



# IU Policy Book

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Defence View**

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## Preface

This document serves as a comprehensive compilation of policies, frameworks, and guidelines implemented at Iqra University to ensure adherence to academic and operational standards. It includes university-wide adoption of national policies, institutional frameworks for quality assurance, and mechanisms to enhance student and faculty development. Each section outlines specific initiatives, ranging from anti-plagiarism protocols and grievance handling to health and safety regulations, research ethics, and student exchange programs. By consolidating these policies, this document aims to provide a structured reference for all stakeholders, fostering transparency, academic excellence, and institutional growth.

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# University-wide Adoption of the HEC Graduate Education Policy 2023 from Fall 2023 across all faculties



Ref. Reg.Off/Notification/2023/01/29  
November 30, 2023

## NOTIFICATION

In pursuance to the HEC Notification No. 15-54/Coord/2019/HEC/(QAD)/560, dated July 10, 2023, the HEC's **Graduate Education Policy (GEP) 2023** is being adopted university wide with immediate effect.

In the **46th Academic Council Meeting** held on **November 30, 2023**, discussions led to the approval of the university-wide implementation of GEP 2023 by the Academic Council, with the proviso that exceptions provided by the accreditation councils/bodies pertaining to specific programs.



### A copy is forwarded for information to:

1. The Vice Chancellor
2. All Deans
3. All Campus Directors
4. All Faculty Members
5. Director, QEC
6. Controller of Examinations
7. Head of SEU and Admissions
8. Research Facilitation Unit (RFU)
9. Office Record

### Enclosed:

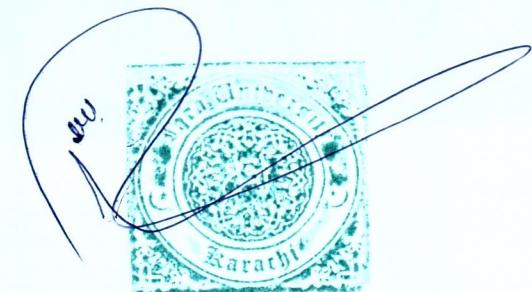
- HEC's Graduate Education Policy (GEP) 2023

**I Q R A** **IU**  
**UNIVERSITY**

**MINUTES OF THE 46<sup>th</sup> MEETING OF THE**  
**ACADEMIC COUNCIL OF IQRA UNIVERSITY**

The 46<sup>th</sup> meeting of the Academic Council of Iqra University was held on November 30, 2023 at Iqra University, Main Campus. The following members attended the meeting:

- |                               |  |
|-------------------------------|--|
| 1. Dr. Nassar Ikram           | (Chairman)   |
| 2. Mr. Muhammad Raza Chohan   | (HEC Representative)                                     |
| 3. Dr. Vali Uddin             | (Vice Chancellor SSUET)                                  |
| 4. Dr. Afshan Rubab           | (Additional Secretary, Universities & Boards Department) |
| 5. Dr. Muhammad Zaki Rashdi   |  |
| 6. Dr. Kamran Raza            |  |
| 7. Dr. Anjum Bano Kazmi       |  |
| 8. Dr. Masroor Muhammad       |  |
| 9. Dr. Imtiaz Arif            |  |
| 10. Dr. Athar Iqbal           |  |
| 11. Mr. Rashid Akbar          |  |
| 12. Dr. Muhammad Irfan Anis   |  |
| 13. Dr. Syed Hasan Adil       |  |
| 14. Dr. Aarij Mahmood Hussaan |  |
| 15. Dr. Mansoor Ebrahim       |  |
| 16. Dr. Noman Islam           |  |
| 17. Dr. Muhammad Zubair       |  |
| 18. Dr. Tooba Mehfooz         |  |
| 19. Dr. Muhammad Imran        |  |
| 20. Dr. Saleema Barkat        |  |
| 21. Dr. Shahnawaz Adil        |  |
| 22. Dr. Waqar Ahmed           |  |
| 23. Mr. Muhammad Yousaf       |  |
| 24. Dr. Faheem Bukhari        |  |
| 25. Ms. Dania Ahmed           |  |
| 26. Ms. Mufarrah Malik        |  |
| 27. Dr. Mirza Amin ul Haq     | (Secretary)  |



**Agenda Item # 46-9**

***To approve the University-wide Adoption of the HEC Graduate Education Policy 2023 from Fall 2023 across all the faculties.***

HEC has introduced its Graduate Education Policy 2023 wide notification no. 15-54/Coord/2019/HEC/(QAD)/560 dated Monday, July 10, 2023 (copy attached as Annexure 46-7). In light of this policy, it is required to update Graduate Studies practices across the Faculties covering applicability, admission criteria, thesis defense, ethical guidelines, supervision, faculty relevance, grievance management, and action planning.

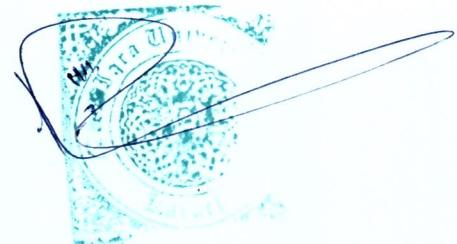
The implementation of the HEC Graduate Education Policy for Fall 2023 requires a comprehensive assessment and strategized approach. The policy's applicability to existing students demands a transition plan, ensuring fairness and alignment with academic standards. Admission criteria at MPhil and PhD levels, including compulsory testing and intra-disciplinary qualifications, necessitate transparent procedures. Policies surrounding thesis defense, credit transfer, and provisional PhD admissions warrant structured guidelines to uphold academic rigor. Furthermore, the integration of ethical guidelines, faculty induction, grievance redressal, and research integrity measures necessitate clear frameworks and supportive mechanisms, which are attached as Annexure 46-7 A to H.

This is presented before the Council to deliberate on these policy facets, fostering discussions for a well-informed and phased implementation strategy and subsequent approval to adopt it to ensure educational quality and compliance with national higher education standards.

**The agenda is presented to the August Council for approval.**

**Resolution # AC 46-9**

***The Council approved the University-wide Adoption of the HEC Graduate Education Policy 2023 from Fall' 2023 across all the faculties.***



University-wide Adoption of  
the HEC Anti Plagiarism  
policy Version 2.0 from Fall  
2023 across all faculties at Iqra  
University



Ref. Reg. Off/Notification/2023/01/24  
August 7, 2023

## NOTIFICATION

In pursuance to the HEC Notification No. 15-54/Coord/2019/HEC/(QAD)/646 dated 02.08.2023, the HEC's **Anti- Plagiarism Policy (Version 2.0)** is being adopted university wide with immediate effect.



### A copy is forwarded for information to:

1. The Vice Chancellor
2. All Deans
3. All Campus Directors
4. Director, QEC
5. Director, ORIC
6. Controller of Examinations
7. Research Facilitation Unit (RFU)
8. Office Record

### Enclosed:

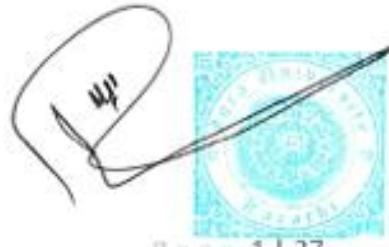
- Anti- Plagiarism Policy (Version 2.0)



**MINUTES OF THE 47<sup>th</sup> MEETING OF THE  
ACADEMIC COUNCIL OF IQRA UNIVERSITY**

The 47<sup>th</sup> meeting of the Academic Council of IQRA University was held on February 16, 2024 at IQRA University, Main Campus. The following members attended the meeting:

- |                                 |   |
|---------------------------------|---|
| 1. Prof. Dr. Nassar Ikram       | (Chairman)  |
| 2. Dr. Vali Uddin               | (Vice Chancellor SSUET)                                     |
| 3. Dr. Afshan Rubab             | (Additional Secretary, Universities & Boards Department)    |
| 4. Dr. Muhammad Zaki Rashdi     | (Dean Faculty of Business Administration)                   |
| 5. Dr. Kamran Raza              | (Dean Faculty of Engineering Sciences & Technology)         |
| 6. Dr. Anjum Bano Kazmi         | (Dean Faculty of Arts, Design, Education & Social Sciences) |
| 7. Dr. Masroor Muhammad         | (Dean Faculty of Health Sciences)                           |
| 8. Dr. Ayub Siddiqui            | (Associate Dean, H-9 Campus, Islamabad)                     |
| 9. Dr. Tahir Ejaz               | (Associate Dean, Chak Shahzad Campus, Islamabad)            |
| 10. Dr. Imtiaz Arif             | (Campus Director, Gulshan Campus)                           |
| 11. Dr. Syed Ali Raza           | (Campus Director, North Campus)                             |
| 12. Dr. Athar Iqbal             | (Campus Director, Malir (Airport) Campus)                   |
| 13. Ms. Neha Asim               | (Director, Asian Institute of Fashion Design)               |
| 14. Mr. Rashid Akbar            | (Head of Department, Media Studies)                         |
| 15. Dr. Muhammad Zubair         | (Associate Dean, North Campus)                              |
| 16. Dr. Noman Islam             |   |
| 17. Dr. Waqar Ahmed             |   |
| 18. Dr. Atif Aziz               |   |
| 19. Dr. Muhammad Irfan Anis     |   |
| 20. Dr. Syed Hasan Adil         |   |
| 21. Dr. Aarij Mahmood Hussaan   |   |
| 22. Dr. Mansoor Ebrahim         |   |
| 23. Dr. Saad Saleem             |   |
| 24. Dr. Muhammad Zamin Ali Khan |   |
| 25. Dr. Salima Barkat           |   |
| 26. Dr. Muhammad Imran          |   |
| 27. Mr. Muhammad Yousaf         | (Director Quality Enhancement Cell)                         |
| 28. Dr. Mirza Amin ul Haq       | (Secretary)   |



**Agenda Item #AC47-6.5:**

To approve the launching of Doctor of Pharmacy (Pharm-D) Program at IQRA University, H-9 Islamabad Campus from Fall 2021.

**Introduction:**

Pharm. D program at IQRA University Islamabad Campus is already approved by the Pharmacy Council of Pakistan. The department is presently offering Doctor of Pharmacy (Pharm D) program.

A statutory approval for the Doctor of Pharmacy Program at IQRA University Islamabad Campus is required.

Department of Pharmacy at IQRA University Islamabad Campus was established in 2021. Pharmacy Council of Pakistan granted the NOC to start the Doctor of Pharmacy Program in Fall 2021.

After the due deliberation, it has been forwarded to the Academic Council for approval.

**The agenda is presented to the August Council for approval.**

**Resolution #AC47-6.5:**

*The Council approved ex post facto offering of Doctor of Pharmacy (Pharm-D) Program at IQRA University, H-9 Islamabad Campus from Fall 2021.*

**Agenda Item # 47-7**

*To approve the University-wide Adoption of the HEC Anti Plagiarism Policy Version 2.0 from Fall 2023 across all the faculties at IQRA University.*

**Introduction / Background:**

The Higher Education Commission vide letter No. 15-54/Coord/2019/HEC/(QAD)/646 date August 2, 2023 notified the *Anti Plagiarism Policy Version 2.0. Para 10 a. (iii) of the policy reads as under:*

*Three subject experts: one from the university/DAI, and two (02) from other universities to be nominated by the Academic Council and approved by Syndicate. The university should maintain a panel of experts, preferably from all major disciplines, duly approved by the Academic Council.*

*The following nominations have been proposed from the Deans of Faculties at IQRA University for approval from the august council:*

**Faculty of Business Administration, Karachi**

1 - Dr Muhammad Nishat, Dean, SZABIST, Karachi



2 - Dr Shehla Najib Siddiki, Dean, Ziauddin University, Karachi

3 - Dr Saima Hussain, Associate Professor, KSBL, Karachi

#### **Faculty of Engineering Sciences & Technology, Karachi**

1 - Dr. Hussain Pervaiz, Associate Professor, KIET, Karachi

2 - Dr. Sajjad Hussain Rizvi, Associate Professor, SZABIST, Karachi

3 - Dr. Rizwan Ahmed Khan, Dean Computing, Salim Habib University

4 - Dr. Salman Ahmed, Professor, Karachi Institute of Economics & Technology

#### **Faculty of Arts, Design, Education and Social Sciences, Karachi**

1 – Dr. Tahseen Javed. Associate Professor, Karachi University.

2 – Dr. Muneer Moosa Sadruddin, Assistant Professor, SMIU.

3 – Dr. Shaista Naz, Associate Professor, Karachi university

4 - Prof. Dr. Farah Iqbal, Professor, Karachi University.

5 - Prof. Dr. Qudsia tariq, Professor, Karachi University.

6 - Dr Saima Masoom Ali, Assistant Professor, University of Karachi.

7 - Dr. Sana Hussain, Assistant Professor, SZABIST, Karachi.

8 - Mr. Latif Abbasi, Associate Professor, Ziauddin University, Karachi

9 - Mr. Taimoor Ahmed, Lecturer at Indus university, Karachi

#### **Faculty of Health Sciences, Karachi**

1 - Prof. Dr. Muhammad Aurengzeb, Prof of Medicine, Lyari Medical College

2 - Dr. Sana Shamim, Assistant Prof, Pharmacy, DUHS

#### **Faculty of Business Administration, Islamabad**

1 - Dr. Arshad Ali Bhatti, Professor, IIIE, International Islamic University, Islamabad.

2 - Dr. Adnan Shoaib, Associate Professor, FSM-FAST-NUCES, Islamabad.

3 - Dr. Qaiser Ali Malik, Dean, Foundation University, Islamabad

#### **Faculty of Engineering Sciences & Technology, Islamabad**

1 - Dr. Majid Iqbal Khan, Head of Department, COMSATS, Islamabad

2 – Dr. Hasan Sajid, NUST, Islamabad

#### **Faculty of Health Sciences, Islamabad**

1 - Prof. Dr. Najmul Hassan Khan, Ph. D. Khalid Mahmood Institute of Medical Sciences

2 - Dr. Naeem Ail, Microbiology Department, Quaid e Azam University

3 - Dr. Muhammad Ishtiaq, Assistant Professor, Shifa Tameer -e-Millat University

**The agenda is presented to the August Council for approval.**

#### **Resolution #AC47-7:**

*The Council approved the proposed nominations from the Deans for inclusion as external subject specialists required against para # 10 a.(iii) of the HEC Anti Plagiarism Policy Version 2.0.*



# IU Student Grievance Policy and Constitution of Grievance Committee

Ref. Reg Off/Notification/2024/43

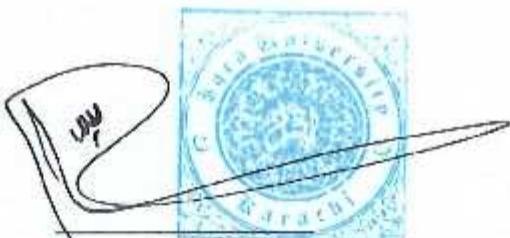
May 13, 2024

## NOTIFICATION

In light of the Clause 6(B) of IQRA University Grievance Policy approved vide Agenda Item # 48-3 of the 48<sup>th</sup> Academic Council Meeting held on May 10, 2024, the competent authority is pleased to approve the establishment of **Iqra University Grievance Committee (IUGC)** to address the cases of grievances in the **undergraduate programs**.

The composition of the IUGC is as follows:

- |                                |                         |
|--------------------------------|-------------------------|
| • Head of concerned Department | <i>Chair</i>            |
| • One senior faculty member    | <i>Member</i>           |
| • Student representatives      | <i>Members</i>          |
| • Director QEC / Nominee       | <i>Member/Secretary</i> |



Aseem Majid Rizvi  
Registrar

Cc:

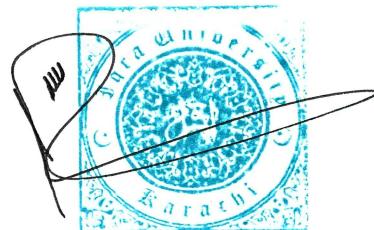
- The Vice Chancellor
- All Campus Directors of Karachi & Islamabad
- All Deans
- Director (AASR)
- Director QEC
- Head of Student Engagement Unit
- All Faculty
- All Students



**MINUTES OF THE 48<sup>th</sup> MEETING OF THE  
ACADEMIC COUNCIL OF IQRA UNIVERSITY**

The 48<sup>th</sup> meeting of the Academic Council of IQRA University was held on May 10, 2024 at IQRA University, Main Campus. The following members attended the meeting:

- |                             |   |
|-----------------------------|---|
| 1. Prof. Dr. Nassar Ikram   | (Chairman)  |
| 2. Mr. Hidayatullah Kasi    | (Deputy Director, Academics Division, HEC, Islamabad)     |
| 3. Dr. Muhammad Zaki Rashdi | (Dean Faculty of Business Administration - FBA)           |
| 4. Dr. Arshad Aziz          | (Dean Faculty of Engineering Sciences & Tech. - FEST)     |
| 5. Dr. Anjum Bano Kazmi     | (Dean Faculty of Arts, Design, Edu. & Social Sc.- FADESS) |
| 6. Dr. Muhammad Masroor     | (Dean Faculty of Health Sciences - FHS)                   |
| 7. Dr. Ayub Siddiqui        | (Associate Dean, H-9 Campus, Islamabad)                   |
| 8. Dr. Nadeem Ahmad         | (Associate Dean, H-9 Campus, Islamabad)                   |
| 9. Dr. Aitzaz Ahmad         | (Associate Dean, H-9 Campus, Islamabad)                   |
| 10. Dr. Tahir Ejaz          | (Associate Dean, Chak-Shahzad Campus, Islamabad)          |
| 11. Dr. Imtiaz Arif         | (Campus Director, Gulshan Campus)                         |
| 12. Dr. Syed Ali Raza       | (Campus Director, North Campus)                           |
| 13. Dr. Athar Iqbal         | (Campus Director, Malir (Airport) Campus)                 |
| 14. Ms. Neha Asim           | (Director, Asian Institute of Fashion Design - AIFD)      |
| 15. Dr. Muhammad Zubair     | (Associate Dean, North Campus)                            |
| 16. Dr. Imran               | (HoD, Department of Pharmacy, North Campus)               |
| 17. Dr. Muhammad Irfan Anis | (HoD, Dept. of Electrical Engineering, FEST)              |
| 18. Dr. Aarij M. Hussan     | (HoD, Dept. of Computer Science, Malir (Airport) Campus)  |
| 19. Dr. Salima Barkat       | (HoD, Dept. of Psychology, FHS)                           |
| 20. Dr. Muhammad Ayub Maher | (Professor)   |
| 21. Dr. Asif Shamim         | (Professor)   |
| 22. Dr. Waqar Ahmed         | (Professor)   |
| 23. Dr. Shahnawaz Adil      | (Director Academics, Adv. Studies & Research)             |
| 24. Dr. Sameer Qazi         | (Director ORIC)   |
| 25. Mr. Muhammad Yousaf     | (Director Quality Enhancement Cell)                       |
| 26. Syed Taha bin Hasan     | (Head, Admissions & SEU)                                  |
| 27. Ms. Dania Ahmed         | (Head, IRC)   |
| 28. Mr. Aseem Majid Rizvi   | (Registrar / Secretary)                                   |



**Agenda Item # AC 48-3:**

**To approve the IU Student Grievance Policy and constitution of Grievance Committee**

**Agenda Item # AC 48-3.1:**

**Approval of IU Student Grievance Policy:**

In compliance with item 6.2(i), Page#17 of HEC Graduate Education Policy 2023 and item-f of SHEC letter # DD(ACAD.) SHEC/EDU-POLICY/2024 dated April 29, 2024, an extensive ‘Student Grievance Redressal Policy’ is composed along with constitution of ‘Grievance Redressal Committee’ to deal with academic matters only.

The Registrar presented the IU student Grievance Policy to the members of the August Council. The Salient features were briefed, that includes. grievance pertains to any expressed concern, issue, or dissatisfaction raised by the student(s) regarding their studies, university environment, and their expectations from the university and its management.

He added that, the University is obligated to ensure a safe, conducive teaching / learning environment and uphold respect, among other responsibilities. The main purpose of the IU student Grievance Policy is to provide a formal procedure for students to address complaints or grievances related to academic, administrative, or interpersonal issues within the university community.

Dean FHS inquired about the mechanism of resolutions against grievance application, and in response, the Registrar explained the complete mechanism of the proposed policy. He added that, all the matters shall be resolved within the fixed time limit without unnecessary delays.

**The August Council is requested to approve the IU Student Grievance Policy.**

**Resolution # AC 48-3.1:**

*The Council approved the IU Student Grievance Policy.*

**Agenda Item # AC 48-3.2:**

**Approval of IU Student Grievance Committee Constitution.**

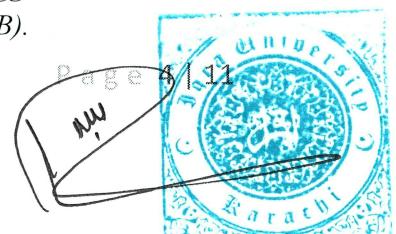
The Registrar presented the committee structure designed in light of the Sindh Higher Education Commission which requires 2/3<sup>rd</sup> representation of student’s body. The Composition of committees for undergraduate, graduate and post graduate level students were briefed.

Regarding students’ representatives, the worthy Vice Chancellor, Dr. Nassar Ikram informed the members about the constitution of IU Student Representation Body (SRB) across all the campuses. All the nominations of students’ representatives for the grievance committee shall be taken from the SRB, to ensure the selection on the approved criteria.

