STUDENT HANDBOOK
UNDERGRADUATE

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1. The Iqra University

1.1 Brief Introduction

Iqra University traces its genesis to January 1998, when it started its operations in Karachi. The Government of Sindh chartered the University; vide Sindh Ordinance VI of 2000. Currently, Iqra University has campuses in Karachi and Islamabad. Karachi campus is geographically spread over five prominent locations *viz*. Main Campus at Shaheed-e-Millat Road, Gulshan Campus in Gulshan-e-Iqbal, North Campus in North Karachi, Bahria Town campus, and Airport Campus covering the resident population of different districts of Karachi. The University offers a wide range of facilities across campuses including a well-stocked library, state of the art computing facilities, well equipped teaching labs, centrally air-conditioned classrooms equipped with the latest audio-visual aids, incubation centers, auditoriums, seminar rooms, sports facilities, prayer halls, swimming pool and gymnasiums.

Iqra University offers a variety of programs in different disciplines including Business Administration, Computer Science, Software Engineering, Electrical Engineering, Media Science, Fashion Design, Education, Social Sciences, Pharmacy and Health Sciences. All programs offered in the university are recognized by Higher Education Commission (HEC) of Pakistan and fully accredited by various regulatory bodies such as Pakistan Engineering Council (PEC), National Business Education Accreditation Council (NBEAC), National Computing Education Accreditation Council (NCEAC), National Accreditation Council for Teacher Education (NACTE), and Pharmacy Council of Pakistan (PCP).

1.2 Vision Statement

To transform the lives of youth through world class education at an affordable price.

1.3 Mission Statement

The mission of Iqra University is "*to be a world-class institution of higher education and research, promoting technical skills, critical thinking and public duty, to help develop a prosperous and progressive society*".

1.4 Core Values

i. **Respects:** Respecting all at work irrespective of designation, color, cast and religion. Every person is treated with dignity in a fair manner in all situations.

ii. **Merit:** Promoting the culture of merit in faculty, staff and students. Practicing the meritocracy in all the situations related to both internal and external stakeholders.

iii. **Courtesy:** Demonstrating the courtesy and politeness towards each member of the internal and external community.

iv. **Excellence:** Striving for excellence in teaching, research, and service to the students. Follow the international best practices and create a conducive teaching learning environment.

v. **Equality:** Ensuring equality among gender, race, socio-economic class, religion, and ethnic groups to preserve national solidarity and unity.

vi. **Honesty:** Encouraging honesty in all forms of personal and organizational communication and interactions.

vii. **Innovation:** Stimulating innovation among faculty and students for teaching, research and service. Emphasis is made to create an entrepreneurial mindset among the internal community.

viii. **Dedication:** Creating an enabling environment to encourage dedication with work and studies.

1.5 Why Choose IU?

Iqra University is dedicated to providing learning opportunities in vibrant, dynamic and brilliant settings provided across its campuses. IU is chartered by the Government of Sindh and recognized by the Higher Education Commission. Iqra University provides unique academic, social and cultural opportunities to all students coming from diverse social and ethnic backgrounds.

1.6 IU Ranking

IU has garnered notable international recognition in various domains. For instance, the university has achieved a commendable global ranking of 301-350 in the esteemed QS Asia Rankings. Within Southern Asia, it holds an impressive 73rd position. At a national level in Pakistan, IU stands at 15th place, underscoring its strong academic reputation. Particularly in the Sindh region, the university has excelled by clinching the 2nd position, emerging as a frontrunner among private sector higher educational institutions.

IU has demonstrated a strong commitment to sustainability, as evidenced by its notable rankings in the QS Sustainability Rankings. IU achieved the 285th position among universities in Asia, highlighting its dedication to environmentally responsible practices. At the national level, IU ranked 8th in Pakistan for its significant contributions to sustainable initiatives in the country. Additionally, IU holds the 2nd position in sustainability rankings among universities in Sindh and has also secured a top position among private sector universities in the province. These impressive rankings reflect IU's active role in promoting environmental responsibility and fostering a sustainable campus culture.

1.7 Cutting Edge Training Facilities

IU provides a clean and healthy learning environment where lectures are delivered physically or online. It is equipped with modern teaching tools. For example, the Executive Development Center provides considerable space for 400-450 attendees of training/workshops and other seminars and conferences.

IU's programs, particularly in Advertising, Animation, and Film and TV Production are supported by the most comprehensive and latest technology. IU students have won several top awards in the national and international advertising and film production competitions. Similarly, IU has the most modern and comprehensive Fashion Design Program in Sindh. Besides, there are various state-of-the-art Engineering and Computing labs across all campuses of the university.

1.8 Highly Skilled and Qualified Faculty

All programs are managed by highly qualified faculty members including 200+ PhD qualified full-time faculty members. Besides, the faculty portfolio also includes various heads of many national and multinational organizations. The curricula designed by experts in the field and offered at IU are at par with international standards. For better educational needs IU offers student exchange programs under various MoUs signed with universities of international repute.

1.9 Connectivity

Every student is linked through the online Student Information Center with the instructors, online Library with over 40,000 books and other relevant information.

1.10 Career Opportunities

The pre-graduation employment rate for IU students is the highest amongst all Universities. The faculty is profoundly helpful for finding suitable placement of a student. The dedicated Placement department provides a range of value added services to existing students and graduates. These services include organizing a range of events to cater ongoing academic activities. Moreover, organizing job fair is one of the prominent responsibilities of the Placement department

1.11 Research Productivity

Iqra University has demonstrated a significant commitment to research and scholarly contributions over the last five years, producing a substantial total of 1,580 research publications with 19,463 citations. These publications and citations have garnered significant attention within the academic community which reflects the university's sustained dedication to fostering impactful research and advancing knowledge across various disciplines in recent years.

1.12 Extra-Curricular Activities

Sports facilities are available in a sports complex offering swimming and other activities in a fully equipped gymnasium. IU sports teams have received the highest number of awards and also represented Pakistan in Asian Games. Please refer to Chapter 5 for further details.

1.13 Important Contact Information

Main Campus:

Shaheed-e-Millat Road, Phase 2 Defense View Housing Society, Karachi City, Sindh 75500.

Tel: (021) 111 264 264

Gulshan Campus:

4B, Block 7 Gulshan-e-Iqbal, Karachi, Sindh.
Gulshan Campus (M9 Extension) Sector 8B Scheme-33, Deh Songal Tappu Gujro, East Karachi.

Tel: (021) 111 114 772

Airport Campus:

Main Shahrah-e-Faisal, Wireless Gate Stop, Karachi.

Tel: (021) 38771627

North Campus:

Plot No 204-205, Sector 7B/1 North Karachi Town, Karachi, Sindh.

Tel: (021) 111 114 772

Bahria Town Campus:

Bahria Hills, Jinnah Avenue, Near Masjid-e-Riaz, Bahria Town Karachi, Sindh.

Tel: (021) 38734000

Islamabad Campus:

Plot # 5, Khayaban-e-Johar, Sector H-9, Islamabad.

Tel: (051) 111-264-264; (051) -4435207

Chak Shahzad Campus:

PIES Complex No 6, Park Road, Chak Shahzad, Tarlai Kalan, Chak Shahzad, Islamabad.

Tel: (051) 9247407-9

2. Undergraduate Education Regulations

2.1 Eligibility for Admission

Detailed information for admission in undergraduate programs at IU may be obtained at *https://Iqra.edu.pk/admissions/criteria-of-admission*. A brief of admission requirement at BBA/BS/BE level are given below:

2.1.1 Admissions requirements for Undergraduate Programs under Faculty of Business Administration

i. Associate Degree Program (ADP)

Eligibility Criteria:

a. Passing marks in Intermediate (HSSC) or equivalent (IBCC equivalence is required)

b. IU Admission Test is required

Admission offered to the candidates is based on the previous academic background (marks in matriculation and intermediate), and performance of a candidate in the Admission Test.

ii. Undergraduate Programs

Eligibility Criteria:

a. Minimum 45% marks in Intermediate or equivalent (IBCC equivalence is required)

b. IU Admission Test is required

Admission offered to the candidates is based on the previous academic background (marks in matriculation and intermediate), and performance of a candidate in the Admission Test.

Test Pattern for ADP and Undergraduate level programs:

Subject	No. of Questions	Weightage	Approx. Time
English	60	50%	45 Minutes
Analytical Skills	20	16.66%	30 Minutes
Basic Mathematics	20	16.66%	30 Minutes
General Knowledge	20	16.66%	15 Minutes
Total	120	100%	120 Minutes

After conducting the IUAT in batches over the entire admission cycle, program-wise merit lists are prepared based on the selection criteria. Relative grading is applied to the merit lists based on the selection criteria, which include the following:

Matric Score	Intermediate Marks	IU Admission Test	Interviews
10%	10%	50%	30%

2.1.2 Admissions requirements for Undergraduate Programs under Faculty of Engineering, Sciences and Technology (FEST)

i.   Associate Degree Program (ADP)

Eligibility Criteria:

a.   Minimum 50% marks in HSSC (pre-engineering / pre-medical / computer science) or DAE or equivalent with Mathematics and Physics (IBCC equivalence is required)

b.   IU Admission Test (IUAT) is required

The students who have not studied Mathematics at intermediate level have to pass deficiency courses of Mathematics (06 credits) in first two semesters.

Admission offered to the candidates is based on the previous academic background (marks in matriculation and intermediate), and performance of a candidate in the Admission Test.

Test Pattern for ADP:

Subject	No. of Questions	Weightage	Approx. Time
English	40	33%	45 Minutes
Analytical Section	20	17%	30 Minutes
Mathematics	45	38%	30 Minutes
Physics	15	12%	15 Minutes
Total	120	100%	120 Minutes

After the conducting the IUAT in batches over the entire admission cycle, program-wise merit lists are prepared against the selection criteria. Relative grading is made for the merit lists based on the selection criteria which include the following:

Matric Score	Intermediate Marks	IU Admission Test
10%	15%	75%

ii. **Undergraduate Programs (NCEAC Programs)**

Eligibility Criteria:

a. Minimum 50% marks in HSSC (pre-engineering / pre-medical / computer science) or DAE or equivalent with Mathematics and Physics (IBCC equivalence is required)

b. IU Admission Test is required

The students who have not studied Mathematics at intermediate level have to pass deficiency courses of Mathematics (06 credits) in first two semesters.

Admission offered to the candidates is based on the previous academic background (marks in matriculation and intermediate), and performance of a candidate in the Admission Test.

Test Pattern:

Subject	No. of Questions	Weightage	Approx. Time
English	40	33%	40 Minutes
Analytical Section	20	17%	20 Minutes
Mathematics / Critical Thinking	45	38%	45 Minutes
Physics / General Knowledge	15	12%	15 Minutes
Total	120	100%	120 Minutes

After the conducting the IUAT in batches over the entire admission cycle, program-wise merit lists are prepared against the selection criteria. Relative grading is made for the merit lists based on the selection criteria which include the following:

Matric Score	Intermediate Marks	IU Admission Test
10%	15%	75%

iii.   **Undergraduate Programs (Non NCEAC Programs)**

Eligibility Criteria:

a.   Minimum 45% marks in HSSC (pre-engineering / pre-medical / computer science) or DAE or equivalent with Mathematics and Physics (IBCC equivalence is required)

b.   IU Admission Test is required

The students who have not studied Mathematics at intermediate level have to pass deficiency courses of Mathematics (06 credits) in first two semesters.

Admission offered to the candidates is based on the previous academic background (marks in matriculation and intermediate), and performance of a candidate in the Admission Test.

Test Pattern:

Subject	No. of Questions	Weightage	Approx. Time
English	40	33%	40 Minutes
Analytical Section	20	17%	20 Minutes
Mathematics	45	38%	45 Minutes
Physics	15	12%	15 Minutes
Total	120	100%	120 Minutes

After the conducting the IUAT in batches over the entire admission cycle, program-wise merit lists are prepared against the selection criteria. Relative grading is made for the merit lists based on the selection criteria which include the following:

Matric Score	Intermediate Marks	IU Admission Test
10%	**15%**	**75%**

iv.   **Undergraduate Programs (PEC Programs)**

Eligibility Criteria:

a.   Minimum 60% marks in HSSC (pre-engineering / pre-medical** / computer science*) or DAE or equivalent with Mathematics, Physics and Chemistry (IBCC equivalence is required).

b.   IU Admission Test is required

The students who have not studied Chemistry at intermediate level have to pass remedial course of Chemistry (03 credits) in first semester.

** Pre-medical students will be granted provisional admission. The admission will only be confirmed,

a. *After successful completion of IU 8 weeks condensed program to compensate for deficiency courses viz, Mathematics.*

b. *Followed by qualifying the separate IU admission Test/NTS/ETEA or any other test prescribed by the Pakistan Engineering Council.*

c. *Only 40% seats of allowable intake will be reserved for pre-medical students.*

Admission offered to the candidates is based on the previous academic background (marks in matriculation and intermediate), and performance of a candidate in the Admission Test.

Test Pattern:

Subject	No. of Questions	Weightage	Approx. Time
English	40	33%	45 Minutes
Analytical Section	20	17%	25 Minutes
Mathematics	30	25%	25 Minutes
Physics	20	17%	20 Minutes
Chemistry	10	8%	15 Minutes
Total	120	100%	120 Minutes

After the conducting the IUAT in batches over the entire admission cycle, program-wise merit lists are prepared against the selection criteria. Relative grading is made for the merit lists based on the selection criteria which include the following:

Matric Score	Intermediate Marks	IU Admission Test
10%	**15%**	**75%**

2.1.3 Admissions requirements for Undergraduate Programs under Faculty of Pharmacy

i. **Undergraduate Program (Pharm.D.)**

Eligibility Criteria:

a. Minimum 60% marks in HSSC (pre-medical) or equivalent with Biology (IBCC equivalence is required).

b.   IU Admission Test (IUAT) is required

Admission offered to the candidates is based on the previous academic background (marks in matriculation and intermediate), and performance of a candidate in the Admission Test.

