing which the name of the absentee student shall be struck off the campus rolls and **absent** status shall be assigned in the system. In that case, resumption of studies shall only be allowed after payment of Admission Fee.

### **Withdrawal**

- i. A student may be allowed to withdraw from a course or a whole semester, at any time before the commencement of the midterm examination.
- ii. Withdrawal from a course or the whole semester, as the case may be, shall not result in academic penalty. However, the course/semester fees shall not be allowed to roll over, and the withdrawn courses/semester shall be mentioned in the transcript.
- iii. Withdrawn semester shall count towards the maximum permissible number of semester i.e. 12 for BS degree program.

### **NOTE:**

- iv. Student can freeze/withdraw a semester as per semester schedule.
- v. Additional Semester: When failed/left over courses are studied beyond the normal study duration, fee charges will be charged per credit hour. In case 12 credit hours or more are studied in a semester beyond the normal duration, full semester fee will be charged.
- vi. Name and date of birth on S.S.C. certificate will be registered and appeared on Final Transcript/Degree.
- vii. CUI can send student's documents for verification any time or at any stage before issuing degree.
- viii. In case of fake documents, the student admission will be cancelled immediately.
- ix. Students admitted on result waiting will submit their last attended degree result card positively within 3 weeks of announcement of result; failure to which student will not be allowed to sit in Midterm / Terminal exams and may also leads to the cancellation of provisional admission at CUI, Vehari Campus.

- x. If the student fails to fulfill the required eligibility criteria for admission, the Provisional Admission offer will stand cancelled; application for "Fee Refund" will NOT be entertained after 3 weeks of announcement of result.

### **Policy — Dismissal (DI) Students**

#### **DI Status in 1st half:**

A Student got DI Status in 1st half of his/her study period, will be allowed to get re-admission if he /she fulfills the existing admission criteria in the same program on following terms and conditions:

- i. The Student will be allocated new registration number.
- ii. Semester fee according to new session will be charged.
- iii. Admission fee will not be charged while caution money will be rolled over after submission of campus clearance.
- iv. The student will follow new scheme of studies according to new registration number.

#### **DI Status in 2nd half:**

A student got DI Status in 2nd half of study period; his/her status will be as under:

- i. The result of semester in which he/she declared DI, will be quashed completely.
- ii. The student will register those courses again even if he/she has passed any course in quashed semester.
- iii. The student, however, can add any new courses after rejoining for the improvement or regular study.
- iv. The quashed semester will be counted towards the maximum number of semesters.

#### **Attendance**

All the students are required to attend the classes regularly. In case the attendance is less than 80% the students will not be allowed to sit in the examination. Please be advised that rules regarding attendance are strictly followed at CUI.

### **Examinations**

Students are evaluated on each course on the basis of sessional, classroom assignments, quizzes, practical work in the laboratories and terminal examinations. The student has to pass separately in theory and practical/lab work. Failure in one, theory or practical/lab work shall result in failure in the course.

Students are eligible to appear in terminal examinations provided:

- i. They have paid all prescribed fee/charges and have been on the rolls of the campus during that semester.
- ii. They have registered for the course of study and have attended not less than 80% of the lectures/seminars delivered in each course and 80% of the practical/laboratory work prescribed for the respective courses.
- iii. Fee for each repeated/improved course during regular semester will be charged per credit hour, in addition to regular semester fee.

### **HEC Grading Criteria Adopted by CUI System**

<b>* Percentage Obtained in a Semester System</b>	<b>Grade</b>	<b>Grade Points</b>
<b>85 and above</b>	<b>A</b>	<b>4</b>
<b>80 — 84</b>	<b>A-</b>	<b>3.66</b>
<b>75 - 79</b>	<b>B+</b>	<b>3.33</b>
<b>71 — 74</b>	<b>B</b>	<b>3</b>
<b>68 — 70</b>	<b>B-</b>	<b>2.66</b>
<b>64 — 67</b>	<b>C+</b>	<b>2.33</b>
<b>61 — 63</b>	<b>C</b>	<b>2</b>
<b>58 — 60</b>	<b>C-</b>	<b>1.66</b>
<b>54 — 57</b>	<b>D+</b>	<b>1.3</b>
<b>50 - 53</b>	<b>D</b>	<b>1</b>
<b>Below 50</b>	<b>F</b>	<b>0</b>

*Note. • \*When rounding of a decimal number to the nearest whole number, the tenths digit is checked whether it is above or below 5. If the tenth digit is equal to or above 5, the number is rounded up and if the tenths digit is below 5, the number is rounded down. For example, 70.5 or 70.6 shall be rounded off to 71 and 70.4 shall be rounded off to 70.*

### **Failure in Pre-Requisite Courses**

If a student fails in pre- requisite course, he/she shall not be allowed to register the sequel course.