**The August Council is requested to approve the IU Student Grievance Committee Constitution**

**Resolution # AC 48-3.2:**

*The Council approved the IU Student Grievance Committee composition and suggested to nominate the student representatives from the approved IU Student Representative Body (SRB).*



**Annexure#48-3****IQRA University Grievance Policy**

1. **Grievance Definition:** A student grievance pertains to any expressed concern, issue, or dissatisfaction raised by the student(s) regarding their studies, university environment, and their expectations from the university and its management. The University is obligated to ensure a safe, conducive teaching / learning environment and uphold respect, among other responsibilities.
2. **Purpose:** The main purpose of the IU Grievance Policy is to provide a formal procedure for students to address complaints or grievances related to academic, administrative, or interpersonal issues within the university community. These policies typically outline the steps that individuals should take when they have a concern or complaint, including 'who to contact', 'how to file a grievance', and the process for resolution. The aim is to ensure fairness, transparency, and accountability in addressing grievances and maintaining a positive and supportive learning and working environment within the university.
3. **Scope:** This policy is designed to be comprehensive, addressing a wide range of issues that may impact the well-being and success of students within the university environment. It pertains solely to grievances related to actions directly affecting the grievant by the respondent, or conduct specifically targeted at the grievant by the respondent. It is not intended to contest University-wide policies and procedures. The scope of this policy includes:

***Academic matters:*** Grievances related to grades, academic integrity, course content, and academic policies and procedures.

***Administrative issues:*** Grievances related to administrative decisions, such as financial aid, disciplinary actions, etc.

***Discrimination:*** Grievances related to discrimination or retaliation based on protected characteristics such as race, age, gender, disability, genetic information, creed, religion, pregnancy and pregnancy-related conditions, or other protected status.

***Interpersonal conflicts:*** Grievances related to conflicts or disputes between individuals within the university fraternity.

**Other concerns:** Grievance policies may also cover other types of concerns or complaints not specifically listed above, as long as they are relevant to the university community and its mission.

**Note:** The policy shall not be applicable on issues that have been collectively agreed upon with the University's senior management and council members. Grievances related to sexual harassment are not covered under this policy. Such complaints will be investigated following the guidelines outlined in the HEC Policy on Sexual Harassment and processed under the University's Sexual Harassment Policy issued vide Notification No. Reg. Off/Notification/2024/27 dated March 25, 2024

#### 4. Key Functions:

- a) To conduct comprehensive investigations into all written complaints received by the IU Grievance Committee.
- b) To guarantee fair investigations and prompt resolution of complaints.
- c) To offer recommendations to the Competent Authority.
- d) The policy encompasses the following categories of grievances:

##### **Academic:**

Academic matters, such as academic decisions, content or structure of courses, teaching quality, research supervision, intellectual property, plagiarism and cheating.

- Administrative matters, such as policies, procedures, decisions and access to required resources.
- Intimidation by other students or staff members.
- Collective complaints by a few students with a similar issue.

##### **Non-Academic:**

Non-academic grievances may include:

- Administrative matters, such as policies, procedures, decisions and access to required resources.
- Intimidation by other students or staff members.
- Collective complaints by a number of students with a similar issue

##### e) This policy is underpinned by the following principles:

- i) The grievance procedure does not replace regular dialogue with the concerned individuals. You should try to settle most concerns by speaking with your concerned university officials.

- ii) All students, part of the process will be treated appropriately and with decency and respect. Everyone has the right to be heard and to express their opinions.
- iii) The goal is to settle issues as swiftly as possible while preserving congenial relationships, instead of blaming and penalizing people in the first place. Throughout the process, one would be urged to find a solution without escalation to the official phases.
- iv) The process will be maintained as private and confidential as possible, and information regarding a case will be shared only with individuals who are directly engaged or impacted. This implies that one must not discuss the processes with anybody else at the University except those assigned to handle one's grievance and one's designated companion or confidante.
- v) The individuals appointed to investigate or evaluate grievances will have the necessary background or training to adequately assess issues, particularly where interpersonal conflicts or possible discrimination or harassment are involved.
- vi) If the complaint pertains to another University policy, one must pursue the entire procedure prescribed in that particular policy, including the appeal. This implies that one will not be able to file a complaint if there is an appeal mechanism available, for instance, grade appeal policy.

## 5. Protection Against Adverse Reaction

The University is obligated to ensure that a complainant will not suffer any negative consequences or be victimized in any other way because they provided information or aid during an investigation in accordance with the policy.

## 6. Grievance Resolution Process

**A. Informal Resolution:** The aim of informal resolutions is to address conflicts between individual members of the university community without the need for a formal grievance process. Members of the University community are encouraged to make sincere and reasonable attempts to resolve disputes directly, promptly, and informally.

Students may follow the informal procedure:

- i) Discuss the matter with a senior faculty member.
- ii) If a resolution is not achieved, the grievant may discuss the grievance with the faculty HoD / Director Student Affairs or

Head of Student Engagement Unit or Dean/Associate Dean by seeking an appointment for an informal discussion.

- iii) If a resolution is still not achieved, the student may submit the grievance application formally to the University Grievance Committee in writing (refer Annexure -A).

The student's grievance application must include the following information:

- Student's name and registration number
- Student's phone number
- Semester in which the grievance event occurred
- The course number and schedule
- The instructor's name
- Detailed statement explaining the grievance
- Any other information needed to explain the lodging of the grievance.

Students may submit their applications via e-mail at [complain.students@iqra.edu.pk](mailto:complain.students@iqra.edu.pk) - using a format (refer Annexure A).

Alternatively, a written application may be submitted to the Head of Student Engagement Unit (SEU)/Director Student Affairs.

## **B. Formal Grievance Process**

The preferred approach for resolving conflicts is through informal means. However, there are instances where informal resolution is not feasible. Should informal resolution fail to achieve a satisfactory outcome, the grievant may proceed to initiate the formal grievance process through a written application through Campus director/Dean of the concerned faculty. The Registrar's Office shall be responsible to handle all such grievance applications for presentation to IU Grievance Committee.

- a) Iqra University Grievance Committee (IUGC)

To assist in the formal resolution of grievances, the University shall constitute a Grievance Committee comprising of the following members under the approval of the President/ Vice Chancellor:

For cases related with undergraduate programs:

Head of the Department	Chair
On senior faculty members	Member
Student representatives*	Members
Director QEC /Nominee	Member/Secretary

For cases related with graduate programs:

Campus Director	Chair
Director Academics, Advance Studies, & Research	Member
One senior faculty member	Member
Student representatives*	Members
Registrar /Nominee	Member/Secretary

For cases related with post-graduate programs:

Dean /Nominee	Chair
Director (AASR) /Nominee	Member
Director QEC	Member
One senior faculty member	Member
Student representatives*	Members
Registrar /Nominee	Member/Secretary

\* Two-third representation from student body shall be included.

### Committee Procedures

- i) **Statement of Allegations:** The formal grievance process is instigated when the grievant presents a statement of allegations to the Chair of the Committee. This statement shall (1) specify the individual(s) implicated in the grievance (referred to as the "respondent(s)"); (2) provide a comprehensive account of the factual grounds for the grievance; (3) detail the sincere and reasonable attempts made by the grievant to resolve the issue informally; and (4) outline the remedy or redress sought by the grievant. The grievant's signature is required on the statement of allegations.
- ii) **Answer:** The Chair will expeditiously furnish the respondent with a copy of the grievant's statement of allegations. The respondent must submit a response to the Chair within seven (7) calendar days of receiving the statement of allegations. The Chair may grant an extension for submitting a response, not exceeding an additional fourteen (14) calendar days, unless agreed upon by the grievant or in exceptional circumstances. Upon receipt

of the respondent's answer, the Chair will promptly supply the grievant with a copy of the response.

- iii) **Hearing Determination:** The Committee will convene a 'Hearing' expeditiously (typically within fourteen (14) calendar days) after receiving a response to decide whether a Hearing is necessary.

Hearing is unnecessary if the Committee finds: (1) the grievance falls outside the scope of this policy; or (2) there has been a lack of sincere and reasonable attempts to resolve the matter informally.

If the Committee concludes that no Hearing is required, it will promptly (usually within seven (7) calendar days of the decision) notify the grievant and the respondent, providing a brief written explanation. Otherwise, if a Hearing is deemed necessary, the Committee will promptly (typically within twenty-one (21) calendar days of the decision) arrange for one.

- iv) **Notice of Hearing:** The grievant and respondent shall be notified of the time, date, and place of the Hearing at their last known address available in the University. The notice of the Hearing date shall be given at least ten (10) calendar days before the scheduled Hearing date, unless the Committee, the grievant, and the respondent otherwise agree.

v) **Hearing Procedure:**

- **Attendance:** Attendance at the full Hearing is limited to members of the Grievance Committee, the grievant, and the respondent. Other witnesses may only be present while providing testimony. The committee member(s) will disqualify themselves if they believe they cannot act impartially. Any objections to the participation of specific Committee members must be submitted in writing to the Committee Chair before the Hearing, with the Chair's decision being final and binding. The grievant and respondent may each request one Committee member to be excused from participating in resolving the grievance. If there are multiple grievants or respondents, they may collectively designate one Committee member to be excused, provided they reach an agreement. If there is disagreement, they forfeit this right. Written notice must be provided in advance to the Chair regarding Committee members to be excused.

As the grievance process is an internal procedure, legal representation is prohibited during any part of the Hearing.

- **Recording of Proceedings:** Upon request from any party, the Hearing will be recorded. The Committee Chair will maintain through its Secretary, a written record of all Committee actions regarding a particular grievance, available to parties upon request. Individual Committee members' votes will remain confidential.
  - **Decorum:** Professional decorum is expected during the Hearing. The Chair has the authority to exclude anyone failing to maintain proper conduct.
  - **Quorum:** The quorum shall be one half of the total number of members, excluding those disqualified or excused.
  - **Evidence:** Both parties can present evidence and examine witnesses. The Committee may allow hearsay testimony but reserves the right to exclude irrelevant or repetitious evidence. Witness questioning may be limited by the Committee.
  - **Failure to Appear:** The Hearing will proceed even if one party fails to appear, although the Committee may choose to cancel if neither party attends.
  - **Order of Presentation:** The grievant presents first, followed by the respondent.
  - **Questioning:** Both parties have the opportunity to rebut evidence and cross-examine witnesses. Committee members may also question both parties and witnesses.
- vi) **Committee Recommendation:** After the Hearing, the Committee will privately vote on whether to sustain the grievance based on the evidence presented. The recommendation is determined by a simple majority of present Committee members.
- vii) **Remedy:** If the grievance is sustained, the Committee will discuss and recommend appropriate remedies, decided by a simple majority vote of present Committee members.
- viii) **Report of Recommendations:** The Chair shall draft a written report outlining the Committee's recommendations, subject to review and approval by participating Committee members. These recommendations shall be communicated to the University Vice Chancellor through the Registrar's Office, and shared with both the grievant and respondent.
7. **Determination of Grievance:** The Vice Chancellor shall render the ultimate decision on the grievance, which may entail acceptance or rejection of the Committee's recommendations. The Vice Chancellor's decision shall be conveyed

to both parties within fourteen (14) calendar days of receipt of the Committee's report.

8. **Implementation:** The intent of this policy is to facilitate the internal resolution of grievances within the University community. Participants in the process are expected to sincerely endeavour to adhere to the procedures outlined herein. Nevertheless, there may be instances where participants inadvertently deviate from these procedures. In such cases, if the error is promptly reported to the Chair of the IU Grievance Committee, the University will attempt to rectify it to the extent feasible. However, any such errors in complying with the policy's requirements shall not, under any circumstances, serve as grounds for legal action against the University or participants involved in the process.

## 9. Confidentiality

All such complaints will be handled sensitively and confidentially by the University. The person's name shall be kept private, if at all feasible, and as long as doing so won't obstruct or jeopardize any investigations. The disclosure maker may be required to provide a statement as part of the evidence needed, either as part of the University's investigations or any subsequent external investigations (for instance, if the disclosure prompts criminal investigations). The investigation process may reveal the source of the information.

## 10. Wrongful Allegation

Any individual who makes an unsubstantiated allegation while acting in the public interest requires a reasonable belief that the information disclosed demonstrates one of the potential concerns described in the Policy's Scope. If this is the case, no action will be taken against the student. If someone is found to have made malicious or vexatious accusations in a particular situation, disciplinary action may be taken against them in line with the relevant Disciplinary Procedure of the University.

**Annexure A****Students Grievance Complaint Form**

Name: \_\_\_\_\_ IU ID # \_\_\_\_\_

Department: \_\_\_\_\_ Semester \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Cell No. : \_\_\_\_\_

Email: \_\_\_\_\_ Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Type of Grievance (Check all that apply):

 Non-Academic       Academic       Discrimination

Please provide the information requested below. Limit your response to no more than 2 pages.

- Please set out the details of your complaint (providing as much fact-based detail as possible, particularly dates, times, locations and the identities of those involved).
- Identify the person(s) against whom the grievance is brought.
- Provide the names and contact details of any people involved in your complaint, including witnesses.
- Detail any attempt made to resolve your concerns informally and/or outline why you do not think informal resolution is possible or appropriate in this particular matter.
- Outline what outcome(s) you are reasonably seeking by submitting this formal grievance.

I confirm that the statements submitted by me are true to the best of my knowledge, information and belief.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

(Name and Signature)

# IU Admission Policy 2024

Ref. Reg.Off/Notification/2024/80

July 10, 2024

## **NOTIFICATION**

This is to notify that the **IU Admissions Policy 2024**, which was approved against **Agenda Item# AC49-2** of the **49<sup>th</sup> Academic Council Meeting** held on **July 10, 2024**, is applicable with immediate effect across all campus.

This notification is issued with the approval of the Competent Authority.



**Aseem Majid Rizvi**  
**Registrar**

Cc:

- The Vice Chancellor
- All Deans
- All Campus Directors
- Director QEC
- Director of Academic, Advanced Studies and Research
- Director, ORIC
- Head of SEU and Admissions

Minutes of the 49<sup>th</sup> Meeting of the Academic Council

**I Q R A IU**  
**UNIVERSITY**  
**MINUTES OF THE 49<sup>TH</sup> MEETING OF THE**  
**ACADEMIC COUNCIL OF IQRA UNIVERSITY**

The 49<sup>th</sup> meeting of the Academic Council of IQRA University was held on July 10, 2024 at IQRA University, Main Campus. The following members attended the meeting:

- |                              |  |
|------------------------------|--|
| 1. Prof. Dr. Nassar Ikram    | (Vice Chancellor / Chairman)                               |
| 2. Mr. Shahid Nazeer Baloch  | (Dy. Secretary, University & Boards Dept., Govt. of Sindh) |
| 3. Prof. Dr. Zeba Haque      | (Principal, DOW International Medical College)             |
| 4. Dr. Muhammad Zaki Rashdi  | (Dean Faculty of Business Administration - FBA)            |
| 5. Dr. Arshad Aziz           | (Dean Faculty of Engineering Sciences & Tech. - FEST)      |
| 6. Dr. Anjum Bano Kazmi      | (Dean Faculty of Arts, Design, Edu. & Social Sc.- FADESS)  |
| 7. Dr. Muhammad Masroor      | (Dean Faculty of Health Sciences - FHS)                    |
| 8. Dr. Saira Azhar           | (Dean Faculty of Pharmacy - FP)                            |
| 9. Dr. Ayub Siddiqui         | (Associate Dean, H-9 Campus, Islamabad)                    |
| 10. Dr. Nadeem Ahmad         | (Associate Dean, H-9 Campus, Islamabad)                    |
| 11. Dr. Tahir Ejaz           | (Associate Dean, Chak-Shahzad Campus, Islamabad)           |
| 12. Dr. Imtiaz Arif          | (Campus Director, Gulshan Campus)                          |
| 13. Dr. Syed Ali Raza        | (Campus Director, North Campus)                            |
| 14. Dr. Athar Iqbal          | (Campus Director, Malir (Airport) Campus)                  |
| 15. Ms. Neha Malik           | (Director, Asian Institute of Fashion Design - AIFD)       |
| 16. Dr. Muhammad Zubair      |  |
| 17. Dr. Muhammad Imran       |  |
| 18. Dr. Muhammad Irfan Anis  |  |
| 19. Dr. Aarij M. Hussan      |  |
| 20. Dr. Waqar Ahmed          |  |
| 21. Dr. Tooba Mehfuzz        |  |
| 22. Dr. Kishwar Sultana      |  |
| 23. Dr. Saleema Ahsan Tejani |  |
| 24. Dr. Muhammad Irfan       |  |
| 25. Dr. Imtiaz Hussain       |  |
| 26. Dr. Rafat Murad          |  |
| 27. Dr. Noman Islam          |  |
| 28. Dr. Razia Muhammad Fakir |  |
| 29. Dr. Mansoor Ebrahim      |  |
| 30. Dr. Saad Saleem          |  |
| 31. Mr. Rashid Akhbar        |  |
| 32. Dr. Shahnawaz Adil       | (Director Academics, Adv. Studies & Research)              |
| 33. Mr. M. Zuhair Siddiqui   | (Controller of Examinations)                               |
| 34. Dr. Sameer Qazi          | (Director ORIC)  |
| 35. Mr. Muhammad Yousaf      | (Director Quality Enhancement Cell)                        |
| 36. Syed Taha bin Hasan      | (Head, Admissions & SEU)                                   |
| 37. Ms. Dania Ahmed          | (Head, IRC)  |
| 38. Mr. Aseem Majid Rizvi    | (Registrar / Secretary)                                    |



Minutes of the 49<sup>th</sup> Meeting of the Academic Council

Meeting started with the recitation from The Holy Quran.

**Proceedings:**

- I. The quorum being complete, Dr. Nassar Ikram welcomed Mr. Shahid Nazeer, Deputy Secretary, Department of University & Boards, Government of Sindh, Prof. Dr. Zeba Haque, Principal, DOW International Medical College, and all other distinguished participants and commenced the meeting. He also welcomed the new members—Dr. Saira Azhar, Dean faculty of Pharmacy and Mr. Zuhair Siddiqui, Controller of Examinations. The Registrar was then asked to give briefing about the agenda of the meeting.

**Agenda Item #AC 49-1**

***Approval of the Minutes of the 48<sup>th</sup> Meeting of the Academic Council.***

The minutes of the 48<sup>th</sup> meeting of the Academic Council which was held on May 10, 2024 at IQRA University, Karachi Campus were circulated among the members of the Board.

**The August Council was requested to approve the Minutes of the 48<sup>th</sup> Academic Council.**

**Resolution # AC 49-1:**

*Since no query, request for rectification, and/or suggestion received, Dr. Anjum Bano Kazimi proposed the approval of the previous meeting minutes. She was seconded by Dr. Muhammad Masroor. The Academic Council unanimously approved the minutes of the 48<sup>th</sup> meeting of Academic Council held on May 10, 2024.*

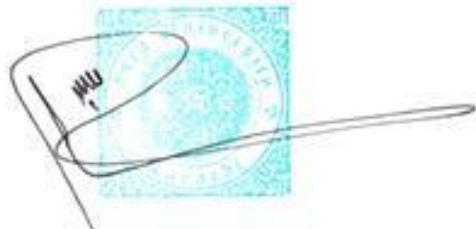
**Agenda Item # AC 49-2**

***Approve of the IU Admissions Policy 2024***

The Registrar briefed the august members of the council about the salient features of the proposed IU Admissions Policy 2024. He added that, Iqra University invites applications for admission in its various undergraduate and post graduate programs twice a year, in Spring and Fall Semesters. However, admissions in certain programs are on annual basis as authorized by the relevant accreditation bodies of the program. The accreditation bodies/councils set their own standards for admissions in the programs governed by them. The existing policy available against Serial#6, Section E. pp 117-123 of the Code Book 2020 is void of current criterion changes.

Dr. Nassar Ikram enlightened the background of the proposed policy in general to all members and specifically to Mr. Shahid Nazeer Baloch and Prof. Dr. Zeba Haque about the changes in the admission's criteria by the accreditation / regulatory bodies in the recent years. The efforts of Iqra University for aligning the policy to meet the requirements was appreciated.

**The August Council was requested to approve the IU Admissions Policy 2024.**



IQRA UNIVERSITY ADMISSION POLICY  
VERSION 1.1



Iqra University.

**Shaheed-e-Millat Rd, Phase 2 Defense View Housing Society, Karachi, Karachi  
City, Sindh**

## Introduction

Iqra University stands as a beacon of academic excellence, innovation, and cultural enrichment in Pakistan's educational landscape. IU has been chartered by the Government of Sindh via ordinance VI of 2000 and recognized by the Higher Education Commission. IU has emerged as a leading institution dedicated to nurturing intellectual curiosity, fostering creativity, and instilling a passion for lifelong learning among its students. IU believes in the transformative power of education to shape future leaders who will drive positive change in society. With a commitment to academic rigor, ethical values, and global perspectives, we strive to empower our students to become critical thinkers, effective communicators, and compassionate individuals prepared to tackle the challenges of a rapidly evolving world. IU offers a diverse range of undergraduate, graduate, and doctoral programs across various disciplines, including Business Administration, Computer Science, Engineering, Social Sciences, Media Studies, Pharmacy, and more. IU faculty comprises experienced academics, industry experts, and thought leaders who are dedicated to delivering quality education and nurturing the talents of our students.

## Admission Requirements and Process

Iqra University invites applications for admission in its various undergraduate and post graduate programs twice a year, in Spring and Fall Semesters. However, admissions in certain programs is on annual basis as authorized by the relevant accreditation body of the program. Highlights of the requirements and process are as follows:

- a. The admissions requirements of various programs under the Faculties at IU differ on account of requirements and criteria set by the accreditation bodies.
- b. The process of admissions commences with the initiation of an email from Admissions Office of the campus to the HoDs offering programs in their respective departments to provide the available seats for the new admissions cycle.
- c. The HoDs respond to the admission office with the available number of seats in the specific program based on the following factors, but not limited to:
  - i. The number of seats authorized by the accreditation body (if any).
  - ii. The number of faculty to keep the student-teacher ratio (STR) at the optimal level.
  - iii. The availability of infrastructure and required space (i.e class rooms, labs, lounges, and other students' spaces etc.)
  - iv. Number of students graduating / passing out in that semester.
- d. Upon receipt of data about available number of seats for each program, the admission office sets the target in the Admission Portal and starts entertaining the applications.
- e. The applications received are vetted against the admission criteria for each program and only those candidates who meet the criteria are entertained for forms submission.
- f. After the forms' submission, the process of entry test and interviews (where required) is followed in accordance with the specific requirements of these programs.
- g. Finally, the merit list is prepared and uploaded on the portal for the information of applicants.