Test Pattern:

Time duration of the Admission Test is 120 minutes (2 hours) and a candidate has to attempt 100 questions

Subject	No. of Questions	Weightage	Approx. Time
English	24	20%	24 Minutes
Biology	42	35%	42 Minutes
Chemistry	30	25%	30 Minutes
Physics	24	20%	24 Minutes
Total	120	100%	120 Minutes

After the conducting the IUAT in batches over the entire admission cycle, program-wise merit lists are prepared against the selection criteria. Relative grading is made for the merit lists based on the selection criteria which include the following:

Matric Score	Intermediate Marks	IU Admission Test
10%	**40%**	**50%**

Interview: After the preparation of the merit list, all the candidates will be invited for an interview by the board with members as follows:

− Dean of the Faculty

− Head of the Teaching Department

− Two Faculty members

2.1.4 Admissions requirements for Undergraduate Programs under Faculty of Arts, Design, Education & Social Sciences

i.   Associate Degree Program (ADP)

Eligibility Criteria:

a.   Passing marks in HSSC or DAE or equivalent (IBCC equivalence is required)

b.   IU Admission Test (IUAT) is required

Admission offered to the candidates is based on the previous academic background (marks in matriculation and intermediate), and

performance of a candidate in the Admission Test.

Test Pattern for ADP:

Subject	No. of Questions	Weightage	Approx. Time
English	60	50%	60 Minutes
Analytical Section	40	33%	40 Minutes
Basic Mathematics	12	10%	10 Minutes
Behavioral Psychology	8	8%	10 Minutes
Total	120	100%	120 Minutes

Test Pattern for Media related AD Programs:

Subject	No. of Questions	Weightage	Approx. Time
English	60	50%	60 Minutes
Analytical Skills	20	16.6%	30 Minutes
Basic Mathematics	20	16.6%	30 Minutes
General Knowledge	20	16.6%	15 Minutes
Total	120	100%	120 Minutes

After the conducting the IUAT in batches over the entire admission cycle, program-wise merit lists are prepared against the selection criteria. Relative grading is made for the merit lists based on the selection criteria which include the following:

Interview	IU Admission Test
40%	**60%**

Interview: After the preparation of the merit list, all the candidates will be invited for an interview by the board with members as follows:

– Dean of the Faculty

– Head of the Teaching Department

– Two Faculty members

ii.   Bachelor of Education (B.Ed. 4 years)

An applicant must have 12 years of schooling, at least 2nd division in Higher Secondary School Certificate or equivalent from a recognized Institute/Board.

Eligibility requirements for admission to the 4-year B.Ed. (Hons) program

a.   Minimum Percentage Requirement: Second division or 45% at intermediate level.

b.   Passing the entrance test with a score of 60%.

c.   Interview clearance.

d.   Students who enter after completing a 2-year Associate Degree Program with a minimum CGPA of 2.5 will join in the 5th semester of the undergraduate program.

Program Duration

The minimum duration for a B.Ed program is 4 years, while the maximum duration is 7 years. In extraordinary circumstances, and subject to approval of the concerned statutory body of the university, the maximum duration to complete the degree program may further be extended to another semester.

Test Pattern for Bachelor of Education (B.Ed. 4 years):

Subjects	No of Questions	Weightage
English	60	50%
IQ / General Knowledge	40	33%
Mathematics	12	10%
Psychology	8	7%
Total	**120**	**100%**

Selection Criteria

Admission Test	Interview	Total Weightage
60%	40%	100%

Exit pathways:

i.   Students who choose not to complete the degree program may consider potential transfer options to other programs or qualifications earned upon program exit.

ii.   Those who wish to leave after completing 2 years of the B.Ed. (Hons) program (4 semesters) will be awarded an Associate degree. The option of exit from the undergraduate/equivalent

degree program with an Associate Degree is allowed in disciplines accredited under the councils i.e. NCEAC, NBEAC and NACTE.

iii. Those who wish to rejoin the B.Ed. program after a one-year discontinuation will be allowed to do so if there is a valid reason and the university accepts it.

iv. If a student leaves before completing the 4-year program, he or she will receive a provisional transcript.

iii. Bachelor of Education (B.Ed. 2.5 years)

a. An applicant must have completed 14 years of schooling and hold at least a 2nd division in any Bachelor's degree from an HEC recognized university or institute.

Test Pattern for Bachelor of Education (B.Ed. 2.5 years):

Subjects	No of Questions	Weightage
English	60	50%
IQ / General Knowledge	40	33%
Mathematics	12	10%
Psychology	8	7%
Total	**120**	**100%**

Selection Criteria

Admission Test	Interview	Total Weightage
60%	40%	100%

iv. Bachelor of Education (B.Ed. 1.5 years)

a. An applicant must have completed 16 years of schooling and hold at least a 2nd division in any Bachelor's or Master's degree from an HEC-recognized university or institute.

Test Pattern for Bachelor of Education (B.Ed. 1.5 years):

− GAT Education

− English

Selection Criteria

Admission Test	Interview	Total Weightage
60%	40%	100%

v.   BS (English)

a.   Applicants should have a minimum of 12 years of schooling with at least a 2nd division (or 45%) in the Higher Secondary School Certificate or its equivalent from a recognized institute or board.

b.   Applicants having "A" levels or other foreign qualifications must provide an equivalence certificate issued by the Inter Boards Committee of Chairmen (IBCC).

Iqra University Admission Test

Subjects	No of Questions	Weightage
English	60	50%
Analytical Section	40	33%
Basic Mathematics	12	10%
Behavioral Psychology	8	7%
Total	**120**	**100%**

Selection Criteria

Admission Test	Interview	Total Weightage
60%	40%	100%

vi.   Bachelor of Science in International Relation (BSIR)

Two years Bachelor / BA / B.Sc/ B.Com/ADP (14 years of Education) with 2nd Division

Admission Test

Applicants to Iqra University must undergo an entrance test, unless exempted by acceptable scores from recognized standardized tests. The admissions test is conducted on a computer and consists of 120 multiple-choice questions (MCQs) with a duration of two hours.

Weightage

Mathematics	English	Analytical
30%	40%	30%

2.1.5 **Admissions requirements for Undergraduate Programs under Faculty of Media Sciences**

i. **Bachelor of Media Science (BMS) (Advertising, Film & TV, Animation)**

Eligibility Criteria

a. Intermediate (12 years of schooling) i.e. HSC or O/A levels equivalency, shall be provided to the Admission department.

b. Minimum percentage requirement: Second division or 45% at the intermediate level.

c. Students having completed Associate Degrees shall be allowed admission in the fifth semester of the undergraduate/equivalent degree program offered in the same discipline without any deficiency course.

Admission Tests

a. Test structure prescribed by the University policy.

b. University test passing score is 50% (optional, but recommended).

Interview

Mandatory interview with the admission committee for shortlisted candidates. (Remains as Option for the Department of Media Science)

Test Pattern

Subject	No. of Questions	Weightage	Approx. Time
English	60	50%	45 Minutes
Analytical Skills	20	16.66%	30 Minutes
Basic Mathematics	20	16.66%	30 Minutes
General Knowledge	20	16.66%	15 Minutes
Total	**120**	**100%**	**120 Minutes**

2.1.6 **Admissions requirements for Undergraduate Programs under Faculty of Health Sciences**

i. **Associate Degree Program (ADP)**

Eligibility Criteria:

a. Passing marks in HSSC or equivalent (IBCC equivalence is required)

b. IU Admission Test (IUAT) is required

Admission offered to the candidates is based on the previous academic background (marks in matriculation and intermediate), and performance of a candidate in the Admission Test.

Test Pattern for ADP:

Subject	No. of Questions	Weightage	Approx. Time
English	24	20%	24 Minutes
Chemistry / Quantitative Reasoning *	30	25%	30 Minutes
Biology / Mathematics / General Science*	42	35%	42 Minutes
Physics / General Knowledge*	24	20%	24 Minutes
Total	120	100%	120 Minutes

* for Intermediate or equivalent in Arts and Commerce

ii. **Undergraduate Program (Microbiology / Psychology / Public Health)**

Eligibility Criteria:

a. Minimum 45% marks in HSSC (pre-medical) or equivalent with Biology (IBCC equivalence is required).

b. IU Admission Test (IUAT) is required.

Admission offered to the candidates is based on the previous academic background (marks in matriculation and intermediate), and performance of a candidate in the Admission Test.

Test Pattern:

Time duration of the Admission Test is 120 minutes (2 hours) and a candidate has to attempt 100 questions

Subject	No. of Questions	Weightage	Approx. Time
English	24	20%	24 Minutes
Biology	42	35%	42 Minutes
Chemistry	30	25%	30 Minutes
Physics	24	20%	24 Minutes

Subject	No. of Questions	Weightage	Approx. Time
Total	120	100%	120 Minutes

After the conducting the IUAT in batches over the entire admission cycle, program-wise merit lists are prepared against the selection criteria. Relative grading is made for the merit lists based on the selection criteria which include the following:

Matric Score	Intermediate Marks	IU Admission Test
10%	**40%**	**50%**

Interview: After the preparation of the merit list, all the candidates will be invited for an interview by the board with members as follows:

− Dean of the Faculty

− Head of the Teaching Department

− Two Faculty members

iii.   Undergraduate Program (Nursing / HND / Food Sc. & Tech.)

Eligibility Criteria:

a.   Minimum 50% marks in HSSC (pre-medical) or equivalent with Biology (IBCC equivalence is required).

b.   IU Admission Test (IUAT) is required.

Admission offered to the candidates is based on the previous academic background (marks in matriculation and intermediate), and performance of a candidate in the Admission Test.

Test Pattern:

Time duration of the Admission Test is 120 minutes (2 hours) and a candidate has to attempt 120 questions

Subject	No. of Questions	Weightage	Approx. Time
English	24	20%	24 Minutes
Biology	42	35%	42 Minutes
Chemistry	30	25%	30 Minutes
Physics	24	20%	24 Minutes
Total	120	100%	120 Minutes

After the conducting the IUAT in batches over the entire admission

cycle, program-wise merit lists are prepared against the selection criteria. Relative grading is made for the merit lists based on the selection criteria which include the following:

Matric Score	Intermediate Marks	IU Admission Test
10%	**40%**	**50%**

Interview: After the preparation of the merit list, all the candidates will be invited for an interview by the board with members as follows:

− Dean of the Faculty

− Head of the Teaching Department

− Two Faculty members

iv. Undergraduate Program (Post RN)

Eligibility Criteria:

a. Diploma in Nursing OR Diploma in Midwifery (any Post Basic Specialty for male in lieu of midwifery)

b. 01 Year Clinical experience

c. Valid PNC Registration

d. IU Admission Test (IUAT) is required

Admission offered to the candidates is based on the previous academic background (marks in matriculation and intermediate), and performance of a candidate in the Admission Test.

Test Pattern:

Time duration of the Admission Test is 120 minutes (2 hours) and a candidate has to attempt 100 questions

Subject	No. of Questions	Weightage	Approx. Time
English	24	20%	24 Minutes
Biology	42	35%	42 Minutes
Chemistry	30	25%	30 Minutes
Physics	24	20%	24 Minutes
Total	120	100%	120 Minutes

After the conducting the IUAT in batches over the entire admission cycle, program-wise merit lists are prepared against the selection criteria. Relative grading is made for the merit lists based on the selection criteria which include the following:

Matric Score	Intermediate Marks	IU Admission Test
10%	**40%**	**50%**

Interview:

After the preparation of the merit list, all the candidates will be invited for an interview by the board with members as follows:

− Dean of the Faculty

− Head of the Teaching Department

− Two Faculty members

v.   Undergraduate Program (Doctor of Physical Therapy – DPT)

Eligibility Criteria:

a.   Minimum 60% marks in HSSC (pre-medical) or equivalent with Biology (IBCC equivalence is required)

b.   IU Admission Test (IUAT) is required

Admission offered to the candidates is based on the previous academic background (marks in matriculation and intermediate), and performance of a candidate in the Admission Test.

Test Pattern:

Time duration of the Admission Test is 120 minutes (2 hours) and a candidate has to attempt 100 questions

Subject	No. of Questions	Weightage	Approx. Time
English	24	20%	24 Minutes
Biology	42	35%	42 Minutes
Chemistry	30	25%	30 Minutes
Physics	24	20%	24 Minutes
Total	120	100%	120 Minutes

After the conducting the IUAT in batches over the entire admission cycle, program-wise merit lists are prepared against the selection criteria. Relative grading is made for the merit lists based on the selection criteria which include the following:

Matric Score	Intermediate Marks	IU Admission Test
10%	**40%**	**50%**

Interview:

After the preparation of the merit list, all the candidates will be invited for an interview by the board with members as follows:

− Dean of the Faculty

− Head of the Teaching Department

− Two Faculty members

2.1.7 Admissions requirements for Undergraduate Programs under Faculty of Law

i.   Undergraduate Programs

Eligibility Criteria:

a.   Minimum 45% marks in HSSC or equivalent (IBCC equivalence is required)

b.   IU Admission Test is required

Admission offered to the candidates is based on the previous academic background (marks in matriculation and intermediate), and performance of a candidate in the Admission Test.

