



Sarhad
University
of Science & Information Technology
Peshawar



STEP INTO
BRIGHT FUTURE



UNDERGRADUATE
PROSPECTUS

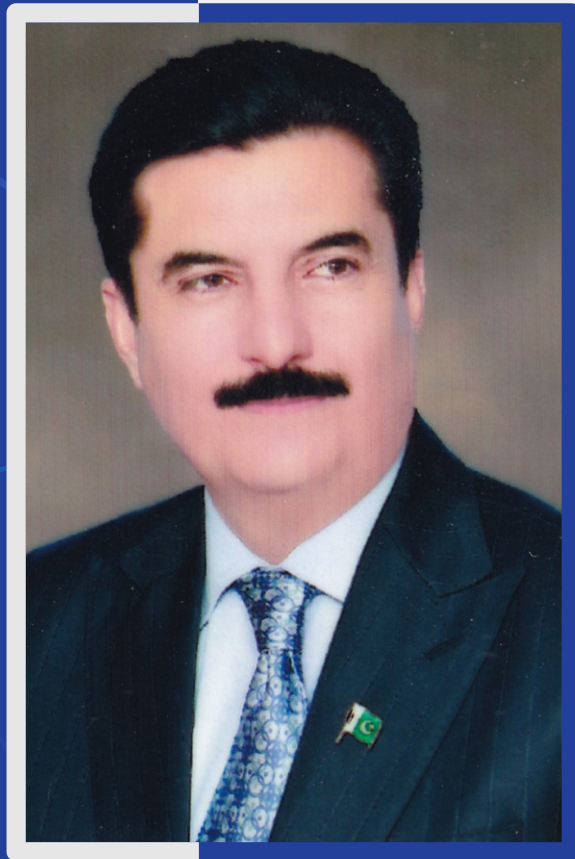
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Message from the Governor, Khyber Pakhtunkhwa

Higher Education; a demanding but a highly rewarding field of education system, plays a pivotal role in fulfilling the quest for bringing pleasant change in the socio-economic fabric of the society and ensures better future both for the country and the people. In the given circumstances, achieving this cherished goal indeed demands constant efforts, sustained determination and resources on part of individuals, institutions and the society alike. In line with the desired targets one can witness an encouraging environment, enthusiastic approach, high spirit and a confident struggle at every level in the province.

It is indeed a pleasure to note that the Sarhad University of Science & Information Technology, Peshawar is engaged as an active partner along its sister institutions, working both in the public and private sectors in the ongoing struggle to achieve the target set forth for the cause of education. The initiative to introduce demand driven, result oriented and contemporary disciplines, besides continuing research and educational activities in the existing institutions and infrastructure development for further expansion of the campus provides a heartening and convincing reason to judge the pace, with which it is progressing, is impressive.

While writing these lines for the Prospectus 2024-25 of the University, I also take the advantage to congratulate the management, faculty and students especially the new entrants for successfully stepping into their new pursuits and wish more success to all of them.



Faisal Karim Kundi

Message from the President, Sarhad University

It is a matter of immense pleasure for me to record my message for prospectus 2024-25.

It is a unique imagination and a marvelous experience that a journey I started in the year 2001, is now unfolding its colors in many ways. The launching of Sarhad University with a humble start of programs in Computer Science, IT and Management Sciences from ab-initio was a gigantic task which I could not have accomplished alone. It was my team which worked with unmatched hard work and dedication as the resources were meager and the resolve to reach the students was unflinching.

It had been my life-long desire to reach and serve people from an area that direly needed my services and contributions in the higher education sector. The Khyber Pakhtunkhwa province suited my objective more than any other neglected areas of Pakistan due to its close proximity to my base-station and the energetic segment of students of the Province, who otherwise have all the potentials to be in the driving seat. I chose education as my preferred objective and the young generation as my prime target as no society in the civilized world could ever progress without educating upcoming generations.

Dear students, Sarhad University with state-of-the-art buildings housing spacious classrooms, scientific and research laboratories, a huge library with latest books, Seminar Hall, dedicated parking space along with sports facilities is now fully functional to offer academic programs in various disciplines. In the wake of latest developments we have put in place a robust security system backed by CCTV cameras with recording facilities through DVR system, walk through gates and metal detectors to maintain a secured environment at the premises. The testimony to our success can be judged from out-flow of our graduates who are currently serving in almost all the public departments at provincial and national level. Beside those many pursuing their higher studies at various International Universities. I would also like to extend my thanks to the students who opt to join Sarhad University to be in our fold for the coming 4-5 years with a pledge to work for their better education and settlement in their assignments.



M. Riaz Karim

Message from the Vice President, Sarhad University



I am happy to convey my message about Sarhad University which was established in the year 2001, with the sole objective of providing quality education at higher level according to the expectations of our youth. I would like to apprise you that today; our university is placed in highest category of HEC. We have worked round the clock over the last 23 years to achieve this level of excellence and proved ourselves in accordance with the expectations of all stakeholders. The University as of today is home to more than 6000 students in contemporary disciplines including Pharmacy, Nursing, Allied Health Sciences, Computer Sciences, Software Engineering, Management Sciences, Engineering, Art & Design, Humanities and Social Sciences. These programs are being supervised by more than 100 PhD, around 150 M.Phil/MS and MSc degree holders, having vast teaching and administrative experience.

Our teaching Departments are associated with the modern labs equipped with latest and up to date equipment required for the practical work of the students to gain hands on experience.

The Department of Pharmacy, Nursing and Allied Health Sciences are also linked with the major hospitals of Peshawar City for clinical rotation of the students to directly deal with the patients of their particular specialties.

SUIT believes in imparting quality education and for this purpose, we have established a full-fledged Quality Enhancement Cell to fine tune our programs with regular intervals. Our Quality Enhancement Cell is fully functional to supervise the quality of programs according to HEC's laid down criteria and there is a continuous progress in our academic programs to achieve this very goal.

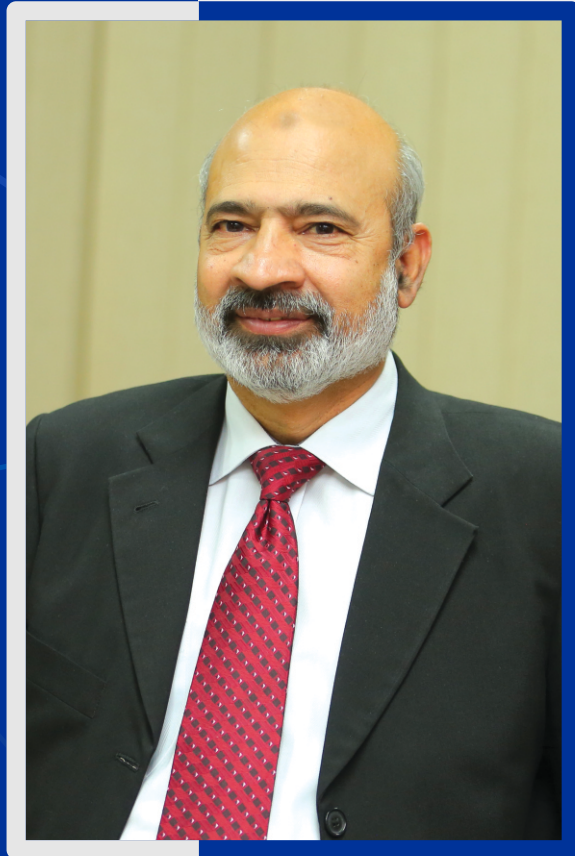
It will be in place to write that Office of Research, Innovation and Commercialization (ORIC) has also been established. More so, bringing the university under one umbrella has provided us the opportunity to focus on research activities for which faculty members and students are provided with financial and material assistance. Seminars, Workshops, Curricular & Co-curricular activities are held regularly to groom our students. I assure all students of my fullest support to educate them in the best possible manner so that they could prove their metal in their respective fields after graduation from Sarhad University.

Azmat Ali

Message from the Vice Chancellor, Sarhad University

It is a privilege for me to be associated with such a progressive and rapidly developing University. During the last 22 years, Sarhad University has made landmark achievements in many areas. The Faculty size has increased manifold due to induction of a number of PhD and M.Phil Degree holders in the field of Engineering, Pharmacy, Nursing, Management Sciences, Computer Science, Arts, Education and certain health-related disciplines. Our focus on quality education has enabled the students to acquire relevant knowledge and to become true professionals. Academic activities like conferences, workshops, and seminars have not only created an environment conducive for research, but have also added to the experience of our faculty and students. Our graduates, equipped with the right blend of knowledge and skills are prepared to carve their niche in the corporate world and to play their due role in socio-economic development of the country. I attribute our success in all these areas to the faculty, management and students whose devotion, hard work, sincerity, and determination have earned us high reputation and due recognition.

Selecting a particular degree program for stepping into professional life is one of the most crucial decisions. Equally difficult is the choice of an institution of higher learning to pursue the selected degree program. For those who have reached this decision making stage, Sarhad University offers diverse fields at its Main Campus in Peshawar, sub campuses and the opportunity to learn online / distance education. May Allah Almighty bless our youth and guide them in making right decisions, and enable the University management to give its best to the students.



Prof. Dr. Salim ur Rehman



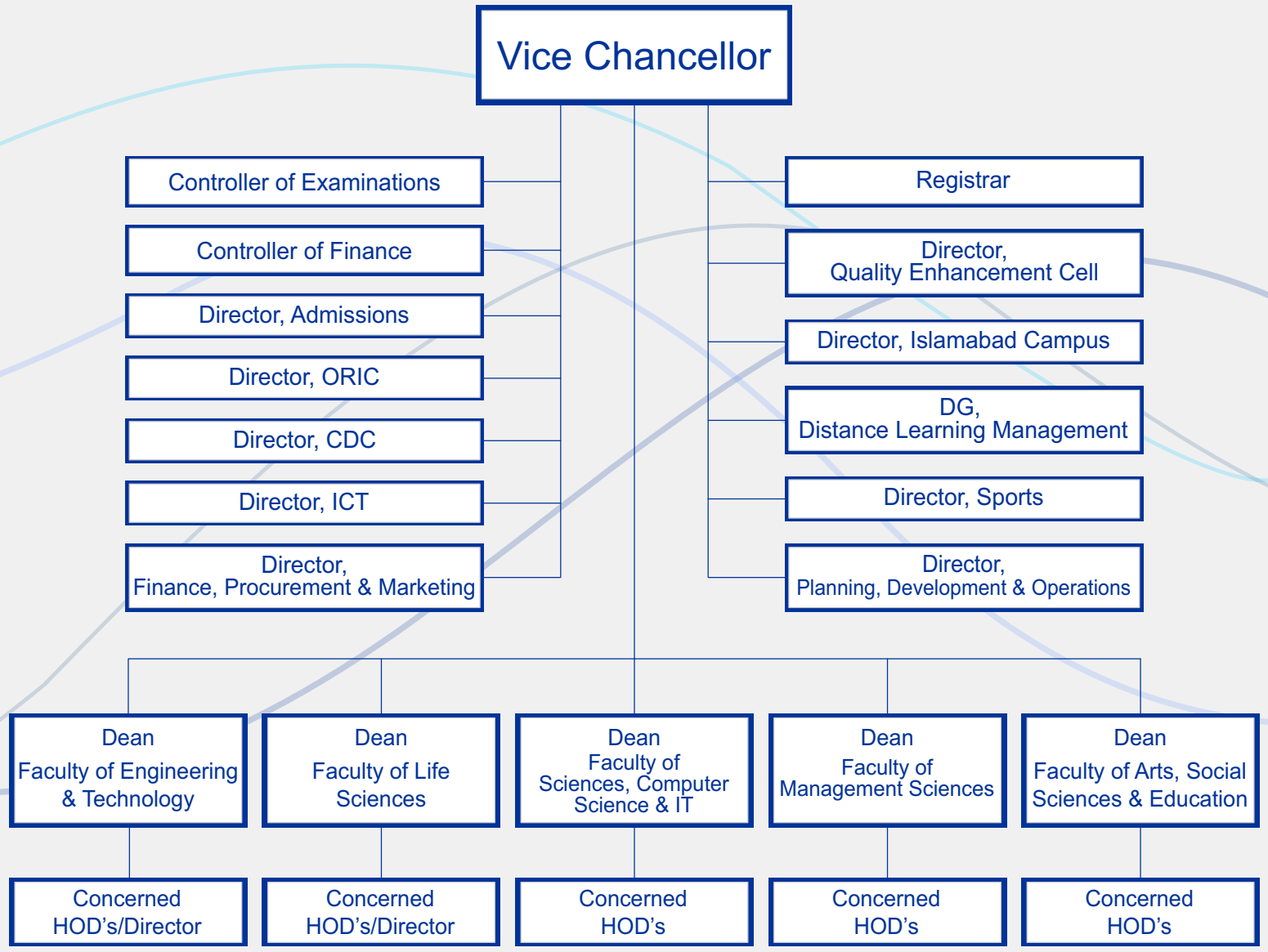
Vision

To achieve excellence in teaching & research
in all academic fields.

Mission

To provide educational facilities of international
standards to the youth and to produce graduates
& researchers at National and Global levels.

SUIT's ORGANIZATIONAL STRUCTURE



Board Of Governors

The Board of Governors of Sarhad University is the highest executive authority of the University. It comprises personalities of high standing in academic and professions both from the public and private sectors of higher education. The board has all the powers necessary to formulate Statutes, Regulations and Policies aimed at ensuring high academic standards in respect of all academic programs run by the University at Bachelor, Master and Doctoral levels. The Board also enjoys powers to frame laws and policies aimed at recruiting persons of eminence in academics for senior slots in the academic hierarchy who are able to give their best to the students, who will serve the country and the community appropriately for socio-economic development. The basic criteria for selection of teachers and administrators laid down in the University Charter are competence, integrity and efficiency, which is adhered to in letter and spirit.

Prof. Dr. Salim-ur-Rehman,
Vice-Chancellor (Chairman)

Prof. Dr. Abdul Waheed Mughal,
Dean Faculty of Arts, Social Sciences
& Education,
Sarhad University, Peshawar

Mr. Muhammad Taimoor Riaz,
Member, Board of Trustees,
Al-Beruni Trust for Educational
Development, Islamabad.

Dr. Akhtar Ali Shah,
Former Secretary
Home and Tribal Affairs Dept.,
Government of Khyber Pakhtunkhwa

**Chairman HEC,
or his Nominee.**

Mr. Immad Azmat,
Member, Board of Trustees,
Al-Beruni Trust for Educational
Development, Islamabad.

Prof. Dr. Zia Ul Qayyum,
Former Vice Chancellor,
A.I.O.U Islamabad.

Secretary,
Higher Education Department,
Government of Khyber Pakhtunkhwa

Prof. Dr. Iftikhar Ahmad Khan,
Director QEC,
Sarhad University, Peshawar.

Prof. Dr. Safia Ahmad (T.I),
Vice Chancellor,
Shaheed Benazir Bhutto Women
University, Peshawar.

**Nominee of the
Chief Justice,**
Peshawar High Court, Peshawar

Director, ORIC.

Prof. Dr. Sahar Noor,
Dean Faculty of Mechanical,
Chemical and Industrial Engineering,
UET Peshawar

Mr. Azmat Ali,
Vice President,
Sarhad University, Peshawar /
Member, Board of Trustees.

Mr. Muhammad Nasir,
Registrar,
Sarhad University, Peshawar.
(Member/Secretary)

Mr. Liaqat Ahmed Khan,
Former President,
Sarhad Chamber of Commerce &
Industry, Peshawar.

Academic Council

The Academic Council of the University, constituted in accordance with provisions of the University Charter, is the highest academic forum of the University with powers to lay down proper standards of instruction, research, publication, examinations, and to regulate and promote the academic life at the University.

Prof. Dr. Salim-ur-Rehman,
Vice-Chancellor (Chairman)

Prof. Dr. Sudhair Abbas,
Head, Department of Pharmacy.

Head,
Department of Art & Design.

Prof. Dr. Abdul Waheed Mughal,
Dean, Faculty of Arts, Social Sciences
& Education.

Prof. Dr. Wali Rehman,
Head, Dept. of Business
Administration.

Head,
Department of Sports Sciences
& Physical Education.

Meritorious Prof. Dr. Zafar Iqbal (T.I),
Dean, Faculty of Life Sciences, SUIT.

Prof. Dr. Saadullah Afridi,
Director, Sarhad Institute of
Health Sciences.

Engr. Fazal Khaliq,
Professor,
Department of Civil Engineering.

Prof. Dr. Saeed Mahfooz,
Dean, Faculty of Sciences, CS/IT and
Faculty of Management Sciences.

Dr. Fazal Mehmood,
Director, Sarhad Institute of Allied
Health Sciences.

Engr. Dr. Muhammad Rizwan,
Associate Professor,
Department of Civil Engineering.

Dean,
Faculty of Engineering & Technology

Ms. Shaheen Ghani,
Director, Institute of Nursing
Sciences.

Dr. Azhar Ali,
Associate Professor,
Department of Electrical Engineering.

Engr. Prof. Dr. Arshad Ali,
Head, Dept. of Civil Engineering.

Dr. Jahangir Khan,
Head, Department of Computer
Science & IT.

Mr. Mumtaz Khan,
Associate Professor,
Department of Electrical Engineering.

Engr. Dr. Muhammad Sohail Gohar,
Head, Dept. of Mechanical
Engineering.

Dr. Ghuncha Begum,
Head, Department of Urdu.