## Faculty of Business Administration

### **1: Associate Degree Program (ADP)**

Eligibility Criteria:

- a. Passing marks in Intermediate (HSSC) or equivalent (IBCC equivalence is required)
- b. IU Admission Test is required

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

### **2: Undergraduate Programs**

Eligibility Criteria:

- a. Minimum 45% marks in Intermediate or equivalent (IBCC equivalence is required)
- b. IU Admission Test is required

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

***Test Pattern for ADP and Undergraduate level programs:***

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

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

Matric Score	Intermediate Marks	IU Admission Test	Interviews
<b>10%</b>	<b>10%</b>	<b>50%</b>	<b>30%</b>

### **3: Graduate Programs (MBA / MS / M.Phil.)**

Eligibility Criteria:

A prospective applicant to MBA / MS /M.Phil. program must have:

- a. 16 years of schooling or 4 years of education in a relevant field after HSSC/FA
- b. Four-year relevant Bachelor's degree will be required for admission in MBA / MS / M.Phil. programs.
- c. Candidates for MBA / MS / M.Phil. programs are required to pass the IU Admission Test with a 50% score or the GRE / HAT General/equivalent test with passing score of 50% followed by an interview by the Graduate Admission Committee.
- d. The admission criterion CGPA for MS/M.Phil. programs is minimum 2.00 / 4.00 or 50% marks if the qualifying degree is earned from an annual system.
- e. Fulfilled the minimum criteria of HEC for admission in MBA / MS / M.Phil. programs.
- f. Meet the specific eligibility criteria of the program applied
- g. In case of an equivalent foreign qualification, an equivalence certificate from the Higher Education Commission (HEC) is mandatory

- h. In case the foreign degree / transcript is in any language other than English or Urdu, an officially translated copy of the degree/transcript is mandatory along with an equivalence certificate from the concerned authority
- i. An officially translated copy is the one verified by the degree awarding institution, respective foreign ministry or an authorized public notary

All applicants of graduate programs are required to pass the IU Graduate Admission Test with a minimum 50% score for MBA / MS / M. Phil.

Following is the pattern of the Admission Test of all MBA / MPhil / MS programs:

#### **MBA / MS / MPhil (After Business Degree)**

Subject	No. of Questions	Weightage	Approx. Time
<b>English</b>	<b>40</b>	<b>40%</b>	<b>40 Minutes</b>
<b>Analytical Skills &amp; Reasoning</b>	<b>20</b>	<b>20%</b>	<b>60 Minutes</b>
<b>Subject Knowledge</b>	<b>40</b>	<b>40%</b>	<b>30 Minutes</b>
<b>Total</b>	<b>100</b>	<b>100%</b>	<b>120 Minutes</b>

#### **MBA / MS / MPhil (After Non-Business Degree)**

Subject	No. of Questions	Weightage	Approx. Time
<b>English</b>	<b>60</b>	<b>60%</b>	<b>50 Minutes</b>
<b>Analytical Skills &amp; Reasoning</b>	<b>40</b>	<b>40%</b>	<b>70 Minutes</b>
<b>Total</b>	<b>100</b>	<b>100%</b>	<b>120 Minutes</b>

Candidates for MBA / MS / M.Phil. programs are required to pass the IU Admission Test or the GRE / HAT General / equivalent test with a passing score of 50% followed by an interview by the Graduate Admission Committee. After securing the minimum marks in the Admission Test following weightage is used for merit list development.

Admission Test Percentage Requirement (HEC & IU)	Weightage of Previous Academics (Bachelors)	Weightage of Admission Test	Weightage of the Interview
<b>50%</b>	<b>20%</b>	<b>50%</b>	<b>30%</b>

#### **4: Post Graduate Program (PhD)**

Eligibility Criteria:

A prospective applicant to a PhD program must have completed the following requirements:

- a. Must have completed 18 years qualification (i.e., MBA / MS / MPhil or equivalent degree) from HEC recognized University.
- b. Earned minimum CGPA of 3.00 on a scale of 4.00
- c. Completed at least 24 credit hours of course work and 6 credit hours of research (thesis / industry project) i.e., minimum 30 credit hours in Master's degree program.
- d. Passed GRE / HAT Subject by HEC with a minimum passing score of 60%. OR passed the University Admission test with a score of minimum 70%.
- e. As part of the application for admission to PhD programs, applicants shall be required to submit a statement of purpose, which shall form an integral part of the application.
- f. The admissions committee shall use the information provided to ascertain the preparedness and interest of the candidate in pursuing doctoral studies
- g. The statement of purpose shall, at least, include the following:
  - i. Title of the potential research proposal to be undertaken in PhD Dissertation

- ii. Clear articulation of the current understanding of the intended field and ideas for potential research with proper literature and references.
- iii. Explanation of the intended impact of the proposed research
- iv. The prospective candidates shall demonstrate passion and enthusiasm for the area of research  
Submitted the synopsis in the relevant field of business administration.
- v. In case the foreign degree/transcript is in any language other than English or Urdu, an officially translated copy of the degree/transcript is mandatory along with an equivalence certificate from the concerned authority.
- vi. An officially translated copy is the one verified by the degree awarding institution, the respective foreign ministry, or an authorized public notary.

**IU Admission Test (After Business Degree only)**

<b>Knowledge Area</b>	<b>No. of Questions</b>	<b>Weightage</b>	<b>Approx. Time</b>
<b>English Proficiency</b>	<b>40</b>	<b>40%</b>	<b>40 Minutes</b>
<b>Analytical Skills &amp; Reasoning</b>	<b>20</b>	<b>20%</b>	<b>40 Minutes</b>
<b>Business (Domain) Knowledge</b>	<b>40</b>	<b>40%</b>	<b>40 Minutes</b>
<b>Total</b>	<b>100</b>	<b>100%</b>	<b>120 Minutes</b>

The graduate committee comprising the following members will conduct the interview of the candidate for the suitability of the PhD Program.

- Dean
- HOD / Director MPhil and PhD Program
- One Senior Professor
- Director Academics, Advanced Studies and Research (DAASR)
- Industry Representative

The RAC / graduate committee will ascertain the suitability and relevance of the student based on availability of Supervisor.

## Faculty of Engineering, Science & Technology

### **1: Associate Degree Program (ADP)**

Eligibility Criteria:

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

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

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

***Test Pattern for ADP:***

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

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

Matric Score	Intermediate Marks	IU Admission Test
<b>10%</b>	<b>15%</b>	<b>75%</b>

### **2: Undergraduate Programs (NCEAC Programs)**

Eligibility Criteria:

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

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

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

***Test Pattern:***

Subject	No. of Questions	Weightage	Approx. Time
<b>English</b>	40	33%	40 Minutes
<b>Analytical Section</b>	20	17%	20 Minutes

<b>Mathematics / Critical Thinking</b>	45	38%	45 Minutes
<b>Physics / General Knowledge</b>	15	12%	15 Minutes
<b>Total</b>	120	100%	120 Minutes

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

<b>Matric Score</b>	<b>Intermediate Marks</b>	<b>IU Admission Test</b>
<b>10%</b>	<b>15%</b>	<b>75%</b>

### **3: Undergraduate Programs (Non NCEAC Programs)**

Eligibility Criteria:

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

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

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

**Test Pattern:**

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

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

<b>Matric Score</b>	<b>Intermediate Marks</b>	<b>IU Admission Test</b>
<b>10%</b>	<b>15%</b>	<b>75%</b>

### **4: Undergraduate Programs (PEC Programs)**

Eligibility Criteria:

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

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

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

- a. After successful completion of IU 8 weeks condensed program to compensate for deficiency courses viz, Mathematics.
- b. Followed by qualifying the separate IU admission Test/NTS/ETEA or any other test prescribed by the Pakistan Engineering Council.
- c. Only 40% seats of allowable intake will be reserved for pre-medical students.

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

#### **Test Pattern:**

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

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

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

## **5: Graduate Programs (MS / M.Phil.)**

Eligibility Criteria:

Basic Academic Qualification:

- a. Sixteen years of relevant schooling or 4-year computing education after HSSC or Equivalent in relevant discipline is required for admission in the MS programs with 2.0 CGPA on a scale of 4.0 / 2<sup>nd</sup> division in annual system.

Intradisciplinary<sup>1</sup> Qualifications:

- a. The intradisciplinary admission will only be allowed, if:
  1. The applicant has a strong interest in pursuing an MS/MPhil/equivalent degree in a different discipline.
  2. Candidate must take 6-9 CH of deficiency courses of level 6.
  3. The admission committee is satisfied that the applicant's knowledge of primary area (level 6) has sufficiently prepared him or her to undertake the course of studies of the MS/MPhil/ equivalent program (or, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

**Merit Criteria:** 50% passing score in IU MS admission test **OR** GRE/HAT General/Equivalent tests<sup>2</sup>, with a passing score of 50%.

<sup>1</sup>Intradisciplinary refers to sub-disciplines occurring within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013).

<sup>2</sup>In case the GRE-Subject test for a specific field/discipline is not available/conducted in Pakistan

## **6: Post Graduate Programs (PhD)**

Eligibility Criteria:

Basic Qualification:

- a. MS/MPhil/equivalent degree in relevant area with a minimum CGPA of 3.0 (out of 4.0 in the semester system) or 60% (in the annual system) in the MS/MPhil/equivalent degree being considered for admission, is required.
  - If the CGPA/ Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.
  - The students having CGPA below 3.00 (out of 4.0 in the semester system) or 60% marks (in the annual system) in the most recent degree obtained, are also eligible for admission in PhD program after studying additional courses of 9-12 CH of level 7 taking a zero semester and score minimum 3.00 out of 4.00 GPA.

Intra-disciplinary<sup>3</sup> Qualifications:

- a. IU allow intradisciplinary admissions if:
  1. The applicant has a strong interest in pursuing a PhD in a relevant discipline.
  2. The applicant has passed GRE-Subject/Equivalent Test<sup>4</sup> with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 7.
  3. The admission committee is satisfied that the applicant's knowledge of the primary area (level 7) has sufficiently prepared him or her to undertake the course of study of the doctoral program (or, in the opinion of the admissions committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

**Merit Criteria:** 60% passing score in IU PhD admission test **OR** GRE/HAT General/Equivalent tests<sup>4</sup>, with a passing score of 60%.

<sup>3</sup>Intra-disciplinary refers to sub-disciplines that occur within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013).

<sup>4</sup>In case the GRE-Subject test for a specific field/discipline is not available/conducted in Pakistan

## Faculty of Pharmacy

### **1: Undergraduate Program (Pharm.D.)**

Eligibility Criteria:

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

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

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

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

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

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

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

- Dean of the Faculty
- Head of the Teaching Department
- Two Faculty members

### **2: Graduate Program (M.Phil.)**

Eligibility Criteria:

- a. Pharm.D. with at least second division or CGPA 2.00 out of 4.00
- b. Minimum 60% marks in HSSC (pre-medical) or equivalent with Biology (IBCC equivalence is required)
- c. IU Admission Test (IUAT) is required

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

Last Terminal Degree	IU Admission Test
70%	30%

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

- Dean of the Faculty
- Head of the Teaching Department
- Two Faculty members

## Faculty of Arts, Design, Education & Social Sciences

### **1: Associate Degree Program (ADP)**

Eligibility Criteria:

- a. Passing marks in HSSC or DAE or equivalent (IBCC equivalence is required)
- b. IU Admission Test (IUAT) is required

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

***Test Pattern for ADP:***

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

***Test Pattern for Media related AD Programs:***

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

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

Interview	IU Admission Test
<b>40%</b>	<b>60%</b>

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

- Dean of the Faculty
- Head of the Teaching Department
- Two Faculty members

***Exit Pathways:*** The students who choose not to complete the degree program, including potential transfer options to other programs or qualifications earned upon program exit.

- a. Those who want to leave after completing 2 years / 4 Semesters, will be awarded an AD degree. The option of exit from the undergraduate/equivalent degree program with an Associate Degree is allowed in disciplines accredited under the councils i.e., NCEAC, NBEAC and NACTE.

### **2: Graduate Program (MS / M.Phil.)**

Qualifications required for the MS/M.Phil. program. The following details outline the admission procedures for the graduate programs

#### Eligibility Criteria:

- a. An applicant must have a minimum second division or 2.0 CGPA on a scale of 4.0. GAT-General with a minimum 50% or university aptitude test (IUAT) with a 60% cumulative score will be required.
- b. Applicants from recognized universities/degree awarding institution.
- c. Institutions which mention both division and CGPA on the Degree/Transcript must meet either of the two conditions.
- d. Potential candidates are required to submit their applications online through the admission portal.
- e. The admission department will shortlist candidates based on the specified eligibility criteria.
- f. The admission department will coordinate with the Examination department to schedule the admission tests for M.Phil. These tests will be conducted separately once in each semester.
- g. For M.Phil. applicants, a GAT general (paper-based) test will be conducted.
- h. For the M.Phil. program, a minimum of 60% marks is required to qualify for the interview.
- i. The examination department will be responsible for announcing the results of the tests and distributing GAT result cards to the concerned department.
- j. After passing the GAT test, M.Phil. Candidates undergo an interview, and admission is granted or denied based on the interview results.

#### **Test Pattern for Education and Social Sciences Degree Programs:**

Subject	No. of Questions	Weightage
<b>English / Verbal Reasoning</b>	60	50%
<b>Analytical Section</b>	40	33%
<b>Research Aptitude / Academic Proficiency</b>	20	17%
<b>Total</b>	120	100%

#### **Test Pattern for Fashion Design Degree Programs:**

Subject	No. of Questions	Weightage
<b>English</b>	48	40%
<b>General Knowledge</b>	12	10%
<b>Intelligence Quotient</b>	12	10%
<b>Drawing Test</b>	48	40
<b>Total</b>	120	100%

#### **Test Pattern for Media Studies Degree Programs:**

Subject	No. of Questions	Weightage
<b>English</b>	40	40%
<b>Analytical Skills &amp; Reasoning</b>	20	20%
<b>Subject Specific</b>	40	40%
<b>Total</b>	100	100%

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

Interview	IU Admission Test
<b>40%</b>	<b>60%</b>

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

- Dean of the Faculty
- Head of the Teaching Department
- Two Faculty members

### **3: Post Graduate Program (Ph.D.)**

Qualifications required for the Ph.D. program are as under:

Eligibility Criteria:

- a. MS/MPhil in the relevant field of study.
- b. Minimum CGPA should be 3.0 on a scale of 4.0
- c. NTS GAT (Subject) with a minimum 60% marks or GRE Subject Test conducted by the ETS with minimum 60% percentile Score or university aptitude test (IUAT) with a minimum 70% is required.
- d. The number of credit hours needed to be completed for the award of a degree will be according to the policies of the Higher Education Commission.
- e. Ph.D. potential candidates, upon passing the GAT subject test, will undergo a panel interview conducted by the doctoral committee. Admission will be granted upon satisfaction with the Doctoral Committee regarding the statement of purpose and students' commitment to the PhD program.

***Test Pattern for Education and Social Sciences:***

<b>Subject</b>	<b>No. of Questions</b>
<b>English / Verbal reasoning</b>	40
<b>Subject Based &amp; Analytical Reasoning</b>	60
<b>Total</b>	100

***Test Pattern for Media Studies:***

<b>Subject</b>	<b>No. of Questions</b>
<b>English</b>	40
<b>Analytical Skills &amp; Reasoning</b>	20
<b>Subject Knowledge (Media / Mass Communication)</b>	40
<b>Total</b>	100

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

<b>Interview</b>	<b>IU Admission Test</b>
<b>30%</b>	<b>70%</b>

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

- Dean of the Faculty
- Head of the Teaching Department
- Two Faculty members

## Faculty of Health Sciences

### **1: Associate Degree Program (ADP)**

Eligibility Criteria:

- a. Passing marks in HSSC or equivalent (IBCC equivalence is required)
- b. IU Admission Test (IUAT) is required

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

***Test Pattern for ADP:***

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

\*for Intermediate or equivalent in Arts and Commerce

### **2: Undergraduate Program (Microbiology / Psychology / Public Health)**

Eligibility Criteria:

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

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

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

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

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

Matric Score	Intermediate Marks	IU Admission Test
<b>10%</b>	<b>40%</b>	<b>50%</b>

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

- Dean of the Faculty
- Head of the Teaching Department
- Two Faculty members

### **3: Undergraduate Program (Nursing / HND / Food Sc. & Tech.)**

Eligibility Criteria:

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

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

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

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

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

Matric Score	Intermediate Marks	IU Admission Test
<b>10%</b>	<b>40%</b>	<b>50%</b>

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

- Dean of the Faculty
- Head of the Teaching Department
- Two Faculty members

### **4: Undergraduate Program (Post RN)**

Eligibility Criteria:

- a. Diploma in Nursing OR Diploma in Midwifery (any Post Basic Specialty for male in lieu of midwifery)
- b. 01 Year Clinical experience
- c. Valid PNC Registration
- d. IU Admission Test (IUAT) is required

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

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

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

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

<b>Matric Score</b>	<b>Intermediate Marks</b>	<b>IU Admission Test</b>
<b>10%</b>	<b>40%</b>	<b>50%</b>

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

- Dean of the Faculty
- Head of the Teaching Department
- Two Faculty members

#### **4: Undergraduate Program (Doctor of Physical Therapy – DPT)**

Eligibility Criteria:

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

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

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

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

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

<b>Matric Score</b>	<b>Intermediate Marks</b>	<b>IU Admission Test</b>
<b>10%</b>	<b>40%</b>	<b>50%</b>

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

- Dean of the Faculty
- Head of the Teaching Department
- Two Faculty members

## Faculty of Law

### **1: Undergraduate Programs**

Eligibility Criteria:

- a. Minimum 45% marks in HSSC or equivalent (IBCC equivalence is required)
- b. IU Admission Test is required

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

***Test Pattern:***

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

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

Matric Score	Intermediate Marks	IU Admission Test	Law Admission Test
<b>20%</b>	<b>50%</b>	<b>15%</b>	<b>15%</b>

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

- Dean of the Faculty
- Head of the Teaching Department
- Two Faculty members

# IU Examination Policy 2024

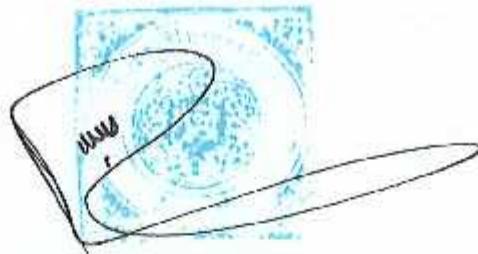
Ref. Reg.Off/Notification/2024/81

July 10, 2024

## **NOTIFICATION**

This is to notify that the **IU Examination Policy 2024**, which was approved against **Agenda Item# AC49-3** of the **49<sup>th</sup> Academic Council Meeting** held on **July 10, 2024**, is applicable with immediate effect across all campus.

This notification is issued with the approval of the Competent Authority.



**Aseem Majid Rizvi**  
**Registrar**

Cc:

- The Vice Chancellor
- All Deans
- All Campus Directors
- Director QEC
- Director of Academic, Advanced Studies and Research
- Director, ORIC
- Controller of Examinations

Minutes of the 49<sup>th</sup> Meeting of the Academic Council

**I Q R A IU**  
**UNIVERSITY**  
**MINUTES OF THE 49<sup>TH</sup> MEETING OF THE**  
**ACADEMIC COUNCIL OF IQRA UNIVERSITY**

The 49<sup>th</sup> meeting of the Academic Council of IQRA University was held on July 10, 2024 at IQRA University, Main Campus. The following members attended the meeting:

- |                              |  |
|------------------------------|--|
| 1. Prof. Dr. Nassar Ikram    | (Vice Chancellor / Chairman)                               |
| 2. Mr. Shahid Nazeer Baloch  | (Dy. Secretary, University & Boards Dept., Govt. of Sindh) |
| 3. Prof. Dr. Zeba Haque      | (Principal, DOW International Medical College)             |
| 4. Dr. Muhammad Zaki Rashdi  | (Dean Faculty of Business Administration - FBA)            |
| 5. Dr. Arshad Aziz           | (Dean Faculty of Engineering Sciences & Tech. - FEST)      |
| 6. Dr. Anjum Bano Kazmi      | (Dean Faculty of Arts, Design, Edu. & Social Sc.- FADESS)  |
| 7. Dr. Muhammad Masroor      | (Dean Faculty of Health Sciences - FHS)                    |
| 8. Dr. Saira Azhar           | (Dean Faculty of Pharmacy - FP)                            |
| 9. Dr. Ayub Siddiqui         | (Associate Dean, H-9 Campus, Islamabad)                    |
| 10. Dr. Nadeem Ahmad         | (Associate Dean, H-9 Campus, Islamabad)                    |
| 11. Dr. Tahir Ejaz           | (Associate Dean, Chak-Shahzad Campus, Islamabad)           |
| 12. Dr. Imtiaz Arif          | (Campus Director, Gulshan Campus)                          |
| 13. Dr. Syed Ali Raza        | (Campus Director, North Campus)                            |
| 14. Dr. Athar Iqbal          | (Campus Director, Malir (Airport) Campus)                  |
| 15. Ms. Neha Malik           | (Director, Asian Institute of Fashion Design - AIFD)       |
| 16. Dr. Muhammad Zubair      |  |
| 17. Dr. Muhammad Imran       |  |
| 18. Dr. Muhammad Irfan Anis  |  |
| 19. Dr. Aarij M. Hussan      |  |
| 20. Dr. Waqar Ahmed          |  |
| 21. Dr. Tooba Mehfuzz        |  |
| 22. Dr. Kishwar Sultana      |  |
| 23. Dr. Saleema Ahsan Tejani |  |
| 24. Dr. Muhammad Irfan       |  |
| 25. Dr. Imtiaz Hussain       |  |
| 26. Dr. Rafat Murad          |  |
| 27. Dr. Noman Islam          |  |
| 28. Dr. Razia Muhammad Fakir |  |
| 29. Dr. Mansoor Ebrahim      |  |
| 30. Dr. Saad Saleem          |  |
| 31. Mr. Rashid Akhbar        |  |
| 32. Dr. Shahnawaz Adil       | (Director Academics, Adv. Studies & Research)              |
| 33. Mr. M. Zuhair Siddiqui   | (Controller of Examinations)                               |
| 34. Dr. Sameer Qazi          | (Director ORIC)  |
| 35. Mr. Muhammad Yousaf      | (Director Quality Enhancement Cell)                        |
| 36. Syed Taha bin Hasan      | (Head, Admissions & SEU)                                   |
| 37. Ms. Dania Ahmed          | (Head, IRC)  |
| 38. Mr. Aseem Majid Rizvi    | (Registrar / Secretary)                                    |



Minutes of the 49<sup>th</sup> Meeting of the Academic Council**Resolution # AC 49-2:**

*The Council approved the IU Admissions Policy 2024 and lauded the efforts of all participating members who contributed in shaping the policy.*

**Agenda Item # AC 49-3*****Approval of IU Examination Policy 2024***

Mr. Rizvi presented the IU Examination Policy 2024 to the council. He explained that the existing Performance requirements, Grading System, and other examination related policies available against Serial#6, Section E, item-XX running in from pp.129-136 of the Code Book 2020 were approved sporadically. Mr. Rizvi also added that this revised policy is comprehensive and it encompasses almost all avenues related to examinations and meets the latest requirements of various accreditation councils.