Test Pattern:

Subject	No. of Questions	Weightage	Approx. Time
English	60	50%	60 Minutes
Analytical Section	40	33%	40 Minutes
Mathematics	20	17%	20 Minutes
Total	120	100%	120 Minutes

After the conducting the IUAT in batches over the entire admission cycle, program-wise merit lists are prepared against the selection criteria. Relative grading is made for the merit lists based on the selection criteria which include the following:

Matric Score	Intermediate Marks	IU Admission Test	Law Admission Test
20%	**50%**	**15%**	**15%**

Interview:

After the preparation of the merit list, all the candidates will be invited for an interview by the board with members as follows:

– Dean of the Faculty

– Head of the Teaching Department

– Two Faculty members

2.1.8 Admissions requirements for Undergraduate Programs under Department of Fashion & Design

i. Bachelor's Program Offered

a. Bachelor of Fashion Design

b. Bachelor of Textile Design

c. Bachelor of Science in Fashion Marketing & Merchandising

Admission Eligibility Criteria

Admissions at the Asian Institute of Fashion Design (AIFD), Iqra University are conducted entirely on a merit-based system. Prospective students seeking entry into various disciplines are required to successfully complete both an admission test and an interview. The admission test is divided into four distinct sections: English Language, General Knowledge, Intelligence Quotient (IQ), and a Drawing Test, each designed to evaluate the candidates' competencies and suitability for their chosen field of study.

Qualifications required for Bachelor's Program

i. Applicants should have a minimum of 45% marks in the Higher Secondary School Certificate or its equivalent from a recognized institute or board.

ii. Applicants with 'A' levels or other foreign qualifications must provide an equivalence certificate issued by the Inter Boards Committee of Chairmen (IBCC) indicating at least 45% marks.

Admission Test Criteria

Passing Percentage

The minimum passing percentage for the admission test is established at 60%. Candidates are required to attain a score of 60% or higher to be eligible for consideration for admission.

Test Criteria

The admission test may consist of multiple sections, such as:

	No. of Questions	Weightage
English	48	40%
General Knowledge	12	10%
Intelligence Quotient	12	10%

Drawing Test	48	40%
TOTAL	**120**	**100%**

Selection Criteria for Admission

Admission Test	Interview	Total Weightage
60%	40%	100%

Admissions Evaluation

The admission test will be administered by the Admissions Department, with the results managed by a committee formed by the university.

Exit pathways

i.   Upon the successful completion of 136 credit hours and achieving a minimum cumulative grade point average (CGPA) of 2.0, students will be awarded the Bachelor's Degree in their respective program.

ii.   An incomplete transcript (subject to conditions) with NOC will be issued to students who intend to transfer to another campus / university.

2.2   Online Admission Procedure

Step 01: Online admission portal

i.   Open the admission portal using the given link i.e. https://admissions.Iqra.edu.pk

ii.   Provide your first name, last name, email address, contact number and preferred campus.

iii. Admission code and applicant ID will be generated once you register your ID. Please be informed that you will need the admission code or App ID for further processing.

Step 02: Completing admission form

i.   The form is divided into multiple sections as follows:

ii.   Admission Information: Select your current qualification, program, admission type and the campus you are willing to join (please ensure eligibility criteria before applying).

iii. Basic Info: Upload a passport size photograph with a white background, write your father's name, D.O.B and other information. Please make sure that you provide your proper CNIC Number. In case CNIC has not been issued by NADRA, the NADRA birth certificate contains 13 digits number that can be used in lieu of Computerize National Identity Card Number.

iv.   Residence Info: Provide your present and permanent address.

v.   Guardians Information: Provide all the required info.

vi.   Academic Information: Please provide all the details correctly, as required on the form.

vii.   Documents: Upload proper scanned documents, which are readable and clear.

viii.   Agreement: Read & accept the agreement.

Step 03: Applicant processing fees

i.   Admission application processing fee is Rs. 500 (non-refundable).

ii.   Pay online through admission portal or physically on campus in admission office.

iii.   Upload the paid fee voucher copy or screen shot to the admission portal.

Step 04: Issuance of admit card

Once you get to this stage, admit card is issued automatically. If you have not received admit card visit the campus to get your admit card or you can email us at admission@Iqra.edu.pk

Step 05: Entrance test

i.   The date and time for entrance test will be communicated through email & SMS.

ii.   The test is computerized including Multiple Choice Questions which may vary as per the requirements of different academic programs.

Step 06: Interview

Interview may be scheduled on the same day as test or will be communicated accordingly.

Step 07: Semester fee voucher

i.   After clearing your admission test and interview, you will be issued a semester fee voucher payable at Askari Bank, located on campus, or online through the admission portal.

ii.   Pay the fee & upload the paid fee voucher to the admission portal.

iii.   After successful completion of above-mentioned steps, you will be issued your student ID. For further details regarding courses and student ID, please contact to Student Engagement Unit at main reception.

2.3   Provisional Admission

Students whose results are awaited shall be admitted provisionally in their chosen degree program after meeting the IU admission eligibility requirements. Students are required to submit an affidavit (Form UG1). Furthermore, all required documents need to be submitted by these students in their first semester. Students who fail to meet the university admission eligibility requirements before the final exams of their

first semester must withdraw their admission immediately. In cases where the student does not withdraw his/her admission and his/her ineligibility for admission is identified by the university at any stage, the University reserves the right to cancel the admission at any point of time without any refund of fees.

2.4 Framework of Undergraduate Education

The structure of undergraduate degree programs is designed to balance general education, disciplinary, interdisciplinary, and practical requirements to enhance the likelihood of student success. The structure of all undergraduate degree programs is comprised of the following set of mandatory requirements:

2.4.1 General Education (Gen Ed) Requirements

This component comprises of the mandatory courses of general education aimed to prepare students to refine their scholarly abilities to reason and communicate clearly and effectively. The provision of general education courses ensures that every student is acquainted with the broad variety of fields of inquiry and approaches to knowledge and skills. It offers students an intellectual foundation for their academic, professional, and personal attributes while focusing on critical thinking and writing, speaking or quantitative skills. All the undergraduate degree programs shall be comprised of a mandatory set of 32 credit hours for General Education courses (as tabulated below) which must be covered in the first four semesters of the undergraduate degree program except Pakistan Studies which may be offered in any semester of the degree program.

General Education Cluster	Courses	Credit Hours
Arts and Humanities	1	02
Natural Sciences	1	3 (2+1)
Social Sciences	1	02
Functional English	1	03
Expository Writing	1	03
Quantitative Reasoning	2	06
Islamic Studies (OR) Religious Education/Ethics in lieu of Islamic Studies only for non-Muslim students	1	02
Ideology and Constitution of Pakistan	1	02
Applications of Information and Communication Technologies (ICT)	1	3 (2+1)
Entrepreneurship	1	02
Civics and Community Engagement	1	02
Pakistan Studies	1	02
Total	13	32

2.4.2 Major (Disciplinary) Requirements

A major is the academic discipline or a specialized area of study in which the degree is offered. The minimum requirement to complete a single major is **72 credit hours**. This is valid for all undergraduate degree programs.

2.4.3 Interdisciplinary/Allied Requirements

Interdisciplinary courses are those offered in allied or complementary disciplines to reinforce the notion of interdisciplinary competency and to support horizon of the major.

2.4.4 Field Experience/Internship

Field experience is a professional learning experience that offers meaningful and practical work experience related to a student's field of study or career interest. It is an opportunity to apply knowledge gained in the classroom with practice in the field. Where applicable, students are required to complete a minimum of 3 credit hours of field experience/internship.

2.4.5 Capstone Project

A capstone project allows students to integrate the concepts, principles and methods that they have learned in their course of study, applying their knowledge and competencies to address real-world problems.

2.5 Application for Credit Transfer

The application for credit transfer may be submitted by the student on a required form supported by the following documents:

i.   The course outline and teaching plan of the course that was completed in a different University/Institution and which is being nominated for credit transfer.

ii. The course contact hours and the name of the faculty who taught the course along with the relevant grades.

2.6 Transfer Students

The determination of acceptability of credit for course work completed at another recognized Institution of higher learning is made solely at the discretion of Iqra University. The evaluation of any course work or exam from another Institution for acceptance by the University will be based only on an official transcript from the institution where the course was originally offered and exam conducted.

i.   Credit is not given for grades lower than a C+ (GPA: 2.5) or 67%.

ii. All prospective transfer students must complete Iqra University's entrance requirements.

iii. Grades from other institutions are not included in the calculation of Iqra University grade point average.

iv. The university will consider transferring credits for up to 50% of the courses required for the Bachelor's program to which the application is being made.

v. The coursework being considered for credit transfer must have been completed at an HEC-recognized educational institution or nationally approved/accredited in case of international institutions.

vi. Credit Transfer cases will not be entertained after a student has started the program of study.

vii. Remedial, vocational, technical, highly specialized, courses done through MOOCS and personal development courses are not accepted for credit.

viii. All transfer courses taken at bachelor level from Polytechnic Institutions with degree awarding status and foreign community Institutes that can award degrees will be reviewed individually by the Head of the Department and any transfers must be approved by the Dean and office of the Registrar.

ix. Students are advised to check with the Admissions Office and Head of Department to determine the acceptability of credit from other HEI.

x. Acceptability of transfer credits to a student's academic curriculum is determined by the Head of the Department where the application is being made.

2.7 Conditions for Course Transfer

i. If the course content is similar to the course content at Iqra University to the extent of a minimum 60%, the course credit will be considered for transfer.

ii. A lower-level degree course is not transferable to higher level degree program. For example, a Bachelors level course is not transferable to Masters' program.

iii. A course exempted elsewhere is not transferable unless it is pursued as a regular course. However, courses from all previous institution may be considered for transfer provided above requirements are met.

iv. Courses offered as requisite and co-requisite will be transferred only when both courses are cleared while complying with all other requirements.

2.8 Course Exemption

i. If any student is granted exemption in a course based on past academic then that course will be replaced by another course. The course exemption will not reduce the total number of required courses or credit hours.

ii. The decision of the committee comprising of Head of the Department, Director Academics, Advanced Studies & Research, and Registrar in accepting or rejecting a case of course exemption will be final.

iii. Application for exemption is to be submitted on 'Course Exemption Form' which must be properly filled and submitted to the respective departmental head.

2.9 Termination

i. A student who fails in all subjects or secures "0" GPA in the Zero'/First semester, his/her admission will be terminated without any warning or

further probation.

ii. A student once dismissed can be granted admission in same or any other program of the University without any transfer of courses from previous registration at Iqra University. Any student found taking admission, after dismissal, in any program, on any campus of Iqra University, will have the admission cancelled, without any warning and with no refund of fee.

2.10 Suspension

Suspension means that a student is not allowed to continue regular academic activities for a specified time. IU disciplinary committee will recommend a suspension as under:

i. Suspension on disciplinary grounds.

ii. Suspension on medical grounds.

iii. Suspension on prolonged absence (including the research phase).

iv. Suspension on reasons beyond student's control or on authorized grounds / sanctioned leave from competent authority.

2.11 Repeating a Course

A student may repeat a course under two circumstances, i.e., to clear an **F** Grade or to improve his/her CGPA. The student is required to complete all formalities applicable to repeat a course, i.e., mid-term or hourly examination, project, assignments, quiz, etc., and final examination. The transcript will show the better grade earned and will be used in the computation of CGPA. Please be informed that a student who repeats a course will not be eligible for top student honours and/or awards even if his/her credentials are improved and he/she qualifies for any such honours and/or awards after repeating a course.

A student may be allowed to repeat a course for the following instances:

2.12.1 Clearance of F/W Grade

A student, if receives an **F/W** grade in a course, is required to repeat that course, whenever offered.

2.12.2 Improvement of CGPA

A student may repeat a course in summer semesters and /or in the last year of Bachelor program to improve CGPA subject to the following conditions:

i. The candidate should apply to the HoD for permission to repeat a course. HoD may permit a student to repeat a course subject to its offering and availability of necessary resources.

ii. The student shall not be allowed to improve his/her CGPA after award of the transcript and/or the degree.

2.12 Taking Alternative Elective Course

A student may take an alternative elective course for repetition with the approval of the respective Dean. The better grade earned will be used in the computation of

CGPA. The existing passed elective course shall be shown in the transcript as additional course.

2.13 Award of Undergraduate Degree

The student must meet the following criteria for the award of an undergraduate degree:

i.   Have completed the prescribed number of credit hours of the program.

ii.   Have completed minimum 72 credit hours of major courses, 32 credit hours for general education courses, minimum 12 credit hours for interdisciplinary/allied courses, 3 credit hours of field experience/internship and 3 credit hours of capstone project (For admission from Spring 2025). The student got admission prior to the adoption of UEP 2023 shall complete the course as per scheme of study (curriculum) offered at the time of admission.

iii.   Obtained a minimum CGPA of 2.0.

2.14 Deferment of Semester(s)

A student may seek deferment from regular studies subject to the following conditions:

i.   Deferment will be requested before the commencement of a semester. The student will submit an online application using IqraApp which will be dually or duly approved by the departmental head /dean /associate dean /campus director.

ii.   In case of compulsions / circumstances beyond the control of the students. They may withdraw the semester during the semester.

iii.   The students have the requisite time available to complete their degree within the stipulated time.

iv.   The fee structure of the current semester in which the student will resume his/her studies after the end of the deferment period shall be applicable.

3. IQRA University Policies

3.1 IU Examination Policy

The IU Examination Policy 2024 typically encompasses various aspects related to the conduct, administration, and evaluation of examinations including, but not limited to, quizzes, mid-term examination, assignments, presentations (individual/group), practical, evaluations of academic industrial projects, lab-based projects, sessional /hourly examination, and the final examination.