Engr. Abdul Hadi,
Associate Professor,
Department of Mechanical Engineering.

Engr. Dr. Abid Saeed,
Head, Dept. of Electrical
Engineering.

Dr. Khisro Kaleem Raza,
Head, Department of Education.

Dr. S. M. Hassan Shah,
Professor,
Department of Pharmacy.

Engr. Muhammad Faisal Khan,
Director,
Department of Technologies.

Syed Arif Ali Shah,
Head, Department of Library &
Information Sciences.

Dr. Obaid-ur-Rehman,
Professor,
Department of Electrical Engineering.

Dr. Wasal Khan,
Professor,
Department of Education.

Dr. Shahid Mehmood,
Associate Professor,
Sarhad Institute of Allied Health Sciences.

Engr. Fayaz Ahmad,
Assistant Professor,
Department of Technologies.

Dr. Naila Raziq,
Associate Professor,
Department of Pharmacy.

Dr. Nizam Muhammad Darwesh,
Associate Professor,
Sarhad Institute of Health Sciences.

GC (Rtd) Muhammad Sadiq Malik,
Coordinator, Department of English

Dr. Asif Khan,
Associate Professor,
Department of Pharmacy.

Dr. Shahid Latif,
Associate Professor,
Department of Computer Science & IT.

Dr. Rabia Naeem,
Lecturer, Sarhad Institute of Allied
Health Sciences

Dr. Muhammad Ashfaq,
Associate Professor,
Department of Pharmacy.

Dr. Haroon-ur-Rasheed,
Associate Professor,
Department of Computer Science & IT

Prof. Dr. Iftikhar Hussain,
Former Vice Chancellor,
Khyber Pakhtunkhwa UET, Peshawar.

Dr. M. Kifayatullah,
Associate Professor,
Department of Pharmacy.

Dr. Muhammad Imtiaz,
Professor,
Department of Urdu.

Dr. Muhammad Farooq, Professor,
Shaikh Zayed Islamic Center,
University of Peshawar.

Prof. Nasreen Ghani,
Institute of Nursing Sciences.

Dr. Syed Gohar Abbas,
Professor,
Department of Business Administration.

Dr. Ejaz Gul Ghauri,
Ex-Principal Scientific Officer,
PCSIR Labs; Peshawar.

Dr. Nasir Ali,
Associate Professor,
Sarhad Institute of Allied Health Sciences.

Dr. Rabia Ishrat,
Associate Professor,
Department of Business Administration.

Prof. Dr. Asif Khan,
Former Vice Chancellor,
University of Peshawar

Dr. Shabir Ahmad,
Associate Professor,
Sarhad Institute of Allied Health Sciences.

Prof. Dr. Iftikhar Ahmad Khan,
Director QEC,
Sarhad University, Peshawar.

Prof. Dr. Jamshaid Ali Khan,
Department of Pharmacy,
University of Peshawar.

Dr. Aamir Aziz,
Associate Professor,
Sarhad Institute of Allied Health Sciences.

Director, ORIC.

**Advisor (Academics) HEC;
or his Nominee.**

Dr. Muhammad Ateeq,
Associate Professor,
Sarhad Institute of Allied Health Sciences.

Secretary, Higher Education Dept,
Govt. of Khyber Pakhtunkhwa,
Peshawar / or his nominee.

Mr. Muhammad Nasir,
Registrar / Secretary.

Engr. Adil Shahzad,
Assistant Professor,
Department of Civil Engineering.



ENGINEERING

Electrical, Civil and Mechanical Engineering Programs are accredited by the Pakistan Engineering Council, Islamabad.



PHARMACY

Pharm-D (Doctor of Pharmacy) Program is recognized by the Pharmacy Council of Pakistan, Islamabad.



ALLIED HEALTH SCIENCES

Allied Health Sciences Programs are allowed by the Higher Education Commission, Islamabad.



ENGINEERING TECHNOLOGY

Engineering Technology Programs are accredited by the National Technology Council, Islamabad.



COMPUTER SCIENCE & IT

Computer Science Programs are accredited by the National Computing Education Accreditation Council, Islamabad



BUSINESS ADMINISTRATION

Business Administration Program is accredited by the National Business Education Accreditation Council Islamabad.



EDUCATION

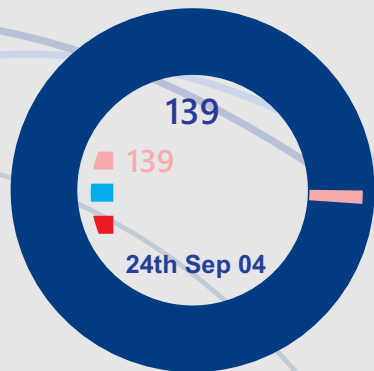
Education Programs are accredited by the National Accreditation Council for Teachers Education, Islamabad



