



**Learnt To
Excel...**

Multan Road, Vehari.
Tel. # 067-3602805
<http://vehari.comsats.edu.pk>



Student Orientation Toolkit

Fall, 2019

**COMSATS UNIVERSITY
ISLAMABAD
VEHARI CAMPUS**



Greetings from the Director

Dear Students,

Congratulations! We are pleased to inform you that you have got admission in COMSATS University Islamabad, Vehari Campus. We feel proud in introducing that you are now member of COMSATS Family consisting of 7 campuses, more than 3186 faculty members and above 34,648 students in Pakistan.



Being student of CUI, you will experience the difference that opens your mind and unleashes your hidden talents and energies. Be a part of the best to bring out the best. Needless to say, the future and destiny of Pakistan is its bright and energetic youth. Nothing less than an educated and skilled citizenry is a sine qua non of a modern, tolerant, pluralistic and developed Pakistan. And, I am proud to report that CUI has already contributed more than 61,000 graduates out of which 1849 graduates are from vehari campus so far to the rising number of such well educated and well skilled Pakistanis.

Best wishes,
Dr. Khair-uz-Zaman
Director Vehari Campus

About COMSATS

Vehari Campus was inaugurated on 17th August, 2008. It started with an enrolment of 45 students in MBA and now has more than 2130 total enrolled students. CUI, Vehari Campus plans to impart quality education in order to make students capable professionals, sensitive intellectuals and responsible citizens. Driven by market forces, technological revolution and globalization, CUI, Vehari Campus aims to instil a research culture for economic and human resource development in this region.

Department of Management Sciences

The Department of Management Sciences strives to play the broader social role in providing high quality academic programs characterized by cutting edge technologies and modern managerial practices. The department started its journey with MBA Program in year 2009 with enrollment of 45 students and now we are having more than 355 students in Undergraduate and Graduate level programs.

At COMSATS, study of business means to advance society as a whole, creating new wealth and economic opportunity for all. In teaching and research, we are educating the leaders of next generation with the belief that business can and must be a force for societal development. The University is committed to generate, disseminate and preserve knowledge to bear on the world's greater challenges.



Academic Programs

Following programs are being offered by the Department of Management Sciences:

- BS (BA): Bachelor of Science in Business Administration
- BS (AF): Bachelor of Science in Accounting & Finance
- BS (Economics) Bachelor of Science in Economics
- MBA Executive
- MSc Economics
- MS Management Sciences
- MS Economics

Dr. M.Imran Khan (Incharge)
imrankhan@ciitvehari.edu.pk



Department of Computer Science

Department of Computer Science was established in 2010 at Vehari Campus and enrolled the pioneer batch of students in Fall 2010. The department made a modest beginning and is now proud of its excellent facilities labs and internationally qualified faculty members along with its presence at Campuses of CUI.

The Department aims to impart competitive skills in effective development and application of modern technology to groom its students as excellent programmers, outstanding researchers, extra ordinary analysts and innovative designers.

Academic Programs

Following programs are being offered by the Department of Computer Sciences:

- BSCS: Bachelor of Science in Computer Science
- BSSE: Bachelor of Science in Software Engineering
- MCS: Master of Computer Science

Dr. M. Ali Shahid (Incharge)
alishahid@ciitvehari.edu.pk



Humanities Department

The Department of Humanities is committed to quality education with an objective to make its graduates cultured, moderate, enlightened and responsible individuals. The department was established in 2011 with MA English program. The BS English was offered in 2017. The curriculum of MA English and BS English are designed to serve two purposes: to produce good academicians and scholars in the discipline with an up-to-date knowledge and practicing skills of the traditions and the latest trends in the discipline.

3

Academic Programs

Following programs are being offered by the Department of Humanities:

- BS English
- MA English

Dr. Ali Ahmad (Incharge Humanities)
aliahmad@ciitvehari.edu.pk



Department of Environmental Sciences

Global overexploitation of natural resources, urbanization and rapid industrial developments have adversely affected the environmental quality. Present environmental threats and future dangers for the survival of all forms of life must be avoided by taking effective measures. Reversal of environmental damage is very complicated and demands skilled change-makers to execute international environmental policies and innovations to harness green technologies. Therefore, it is important to teach environmental science at university level, as the students are the globe's future. Environmental science is a multidisciplinary valuable field for learning more about these changes and their impact on the world we live in. Application of knowledge gained through environmental science is the only way to solve the existing environmental problems and preserve its quality. The Department of Environmental Science has highly qualified faculty members (31 PhD) mostly from internationally reputed institutions. The department aims at creating mass awareness about the processes that contribute to environmental degradation and natural resources mismanagement.