### **Improvement of Grades**

Students may be allowed to improve their course grade(s), for which payment of the prescribed fees shall be required.

**NOTE:**

- Students can improve their course grades by repeating the course as per the recommendation of the Department concerned.
- Students are advised to clear failed courses in next semester.

### **Rechecking of Answer Books**

A student may, on payment of the prescribed fee, get the answer book rechecked in the presence of the concerned teacher and an officer of the examination section, in its secrecy room, for totaling and for verification that all questions or parts thereof have been fully marked. Reevaluation of the paper, however, shall not be allowed, except for the evaluation of the unmarked answer or a part thereof. Rechecking shall only be allowed within 10 days of the notification of the result.

### **Award of Medals/ Merit Certificate**

#### **Award of Institutional Medals**

Graduating Students obtaining the given below CGPA in their respective degree program are eligible to earn the institutional medals:

- i. CGPA of 4.0 Patron's Gold Medal
- ii. CGPA of 3.75 and above for Institute's Gold, Silver, Bronze Medal respectively

**Note:** Students admitted into particular degree program in particular year/session, irrespective of the section or morning / evening distinction competes as one group. The award of institutional medals shall be further governed by the following conditions:

- i. One person shall be entitled to only one medal at a time.
- ii. The recipients for the institute's medals shall be entitled to Gold, Silver, and Bronze, in that order, only if the threshold of 3.75/4.00 is reached or crossed.
- iii. The recipients have not failed in or repeated any course and have completed the degree requirements in the minimum prescribed time period.
- iv. **In case of the same CGPA** (up to two decimal places) each person shall be entitled to the medal.

#### **Award of Campus Medals**

Each campus may also award campus medals to their outstanding graduates, who meet the following criteria:

- i. The recipients of the campus medals shall be entitled to Gold, Silver and Bronze, in that order, only if the threshold of 3.50/4.00 is reached or crossed.

- ii. The recipients have not failed in or repeated any courses and have completed the degree requirements in the minimum prescribed time period.
- iii. In case of same CGPA (up to two decimal places) each person shall be entitled to the medal.
- iv. The graduating students may qualify to receive both the campus and the institutional medals.

### **Award of Merit Certificates**

All recipients of medal shall also be issued merit certificates to indicate the position obtained in a given degree program as well as the award of particular medal.

### **Accounts Office**

Fee vouchers shall be issued/ adjusted/ updated from the accounts office located in the Basement of UBL, Campus Branch. Student must keep the record of paid fee vouchers with him/her and produce it, as and when needed.

### **Library**

The Library is equipped with more than 15,000 printed books. For any further information walk in to the library and seek directions.

### **Library Etiquettes:**

Students are not allowed to bring their personal belongings into the library, they are required to be left at the entrance of the library at the designated place. Drinking and eating is not allowed inside the library. Further, use of mobile phones and smoking are strictly prohibited inside the library.

### **Hostel**

The CUI Vehari Campus provides hostel facility to its female students only. Prospective students may apply for hostel accommodation and available seats are allocated on need-cum-merit basis.

## **FEE NOTIFICATION Fall 2024**

**1-** The students who are availing **85% marks-based scholarship** will pay **Rs. 34,500/-**

<b>Undergraduate Programs</b>					
Sr. No.	Name of Program	Subsidized fee for Vehari Campus	Notified Fee By Principal Seat	Subsidized fee for Vehari Campus	Notified Fee By Principal Seat
		1 <sup>st</sup> Semester		2 <sup>nd</sup> & Onwards Semesters	
01-	BS English (BEN)	<b>68,000</b>	<b>145,000</b>	<b>65,000</b>	<b>123,000</b>
02-	BS Math (BSM) & Data Sciences				
03-	BS Eco. (BEC)				
04-	BS Accounting & Finance (BAF)				
05-	BS Environmental Sciences (BES)				
06-	BS Biotechnology (BTY)				
07-	BS Agriculture (BAG)				
08-	BS Business Administration (BBA)	<b>76,500</b>	<b>145,000</b>	<b>75,500</b>	<b>123,000</b>
09-	BS Software Engineering. (BSE)	<b>100,000</b>	<b>155,000</b>	<b>78,000</b>	<b>133,000</b>
10-	BS Computer Sciences (BCS)	<b>122,000</b>		<b>85,000</b>	
<b>Graduate Programs</b>					
MS Programs		Subsidized fee for Vehari Campus	Notified Fee By Principal Seat	Vehari Campus	Notified Fee By Principal Seat
		1 <sup>st</sup> Semester		2 <sup>nd</sup> & Onwards Semesters	
		<b>89,000</b>	<b>99,000</b>	<b>77,000</b>	<b>77,000</b>
PhD Programs		Subsidized fee for Vehari Campus	Notified Fee By Principal Seat	Vehari Campus	Notified Fee By Principal Seat
		1 <sup>st</sup> Semester		2 <sup>nd</sup> & Onwards Semesters	
		<b>89,000</b>	<b>99,000</b>	<b>77,000</b>	<b>77,000</b>