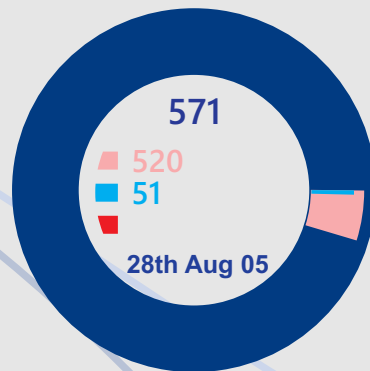
NURSING

Nursing Program is accredited by the Pakistan Nursing & Midwifery, Islamabad

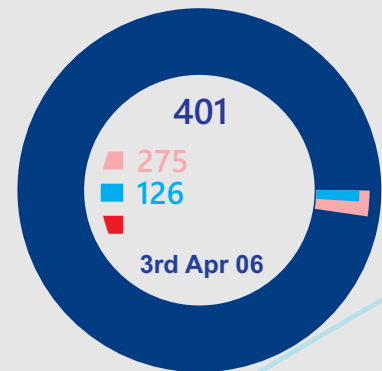
Number of Graduates Convocation-Wise



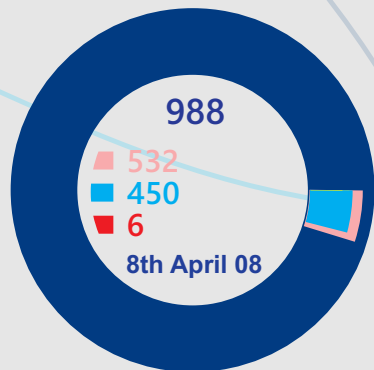
1st Convocation



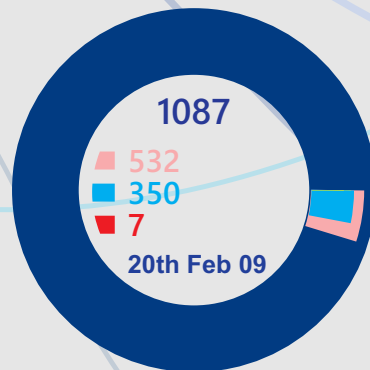
2nd Convocation



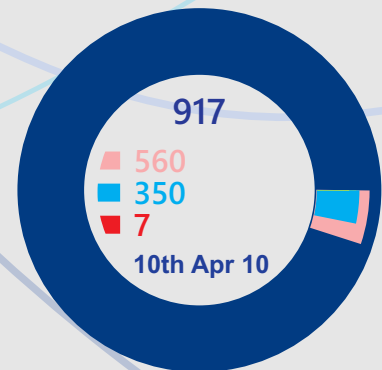
3rd Convocation



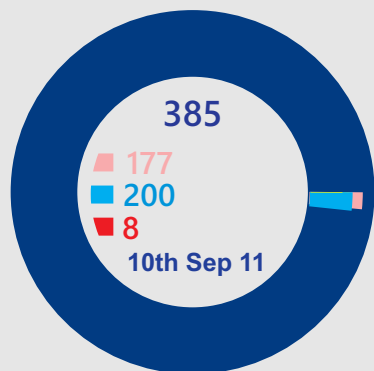
4th Convocation



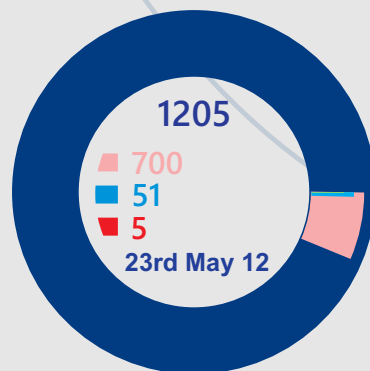
5th Convocation



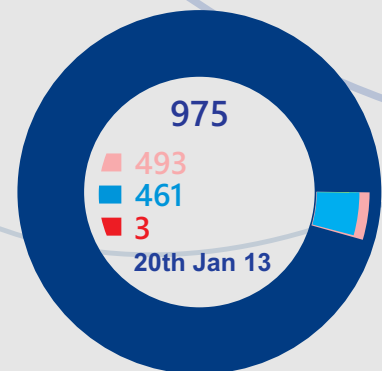
6th Convocation



7th Convocation

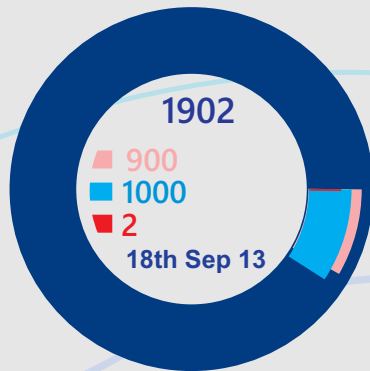


8th Convocation

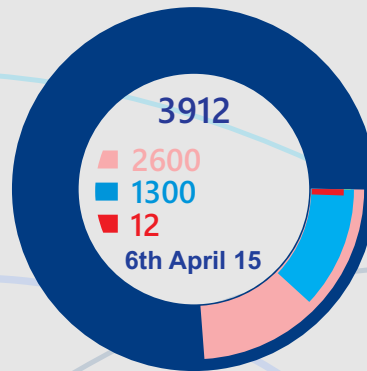


9th Convocation

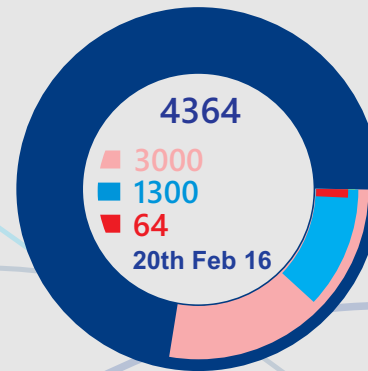
Convocation Wise Graduates



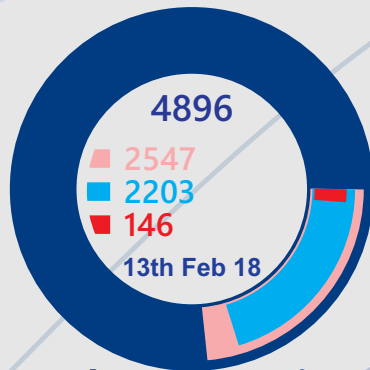
10th Convocation



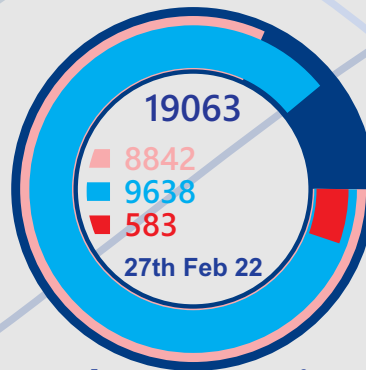
11th Convocation



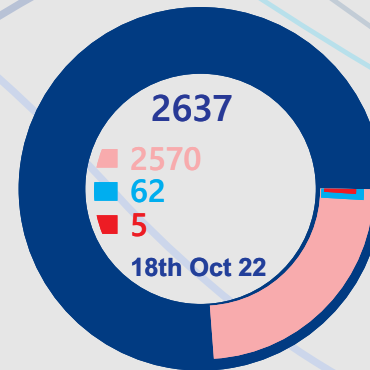
12th Convocation



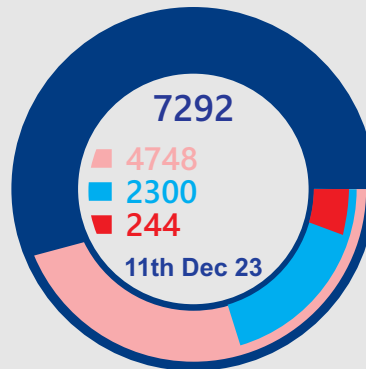
13th Convocation



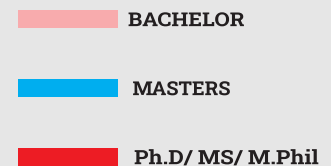
14th Convocation



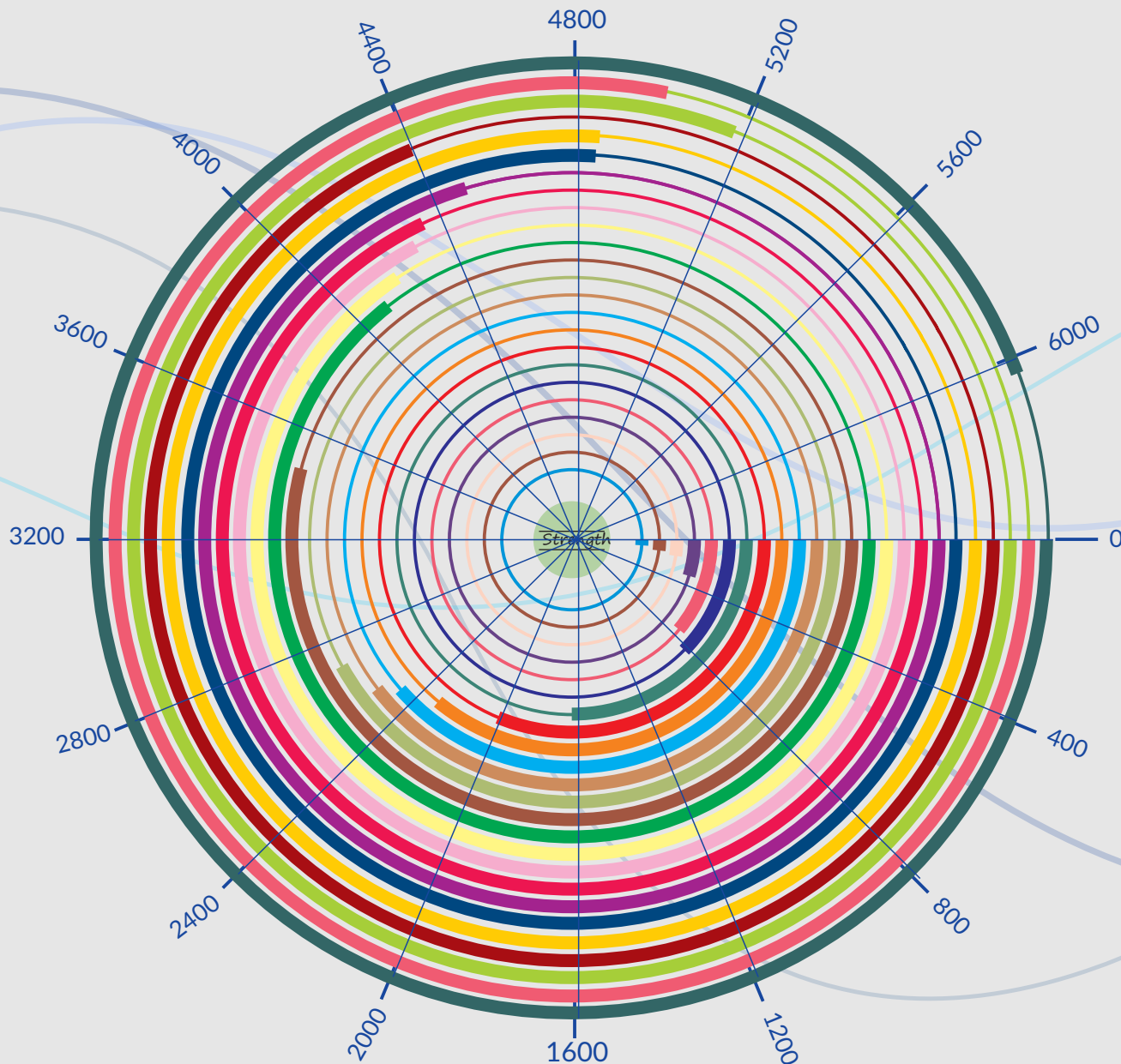
15th Convocation



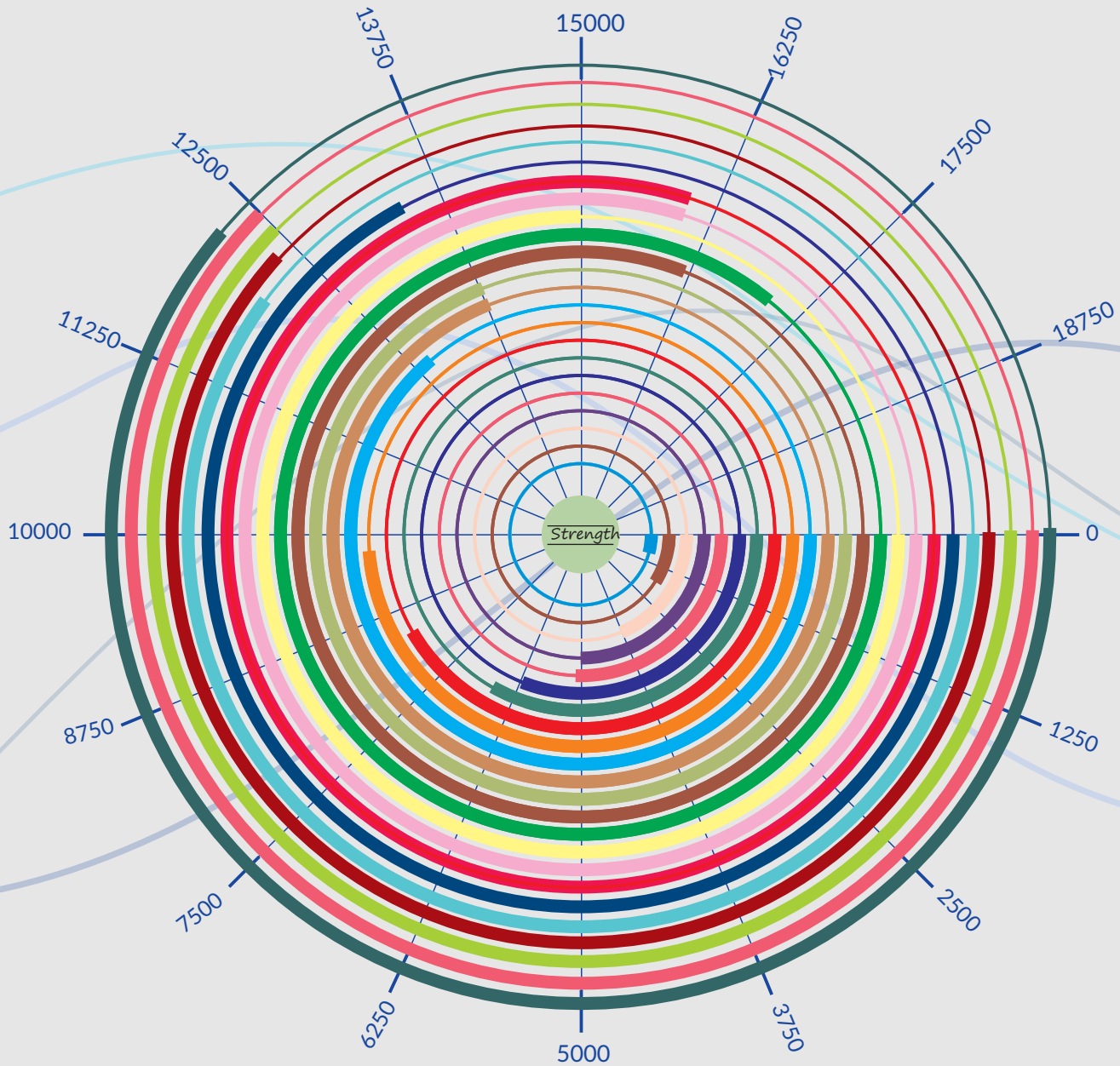
16th Convocation



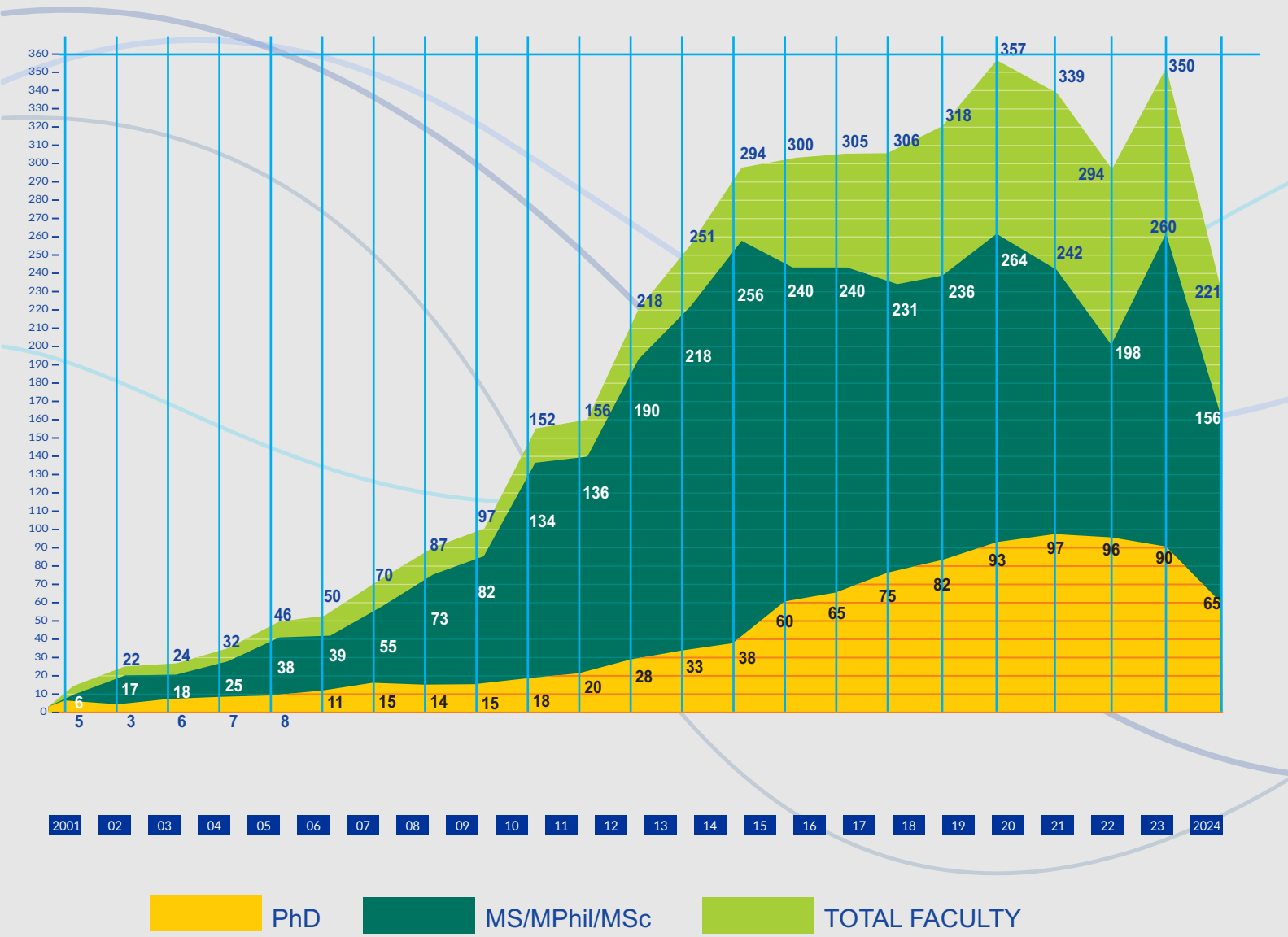
Student Strength at the Main Campus



Student Strength in the Distance Education



GROWTH IN FACULTY AT SARHAD UNIVERSITY



Launching of SUIT Islamabad Campus

Message from the President, SUIT

It is a matter of immense pleasure to share that in line with our vision, Sarhad University of Science & Information Technology, Peshawar is expanding its operations by establishing Islamabad Campus. It is my firm belief that due to its strong academic base, the city of Islamabad has a great potential for higher education. The youth of Islamabad has an immense desire to improve their qualification through



Higher Education Institutions of repute. To this end, SUIT Islamabad Campus aims to prepare them to earn their livelihood with honour and dignity as well as to extend a helping hand to their parents, and siblings to lead respectable lives.

For a student, selecting a particular degree program for stepping into professional life is one of the most crucial decisions. Equally difficult is the choice of an institution of higher learning to pursue the selected degree program. For those who have reached this decision making stage, Sarhad University offers diverse fields of education at its Islamabad Campus. Additionally, Islamabad Campus of Sarhad University with state of the art buildings housing spacious classrooms, scientific and research laboratories, a huge library with latest books, Seminar Hall, dedicated parking space along with sports facilities is to cater for the academic needs of the youth of Islamabad regions.

During the last two decades, Sarhad University has acclaimed a reputable name in the educational circles of Pakistan and abroad. I am happy that a University having Charter from a comparatively less developed province of Pakistan, i.e. Khyber Pakhtunkhwa has achieved so many laurels to claim excellent academic standing among its counterparts.

I am confident that the management and faculty of the Islamabad Campus will work with sincerity, dedication, zeal and zest and produce graduates who will take upon themselves to take the country out of the crises that we face today.

Muhammad Riaz Karim

Message from the Vice Chancellor

I am pleased to record my message on the establishment of Islamabad Campus of Sarhad University of Science & Information Technology, Peshawar and offering admissions therein from Fall-2024 Session in different programs. I must say that Sarhad University has an outstanding national & international reputation, imparting quality education to a larger number of students in various fields of



learning, earning HEC's highest rating of excellence for Engineering, Pharmacy, Allied Health Sciences, Nursing, Computing, Management and Social Sciences through its academic excellence. Establishment of Islamabad Campus with the approval of Higher Education Commission of Pakistan, is a landmark initiative which will not only cater for the educational needs of the youth of Islamabad Capital Territory but also for the majority of the adjoining areas. Since its inception in 2001, the University has passed through numerous ups and downs, but with the grace of Almighty ALLAH and the untiring efforts of the management and faculty, we successfully overcame the obstacles and hurdles in our way and kept the University on the path of progress and development. Today our graduates are effectively serving various Multi-National Companies and Organizations at Provincial and National levels in different capacities, whereas many joined foreign universities for higher studies. The University has always strived to provide relevant and purposeful education aimed at preparing its students to confront challenges in this competitive world. Sarhad University is not just addressing the issues of professional environment such as purpose-built campus, air-conditioned classrooms, and well equipped laboratories but, more importantly, it is concentrating on the most critical issues like faculty development, curricula tailored to latest innovations and present-day demands, quality enhancement, effective teaching & evaluation, community engagement and character building. I assure that the Islamabad Campus of Sarhad University will try its level best to disseminate quality education at the doorsteps of the prospective students of ICT and the adjoining areas. In the years to come, I foresee Sarhad University among the top ranking Universities of Pakistan and wish a glaring future to it.

Prof. Dr. Salim-ur-Rehman

Sarhad University of Science & IT, Islamabad Campus



The University achieved yet another milestone by establishing the Islamabad Campus with the approval of HEC, Islamabad granted vide letter No. 15(16)/A&A/Acc/HEC-2023/553, dated 28th August, 2023.

The Islamabad Campus, located at a posh area of Rawat, Islamabad is about to start its academic journey from Fall-2024 Session.



Sarhad University of Science & IT, T-Chowk, GT Road, Rawat, Islamabad, Islamabad Capital Territory 44000

Tel: 051-3757628, 051-3757692, 051-3757695, 03288880918-9 Cell: 0328-8880916-7

Programs offered at SUIT Islamabad Campus

Department of Pharmacy

- ▶ Doctor of Pharmacy (Pharm-D) (5 years)
Number of Seats: Morning: 100
Evening: 100

Pharm-D Program is recognized by the Pharmacy Council of Pakistan.

Department of Nursing Sciences

- ▶ BS Nursing (4 years)

Recognition of Nursing Program by the Pakistan Nursing & Midwifery Council is under process.

Department of Computer Science & It

- ▶ BS Computer Science (4 years)
- ▶ BS Software Engineering (4 years)
- ▶ BS Artificial Intelligence (4 years)

Accreditation of the Computer Science & IT Programs by the NCEAC is under process.

Department Of Humanities

- ▶ BS English Language & Literature (4 years)

Department of Allied Health Sciences

- ▶ Doctor of Physiotherapy (DPT) (5 years)
- ▶ BS Anesthesia Technology (4 years)
- ▶ BS Cardiology Technology (4 years)
- ▶ BS Dental Technology (4 years)
- ▶ BS Health Technology (4 years)
- ▶ BS Medical lab Technology (4 years)
- ▶ BS Nutrition & Dietetics (4 years)
- ▶ BS Radiology & Imaging Technology (4 years)
- ▶ BS Surgical Technology (4 years)
- ▶ BS Optometry Technology (4 years)
- ▶ BS Cardiac Perfusion Technology (4 years)
- ▶ BS Emergency & Intensive Care Technology (4 years)

Allied Health Sciences Programs are allowed by the HEC / Allied Health Professionals Council, Islamabad



Department of Business Administration

FACULTY OF MANAGEMENT SCIENCES

Faculty of Management Sciences

The Faculty of Management Sciences was the first discipline of study started in the Sarhad University of Science and Information Technology, Peshawar for catering the ever-increasing demand of management professionals. The programs offered by the University at the Undergraduate and Postgraduate levels are aimed at producing managers and entrepreneurs who can promote the trade and industry in the area by putting in the skills and expertise developed during their stay at this university. The outgoing graduates are expected to be professionally equipped with state-of-the-art management techniques and capable enough to tackle the real world Business Management problems. The programs emphasize upon the development of analytical abilities with a view to enable the graduates to handle critical situations concerning humans and materials and to utilize the resources in the best optimum way.

Department of Business Administration

Vision

To be acknowledge and recognized as one of the leading business school at national and world wide for education and research in the areas of Business and Management.

Mission

To provide economically, socially, and culturally relevant business and management related education to all those who wish to benefit from it. We are a demand-led and customer focused education institution. We enhance learning, build confidence and create opportunities for all who choose to invest in studying at our school.

Programs Offered:

Associate Degree in Business Administration
Bachelor of Business Administration
Associate Degree in Commerce
Bachelor of Science in Commerce
Associate Degree in Business Analytics
Bachelor of Science in Business Analytics

Faculty Members, Department of Business Administration

Prof. Dr. Wali Rahman	Head of Department	Ph.D HRD, NUML, Islamabad
Prof. Dr. Syed Gohar Abbas	Prof. / DG DLM / Dir. CDC	Ph.D, EDSEG, IAE University of Lyon3, France
Dr. Rabia Ishrat	Associate Professor	Ph.D Management Sciences, Sarhad University, Peshawar
Dr. Waheed-ur-Rehman	Assistant Professor	Ph.D Management Sciences, Sarhad University, Peshawar
Dr. Lal Muhammad	Assistant Professor	Ph.D Management Sciences, Sarhad University, Peshawar
Dr. Muhammad Irfan	Assistant Professor	Ph.D Economics, University of Peshawar
Mr. Sarmad Jan Mian	Assistant Professor	MS Marketing, University of Birmingham, UK
Ms. Shaima Nisar	Assistant Professor	M.Phil Management Sciences, Qurtuba University, Peshawar
Ms. Sana Tariq	Assistant Professor	MS Management Sciences, IM Sciences, Peshawar
Mr. Muhammad Islam	Coordinator	MS Management Sciences, Sarhad University, Peshawar
MS. Aymun Atta Muhammad	Assistant Professor	MS Finance, IM Sciences, Peshawar
Ms. Zil-e-Huma Najeeb	Lecturer	MBA (Finance), IM Sciences, Peshawar
Mr. Waas Khan	Lecturer	MS Management Sciences (Finance), Sarhad University, Peshawar

Associate Degree in Business Administration

Program Code	083
Number of Courses	23
Credit Hours	66

Minimum Duration	4 Semesters, 2 Years
Maximum Duration	10 Semesters, 5 Years
Minimum CGPA Required To Earn Degree	2.00

Eligibility:

Intermediate (I. Com, DBA, D. Com, FA, F.Sc.) with at-least 45% Marks or A-Level with equivalency certificate from IBCC Islamabad or an equivalent certificate from a recognized institution are eligible to apply. Candidates will be required to pass an entry test / an interview conducted by the university.

Program Objectives:

This program aims at producing students who are capable and could demonstrate understanding of work as per market need and could adapt quickly to the expectations of employers. To this end the program is set to have the following objectives:

- To enable the students to have early professional life;
- To enable the students to identify and analyze business problems and opportunities and recommend courses of action in the subject context;
- To enable the students to communicate effectively and professionally;
- To enable the students to exhibit awareness of economic, environmental, political, ethical, legal and regulatory business contexts;
- To enable the students to behave professionally, effectively and respectfully with all the stakeholders; and
- To enable them to apply administrative concepts and methods to address office issues and organizational performance.

Program Outcomes

On the completion of the degree, the students would be expected to have:

- The potential to start professional career;
- The required skills to identify and analyze business problems and opportunities and recommend courses of

action in the subject context;

- The potential to communicate effectively and professionally;
- The required awareness of economic, environmental, political, ethical, legal and regulatory business contexts;
- Learnt how to behave professionally, effectively and respectfully with all the stakeholders; and
- The potential to apply administrative concepts and methods to address office issues and organizational performance problems.

Scheme of Studies:

1st Semester

Course Code	Course Title	Cr. Hrs. 17
ENG 101	Functional English (Eng-1)	3-0
IT 107	Applications of ICT	2-1
GS 124/141	Islamic Study/Values, Ethics & Society (for Non-Muslims)	2-0
ACC 121	Principles of Accounting	3-0
MGT 107	Principles of Management	3-0
MKT 227	Principles of Marketing	3-0
QT 100	Quran-e-Majeed Teaching (Audit Basis)	2-0

2nd Semester

Course Code	Course Title	Cr. Hrs. 17
ENG 323	Business Report Writing	3-0
MA 127	Business Mathematics I	3-0
GE 201	Ideology & Constitution of Pakistan (Pakistan Studies)	2-0
ACC 221	Financial Accounting	3-0
MGT 102	Fundamentals of Business	3-0
ECO 124	Micro Economics	3-0

3rd Semester		
Course Code	Course Title	Cr. Hrs. 18
GS 321/305	Arabic / Chinese Language	3-0
GS 324	Sociology	3-0
MGT 270	Entrepreneurship	3-0
ACC 232	Cost Accounting	3-0
MGT 345	Organizational Behavior	3-0
ECO 144	Macro Economics	3-0

4th Semester		
Course Code	Course Title	Cr. Hrs.14
MA 209	Elementary Statistics	3-0
GE 205	Civics & Community Engagement	1-1
GS 309	Introduction to Geography	3-0
IT 350	E-Commerce	3-0
MGT 323	Business and Corporate Law	3-0



Hassan Iqbal
Assistant Manager,
Air Blue Airlines

I graduated in 2007 from the Department of Business Administration, SUIT. As Assistant Manager, I believe in hard work and team dynamics that will pave the path for a culture of respect, peace at the workplace. I consider my time at SUIT as the key that unlocked my potential. SUIT provided me with a strong footing in practical experience.