This policy comprehensively outlies the following key areas:

i.   Attendance Requirement

ii.   Academic Promotions

iii.   Withdrawal from Course

iv.   Term or Permanent Withdrawal from University

v.   Grading System and Cumulative Grade Point

vi.   Assessment Policy Statement

vii.   Assessment Type

viii.   Examination Rules for Students

ix.   Misconduct & Disciplinary Actions

x.   Make-Up Exam Policy

xi.   Incomplete Grade

xii.   Scrutiny and Recheck Policy for Final Examinations Only

xiii.   Grade Review Appeal Policy

xiv.   Examination Assistance for Students with Special Needs

xv.   Assistant Writer for Exam Candidates

3.1.1 Attendance Requirement

i.   Attendance in person, at all prescribed and elective lectures and seminars is mandatory. A maximum of 25% absences are allowed in a subject to cater for emergencies, sickness, etc. There is no provision for leaves over the allowance mentioned above. More than 25% of absences in a subject will result in an 'F' grade in that subject. Any student, who fails to comply with the rules, forfeits the right to appear at the examination in the course concerned. Such a situation shall earn the student an 'F' (failure) in the course.

The policy shall be applicable to any student with project-based evaluations or appearing in exams with insufficient attendance.

ii.   The students who join the semester late because of any reason shall be marked absent for the previous classes. In case, more than 25% of

the sessions have been completed by the faculty the student shall earn an 'F' Grade.

iii. In addition to punctuality and meeting the prescribed attendance requirements, each student is required to actively participate in the class and complete their assignments on time.

iv. Students are required to keep track of their attendance on portal and quickly discuss any anomalies, omissions, or errors in their attendance record with the respective faculty member. Moreover, no exceptions shall be made beyond the specified limit.

3.1.2 Academic Promotions

i. A minimum GPA of greater than Zero is required in their first semester in order to be eligible for promotion into the next semester.

ii. If the semester GPA is less than 2.0, the student may be placed in his/her first probation.

iii. Similarly, if the student continues to obtain less than 2.0 GPA in two consecutive semesters throughout the Degree Program, he/she will be placed on a second academic warning (Probation).

iv. The student who does not improve his/her GPA to 2.0 after a second academic warning (Probation) may be expelled from the University.

3.1.3 Withdrawal from Course

i. Students can withdraw from a particular course with the consent of the concerned department.

ii. Students can withdraw a maximum of 2 courses in one semester. This should be within one week of the announcement of mid-term or 1st hourly results or a maximum of ten weeks from the start of classes. There is no refund of the fee.

iii. Whenever a student's application to withdraw from the course(s) has been approved and all requirements related to such withdrawal satisfactorily fulfilled, the relevant program authority shall inform the examinations and forward the original/digital copy of the same document to the student's personal file. Also "W" grade will be mentioned on the transcript.

iv. Withdrawal from courses will not be allowed if a student's absences exceeded the permitted limit of 25%.

3.1.4 Term or Permanent Withdrawal from University

i. A student who intends to permanently withdraw from his/her program must formally request a leave of absence from the Faculty (or the concerned Department). The Head of Faculty (or the concerned Department) and the Registrar's office, both must approve the leave application.

ii.   Withdrawals from university are entitled to refund of fee according to the IU Refund Fee Policy (section 3.9).

iii.   Once the student's application to withdraw from the semester or from the university is approved and all requirements related to such withdrawal are satisfactorily fulfilled, the relevant program authority shall inform the concerned departments and forward the original document to the Students personal file.

3.1.5   Grading System

The following grading system shall be effective from Spring 2025 Semester.

Letter Grade	Percentage	Grade Points	Remarks	Notes
A	90% - 100%	4.00	Outstanding	
A-	85% - 89%	3.67	Excellent	
B+	80% - 84%	3.33	Very Good	
B	75% - 79%	3.00	Good	
B-	70% - 74%	2.67	Fairly Good	
C+	65% - 69%	2.33	Above Average	
C	60% - 64%	2.00	Average	Undergraduate Degree Requirement
C-	56% - 59%	1.67	Below Average	Revised Probation Threshold Limit 1.70 Semester GPA
D+	53% - 55%	1.33	Poor	
D	50% - 52%	1.00	Unsatisfactory	
F	Below 50%	0	Failed (course repeat)	
I			Incomplete	
W			Withdrawal	
IP			In Progress	
QQ			Qualified	Only for non-credited Course
NQ			Not Qualified	Only for non-credited Course
PASS			Thesis / Project	
FAIL			Thesis / Project	
XF			F-Grade due to shortage of attendance	

The XF letter grade shall not be counted towards the calculation of GPA.

3.1.6 Assessment Policy Statement

Assessment policy embraces diverse models tailored for different types of courses. Practical courses may utilize performance-based evaluations and portfolio assessments. Theoretical courses are subject to traditional exams, project-based assessments, case studies, and open book exams. However, a continuous assessment approach involves regular quizzes and assignments, presentations to ensure ongoing feedback.

3.1.7 Assessment Type

i. Assessments in courses or programs of study include formal written examinations, continuous assessments, projects, or any other academic exercises subject to evaluation, as specified in the course or program regulations.

ii. The assessment may include Case Studies, Assignments, Quizzes, Class Workshops, Portfolios, Semester Projects, Presentations, viva, Hourly, Mid-term, and Final Examination.

3.1.8 Examination Rules for Students

i. The attendance in both mid-term and the final examination is mandatory.

ii. The duration of the mid-term examination is 1.5 hours, while the maximum duration of the final examination is 2.5 hours.

iii. Switch your cell phones off and do not leave them on mute/vibration/offline mode. If the student's cell phone is found switched on, it will be considered an attempt of cheating.

iv. All answers must be written on both sides of the pages of the Answer Scripts and not on one side only. A supplement will be provided only when the candidate has fully written out both sides of the pages of the Answer Script.

v. No loose paper will be provided to use for rough work and no paper is to be brought in for the purpose. All work must be completed in the answer script provided. Any pages used for rough work or calculations must be struck out by drawing a line through each page from top to bottom, and no pages should be torn out.

vi. Candidates are forbidden to write any answer or anything else on the question paper, and they cannot take any writing away from the examination hall.

vii. No Candidate will be allowed to leave the examination hall until 30 minutes has elapsed from the time when the question paper is given, or re-enter the examination hall after handing over answer book /script.

viii. To draw the attention of the invigilator the candidate may simply raise hand without making any noise or disturbance.

ix.   A candidate while in the examinations shall not help or try to help any other candidate nor obtain or try to get help from any other candidate. Communication of any sort between the candidate and any other person is strictly prohibited during the examination. Stringent punishment will be meted out to students who are found in possession of notes, books, scribbling, or making any attempt to use unfair means.

x.   Candidates are advised to ensure that on the day of examinations, they arrive 15 minutes prior to the start of examinations.

xi.   No students shall be admitted to the examination hall/room later than 30 minutes after the commencement of the examinations and no extra time shall be given.

xii.   Students must leave their personal belongings, including books, pencil cases, and bags, at the designated area in the examination hall, with no responsibility assumed by IU.

xiii.   Each student is required to place his/her ID card on the desk in the examination hall for the duration of his/her examinations. Attempts of impersonation of any candidate shall lead to cancellation of examinations.

xiv.   Borrowing stationery is strictly prohibited during the examinations.

xv.   Student shall not be allowed to sit in a section other than the section in which he/she is originally registered.

xvi.   Candidates will fill in all the information on the answer scripts along with their signatures.

xvii.   The invigilator has the right to expel any student from the examination hall for any attempt at cheating, misconduct, or any other inappropriate behavior, without recourse.

xviii. When the Invigilator announces the end of the examinations, the students shall stop writing immediately and remain seated silently until permitted to leave the examination hall by the Invigilator.

xix.   Any type of calculator may be used provided that the calculator is hand-held, battery operated, solar-powered, noiseless, and has no facility for the storage of alphabetical information other than hexadecimal numbers.

xx.   Calculators must be available for inspection by the Invigilators.

xxi.   No other electronic aids are permitted such as mobile phones, digital diaries, digital wrist watches, Wi-Fi/Bluetooth devices, ear buds etc., in the examination hall. Any student found possessing these electronic aids shall be liable to cancellation of that paper, removal from Examinations Hall, suspension for next semester, and/or expulsion from the University.

xxii. Any Student found in breach of the Examination Rules shall be mandated to appear before the Disciplinary Committee. This committee shall be constituted by the Office of the Registrar.

3.1.9 Misconduct & Disciplinary Actions

Breach of examination rules is a serious offense that undermines academic integrity and fairness. Any form of misconduct, including cheating, plagiarism, unauthorized collaboration, causing a disturbance in the examination hall, or any other activity that may be regarded as unbecoming conduct of a student shall be dealt with zero tolerance.

All cases of misconduct shall be reviewed by the Disciplinary Committee to determine the appropriate punishment for the misconduct. These include the award of an F-Grade in the concerned course, financial penalties, mandatory social work, suspension, or dismissal from the university. The institution is committed to maintaining high standards of academic conduct and will enforce these measures strictly to ensure a fair and just educational environment.

A student retains the right to contest the decision rendered by the Disciplinary/Unfair Means Control Committee. Such an appeal must be formally submitted to the Office of the Registrar within one week of the official notification of the Committee's decision. The Registrar shall assess the legitimacy of the appeal. Upon validating the grounds for the appeal, the Registrar shall convene a newly constituted Disciplinary/Unfair Means Control Committee to conduct a thorough review of the matter in question.

3.1.10 Make-Up Exam Policy

The university does not have a make-up examination policy. However, provisions are made for students who are unable to attend their mid-term examination due to verified medical reasons, hospitalization, or the death of immediate family members, including parents, siblings, spouses, or children. Such students, provided they have appeared in the final examination, shall receive a percentage of marks in their mid-term equivalent to the percentage of marks they have earned in the final exam of the course.

3.1.11 Incomplete Grade

The grade of "I" may be awarded only at the end of the semester, when all but a minor portion of the coursework has been satisfactorily completed. The reasons for the award of an 'I' grade include extensions granted for the submission of term reports, project reports, assignments, and instances where a student is compelled to miss the final term exam paper due to emergencies. The determination of the compulsion preventing a student from attending the final term exam shall be at the discretion of the committee comprising of the Dean/Campus Director and the Registrar.

i. "I" grade can only be awarded to a maximum of two courses in one semester. In case of the compelling circumstances the number of courses for award of I grade may be increased to full semester load.

ii.   The compulsion for not being able to attend the Exam Paper must be supported by verifiable evidence.

iii.   Arriving late in the exam hall shall not be considered a compulsion. However, for graduating semester students a team comprising of the Director, the Registrar and the Dean of the concerned department shall assess the case for approval or rejection of the request for I Grade.

iv.   "I" grade is not to be awarded when the student is expected to repeat the course. On account of low marks or attendance.

v.   "I" grade would remain valid only for one semester. In case the course in which I grade is awarded is not offered in the subsequent semester, the 'I' grade shall remain valid till the next semester when the course is offered.

vi.   Incomplete grades do not enter into the calculation of the grade-point average for the Semester or till the offering from the date of the award. If the incomplete grade is not changed by the concerned authorities within the stipulated period, the I grade will revert to grade 'F'.

3.1.12 Scrutiny and Recheck Policy for Final Examinations Only

The following procedure for scrutiny of answer scripts is to be followed.

Any student desirous of getting his/her answer script(s) scrutinized may apply on the prescribed form available online on student portal within the specified period as notified by the Examination Department which may vary from semester to semester considering public holidays. Scrutiny will be restricted to:

i.   Checking of 'total marks' on the answer script and rectification of any discrepancies found as a result of such scrutiny.

ii.   Marking of any question found unmarked and rectification of the total.

iii.   The scrutiny fee as prescribed from time to time has to be paid by the student.

The following procedure for Re-checking of answer script(s) is to be followed.

i.   Any student desirous of getting his/her answer script (s) Re-checked may apply on the prescribed form available with the Students Information Centre.

ii.   Re-checking of answer script(s) shall be conducted by two instructors other than the instructor who had taught and marked the answer script(s).

iii.   Photocopies of answer script(s) (with no information of the student's identity, marks, etc.) shall be provided to each of the two instructors

for re-checking along with the answer script(s) of the lowest and highest scorer for comparison.

iv.   Average of marks shall be ascertained from the two re-checked answer script(s).

v.   After re-checking of answer script(s), the decision of the University shall be final. The grading after rechecking shall supersede the earlier result.

vi.   Rechecking fee as prescribed from time to time has to be paid.

The above-mentioned policy does not apply to the following assessment types

i.   Practical exams

ii.   Presentation, reports and research work

    a.   Projects, portfolios, and other submission-based assessments

3.1.13 Grade Review Appeal Policy

The **Grade Review Appeal Policy** addresses the practical and submission-based final exams that do not fall under the domain of **Scrutiny and Rechecking Policy.**

A student may appeal for a grade review by using the following procedures. Grade appeals are not processed unless the Dean determines a case warrants review.

Step 1: Within the first week from the announcement of the Results, the student shall carefully formulate an appeal in writing, and submit it to the Examination Department with a copy to the Department Head. The student should discuss the concerns with the HoD, stating the reasons for questioning the grade.

Step 2: In light of the student's written statement, the HoD shall respond to the student in writing after discussing the grading procedures, the determination of the grade in question, and any other issues raised in the student's statement with the concerned instructor.

If the meeting with the HoD does not resolve the difficulty, the student may discuss the problem with the Dean of the Department.

Step 3: The Dean/Department Head will consider the student's written statement and the instructor's written statement, and confer with each.

The Dean shall convene a committee to review the case. The committee will consist of four members including HoD and two senior Faculty members (Subject Experts other than the concerned faculty member) from the same Department.

Within the structure provided by the Dean, the committee may or may not:

i.   Meet separately with the student and the instructor.

ii. Request each party to submit a brief written summary statement of the issues, and/or

iii. Interview concerned person(s) with relevant information.

If feasible, the committee may meet with the student and the instructor, together.

The Committee shall consider all aspects of the case before making its recommendation. The Committee shall make a written report with recommendations and provide copies to the Dean's office.

Step 4: The Dean shall formally endorse the recommendations made by the committee within two weeks of receiving the student's appeal. The Office of the Registrar, Examination Department, the HoD, the instructor, and the student shall be notified in writing by the Dean's office.