**2-** In case of failed course, per credit hour fee will be charged from **undergraduate** and **graduate** programs @ **Rs. 1,000/-**

**3- Kinship of Rs. 8,000** will be provided to each sibling if not availing any other scholarship

**4-** For each additional semester, registration fee will be charged in addition to per credit hour fee from **undergraduate and master** level programs @ **Rs. 6,000/-**, **MS programs** @ **4,000/-** and from **PhD programs** @ **4,000/-** respectively.

The Student Financial Aid Office (SFAO) provides all scholarships schemes as per its policies and regulations in light of HEC guidelines.

### **Terms & Conditions**

The scholarship amount in a semester will be considered deductible from total semester fee.

1. In any semester a student can't avail multiple scholarships. This scholarship scheme is subjected to regular admission as per CUI admission eligibility criteria.
2. This scholarship scheme will not be applicable to the students who avail any other scholarship i.e. HEC (NBS), PEEF and EHSAAAS or equivalent.
3. University has the right to cancel any scholarship subject to the financial stability of institution/ internal reasons.
4. University has the right to discontinue or revoke the scholarship on the basis of discipline, academics and other performance parameters.
5. Fee structure may be revised in subsequent semesters.
6. For each additional semester, per credit hour fee will be charged as per the notified schedule.
7. In case of failed in a course, per credit hour fee will be charged from undergraduate and graduate programs @ Rs. 1,000/-
8. In case of migration to any other campus of CUI, this fee structure shall not be applicable.
9. Graduation fee @ Rs. 10,000/- will be charged on completion of Degree.

### **ACTS OF INDICIPLINE RECOGNIZABLE UNDER REGULATION GOVERNING STUDENTS DISCIPLINE**

Following, among others, constitute as acts of indiscipline recognizable under Regulations governing student's discipline:

- i. Violation of public morals, such as use of indecent and abusive language; undesirable verbal remarks and vulgar gestures; acts of moral turpitude; quarreling, fighting, use of force, breaking laws, etc.
- ii. Indulgence in acts that may cause insult or physical injury to fellow students, teachers, officers, staff & employees.
- iii. Defiance of lawful authority.
- iv. Spreading by word of mouth or written material religious, sectarian, ethnic, regional or linguistic conflict or hatred.
- v. Impersonation, giving false information, willful suppression of information, cheating, deceiving, plagiarizing.



- vi. Possession, carrying or use of any type of weapons/fire arms or explosive material in the premises of the campus.
- vii. Damaging campus property, including its building, equipment, vehicles, etc.
- viii. Using campus property, including its building, equipment, vehicles, etc. without lawful authority.
- ix. Encouraging, assisting or aiding another person to commit misconduct.
- x. Possession, sale, distribution or consumption of intoxicants / drugs on campus.
- xi. Circulation by word of mouth or in written form material derogatory to Pakistan, Islam or any other religion.
- xii. Allowing or abetting entry of expelled / rusticated students or anti-social elements to the campus.
- xiii. Obstructing the smooth functioning of the campus or causing 24 disruption of curricular/ co-curricular/ extracurricular activities

#### **USE OF UNFAIR MEANS AND ACADEMIC DISHONESTY IN THE EXAMINATION**

AT CUI, Vehari Campus, integrity of examination system is maintained at all levels, students are strictly penalized for using unfair means in examinations; the following constitutes acts of unfair- means during examinations:

These Regulations shall apply to all students of the Institute

#### **Unfair Means in Examinations**

The following shall constitute acts of unfair-means during an examination:

- (a) Using hand signals during an examination.
- (b) Procuring or divulging information to a student pertaining to the examination question paper.
- (c) Concealing notes on clothing, hands, caps, shoes or in pockets.
- (d) Supplying to a student during his/her examination, answer to a question that may or may not be contained in the question paper.
- (e) Copying from any paper, book or note, or any electronic device, or allowing any other student to copy the answer, or using or attempting to use these or any other unfair means.
- (f) Possessing papers, books, notes, any electronic device, or any materials which may possibly be of assistance in the examination, and which have been explicitly prohibited in the examination.
- (g) Giving or receiving unlawful assistance during an examination.
- (h) Impersonating or falsely representing a student in the examination.