The department intends to provide high quality learning environment to the students and train human resource to tackle real-life environmental problems in a professional manner with latest strategies thereby ensuring sustainable developments in the country. Let us make our best efforts to restore the natural environment so that the Planet Earth remains inhabitable for our future generations.

Academic Programs

Following programs are being offered by the Department of Environmental Sciences:

- BS (ES): Bachelor of Science in Environmental Sciences
- MS(ES): Master in Science in Environmental Sciences

Dr. Wajid Nasim Jatoi (HoD)
wajidnasim@ciitvehari.edu.pk



4

Department of Mathematics

Department of Mathematics is established in 2018 at CUI, Vehari campus. The aim of department is to provide an environment where students can learn and become competent users of mathematics and mathematical applications. The departments is focused to contribute to the development of students as thinkers using Mathematics as a tool in enabling them to become lifelong learners to continue to grow in their chosen professions, and to functions as productive citizens.

Academic Programs

Following programs are being offered by the Department of Mathematics

- BS Mathematics Bachelor of science in Mathematics
- MS Mathematics Master of science in Mathematics

Dr. Muhammad Ishaq (Incharge)
mishaque151@ciitvehari.edu.pk



Admission Office

Admission to CUI, is competitive, but those who come here enjoy the benefits of excellent resources, a multi-campus environment, and a lively and bustling student life. Admission to various degree programs is open to all eligible candidates without discrimination of any kind twice in a year i.e. fall semester & spring semester. Our guiding principle is that of equal opportunities for all and for this reason, all admissions are regulated on the basis of merit.

Staff Members:

Mr. Fakhar Hussain
Mr. Raees Ahmad
Mr. Irfan Saeed
Ms. Rabia Ramzan

Incharge Admissions (fakhar@ciitvehari.edu.pk)
Assistant (raeesahmad@ciitvehari.edu.pk)
Assistant (arfansaeed@ciitvehari.edu.pk)
LDC (rabiaramzan@ciitvehari.edu.pk)

Library

COMSATS University Islamabad, Vehari Campus has a multi-disciplinary library serving the faculty, students, researchers and staff of the university. The library has a rich and diverse collection of materials. The collection is ideally suited to encourage and support both scholarly pursuits and practical research activities. The library has established its reputation in the country by providing excellent services and facilities to fulfill information needs of its clients. It is using state-of-the-art technology and systems. The library has an extensive collection of printed, online books, journals, and other materials including audios, videos, CD-ROMs, DVDs, etc. The library is manned by qualified and experienced professionals, all dedicated to provide high quality innovative services. Our mission is to excel in supporting the academic and scholarly endeavor of our users, in their core instructional and research requirements through utilizing the best possible resources, systems and services.

Staff Members

Ms. Abida Hanif	Incharge Library
Mr. Qasim Mahmood	Assistanat
Ms. Farhat Nasim	Library Assistant
Mr. Fayyaz Hussain	Lab. Attendant
Mr. Muhammad Suleman	Naib Qasid

Academics Section

Academics Section oversees the academic functions of the University that includes creation of student's registration numbers, and subsequent semester-wise course registration, freeze/withdrawal of semester, readmission/rejoining/resuming of studies, inter-Campus migration and verification of academic certificates submitted by the students. In addition, its responsible for issuance of Bonafide/English Proficiency, NOC and Character Certificates.

Staff Members:

Mr. Afzaal Faisal	Incharge Academics
Ms. Rashida Munawar	Assistant
Mr. Safadar Hussain	LDC
Ms. Nida Bulqees	LDC
Mr. Muhammad Asif	LDC
Mr. Iftikhar	LDC

Students Financial Aid Office/ Office of Development:

Students Financial Aid Office (SFAO) deals with the queries regarding fee vouchers, installments, scholarships, financial assistance, fund raising schemes and alumni relation building.

Staff Members:

Mr. Rao Zahid Mahmood	Incharge (Office of Development)
Mr. Faheem Shahzad	Office Superintendent
Mr. Imran Arshad	LDC
Mr. Imran Sami	LDC
Mr. Altaf Hussain	LDC

Scholarships:

- o COMSATS Vehari Campus offers wide array of scholarships for its students as:
- o USAID Need Based Scholarships
- o HEC Need Based Scholarships
- o Punjab Workers Welfare Board Scholarships (PWWB)
- o NTS Scholarships
- o Merit Scholarships
- o PEEF Scholarships
- o FAWAS Scholarships
- o Ihsan Trust (Meezan Bank Qarz-e-Hasna Scheme)
- o Kinship Scholarships

Accounts / Finance Department:

All financial matters are tackled in finance office.