3.1.14 Examination Assistance for Students with Special Needs

The policy is applicable to all physically-challenged students requiring examination assistance.

Physically Challenged Students: This term refers to any long-term physical, mental, intellectual, or sensory impairments which may hinder a student's ability to effectively participate in normal day-to-day activities on an equal basis with others; provided, that the definition will also include any additional conditions covered under the applicable disability focused laws of the jurisdiction in which the HEI is located. IQRA university has established a standing Accessibility Committees across all campuses to address different accommodations needed for students with disabilities at IU. For specific roles and responsibilities of Accessibility Committee, please refer to the Section 3.2 of HEC Policy for Students with Disabilities at Higher Education Institutions of Pakistan as amended in 2021.

Examination Assistance: This term refers to the support and accommodations that may be required or provided to any physically challenged students during examinations to ensure a fair and accessible testing environment.

Physically-challenged students are encouraged to coordinate first with the Disability Coordinators designated on their respective campus to discuss their needs. Students should provide relevant documentation outlining the nature and extent of their physical challenges. The Disability Coordinators will assess the specific needs and determine appropriate requirements in terms of examination assistance that would be approved by the concerned Dean /Campus Director. The assistance may include considerations for assistive technology and accessible examination venues. Any other consideration will require a recommendation from the Disability Coordinators that is to be approved by the Office of the Registrar.

3.1.15 Assistant Writer for Exam Candidates

Eligibility Criteria for Candidates:

Medical Certification

i.   The candidate must provide a valid medical certificate from a registered medical practitioner.

ii.   The certificate must clearly state the nature of the disability.

iii.   The certificate must explicitly recommend the need for an assistant writer.

Application Process

The candidate must apply to the examination authority at least one week before the examination date, except in emergencies. The application must include the medical certificate and details of the proposed assistant writer.

Conditions for the Assistant Writer:

Age and Education

i.   The assistant writer must be younger than the candidate.

ii.   The assistant writer should not hold a degree or qualification that is equal to or higher than the level of the exam being undertaken by the candidate.

Documentation & Declaration

The assistant writer must provide valid identification proving their age and educational qualifications. The candidate must sign a declaration form agreeing to adhere to the policy and acknowledging the conditions under which the assistant writer is allowed.

Enforcement

Any breach of this policy by the candidate or the assistant writer will result in immediate disqualification from the examination.

Further disciplinary actions may be taken as deemed appropriate by the examination authority.

3.2 Anti-Plagiarism Policy

Iqra University implements a comprehensive Anti-Plagiarism Policy adhering to Higher Education Commission's (HEC) guidelines, ensuring originality and authenticity in research work for all degree programs. Plagiarism is prohibited in all forms, including direct, indirect, and unintentional plagiarism, across academic assignments, research papers, theses, dissertations, and publications. Students are required to maintain an overall plagiarism ratio below 19%. Additionally, no single source should have a similarity index of 5% or higher. This policy applies uniformly to all degree programs.

Proper citation, avoidance of paraphrasing without attribution, and supervisory committee approval are required. Faculty monitor students' work, provides

guidance, and ensure originality. A dedicated University Anti-Plagiarism Standing Committee (UAPSC) investigates suspected plagiarism within 30 working days using the Plagiarism Complaint Form (PCF), with disciplinary actions ranging from revision to expulsion. Ph.D. dissertations found plagiarized are handled according to HEC's Anti-Plagiarism Policy. Research faculty and staff ensure originality in publications, conference proceedings, and presentations, properly citing sources, avoiding self-plagiarism, and obtaining necessary permissions. Collaborations are transparent, with clear attribution. All students, faculty, and staff adhere to APA (American Psychological Association) citation style. Regular workshops and training sessions are conducted. By implementing this policy, Iqra University reaffirms its commitment to academic excellence, honesty, and research integrity, in alignment with HEC's guidelines as outlined in the Anti-Plagiarism Policy document, available for download on the university website (https://iqra.edu.pk/iu-policies/). This document provides detailed guidelines for students, faculty, and staff on plagiarism detection, investigation, and prevention.

3.3 Grievance Policy

Iqra University's Grievance Policy provides a comprehensive framework for addressing student concerns, ensuring a safe and conducive learning environment. The policy defines a grievance as any expressed concern or issue regarding studies, university environment, or expectations from management. Its purpose is to provide a fair, transparent, and accountable procedure for resolving academic, administrative, and interpersonal grievances. The scope encompasses academic matters, administrative issues, discrimination, and interpersonal conflicts. The policy is underpinned by principles of prompt resolution, respect, confidentiality, and protection against adverse reactions. This policy ensures compliance with Higher Education Commission (HEC) guidelines and aligns with international best practices in grievance resolution.

The Iqra University Grievance Committee (IUGC), comprising impartial faculty members, student representatives, and Director Quality Enhancement Cell (QEC), ensures fair investigations and recommends resolutions. Procedures include informal resolution, formal grievance process, statement of allegations, answer, hearing determination, notice of hearing, hearing procedure, committee recommendation, remedy, and report of recommendations. The Vice Chancellor renders the ultimate decision, ensuring implementation and confidentiality.

Key features include protection against wrongful allegations, confidentiality, and safeguard against victimization. The policy also outlines roles and responsibilities of committee members, grievant, and respondents. Student Grievance Complaint Form facilitates easy reporting. By fostering a culture of accountability, respect, and open communication, Iqra University's Grievance Policy promotes student satisfaction, well-being, and academic success. The Grievance Policy is available at https://iqra.edu.pk/iu-policies/ which outlines procedures for students, faculty, and staff to report and resolve grievances in a confidential and impartial manner, ensuring the university's commitment to justice, equity, and academic excellence.

3.4   Student Exchange Program Policy

Iqra University's Student Exchange Program facilitates academic mobility and cultural immersion through reciprocal partnerships with international institutions, fostering global competencies and networking opportunities. To participate, outbound students must submit the Application Form for Outbound Student Exchange Program, accompanied by transcripts, language proficiency certificate (e.g., IELTS, TOEFL), copies of identification documents (passport, CNIC), and a written bond to return to Pakistan. Eligible students, possessing a strong academic record (minimum 2.5 CGPA for undergraduate and 2.8 CGPA for postgraduate), language proficiency, and meeting visa requirements, will undergo a competitive selection process. The International Office (IO) coordinates exchange programs, provides guidance on course selection, credit transfer, and logistical support, while faculty advisors ensure course compatibility and academic equivalency. The Directorate of Academics, Advanced Studies, and Research (DAASR) oversees curriculum mapping and credit transfer approval, ensuring seamless integration with IU's curriculum in coordination with respective dean. Participants must adhere to host university regulations, maintain full-time enrollment, and fulfill visa obligations. Credit transfer is facilitated upon successful completion, provided courses align with IU's curriculum and standards. Financial responsibilities, including accommodation, travel, and medical expenses, rest with students or their sponsoring institutions. Upon return, participants submit detailed reports and feedback forms, contributing to program evaluation and enhancement. The Office of the Registrar facilitates semester deferral, transcript issuance, and record verification. Inbound exchange students, nominated by partner universities, undergo a streamlined application process, with IO support in course selection and accommodation. This policy promotes academic excellence, cultural diversity, and institutional collaboration, aligning with IU's strategic objectives and commitment to global engagement. By participating in the Student Exchange Program, students develop valuable skills, broaden their perspectives, and enhance their employability, while fostering lasting connections with international peers and institutions.

The Student Exchange Program Policy is available at IU official website https://iqra.edu.pk/iu-policies/ which outlines the guidelines and procedures for undergraduate and graduate students to participate in international exchange programs, fostering global academic collaboration, cultural immersion, and intellectual growth.

3.5   Intellectual Property (IP) Policy

Iqra University's (IU) Intellectual Property (IP) Policy provides a comprehensive framework for the development, management, and commercialization of IP assets, encompassing copyrights, patents, trademarks, geographical indications, industrial designs, trade secrets, and lay-out designs. This policy applies to academic staff, students, post-doctoral researchers, independent contractors, and non-employees utilizing IU resources. Its primary objectives are to protect ownership rights, ensure proper use of IU's name and logos, establish standards, promote commercialization and licensing, and foster innovation and economic development. IP ownership vests in creators/inventors, except where agreements stipulate otherwise, with IU

retaining rights for teaching, research, and academic purposes. Commercialization requires agreements outlining royalty payments, with procedures including disclosure, market evaluation, licensing, and revenue distribution to ensure fair sharing among stakeholders. Annual IP audits assess IU's IP rights and set management targets. Specific guidelines govern use of IU's name, logos, and IP assets, including copyrights, patents, trademarks, geographical indications, industrial designs, trade secrets, and lay-out designs. The policy promotes awareness and registration of novel designs, documentation of trade secrets, and development of integrated circuits. Compliance with applicable laws and regulations is ensured, potential conflicts resolved, and sponsored research funding secured. To facilitate effective implementation, the policy outlines procedures for IP disclosure, evaluation, protection, and commercialization, including agreement templates and royalty payment structures. By adhering to this policy, IU protects IP rights, promotes fair sharing of benefits, supports innovative technologies, and maintains public interest and stakeholder cooperation, ultimately enhancing its research excellence and economic development. Through this policy, IU aims to create an environment conducive to innovation, collaboration, and knowledge transfer, aligning with its mission to foster academic excellence and societal impact.

3.6   Research Ethics Policy

Iqra University's Research Ethics Policy embodies a comprehensive framework governing research endeavor, integrating principles of ethics, integrity, and academic honesty. The policy establishes the Institutional Review Board (IU-IRB), comprising esteemed members, including a Chair (Dean, Faculty of Health Sciences), faculty members, non-medical/scientific experts, external experts, a legal advisor, and a secretary/coordinator. This diverse board ensures rigorous ethical reviews. Guided by principles of non-maleficence, beneficence, autonomy, and justice, the policy addresses research design, informed consent, participant rights, data management, and confidentiality. Procedures for addressing disputes and non-compliance consequences are clearly outlined. Ethical review requirements for grant proposals, publications, thesis/projects, and human-related research involving direct engagement, indirect involvement, and consent requirements are meticulously detailed.

The policy is supported by Research Ethical Clearance Form, providing a comprehensive questionnaire for researchers to facilitate ethical clearance. This questionnaire covers research design, methodology, participant information, and ethical considerations, ensuring thorough evaluation. By adhering to this policy, Iqra University fosters a culture of research excellence, safeguards participants' rights, promotes academic integrity, and advances knowledge, ultimately upholding the highest ethical standards in research, teaching, and business endeavors. The IU-IRB's commitment to ethical research practices ensures responsible conduct, benefiting both the research community and society at large.

The Research Ethics Policy is available at IU official website https://iqra.edu.pk/iu-policies/ which outlines the university's commitment to adhering to national and international research ethics standards, safeguarding research participants, and fostering a community of ethical researchers.

3.7 Protection Against Sexual Harassment

Iqra University, committed to maintaining a secure, inclusive, and respectful academic environment, has implemented a comprehensive Protection Against Sexual Harassment Policy in strict adherence to the Higher Education Commission's (HEC) guidelines and the Protection Against Harassment of Women at the Workplace Act, 2010. This policy unequivocally prohibits sexual harassment in all forms, including verbal, non-verbal, or physical conduct, quid pro quo harassment, and hostile work/environmental harassment, ensuring protection for students, faculty, and staff on all university premises, programs, activities, and online platforms.

To promote awareness and prevention, the university conducts regular workshops, training sessions, and campaigns, fostering a culture of respect and zero tolerance. A dedicated Campus-wise Inquiry and Appellate Committee, comprising three members (including at least one female representative), investigates complaints within 30 working days, ensuring confidentiality, fairness, and protection from retaliation for complainants. Complainants can submit written complaints to the Committee of their relevant campus or Registrar's Office. Disciplinary actions, including expulsion, termination, or suspension, may be recommended against perpetrators found guilty. Appeal mechanisms are available to both parties. The university provides prompt support services, including counseling and assistance for victims. False complaints are addressed through a fair and impartial process, protecting against malicious accusations. The policy ensures prompt action against perpetrators while maintaining due process and natural justice. By implementing this policy, Iqra University reaffirms its commitment to providing a secure and supportive environment, upholding the dignity and rights of all individuals, and promoting academic excellence, aligning with HEC's guidelines on student protection and inclusivity. For information on Iqra University's zero tolerance stance on sexual harassment, please consult the Protection Against Sexual Harassment Policy which accessible on the university website https://iqra.edu.pk/iu-policies/. This policy outlines the university's commitment to preventing and responding to sexual harassment incidents.

3.8 Inter Campus Transfer Policy

Iqra University's Inter-Campus Transfer policy facilitates student mobility within its city campuses, aligning with the institution's vision of ease and affordability. This policy governs transfers between accredited campuses, allowing students to adapt to changing circumstances. To initiate a transfer, students must obtain permission from the concerned Head of Department, citing valid reasons such as posting, relocation, or marriage. Key procedures include submitting a prescribed transfer form, endorsed by the Dean and Registrar's office, paying the transfer fee, and obtaining a No Objection Certificate (NOC) from regulatory councils. Transfer requests are subject to conditions: completion of at least 15 credit hours, clearance of outstanding dues, no probation or disciplinary actions, availability of seats at the destination campus, and submission within the first week of the semester. Cleared courses will be transferred, contingent upon filling the credit transfer form. Transferring students must adhere to the new campus's policies, including fee structures. The campus management will update regulatory council portals and

remove the student from the original campus's records. Notably, credits earned in lower degree programs are non-transferable to higher degree programs, although exemptions may be granted upon evaluation. By outlining these guidelines, Iqra University ensures a streamlined transfer process, accommodating students' needs while maintaining academic integrity and regulatory compliance.