**The August Council was requested to approve the IU Examination Policy 2024.**

**Resolution # AC 49-3:**

*The Council approved the IU Examination Policy 2024.*

**Agenda Item # AC 49-4*****Approval of the IU Occupational, Health and Safety Policy 2024***

The Registrar presented the IU Occupational, Health, and Safety Policy 2024 (OHS) to the council members. He enlightened the council regarding the fundamental need of OHS policy in accordance with the IEC, PEC, and other accrediting / regulating bodies recommendations. He also shared that the IQRA University recognizes the importance of implementing environment, health and safety practices to ensure a safe and healthy environment for all university community members.

**The August Council was requested to approve IU Occupational, Health and Safety Policy 2024.**

**Resolution # AC 49-4:**

*The Council approved the IU Occupational, Health and Safety Policy 2024.*

**Agenda Item # AC 49-5*****To ratify the approval of IU Student Exchange Policy with international institutions.***

The Registrar presented the IU Student Exchange Policy 2024 with international institutions. He briefed the council members that Iqra University is cognizant of the importance of cultural competence, exposure and collective wisdom. Hence, it encourages students to avail the opportunities offered by





## IU Examination Policy 2024

### Scope of the Policy

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

1. Attendance Requirement
2. Academic Promotions
3. Withdrawal from a Course
4. Term or Permanent Withdrawal from the University
5. Grading System and Cumulative Grade Point
6. Assessment Policy Statement
7. Assessment Type
8. Award of Degree
9. Maintenance of Record of Various Examinations
10. Examination Rules for Faculty Members
11. Examination Rules for Students
12. Misconduct & Disciplinary Actions
13. Make-Up Exam Policy
14. Incomplete Grade
15. Scrutiny and Recheck Policy for Final Examinations Only
16. Grade Review Appeal Policy
17. Third-Party Invigilators for Examination Duties
18. Invigilation Duties of Teaching and Non-teaching Staff.
19. Moderation of Examination Papers
20. Result Moderation
21. Examination Assistance for Students with Special Needs.
22. Assistant Writer for Exam Candidates
23. Policy Framework for the Utilization of External Reviewer

**1. Attendance Requirement:**

- a. Attendance in person in all lecture sessions and seminars is mandatory for all students. Students are required to attend all of their class on time for the entire duration of the course, however, up to a maximum of 25% absences is permissible in a course only to cater for emergencies, sickness, etc. There is no provision for leaves over the allowance mentioned above. More than 25% of absences in a course is called ‘Short of Attendance’ that will result in an ‘F’ grade in that course. Any student, who fails to comply with the rules, forfeits the right to appear at the examination in the course concerned. Such a situation shall earn the student an ‘F’ (failure) in the course.
- b. The policy shall be applicable to any student with project-based evaluations or appearing in exams with insufficient attendance.
- c. Students who join the semester late because of any reason shall be marked absent for the previous classes. In case, more than 25% of the sessions have been completed by the faculty, the student shall be awarded an ‘F’ Grade.
- d. In addition to punctuality and meeting the prescribed attendance requirements, each student is required to actively participate in the class and complete their assignments on time.

**2. Academic Promotions:**

- a. All students must obtain a minimum GPA (Greater than Zero) in their first semester in order to be eligible for promotion into the next semester.
- b. If a student achieves a GPA of less than 2.0 for two consecutive semesters during the Degree Program, he/she will be placed on a second academic warning (Probation).
- c. A student who fails to achieve a GPA of 2.0 following a second academic warning (Probation) may face expulsion from the University.

**3. Withdrawal from Course:**

- a. Students can withdraw from a particular course with the consent of the concerned department.
- b. Students can withdraw from a maximum of 2 (two) courses in one semester. This must be done within one week of the mid-term or 1st hourly results announcement or no later than ten weeks after the start of classes. There is no refund of the fee.

- c. Once a student's application to withdraw from the course(s) has been approved and all relevant requirements fulfilled, the program authority will notify the Examinations Office and forward a copy of the document to the student's file. Also "W" grade will be mentioned on the transcript.
  - Withdrawal from courses will not be allowed in cases where the student's absences have exceeded the permitted quota, i.e., 25%

#### **4. Term or Permanent Withdrawal from University:**

- a. A student who finds it necessary to be excused from registration in a program in any semester must formally request a leave of absence from the Academic Faculty (or the concerned Department). The Head of Faculty (or the concerned Department) and the Registrar's office must approve the leave application.
- b. Withdrawals from the university are entitled to a refund of the fee according to the following schedule:
  - Up to the 7th day of semester commencement of classes: 100% refund of tuition fee
  - From 8th - 15th day of semester commencement of classes: 50% refund of tuition fees
  - From the 16th day of semester commencement of classes: No Fee (0%) refunded

#### **5. Grading System and Cumulative Grade Point**

The following grading system will be followed

A	88-100	4.0	Excellent
B+	81-87	3.5	Very good
B	74-80	3.0	Good
C+	67-73	2.5	Average
C	60-66	2.0	Below Average
F	00-59	0.0	Failure (Course Repeat)
I			Incomplete
W			Withdrawal
K			In process

## **6. Assessment Policy Statement:**

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

## **7. Assessment Type:**

- a. Assessments in courses or programs of study mean formal written examinations, continuous assessments, projects, or any other academic exercise subject to assessment as specified in course or program regulations.
- b. The assessment may include Case Studies, Assignments, Quizzes, Class Workshops, Portfolios, Semester Projects, Presentations, viva, Hourly, Mid-term, and Final Examination.

## **8. Award of Degree:**

To qualify for the conferral of a degree, students must meet the following minimum Grade Point Average (GPA) requirements:

- Undergraduate Programs: A minimum CGPA of 2.0
- Graduate Programs: A minimum CGPA of 2.5

## **9. Maintenance of Record of Various Examinations**

Answer scripts should be retained with the Examination Department for a period of a maximum of one semester and the Grade Cards will be retained permanently.

## **10. Examination Rules for Faculty Members:**

- a. Question papers (Hourly, Mid-Term/Final-Term) produced by faculty members must align with the specified course and program learning outcomes. Additionally, these papers are required to undergo thorough moderation by the Head of the Department (HoD).
- b. Periodic administration of Class Assessments, including assignments, quizzes, and similar evaluations, must adhere to the marking rubrics established by the respective Deans /HoDs. Subsequently, outcomes should be communicated and discussed with the class as appropriate.
- c. Marked Hourly/ Midterm Copies are mandated to be reviewed with students during the initial class session following the Midterm Examinations.

- d. The final examination results must be expeditiously uploaded onto the designated system within three days from the conduct of the examinations.
- e. Faculty members must strictly adhere to the general guidelines concerning the sanctity of Examinations and Question Papers. Under no circumstances should question papers be shared with any individual other than the Head of the Department, and such sharing is permissible solely for the purpose of moderation.
- f. The content of the question paper must be unique and should not have been reused in at least the past two semesters.

## **11. Examination Rules for Students**

- a. Switch your cell phones off and do not leave them on mute/vibration/offline mode. If the student's cell phone is found switched on, it will be considered an attempt of cheating.
- b. All answers must be written on both sides of the pages of the Answer Scripts and not on one side only. Supplements will only be provided when the student has fully written out both sides of the pages of the Answer Script.
- c. No loose paper will be provided to use for rough work and no paper is to be brought in for the purpose. All work must be done in the answer script provided and the pages used for rough work or calculation(s) must be struck out by drawing a line through each page so used from top to bottom and no page should be torn out.
- d. Students are forbidden to write any answer or anything else on the question paper or any material or carry away any writing from the examination hall.
- e. No student will be allowed to leave the examination hall until 30 minutes has elapsed from the time when the question paper is given, or re-enter the examination hall after handing over answer book /script.
- f. To draw the attention of the invigilator the candidate may simply raise hand without making any noise or disturbance.
- g. While taking the examination, a student must not help or attempt to help another student, nor seek or attempt to seek help from anyone. No communication of any kind is allowed between students or with any other person. Stringent punishment will be meted out to students who are found in possession of notes, books, scribbling, or making any attempt to use unfair means.
- h. Students are advised to ensure that on the day of examinations, must arrive 15 minutes prior to the start of examinations.

- i. No students shall be admitted to the examination hall/room more than 30 minutes after the start of the examinations and no extra time shall be given.
- j. Personal belongings of students including books, pencil cases bags, etc shall be left at the place designated for this purpose at the examination hall without any responsibility to IU.
- k. Each student is required to place his/her ID card on the desk in the examination hall for the duration of his/her examinations. Attempts of impersonation of any candidate shall lead to cancellation of examinations.
- l. Borrowing of stationery is strictly prohibited during the examinations.
- m. Student shall not be allowed to sit in a section other than the section in which he/she is originally registered.
- n. Students will fill in all the information on the answer scripts along with their signatures.
- o. The invigilator has the right to expel any student from the examination hall on any attempt of cheating, misconduct, or any other behavior they drew inappropriate without any recourse.
- p. When the Invigilator announces the end of the examinations, the students shall stop writing immediately and remain seated silently until permitted to leave the examination hall by the Invigilator.
- q. A calculator may be used, provided it is hand-held, battery-operated, solar-powered, noiseless, and incapable of storing alphabetical information (except hexadecimal numbers)
- r. Calculators must be available for inspection by the Invigilators.
- s. No other electronic aids are permitted such as mobile phones, digital diaries, digital wrist watches, WIFI/Bluetooth devices, ear buds, etc in the examination hall. Any student found possessing these electronic aids shall be liable to cancellation of that paper, removal from Examinations Hall, suspension for next semester, and/or expulsion from the University.
- t. Any Student found in breach of the Examination Rules shall be mandated to appear before the Disciplinary Committee. Disciplinary Committee, established by the Office of the Registrar.

## **12. Misconduct & Disciplinary Actions:**

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

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

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

### **13. Make-Up Exam Policy:**

There is no make-up exam policy of the university. However, students who miss their mid-term exams because of their hospitalization or the death of any of the following:

- Parent
- Sibling
- Spouse
- Children

Up to two days before the examination or during the examination period, will have the weightage of the Final-Term exam transferred to the Midterm Exams with a 10% deduction. If the Head of Department deems a reason valid, the case may be forwarded to the Dean or Registrar for review and possible exemption or weightage transfer.

### **14. Incomplete Grade:**

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

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

semester load.

- b. The compulsion for not being able to attend the Exam Paper must be supported by verifiable evidence.
- c. Arriving late at the exam hall shall not be considered a compulsion. However, for graduating semester students a team consisting of the Director, the Registrar and the Dean of the concerned department shall assess the case for approval or rejection of the request for I Grade.
- d. “I” grade is not to be awarded when the student is expected to repeat the course. On account of low marks or attendance.
- e. “I” grade remains valid only for one semester. In case the course in which I grade is awarded is not offered in the subsequent semester, the ‘I’ grade shall remain valid till the next semester when the course is offered.
- f. Incomplete grades are excluded from the semester's grade-point average calculation until resolved. If the incomplete grade is not changed by the concerned authorities within the stipulated period, the I grade will revert to grade ‘F’.

## **15. Scrutiny and Recheck Policy for Final Examinations Only:**

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

Any student desirous of getting his/her answer script (s) scrutinized may apply on the prescribed form available with the Students Engagement Unit (SEU) within the notified period, by the Examination Department.

1. Scrutiny will be restricted to:
  - a. Checking of ‘total marks’ on the answer script and rectification of any discrepancies found as a result of such scrutiny.
  - b. Marking of any question found unmarked and rectification of the total.
  - c. The scrutiny fee as prescribed from time to time has to be paid by the student.

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

- a. Any student desirous of getting his/her answer script (s) Re-checked can apply using on the prescribed form available with the Students Information Centre.
- b. Re-checking of answer script(s) shall be conducted by two instructors other than the instructor who had taught and marked the answer script(s).
- c. Photocopies of answer script(s) (with no information of the student’s identity, marks, etc) shall

be provided to each of the two instructors for re-checking along with the answer script(s) of the lowest and highest scorer for comparison.

- d. Average of marks shall be ascertained from the two re-checked answer script(s).
- e. After re-checking of answer script(s), the decision of the University regardless it is shall be final and unchangeable. The grading after rechecking shall supersede the earlier result.
- f. The re-checking fee, as prescribed, must be paid.

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

- Practical Exams
- Presentation, Reports & Research work
- Projects, Portfolios, and other Submission-Based assessments

## **16. Grade Review Appeal Policy**

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

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

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

**Step 2:** After reviewing the student's written statement, the HoD will provide a written response, following consultation with the instructor, addressing the grading procedures, grade determination, and any issues raised.

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

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

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

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

- Meet separately with the student and the instructor.
- Request each party to submit a brief written summary statement of the issues, and/or
- Interview concerned person(s) with relevant information.

If feasible, the committee may convene a joint meeting with the student and instructor.

The Committee shall consider all aspects of the case before making its recommendation. The committee will produce a written report, including recommendations, and distribute copies to the Dean's office.

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

## **17. Third-Party Invigilators for Examination Duties:**

The Examination Department may hire the services of External invigilators only in cases where it is deemed necessary for the conduct of Exams.

Invigilators will be responsible for all the duties prescribed in the code book in addition to any responsibility assigned by the Examination department.

## **18. Invigilation Duties of Teaching and Non-teaching Staff.**

- a. Invigilation duties will be performed by both teaching and non-teaching staff.
- b. Responsibility of Duty Assignment & Communication:
- c. The Examination department will be responsible for assigning and communicating the invigilation duties in accordance with the specific requirements of each examination.
- d. Invigilation duties assigned after working hours or on off days will be compensated with the approved remunerations at the time.
- e. Except for emergencies, any leave taken on the day of assigned invigilation duties shall not be covered under casual or other leaves unless preapproved by the HoD/ Dean.
- f. Department Heads may exempt a staff member from invigilation duties due to exceptional workload. However, the decision must be communicated to the Examination Department in advance.

## **19. Moderation of Examination Papers:**

To ensure quality, alignment with course /program learning outcomes (CLOs / PLOs), and adherence to academic standards, all question papers shall be subject to a standardized procedure for moderation.

All faculty members are required to submit the draft question papers to the designated moderator(s), nominated by the concerned Dean/Director.

The question paper will be moderated considering the following criteria (but not limited to):

- Alignment with course learning outcomes (CLOs).
- Adherence to Program learning outcomes (PLOs).
- Bloom's Taxonomy.
- Comprehensive coverage of the course material.
- Appropriate difficulty level corresponding to the course and program.
- Clarity of language and unambiguity of Questions.
- Time allocation for the completion of the question paper.
- Appropriate Marking Scheme

The faculty member is responsible to incorporate any feedback and suggestions highlighted by the moderator.

Only a formally approved and finalized question paper will be submitted to the examination department by the concerned faculty member for further processing.

## **20. Result Moderation**

The Results Moderation Committee will comprise Deans, Heads of Departments, and a representative from the Examination Department. The committee shall convene a meeting before the announcement of the semester results to address the following points.

- a. Ensure that assessment criteria and grading rubrics are consistently applied across all courses.
- b. Verify consistency in grading among instructors teaching the same course or similar assignments.

- c. Evaluate the current semester's performance against historical data to identify any significant deviations.
- d. Examine grade distributions for each course to identify any unusual skewness or clustering.
- e. Assess the validity and reliability of assessments to ensure consistency.
- f. Consider the inherent difficulty of each course to identify any unusual skewness or clustering, accordingly.
- g. The committee is required to notify the Examination Department upon the conclusion of the moderation process.

## **21. Examination Assistance for Students with Special Needs.**

The policy shall be applicable to all Physically Challenged Students requiring Examination Assistance.

**Physically Challenged Students:** This term refers to students with physical disabilities, whether by birth, medical conditions, or otherwise, that may impact their ability to engage in standard examination procedures.

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

Physically challenged students are encouraged to coordinate with the Student Engagement Unit and Program Advisor to discuss their needs. Students should provide relevant documentation outlining the nature and extent of their physical challenges.

Student Engagement Unit, in consultation with the student, will assess the specific needs and determine appropriate examination assistance that would be approved by the concerned Dean.

The assistance may include considerations for assistive technology and accessible examination venues. Any other consideration will require a recommendation from the concerned HoD and approval from the office of the Registrar.

## **22. Assistant Writer for Exam Candidates**

### **a. Eligibility Criteria for Candidates:**

#### **1. Medical Certification:**

- The candidate must provide a valid medical certificate from a registered medical practitioner.
- The certificate must clearly state the nature of the disability.
- The certificate must explicitly recommend the need for an assistant writer.

#### **2. Application Process:**

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

#### **3. Conditions for the Assistant Writer:**

##### **a. Age and Education:**

- The assistant writer must be younger than the candidate.
- The assistant writer should not possess a degree or qualification higher or Equal to the level of the exam being undertaken by the candidate.

#### **4. Documentation & Declaration:**

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

#### **5. Enforcement:**

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

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

## **23. Policy Framework for the Utilization of External Reviewers**

This policy framework outlines the procedures and guidelines for utilizing external reviewers in the examination process. The aim is to ensure transparency, fairness, and academic integrity in

evaluating students' performance.

1. This policy applies to all departments and programs within the institution that require the use of external reviewers for examinations, assessments, or any other academic evaluations.
2. External reviewers are responsible for evaluating examination papers and assessment materials and providing constructive feedback on the quality and content of examinations. They must also submit a comprehensive report detailing their findings and recommendations.
3. The concerned Departments will identify potential external reviewers based on relevant academic or professional exposure. The list of approved reviewers will be submitted to the Examination Office for record keeping. Approved reviewers will be formally invited and briefed on their roles and responsibilities. A formal agreement outlining the terms of engagement, including confidentiality, remuneration, and timelines, will be signed.
4. External reviewers are required to submit their reports within a specified timeframe.

# IU Occupational, Health, and Safety Policy 2024

Ref. Reg.Off/Notification/2024/82

July 10, 2024

## **NOTIFICATION**

This is to notify that the **IU Occupational, Health and Safety Policy 2024**, which was approved against **Agenda Item# AC49-4** of the **49<sup>th</sup> Academic Council Meeting** held on **July 10, 2024**, is applicable with immediate effect across all campus.

This notification is issued with the approval of the Competent Authority.