Bachelor of Business Administration

Program Code	021
Number of Courses	44+Field Experience+Research Project
Credit Hours	135

Minimum Duration	8 Semesters, 4 Years
Maximum Duration	16 Semesters, 8 Years
Minimum CGPA Required To Earn Degree	2.00

Eligibility:

- 4 Years:** Intermediate (I. Com, DBA, D. Com, FA, F.Sc) with at least 45% Marks or A-Level (22 Points) with equivalency certificate from IBCC Islamabad or an equivalent certificate from a recognized institution are eligible to apply.
- 2 Years:** Candidates who have secured Associate Degree (semester system) in Business Administration with at least 45% marks or 2.00 CGPA on the scale of 4.00 from a recognized institution are eligible to apply. The scheme from 5th till 8th Semester will be followed.
- 2.5 Years:** Students who have 14 years (BA/BSc./B.Com-from annual system or AD non-business education with at least 45% marks or 2.00 CGPA on the scale of 4.00 from a recognized institution are eligible to apply. After Bridge Semester, the scheme from 5th till 8th Semester will be followed.

Candidates will be required to pass an entry test / an interview conducted by the university.

Program Objectives:

This program aims at producing students with diverse potentials of working as line managers characterized by quick market adaptability in the fluid market. To this end the program is set to have the following objectives:

- To enable the students to have the core business knowledge and their application;
- To enable them to acquire potential for recognizing the need to adapt business practices to the opportunities and challenges of an evolving local and global business environment;
- To have good communication skills so as to convey business messages effectively;
- Work effectively, respectfully, ethically and professionally in the challenge market;
- Be capable of working in team by employing team building skills to facilitate collaborative behaviors to achieve group and organizational goals and objectives;
- Recognize entrepreneurial opportunities for new business ventures; and
- Be capable of making basic investment and financing decisions for a business using financial management concepts, and methods.

Program Outcomes

On the completion of the degree, the passed-out graduates would be expected to have:

- Acquired the core knowledge about business and their respective applications;
- To have acquire the requisite potential for recognizing the need to adapt business practices to the opportunities and challenges of an evolving local and global business environment;
- Such developed good communication skills through which they could communicate effectively;
- The potential to work effectively, respectfully, ethically and professionally in the challenge market;
- The forte of working in team by employing team building skills to facilitate collaborative behaviors to achieve group and organizational goals and objectives;
- Acquired the potential to recognize entrepreneurial opportunities for new business ventures; and
- The core capabilities of making basic investment and financing decisions for a business using financial management concepts, and methods.

Scheme of Studies:

Bridge Semester (for 2.5 Years Degree)

Course Code	Course Title	Cr. Hrs. 18
ACC 221	Financial Accounting	3-0
ECO 112	Principles of Economics	3-0
MA 209	Elementary Statistics	3-0
MGT 107	Principles of Management	3-0
MKT 227	Principles of Marketing	3-0
MGT 305	Organizational Behaviour	3-0

1st Semester

Course Code	Course Title	Cr. Hrs. 17
ENG 101	Functional English (Eng-1)	3-0
IT 107	Applications of ICT	2-1
GS 124/141	Islamic Study/Values, Ethics & Society (for Non-Muslims)	2-0
ACC 121	Principles of Accounting	3-0
MGT 107	Principles of Management	3-0
MKT 227	Principles of Marketing	3-0
QT 100	Quran-e-Majeed Teaching (Audit Basis)	2-0

2nd Semester

Course Code	Course Title	Cr. Hrs. 17
ENG 323	Business Report Writing	3-0
MA 127	Business Mathematics I	3-0
GE 201	Ideology & Constitution of Pakistan (Pakistan Studies)	2-0
ACC 221	Financial Accounting	3-0
MGT 102	Fundamentals of Business	3-0
ECO 124	Micro Economics	3-0

3rd Semester

Course Code	Course Title	Cr. Hrs. 18
GS 321/305	Arabic / Chinese Language	3-0
GS 324	Sociology	3-0
MGT 270	Entrepreneurship	3-0
ACC 232	Cost Accounting	3-0
MGT 345	Organizational Behavior	3-0
ECO 144	Macro Economics	3-0

4th Semester

Course Code	Course Title	Cr. Hrs.14
MA 209	Elementary Statistics	3-0
GE 205	Civics & Community Engagement	1-1
GS 309	Introduction to Geography	3-0
IT 350	E-Commerce	3-0
MGT 323	Business and Corporate Law	3-0

5th Semester

Course Code	Course Title	Cr. Hrs. 18
PSY 201	Human Psychology	3-0
HRM 333	Human Resource Management	3-0
GS 302	Logic & Critical Thinking	3-0
MGT 351	Essentials of Supply Chain Management	3-0
FIN 231	Introductory Business Finance	3-0
BA 201	Fundamentals of Business Analytics	3-0

6th Semester

Course Code	Course Title	Cr. Hrs. 18
MGT 371	Strategic Management	3-0
MA 252	Statistical Inference	3-0
FIN 434	Financial Management	3-0
MGT 352	Introduction to Hospitality	3-0
MKT 431	Marketing Management	3-0
ECO 361	Managerial Economics	3-0

7th Semester

Course Code	Course Title	Cr. Hrs. 15
BA 314	Data Analysis for Business	3-0
RES 379	Research Methods in Business	3-0
THM 401	Hotel Management	3-0
	Elective I / Minor	3-0
	Elective II / Minor	3-0

8th Semester

Course Code	Course Title	Cr. Hrs.15
MGT 452	Logistics and Operations Management	3-0
MGT 451	Corporate Social Responsibility	3-0
RES 490	Research Project	0-3
	Elective III / Minor	3-0
	Elective IV / Minor	3-0

Students will be asked to undertake (RES 350) Field Experience of at least SIX weeks (In Summer Semester) - 3 Cr Hours

Specialization with List of Electives

Human Resource Management

Course Code	Course Title	Cr. Hrs.
HR 418	Organizational Development	3-0
HR 311	Human Resource Development	3-0
HR 403	Compensation Management	3-0
HR 412	Labour Relations Management	3-0
HR 440	Training & Development	3-0
HR 448	Motivation	3-0
HR 420	Performance Appraisal	3-0
HR 356	Leadership and Team Management	3-0

Tourism & Hotel Management

Course Code	Course Title	Cr. Hrs.
THM 403	Global Tourism & Hospitality	3-0
THM 405	Tourism and Hospitality Laws	3-0
THM 407	Room Division Operations	3-0
THM 409	Food & Beverage Operations	3-0
THM 411	Event Management	3-0
THM 413	Tourism Management	3-0
THM 415	Travel Business	3-0
THM 417	Tour Management	3-0
THM 419	Tourism Marketing	3-0

Business Analytics

Course Code	Course Title	Cr. Hrs.
BA 401	Data Science for Business	2-1
BA 207	Fundamentals of Business Intelligence	3-0
BA 410	Data Structure and Business Applications	2-1
BA 415	Business Data and Text Mining	2-1
BA 301	Database Systems for Business	2-1
BA 405	Ethics in Business Analytics	3-0
BA 305	Machine Learning for Business Analytics	2-1
BA 412	Big Data Technologies	2-1

Banking & Finance

Course Code	Course Title	Cr. Hrs.
FIN 461	Analysis of Capital Markets	3-0
FIN 425	Islamic Modes of Financing	3-0
FIN 330	Analysis of Financial Statements	3-0
FIN 444	Portfolio Management	3-0
FIN 335	International Banking	3-0
FIN 357	Banking Law and Practice	3-0
FIN 470	Fraud Prevention Management	3-0
FIN 475	Tax Policy and Practices in Pakistan	3-0
FIN 451	Project Appraisal	3-0

Marketing

Course Code	Course Title	Cr. Hrs.
MKT 363	Advertising Management	3-0
MKT 411	Industrial Marketing	3-0
MKT 427	Marketing of Services	3-0
MKT 358	Small Business Management	3-0
MKT 360	Strategic Marketing	3-0
MKT 440	Personal Selling	3-0
MKT 451	Export Marketing	3-0
MKT 452	International Marketing	3-0
MKT 455	Marketing Research	3-0
MKT 465	International Trade	3-0

Supply Chain Management

Course Code	Course Title	Cr. Hrs.
MGT 413	Project Management	3-0
MGT 434	Purchasing and Supply Chain Management	3-0
MGT 436	Warehousing and Distribution Management	3-0
MGT 438	Logistics Planning & Management	3-0
MGT 432	Inventory Management & Control	3-0
MGT 430	Crisis and Conflict Management	3-0

The facility for teaching of any of the elective course will be arranged only if reasonable number of students opt for.

Associate Degree in Commerce

Program Code	184
Number of Courses	23
Credit Hours	66

Minimum Duration	4 Semesters, 2 Years
Maximum Duration	10 Semesters, 5 Years
Minimum CGPA Required To Earn Degree	2.00

Eligibility:

Intermediate (I. Com, DBA, D. Com, FA, F.Sc.) with at-least 45% Marks or A-Level (22 Points) with equivalency certificate from IBCC Islamabad or an equivalent certificate from a recognized institution are eligible to apply. Candidates will be required to pass an entry test / an interview conducted by the university.

Program Objectives:

This program aims at producing students who are capable and could demonstrate understanding of work as per market need and could adapt quickly to the expectations of employers. To this end the program is set to have the following objectives:

- To enable the students to have early professional life;
- To enable the students to identify and analyze business problems and opportunities and recommend courses of action in the subject context;
- To enable the students to communicate effectively and professionally;
- To enable the student to exhibit awareness of economic, environmental, political, ethical, legal and regulatory business contexts;
- To enable the students to behave professionally, effectively and respectfully with all the stakeholders; and
- Apply accounting concepts and methods to interpret financial statements for evaluating the financial position and performance of organizations.

Program Outcomes

On the completion of the degree, the students would be expected to have:

- The potential to start professional career;
- The required skills to identify and analyze business problems and opportunities and recommend courses of

action in the subject context;

- The potential to communicate effectively and professionally;
- The required awareness of economic, environmental, political, ethical, legal and regulatory business contexts;
- Learnt how to behave professionally, effectively and respectfully with all the stakeholders; and
- Have acquired the potentials to apply theory in their professional career.

Scheme of Studies:

1st Semester

Course Code	Course Title	Cr. Hrs. 17
ENG 101	Functional English (Eng-1)	3-0
IT 107	Applications of ICT	2-1
GS 124/141	Islamic Study/Values, Ethics & Society (for Non-Muslims)	2-0
ACC 121	Principles of Accounting	3-0
MGT 107	Principles of Management	3-0
MKT 227	Principles of Marketing	3-0
QT 100	Quran-e-Majeed Teaching (Audit Basis)	2-0

2nd Semester

Course Code	Course Title	Cr. Hrs. 17
ENG 323	Business Report Writing	3-0
MA 127	Business Mathematics I	3-0
GE 201	Ideology & Constitution of Pakistan (Pakistan Studies)	2-0
ACC 221	Financial Accounting	3-0
MGT 102	Fundamentals of Business	3-0
ECO 124	Micro Economics	3-0

3rd Semester

Course Code	Course Title	Cr. Hrs. 18
GS 321 /305	Arabic/Chinese Language	3-0
GS 324	Sociology	3-0
MGT 270	Entrepreneurship	3-0
ACC 232	Cost Accounting	3-0
MGT 345	Macro Economics	3-0
ACC 223	Auditing I	3-0

4th Semester

Course Code	Course Title	Cr. Hrs.14
MA 209	Elementary Statistics	3-0
GE 205	Civics & Community Engagement	1-1
GS 309	Introduction to Geography	3-0
ACC 315	Applied Accounting	3-0
IT 350	E-Commerce	3-0

Muhammad Hassan

Branch Operations Officer,
Meezan Bank Limited.



The day I got admission in Sarhad University, I was uncertain about my academic career and my future goals. After some time, I started finding the teaching faculty very cooperative and supportive. I found in them a true mentor. I would like to say thanks for their efforts and hardship.

Bachelor of Science in Commerce

Program Code	185
Number of Courses	43+Field Experience+Research Project
Credit Hours	132

Minimum Duration	8 Semesters, 4 Years
Maximum Duration	16 Semesters, 8 Years
Minimum CGPA Required To Earn Degree	2.00

Eligibility:

- 4 Years:** Intermediate (I. Com, DBA, D. Com, FA, F.Sc) with at least 45% Marks or A-Level (22 Points) with equivalency certificate from IBCC Islamabad or an equivalent certificate from a recognized institution are eligible to apply.
- 2 Years:** Candidates who have secured Associate Degree (semester system) in Business Administration with at least 45% marks or 2.00 CGPA on the scale of 4.00 from a recognized institution are eligible to apply. The scheme from 5th till 8th Semester will be followed.
- 2.5 Years:** Students who have 14 years (BA/BSc./B.Com from annual system or AD non-business education with at least 45% marks or 2.00 CGPA on the scale of 4.00 from a recognized institution are eligible to apply. After Bridge Semester, the scheme from 5th till 8th Semester will be followed.

Candidates will be required to pass an entry test / an interview conducted by the university.

Program Objectives:

This program aims to prepare professionals having the required knowledge and technical skills necessary to understand and participate in the modern business world. To this end the program is set to have the following objectives:

- To enable the students to have the core business knowledge and skills and their applications;
- To enable them to have a general understanding of the concepts, principles, theories and arguments of selected areas of study outside the core disciplines of economics and business;
- To have good communication skills so as to convey business messages effectively;
- Work effectively, respectfully, ethically and professionally in the challenge market;
- To enable them to be effective problem solvers by employing team building skills to facilitate collaborative behaviors to achieve group and organizational goals and objectives; and
- Be capable of making basic investment and financing decisions for a business using financial management concepts, and methods.

Program Outcomes

On the completion of the degree, the passed-out graduates would be expected to have:

- Acquired the core business knowledge and skills have the potential to apply in practice;
- Acquired a general understanding of the concepts, principles, theories and arguments of selected areas of study outside the core disciplines of economics and business;
- The required skills to communicate effectively so as to address the needs of the convey business;
- The potential to work effectively, respectfully, ethically and professionally in the challenge market;
- Got developed skills to solve problems through team building skills and to facilitate collaborative behaviors to achieve group and organizational goals and objectives; and
- Acquired the critical potential of making basic investment and financing decisions for a business using financial management concepts, and methods.