3.9   Fee-Refund Policy

3.10   Iqra University Alumni Association Policy

The Iqra University Alumni Association (IUAA) Policy Framework serves as a foundational document guiding the development of a vibrant, mutually beneficial relationship between Iqra University (IU) and its alumni, recognizing alumni as a cornerstone of the university community. Established as a non-profit organization governed by a representative board ensuring transparency, accountability, and alignment with IU's mission and values, IUAA's key objectives include strategic alignment, data management, alumni recognition, communication, event planning, professional development, community insights, scholarship, and fundraising. IUAA's governance structure comprises the Governing Board, office bearers, and committees facilitating collaboration, connections, and growth, cultivating a dynamic ecosystem promoting lifelong learning, networking, and engagement. Operational guidelines outline the General Secretary's role in facilitating communication and biennial elections for office bearers, with eligibility criteria requiring alumni status, and membership suspension or termination resulting from resignation, policy violations, or actions against IU interests. The IUAA policy delineates roles and responsibilities for Vice Presidents, including Placement & Engagement, Research & Innovation, and Endowment, fostering industry-academia relationships, securing support for financially challenged students, and generating endowments. Biennial elections and nomination procedures ensure representation, while IUAA Regional Chapters (IUAARC) promote alumni relationships and provide insights to IU through organizational structures comprising ex-officio and alumni executive members. Conflict resolution mechanisms ensure smooth operations, with procedures established for meetings, decision-making, conflict resolution, financial management, and auditing, and amendments requiring a two-thirds Governing Board majority vote. By adhering to this framework, IUAA cultivates a dynamic ecosystem promoting alumni engagement, professional growth, and a mutually beneficial relationship between alumni and IU, serving as a guiding document for fostering a vibrant alumni community and contributing to IU's continued success and excellence. Overall, the IUAA Policy Framework provides a comprehensive foundation for fostering a dynamic and engaged alumni community, advancing IU's interests, and promoting lifelong learning and networking, thereby strengthening the bond between alumni and IU.

3.11   Internship Policy

Iqra University's Comprehensive Internship Policy provides undergraduate students with practical experience, bridging the gap between theoretical knowledge and real-world application, aligned with HEC's UGEP 2023 framework. Eligible students,

having completed 72+ credit hours, register through the portal, which auto-verifies eligibility. The IU Placement Office and campus Industry Liaison Offices (ILOs) arrange and allocate internship slots, ensuring quality and relevance. Students participate fully, maintain weekly logs, and submit final reports, while ILOs secure placements and manage registrations. The IU Placement Office coordinates the central internship database. Internships last 6 weeks, contributing 3 credit hours, with assessment based on company supervisor's evaluation (30%), faculty supervisor's evaluation (30%), and final report/presentation (40%). Through this comprehensive policy, Iqra University prepares students for successful careers, aligning with its mission to provide affordable quality education and promote academic excellence.

3.12 Iqra University Students Advisory System (SAS)

Iqra University's Students Advisory System (SAS) is a holistic support framework prioritizing students' academic, career, and personal development. The policy objectives encompass academic guidance, career counselling, and student wellness, ensuring students thrive both in and out of the classroom. To achieve this, Heads of Departments (HODs) nominate faculty members as SAS members, who provide personalized counselling and support. The SAS components include academic counseling, which offers course-specific guidance and orientation sessions; career counseling, which facilitates career planning, internships, and job placements; and student wellness counseling, which addresses health, financial, stress, and emotional concerns. Procedure-wise, HODs conduct interactive sessions with students, while counsellors maintain office hours for confidential consultations. Continuous professional development ensures counsellors stay updated on best practices. Critical students are identified through mid-term assessments, and Subject Matter Experts (SMEs) provide targeted support. Regular monitoring meetings track progress, with detailed record-keeping and reporting. Non-critical students receive guidance through GPA tracking and behavioural concern identification. The policy undergoes semester reviews and revisions to address evolving student needs. Key procedures include orientation sessions, counsellor-student meetings, training and development, and grievance reporting through the attached Students Grievance Complaint Form. By integrating these measures, Iqra University fosters a supportive environment empowering student to achieve academic success, career fulfillment, and personal wellbeing, ultimately preparing them for a successful future.

3.13 Minimum CGPA for award of undergraduate degrees

Iqra University has meticulously implemented the Higher Education Commission (HEC) of Pakistan's Uniform Semester Policy guidelines for awarding undergraduate degrees, ensuring academic excellence and standardization. This policy stipulates a minimum Cumulative Grade Point Average (CGPA) of 2.00/4.00 for the award of an undergraduate degree, guaranteeing students meet rigorous academic standards.

4. Academic Assistance and Flexibility

4.1 Summer Semester

Summer semester will be offered as an optional semester of 08-09 weeks duration. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 08 credit hours during summer. Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer. A student will only be allowed to register in 1-2 courses of up to 08 credit hours for remedial work. The contact hours per week during the summer semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

4.2 Course withdrawal

Students are required to register in a course first and deposit the prescribed fee. The student may withdraw his/her name from the course within two weeks from the start of semester without earning 'W' grade. A student may drop a registered course before the last date mentioned in the academic calendar. Consequently, a letter grade 'W' will appear in the transcript against the specific course and is not considered for computation of CGPA. If a student withdraws from the course after the last date mentioned in the academic calendar, he/she shall be marked an 'F' grade. However, fee may be subject to refund as per IU Fee Refund Policy (see section 3.9).

4.3 Procedure for Cross Campus Studies and Course Registration

Students intending to register for a course offered within their parent department must submit the requisite course fee. In instances where the desired course is not available in the student's home department or campus, they may apply through their respective department to the Director of the campus hosting the course, should it be available at another IQRA University campus.

4.4 Student Exchange Program

The management of IQRA University (henceforth, 'IU') is cognizant of the importance of cultural competence, exposure and collective wisdom. Hence, it encourages students to avail the opportunities offered by international universities for one or two semesters through exchange programs. The exchange programs are highly competitive and IU invites and supports students from diverse backgrounds to participate in the opportunities.

The outbound exchange program will be channelized through the following streams:

i.   In light of the terms and conditions as per the MOUs signed with foreign universities for exchange of students.

ii.   Unique opportunities for exchange programs searched by the students and processed through the International Office.

iii.   Open access programs offered by the international universities.

iv.   Internships/exchange programs offered by donor agencies such as UNDP, IUCN, UNESCO, etc.

4.4.1 Selection Criteria

The selected students will be the ambassadors of IU as well as Pakistan abroad. Therefore, due diligence must be exercised in the selection of students. In order for students to apply in exchange programs, the basic entry details are given below:

i.   Students must meet the basic entry requirements of the host university including but not limited to the medium of instruction, CGPA and semester completion requirement. To make international exchange programs effective and beneficial, most of the programs are offered with instruction in the English language. Thus, students must be proficient in English and demonstrate the same through an approved English-language proficiency test.

ii.   Students must be able to meet visa requirements of the host country. The Office of the Registrar may provide a supporting letter stating your present status of studies, however, the University shall bear no responsibility in case the visa application of students is declined by the respective authorities e.g., high commission, consulate, or embassy, etc.

iii. Students must be enrolled in a regular program with full course load (exceptional cases must be approved by the concerned HoD /Dean).

iv.   Students must meet the host university's academic eligibility requirement in terms of a minimum CGPA.

v.   Students must not have any disciplinary cases against them before or during the selection.

vi.   Students must have been cleared by a registered physician to participate in the program.

vii. IU shall not take the responsibility of any student voluntarily or involuntarily engaged in criminal or illegal activities at the host university and / or in the country.

4.5 Activities and Policies Relating to Placement & Corporate Liaison

4.5.1 Students' Grooming and Development

The Placement Department organizes professional trainings for graduating students.

i.   The Placement Department organizes multiple Personal Development Programs each semester.

ii.   The Placement Department hosts multiple sessions with guest speakers with the help of the Corporate Sector.

4.5.2 Students' Career Counseling

The Placement Department assists students in career assessments and job search. The objective is to connect graduating students with career

opportunities that align their academic qualifications with their goals:

i.   The Placement Department will assist in road-mapping students' careers. One to one mentoring will be provided to students, they can schedule a session and receive mentoring for their career development

ii.   The Placement Department will carry out talent classification by classifying students based on high academic achievement, intellectual aptitude and extraordinary talent.

The students will go through the following series of processes:

i.   Learn how to write professional CV in different formats

ii.   Get prepared for aptitude test (Mathematics /English /Logic)

iii.   Acquire business acumen and refresh technical and functional skills through tests and projects

iv.   Go through panel behavioral and situational interviews and learn how to relate personal learnings to competency questions and professional conduct

v.   High scorers shall be recommended to organizations according to their requirements.

Following additional services will be extended to the students:

i.   Resume Writing: Creating an effective representation of students' educational and co-curricular achievements.

ii.   Job Search: Keep students informed and connected about job opportunities and recruitment drives

iii.   Internships: Provide students with access to current and up-to-date internship opportunities for their mandatory summer internship.

iv.   Mock Interviews: Give student feedback on their interview skills

4.6   University Academic Honors and Scholarships

The vision of Iqra University is to educate more and more Pakistanis supporting them to spend their lives in a proper and prosperous manner. Iqra University, supports its students throughout their educational journey via scholarship for tuition fee, fee payment plans and interest free educational loans. Policy parameters are designed to provide a holistic educational experience, acknowledging merit, promoting talent, and handholding the financially weak.

Iqra University offers a diverse range of scholarships and financial assistance opportunities, based on multiple performance and need based eligibility criteria. For graduate programs, including MBA, MS, and MPhil, a minimum enrollment of 9 credit hours in a semester is required for scholarship eligibility. Information on IU financial support may be obtained from its website at https://iqra.edu.pk/admissions/scholarships/

4.7   Fee/Charges

Students shall pay fee/charges as per laid down rates/policy. The fee structures are available on IU website: *https://Iqra.edu.pk/wp-content/uploads/Fee_Structure.xlsx*

5. Campus Facilities

5.1 Sports Complex

A healthy and peaceful environment plays a crucial role in students' mental, physical and social development. IU has a spacious sports complex for sporting and recreational activities. The complex has the latest equipment and offers the following facilities:

- Sauna Bath
- Health Club
- Steam Bath
- Badminton Court
- Jacuzzi
- Volleyball Court

- Health Club
- Table Tennis Court
- Swimming Pool
- Football Court
- Basketball Court
- Snooker Table

5.2 Computer Resource Center

Computer Resource Centre (CRC) is equipped with the latest high-performance computers, maintaining a 1:1 student-computer ratio. Access to these computers is given to students through individual accounts. A high-speed internet connection is also available to all students.

5.3 Student Societies

Iqra University places particular emphasis on arranging research programs, seminars, workshops and symposiums. The students run several vibrant societies under the following names:

- Climate Change Society
- Debates and Literary Society
- Dramatics Society
- Entrepreneurship Society
- Events Society

- Gaming and Robotics Society
- IUCSR Society
- Photography Society
- Sports Society
- Social Media Society

5.4 Medical Facility

Iqra University ensures the health and safety of its students and staff by providing access to a fully-equipped medical facility across all its campuses. These facilities include:

i. **Qualified Medical Professionals:** On-campus doctors and paramedical staff are available to address routine medical needs and emergencies.

ii. **Ambulance Services:** Ambulance services can be accessed in case of emergencies, ensuring timely medical attention.

iii. **Accessibility Features:** All campuses are fully equipped with wheelchair facilities, ensuring accessibility for individuals with mobility challenges.

The campus medical facility is available from 9:00 AM to 5:00 PM from Monday to Friday, offering First Aid and general medical assistance. Additionally, there are several first aid kits located in key areas ensuring that support is always accessible when needed. Students may contact the administration department for any emergency medical situation beyond these hours and days.

5.5 Hostel Facility

Iqra University provides Hostel Facility to students. The rooms are all air-conditioned, with telephone & internet connectivity available. For reservations, please get in touch with Hostel Administrator at: 111-264-264 Ext: 9308 Email: administration@Iqra.edu.pk

5.6 Library - Information Resource Center (IRC)

Information Resource Centre (IRC) has more than 80,000 books, covering many subjects, professions and general reading material. Latest textbooks and reference publications are continuously added to the IRC collection, as per the HEC, PEC & users' requirements. The Information Resource Centre also maintains an up-to-date record of Government publications relevant to the curriculum. It serves as one of the best sources of secondary data for educational purposes.

5.7 Digital Library

The digital library includes access to leading research journals as well as other downloadable resources. Students can download books, research articles, and journals from these online platforms. Following are the repositories that can be accessed to download these resources:

- HEC eResource
- EMERALD
- JStore
- EBSCO Host
- Pakistan National Digital Library
- Wiley InterScience
- Oxford Scholarship Online
- SpringerLink Online
- RSC Journals
- INASP – eBooks and Articles
- InformaWorld Journals
- Google Scholar
- Annual Reviews
- GALE

5.8 Transport Services

IU's student body includes residents of all areas. Keeping this in mind, we provide transport facilities to our students. The University has its own spacious and air-conditioned buses that run routes covering almost all parts of the city. Students are requested to fill out a Request of Transport Form upon enrolling, i.e. before the start of the semester. University also facilitates transportation through contractors. Students may contact the reception for further details.

6.   Clubs & Societies

6.1.   Concept

Clubs and Societies forum is being provided to the students in lieu of student Unions for grooming the students in leadership traits as per their peculiar aptitude and potential. It enhances their foresight and organizational abilities. They are expected to plan and execute their club activities as they perceive in consultation with the club members and Faculty Sponsors. It inculcates team spirit, ability to take everybody onboard and makes a person more responsible and mature. Clubs and Societies are managed by the students under the overall supervision of department of Student Affairs through the administrative control of various IU institutions.