**Aseem Majid Rizvi**  
**Registrar**

Cc:

- The Vice Chancellor
- All Deans
- All Campus Directors
- Director QEC
- Director of Academic, Advanced Studies and Research
- Director, ORIC
- Director Administration

Minutes of the 49<sup>th</sup> Meeting of the Academic Council

**I Q R A IU**  
**UNIVERSITY**  
**MINUTES OF THE 49<sup>TH</sup> MEETING OF THE**  
**ACADEMIC COUNCIL OF IQRA UNIVERSITY**

The 49<sup>th</sup> meeting of the Academic Council of IQRA University was held on July 10, 2024 at IQRA University, Main Campus. The following members attended the meeting:

- |                              |  |
|------------------------------|--|
| 1. Prof. Dr. Nassar Ikram    | (Vice Chancellor / Chairman)                               |
| 2. Mr. Shahid Nazeer Baloch  | (Dy. Secretary, University & Boards Dept., Govt. of Sindh) |
| 3. Prof. Dr. Zeba Haque      | (Principal, DOW International Medical College)             |
| 4. Dr. Muhammad Zaki Rashdi  | (Dean Faculty of Business Administration - FBA)            |
| 5. Dr. Arshad Aziz           | (Dean Faculty of Engineering Sciences & Tech. - FEST)      |
| 6. Dr. Anjum Bano Kazmi      | (Dean Faculty of Arts, Design, Edu. & Social Sc.- FADESS)  |
| 7. Dr. Muhammad Masroor      | (Dean Faculty of Health Sciences - FHS)                    |
| 8. Dr. Saira Azhar           | (Dean Faculty of Pharmacy - FP)                            |
| 9. Dr. Ayub Siddiqui         | (Associate Dean, H-9 Campus, Islamabad)                    |
| 10. Dr. Nadeem Ahmad         | (Associate Dean, H-9 Campus, Islamabad)                    |
| 11. Dr. Tahir Ejaz           | (Associate Dean, Chak-Shahzad Campus, Islamabad)           |
| 12. Dr. Imtiaz Arif          | (Campus Director, Gulshan Campus)                          |
| 13. Dr. Syed Ali Raza        | (Campus Director, North Campus)                            |
| 14. Dr. Athar Iqbal          | (Campus Director, Malir (Airport) Campus)                  |
| 15. Ms. Neha Malik           | (Director, Asian Institute of Fashion Design - AIFD)       |
| 16. Dr. Muhammad Zubair      |  |
| 17. Dr. Muhammad Imran       |  |
| 18. Dr. Muhammad Irfan Anis  |  |
| 19. Dr. Aarij M. Hussan      |  |
| 20. Dr. Waqar Ahmed          |  |
| 21. Dr. Tooba Mehfuzz        |  |
| 22. Dr. Kishwar Sultana      |  |
| 23. Dr. Saleema Ahsan Tejani |  |
| 24. Dr. Muhammad Irfan       |  |
| 25. Dr. Imtiaz Hussain       |  |
| 26. Dr. Rafat Murad          |  |
| 27. Dr. Noman Islam          |  |
| 28. Dr. Razia Muhammad Fakir |  |
| 29. Dr. Mansoor Ebrahim      |  |
| 30. Dr. Saad Saleem          |  |
| 31. Mr. Rashid Akhbar        |  |
| 32. Dr. Shahnawaz Adil       | (Director Academics, Adv. Studies & Research)              |
| 33. Mr. M. Zuhair Siddiqui   | (Controller of Examinations)                               |
| 34. Dr. Sameer Qazi          | (Director ORIC)  |
| 35. Mr. Muhammad Yousaf      | (Director Quality Enhancement Cell)                        |
| 36. Syed Taha bin Hasan      | (Head, Admissions & SEU)                                   |
| 37. Ms. Dania Ahmed          | (Head, IRC)  |
| 38. Mr. Aseem Majid Rizvi    | (Registrar / Secretary)                                    |



Minutes of the 49<sup>th</sup> Meeting of the Academic Council**Resolution # AC 49-2:**

*The Council approved the IU Admissions Policy 2024 and lauded the efforts of all participating members who contributed in shaping the policy.*

**Agenda Item # AC 49-3*****Approval of IU Examination Policy 2024***

Mr. Rizvi presented the IU Examination Policy 2024 to the council. He explained that the existing Performance requirements, Grading System, and other examination related policies available against Serial#6, Section E, item-XX running in from pp.129-136 of the Code Book 2020 were approved sporadically. Mr. Rizvi also added that this revised policy is comprehensive and it encompasses almost all avenues related to examinations and meets the latest requirements of various accreditation councils.

**The August Council was requested to approve the IU Examination Policy 2024.**

**Resolution # AC 49-3:**

*The Council approved the IU Examination Policy 2024.*

**Agenda Item # AC 49-4*****Approval of the IU Occupational, Health and Safety Policy 2024***

The Registrar presented the IU Occupational, Health, and Safety Policy 2024 (OHS) to the council members. He enlightened the council regarding the fundamental need of OHS policy in accordance with the IEC, PEC, and other accrediting / regulating bodies recommendations. He also shared that the IQRA University recognizes the importance of implementing environment, health and safety practices to ensure a safe and healthy environment for all university community members.

**The August Council was requested to approve IU Occupational, Health and Safety Policy 2024.**

**Resolution # AC 49-4:**

*The Council approved the IU Occupational, Health and Safety Policy 2024.*

**Agenda Item # AC 49-5*****To ratify the approval of IU Student Exchange Policy with international institutions.***

The Registrar presented the IU Student Exchange Policy 2024 with international institutions. He briefed the council members that Iqra University is cognizant of the importance of cultural competence, exposure and collective wisdom. Hence, it encourages students to avail the opportunities offered by



# Occupational, Health & Safety Policy

## IQRA University

IQRA University recognizes the importance of implementing Environment, Health & Safety (EHS) practices to adhere to national regulatory requirements and meet international standards. It is imperative to establish and rigorously enforce EHS practices to ensure a safe and healthy environment for all university community members. This document delineates guidelines for developing comprehensive procedures and their effective implementation to foster a proactive EHS culture and ensure full compliance. The regulations considered in formulating these guidelines include IQRA University's EHS Policy and pertinent literature for educational institutions.

The administration at IQRA University is entrusted with the responsibility of assigning and communicating the roles and authorities pertinent to the EHS management system at all levels within the university. These roles and authorities will be meticulously maintained as documented information. This policy encompasses all campuses of IQRA University.

IQRA University is committed to advancing a culture of safety, preventing accidents, and mitigating the risk of harm to individuals, property, and the environment. To achieve these objectives, IQRA University will constitute EHS committees tasked with overseeing the implementation of these guidelines. These committees will comprise representatives from various departments and stakeholders to ensure a comprehensive and integrated approach to EHS management.

The EHS committee will consist of the following members:

- 1 Registrar / Campus Director (or *nominee*)
- 2 Director Administration (or *nominee*)
- 3 Director Student Affairs / Head, Student Engagement Unit
- 4 One faculty member from each department
- 5 Representative from the Administration responsible for Health & Safety issues

### 1. Purpose

The purpose of this policy is to ensure the health, safety, and welfare of all students, faculty, staff, contractors, visitors, and the general public who may be affected by our operations. This policy is designed to comply with the Pakistan Occupational Health and Safety Act 2018 and the Sindh Occupational Safety and Health Act 2017.

### 2. Scope

This policy applies to all students, faculty, staff, contractors, visitors, and any other individuals who may be present at any of IQRA University's campuses, buildings, or facilities.

### 3. General Safety Rules

The following general safety rules must be adhered to across all campuses of IQRA University to prevent accidents, injuries, and illnesses within the university environment and to promote a safe and healthy academic and working environment in compliance with all relevant occupational health and safety legislation and standards.

To establish and maintain effective emergency response procedures.

- Acquaint yourself with emergency procedures, including evacuation routes, and know the locations of emergency exits and fire extinguishers.
- Wear personal protective equipment (PPE) as required and receive proper training on its usage and maintenance.
- Use electrical equipment only according to the manufacturer's instructions, and do not attempt to repair or modify equipment without proper authorization and training.
- Store, handle, and dispose of chemicals in accordance with university procedures and regulatory requirements.
- Smoking is strictly prohibited in university buildings and designated non-smoking areas.
- Unauthorized use of university vehicles or equipment is prohibited.
- Report all accidents and incidents immediately to the relevant supervisor or authority.
- All employees and students must participate in safety training as mandated by the university.
- Food and drinks are not permitted in laboratories or other areas where hazardous materials are present.
- Be aware of risks in the work area and follow all safety rules and procedures.
- Thoroughly review equipment manuals, procedures, and instructions before operating any machine or instrument.
- If uncertain about any task, consult your supervisor before proceeding.
- Running, horseplay, pranks, and practical jokes are not allowed in the workplace. Visitors and students must be accompanied and supervised by an authorized person in laboratories and hazardous areas.

These general safety rules aim to prevent accidents and injuries in the workplace. Specific rules and procedures may vary depending on the work environment, and employees should receive appropriate training and guidance on safety procedures in their respective areas.

## 4. Responsibilities

### 4.1. University Administration

In order to compliance with the Pakistan Occupational Health and Safety Act 2018 and the Sindh Occupational Safety and Health Act 2017. The university administration shall:

- Provide necessary resources and training to ensure health and safety.
- Conduct regular risk assessments and implement control measures.
- Investigate all accidents, incidents, and near misses to prevent recurrence.
- Promote a culture of safety and health within the university.

### 4.2. Faculty and Staff

All the staff and faculty members have to follow all health and safety procedures and guidelines.

- Report any hazards, accidents, or near misses to the administration immediately.
- Use of personal protective equipment (PPE) wherever required.
- Participate in health and safety training programs.

### 4.3. Students

Adhere to all health and safety guidelines and instructions, the students should report any unsafe conditions or incidents to faculty or administration, as well as to participate in health and safety training organized by the university.

### 4.4. Health and Safety Officer

The nominated admin officer for the health and safety matters, shall:

- Conduct regular health and safety inspections and audits.
- Provide advice and support on health and safety matters.
- Coordinate emergency response procedures and drills.
- Maintain records of incidents, training, and inspections.

All students, staff, and faculty must prioritize their safety and the safety of others. Adhere to the following safety guidelines:

- Maintain organization and systematic procedures.
- Follow instructions carefully when starting any experiment.
- Avoid touching your face or eyes while handling chemicals.
- Dispose of chemical waste safely, ensuring no contaminated solutions are introduced to stock solutions.
- Refrain from working with damp hands and clothing.
- Wear appropriate clothing at all times in laboratories.
- Avoid wearing bulky, loose, or dragging clothing.
- Secure long, loose hair to prevent hazards.
- Remove any metal bracelets, rings, or watch bands while working in the laboratory.
- Wear durable footwear that fully covers the feet and has non-skid soles.
- Familiarize yourself with emergency procedures and know how to respond in an emergency.
- Do not open or tamper with laboratory equipment. Never bypass or disengage any safety device or feature.
- In the event of an emergency, contact lab personnel immediately.
- Report any problems or potential hazards to the department without delay.

## Additional Safety Guidelines

All students, staff, and faculty must adhere to the following additional safety guidelines:

- Do not conduct unauthorized experiments.
- Never work alone in the laboratory.
- Keep your lab space clean and organized.
- Do not leave an ongoing experiment unattended.
- Corridors should not be used for storage or as workspaces.
- Ensure unobstructed access to all exits and fire extinguishers.
- Clean your lab bench and equipment, and secure the laboratory by locking the door before leaving.

## 5. Emergency Procedures

### 5.1. Emergency Contact Information and Evacuation Plan

To ensure the safety the emergency contact numbers shall be prominently visible in all buildings and classrooms and shall be updated periodically consisting of emergency contacts, including medical facilities, fire departments, and local authorities.

***HELP LINE: 111-264-264 ext 9911***

It is necessary to develop and display clear evacuation routes and procedures in all buildings and to conduct regular evacuation drills.

## 5.2. First Aid

First Aid kits should be readily available in all departmental laboratories, corridors, and hostels, as well as any other areas where they may be deemed necessary. The on-station Medical Officer is responsible to provide first aid in case of emergency, whereas the Administration shall be responsible to:

- Provide and maintain fully stocked first aid kits in all buildings.
- Ensure the availability of first aid personnel during all working and class hours.
- Display the names and contact information of first aid personnel.

## 5.3. Fire Safety

Fire extinguishers must be accessible in public corridors, laboratories, and other necessary areas. They should be regularly inspected by an appointed staff designated by the head of the concerned department. This staff should check the expiry date of each fire extinguisher, and if expired, ensure it is refilled and properly labeled with the refill and expiration dates. All relevant individuals must receive training on fire extinguisher safety. The EHS committee shall look after the following:

- Installation and maintenance of fire detection and suppression systems in all buildings.
- Regular fire safety inspections and drills.
- Provide fire safety training to all students, faculty, and staff.

## 6. Electrical Safety

Electricity presents potential risks of electric shock or fire wherever outlets, plugs, wiring, or connections are present. It is crucial to recognize these hazards and take necessary precautions to ensure safety. High-voltage electrical equipment in labs and work areas demands extra caution. Follow these guidelines to mitigate risks:

- Be aware of the locations of circuit breaker panels in laboratories.
- Keep all electrical panels accessible and free from obstructions.
- Secure electrical cords to prevent tripping hazards.
- Connect to the power source as the final step.
- Always turn off and unplug equipment before making any repairs.
- Do not use electrical outlets or switches if their protective covers are cracked or missing.
- Ensure all electrical apparatus is properly grounded.
- Never remove the ground pin from a 3-pronged plug.
- Avoid running wires over moving or rotating equipment or across walkways to prevent trip hazards.
- Do not use electric wires as supports and never pull-on live wires.
- Always pick up and carry portable equipment by its handle or base.
- Use dry hands and stand on a dry surface when operating electrical equipment or plugging in cords.
- If electrical equipment emits smoke or a burning smell, immediately shut off the power and remove it from service for repair.
- Avoid overloading circuits by using power strips or multiple outlets in standard sockets.
- Do not use light-duty plugs for heavy machinery, air conditioners, or heaters.
- Only trained personnel should operate generators.
- Operation of the changeover switch should be conducted by trained personnel.
- Solar panels should be operated and maintained by trained personnel.
- Report any electrical hazards to the university campus's works department.
- Areas posing electrical dangers should be properly labeled, with danger signs posted near hazardous locations.

## 7. Health and Safety Training

- Provide mandatory health and safety training for all faculty and staff upon hiring and regularly thereafter.
- Ensure specialized training is provided for high-risk tasks and activities.
- Offer health and safety awareness sessions for students.
- Keep records of all training conducted.

## 8. Accident Reporting, Hazard Identification and Risk Assessment

Reporting any abnormal wear, damage, or equipment failure is essential to preventing accidents and maintaining a safe working environment. Follow these guidelines:

- Regularly inspect electrical cords for wear and tear, replacing any frayed or damaged cords. Repair broken plugs as needed.
- Check electrical equipment for frayed or damaged connections while the power is off and the equipment is unplugged.
- If equipment fails during use, report it immediately to your supervisor.
- Inform your supervisor of any defects or faults observed in the equipment.
- If you experience a mild shock from a piece of equipment, send it for repair.
- Label any unsafe equipment as "UNSAFE-DO NOT USE" and describe the issue.
- Only qualified and trained personnel should repair or modify electrical or electronic equipment. Do not attempt to repair it yourself.
- Conduct regular hazard identification and risk assessments across all campuses.
- Implement appropriate control measures to mitigate identified risks.
- Review and update risk assessments regularly.

## 9. Markings for Safety Communication

Signs and markings are essential tools for clearly and concisely communicating information about safety hazards, regulations, and procedures. Adhere to the following guidelines:

- Use clear and easily recognizable signs and markings to identify potential hazards, required personal protective equipment, and emergency equipment.
- Ensure signs and markings comply with applicable regulatory requirements and are regularly maintained.
- Indicate the locations of emergency equipment, such as fire extinguishers, first aid kits, and emergency showers, with appropriate signs and markings.
- Clearly mark and designate areas that are off-limits or require special precautions.
- Use warning signs to indicate hazards such as high voltage areas, confined spaces, and areas with hazardous materials.
- Employ safety information signs to communicate important safety information, including emergency contact numbers, evacuation routes, and safety procedures.
- Where necessary, use floor markings to indicate walkways, traffic lanes, and the boundaries of work areas.
- Ensure all signs and markings are visible, unobstructed, and appropriately located.
- Communicate this policy to all students, faculty, staff, contractors, and visitors.
- Ensure health and safety information is easily accessible to everyone at the university.

## 10. Continuous Improvement

- Strive for continuous improvement in health and safety performance.
- Encourage feedback from all university members on health and safety matters.

- Implement best practices and learn from industry standards.

IQRA University is committed to provide the safety and well-being of students, faculty, staff, contractors, and visitors. By adhering to this Emergency, Health & Safety Policy, the university commit to creating a safe and healthy educational environment in compliance with the Pakistan Occupational Health and Safety Act 2018 and the Sindh Occupational Safety and Health Act 2017.

# IU Student Exchange Policy with International Institutions

Minutes of the 49<sup>th</sup> Meeting of the Academic Council

**I Q R A IU**  
**UNIVERSITY**  
**MINUTES OF THE 49<sup>TH</sup> MEETING OF THE**  
**ACADEMIC COUNCIL OF IQRA UNIVERSITY**

The 49<sup>th</sup> meeting of the Academic Council of IQRA University was held on July 10, 2024 at IQRA University, Main Campus. The following members attended the meeting:

- |                              |  |
|------------------------------|--|
| 1. Prof. Dr. Nassar Ikram    | (Vice Chancellor / Chairman)                               |
| 2. Mr. Shahid Nazeer Baloch  | (Dy. Secretary, University & Boards Dept., Govt. of Sindh) |
| 3. Prof. Dr. Zeba Haque      | (Principal, DOW International Medical College)             |
| 4. Dr. Muhammad Zaki Rashdi  | (Dean Faculty of Business Administration - FBA)            |
| 5. Dr. Arshad Aziz           | (Dean Faculty of Engineering Sciences & Tech. - FEST)      |
| 6. Dr. Anjum Bano Kazmi      | (Dean Faculty of Arts, Design, Edu. & Social Sc.- FADESS)  |
| 7. Dr. Muhammad Masroor      | (Dean Faculty of Health Sciences - FHS)                    |
| 8. Dr. Saira Azhar           | (Dean Faculty of Pharmacy - FP)                            |
| 9. Dr. Ayub Siddiqui         | (Associate Dean, H-9 Campus, Islamabad)                    |
| 10. Dr. Nadeem Ahmad         | (Associate Dean, H-9 Campus, Islamabad)                    |
| 11. Dr. Tahir Ejaz           | (Associate Dean, Chak-Shahzad Campus, Islamabad)           |
| 12. Dr. Imtiaz Arif          | (Campus Director, Gulshan Campus)                          |
| 13. Dr. Syed Ali Raza        | (Campus Director, North Campus)                            |
| 14. Dr. Athar Iqbal          | (Campus Director, Malir (Airport) Campus)                  |
| 15. Ms. Neha Malik           | (Director, Asian Institute of Fashion Design - AIFD)       |
| 16. Dr. Muhammad Zubair      |  |
| 17. Dr. Muhammad Imran       |  |
| 18. Dr. Muhammad Irfan Anis  |  |
| 19. Dr. Aarij M. Hussan      |  |
| 20. Dr. Waqar Ahmed          |  |
| 21. Dr. Tooba Mehfuzz        |  |
| 22. Dr. Kishwar Sultana      |  |
| 23. Dr. Saleema Ahsan Tejani |  |
| 24. Dr. Muhammad Irfan       |  |
| 25. Dr. Imtiaz Hussain       |  |
| 26. Dr. Rafat Murad          |  |
| 27. Dr. Noman Islam          |  |
| 28. Dr. Razia Muhammad Fakir |  |
| 29. Dr. Mansoor Ebrahim      |  |
| 30. Dr. Saad Saleem          |  |
| 31. Mr. Rashid Akhbar        |  |
| 32. Dr. Shahnawaz Adil       | (Director Academics, Adv. Studies & Research)              |
| 33. Mr. M. Zuhair Siddiqui   | (Controller of Examinations)                               |
| 34. Dr. Sameer Qazi          | (Director ORIC)  |
| 35. Mr. Muhammad Yousaf      | (Director Quality Enhancement Cell)                        |
| 36. Syed Taha bin Hasan      | (Head, Admissions & SEU)                                   |
| 37. Ms. Dania Ahmed          | (Head, IRC)  |
| 38. Mr. Aseem Majid Rizvi    | (Registrar / Secretary)                                    |



Minutes of the 49<sup>th</sup> Meeting of the Academic Council**Resolution # AC 49-2:**

*The Council approved the IU Admissions Policy 2024 and lauded the efforts of all participating members who contributed in shaping the policy.*

**Agenda Item # AC 49-3*****Approval of IU Examination Policy 2024***

Mr. Rizvi presented the IU Examination Policy 2024 to the council. He explained that the existing Performance requirements, Grading System, and other examination related policies available against Serial#6, Section E, item-XX running in from pp.129-136 of the Code Book 2020 were approved sporadically. Mr. Rizvi also added that this revised policy is comprehensive and it encompasses almost all avenues related to examinations and meets the latest requirements of various accreditation councils.

**The August Council was requested to approve the IU Examination Policy 2024.**

**Resolution # AC 49-3:**

*The Council approved the IU Examination Policy 2024.*

**Agenda Item # AC 49-4*****Approval of the IU Occupational, Health and Safety Policy 2024***

The Registrar presented the IU Occupational, Health, and Safety Policy 2024 (OHS) to the council members. He enlightened the council regarding the fundamental need of OHS policy in accordance with the IEC, PEC, and other accrediting / regulating bodies recommendations. He also shared that the IQRA University recognizes the importance of implementing environment, health and safety practices to ensure a safe and healthy environment for all university community members.

**The August Council was requested to approve IU Occupational, Health and Safety Policy 2024.**

**Resolution # AC 49-4:**

*The Council approved the IU Occupational, Health and Safety Policy 2024.*

**Agenda Item # AC 49-5*****To ratify the approval of IU Student Exchange Policy with international institutions.***

The Registrar presented the IU Student Exchange Policy 2024 with international institutions. He briefed the council members that Iqra University is cognizant of the importance of cultural competence, exposure and collective wisdom. Hence, it encourages students to avail the opportunities offered by



Minutes of the 49<sup>th</sup> Meeting of the Academic Council

international universities for one or two semesters through exchange programs. He also added that, the exchange programs are highly competitive and IU invites and supports students from diverse backgrounds to participate in the opportunities.

Prof. Dr. Nassar Ikram informed the distinguished guests about the exchange students who are currently studying in Korea and about the students who completed their exchange study from Turkish universities as well. Dr. Zeba appreciated and appraised the efforts.

**The August Council was requested to ratify the approval of IU Student Exchange Policy 2024.**

**Resolution # AC 49-5:**

*The Council ratified the approval of the IU Student Exchange Policy 2024.*

**Agenda Item # AC 49-6**

***To ratify the approval of Credit Transfer policy for the PhD program across all faculties and campuses.***

The credit transfer policy for Ph.D. programs was presented by Mr. Rizvi to the august members of the council. He stated that the policy is in accordance with the guidelines of HEC Graduate Education Policy 2023 and was presented in the 59<sup>th</sup> Meeting of BASR, dated June 27, 2024, vide agenda item# BASR 59-7. After thorough deliberation, the Board of Advanced Studies and Research approved the credit transfer policy for the Ph. D. program.