Scheme of Studies:

Bridge Semester

Course Code	Course Title	Cr. Hrs. 18
MA 127	Business Mathematics	3-0
ACC 221	Financial Accounting	3-0
ECO 112	Principles of Economics	3-0
ACC 223	Auditing I	3-0
MA 209	Elementary Statistics	3-0
MGT 107	Principles of Management	3-0

1st Semester

Course Code	Course Title	Cr. Hrs. 17
ENG 101	Functional English (Eng-1)	3-0
IT 107	Applications of ICT	2-1
GS 124/141	Islamic Study/Values, Ethics & Society (for Non-Muslims)	2-0
ACC 121	Principles of Accounting	3-0
MGT 107	Principles of Management	3-0
MKT 227	Principles of Marketing	3-0
QT 100	Quran-e-Majeed Teaching (Audit Basis)	2-0

2nd Semester

Course Code	Course Title	Cr. Hrs. 17
ENG 323	Business Report Writing	3-0
MA 127	Business Mathematics I	3-0
GE 201	Ideology & Constitution of Pakistan (Pakistan Studies)	2-0
ACC 221	Financial Accounting	3-0
MGT 102	Fundamentals of Business	3-0
ECO 124	Micro Economics	3-0

3rd Semester

Course Code	Course Title	Cr. Hrs. 18
GS 321 /305	Arabic/Chinese Language	3-0
GS 324	Sociology	3-0
MGT 270	Entrepreneurship	3-0
ACC 232	Cost Accounting	3-0
MGT 345	Macro Economics	3-0
ACC 223	Auditing I	3-0

4th Semester

Course Code	Course Title	Cr. Hrs.14
MA 209	Elementary Statistics	3-0
GE 205	Civics & Community Engagement	1-1
GS 309	Introduction to Geography	3-0
FIN 231	Introductory Business Finance	3-0
IT 350	E-Commerce	3-0

5th Semester

Course Code	Course Title	Cr. Hrs. 18
ACC224	Auditing II	3-0
PSY 201	Human Psychology	3-0
ACC 315	Applied Accounting	3-0
GS 302	Logic & Critical Thinking	3-0
HRM 333	Human Resource Management	3-0
MGT 305	Production / Operations Mgt	3-0

6th Semester

Course Code	Course Title	Cr. Hrs. 15
ECO 361	Managerial Economics	3-0
MA 252	Statistical Inference	3-0
ECO 380	Quantitative Methods in Business	3-0
FIN 332	Financial Institutions & Markets	3-0
FIN 434	Financial Management	3-0

7th Semester

Course Code	Course Title	Cr. Hrs. 15
FIN 357	Banking Laws and Practices	3-0
IT 479	Accounting Information System	3-0
MGT 413	Project Management	3-0
	Elective I / Minor	3-0
	Elective II / Minor	3-0

8th Semester

Course Code	Course Title	Cr. Hrs.15
FIN 473	Anti-Money Laundering & Controls	3-0
MGT 451	Corporate Social Responsibility	3-0
RES 490	Research Project	0-3
	Elective III / Minor	3-0
	Elective IV / Minor	3-0

Students will be asked to undertake (RES 350) Field Experience of at least SIX weeks (In Summer Semester) - 3 Cr Hours

Specialization with List of Electives

Conventional Banking

Course Code	Course Title	Cr. Hrs.
FIN 335	International Banking	3-0
FIN 412	Risks Management in Banks	3-0
FIN 426	Prudential Regulations for Banks	3-0
FIN 428	Company Laws for Good Governance in Banks	3-0
FIN 421	Leasing & Investment Banking	3-0

Finance

Course Code	Course Title	Cr. Hrs.
FIN 330	Analysis of Financial Statements	3-0
FIN 444	Portfolio Management	3-0
FIN 461	Analysis of Capital Markets	3-0
FIN 405	Credit Management	3-0
FIN 451	Project Appraisal	3-0
FIN 568	Investment Analysis	3-0

Islamic Banking & Insurance

Course Code	Course Title	Cr. Hrs.
FIN 425	Islamic Modes of Financing	3-0
FIN 432	Islamic Insurance System (Takaful)	3-0
ECO 438	Islamic Economic System	3-0
FIN 338	Islamic Financial Instruments	3-0
FIN 345	Islamic Commercial & Investment Banking	3-0

Taxation

Course Code	Course Title	Cr. Hrs.
FIN 475	Tax Policy and Management	3-0
FIN 470	Fraud Prevention Management	3-0
FIN 410	Income Tax laws	3-0
FIN 471	Global Taxation	3-0
FIN 472	Business Taxation	3-0

Zainab Zuhaid

Management Trainee Officer
Allied Bank



I did my Bachelor of Commerce from SUIT in 2022. I spent my 4 years of my life at SUIT which will be unforgettable for me. SUIT changed my mind and approach towards challenges and tasks which I need to tackle in my personal and professional life. Thank you, SUIT, for making me enough strong to compete in this competitive environment.

The facility for teaching of any of the elective course will be arranged only if reasonable number of students opt for.

Associate Degree in Business Analytics

Program Code	247
Number of Courses	24
Credit Hours	69

Eligibility:

Intermediate (I. Com, DBA, D. Com, FA, F.Sc.) with at-least 45% Marks or A-Level (22 Points) with equivalency certificate from IBCC Islamabad or an equivalent certificate from a recognized institution are eligible to apply.

Candidates will be required to pass an entry test / an interview conducted by the university.

Program Objectives:

Modern businesses are driven by the application of contemporary tools and techniques. Graduates are welcomed if they have the potentials of understanding business analytics. This degree program is designed to enable the students to have an easy entry into this application driven business world. To this end the program is set to have the following objectives:

- To enable the students to understand the basics of Business Analytics;
- To develop their analytical and problem-solving skills which could help them in business decision-making;
- To enable them to have essential knowledge for data analysis, visualization, and interpretation techniques;
- To enable them to apply statistical and machine learning methods to solve business problems;
- To enable them to have effective communication skills to market their acquired skills;
- To enable them to have essential awareness of ethical requirements in data collection, analysis, and usage; and
- To enable them to pursue their careers in analytics, data science, or related fields.

Program Outcomes

On the completion of the degree, the passed-out graduates would be expected to have:

- Understood the basics of Business Analytics;
- Got developed their analytical and problem-solving skills which could help them in business decision-making;

Minimum Duration	4 Semesters, 2 Years
Maximum Duration	10 Semesters, 5 Years
Minimum CGPA Required To Earn Degree	2.00

- Acquired the essential knowledge for data analysis, visualization, and interpretation techniques;
- Acquired to skills to apply statistical and machine learning methods to solve business problems;
- Developed effective communication skills to market their acquired skills;
- Got essential awareness of ethical requirements in data collection, analysis, and usage; and
- Got the required potentials of pursuing careers in analytics, data science, or related fields.

Scheme of Studies:

1st Semester

Course Code	Course Title	Cr. Hrs. 17
ENG 101	Functional English (Eng-1)	3-0
IT 107	Applications of ICT	2-1
GS 124/141	Islamic Study/Values, Ethics & Society (for Non-Muslims)	2-0
ACC 121	Principles of Accounting	3-0
MGT 107	Principles of Management	3-0
MKT 227	Principles of Marketing	3-0
QT 100	Quran-e-Majeed Teaching (Audit Basis)	2-0

2nd Semester

Course Code	Course Title	Cr. Hrs. 17
ENG 323	Business Report Writing	3-0
MA 127	Business Mathematics I	3-0
GE 201	Ideology & Constitution of Pakistan (Pakistan Studies)	2-0
ACC 221	Financial Accounting	3-0
MGT 102	Fundamentals of Business	3-0
IT 228	Management Information System (MIS)	3-0

3rd Semester		
Course Code	Course Title	Cr. Hrs. 18
GS 321 /305	Arabic / Chinese Language	3-0
GS 324	Sociology	3-0
MGT 270	Entrepreneurship	3-0
ACC 232	Cost Accounting	3-0
BA 201	Fundamentals of Business Analytics	3-0
MGT 371	Strategic Management	3-0

4th Semester		
Course Code	Course Title	Cr. Hrs.17
MA 209	Elementary Statistics	3-0
GE 205	Civics & Community Engagement	1-1
GS 309	Introduction to Geography	3-0
BA 207	Fundamentals of Business Intelligence	3-0
FIN 231	Introductory Business Finance	3-0
MGT 323	Business & Corporate Law	3-0

Bachelor of Science in Business Analytics

Program Code	248
Number of Courses	43+Field Experience+ Research Project
Credit Hours	132

Minimum Duration	8 Semesters, 4 Years
Maximum Duration	16 Semesters, 8 Years
Minimum CGPA Required To Earn Degree	2.00

Eligibility:

Intermediate (I. Com, DBA, D. Com, FA, F.Sc.) with at-least 45% Marks or A-Level (22 Points) with equivalency certificate from IBCC Islamabad or an equivalent certificate from a recognized institution are eligible to apply.

Candidates will be required to pass an entry test / an interview conducted by the university.

Program Objectives:

Modern businesses are driven by the application of contemporary tools and techniques. Graduates are welcomed if they have the potentials of understanding business analytics. This degree program is designed to enable the students to be a positive addition in the modern business world. To this end the program is set to have the following objectives:

- To enable the students to understand the basics of Business Analytics;
- To develop their analytical and problem-solving skills which could help them in business decision-making;
- To enable them to have command on data analysis, visualization, and interpretation techniques;
- To enable them to apply statistical and machine learning methods to solve business problems;
- To develop their expertise in data mining, predictive modeling, and forecasting;
- To develop their communication skills for effective communication with all stakeholders;
- To develop their skills to remain updated with industry trends and emerging technologies in analytics;
- Got essential awareness of ethical requirements in data collection, analysis, and usage; and
- Got the required potentials of pursuing careers in analytics, data science, or related fields.

Program Outcomes

On the completion of the degree, the passed-out graduates would be expected to have:

- Understood the basics of Business Analytics;
- Got developed their analytical and problem-solving skills which could help them in business decision-making;
- Acquired the skills to have command on data analysis, visualization, and interpretation techniques;
- Acquired to skills to apply statistical and machine learning methods to solve business problems;
- Got developed communication skills for effective communication with all stakeholders;
- Acquired the necessary skills to remain updated with industry trends and emerging technologies in analytics;
- Got essential awareness of ethical requirements in data collection, analysis, and usage; and
- Got the required potentials of pursuing careers in analytics, data science, or related fields.

Scheme of Studies:

1st Semester

Course Code	Course Title	Cr. Hrs. 17
ENG 101	Functional English (Eng-1)	3-0
IT 107	Applications of ICT	2-1
GS 124/141	Islamic Study/Values, Ethics & Society (for Non-Muslims)	2-0
ACC 121	Principles of Accounting	3-0
MGT 107	Principles of Management	3-0
MKT 227	Principles of Marketing	3-0
QT 100	Quran-e-Majeed Teaching (Audit Basis)	2-0

2nd Semester

Course Code	Course Title	Cr. Hrs. 17
ENG 323	Business Report Writing	3-0
MA 127	Business Mathematics I	3-0
GE 201	Ideology & Constitution of Pakistan (Pakistan Studies)	2-0
ACC 221	Financial Accounting	3-0
MGT 102	Fundamentals of Business	3-0
IT 228	Management Information System (MIS)	3-0

3rd Semester

Course Code	Course Title	Cr. Hrs. 18
GS 321 /305	Arabic / Chinese Language	3-0
GS 324	Sociology	3-0
MGT 270	Entrepreneurship	3-0
ACC 232	Cost Accounting	3-0
BA 201	Fundamentals of Business Analytics	3-0
MGT 371	Strategic Management	3-0

4th Semester

Course Code	Course Title	Cr. Hrs.17
MA 209	Elementary Statistics	3-0
GE 205	Civics & Community Engagement	1-1
GS 309	Introduction to Geography	3-0
BA 207	Fundamentals of Business Intelligence	3-0
FIN 231	Introductory Business Finance	3-0
MGT 323	Business & Corporate Law	3-0

5th Semester

Course Code	Course Title	Cr. Hrs. 18
ECO 124	Micro Economics	3-0
GS 302	Logic & Critical Thinking	3-0
MGT 413	Project Management	3-0
BA 301	Database Systems for Business	2-1
FIN 434	Financial Management	3-0
BA 305	Machine Learning for Business Analytics	2-1

6th Semester

Course Code	Course Title	Cr. Hrs. 15
ECO 144	Macro Economics	3-0
MA 252	Statistical Inference	3-0
BA 314	Data Analysis for Business	2-1
BA 316	Programing for Business Education	2-1
HRM 333	Human Resource Management	3-0

7th Semester

Course Code	Course Title	Cr. Hrs. 15
BA 401	Data Science for Business	3-0
RES 379	Research Methods in Business	3-0
BA 403	Decision Science for Business	2-1
BA 405	Ethics in Business Analytics	3-0
ECO 327	Econometrics	3-0

8th Semester

Course Code	Course Title	Cr. Hrs.12
BA 415	Business Data and Text Mining	3-0
RES 480	Research Project	0-3
BA 412	Big Data Technologies	2-1
BA 410	Data Structure & Business Applications	3-0

Students will be asked to undertake (RES 350) Field Experience of at least SIX weeks (In Summer Semester) - 3 Cr Hours

ADMISSION PROCESS

1. Application/ Admission Procedure

University offers undergraduate admissions bi-annually in the Fall and Spring Semesters (other than Nursing, Engineering and Pharmacy Programs, which are offered once a year in Fall Semester) in accordance with the following procedure:

- 1.1 Admission to undergraduate programs of the University shall be advertised by the Directorate of Admissions in consultation with Concerned Heads of Departments / Directors of Institutes.
- 1.2 The Candidate shall meet the eligibility criteria as mentioned against the program of interest.
- 1.3 Prospectus along with admission forms are available on the website, at TCS outlets of Khyber Pakhtunkhwa, and Main Campus of the University.
- 1.4 Application for admission must be made on the form enclosed within the prospectus. Photocopy or computer print will not be accepted. In case candidates apply online, they should submit hard copy of online submitted form only with all required credentials to the directorate of Admissions on or before prescribed dates mentioned in the advertisement.
- 1.5 Each candidate shall submit only one application. The applicant shall clearly mention the choices of the programs of interest.
- 1.6 Applications for admissions shall be submitted online through website or physically to the Directorate of Admissions within the prescribed period.
 - a. Receipt of online application shall be acknowledged through text message on the cell number given in the application form.
 - b. Receipt of application submitted through surface mail (by post/courier service) shall be acknowledged via text message on the cell number given in the application form.
 - c. Receipt of application submitted on campus shall be acknowledged at the time of submission.
- 1.7 The University reserves the right to reject any application received after due date and allotted time and/or found deficient in any respect.
- 1.8 Incomplete Applications in any respect will not be considered.
- 1.9 The number of students to be admitted shall be determined by the Head of Department/Director of institute in consultation with concerned Dean, Competent Authority as per allocated seats.
- 1.10 Entry Test/Interview are to be conducted as per the respective Department/Institute Policy.
- 1.11 Merit lists will be uploaded on the University's Website, other official social media platforms, and Directorate of Admissions Notice Board.

- 1.12 Two sets of attested copies of certificates, testimonials and four colour photographs (White background) should be attached with the application form.
- 1.13 Hard copies of the online submitted application form along with all required credentials should be submitted by the selected applicant to the Directorate of Admissions on or before prescribed dates as per advertisement.
- 1.14 According to merit list(s), the selected candidates shall be required to submit their original credentials to the Admissions Committee for verification. An Admissions Committee shall consider the applicants for admission to different programs on the basis of academic record, entry / aptitude test and or interview of the candidates. After successful scrutiny of the documents, the Admission Committee shall issue invoices to the selected candidates.
- 1.15 The admission of a candidate to a program shall initially be provisional, to be confirmed after:
- verification of testimonials / documents,
 - removal of course deficiencies, if any.
- 1.16 Applicants and their parents shall give an undertaking to abide by the Rules and Regulations of the University and such instructions as may be issued by the Competent Authority of the University from time to time.
- 1.17 Responsibility of correctness of the provided data in the application form shall rest upon the applicant. In case of any discrepancy or false information provided in application form/submitted documents, the admission shall be cancelled at any stage of the degree program.
- 1.18 In order to secure admission, the selected student shall deposit Admission Fee along with Tuition Fee of the first semester in designated branch of the authorized bank of the University by the due date given in the invoice.
- 1.19 Applicants with a Bachelors (2 years) or Associate Degree completed in Annual System whether their qualification is relevant or irrelevant to the subject program will be required to study a bridge semester/additional courses in order to complete at least 130 credit hours (as only 50 credit hours of their previous Annual Mode degree will be considered). In case of relevant qualification in annual mode, the concerned Department will decide the courses to be taken in the appropriate semester. In addition, candidates must have studied compulsory subjects of Islamic Studies and Pakistan Studies / Ideology of Pakistan in their Bachelors/Associate Degree, otherwise, they will be required to study these subjects at SUIT in order to overcome the deficiency.

2. Restrictions and Declarations

- 2.1 Candidates punished by their previous institutions or universities on account of indiscipline or undesirable activities (major penalties) shall not be admitted in the University .
- 2.2 The authority concerned may refuse admission to a student who, in its opinion, has malafide intentions or undesirable background.

4. Procedure for Admission of Foreign Students

Non-Pakistani candidates desirous of joining Sarhad University are required to produce the following documents:

4.1. For Provisional Admission

- i. No Objection Certificate (NOC) from the Pakistan Embassy in the respective foreign country .
- ii. Duly-filled HEC Admission Proforma for Foreign Candidates.
- iii. Copy of valid Passport along with Visa.
- iv. Photocopies of all previous educational certificates/degrees attested by the concerned Embassy and Pakistan Foreign Office.
- v. Equivalence Certificate for Higher Secondary School Certificate (12-years of education) from the Inter Board Committee of Chairmen (IBCC), Plot No. 25, Street 38, G-10/4, Near Federal Government Employees Housing Foundation, Islamabad (Pakistan), Phone No: 051-9106630-36.
- vi. English Language Proficiency Certificate from the Pakistan Embassy in the respective foreign country .

4.2. For Confirmed Admission

- i. No Objection Certificate (NOC) from Higher Education Commission (HEC) for Admission in concerned degree program.
- ii. Study VISA for concerned degree program.

5. Admissions Committee

The following Admissions Committee is responsible to process admissions of all undergraduate programs:

- a. Head of the concerned Department / Director of the concerned Institute.
- b. One senior faculty member, other than Lecturer, to be nominated by the Dean of the concerned Faculty.
- c. Director Admissions.