6.2.   Administration of Societies

Iqra University prioritizes the organization of research programs, seminars, workshops, and symposiums, highlighting their significance. Additionally, several dynamic student societies are established and managed by students themselves. Participation in these co-curricular activities is strongly encouraged as they play a crucial role in nurturing personal skills and abilities.

For more recent updates and forthcoming events organized by different student societies, students may refer to https://iqra.edu.pk/all-societies/

7. IU Social Media Accounts & IT Services

7.1 State-of-the-Art IT Infrastructure for Your Learning Journey

The university recognizes the crucial role technology plays in enhancing your educational experience. We have invested in advanced IT infrastructure to give you seamless access to essential academic and administrative resources. This includes an ERP system for managing academic schedules, a CMS for efficient student administration, and an LMS for seamless online learning, all integrated into a comprehensive platform called **IqraApp**.

7.2 IqraApp: Streamlined Management and Enhanced Learning

IqraApp, accessible through a user-friendly web portal and mobile app, combines essential features from both the ERP and CMS, offering a one-stop solution for various student needs. These features, fully integrated with secure payment gateways, include:

i. **Registration and Enrollment:** Register and enroll for classes through a streamlined online process, saving time and reducing paperwork.

ii. **Course Selection and Fee Management:** Choose your courses, track academic progress, and manage fees conveniently.

iii. **Financial Aid and Scholarship Management:** Apply for and manage financial aid and scholarships through a centralized platform.

iv. **Communication and Announcements:** Stay informed with important university announcements and personalized notifications.

v. **Library Resources:** Explore our extensive digital library, featuring e-books, academic journals, and specialized research databases.

vi. **Support Services:** Access information and request support from various university departments.

7.3 IqraApp: A Dynamic Learning Environment

IqraApp's integrated LMS provides a dynamic and interactive learning environment, fostering collaboration and engagement. Key features include:

i. **Online Course Access:** Access course materials, lectures, assignments, and discussions anytime, anywhere.

ii. **Interactive Content and Activities:** Engage with diverse learning materials, including videos, quizzes, and interactive exercises.

iii. **Collaboration Tools:** Connect and collaborate with classmates and instructors through forums, chat rooms, and group assignments.

iv. **Online Assessments and Feedback:** Take assessments conveniently and receive timely feedback from instructors.

v. **Virtual Classroom Experience:** Participate in live online classes with instructors and peers.

IqraApp's LMS empowers instructors to create and deliver engaging courses, ultimately fostering a more enriching academic experience for all.

7.4   Stay Connected: Exploring our Social Media Presence

Social media has become an indispensable communication tool, fostering connections and information exchange globally. Recognizing its potential, we leverage social media to showcase the vibrant IU culture and connect with prospective students and their families.

Through our official social media profiles, we strive to:

i.   **share the IU experience:** Explore our world-class programs, facilities, and faculty through engaging content.

ii.   **connect with future IU members:** Get a glimpse into campus life, student activities, and the unique IU community.

iii.   **foster open communication:** Ask questions, share your thoughts, and receive prompt responses from our dedicated social media team.

iv.   **and keep the community informed:** Get timely updates on important announcements, events, and deadlines.

Our social media team ensures compliance with university policies to maintain accuracy, professionalism, and a positive online presence. All content undergoes careful review to ensure it aligns with university guidelines and provides a positive and informative experience for our audience.

Connect with us on:

Facebook: IU Main Campus:

https://www.facebook.com/IUMainCampus

Twitter: @IqraUniOfficial:

https://twitter.com/IqraUniOfficial

Instagram: @Iqra_university:

https://www.instagram.com/Iqra_university/

YouTube: @IqraUniversitypakistan:

https://www.youtube.com/@IqraUniversitypakistan

LinkedIn: Iqra University Official:

https://www.linkedin.com/school/Iqra-university-official/

We encourage you to follow us and join the conversation!

8. IU Code of Conduct

8.1 General

i. IU is a leading research-intensive university in Pakistan comparable to the top universities of the world. The university is committed to producing graduates who are culturally aware and technologically proficient. Our goal is to develop academically competent and research-oriented citizens. The university is committed to fulfilling its mission and responsibilities.

ii. IU community comprises a diverse populace of students in pursuit of academic excellence. It strives to refine the ability of students to reason and to communicate freely and clearly on their way to become responsible, morally sound, moderate and well-rounded citizens of a diverse world. The University expects these attributes to be reflected in the students' everyday behaviour, attitude and dress.

iii. In the University's view, the prescribed sets of regulations, guidelines, and safeguards described in this chapter are necessary to create and sustain an academic environment in sync with the teaching, learning, and developmental endeavours of the university community.

8.2 Definition of Terms

i. **Complainant:** Complainant means a person who makes a complaint or reports a violation of the University Code of Conduct or University regulations and policies.

ii. **Intentional:** Intentional refers to actions done deliberately, such as knowingly submitting false information.

iii. **Respondent:** Respondent means a person who has been accused of violating the University Code of Conduct.

iv. **Student:** Student means any currently enrolled person for whom the institution maintains educational records, as defined by the University regulations.

v. **Reckless:** Reckless means careless or heedless of the potentially harmful consequences of one's behaviour, where risk of harm to persons, property or normal University operations exists or can be reasonably foreseen.

vi. **University Official:** University Official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position.

8.3 Academic Dishonesty

Academic dishonesty is an act of fraud, which may include misrepresentation, deceit, falsification, or trickery of any kind that is done by the student with the purpose, intent, or expectation of influencing a grade or other academic evaluation. Academic dishonesty also includes forgery and falsification of University academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. Common examples of academically dishonest

behaviour include, but are not limited to, the following:

8.3.1 Cheating

Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's examination; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so.

8.3.2 Fabrication

Intentional and unauthorized falsification or intervention of any information or citation in an academic exercise.

8.3.3 Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

8.3.4 Plagiarism

Plagiarism involves copying text from an article and presenting it as your own without citation and/or Failure to attribute direct quotation, paraphrase, or borrowed facts or information. All researchers and students must be aware of and abide by HEC/IU Plagiarism Policy. Under no circumstances shall a dissertation based on plagiarized research be acceptable. It is the primary responsibility of both the researcher and their supervisor(s) to prevent plagiarism. For Plagiarism Committee on Publication Ethics (COPE) guidelines must be followed. If a research work is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time. A similarity test, in accordance with the HEC's Anti-Plagiarism Policy, must be conducted on the dissertation before its submission to the external experts by the student. Any plagiarism in any research work and fake documents submitted by the student, even those submitted at the time of admission will result in cancellation of degree.

8.3.5 Unauthorized Collaboration

Providing, either knowingly or through negligence, one's own work to assist a student in satisfying a course requirement, or representing material prepared by or with another as one's own independent work. In instances where students are permitted to work jointly to complete an assignment, teachers will offer clear guidelines about when and how to collaborate; if a student is unsure, it is the responsibility of the student to ask the faculty member.

8.3.6 Generative AI tools (Rules and Penalties)

Transparent Attribution: Use of GenAI is only permissible to improve language and readability, with caution. Therefore, following declaration statement is mandatory to include at the end of the document before the References:

"During the preparation of this work, the <name of the GenAI Tool/Service> is used in order to <reason>. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility (legal, moral, etc.) for the content of the publication."

Citation for the GenAI Contributions: Use Institute of Electrical and Electronics Engineers (IEEE) or American Psychological Association (APA) standard.

Use of GenAI is not allowed for data/facts gathering.

Allowable usage of GenAI is <5% of the generated text along with the prevalent standing of HEC criteria, i.e., <=19% similarity index using plagiarism check software for whole document. Less than 5% of single source similarity index is acceptable.

Following undertaking statement must be added by the students of all degree levels:

"I, <Name of Student> solemnly declare that research work presented in my undergrad/Masters/PhD project/thesis, as the case maybe, titled "<Project/Thesis Title>" is solely my research work with no significant contribution from any other person or Generative AI Tools. Small contribution / help wherever taken has been duly acknowledged/cited and that complete project/thesis has been written by me in accordance with the latest plagiarism policy declared by HEC and my respective university in-line with the policy for use of Generative AI Tools.

I understand the zero-tolerance policy of the HEC and Iqra University towards plagiarism. Therefore, I as an Author of the above titled project/thesis declare that no portion of my project/thesis has been plagiarized and any material used as reference is properly referred/cited.

I undertake that if I am found guilty of any plagiarism in the above titled project/thesis even after award of undergrad/Masters/PhD degree, the Iqra University reserves the right to withdraw/revoke my degree and that HEC and the Iqra University has the right to publish my name on the HEC/University website on which names of students are placed who submitted plagiarized project/thesis."

The use of AI Generative Tools must comply with the existing copyright and intellectual property laws of the state as prescribed by the Intellectual Property Organization (IPO), Ministry of Commerce. (https://ipo.gov.pk/)

Reflective practice is important; students should regularly assess their use of AI, considering its impact on their learning and ethical standards, and seek feedback from peers and educators to improve their practices.

8.4   Role of a Supervisor:

The project/thesis shall be reviewed by the supervisor according to the rules mentioned above. However, if any criteria outlined in the rules are not met, the supervisor may ask the student to revise the project/thesis report and resubmit it.

If the revised project /thesis does not meet the criteria set under rules, the student shall be held responsible, and the case shall be referred to the Departmental Standing Committee (DSC) for awarding penalty depending upon the level of severity. If the departmental committee agrees, the case can be raised to university level and would be dealt with according to the rules and regulations.

8.5 Requirements for the Ethical Clearance Certificate

The research thesis or projects which are produced from the findings and outcomes of the ethically-cleared research, are exempted from any clearance certificate. Nevertheless, any ethical concerns related to other research theses/projects can be addressed at the departmental level, where Deans, HoDs, and supervisors may be involved as members of the committee. Note that the thesis /project research should fulfil the plagiarism requirements as per HEC Anti-Plagiarism Policy. Final year projects may be received firstly by the Departmental Research Committee, and only projects needing Ethical review should be forwarded to IU-Institutional Review Board (IRB). For further details, please refer to the Research Ethics Policy of Iqra University.

8.6 Unfair Means

Use of unfair means generally covers following:

i.   An attempt to have access to the question paper before the test/ examination.

ii.   Use/possession of unauthorized reference material during a test/ examination.

iii. Any form of communication by the student with anyone in or outside the test/examination venue while the test/examination is in progress.

iv.   Unauthorized entry into faculty's office or that of his/her staff with the intention of having an access to or tampering with the official record/ examination paper etc.

8.7 Moral Dishonesty

Moral dishonesty means an act which does not conform to known norms of decency.

8.8 Conduct

8.8.1 Application of IU Code of Conduct

IU Code of Conduct applies to the conduct displayed on the University premises, at IU sponsored activities, and to off-campus conduct that adversely affects the University reputation and/or the pursuit of its objectives. Each member of IU shall be responsible for his/her conduct.

8.8.2 Classroom Standards

The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful act or other behaviour that results in disruption of a class, he/she may be directed by the faculty member to leave the class for the remainder of the class duration. Students must be protected against infringement of their

rights and unfair practices.

8.8.3 Identification/Registration Card

i. Each member of the University community is issued a picture identification/registration card or visitor's pass, that must be worn at all times while on University premises or at University-sponsored activities. Identification/ registration cards must be presented upon entering University buildings.

ii. Identification/registration cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his/her identification card and will be subject to disciplinary action by the University if he or she has aided such fraudulent use. The card will be forfeited if the student to whom it was issued allows any other person to use it.

iii. Upon a card owner's withdrawal from the University, all rights and privileges related to the identification card automatically cease. If the student withdraws, or is suspended or expelled from the University, the identification card must be surrendered to the institution.

8.9 Visitors & Guests

Students may be held accountable for the acts of misconduct of their guests during their presence on University premises or at University-sponsored activities. Visitors, including guests shall conduct themselves, at all times, in a manner consistent with orderly behavior on University campus.

8.10 Disciplinary Matters

The University is a place where the students are imparted education not only as a means to obtain a degree but also to develop their personalities and to enrich the society in which they live. Therefore, disciplined and organized life on the campus is extremely important. It is essential to lay down rules and regulations so as to create and sustain an orderly and decent atmosphere on the premises of IU constituent institutions. It is with this objective that Disciplinary Committees (DC) has been formed on all IU campuses. After a thorough investigation of the matter in question, the DC will recommend either a minor penalty (e.g., issuance of a warning letter) for trivial offenses, or a major penalty (e.g., dismissal from the University) to the Campus Director, who is empowered to make a decision based on the recommendation(s) of the respective DC.

8.11 Disciplinary Committee

8.11.1 Composition of Disciplinary Committee:

i. Campus Director/Registrar or his/her nominee (Chair)

ii. Deputy Registrar

iii. HoD of the Concerned Department

iv. One senior faculty member

8.11.2 Working Procedure of Disciplinary Committee:

i. All complaints of breach of discipline by any student(s) of the University will be forwarded to the Disciplinary Committee.

ii. The Committee will consider the Complaint and in serious cases may decide to issue a show cause notice and require a written reply from the concerned student(s) within 3 days.

iii. The Committee will deliberate on the reply received and, if satisfied that no breach of discipline has occurred, may dispose of the complaint. Alternatively, it may decide to hold an inquiry by an inquiry officer or panel, which may require the attendance or hearing of all students, teachers, or others involved in the proceedings. However, a personal hearing may be given to the accused before the imposition of any punishment.

iv. All proceedings of the Disciplinary Committee will be recorded in writing and signed by the attending members.

v. On the basis of inquiry, the Disciplinary Committee will announce its recommendations within 3 days after completing its proceedings.

vi. The recommended punishment if any may range from issuing of a written warning to the rustication of the student(s) involved.

vii. The affected student(s) may appeal to the Registrar/Dean of Iqra University, within one week of the announced decision through the office of the student affairs.

viii. All employees and the students of Iqra University will cooperate and assist the Disciplinary Committee in carrying out their duties. For this purpose, the Disciplinary Committee may require any student(s)/teacher or other employee of the Iqra University to attend this meeting.

ix. The required quorum for holding any meeting of the Disciplinary Committee is 3.