**The August Council was requested to ratify the approval of the Credit Transfer Policy for PhD programs.**

**Resolution # AC 49-6:**

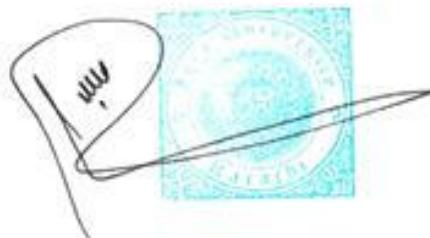
*The Council ratified the approval of the Credit Transfer Policy for PhD programs across all faculties.*

**Agenda Item # AC 49-7**

***Approval of Minimum Graduating CGPA for the Undergraduate Programs in line with HEC Policy.***

The Registrar shared that the Award of Degree clause under item XX (Performance Requirements) in part 6, Section E of the Codebook 2020, states 2.50 as the minimum graduating CGPA for the undergraduate level programs. Whereas, to bring the passing criteria in line with Item#15 (15.1) of HEC policy guidelines for Implementation of Uniform Semester System in HEIs of Pakistan, the passing criteria is recommended to be 2.0 CGPA; thus, aligning with HEC policy.

After a thorough deliberation by the august members of the council, all the members were agreed on reducing the minimum graduating CGPA to 2.0. A few members of the council dissented on the year / semester from which the revised graduating CGPA shall be adopted.





## STUDENT EXCHANGE PROGRAM POLICY

### Preamble

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

The following general guidelines on inbound and outbound exchange programs for students have been devised for adherence by all concerned.

## **OUTBOUND EXCHANGE PROGRAM**

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

- a. In light of the terms and conditions as per the MOUs signed with foreign universities for exchange of students.
- b. Unique opportunities for exchange programs searched by the students and processed through the International Office.
- c. Open access programs offered by international universities.
- d. Internships/exchange programs offered by donor agencies such as UNDP, IUCN, UNESCO, etc.

### **1. Selection Criteria and Adherence Policy**

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

- a. Students must meet the basic entry requirements of the host university including, but not limited to the medium of instruction, CGPA and semester completion requirement. To make international exchange programs effective and beneficial, most of the programs are offered with instruction in the English language. Thus, students must be proficient in English and demonstrate the same through an approved English-language proficiency test.
- b. Students must be able to meet visa requirements of the host country. The Office of the Registrar may provide a supporting letter stating your present status of studies, however, the University shall bear no responsibility in case the visa application of students is declined by the respective authorities e.g., high commission, consulate, or embassy, etc.
- c. Students must be enrolled in a regular program with full course load (exceptional cases must be approved by the concerned HoD /Dean).
- d. Students must meet the host university's academic eligibility requirement in terms of a minimum CGPA.
- e. Students must not have any disciplinary cases against them before or during the selection.
- f. Students must have been cleared by a registered physician to participate in the program.

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

## **2. Responsibilities of Assorted Offices /Departments of IU**

The terms of reference of the concerned offices and departments for student exchange program are defined as below:

### **i. International Office (IO)**

- a. Request information on exchange openings during fall and spring semesters from the partner universities of IU.
- b. Circulate the details of exchange opportunities among students.
- c. Share a comprehensive protocol including, but not limited to the procedure to apply, timelines and other offerings, which are part of these exchange programs, e.g., financial grants, etc.
- d. In liaison with all faculties, the IO will ensure that the available exchange opportunities are aligned with the available courses across all faculties.
- e. Be the main point of contact and act as a bridge between students and faculties to resolve their queries.
- f. Collect all the required documents from students.
- g. Advise students regarding the steps to follow for a smooth execution of the process.
- h. Guide and assist students on traveling, medical/health insurance or any additional service.
- i. Help students find financial resources (self-financing or finding suitable scholarships).
- j. Ensure that queries from students / faculty /partner universities /embassies /education ministries are dealt with efficiently and appropriately.
- k. Coordinate with the Government of Pakistan and other relevant organizations, like British council, USEFP, etc. for collaboration and exchange opportunities.
- l. Formulate strategies and identify means to promote the exchange programs and enhance internationalization in general.
- m. The IO team will develop positive and effective working relationships with partner universities by pro-actively seeking ways to improve internationalization.

- n. Manage all inbound and outbound internationalization activities of IU students.
- o. Remain the point of contact for students and their guardians.

**ii. Faculty (Head of Department - HoD)**

- a. Students will inform their HoDs about the possible courses they wish to take in foreign university along with the course outline.
- b. Students interested in registering for the courses at a foreign university, for which they can avail credit transfer at IU, shall be properly advised by the relevant HoD about the compatibility of the courses they wish to take, based on the course content.
- c. An Equivalence Committee of the respective department/faculty will be formulated by the HoDs.
- d. The committee shall give clear instructions to the student, in writing, on a prescribed form, on the course(s) he/she can take to avail credit transfer, against course(s) of similar nature at IU as per the road map of the program he/she is studying.
- e. The committee shall ensure that the students' desired courses/semesters of study are aligned with the courses offered in his/her degree program of IU.
- f. The committee shall ascertain that the students applying to these programs have the pre-requisites fulfilled.
- g. In case there is mismatch between the courses offered at IU and Host University, the committee will clearly declare and convey to the student. The committee shall also ensure that it is studied upon return.
- h. Students may choose some additional courses (not offered at IU) by the consent of their respective HoD. However, careful consideration should be made about credit transfer.

**iii. Directorate of Academics, Advanced Studies and Research (DAASR)**

- a. Once the information on available courses is shared by the host university through the IO, the DAASR will conduct a mapping activity with coordination of the concerned HoD to ensure that courses offered are aligned with those offered at IU.
- b. A nominee of the DAASR will be a member of the departmental equivalence committee for the advisory purpose.

- c. The equivalence committee will establish a mechanism for the courses which will be deferred as a result of exchange program that must either be taken upon return or be compensated by the offered programs.
- d. The decision on the duration and number of semesters, to defer, is to be taken by the DAASR in coordination of the relevant HoD and Dean (if required) according to the number of days a student will spend in a foreign university.
- e. Map out the minimum degree requirements before approving any coursework abroad.
- f. Work with the Deans for course mapping and credit transfer.

**iv. Equivalence Committee**

The Equivalence Committee will comprise the following office bearers:

- a. Dean / Campus Director
- b. HoD
- c. Director (Academics) / Nominee
- d. Registrar / Nominee

**v. Office of the Registrar**

- a. Defer the semester of the outbound students prior going to foreign university, under the Exchange Program.
- b. Ensure that there is no tuition fee charged for the semester(s) completed overseas.
- c. Make sure that the student must adhere to departure and return dates as specified by his/her department.
- d. Verify that the duration of the semester(s) studied abroad will not be counted towards the calculation of time bar.
- e. Provide the transcripts, letters and any other official document to the students that are required by the host university.
- f. Enrolment of student and preparation of his / her folder (for inbound students).

## **2. Transfer of credits as the result of an outbound exchange program**

The final decision on credit transfer is to be taken, on return of the student, and successful completion of the courses, as per the following criteria:

- a. Students applying for credit transfer are to submit original interim transcript and the course outlines of the course(s) studied abroad to their relevant HoD. The Equivalence Committee will assess the cases and recommend to their respective HoDs.
- b. The same will be sent to DAASR by the HoD for the final approval.
- c. Credit transfer of courses will only be allowed for degree level programs (equivalent to similar level programs at IU) offered on campus.
- d. Credit transfer will be allowed only for the courses with a similar standard, credit hours and matching description is available in the relevant academic program at IU. The marking criteria in foreign universities may differ from IU, therefore grade mapping mechanism may need to be established in each case.
- e. The courses must equate in description and laboratory work, if any, with the similar course of the relevant academic program of IU.

## **3. Fee and Cost of Living**

- a. The responsibility of accommodation arrangement abroad, during the course of stay, will be on student. However, the IO may assist the selected students in finding suitable accommodation.
- b. In addition to the expenses pertaining to accommodation, students will also be responsible for traveling and visa/pass expenses, medical/health insurance or any additional service charges they wish to avail. It will be the responsibility of student to find financial resources (self-financing or finding suitable scholarships).

## **4. How to Apply**

Students will need to submit the following documents at the time of application:

- a. Application form for Exchange Program
- b. Transcripts
- c. Certificate of Language Proficiency (if required by the host university)
- d. Copies of identification documents (Passport or CNIC)
- e. A written bond with IU to return to Pakistan to continue their remaining studies with IU or to complete remaining degree requirements.

- f. Pay Order amounting to PKR Rs50,000/- in favor of IU. The same will be returned to the student prior to their departure.

## **5. Upon-Return Procedures**

Upon the return of students from exchange programs, following procedures shall be adopted:

- a. IU to receive transcripts from the host university.
- b. A credit transfer form must be submitted by students detailing course work completed.
- c. The Equivalence Committee will perform a mapping activity to see alignment and misalignment of courses taken with relevant program curriculum. Credits will be transferred to the existing grade points of student based upon the guidelines for transfer of credit hours above.
- d. Students must share a detailed report on over-all experience during the exchange program.
- e. The students will be awarded certificates / transcripts in a certificate awarding ceremony. However, the originals will be dispatched to the parent institution.
- f. Graduating International students will be requested to fill in a feedback form along with the video testimonials both at Certificate Awarding Ceremony and after reaching at home institution.

## **6. Eligibility for Honors & Awards**

- a. Students availing the exchange program will be eligible for academic honors and awards, as long as they are taking full semester loads in their studies at IU and finishing remaining degree requirement with their batch of registration.
- b. If, as a result of the exchange activity, any of their courses are affected, these students would be permitted to make up for the shortfall (of the affected courses only) on return to IU either during the summer sessions, if offered, or during succeeding regular semester, in excess to their regular course load.

## **INBOUND EXCHANGE PROGRAM**

IU's inbound exchange programs are meant to invite international students to IU to spend a semester or two as part of their course of studies. Interested applicants will apply through an online application process whose details are given in the ensuing paragraphs.

### **1. International Office**

The International Office will primarily oversee the affairs of inbound students. The details are to be followed below:

- a. advise the inbound students from foreign universities on the availability of courses, which they want to take at IU, in consultation with the HoD of the relevant department and Dean.
- b. Manage and monitor the communication/correspondence with the embassy for visa application and other requirements.
- c. Share details of all foreign students with Director Administration regarding their arrival schedule etc. for arranging hostel accommodation.
- d. Share details of students including arrival schedule security clearance status with Chief Security Officer.
- e. In collaboration with the Administration Department, arrange meet-and-greet and commute to Hostel.
- f. Collection of all required documents from international students for submission to local police office through Security Office.
- g. Monitor the registration of foreign students with local police through the Administration Department.
- h. Monitor the necessary arrangement of transportation and security for students from IU to the police authorities, in case physical appearance is required.
- i. Liaise with the Administration Department to provide necessary security to students in case of visits outside IU.
- j. Ensure to obtain medical fitness certificate duly issued by the parent country showing no communicable/contagious disease including COVID, HBV, HCV HIV (AIDS) etc.
- k. May also have them medically examined again on arrival, should there be a regulatory obligation in view of any pandemic. In case a student is medically unfit, the matter will be reported to the University Management.

1. Forward all necessary documents of foreign students to the Ministry of Interior for security clearance and visa renewal.
- m. Ensure that queries from students /faculty /partner universities /embassies /ministries are dealt with efficiently and appropriately.
- n. Formulate strategies and identify means to promote the exchange programs and enhance internationalization in general.
- o. Lead the IO team to develop positive and effective working relationships with partner universities by pro-actively seeking ways to improve the internationalization.
- p. Remain the point of contact for students and their guardians.

## **2. Partner Universities and Conformance to Procedures**

- a. IU will advertise and promote the available exchange opportunities with its partner institutions, detailing eligibility criteria, course details and other essential information.
- b. Exchange programs will be offered across all the faculties subject to their capacity to accommodate students within the existing sections.
- c. IU will offer exchange programs based on its existing curriculum and academic courses.
- d. Interested institutions will ensure alignment of courses subjected to exchange programs.
- e. On successful completion of the course work at IU, students will be responsible for meeting the credit transfer requirements of their parent university, as per its home policy.
- f. IU will only award an official interim transcript to students for the courses they will have studied at IU.

## **3. Entry Requirements**

In order for international students to study at IU on exchange programs, they must meet the following general entry requirements:

- a. Students must have a strong academic record. In case of a different grading system being adopted by a partner / an interested institute, students must submit the grade point equivalence through their home institute.

- b. Students must meet the basic entry requirements of IU and be proficient in English. English Language Proficiency Certificate issued by the partnering university/regulatory authority must be submitted at the time of application.
- c. Students must be able to meet the visa requirements of Islamic Republic of Pakistan.
- d. A minimum of 2.5 CGPA for undergraduate and 2.8 CGPA for postgraduate courses are required.
- e. Medical clearance certificate from home country, and if required, one from Pakistan if medical examination is conducted upon arrival.

#### **4. Fee and Cost of Living**

IU will not charge any tuition fee for the programs offered under student exchange. However, boarding, lodging, traveling and medical expenses must be fully met by the parent institution or student. The Administration Department of IU may assist in finding suitable accommodation for the students.

#### **5. How to Apply**

Student will need to submit the following documents at the time of application:

- a. Application form for Exchange Programs
- b. Grades equivalence from HEC Pakistan
- c. Transcript
- d. Nomination / Recommendation letter from the parent university
- e. x2 Recent passport-sized photographs
- f. Certificate of English Language proficiency
- g. Copy of passport as a proof of identity
- h. Visa documentation

#### **6. Procedure upon Completion**

IU will adopt the following procedure upon the successful completion of exchange program by the international students:

- a. The students will be awarded Certificates/Transcripts in a certificate awarding ceremony. However, the originals will be dispatched to the parent institution.
- b. Graduating international students will be requested to fill in a feedback form along with video testimonials both at the Certificate Awarding Ceremony and after reaching home institution.

**Application Form - Outbound Student Exchange Program**

Applicant's Name \_\_\_\_\_

IU's Registration Number \_\_\_\_\_

Academic Program \_\_\_\_\_

Faculty \_\_\_\_\_

Semester \_\_\_\_\_

CGPA \_\_\_\_\_

Passport Number \_\_\_\_\_

CNIC Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Gender \_\_\_\_\_

Email \_\_\_\_\_

Mobile Number \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Blood Group \_\_\_\_\_

Contact Details of Hospital/Doctor in case of medical  
emergency \_\_\_\_\_

Any disability or medical/health restriction?

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Academic Achievements

Non-academic Achievements (co-curricular, extra-curricular etc.)

**Exchange Details**

Program Title \_\_\_\_\_

Duration of Program \_\_\_\_\_

Name of Host Institution \_\_\_\_\_

Country \_\_\_\_\_

City and Address \_\_\_\_\_

Application Deadline \_\_\_\_\_

Date of Commencement \_\_\_\_\_

**Course Requirements**

Language Requirements \_\_\_\_\_

CGPA Requirements \_\_\_\_\_

Age Requirements (if any) \_\_\_\_\_

**Total Expected Cost**

Tuition \_\_\_\_\_

Travelling \_\_\_\_\_

Lodging \_\_\_\_\_

Medical \_\_\_\_\_

Visa Fee \_\_\_\_\_

Personal / Misc. \_\_\_\_\_

Mode of Funding \_\_\_\_\_

What motivates you to apply in this program (200 words)

Relevance with the existing coursework (200 words)

**Undertaking**

By my signature, I certify that, to the best of my knowledge, the information provided in my application is accurate and complete. And that I understand that any incorrect information will result in the cancellation of this application. And that I shall bear all the expenses that will incur during exchange program including but not limited to tuition / boarding / lodging / meals / travelling / medical / books / stationery. And that I shall not request IU or the Host University for provision of any financial assistance. And that I shall join a junior batch, if required, for completion of degree course requirement in accordance with IU rules in operation. And that I intend to return to Pakistan upon completion of my studies at the Host University.

Applicant's Name and Signature

Parent's / Guardian's  
(Name and Signature)

Recommendation by HoD  
(Name and Signature)

Recommendation by Dean / Campus  
Director (Name and Signature)

Approval by the Vice Chancellor

**Application Form - Inbound Student Exchange Program**

Applicant's Name \_\_\_\_\_

Parent Institution \_\_\_\_\_

Address \_\_\_\_\_

Academic Program \_\_\_\_\_

Country of Residence \_\_\_\_\_

Semester \_\_\_\_\_

CGPA \_\_\_\_\_

Passport Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Gender \_\_\_\_\_

Email \_\_\_\_\_

Mobile Number \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Blood Group \_\_\_\_\_

Contact Details of Hospital/Doctor in case of medical emergency  
\_\_\_\_\_

Any disability or medical/health restriction?  
\_\_\_\_\_  
\_\_\_\_\_

Academic Achievements

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Non-academic Achievements (Co-curricular, extra-curricular, etc.)



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**Exchange Details**

Program Title

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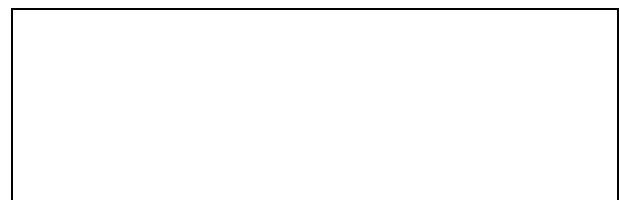
What motivates you to apply to this program (200 words)

Relevance with the existing coursework (200 words)

**Undertaking**

By my signature, I certify that, to the best of my knowledge, the information provided in my application is accurate and complete. And that I understand that any incorrect information will result in the cancellation of this application. And that I shall bear all the expenses that will incur during exchange program including but not limited to tuition / boarding / lodging / meals / traveling / medical / books / stationery. And that I shall not request IU for provision of any financial assistance. And that I intend to return to my Country upon completion of my studies at IU.

Applicant's Name and Signature



Endorsement by the Parent University



# Credit transfer policy for PhD Students

Minutes of the 49<sup>th</sup> Meeting of the Academic Council

**I Q R A IU**  
**UNIVERSITY**  
**MINUTES OF THE 49<sup>TH</sup> MEETING OF THE**  
**ACADEMIC COUNCIL OF IQRA UNIVERSITY**

The 49<sup>th</sup> meeting of the Academic Council of IQRA University was held on July 10, 2024 at IQRA University, Main Campus. The following members attended the meeting:

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Minutes of the 49<sup>th</sup> Meeting of the Academic Council

international universities for one or two semesters through exchange programs. He also added that, the exchange programs are highly competitive and IU invites and supports students from diverse backgrounds to participate in the opportunities.

Prof. Dr. Nassar Ikram informed the distinguished guests about the exchange students who are currently studying in Korea and about the students who completed their exchange study from Turkish universities as well. Dr. Zeba appreciated and appraised the efforts.

**The August Council was requested to ratify the approval of IU Student Exchange Policy 2024.**

**Resolution # AC 49-5:**

*The Council ratified the approval of the IU Student Exchange Policy 2024.*

**Agenda Item # AC 49-6**

***To ratify the approval of Credit Transfer policy for the PhD program across all faculties and campuses.***

The credit transfer policy for Ph.D. programs was presented by Mr. Rizvi to the august members of the council. He stated that the policy is in accordance with the guidelines of HEC Graduate Education Policy 2023 and was presented in the 59<sup>th</sup> Meeting of BASR, dated June 27, 2024, vide agenda item# BASR 59-7. After thorough deliberation, the Board of Advanced Studies and Research approved the credit transfer policy for the Ph. D. program.

**The August Council was requested to ratify the approval of the Credit Transfer Policy for PhD programs.**

**Resolution # AC 49-6:**

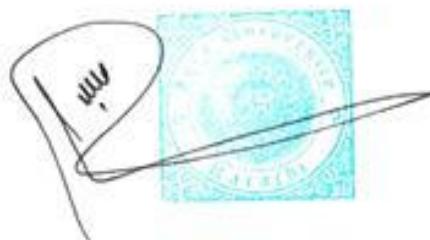
*The Council ratified the approval of the Credit Transfer Policy for PhD programs across all faculties.*

**Agenda Item # AC 49-7**

***Approval of Minimum Graduating CGPA for the Undergraduate Programs in line with HEC Policy.***

The Registrar shared that the Award of Degree clause under item XX (Performance Requirements) in part 6, Section E of the Codebook 2020, states 2.50 as the minimum graduating CGPA for the undergraduate level programs. Whereas, to bring the passing criteria in line with Item#15 (15.1) of HEC policy guidelines for Implementation of Uniform Semester System in HEIs of Pakistan, the passing criteria is recommended to be 2.0 CGPA; thus, aligning with HEC policy.

After a thorough deliberation by the august members of the council, all the members were agreed on reducing the minimum graduating CGPA to 2.0. A few members of the council dissented on the year / semester from which the revised graduating CGPA shall be adopted.



# Credit Transfer Policy for Doctoral Program

## **1 - Establishment of Credit Transfer Standing Committee:**

HEC Policy Guidelines for Implementation of Uniform Semester System in HEIs of Pakistan is referred by Graduate Education Policy 2023 for developing the criteria of transfer of credit hours for the Ph.D. programs (Level-8). The Board constitutes a standing committee with the following composition:

- a. Director, Academics, Advanced Studies & Research (DAASR) (Chairperson)
- b. Relevant Dean(s)
- c. Campus Director (*concerned campus where the PhD program is offered*)
- d. Director, Quality Enhancement Cell
- e. Representative of Office of the DAASR (Secretary)

## **2 - Coursework Transfer Policy:**

- a. Minimum ‘B’ grade courses shall be allowed to be transferred provided that the transferring courses match at least 70% with the equivalent IU courses in terms of contents.
- b. Based on item #1 above, upto 100% coursework credit hours shall be allowed to transfer with the recommendation of the assigned supervisor / departmental Ph.D. committee.
- c. In case if the applicant /prospective Ph.D. Scholar has already cleared the ‘Comprehensive Examination’, s/he may be asked to appear in a challenge exam in lieu of “Comprehensive Examination”.