IMPORTANT RULES & REGULATIONS

1.1 Enrolment in Semester / Term

- a. At the beginning of each semester/ term, a student must enroll in courses of studies on the prescribed enrolment form.
- b. The enrolment shall not be deemed complete unless a student makes payment of all prescribed fees and submits the course enrolment form.
- c. Enrolment and fee payment shall be completed by the dates notified for this purpose, provided the authority concerned may, in special circumstances and on the payment of a late fee of Rs. 5,000/-, permit a student to enroll within 3 weeks after the commencement of a semester/ term. This permission of late admission/ enrolment shall be at the student's risk who shall be responsible to make up for the deficiency on his/her own.
- d. A student admitted to a program shall, for so long as he/she has not completed all requirements for the degree, enrol himself/ herself for each semester/ term, failing which his/her admission shall stand cancelled. In case he/she desires readmission, he/she shall have to apply afresh. The concerned authority may re-admit such a candidate, or refuse admission if reasons advanced are not convincing.
- e. A student who discontinues with permission may seek readmission in the same or subsequent semester/ term on the recommendations of the concerned faculty/ department/ institute and approval of the Competent Authority.
- f. A student shall not be allowed to enrol in a course having a pre-requisite course unless he/she passes that pre-requisite course.
- g. Course Audits: Students enrolled at Sarhad University may, on recommendations of their advisors/ tutors and approval of the concerned Dean/ Head of Department / Director of Institute, audit courses. Such students shall not receive any credit for the courses taken on audit basis. In order for a successful audit to show on a student's academic record (transcript), the student shall comply with all requirements specified by the teacher/ concerned department. Failure in meeting such requirements may lead to award of letter grade W (for withdrawn). Successful audit shall be indicated by letter grade V (for verified). Students registering for courses on audit basis shall pay tuition fees at the regular rate.
- h. In some programs, the theory and lab components are treated as separate courses. In such a case, if the theory component of a course (say Level I) is pre-requisite for the next higher course (Level II), enrolment in theory and lab components of Level II course shall be allowed only if the theory component of Level I is passed. A student who has failed theory of Level I, but passed lab of Level I shall neither be allowed to enrol in theory nor lab of Level II.
- i. The courses will be offered subject to the availability of the faculty and reasonable number of students.

1.2 Freezing of Semester/Term

- a. A bonafide student of the University may apply in person, or through parents/ guardian, for freezing of a regular semester, within five weeks from the date of commencement of semester, provided the student has paid the semester dues by the prescribed date. No fee shall be paid when the student subsequently enrolls in the next semester except for the difference of fee of the semester frozen and the semester in which the student enrolls.
- b. If a student freezes semester(s), he/she shall resume his/her studies from the same stage where he/she left (froze).
- c. If a student is not enrolled in any course in a semester, he/she shall not be considered a regular student of the University in that period. The student may then enrol in the courses in a subsequent semester; however, he/she shall meet pre-requisites of any course taken. Further, the University is not required to offer all courses in each semester.
- d. In special hardship cases, the University may develop any criteria for freezing a semester with the prior permission of

the Competent Authority. Medical certificate shall be duly issued by Government Hospital Doctor/ Physician.

- e. The duration of freezing is one year; a candidate who gets a semester frozen can get readmission next year with the upcoming session.
- f. Freezing of first semesters shall not be allowed.
- g. Under special hardship circumstances, freezing of first semester may be considered with the approval of the Competent Authority.
 - . Iddat
 - . Maternity
 - . Death in the immediate family
 - . Any other situation, subject to acceptance on justified rationale.

Note: Freezing of semester shall only be allowed after successful completion of 1st Semester.

2. Cancellation of Admission

Admission shall be cancelled if:

- 1.1 A bonafide student of the University applies in person, or through parents/guardian, for cancellation of admission on a non-judicial stamp paper, duly attested by an Oath Commissioner. The Vice Chancellor shall cancel the admission of the student on the recommendation of the Head of Department / Director of Institute through the concerned Dean.
- 1.2 A student registered in a semester/term remains willfully absent from the classes continuously for a period of 40 days. Such action shall be taken on the recommendation of the Head of the concerned Department.
- 1.3 If a student enrolls himself / herself in any other program of Sarhad University or some other University/DAI while registered at Sarhad University, his / her admission shall be cancelled immediately.
- 1.4 On the recommendation of the University Disciplinary/ Un Fair Means Committee the admission can be cancelled with the approval of the Vice Chancellor. However, the concern student can appeal to the Appellate Committee through proper channel.

3. Re-Enrolment

3.1 Semester System

- a. A student receiving F or W grade in any course shall be required to re-enrol in that course. A student receiving C, D or D+ grade in a course may also re-enrol in that course, subject to a maximum of one chance to improve his/her grade.
- b. A department may offer Repeated Courses (over and above the regularly scheduled courses with total credit hours not exceeding 18 for two/ four-Year degree programs and 22 credit hours for five-year degree program) during a regular semester to facilitate re-enrolling students. However, minimum number of students re-enrolling shall be 10; otherwise, the course shall be dropped.
- c. A student may re-enrol for a maximum of 2 courses during the Summer Semester. During a regular semester (Spring/Fall), a student may re-enrol for a course (in addition to the prescribed courses) on the payment of prescribed fee provided the maximum credit hours limit is not violated.
- d. If a course is abolished due to revision in curriculum or scheme of studies, the Head of Department / Director of Institute may recommend a relevant course from the existing curriculum as replacement for the

candidates who need to re-enrol in the abolished course. The same shall be reflected in the students' Registration Forms and Transcripts.

3.2 Term System

- a. A student receiving F grade in any course shall be required to re-enrol in that course. A student receiving up to 64 marks in a course may also re-enrol in that course, subject to a maximum of one chance to improve his/her marks.
- b. A department may offer Repeated Courses (over and above the regularly scheduled courses and total courses not exceeding 7) during a regular term in order to facilitate the students. However, the number of re-enrolment students must be at least 5 or with the approval of the Dean on the recommendation of the Head of Department / Director of Institute. Otherwise, the course shall be dropped.
- c. During a regular term a student may re-enrol for courses (in addition to the prescribed courses) on the payment of the prescribed fee provided the maximum limit of courses is not violated.
- d. If a course is abolished due to revision in curriculum or scheme of studies, the Head of Department / Director of Institute may recommend a relevant course from the existing curriculum as replacement for the candidates who need to re-enrol in the abolished course. The same shall be reflected in the students' Registration Forms and DMCs.

4. Payment of Dues

At the time of admission, every student shall be required to deposit admission fee, registration fee, security, semester / term enrolment fee, tuition fee, examination fee, lab/chemical charges, and any other fee prescribed in the form of demand draft in the name of Sarhad University Peshawar, or deposit it at specified branch(es) of an authorized bank.

Similarly, for each subsequent semester/ term, dues shall be paid by the prescribed dates. Otherwise, the admission shall be cancelled.

5 (a) Semester System

- a. Sarhad University follows the semester system. There are two semesters (Fall and Spring) every year. Each semester is spread over 18 weeks (including examinations). At the end of each semester, two to three weeks are allowed for the compilation of results. Students promoted to the next semester have to complete their enrolment during the first week of each semester. Admissions are announced in August for the Fall semester usually commencing in October/November, whereas admissions for the Spring semester are announced in February. The Spring semester usually commences in April each year.
- b. The University may plan a crash semester (Summer Semester) of eight weeks during the summer break. Students who are interested to reappear and clear their failed courses / or want to improve grade shall be afforded the opportunity to do so during the Summer Semester. A student shall be allowed to take maximum two courses during the Summer Semester.
- c. While all degree programs have their specific durations, number of courses, and credit hour requirements, in general, a four-year degree program requires the completion of about 130 credit hours usually in eight semesters, whereas a two-year degree program requires the completion of more than 66 credit hours, usually in four semesters.
- d. By definition, a credit hour means teaching a theory course for one hour each week throughout the semester (provided the semester duration is at least 16 weeks excluding examinations). One credit hour in laboratory or experimental work requires contact of three hours per week throughout the semester. The

credit hours are denoted by two digits with a hyphen in between. The first digit represents the theory part, whereas the second (right side) digit represents the practical. Thus, 3-0 means three credit hours of theory, whereas 3-1 means a total of four credit hours, of which three credit hours are for theory and one credit hour is for laboratory. The weekly contact hours of a 3-0 course shall be three, the contact hours of a 3-1 course shall be six, and the contact hours of a 1-2 course shall be seven. The contact hours during the crash (Summer) semester shall be doubled to ensure that the course is completely taught in the semester with half the duration as compared to a regular (Fall or Spring) semester.

- e. (i). In accordance with the directive of the Government of Pakistan issued vide HEC Letter No. HEC/Curr/SR-533/2023/4520, teaching of the Holy Quran to Muslim Students will be completed during the course of each program.
- (ii). Those students will be exempted from the above condition who have already studied Holy Quran previously, subject to submission of any relevant certificate / diploma issued by Wifaq Ul Madaris AlArabia, Pakistan / DAI.

5(b) Term System

- a. In the Term System, examination is conducted within six months. Thus, two term examinations are conducted in a year. Evaluation of the students is made on the basis of these two examinations.
- b. (i). In accordance with the directive of the Government of Pakistan issued vide HEC Letter No. HEC/Curr/SR-533/2023/4520, teaching of the Holy Quran to Muslim Students will be completed during the course of each program.
- (ii). Those students will be exempted from the above condition who have already studied Holy Quran previously, subject to submission of any relevant certificate / diploma issued by Wifaq Ul Madaris AlArabia, Pakistan / DAI.

6. Withdrawal/Change of Course(s)

- a. When a course, for which a student has enrolled, cannot be offered according to the announced program, the student may take an alternative course. However, this shall be done no later than 15 days after the date of enrolment.
- b. A student, with the consent of the concerned Dean/ Head of Department/Director of Institute, may be allowed to:
 - (i) Change a course within 7 days of the commencement of a semester/ term, and
 - (ii) Drop a course within 5 weeks of the commencement of a regular semester/ term. No fee shall be paid when a dropped course is taken at a later stage.
- c. A student, with the consent of the concerned Dean/ Head of Department/Director of Institute, shall be allowed to withdraw from a course at the latest by the end of the 12th week of the commencement of a regular semester/ term. Withdrawn courses shall appear on the transcript with letter grade W. Students shall have to pay the requisite fee when taking a course from which they had withdrawn earlier.

7. Attendance

- a. A student at the Main Campus shall have attended at least 75% of the classes held in a course in order to be allowed to sit in the final examination. The student shall meet higher attendance requirement if the requirement established by the concerned council is greater than 75 %.
- b. A student having less than 75% attendance, but more than 60% attendance in a particular course and having made up the deficiency in consultation with the concerned teacher, may be allowed by the concerned Dean/ Head of Department/Director of Institute to take the final examination. This clause is not applicable if the attendance requirement established by the concerned council is greater than 75%.
- c. Students having class attendance less than 60% in a particular course shall be required to repeat the course when it is

offered again.

8(a) Examinations (Semester System)

- a. At the Campus, the examination papers for the midterm and final examinations shall usually be set by the subject teacher and submitted to the Head of Department / Director of Institute. The Head of Department / Director of Institute may decide to have the papers set externally. In any case, the Head of Department / Director of Institute shall check the paper for course coverage and appropriate depth and, when satisfied, forward the paper to the Controller of Examinations. Otherwise, the Head of Department / Director of Institute shall refer the paper back to the paper setter for revision.
- b. In each semester, a student's academic progress and standing shall be determined through quizzes, midterm and final examinations, presentations, assignments, and lab reports. These modes of evaluation shall have different weightages and shall contribute towards the overall assessment in percentage marks. The weightages shall be determined by the teacher concerned on the basis of the following guidelines:

Nature of Evaluation	Course with Lab	Theory Course	Lab
Quizzes	5 - 10 %	5 - 15%	-----
Midterm Examination	20 - 30%	30 - 40%	15 - 20%
Presentations and Assignments	5 - 10%	5 - 10%	-----
Lab Work	-----	-----	25 - 30%
Viva	-----	-----	15 - 20%
Report	-----	-----	0 - 10%
Final Examination	30 - 60 %	35 - 60 %	20 - 30 %

- c. In-semester evaluation will be based on quizzes, midterm examination, presentations and assignments, and lab work.
- d. In case a student joins a course after it has started, he/she shall be responsible for any missed lectures, quizzes, assignments, projects and lab work. The marks in the missed quizzes shall be zero, whereas assignments, projects, and lab work may be arranged in consultation with the concerned teacher/Head of Department / Director of Institute.
- e. No make-ups shall be arranged for the quizzes and midterm examinations.
- f. Make-up for the final examination in a course shall be arranged only if a student has been awarded letter grade I in that course.

8(b) Examinations (Term System)

At the campus, the examination paper for midterm and final examinations shall usually be set by the subject teacher and submitted to the Head of Department / Director of Institute. The Head of Department / Director of Institute may also decide to have the papers set externally. In any case, the Head of Department / Director of Institute shall check the paper for course coverage and appropriate depth and, when satisfied, forward the paper to the Controller of Examinations. The Head of Department / Director of Institute may refer the paper back to the paper setter for revision. In each term, students shall be required to appear in quizzes, written tests, final examination, and make presentations, participate in group discussions and submit assignments/lab reports by the set dates. These (to be determined by the teacher concerned) shall have different weightages and contribute towards the overall assessment in percent marks.

9(a) Grading Policy (Semester System)

- a. At the end of each semester, the students shall be awarded letter grades A, B+, B, C+, C, D+, D, or F based on the

percent marks earned in each course. Letter grades W (for withdrawal), I (for incomplete), S (for satisfactory), U (for unsatisfactory), V (for verified) shall not count towards GPA computation. The grade points corresponding to these grades are:

Percent Marks	Letter Grade	Grade Point	Remarks
85 - 100	A	4.00	Excellent
78 - 84	B+	3.50	Outstanding
70 - 77	B	3.00	Good
65 - 69	C+	2.50	Above Average
60 - 64	C	2.00	Average
55 - 59	D+	1.50	Below Average
50 - 54	D	1.00	Poor but Passing
< 50	F	0.00	Failing
-	I	-	Incomplete
-	W	-	Withdrawn
-	S	-	Satisfactory
-	U	-	Unsatisfactory
-	V	-	Verified

- The Dean/ Head of Department / Director of Institute of the concerned Faculty/ Department/ Institute may decide to use curving for the award of letter grades instead of using fixed percentages tabulated above.
- Seminars and field-work shall be graded Satisfactory (S) or Unsatisfactory (U) instead of letter grades carrying numerical values.
- Courses taken on Audit Basis shall show up on the transcript with letter grade V (for verified) and shall not contribute towards GPA computation.
- A student, who fails to complete a course for reasons beyond his/her control, may be granted letter grade I. In that case, if the student has secured passing marks in the in-semester evaluations, his/ her make-up final examination shall be conducted to enable him/ her to complete the course and earn a grade. In case, the student has not been able to appear or has failing marks in the in-semester evaluations and is not in shortage of attendance, he/ she shall have to take the course again. The letter grade I shall subsequently be replaced by the earned grade.
- Students receiving F grade in any course shall have to repeat the course whenever it is offered again. A student obtaining a D or D+ grade in a course may also repeat that course, if necessary, to improve his/her CGPA. In case of repeated courses, all grades earned by the student shall appear on the transcript; however, only the best grade shall be counted for computation of GPA.
- A student not allowed to appear in the final examination of a course due to shortage of attendance shall be deemed to have obtained zero marks in the final examination. The grade shall be awarded based on the student's sessional and midterm examination marks.

9(b) Grading Policy(Term System)

Grades	Percent Marks	Remarks
A+	80% Marks and above	Distinction
A	70% and above but below 80%	Excellent
B	60% and above but below 70%	Very Good
C	50% and above but below 60%	Good
D	45% and above but below 50%	Fair
E	Less than 45% to minimum	Satisfactory

10. Computation of Semester and Cumulative GPA

Semester and cumulative Grade Point Averages (GPAs) shall be calculated using the following relationships: The GPAs shall be on a scale of 4.00. The semester GPA shall have three digits after decimal (e.g., 2.835), whereas the cumulative GPA will have two digits after decimal (e.g., 2.84).

$$\text{GPA} = \frac{\text{Sum over Semester (Course Credit Hours x Grade Points Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum over all taken (Course Credit Hours x Grade Points Earned)}}{\text{Total Credit Hours Taken}}$$

10(a) Transcript (For Semester System)

Provisional transcripts shall be issued to all students free of charge within four weeks of declaration of semester result. Official transcripts shall be issued on the completion of the degree program or on request, provided the requisite fee is paid. Additional copies of the transcripts may also be obtained on the payment of the requisite fee. Mode of education, (i.e. On- campus/Distance/Sub campus) and place of study shall be mentioned on the transcript.

10(b) DMC (Detailed Marks Certificate) (For Term System)

Provisional DMC shall be issued to all students free of charge within four weeks of declaration of term results. Official DMC shall be issued on the completion of the degree program or on the payment of the requisite fee. Additional copies of the DMC may also be obtained on the payment of the requisite fee. Mode of education (i.e. On- campus/Distance/ Sub campus) and place of study shall be mentioned on the transcript.

11(a) Promotion Policy (For Semester System)

- Students who maintain minimum semester and cumulative GPAs of 2.00 shall be promoted to the next semester. Students of Pharm-D / BS Nursing program with CGPA 2.0 shall be promoted to the next professional year.
- A student who fails to maintain the above-mentioned GPA/ CGPA shall be promoted to the next semester on Probation, provided his/her semester and cumulative GPAs are not less than 1.50 (Not applicable for Pharm-D / BS Nursing students).
- A student scoring GPA less than 1.50, but more than 1.00, shall be promoted on Warning. If a student fails to achieve the required GPA/ CGPA after repetition of courses, he/she shall be removed from the University roll.
- A student scoring GPA less than 1.00 shall be declared Failed and shall be required to repeat the semester

- (essentially the courses in which he/ she has grades lower than C). The student may be allowed to take a few courses from those of the next semester. If a student fails to achieve the required GPA/ CGPA after repetition of courses, he/she shall be removed from the University roll.
- e. Students shall show satisfactory academics progress in order to remain in good standing. The following rules are meant to ensure that students get timely feedback on their academic progress:
- I. A student who obtains SGPA of less than 2.0 in any semester shall be issued written warning by the Head of Department / Director of Institute. A copy of the warning letter shall be also sent to the parents/guardian.
 - II. A student who obtains SGPA of less than 2.0 for three consecutive semesters and his/her CGPA is also less than 2.0 shall have his/her name struck off the rolls of the university and may be readmitted with the junior batch. A written warning of this possibility shall be sent to the student (with copy to the parents/guardian) if his/her SGPA is less than 2.0 for two consecutive semesters.
 - III. A student whose CGPA in the first two semesters is less than 1.5 shall not be allowed to register for the third semester until his/her CGPA has improved to 1.5 or more through reappear.
 - IV. A student who has earned four or more F grades in the first two semesters and these F grades are still outstanding at the end of the 4th semester with CGPA less than 1 shall not be allowed to register in the 5th semester until he/she passes these courses and improve CGPA to 1.5 or more.