Staff Members:

Mr. Rao Zahid Mahmood	Assistant Treasurer
Mr. Haroon Azhar	Assistant Treasurer
Ms. Fahad Nasir	Accountant
Mr. Rashid Mehmood	Telephone Operator
Mr. Syed Mushraf Hussain Shah	Assistant
Mr. Muhammad Imran	LDC

Transport Department :

Transport Department provides the facility of pick and drop to COMSIAN students of Vehari city and surrounding areas like: Gaggoo Madni, Burewala, Hasilpur, Luddan, Mailsi, Karampur, Tibba Sultanpur and Vijianwala.

Staff Members:

Mr. Muhammad Akbar	Incharge Transport
Mr. M. Waqar Raza	Senior Assistant
Mr. Ghulam Mustafa	LDC (ghulammustafa@ciitvehari.edu.pk)



Examinations Department

Examinations Department is liaising with **Head of Departments**, teachers/ invigilators and students in order to prepare, organize and supervise examinations in accordance with the regularities laid down by the University.

Staff Members:

Ms. Shagufta Rafiq	Deputy Controller of Examinations
Ms. Alia Tasleem	Senior Assistant
Mr. Ghulam Muhyudin	Assistant
Syed Tahir Amin	Assistant
Mr. Ilyas Bhatti	LDC
Mr. Nauman Amjad	Assistant

CU Online:

The function of CU Online is to monitor student's academic activities on COMSATS online system (CU Online) and provide support on all modules of CU online (fee, library, exam, faculty, students, parents, registration etc.)

Staff Members:

Mr. Yasir Ghafoor	Incharge CU Online
Ms. Sajida Rafiq	Senior Administrative Assistant
Mr. Imran Shah	IT Assistant
Mr. Mehmood Ali	Assistant
Mr. Ghulam Mustafa	LDC
Mr. Mujahid Abbas	LDC

Office of Student Affairs (OSA):

Vision :

To develop every student vibrant, self motivated, self responsible and caring towards society

Mission:

To provide coaching related to ethics, academic and co-curriculum activities. To conduct workshops and seminars for student's training and awareness towards their capacity building.

“Office of student affairs is here to foster you intellectual and personal growth through a wide array of student activities and programs”. A number of literary and extra curriculum activities are being chalked out to promote students life and community wellness.



Staff Members:

Ms. Hina Abbas Khan	Coordination Officer
Ms. Sobia Bano	Assistant OSA

Scholarship Scheme for (BSBA, BSCS):

Total Fee 1st semester= Rs.111,500
Total fee onward per semester= Rs.89,500

Sr. #	Scholarship Amount	Payable (semester wise) in PK-RS	
		1 st	Next
1	Rs 45,500/ in 1 st semester & Rs 35,500/in next semester	66,000/-	54,000/-
2	Kinship (Rs. 8000 to each sibling if not availing any other scholarship)		

Scholarship Scheme for (BSSE)

Total Fee 1st semester= Rs.111,500
Total fee onward per semester= Rs.89,500

Sr. #	Scholarship Amount	Payable (semester wise) in PK-RS	
		1 st	Next
1	Rs 45,500/ in 1 st semester and Rs 31,500/ in next semesters	66,000/-	58,000/-
2	Kinship (Rs. 8000 to each sibling if not availing any other scholarship)		



Scholarship Scheme for (BS (A&F), BS (ES))

Total Fee 1st semester= Rs.111,500
Total fee onward per semester= Rs. 89,500

Sr. #	Scholarship Amount	Payable (semester wise) in PK-RS	
		1 st	Next
1	Rs 55,500/ in 1 st semester and Rs 45,500/ in next semesters	56,000/-	44,000/-
2	Kinship (Rs. 8000 to each sibling if not availing any other scholarship)		

Scholarship Scheme for (MA, M.Sc Programs)

Total Fee 1st semester= Rs.107,500
Total fee 2nd & onward per semester= Rs. 85,500

Sr. #	Scholarship Amount	Payable (semester wise) in PK-RS	
		1 st	Next
1	Rs 60,500/ in 1 st semester and Rs 50,500/ in next semesters	47,000/-	35,000/-
2	Kinship (Rs. 8000 to each sibling if not availing any other scholarship)		