8.12   Acts of Ill-discipline/Prohibited Conduct

All students are prohibited from engaging in conduct resulting in, or leading to, any of the following:

8.12.1 Academic Dishonesty

Academic dishonesty encompasses all violations of the University Policy on Academic Dishonesty, including but not limited to cheating, plagiarism, fabrication, facilitating academic dishonesty to others, and unauthorized collaboration, whether committed or attempted.

8.12.2 Abuse, Assault, Threatening Behaviour

These include intentional or reckless acts that endanger, threaten, or cause physical or mental harm to any person or oneself, either on University premises or at University-sponsored activities. They also include acts that

intentionally cause or reasonably lead to the apprehension of such harm, including, but not limited to, abusive language, physical or verbal intimidation, harassment, and coercion.

8.12.3 Firearms, Explosives and Other Weapons

This includes the use/possession of hazardous materials (biological/chemical) and any type of weapons, fire arms, explosives, crackers, etc.

8.12.4 Violation of Disciplinary Sanction

This means knowingly violating terms of any disciplinary sanction imposed in accordance with IU Statutes.

8.12.5 Furnishing False Information, Forgery or Unauthorized Use of Documents

Intentionally furnishing false information to the University and its officials or misusing affiliation with the University to gain access to outside agency/services or using false information or University resources to compromise the name of the University are strictly forbidden. Such acts including forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof are punishable acts.

8.12.6 Disorderly Conduct or Indecent Behaviour

Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or luring another person to breach the peace on University premises or at University- sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge/permission.

8.12.7 Theft

This includes theft or attempted theft, of property or services on University premises or at University-sponsored activities.

8.12.8 Damage to Property or its Destruction

Intentionally or recklessly damaging or attempting to damage university property or the property of others on University premises or at University-sponsored activities.

8.12.9 Non-Compliance with Official Direction

Not adhering to reasonable directives given by university officials while they are performing their duties.

8.12.10 Violation of University Regulations and Policies

Violating University regulations or policies including amendments and additions adopted since the date of publication.

8.12.11 Drugs and Narcotics

Use/sale/possession/facilitation/distribution of drugs, narcotics, intoxicants etc on the campus directly or indirectly.

8.12.12 Unauthorized Access to Facilities

Unauthorized possession, duplication or use of keys to any University premises, facilities or equipment; or, unauthorized entry to or use of University premises.

8.12.13 Unauthorized Use of Computer or Electronic Communication Devices

Theft or other abuse of computer facilities and resources including, but not limited to:

i. Unauthorized access to a file, with the intention of using, reading or changing the contents, or for any other purpose.

ii. Unauthorized transfer of a file.

iii. Use of another individual's identification and/or password.

iv. Interference with the work of another student, faculty member or University official.

v. Sending obscene, abusive or threatening messages.

vi. Transmission of computer viruses.

vii. Interfering with normal operation of the University computing system.

viii. Unauthorized duplication of software or other violation of copyright laws.

ix. Unauthorized access to, or unauthorized, mischievous or malicious use of University computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment.

x. Indulgence in misuse of internet and cyber offences i.e., uploading of objectionable content leading to provocation or maligning anyone.

8.12.14 Provoking Others to Misconduct

Intentionally using words or actions to incite or encourage others to violent or retaliatory behaviour, or other acts of misconduct.

8.12.15 Identification/Registration Cards

Not wearing, or failing to present or relinquish the identification card upon request by a University official.

8.12.16 Animals

Bringing any animal into a University building, except for those used for authorized laboratory purposes or security reasons with express permission granted.

8.12.17 Demonstrations

Demonstrations are activities that surpass the limits of free assembly and involve unlawful actions resulting in, or immediately posing a threat of, harm to individuals or property. Such actions infringe upon the rights of fellow members of the University community and may incite disruption of scheduled or typical activities within any campus building or area.

Engaging in political, ethnic, racial, or sectarian activities, or affiliating with any prohibited organization, and participating in such organizations which are involved in advancing the agenda of a political party.

8.12.18 Harassment

It covers the following:

i.   Passing remarks, placing visual or written material, aimed at a specific person or group with the intention of causing harm to the person or group; and/or creating an environment which limits a student's educational opportunity.

ii.   Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interfere with their educational opportunity.

iii.   Physical assault.

8.12.19 Gambling

Unauthorized and/or illegal exchange of money, favours or services as a result of an organized or unorganized game or competition.

8.12.20 Smoking

IU campus has been declared a green campus and therefore, smoking is prohibited in University premises of all IU campuses.

8.12.21 Abuse of the Student Conduct System

Abusing the student conduct system including, but not limited to:

i.   Failure to obey the notice from a University official to appear for a meeting or hearing as part of the student conduct system.

ii.   Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the University.

iii.   Disruption or interference with the orderly conduct of a hearing proceeding.

iv.   Causing a violation of University Code of Conduct hearing to convene in bad faith.

8.12.22 Indulgence in Acts of Moral Turpitude

Indecent behaviour exhibited on the campus including classes, cafeteria, laboratories, etc., defying the norms of decency, morality and religious/cultural/ social values by a single or group of students.

i. Damage to the university fixtures/furniture, scribbling/carving on desks, wall chalking, misusing of lab/university equipment, etc.

ii. Use of mobile phones in classrooms, examination halls, labs and libraries thus disrupting the calm of these places.

8.13 Off-Campus Conduct

Conduct occurring off-University premises be such that it should not affect the interest/image of the University.

8.14 Enforcement of Code of Conduct

Matters of indiscipline will be referred to the appropriate institution or IU authorities authorized to address discipline issues and make decisions in accordance with IU policies, rules, and regulations. Parents of those students who disobey authority and violate the code of conduct will be informed. Students may be held accountable for the acts of misconduct of their guests while on University premises or at University-sponsored activities. Students who are charged with violations of this Code are subject to disciplinary action in accordance with IU rules/regulations/statutes.

8.15 Punishment or Penalty for Acts of Ill-Discipline

Punishment or penalty for acts of ill- discipline shall be according to the gravity of the case and may be any one or more of the following:

8.15.1 Minor Penalties

i. **Warning in Writing.** Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may lead to further disciplinary action.

ii. **Probation.** Probation for a specific period.

iii. **Fine.** Fine which may amount up to Rs. 10,000.

iv. **Withholding of Certificate.** Withholding of a certificate of good moral character.

v. **Removal of Privileges.** Deprivation from the privileges enjoyed by the student.

vi. **F Grade.** Award of an **F** grade in a course.

8.15.2 Major Penalties

i. **Expulsion.** Expulsion from the class for a specific period up to one semester.

ii. **Fine.** This may amount up to Rs. 50,000.

iii. **Exam Result.** Cancellation of examination results (complete semester courses).

iv. **Rustication**. Expulsion or rustication from the University for a specific period.

v. **Degree**. Non-conferment of degree/transcript.

vi.   **Relegation/withdrawal.**

Other sanctions or a combination of above-mentioned penalties as deemed appropriate.

8.16 Disciplinary Procedure

8.16.1 Case Referrals

Every instance of disciplinary misconduct must be promptly reported to the department head, ideally within 24 hours of the alleged violation. The individual referring to the case typically acts as the complainant and is responsible for presenting pertinent evidence during disciplinary hearings conducted by the IU Discipline Committee.

Depending on the severity of the situation, the institution's head will determine whether to administer minor sanctions at the institutional level or to refer the matter to the IU Discipline Committee for resolution by the appropriate authority for more serious penalties.

8.16.2 Hearing of Disciplinary Cases

A disciplinary hearing is a formal process conducted by the Institution Disciplinary Committee. This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the Code and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

8.16.3 Punishments

The IU Disciplinary Committee will recommend the punishment according to the gravity of the case after giving the defaulter full opportunity to give his/her point of view. This must be done before recommending the punishment to the Campus Director.

8.16.4 Appeals

An appeal to challenge the ruling made by the Disciplinary Committee may be lodged to the **Appellate Committee** within fifteen days of the decision's announcement. The Appellate Committee will review the appeals made against Disciplinary Committee decisions. The Director QEC will serve as the Chairperson of the Appellate Committee, whereas the Campus Director or Dean or Nominee, and a female Dean will be the members of the Appellate Committee. The Appellate Committee will perform the following functions:

i.   To review and evaluate appeals against Disciplinary Committee decisions, including all relevant documentation, evidence, and testimonies.

ii.   To make a final and binding recommendation on the appeal, which may involve upholding, overturning, or modifying the original decision.

iii.   To ensure compliance with the University policies, legal requirements, and principles of natural justice, and provide recommendations for improving disciplinary procedures and policies.

The Appellate Committee must submit its recommendations within three working days of receiving the application to the President/Vice Chancellor, who will make the final decision.

8.17 Federal/Provincial Laws and Ordinances

Violation of a Federal/Provincial law or ordinance will be dealt accordingly under these laws.

8.18 Gender Mixing

Students are strictly reminded to follow the accepted social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas will not be tolerated. The tendency of taking advantage of common places like cafeteria, and shops, etc. is objectionable and undesirable. Students are also advised to avoid movement in mixed groups in the campus after sunset.

8.19 Littering

It is the responsibility of all to keep the Campus environment clean and tidy. No littering or trash should be carelessly thrown or left on the Campus premises. The designated waste boxes should be used to deposit the refuse.

8.20 Sports

All individuals and teams involved in sports are expected to show sportsmanship, respect, consideration and appreciation towards their opponents, teammates, officials and University staff at all times.

i. Under no circumstances should a player or sports person react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of staff, match official, opponent, playing colleague, team official or spectator.

ii. Individuals signing the player registration form are agreeing to abide by this code of conduct and will accept that any deviation from these rules will result in disciplinary action by the University.

iii. Persons under the influence of drugs are not permitted to participate in sports activities at the University and as such the defaulters shall be liable to disciplinary action by IU.

iv. Finally, it's important to keep in mind that referees, umpires, and officials are not infallible. You may not always agree with every decision made, and like players, umpires and sports officials are also susceptible to making mistakes.

8.21 Dress Code

In order to uphold the academic dignity and sanctity of the educational institution, both faculty and students are expected to attire themselves in decent and modest clothing. The intention behind the dress code is to offer fundamental guidelines for appropriate attire on the IU campus, rather than imposing stringent restrictions or enforcement measures. It is also assumed that the highly educated faculty and students of IU will, with an understanding of the university's norms and culture, dress in a dignified manner. The guidelines regarding dress code for students are as follows:

Male Students

Summer

i. Dress trouser with shirt. Tie optional.

ii. Shalwar Kameez with waist coat.

iii. Closed Shoes / Closed Chappals with straps (Slippers not allowed).

iv. Safari Suit.

Winter

i. Dress trouser – Shirt with coat or Sweater / Jacket.

ii. Closed or open Collar – Lounge suit / combination.

iii. Shalwar Kameez with waist coat / coat

iv. Closed Shoes / Closed Chappals with straps (Slippers not allowed).

Female Students

i. Sober and decent clothing (both summer & winter).

Guidelines for Students

Students must adhere to the dress code guidelines and should refrain from wearing the following during classes:

i. Shorts and sleeveless shirts.

ii. T-shirts or dresses featuring language or artwork that may be deemed provocative, indecent, or offensive to others.

iii. Clothing that is shabby or torn.

iv. Jogging or exercise attire during classes.

v. Untidy, flashy, or immodest clothing in classrooms, the cafeteria, and university offices.

vi. Unprofessional attire, such as jeans, brightly colored clothing, or casual shoes, during formal programs and interviews.

vii. Tight or see-through clothing for female students.

viii. Excessive makeup or expensive jewelry for female students.

ix. Wearing any type of turban is prohibited on IU premises

8.22 Greetings

Students are encouraged to cultivate the practice of using respectful and inclusive greetings when meeting and interacting with colleagues, faculty, and staff of the university. For Muslim students, this may include exchanging Islamic greetings, such as "Assalam O Alekum / Walekum Assalam," as an essential aspect of Islamic etiquette. Non-Muslim students are encouraged to use equivalent courteous greetings, such as "Hello," "Good morning," or "Good afternoon," fostering a culture of mutual respect and inclusivity in our diverse university community.

Annexure A

Form UG1 - Undertaking of Result Awaiting Students

UNDERTAKING OF RESULT AWAITING STUDENTS
(FOR RESULT AWAITED STUDENTS)

Student Name:	Fathers Name
Program Applied In:	Last Qualification:
Admission Code:	Admit Card Number: APP- -2024
HSC Passing Year:	HSC Roll Number:

I, solely affirm and undertake that I have been provisionally admitted in Iqra University, in a Bachelors Program as a **"Result awaited/Provisional"** Student. I am fully aware that my admission is conditional and subject to passing/providing my Intermediate (HSC-II) or equivalence certificate provided by IBCC (Inter Board Committee of Chairman) with the minimum required percentage as per the admission policy of Iqra University.

I will submit my Intermediate or equivalent result as per the provided timeline provided by the university.

In case, I fail to achieve the minimum required percentage or provide the required documents after the announcement of HSC-II or Equivalent result as per the admission policy of Iqra University. I shall withdraw my admission from the degree program immediately; otherwise, the university reserves the right to cancel my admission at any point of time without any refund of fees.

By signing this undertaking, I hereby acknowledge that I have read and understood the document, and all of the above-mentioned details are true and correct to the best of my knowledge.

Dated: _____

Name and Signature of Applicant: _____

CNIC Number of Applicant: _____-_____-__

Name and Signature of Guardian: _____

CNIC Number of Guardian: _____-_____-__