- (i) Replacing an answer book or any portion thereof.
- (j) Mutilating an answer book by way of tearing off pages.
- (l) Assaulting or threatening to assault any person in charge of an examination.
- (m) Possessing fire-arms or anything capable of being used as a weapon of offence during an examination.
- (n) Falsifying an examination result by any means including the substitution of answer books, mutilation, or alteration of the examination records, etc.
- (o) Approaching or influencing an employee of the Institute to act corruptly or dishonestly in the conduct of an examination, declaration of examination result, or marking of paper or obtaining secret information relating to an examination.
- (p) Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise, and failure to attribute direct quotation, paraphrase, or borrowed facts, information, or prose.
- (q) Mutilating, altering, interpolating or erasing a certificate or other document or any record maintained by the Institute or in any manner using or causing to be used, a certificate, document or record, knowing that it is mutilated, interpolated or erased.
- (r) Any such offence which is deemed to constitute the use of unfair-means.

### **A-Z ESSENTIAL GUIDLINES**

#### **Responsibilities of Students**

You have the primary responsibility for planning your individual programs and meeting graduation requirements. These involve:

- i. Keeping up-to-date with institution and departmental curricular requirements through materials available from the departmental operational officer (Doo Office) and also visit CUI, Vehari website.
- ii. Keeping informed of academic deadlines and changes in academic policies consulting with the faculty advisor or departmental coordinator during each registration period, following notification of academic status or probationary status, and at other times as needed and required by academic policy.
- iii. Being diligent in attending class, meeting class objectives, completing assignments, etc.

#### **For new students**

- Make sure your attendance on the Orientation Session.
- Get your time table.

- Get your CUI ID card and display it all the time when on campus.
- Get your library card.
- Get your Batch Advisor name and location.
- Make sure all your courses are registered.
- Make sure your name is present in the attendance sheet.
- Get the course outlines from the concerned course teachers.
- Check for the deadline of Drop / Withdrawal courses in case required.
- If your sibling is studying in COMSATS then make sure you give an application for the kinship.
- Meet deadlines when submitting your application for the scholarships.
- If you want to avail transport facility of CUI then submit an application and deposit the fee.
- If you want to avail the hostel facility then make sure you submit your application and dues in time.
- Abide by CUI rules.
- In case of any ambiguity consult your Batch Advisor or Academics department.
- Keep your prospectus and this student handbook throughout the degree with you because it has all the policies that are applicable to you along with your course codes.

### **For Existing Students**

- Register your courses before the deadline.
- Pay the semester dues within the specified deadline.
- Verify your course codes from your respective department and register the courses in accordance to your respective Scheme of Study.
- Make sure your name is present in the attendance sheet.
- Submit a copy of registration card duly signed to the department.
- Make sure all your registered courses are appearing on your CU-Online Portal.
- Clear discrepancies in your documents if any.
- Do not register the courses which have a prerequisite of a course that you have failed to clear.
- Check your time table and remove clashes in case of taking a course that you have dropped or have failed to clear.
- Submit your hostel dues for the semester and transport dues, if applicable.

### **Code of Conduct**

As students of the premier university of higher learning, you are expected to adhere to the Code of Conduct and maintain a certain degree of decorum and etiquette while

on campus. You are strongly encouraged to take an active part in observing the code of conduct, so as to uphold the dignity and good name of the Institution.

- I. Always display your ID cards.
- II. You are required to be decently attired when on campus.
- III. Use of Mobile Phones/Camera Phones is prohibited in the Academic Area.
- IV. The CUI will take disciplinary action against any student who is guilty of Physical abuse, participation in a disturbance of the peace or pose a threat to the safety and security of any member(s) of CIIT community.
- V. The CUI will not interfere with any action that the police may deem necessary to take, against some serious lapses on the part of students.

### **Non-Political Outlook and Activities**

Galas, thrills, colors, excitement, and friendships all this and more make life on the campus blossom and smile all year around in scintillating activities. Extensive extracurricular activities are a way to soften tough and grilling academic rigor. There are cultural day, vision spark, sports week and other events not just giving you best moments of your life but also stimulating your creative abilities into gratifying self-expression.

### **IMPORTANT OFFICES & CONTACT DETAILS**

<b>Sr. No.</b>	<b>Office Name</b>	<b>Location</b>	<b>Contact No.</b>
1	Admissions	Basement Offices' Building Near Main Entrance.	067-3602805
2	Scholarships' Office		067-3602809
3	Accounts		
4	Academics	Admin Building Near Director's Office	067-3602807
5	Examinations		067-3602803 Ext. 802 & 820

**Prepared & Compiled by,**

**Assistant Registrar & Team**