11 (b) Promotion Policy (For Term System)

A student shall be promoted to the next term if he/she passes at least 50% courses.

12. Final Year Project

As part of most of the degree programs, students need to complete projects individually or in groups of size not exceeding three.

Title of the proposed Project:

Title should be a crisp phrase. It should neither be too lengthy nor too brief. It must not include name of some organization or individual.

Example: Software Development for Airline Booking System.

Outline of Proposal:

Give details of major objectives and arguments to justify the project. Provide description of approach/scheme/methodology that is intended to be used for the development of this project.

Duration of Project:

For a four-year degree program, the project shall be completed in two semesters, 7th and 8th. Those pursuing one- or two-year degree program may take project during their last semester. The students shall provide a tentative schedule along with the project break down structure.

Plagiarism policy for undergraduate Final Year Project:

Students must make sure that document they are submitting is in proper documenting style (i.e., IEEE, Chicago, MLA, APA, etc.) and is free of plagiarism.

If the research project report has a similarity index $\leq 30\%$, then the benefit of the doubt may be given to the author, but, in case, any single source has a similarity index $> 5\%$ without citation, then it needs to be revised.

A Project Evaluation Committee, constituted by the Head of Department, shall assess the progress of the project through four presentations by students, each carrying 5% marks. In the first presentation, students shall present the project proposal on prescribed format, whereas in the other presentations, progress reports shall be presented. The presentations shall be scheduled as follows:

First Presentation:	Second week of 7th semester.
Second Presentation:	Midterm exam week of 7th semester.
Third Presentation:	Final exam week of 7th semester.
Fourth Presentation:	Midterm exam week of 8th semester.

The viva voce shall be taken by an Departmental Committee comprising the External Examiner, Project Supervisor of the concerned group, and Head of the concerned Department. Each member shall award marks out of 15% making a total of 45% marks. The Examination Committee shall be appointed by the Vice Chancellor on the recommendation of the Head of the concerned Department.

Note: The evaluation of project shall be carried as follows:

Factors on the basis of which the advisors shall rate progress during the project phase:

- Progress
- Independence of work
- Ingenuity
- Overall Learning
- Complexity

Factors on the basis of which Project Reports shall be evaluated:

- Grammar
- Style
- Report Format
- Problem Statement
- Scope and Limitations
- Procedure
- Raw Data / Computer Code (Report and Diskette)
- Theoretical Background and Sample Calculations
- Graphs and Pictures
- Discussion on Results and Conclusions
- Recommendations
- Overall Learning

Factors on the basis of which Presentation shall be evaluated:

- Project procedure stated briefly and to the point i.e. presentation style and skill
- Continuity and clarity of thought reflected
- Requirements and importance of work clearly specified
- Difficulty level of the project
- Conclusions drawn well-explained
- Technical terms used in talk well-defined and correct
- Answers given to the questions put forward by the Examiner(s)

13. Program Completion & Graduation

- a. For graduation, all F grades have to be cleared. Besides, the minimum qualifying CGPA for undergraduate program students is 2.00/4.00. Faculties/ departments/institutes may impose additional requirements like satisfactory completion of internship, practical training, field work, seminars etc.
- b. To earn B.Sc Engineering Degree, a student shall:
 - i. Pass all courses of study prescribed in the relevant scheme of studies.
 - ii. Obtain a Cumulative Grade Point Average (CGPA) of at least 2.00.
 - iii. Complete Survey Camp by the BSc Civil Engineering students to be conducted by the University and certified by the Head, Department of Civil Engineering/Incharge Survey Camp).
- c. Engineering students shall carry out supervised and evaluated internship of 6-8 week duration in line with elective subjects/ specific stream in the 3rd to 4th year of the engineering program. The internships shall be reflected in the transcripts under a prescribed mechanism and with defined and mapped rubrics program objectives:

• Attendance (At least, 75% attendance is mandatory)	10%
• Assessment report from the employer	50%
• Evaluation at relevant HEI/ Department - Presentation	40%
• Total	100%
• Qualifying score in the above assessment	70%
- d. Similarly, Pharm-D students need to meet the clerkship requirement as outlined by their department.

14.1 Transfer of Credits

- a. The policy regarding the acceptance of courses by transfer is to allow credit for courses completed with letter grades C or better (usually, 60% or higher marks) in other recognized Universities.
- b. The transfer student shall file an official transcript of transfer courses and provide other relevant information (course contents/ outlines/ titles of text and reference books) enabling the University to award credit.
- c. An Equivalence Committee comprising three senior faculty members shall oversee such cases. The University may co-opt someone from outside, if necessary. The Committee shall ensure that:
 - i. the courses correspond in time and content to the courses offered at Sarhad University,
 - ii. the courses being considered for transfer were taken within the last five years.
 - iii. the semester duration matches with that of Sarhad University. Thus 16 credit hours taken in a quarter (10 weeks of teaching) shall be considered equivalent to 10 credit hours of a semester of 16 weeks of teaching.
- d. In no case, the transfer credits shall exceed 50% of the overall credit hours for any degree program of interest at Sarhad University.
- e. Applicants shall have to pay the prevalent credit transfer fee.
- f. Transferred /exempted courses shall be reflected on the transcript, but shall not count towards CGPA computation.
- g. Any student taking admission in BS Program after completing 14 years of education under Annual System shall receive 50 credit hours against first 2 years of his/her BS Program and will be required to complete remaining credit hours as per scheme of studies of concerned BS Program to earn 4 years Bachelor degree.

14.2 Exemption Policy

- a. The policy regarding exemption of courses is to allow credit for courses completed with letter grades C or better (usually, 60% or higher marks) in other recognized Universities.
- b. The applicant shall file an official transcript of courses previously taken and provide other relevant information (course contents/outlines/titles of text and reference books) enabling the University to award credits.

- c. An Equivalence Committee comprising three senior faculty members shall oversee such cases. The University may co-opt someone from outside if necessary. The Committee is to ensure that:
 - i. The courses correspond in time and content to the courses offered at Sarhad University,
 - ii. For courses that were taken more than five years back, the contents are still valid and match with those currently being taught.
 - iii. The semester duration matches with that of Sarhad University. Thus, 16 credit hours taken in a quarter (10 weeks of teaching) shall be considered equivalent to 10 credit hours of a semester of 16 weeks of teaching.
- d. In no case, the credits of exempted courses shall exceed from 50% of the overall credit hours for any degree program of interest at Sarhad University.
- e. Applicant shall have to pay the prevalent course exemption fee. Transferred/Exempted courses shall be reflected on the transcript, but shall not count towards CGPA computation.

15. Library

The University has a spacious library with adequate and comfortable seating. It is run by a qualified librarian, and is well-stocked with several thousand books and journals. The following rules, subject to change/ modification by the Library Committee of the University, shall be followed:

- a. A card, known as Library Card, shall be issued to each student/person permitted to borrow books from the library. Such cards shall be strictly non-transferable and shall have to be presented at the time of using Library facilities.
- b. A borrower who loses his/her card shall immediately inform the Librarian in writing. A duplicate card shall be issued to him/her on the payment of fee of Rs. 500/-.
- c. Books shall be issued to the students and staff of Sarhad University of Science & Information Technology, Peshawar, only.
- d. Books shall not be transferred from one person to another.
- e. If a person obtains more than one membership by concealing the facts or in any other way, his/her subsequent membership(s) shall be cancelled and a fine of Rs. 500/- shall be levied for further usage of the library facilities. No Books shall be issued to a defaulting borrower, unless he/she returns the books borrowed previously and pays the due fine.
- f. The borrower who fails to return books at the time of stock-taking shall be liable to fine as decided by the Library Committee.
- g. Manuscripts, reference books as well as reserved materials shall not be issued.
- h. The borrowers shall have to conduct themselves in an orderly manner. The library administration shall have the right to cancel the membership of a person who misbehaves with the library staff or is found taking away the books/reading material without the knowledge of the Librarian or is involved in such activities which are detrimental to the interest of the library. The library administration can also recall a book, if needed, and the borrowers shall be required to meet any such demand.

16. Laboratories

Sarhad University has modern laboratories with large number of computers and related training tools, in all laboratories and project labs. Students of the University shall observe the following rules.

- a. All laboratories shall remain open during the office hours. After office hours, permission may be granted for laboratory use under special circumstances.
- b. No software shall be installed on laboratory PCs without the prior, written consent of the System Administrator/ Laboratory In-charge.
- c. Students shall be allowed to use internet in a laboratory when no class is in progress.

- d. All laboratories provide no-smoking environment and hence all are expected to refrain from smoking.
- e. Viewing obscene material in the laboratories is strictly prohibited and disciplinary action shall be taken against offenders.
- f. In case of technical problem, Laboratory In-charge should be immediately approached.

17. Award of University Gold Medal

Gold Medals shall be awarded to students who fulfil the following conditions:

- a. Pass all University examinations in the first attempt and complete the course work and research project work along with other requirements of internship/course of Quran-e-Majeed Teaching etc in the prescribed number of semesters/ terms / years.
- b. Secure CGPA of at least 3.00 on a scale of 4.00 in Semester System or 1st division in Term/Annual System.
- c. Secure Highest CGPA in his/her discipline. In case of tie between two or more students, aggregate marks obtained in all examinations shall form the basis. If still there is a tie, more than one Gold Medal shall be awarded.
- d. Transferred/ migrated student(s) or those who improve their grades by appearing in makeup or regular examinations shall not be entitled for award a Gold Medal.
- e. Candidate in any discipline or UFM case by the University or Disciplinary Committee or Unfair Means Committee.

18. Rechecking / Re-Totalling

Any student, who is not satisfied with his/her marks /grade in a course may apply for rechecking within 15 days of the declaration of result. Application for rechecking shall be accepted on payment of registration dues (Rs. 1000/- per course). Initially, only re-totalling shall be performed and the paper examined for any unchecked/unmarked portion. If some portion is found unchecked, the paper shall be sent to the concerned grader for rechecking/ re-marking. In case the students marks are enhanced as a result of rechecking/ re-totalling, the fee paid by him/ her shall be refunded.

19. Conduct & Discipline Regulations

- a. These regulations framed as under may be called "The University Students/Scholars Conduct and Discipline Regulations". The University Discipline Committee constituted by the Vice Chancellor shall have the authority and jurisdiction to deal with and decide all cases of indiscipline in accordance with the University Students/Scholars Conduct and Discipline Regulations.
- b. Applicability and Commencement: These regulations shall apply to all students on the rolls of the University.
- c. Students, Code of Conduct: Every student shall observe the following code of conduct:-
 - i. Faithfulness in his/her religious duties and respect for the convictions of others in matters of religion, conscience and customs.
 - ii. Loyalty to Pakistan and refraining from doing anything which might lower its honour and prestige in any way.
 - iii. Truthfulness and honesty in dealing with others.
 - iv. Respect for elders and politeness to all, especially to women, children, old people, weak, deformed and the helpless.
 - v. Respect for teachers and others in authority in the University.
 - vi. Cleanliness of body, mind, speech and habits.
 - vii. Helpfulness to fellow beings.
 - viii. Devotion to studies and sports.
 - ix. Protection of public and private property.

d. Prohibited Acts

The students shall refrain from:

- i. Smoking and use of mobile phone in classrooms, laboratories, workshops, examination halls, Convocation Hall, and during study and academic functions.
- ii. Using or carrying alcoholic drinks or other intoxicating drugs within the University campus/ University hostels, during instruction, sports/cultural tours, survey camps, entering such places, attending any such tour camp while under the influence of such intoxicants, and any other University/College functions outside the Campus.
- iii. Organizing or taking part in any function within the University campus or hostel, or organizing any club or society of students or students' associations, unions and federations, except in accordance with the prescribed rules and regulations.
- iv. Collecting any money, receiving funds or pecuniary assistance for, or on behalf, of the University, except with the written permission of the Vice Chancellor.
- v. Staging, inciting or participating in any walk-out, strike, or other form of agitation against the University or its teachers or officers, inciting any one to violence, disruption of the peaceful atmosphere of the University in any way, making provocative speeches or gestures which may cause resentment, issuing of pamphlets or cartoons casting aspersions on teachers or staff or the University or University's bodies, or doing anything in anyway likely to promote rift and hatred among various groups or castes of student community, issuing statements in the press making false accusations or lowering the prestige of the University or writing and pasting posters on the walls.
- vi. Bringing, carrying and keeping of fire arms or any other weapon (of any nature/type) forbidden by law, within the University Campus, class rooms, hostels and offices.
- vii. Causing damage to University property or Government public property.
- viii. Use of loud speakers, mega-phones, "decks" etc.

e. Acts of Indiscipline

A student shall be deemed to have committed an act of indiscipline if he/she:

- i. Commits a breach of rules of conduct specified above, or
- ii. Disobeys the lawful order of a teacher or other person in authority in the University, or
- iii. Habitually neglects his work or habitually absents himself/herself from his/her class without valid reason, or
- iv. Wilfully damages University (or) public property or the property of fellow students or any teacher or any employee of the University, or
- v. Does not pay the fees, fines or other dues payable under the University Regulations and Rules, or
- vi. Uses indecent language, wears immodest clothes, makes indecent remarks or gestures, or behaves in a disorderly manner, or commits any criminal, immoral or dishonourable act (whether committed within the University Campus or in University-organized events) or any act which is detrimental to the interest of the University.

f. Procedure in Case of Breach of Discipline

The Registrar may refer an act of indiscipline to the University Discipline Committee for necessary action under the Rules/Regulations.

g. Rustication and Expulsion

I- Rustication

- a. Rustication, whenever imposed on a student, shall always mean the loss of one semester or one academic year as well as appearance in a University examination. The rusticated student may be readmitted in the same program of the University on the expiry of the rustication period.
- b. Such students shall become ineligible to take admission in any program of the University in future.

ii- Expulsion

- a. The period of expulsion shall be counted from the date of issue of such a notice by the University. Expulsion period may vary.
- b. Name of the expelled scholar shall immediately be removed from the University's rolls.
- c. A student expelled from a Department may be re-admitted into the same program after the expiry of the period of expulsion.
- d. Cases of expulsion shall be registered in the University and notified to all Departments and Universities by the Registrar.
- e. Such students shall become ineligible to take admission in any program of the University in future.

h. Appeal

- i. An appeal against the punishment awarded by the University Discipline Committee may be made to the Appellate Committee
- ii. No appeal by any student against the decision of the University Disciplinary Committee shall be entertained unless it is presented within thirty days from the date on which the decision is communicated to him/her.

Note: This code of conduct shall repeal all previous regulations relating to expulsion and rustication or any other instructions relating to the maintenance of discipline among the students.

I. General

- i. The authority which has the power to rusticate, can also withdraw the same order before the expiry of the period.
- ii. No student shall be rusticated/expelled from the University unless he/she has been served with the Show Cause Notice, and allow reasonable time for explanation and replying to the charges framed against him/her.
- iii. The Discipline Committee may impose any other penalty or penalties mentioned in the Regulations if, in its opinion, the rustication or expulsion is not called for in a case referred to it.

20. Clinical Practice

All courses in which clinical practice/ training is required, will be conducted in the following manner:

Activity Type	Duration	Location	Remarks
Theory + Practical	4 Weeks	University	First Half of Course to be covered before Mid Examinations
*Clinical Practice / Training	4 Weeks	Hospital	Relevant Clinical Practice to be completed before Mid Examinations
Mid Examinations	1 Week	University	To be conducted as per University rules.
Theory + Practical	4 Weeks	University	Second Half of Course to be covered before Final Examinations
*Clinical Practice / Training	4 Weeks	Hospital	Relevant Clinical Practice to be completed before Final Examinations
Final Examinations	1 Week	University	To be conducted as per University rules.

* It is recommended to complete Clinical Practice / Training as per prescribed manner in each semester. However, the same will be arranged as per confirmation by the designated hospitals in each semester.

21. Demotion

In case the student does not satisfy the promotion criteria mentioned in clause 11(a), will get demoted. The HoD shall constitute a committee comprising three senior faculty members which shall oversee such cases. The department may co-opt any university official, if necessary. The Committee shall ensure the following:

- Identify the batch/ prospectus under which the concerned student shall continue his/ her degree.
- The scheme of studies indicating all courses and credit hours to be studied by the student to complete degree requirements.
- The degree completion requirements after demotion shall be communicated to the student concerned as well as all relevant sections/ departments of the university after the approval of the Competent Authority.

22. Internship

i. Engineering Degree Programs

As per PEC's requirement, supervised and evaluated internship of 6-8 week duration in line with elective subjects/ specific stream in the 3rd to 4th year of the engineering program is mandatory. (Details are given in Section 18c of the Rules and Regulations.)

ii. Four-Year Degree Programs (Non-Engineering)

Students are encouraged to undergo internship program of at least 9-week duration at any time after the completion of fourth semester, generally during summer. (A graduate of the AD program who enrolls subsequently in a BS program shall receive credit, if earned during his/ her AD program, towards the fulfilment of internship requirement for the BS program.)