## **3 - Research Work Transfer Policy:**

- a. The research work will only be transferred if the candidate has completed all the required coursework credits along with successful completion of comprehensive examination.
- b. Based on assessment, if the supervisor /PhD doctoral committee may ask the candidate to register and complete an additional course of 3 credit hours. However, the candidate shall be allowed to study the proposed course concurrently with the research work.
- c. The candidate has to submit formal consent of the former supervisor that should
  - i. state clear permission for using research idea and research work.
  - ii. state that the research work claimed by the applicant is his/her own work and the supervisor has no claim on the scholarly work completed by the applicant.
- d. The candidate shall submit an indemnity to the IQRA University regarding the use of research work and ensure that no publication from the research work is under review or in queue for publication at the time of transfer.
- e. For completing the Ph.D. studies at IQRA University, the candidate has to fulfil all the research publication requirements at IQRA university. However, in case if s/he has published all the required number of publications at the previous university, the candidate will have to publish at

least One publication with the affiliation of IQRA university in any HEC recognized Journal of minimum ‘Y’ category.

- f. At the time of conferment of PhD degree, the candidate must not show any affiliation with former supervisor or institution in the dissertation as well as research publications, whereas, the previous research work should be acknowledged appropriately in the thesis, where relevant and appropriate.

**4 - General Conditions:**

- a. The candidate has to submit an undertaking stating that s/he has got his/her admission cancelled from the previous HEI / DAI.
- b. The Ph.D. admission transfer cases will only be considered for acceptance provided the remaining duration to complete the program is 3 years including one year extension.

# Minimum CGPA for Undergrad Program in line with HEC Policy

Minutes of the 49<sup>th</sup> Meeting of the Academic Council

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Minutes of the 49<sup>th</sup> Meeting of the Academic Council

international universities for one or two semesters through exchange programs. He also added that, the exchange programs are highly competitive and IU invites and supports students from diverse backgrounds to participate in the opportunities.

Prof. Dr. Nassar Ikram informed the distinguished guests about the exchange students who are currently studying in Korea and about the students who completed their exchange study from Turkish universities as well. Dr. Zeba appreciated and appraised the efforts.

**The August Council was requested to ratify the approval of IU Student Exchange Policy 2024.**

**Resolution # AC 49-5:**

*The Council ratified the approval of the IU Student Exchange Policy 2024.*

**Agenda Item # AC 49-6**

***To ratify the approval of Credit Transfer policy for the PhD program across all faculties and campuses.***

The credit transfer policy for Ph.D. programs was presented by Mr. Rizvi to the august members of the council. He stated that the policy is in accordance with the guidelines of HEC Graduate Education Policy 2023 and was presented in the 59<sup>th</sup> Meeting of BASR, dated June 27, 2024, vide agenda item# BASR 59-7. After thorough deliberation, the Board of Advanced Studies and Research approved the credit transfer policy for the Ph. D. program.

**The August Council was requested to ratify the approval of the Credit Transfer Policy for PhD programs.**

**Resolution # AC 49-6:**

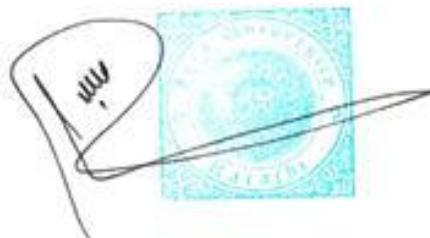
*The Council ratified the approval of the Credit Transfer Policy for PhD programs across all faculties.*

**Agenda Item # AC 49-7**

***Approval of Minimum Graduating CGPA for the Undergraduate Programs in line with HEC Policy.***

The Registrar shared that the Award of Degree clause under item XX (Performance Requirements) in part 6, Section E of the Codebook 2020, states 2.50 as the minimum graduating CGPA for the undergraduate level programs. Whereas, to bring the passing criteria in line with Item#15 (15.1) of HEC policy guidelines for Implementation of Uniform Semester System in HEIs of Pakistan, the passing criteria is recommended to be 2.0 CGPA; thus, aligning with HEC policy.

After a thorough deliberation by the august members of the council, all the members were agreed on reducing the minimum graduating CGPA to 2.0. A few members of the council dissented on the year / semester from which the revised graduating CGPA shall be adopted.



Minutes of the 49<sup>th</sup> Meeting of the Academic Council

**The August Council was requested to approve of the Minimum Graduating CGPA for the Undergraduate Programs from 2.5 to 2.0 in line with HEC Policy.**

**Resolution # AC 49-7:**

*The council supported the revision in minimum graduating CGPA from 2.5 to 2.0. The Council advised DAASR to gather data of all such students who had completed credit hour requirement of the degree program but could not secure 2.5 CGPA and prepare a report for submission to the chair for the data driven decision on the year / semester of adoption for the revised minimum graduating CGPA. The council also desired that the other deviations from the HEC policy on semester system in HEIs may also be brought up for implementation.*

**Agenda Item # AC 49-8**

*To review and approve the Vision and Mission Statements of the Faculty of Pharmacy*

Dr. Saira Azhar, Dean of the Faculty of Pharmacy presented the Vision and Mission statements of the faculty appended below. The statements are based on the recommendations of the BoF of Faculty of Pharmacy.

**Vision Statement**

"To become a premier pharmacy institution recognized locally and globally to produce graduate pharmacists skilled and innovative practitioners in the profession of pharmacy practice dedicated to serving health needs and enhancing public well-being through lifelong learning and the adaptation of applied research for community services."

**Mission Statement**

"The faculty is deeply committed to advancing pharmaceutical research and education through a comprehensive, innovative, and student-centered curriculum. Our goal is to create a caring and collaborative environment that promotes research and evidence-based practice by actively engaging with local and global communities to address diverse health challenges and ensure our graduates are prepared for fulfilling careers in pharmacy and related fields"

Dr. Zaki Rashidi suggested to use the words 'services' instead of 'activity' in the vision statement. Dr. Saira Azhar, Dean FP, agreed to change and appreciated for the suggestion.

**The August Council was requested to approve the Vision and Mission of the Faculty of Pharmacy.**

**Resolution # AC 49-8:**

*The Council approved the Vision and Mission of the Faculty of Pharmacy.*



**OBE Framework for all  
programs accredited by the  
NCEAC**

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Minutes of the 49<sup>th</sup> Meeting of the Academic Council

information security principles, methodologies, and technologies. They will be prepared to design, implement, and manage secure systems, addressing contemporary cybersecurity challenges effectively.

**The August Council was requested to approve the revised curriculum of BE Information Security Engineering.**

**Resolution # AC 49-10.7:**

*The Council approved the revised curriculum of BE Information Security Engineering under FEST at the Main campus subject to the PEC compliant Scheme of Study and NoC.*

**Agenda Item # AC 49-10.8:**

***To review and approve the Outcome Based Education (OBE) Framework for all the Programs accredited by the National Computing Education Accreditation Council (NCEAC) at FEST***

Dr. Arshad Aziz informed the council that FEST has developed an Outcome-Based Education (OBE) framework aimed at enhancing educational quality and aligning with the standards mandated by the National Computing Education Accreditation Council (NCEAC). He also added that this framework focuses on defining clear learning outcomes that students are expected to achieve by the conclusion of their programs and ensures alignment with rigorous accreditation requirements and industry expectations, promoting consistency and high quality across all programs offered. Additionally, the framework facilitates ongoing assessment and feedback to continuously improve teaching methods and curriculum relevance.

**The August Council was requested to approve the Outcome Based Education (OBE) Framework for NCEAC Programs at FEST.**

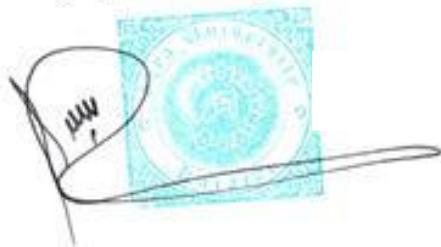
**Resolution # AC 49-10.8:**

*The Council approved the Outcome Based Education (OBE) Framework in accordance with the NCEAC guidelines.*

**Agenda Item # AC 49-10.9:**

***To approve Outcome Based Education (OBE) Framework for all the Programs accredited by the Pakistan Engineering Council (PEC) at FEST***

Dean FEST informed the council about the development of **Outcome-Based Education (OBE) framework** aiming to enhance educational quality and alignment with the standards mandated by the **Pakistan Engineering Council (PEC)**. Dr. Arshad Aziz mentioned that this framework focuses on defining clear learning outcomes that students are expected to achieve by the conclusion of their programs and ensures alignment with rigorous accreditation requirements and industry expectations, promoting consistency and high quality across all programs offered. Additionally, the framework facilitates ongoing assessment and feedback to continuously improve teaching methods and curriculum relevance.



## ANNEXURE A



Faculty of Engineering, Sciences and  
Technology  
Iqra University, Karachi

## OUTCOME BASED EDUCATION FRAMEWORK

(For the Programs accredited by National Computing Education  
Accreditation Council (NCEAC))

JUNE 2024

## Preamble

This document aims at establishing a comprehensive policy framework for implementation of Outcome Based Education (OBE) throughout FEST.

The purpose of this policy is to ensure consistent and synchronized adoption of OBE principles and practices across all computing programs. Recognizing the significance of OBE as a transformative approach to education, FEST strives to uphold the highest standards of academic excellence, student-centric learning, and holistic development.

This manual serves as a guideline for esteemed faculty, students, administrators, and other stakeholders involved in education at FEST. By adhering to this uniform policy, FEST intends to foster a culture of fair assessment and continuous quality improvement.

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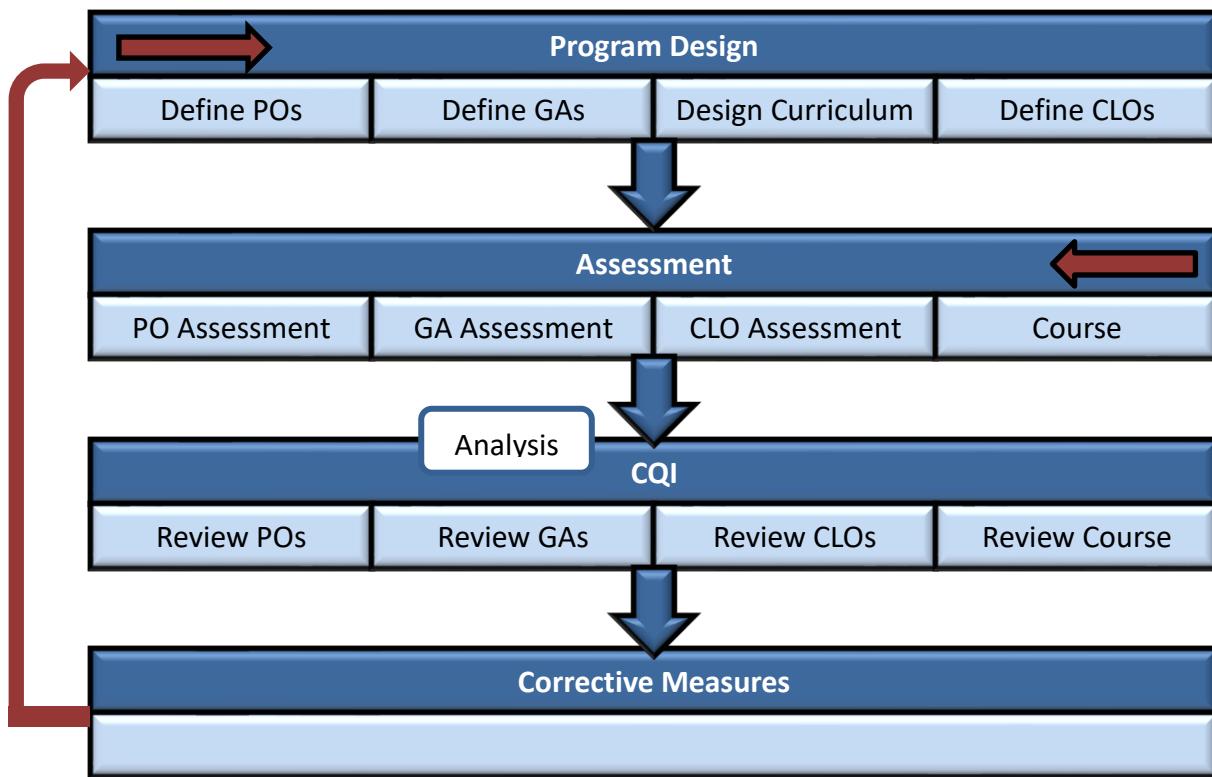
## Introduction

Outcome Based Education (OBE) is an approach of curriculum design and teaching that focuses on what students should be able to achieve at the end of course/program. OBE is the underlying paradigm followed by global accreditation efforts such as the Washington Accord (WA) and Seoul Accord (SA). It ensures:

- Graduates possess sufficient academic background and knowledge for pursuing their professional career in computing.
- Graduates have attained all prescribed Program Objectives (POs), Graduate Attributes (GAs), and Course Learning Outcomes (CLOs) in domains of Knowledge, Skills and Attitude.
- The improvement of standards in professional computing education through Continuous Quality Improvement (CQI)
- The provision of guidelines for up-grading existing programs and development of new programs

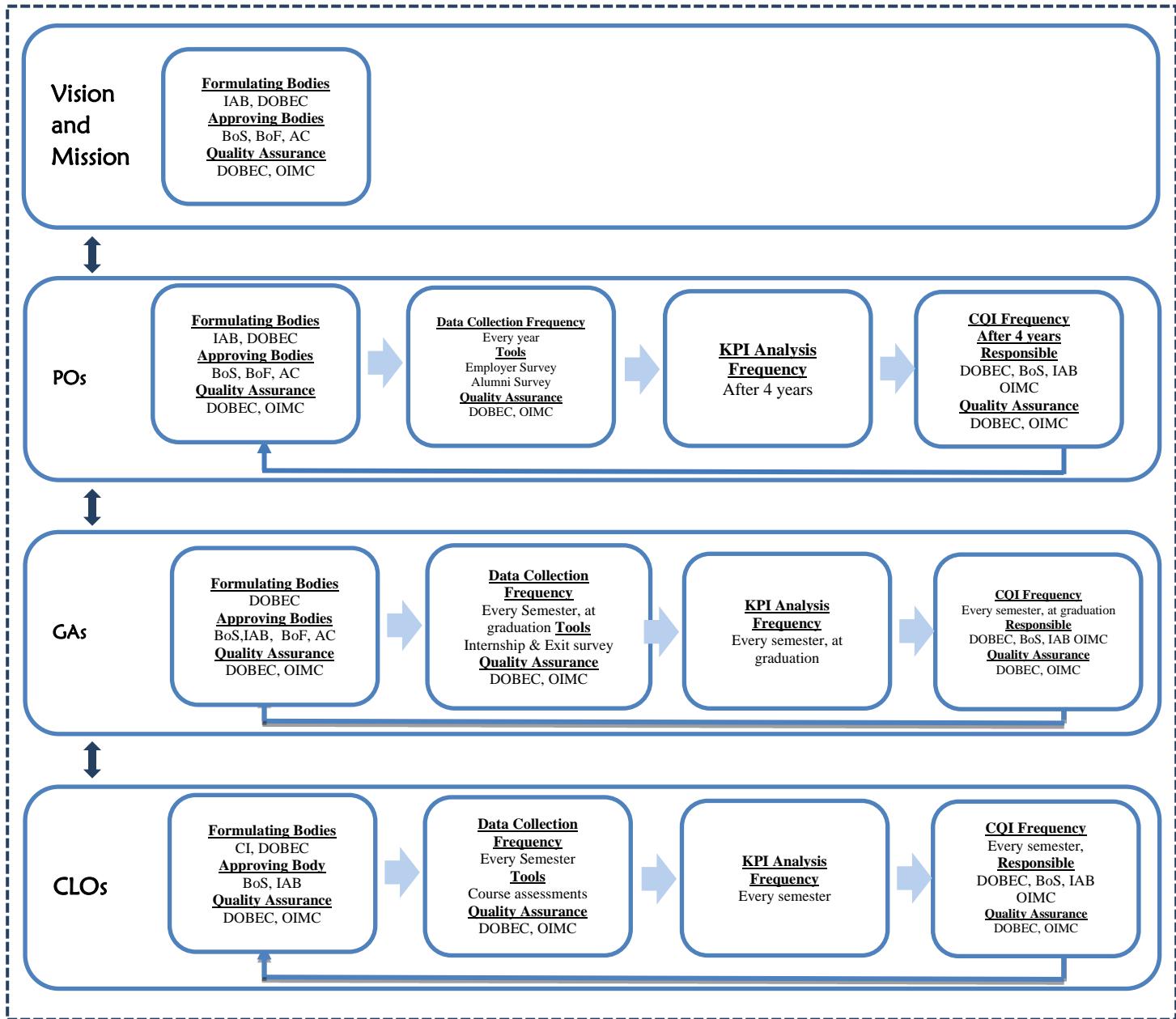
## OBE Implementation at FEST

The overview of the OBE mechanism being followed at FEST is given in Figure 1.



**Figure 1:** Overview of the OBE mechanism

The detailed process of OBE implementation is shown in Figure 2.

**Figure 2:** The detailed OBE process**Legends:**

IAB (Industrial Advisory Board)

BoS (Board of Studies)

AC (Academic Council)

KPI (Key Performance Indicator)

FYDP (Final Year Design Project)

BoF (Board of Faculty)

DOBEC (Departmental OBE Committee)

CI (Course Instructor)

CQI (Continuous Quality Improvement)

OIMC (OBE Implementation and Monitoring Committee)

The OBE system at FEST is implemented through the following SOPs:

## **1. Committees**

- a. The OBE Implementation and Monitoring Committee (OIMC) shall be established to oversee faculty-wide OBE implementation matters.
- b. A Departmental OBE Committee (DOBEC) shall be established in all departments to oversee department-wide OBE implementation matters.
- c. Every department shall be responsible for coordinating all OBE related activities with the OIMC.
- d. DOBEC shall comprise the Head of Department (HoD) as the committee head, the OBE Coordinator, and two faculty members.
- e. DOBEC will oversee the overall CQI process of the program and will regularly update the curriculum (if required) based on the feedback from the subject teacher and faculty members, review it, and then report it to the OIMC.

## **2. General Procedure**

- a. The department shall get the framework approved by the Academic Council (AC) through the respective Board of Faculty (BoF).
- b. AC may delegate its authority for any subsequent amendments in POs, GAs and CLOs to the concerned BoF and/or BoS as defined in the relevant sections below. However, any change in the Vision and Mission statement shall be approved by the AC itself. Please note that all amendments in POs, GAs, and CLOs shall be reported as action taken to the AC.
- c. Every department shall maintain a control document of the framework including Vision and Mission statements, POs, GAs, CLOs, Scheme of Studies, and Course profiles. The copy of which shall reside with the HoD.
- d. The procedural cycle of different committees / bodies of the university is given in Figure 2.

### **3. Vision and Mission Statements**

- a. The vision statement of a department shall be defined for the department in line with the vision of the university.
- b. The mission statement of a department shall be defined for the program(s) offered by the department; not for the department itself. It should be in line with the mission of the University.
- c. Vision and mission statements shall be proposed by the respective IAB and BoS and shall be approved by the AC through the concerned BoF.
- d. In case of any change in mission/vision of university/faculty, the recommended revisions may be deliberated in the OIMC for formal approval through statutory bodies (BOF/ACM).
- e. In case of any changes in the mission of any department or POs, the recommended revisions should be reviewed and approved by the respective BoS for further approval through the statutory bodies (BOF/ACM).

### **4. Program Objectives (POs)**

- a. The POs shall encompass all the key attributes of the GAs.
- b. The number of POs for any program shall range from 3 to 5.
- c. POs shall be proposed by the respective IAB and BoS and shall be approved by the respective BoF and ACM.

### **5. Graduate Attributes (GAs)**

- a. The number of GAs shall be as prescribed by respective accreditation councils. NCEAC has prescribed 10 GAs in its accreditation manual 2023 which are given in Table 1.
- b. Each GA shall be mapped to at least four (4) different courses.
- c. In case of any changes in GAs, should be endorsed by the respective statuary bodies of IU before adaptation.

**Table 1: Graduate Attributes (GAs)**

<b>GA</b>	<b>Description</b>
<b>GA-1</b>	<b>Academic Education:</b> Completion of an accredited program of study designed to prepare graduates as computing professionals.
<b>GA-2</b>	<b>Knowledge for Solving Computing Problems:</b> Apply knowledge of computing fundamentals, knowledge of a computing specialization, and mathematics, science, and domain knowledge appropriate for the computing specialization to the abstraction and conceptualization of computing models from defined problems and requirements.
<b>GA-3</b>	<b>Problem Analysis:</b> Identify and solve <i>complex</i> computing problems reaching substantiated conclusions using fundamental principles of mathematics, computing sciences, and relevant domain disciplines.
<b>GA-4</b>	<b>Design/Development of Solutions:</b> Design and evaluate solutions for <i>complex</i> computing problems, and design and evaluate systems, components, or processes that meet specified needs.
<b>GA-5</b>	<b>Modern Tool Usage:</b> Create, select, or adapt and then apply appropriate techniques, resources, and modern computing tools to <i>complex</i> computing activities, with an understanding of the limitations.
<b>GA-6</b>	<b>Individual and Teamwork:</b> Function effectively as an individual and as a member or leader of a team in multidisciplinary settings.
<b>GA-7</b>	<b>Communication:</b> Communicate effectively with the computing community about <i>complex</i> computing activities by being able to comprehend and write effective reports, design documentation, make effective presentations, and give and understand clear instructions.
<b>GA-8</b>	<b>Computing Professionalism and Society:</b> Understand and assess societal, health, safety, legal, and cultural issues within local and global contexts, and the consequential responsibilities relevant to professional computing practice
<b>GA-9</b>	<b>Ethics:</b> Understand and commit to professional ethics, responsibilities, and norms of professional computing practice.
<b>GA-10</b>	<b>Life-long Learning:</b> Recognize the need, and have the ability, to engage in independent learning for continual development as a computing professional.