Scholarship Scheme for BS-English, BS Math and BS Economics

Total Fee 1st semester= Rs.111,500
Total fee 2nd & onward per semester= Rs. 89,500

Sr. #	Scholarship Amount	Payable (semester wise) in PK-RS	
		1 st	Next
1	Rs 71,500/ in 1 st semester and Rs 53,500/ in next semesters	40,000/-	36,000/-
2	Kinship (Rs. 8000 to each sibling if not availing any other scholarship)		

Scholarship Scheme for MS Programs

Total Fee 1st semester= Rs.76,250
Total fee 2nd & onward per semester= Rs. 54,250



Sr. #	Scholarship Amount	Payable (semester wise) in PK-RS	
		1 st	Next
1	Rs 29,250/ in 1 st semester and Rs 17,250/ in next semesters	47,000/-	37,000/-
2	Kinship (Rs. 8000 to each sibling if not availing any other scholarship)		

Important Note:

- 1.The scholarship amount in a semester will be considered deductible from total semester fee.
- 2.In any semester a student can't have multiple scholarships. These scholarship schemes are subjected to regular admission as per CUI admission eligibility criteria.
- 3.The campus has the right to cancel any scholarship on the basis of internal reasons.
- 4.Administration has the right to discontinue or revoke the scholarship on the basis of discipline, academics and other performance parameters.
- 5.Fee rates are subject to revision in subsequent semesters.
- 6.Rs.5000/- per credit hour will be charge for each additional semester.

Course Registration Process

- 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.
- Students may register for additional non-credit courses, on successful completion of which a mention shall be made in the transcript, but shall not be used for computation of CGPA.
- The chairman/heads of departments shall forward within seven teaching days from the dates of the commencement of a semester all the registration forms to the examination section of the campus.
- A student may change course(s) within five teaching days from the date of commencement of a semester on the recommendations of the teacher(s) concerned. However, course(s) may be dropped immediately after the first sessional test result is known. In that case, no academic penalty will accrue. However, fees paid will not be adjusted.
- In order to remain a full-time student of the University, a student must be registered in at least 12 credit hours of course work during a semester.

Grading Policy

Letter Grade	Credit Points	Percentage Marks
A (Excellent)	4.0	90 Percent and above
A-	3.7	85 - 89
B+	3.3	80 - 84
B (Good)	3.0	75 - 79
B-	2.7	70 - 74
C+	2.3	65 - 69
C (Average)	2.0	60 - 64
C-	1.7	55 - 59
D (Minimum Passing)	1.3	50 - 54
F (Failing)	0.0	Less than 50

Proctorial Board

Purpose of Proctorial Board is to maintain discipline in the form of dressing and other campus discipline among students through apposite possible management.

The batch advisors will nominate 2-3 students for proctor. One proctor for each batch will be selected by proctor committee.

Rules & Regulations

Red Slip Offences:

- 1) Display of ID cards at all times compulsory at CUI Campus. In case of violation, fine amounting to RS. 200 will be imposed.
- 2) CUI, Vehari is No Smoking Zone. Smoking is not allowed anywhere in the campus. Fine to be imposed in case of violation is Rs. 1000.
- 3) Foot Printing and any type of comments on walls, furniture and fixtures will be deemed as a grave offence. Fine to be imposed on case of violation is Rs. 200.
- 4) Students must wear proper dress code.
- 5) Cell phone must be silent or on vibration within Academic Block Building. Ringing of cell phone is strictly disallowed. Fine to be imposed in case of violation is Rs. 100.
- 6) The use of cell phone camera within campus is not allowed without prior permission of administration. Fine to be imposed in case of violation will be Rs. 500.
- 7) Any type of verbal abuse or physical clash with anyone within campus will be reckoned as gross misconduct. Minimum Fine to be imposed in case of any incident will be Rs. 1000. Depending on the nature and severity of the incident, case may be referred to management for necessary action that may result in expulsion of the guilty persons.
- 8) Any type of damage caused to CUI, Vehari Campus furniture and fixture will be regarded as an offence. Fine imposed in this case will be Rs. 500. Moreover, the violator will be liable to pay the damages.
- 9) Any type of comments on notices issued by the management placed anywhere in the campus will be liable to fine of Rs. 200.
- 10) Any type of littering anywhere in the campus is unacceptable and will amount to any offence. Fine to be imposed in this case will be Rs. 100.

THANK YOU