23. Practical Learning Lab (PLL)

i. Four-Year/ Five Year Degree Programs

Students are encouraged to enroll in at least one non-credit co-curricular program for at least 4 hours per week for at least 4 semesters in one or more of the following three areas: entrepreneurship, youth clubs, and sports. (A graduate

of the AD program who enrolls subsequently in a BS program shall receive credit, if earned during his/ her AD program, towards the fulfilment of the PLL requirement for the BS program.)

ii. Two-Year Associate Degree Programs

Students are encouraged to enroll in non-credit co-curricular program for 4 hours per week for 2 semesters in one or more of the following three areas: entrepreneurship, youth clubs, and sports.

iii. The PLL may be completed by taking part in the following societies of the university:

S. No	Name of Society	Convener / Focal Person
1	Drama, Literary and Debating Society	Engr. Muhammad Faisal Khan, Assistant Professor, Department of Technologies.
2	Health Society	Dr. Inayatullah, Lecturer, SIAHS.
3	Pakistan International Human Rights Organization (SUIT Chapter)	Dr. Syed M. Hassan Shah, Professor, Department of Pharmacy.
4	Sports Society	Dr. Irfanullah Head, Department of Sports Sciences & Phy. Education.
5	Science & Technology Society	Engr. Muhammad Fahim, Assistant Prof., Department of Electrical Engineering.
6	Society for ICT Affairs and Incubation Center	Mr. Maddad Khan, Assistant Professor, Department of Computer Science & IT.
7	Character Building Society	Dr. Muhammad Kamran Khan Assitant Professor, Department Computer Science & IT.
8	Green Club/ Environmental Protection Society	Prof. Dr. Habib-Ur-Rahman Associate Dean, Faculty of Management Sciences.
9	Community Services Society	Mr. Muhammad Arshad Haleem Assistant Professor, Department of English
10	Islamic Value and Ethics Society	Engr. Dr. Obaid-ur-Rehman Associate Professor, Department of Electrical Engg.
11	SUIT Volunteers & Blood Donors Society	Engr. Akif Shah Assistant Registrar (Student Affairs / Security).
12	Library and Book Sharing Society	Syed Arif Ali Shah Assistant Professor, Department of Library & Info. Sciences.

S. No	Name of Society	Convener / Focal Person
13	Society for Women in Science & Education	Ms. Asmarah Kanwal Assistant Professor, Department of Civil Engineering.
14	Girls Affair Society	Ms. Nasreen Ghani Professor, Institute of Nursing Sciences.
15	Photography & Film Making Society	Mr. Muhammad Bilal Lecturer, Department of Urdu.
16	Iqbalians Society	Dr. Muhammad Imtiaz Associate Professor, Department of Urdu.
17	Painting & Fine Arts Society	Ms. Faiza Hassan Head, Department of Art & Design.
18	Adventure Club Society	Dr. Amir Aziz Associate Professor, SIAHS
19	Cultural Society	Mr. Muhammad Irfan Assistant Professor, Department of Business Administration.

Special Provisions:

The University authorities reserve the right to make any change in these Academic Rules at any time without prior notice. In all cases where these Academic Rules are silent, the decisions of the Vice-Chancellor shall be final.

UNIVERSITY CODE OF CONDUCT & DISCIPLINE REGULATIONS

PENALTIES THAT MAY BE IMPOSED BY THE UNIVERSITY AUTHORITIES FOR VARIOUS OFFENCES COMMITTED

OFFENCE		PENALTY
1.	Using/carrying of alcoholic drinks or other intoxicating drugs within the University Campus or University Hostels or during Study Tours or Cultural Tours or Survey Camps, any such tours of any other University/College or such outside the campus under the influence of such intoxicants or misbehaving with others, especially females, during tours, etc.	Debar from classes for one week or fine not exceeding Rs. 20000/- OR Expulsion from the University.
2.	Organizing or taking part in any function within the University campus or hostel or organizing any club or society of students or students association, unions or federation, except in accordance with the prescribed rules and regulations.	Stern warning and / or Fine not exceeding Rs. 30000/-
3.	Collecting any money or receiving funds or pecuniary assistance for or on behalf of the University, except with the written permission of the Vice Chancellor.	All money supposed to have been collected shall be confiscated in favour of the University. AND / OR Fine not exceeding Rs. 30000/-
4.	Staging or inciting or forcing fellow students to a walkout from classes or examination halls or organizing, conducting or participating in strikes or agitation or violence against the University authorities or members of teaching or administrative staff or disrupting the classes or any other academic activity of the University being held inside or outside the campus.	Expulsion from the University for one to four semesters/two academic years, depending on the nature and gravity of the crime. AND / OR Fine not exceeding Rs. 30000/-
5.	Casting aspersions or using abusive and derogatory language in speeches, pamphlets or posters against the University authorities or members of teaching or administrative staff of the University or physically manhandling, beating or disgracing the University authorities or members of the teaching or administrative staff of the University or committing an act of moral turpitude against fellow students.	Expulsion from the University for one to six semesters/three years, depending on the nature and gravity of the crime. AND / OR Fine not exceeding Rs. 45000/-

6.	Conducting or inciting or participating in a violent attack on the offices of the University authorities, Chairmen, faculty members or any other officers of the University or Student.	Recovery of the amount equal to the value of the damage caused; and / or fine not exceeding Rs. 20000/-. AND / OR Rustication from the University.
7.	Damaging/destroying or trying to damage/destroy the property (movable or immovable) of the University or University employees of Government or any other Public Organization or stealing or taking away by force any item of University property.	Fine not exceeding Rs. 20000/- AND / OR Expulsion from the hostel. Expulsion from the University for a maximum period of two semesters / one year.
8.	Bringing, carrying or keeping or firing of arms or any other weapon (of any nature/type) within the University campus or classrooms or hostels or examination halls or offices of the University.	Fine not exceeding Rs. 20000/-; expulsion from the hostel. AND / OR Expulsion from the University for maximum period of two semester / one year.
9.	Using loudspeakers or mega-phones in the University hostels or on the University campus or making provocative speeches or gestures which may cause resentment or doing anything in anyway which is likely to promote rift and hatred among various ethnic and religious groups or castes of students community or issuing statements in the press, making false accusations against the University or University Authorities or members of teaching staff.	Fine not less than Rs. 10000/- AND / OR Stern warning.
10.	Misbehaving with student and or not cooperating with faculty members, University proctors, Hostel Wardens, and other authorities.	Rustication / expulsion from University.

25. PENALTIES FOR ACTS OF UN-FAIR MEANS IN EXAMINATIONS (CONTINUE)

No.			Report		Status	Penalty
1.	POSSESSION	A	One paper case	Not copied	a. Failed	As per I with fine
					b. Passed	As per I without fine
			Copied	a. Failed	As per I with fine	
				b. Pass	As per I with fine	
		B	Two papers case	Not copied in both papers	a. Failed in both	As per I in each with fine
					b. Passed in one	As per I in each with fine
					c. Passed in both	As per I in each with fine
				Copied in one paper	a. Failed in both	As per II with fine
					b. Passed in one	As per II with fine
					c. Passed in both	As per I in each with fine
				Copied in both papers	a. Failed in both	As per II with fine
					b. Passed in one	As per II with fine
					c. Passed in both	As per II with fine
		C	Three or more papers case shall be dealt with at a higher punishment level than that provided for two papers case and penalties imposed shall not be less than B above depending upon the nature of the case.			
2.	Page Removal	A	Removal of sheets from scripts or continuation sheet		As per I with fine	
		B	Using abusive words in answer books on the report of the Examiner			
		C	Smuggling of question paper outside the hall.			
3.	Cheating by Force	A	Refusing to handover cheating materials.		As per III with Fine	
		B	Disobeying Supervisory staff.			
		C	Cheating by force			
4.	Smuggling of Answer Book	A	Smuggling Answer Book or Answer Sheets in / out of the Examination Hall.		As per III with Fine	
		B	Misbehaving with the Supervisory staff/ Inspector.			
5.	Firearms / Impersonation	A	Possession or display of firearms		As per IV with Fine and the case may be referred to police.	
		B	Impersonation: 1) Real Candidate 2) Impersonator Any act other than above.			

PENALTIES FOR ACTS OF UN-FAIR MEANS IN EXAMINATIONS (CONTINUE)

No.	Report	Status	Penalty	
6.	Mobile Phone Case	A	Possession / Holding of mobile	As per I with Fine
		B	Using Mobile	As per I with Fine
7.	Staging / Smuggling of Question Paper	A	Staging a walkout or persuading others to do so.	As per II with Fine
		B	Writing wrong Roll No. to deceive inspector / supervisory staff.	
8.	Threatening	A	Assault on Supervisory staff / Inspector	As per V with a Fine and the case may be referred to police.
		B	Damaging/spoiling/parting other candidates answer book or any other important document/item related to examination.	
9.	Tempering	A	Unauthorized Centre change.	As per II with Fine
		B	Tempering.	As per III with Fine
10.	About Supervisory staff		If any member of the Supervisory staff or inspector is found guilty of an act inconsistent with the fair discharge of his duty shall be liable for disqualification from examination duties for a period of ten years and shall not be entitled for payment of the TA/DA and remuneration for the subject examination.	
11.	Absent in UFM Committee		If a candidate fails to appear before the UFM Committee, the committee will proceed according to the rules and impose relevant penalty as per rules.	
12.	if a candidate practices any other unfair means in connection with an examination not covered by the above Rules & Regulations, he/she may be awarded penalty warranted by the circumstances of the case, provided that the penalty awarded does not exceed the maximum as laid down in the Rules & Regulations mentioned.			

DESCRIPTION OF UFM COMMITTEE PENALTIES:

As per I: This paper is cancelled and Fine up to Rs.2000/-
As per II: This Examination is cancelled and Fine up to Rs.3000/-
As per III: This Examination is cancelled and also disqualified for the next examination and Fine up to Rs.5000/-
As per IV: This Examination is cancelled, fine up to Rs.20000/- and expulsion from the University. *
As per V: This Examination is cancelled, fine up to Rs.25000/- and expulsion from the University.

* If the impersonator is not on the rolls of the university/affiliated institution/DEC but holds a degree or diploma conferred or granted by the University, the Registrar shall register a case with the Local Police under section 419 PPC, and shall send intimation to this effect to the concerned Vice Chancellor for cancellation of his/her Degree/diploma/certificate.

IMPORTANT INSTRUCTIONS FOR STUDENTS DURING EXAMINATIONS

- Candidates without Roll Number Slip or whose particulars on the roll number slips do not match with those of the confidential list with the superintendent will not be allowed in the examination centre except with the prior permission of the Competent Authority will not be allowed to take examination.
- A candidate shall present himself/herself at the Centre of Examination at least 45 minutes before the time fixed for the first paper and 30 minutes before the time fixed for each subsequent paper(s). Candidates will not be allowed to enter in the Examination centre after 15 minutes of the start of the paper and no extra time will be given to late comers.
- No Candidate can leave Examination centre before half of the time allotted for the paper he/she is appearing in.
- Candidate who wants to leave the exam centre early will not be allowed to take question paper along with him/her.
- The candidates are required to take the allocated seats only. They may be required/ directed to change their seats during exam by the invigilation staff.
- Candidates are not allowed to bring Mobile Phones to the Examination Hall. In special cases if permitted, Mobile/Cellular phones must be switched off, not to be put on silent mode. Any mobile ringing, giving signals will be confiscated. Further Mobile phone cannot be used as a calculator.
- Scientific calculator is allowed in all relevant papers. However, computerized/ programmable calculator cannot be used in any paper under any circumstances unless specifically allowed.
- No candidate will be allowed to attend washroom during examination without the permission of the superintendent.
- Candidates should not write anything on the question paper except their name and roll numbers. All rough work should be done on the answer book.
- Exchange of any material (including calculator, pen, pencil, eraser, sharpener, ruler etc) is not allowed during examination.
- Only plain clip boards without any prints/writings will be allowed during examination.
- No answer book, question paper or paper of any kind is to be fetched out from Examination centre.
- Answer book is required to be returned back to the supervisory staff even if no question has been attempted.
- Body search of a candidate can be done at any stage during examination.
- Candidates shall write Roll number and other particulars before writing anything on the answer book or on the supplementary material provided by the supervisory staff.
- Candidate shall not write his/her name on any part of Answer Book. He/she shall not write his/her Roll number except in the space specifically provided for the purpose.
- Candidate shall not write on the question paper or on the blotting paper, or any part of his body, clothes or other material other than the answer book/ supplements. However, he/she shall write only Roll No. on the question paper. Use of electronic aid is also forbidden, except for authorized calculator in relevant papers.

- In case, there is a choice of language (English or Urdu), the candidate will have to attempt the entire paper in one language. Attempting the paper in both languages may result in cancellation of full paper of some part thereof.
- Candidates are advised to use ink or ball point pen (blue or black) for writing and lead pencil for drawing diagram.
- The questions solved with lead pencil will not be assessed.
- Candidates need to write on both Sides of pages of answer book using each line. Candidates should neither leave any page blank nor should they tear off pages from the answer book provided, but cross those if spoiled.
- Candidates can attempt the question in any order (sequence) but shall mention question number according to number mentioned in the question paper.
- A candidate misbehaving with the invigilation staff shall be liable for the cancellation of paper/ examination. Candidates are forbidden to bring any book, notes or paper or any material which can be helpful in the examination.
- Candidates can ask for extra sheets (continuation sheets) only after the answer book/ previously issued continuation sheet is fully utilized. Extra sheets/continuation sheets will not be issued during the last 15 minutes.
- Candidates need to mention the serial number of the continuation sheet(s) on the front page of the answer book.
- In case a continuation sheet is not utilized, it has to be returned to the invigilation staff.
- A candidate walking out or instigating others to walk out of the examination centre will be liable for the cancellation of paper and other penalties.
- A candidate in possession of fire-arms or any other weapon of offence in or around the Examination Centre shall entail the penalty of cancellation of Examination and any other action under the rules of the University.
- Smoking or use of any kind of drugs during examination is strictly prohibited. A candidate found guilty will be penalized under the rules of the University.
- A candidate found involved in cheating/impersonation shall be liable for the cancellation of paper/ whole examination or expulsion along with other penalty under the rules of the University.
- Each answer must be commenced with a number of question or part of sub-section thereof as shown in the question paper. A question should be attempted as a whole. The candidate may lose marks if parts of a question are attempted haphazardly on various portions of the answer book.
- Candidates shall clearly write "THE END", at the end of their paper and cross all pages left blank in the answer book.
- Candidates shall not leave their seats or attempt to communicate with other candidate in the centre on any account. If a candidate wants something, he/she may draw the Invigilator's attention by standing up.
- During the last fifteen (15) minutes before the close of the examination and at the announcement or signal, the collection of answer books will begin. Candidates shall not leave their seats until the answer books have been collected by the Invigilator.

LEGAL STATUS

The University is recognized by the Higher Education Commission of Pakistan and established under Ordinance No. XXIV/2001 of the Government of Khyber Pakhtunkhwa. The Governor of Khyber Pakhtunkhwa is the Patron of the University. The Ordinance of the University provides for a Board of Governors which exercises general supervision over the affairs of management of the University. The Board of Governors of the University is the highest executive authority of the University, which comprises personalities of high standing in the academic and professions both from the public and private sectors of higher education. The Board has all the powers necessary to formulate the statutes, regulations and policies aimed at high academic standards in respect of all academic programs run by the University from Undergraduate to Postgraduate Level. The Board also enjoys powers to frame laws and policies aimed at recruiting persons of eminence in academics for senior slots in the academic hierarchy who are able to give their best to the students.

The Rules & Regulations mentioned in the Prospectus are approved by the statutory bodies of the University and are fully binding on the students taking admission in any degree/diploma program of the University under this legal document.

The University reserves the right to amend any rule/regulation at any stage.

NOTICE

This Prospectus is published in August 2024 and shall remain in force till it is revised.

Every effort has been made to ensure the accuracy of the information given in this publication, but the University reserves the right to make changes in regulations, courses, fees, etc. at any time before or after a candidate's admission without prior notice.

Documents to be attached with Admission Form

- ☐ **Matric DMC & Provisional Certificate / Secondary School Certificate**
- ☐ **Intermediate DMC & Provisional Certificate / Higher Secondary School Certificate**
- ☐ **Equivalency Certificate from IBCC (for A Level / other than BISE students)**
- ☐ **Bachelors DMC & Provisional Certificate / Bachelor Degree**
- ☐ **Masters DMC & Provisional Certificate / Master Degree**
- ☐ **Copy of Computerized National Identity Card - Mandatory***
- ☐ **Domicile**
- ☐ **Copy of Computerized National Identity Card (Father/Guardian)**
- ☐ **Letter from the Concerned Embassy (for Foreign Student)**
- ☐ **Passport Copy other than Pakistani Citizen**
- ☐ **Four Recent Passport Size Photographs Light Blue Background**
- ☐ **Experience Certificate (M.Ed)**

* If a candidate doesn't possess his/her CNIC he/she should attach copy of Form-B

* Two copies of all documents must be attached with admission form.

* All documents must be attested by a gazetted officer



Main Campus

Landi Akhun Ahmad, Ring Road,
(Kohat Road-Hayatatabad Link),
Peshawar-Pakistan



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