## 6. Course Learning Outcomes (CLOs)

CLOs are specific statements that describe the knowledge, skills, or attitudes that students are expected to acquire or demonstrate upon completion of a particular course. CLOs are designed to align with the goals and objectives of the course.

- a. The number of CLOs for a 3-CH theory course shall be 2-4 and for a 2-CH theory course be 2-3.
- b. The number of CLOs for a 1-CH lab course shall be 1-3.
- c. Each CLO must be mapped to a single GA.
- d. There shall be a one-to-one mapping for CLO to GA and CLO to BT level, preferably.
- e. CLOs shall be formulated by the DOBEC in coordination with faculty/subject teacher and shall be approved by the OIMC.

## 7. Key Performance Indicators (KPIs)

- a. The KPI statement shall clearly specify the complete evaluation criteria.
- b. A minimum criterion for KPI evaluation and attainment, at individual as well as cohort level.

### 7.1 PO KPIs

- a. PO KPIs shall be evaluated for each PO separately.
- b. PO KPI statements shall be defined at program level.

#### **Program Level**

- a. PO KPIs shall be evaluated for a batch on the data collected from employer feedback surveys and alumni feedback surveys.
- b. In survey forms, the PO KPI statements shall specify the criteria in the form of scales from 1 to 5.
- c. The data collection shall be done annually, and KPI evaluation for a batch shall be carried out after 3-5 years from graduation.
- d. To attain a PO, 50% of the survey form responses must score 3 or above on a scale of 1 to 5.

### 7.2 GA KPIs

- a. GA KPIs shall be evaluated for each GA separately.
- b. GA KPI statements shall be defined at three levels: student, course and program.

#### **Student Level**

- a. At student level, the GA KPIs shall be evaluated on CLO scores of the students in the respective mapped course(s) and FYDP.
- b. The data shall be collected and analyzed at the end of each semester.
- c. To attain a GA in a course at student level, the student shall be required to obtain at least 50% average score in the CLOs mapped to the GA in that course.
- d. For Direct Cohort, each GA must be attained in at least 50% of the respective mapped courses, with an average score of least 50%.
- e. For Indirect Cohort, at least 50% of the students' responses must attain a score of 3 or above on a scale of 1 to 5 through survey forms.
- f. The criteria defined in d and e are for the initial assessment however, as the program progresses,

it is expected that this minimum threshold value will subsequently be raised to higher values as a result of program's CQI.

### **Course Level**

- a. At the course level, the GA KPIs shall be evaluated on GA scores of all students in the respective mapped course(s).
- b. The data shall be collected and analyzed at the end of each semester.
- c. To attain a GA at course level, at least 50% of the students must attain that GA.
- d. The criteria defined in **c** is for the initial assessment however, as the program progresses through its evolution, it is expected that this minimum threshold value would subsequently be raised to higher values as a result of program's CQI.

### **Program Level**

At the program level, the GA KPI shall be evaluated based on the following data:

- a. Final GA attainment statistics of all the courses, including FYDP, at the time of graduation.
- b. Data collected from internship feedback forms.
- c. Data collected from Exit Surveys.
- d. In survey forms, the GA KPI statement shall specify the criteria in the form of scales from 1 to 5.
- e. The data for a particular batch shall be collected and analyzed at the time of graduation.
- f. To attain a GA at program level, at least 50% of the mapped courses must attain the respective GA, and at least 50% of the students' responses must attain a score of 3 or above on a scale of 1 to 5.
- g. For final Cohort level GA attainment at the time of graduation, the GAs be attained through the Direct Cohort (80%) and Indirect Cohort (20%), see Table 3.
- h. The criteria defined in **f** and **g** is for the initial assessment however, as the program progresses through its evolution, it is expected that this minimum threshold value will subsequently be raised to higher values as a result of program's CQI.

### **7.3 CLO KPIs**

- a. CLO KPIs shall be evaluated for each CLO separately.
- b. CLO KPI statements shall be defined at two levels: student and course.

## Student Level

- a. A CLO at the student level shall be evaluated on multiple attempts during the course work.
- b. All attempts made available in a course for a particular CLO shall comply with the corresponding taxonomy level.
- c. The number of attempts for each CLO shall be at least two (3) shall include the compulsory final examination attempt.
- d. For CLO attainment at student level, the student must obtain at least a 50% percentage score from all attempts. The same score shall be counted for the corresponding GA score evaluation.

## Course Level

- a. At course level, the CLO KPI shall be evaluated on CLO scores of all students in the particular course.
- b. The data shall be collected and analyzed at the end of each semester.
- c. To attain a CLO at course level, at least 50% of the students must attain that respective CLO.

All KPIs along with related information have been summarized in Table 2.

**Table 2:** KPIs evaluation and attainment criteria for PO, GA, and CLO

	<b>Level</b>	<b>Evaluation Tool</b>	<b>KPI</b>	<b>Data Collection Frequency</b>	<b>Data Analysis Frequency</b>
<b>PO</b>	Program	For Indirect Cohort: Employer and Alumni Surveys	50% of the responses must attain a score of 3 or above on a scale of 1 to 5.	Every year	3-5 years from graduation
<b>GA</b>	Student	GA scores of the student in the mapped course(s)	Each GA must be attained in at least 50% of the respective mapped course(s), with an average score of at least 50%	Every semester	Every semester
	Course	GA scores of all the students in the mapped course	At least 50% of the students must attain that GA		
	Program	- <b>For Direct</b> Cohort: Final GA attainment statistics of all the courses including FYDP	<b>For Direct Cohort</b> , at least 50% of the mapped courses must attain the GA. For Indirect Cohort, at least 50% of the students/ responses must attain a	At the time of graduation	At the time of graduation

		<b>-For Indirect Cohort: Internship Feedback Form and Exit Survey</b>	score of 3 or above on a scale of 1 to 5.		
<b>CLO</b>	Student	Course work	The student must obtain at least 50% percentages score from all attempts.	Every semester	Every semester
	Course	CLO scores of all students in the course	At least 50% of the students must attain that CLO		

## 8. Course/Lab Files

- a. A Course/Lab file shall be maintained for every course/lab by the respective course/lab teacher during the semester. However, course contents, teaching plan, CLOs, their mapping to the GAs, and the class activities shall be communicated to the students at the start of the semester.
- b. At the end of the semester, the complete course/lab file (both in hard and soft form) shall be submitted to the DOBEC.

## 9. Final Year Design Project (FYDP)

A Final Year Design Project (FYDP) is the mandatory activity that requires students to apply their theoretical and practical knowledge towards the end of program. It involves a range of activities including literature review, problem analysis, design, modeling, and simulation using various methods and means including hardware and software tools.

- a. FYDP must encompass complex computing problem(s) and design of systems, components or processes integrating core areas.
- b. FYDP must include cultural, societal, and environmental considerations encompassing SDGs.
- c. FYDP should lead to an integration of knowledge and practical skills required in the GAs.
- d. An FYDP Committee shall be constituted for each program by the concerned HoD comprising of at least 3 faculty members, one of whom shall work as FYDP Coordinator.
- e. FYDP of total 6-CH shall span over two consecutive semesters, i.e., 7th and 8th semesters.
- f. The assessment of an FYDP shall be carried out ONLY through well-defined rubrics.

## 10. Survey Forms

- a. The designed survey forms shall be simple and easy to understand and should not take too much time of the person filling in the form.

- b. PO / GA mapping of a question should be clearly indicated.
- c. One criterion/ question should map to only one PO / GA.
- d. Evaluation scales for each criterion should be consistent in all survey forms.
- e. A comments section should be added to get any additional feedback.
- f. The survey form can be made available online.
- g. The different types of forms are given below:
  - i. The **Internship Feedback Form** should be uniform for all the departments and is given in Appendix-I.
  - ii. The **Exit / Graduating Survey Form** should be uniform for all the departments and is given in Appendix-II.
  - iii. The **Alumni Survey** Form should be uniform for all the departments; however, PO mappings of the questions should be program-specific. It is given in Appendix -III.
  - iv. The **Employer Form** should be uniform for all departments; however, PO mappings of the questions should be program-specific. It is given in Appendix-IV.

## **11. Student Internships**

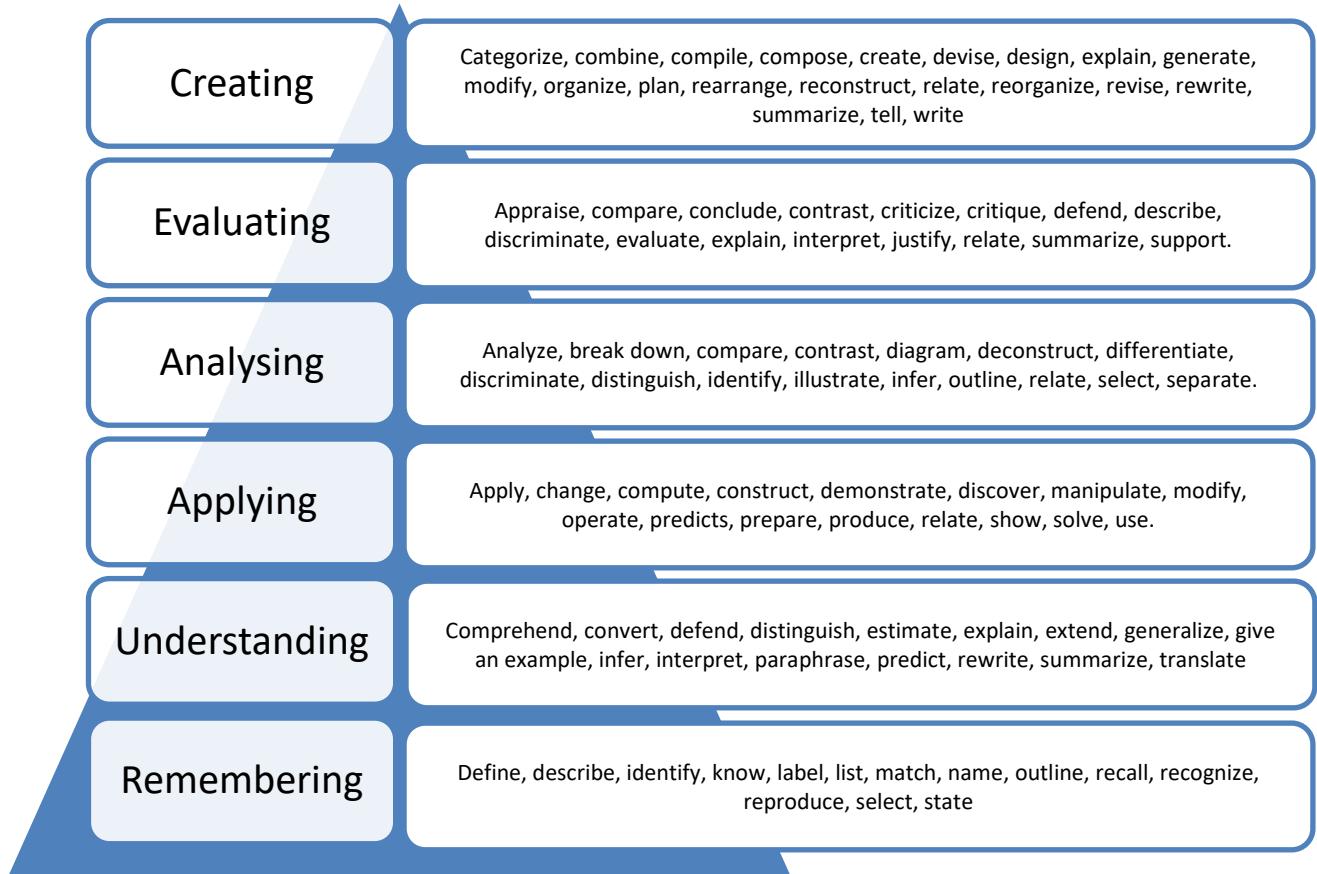
- a. Internship of at least 6 - 8 weeks is mandatory part of degree requirements in the 3rd to 4th year of program. It must be supervised, monitored, evaluated, and reflected in the transcripts under a prescribed mechanism and with defined and mapped rubrics with program objectives.
- b. Every department shall nominate a departmental Industry Liaison officer (ILO) to monitor the related activity in coordination with the placement office.
- c. In the case of more than one eligible internship by a student, the best internship feedback score shall be counted.

## **12. Evaluation and Assessment**

The students are assessed mainly in three learning domains: Cognitive (knowledge), Psychomotor (hand skills), and Affective (attitude). The CLOs of the entire curriculum are prepared to cover these learning domains. The CLOs coverage can be 70% in the Cognitive domain, and 30% collectively in the Psychomotor and Affective domains. The recommended systems of measurement of students' performance in these domains are:

## 12.1 Cognitive Domain

This is the commonly used domain dealing with the intellectual side of learning. Different levels of categories and their verbs under the cognitive domain are given in Figure 4.



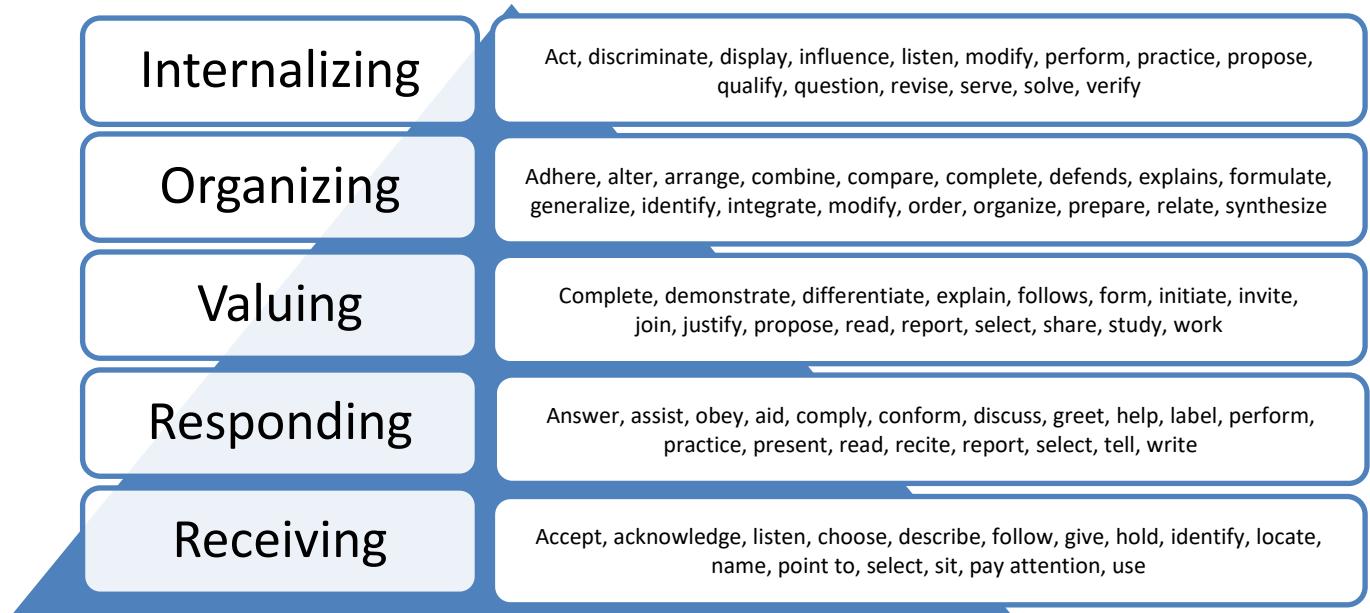
**Figure 4:** Cognitive Domain categories and alternate verbs

## 12.2 Affective Domain

This domain includes objectives relating to interest, attitude, and values related to learning information. Different levels of categories and their verbs under the affective domain are given in Figure 5.

- a. CLO assessment under the Affective domain shall ONLY be conducted through pre-defined rubrics.
- b. The maximum taxonomy level for Affective rubric in any computing program shall be from A3 to A4, as per Bloom's Taxonomy level. A3 is a typical level attained in course based/classroom-based learning during undergraduate education, and A4 is the level that can be attained with a combination of classroom learning and mentored projects/activities.

- c. Affective domain assessment shall only be performed by the course teacher. At least two assessments shall be conducted during the semester in order to provide multiple chances. Each student shall be evaluated separately.
- d. As a guideline, Table 3 provides the meanings for taxonomy verbs for different types of affective domain assessment tools.



**Figure 5:** Affective domain categories and alternate verbs

**Table 3:** Guidelines for affective domain assessment tools and evaluation

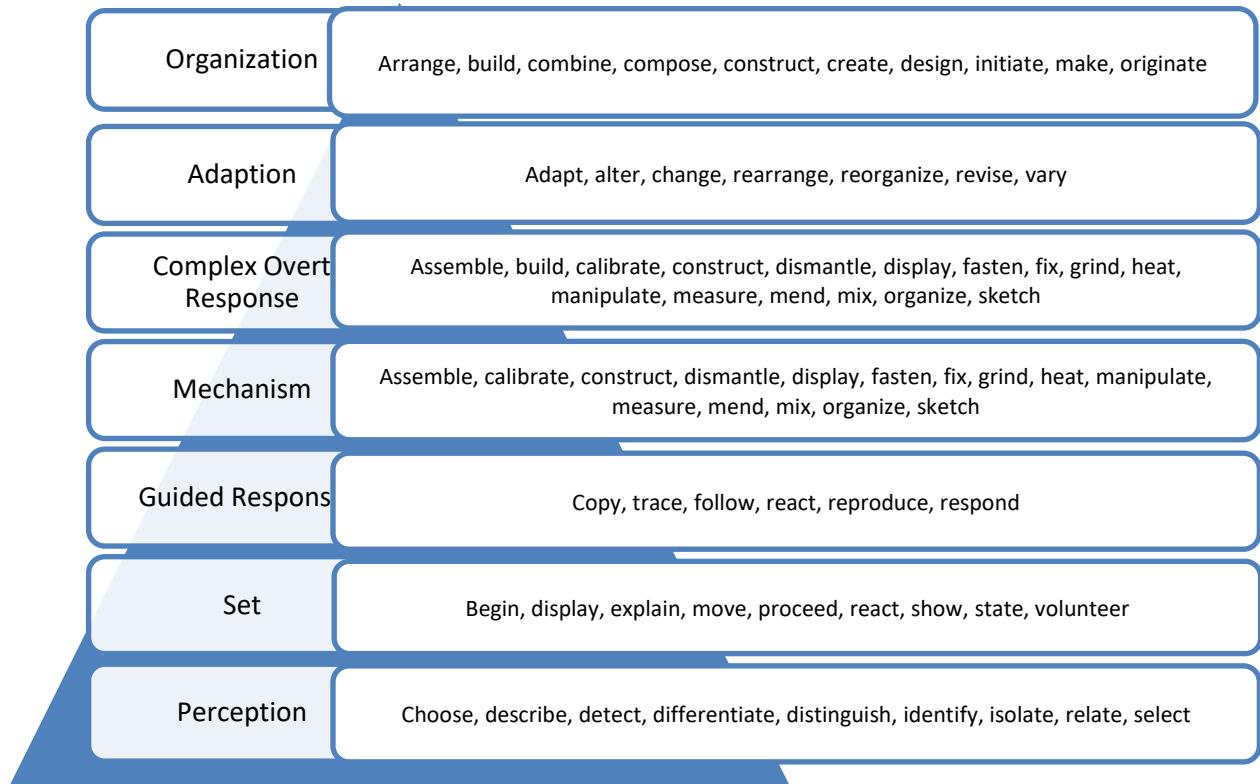
Affective Domain Assessment Tools						
Taxonomy Level	Presentation	Discussion	Interview	Filed visit	Case study	Self-reporting
Receiving	Listening to questions	Listening to others opinion	Listening to questions	Listening to demonstration	Identifying the objectives of case	Identifying a self-matter/ issue
Responding	Willingly responding to questions	Willingly responding in context of discussion	Willingly responding to questions	Willingly asking/responding to questions	Stating the case with context	Willingly state details related to the matter/ issue
Valuing	Expressive Quality of reasoning, arguments, and thoughts	Expressive quality of reasoning, arguments, and thoughts	Expressive Quality of reasoning, arguments, and Thoughts	Seriousness during the visit.	Expressive Quality of reasoning, arguments, and thoughts	Expression of strength/ weakness or positive/ negatives of the issue

Organizing	Body language and behavior	Respectful behavior to others' opinion	Body language and behavior	Body language and behavior	Respectful behavior to others' opinion	Behavior and willingness towards resolving the issue
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### 12.3 Psychomotor Domain

This domain focuses on motor skills and actions that require physical coordination. Different levels of categories and their verbs under the psychomotor domain are given in Figure 6.

- a. Psychomotor assessment shall be performed by the lab teacher during practical performance.
- b. CLO assessment under the psychomotor domain shall ONLY be conducted through pre-defined rubrics.
- c. The maximum taxonomy level for the Psychomotor rubric in any computing program shall be limited to level 4 (P4) as per Bloom's Taxonomy level given in Figure 3.
- d. For software-related courses being offered, for example, in ICT-related computing programs, a separate “Software-Based Rubric” may be defined by the DOBEC in consultation with subject experts (wherever needed) and approved by the respective BoS.



**Figure 6:** Psychomotor domain categories and alternate verbs.

## 13. Continuous Quality Improvement

CQI is a cyclic process comprising three concentric cycles, namely; CLOs Assessment Review Cycle, GAs Achievement Review Cycle, and POs Attainment Review Cycle. The CLOs Assessment Review Cycle is completed after every semester whereas other two cycles span over a time period of 4 years (8 semesters). The generalize steps for any CQI cycle (discussed below in detail) are:

- A CQI report shall be prepared by the DOBEC and submitted to the OIMC after approval from the respective BoS at the end of every semester.
- The OIMC shall obtain and verify completion of closed loop CQI process involving plan-do-check-act cycle to ensure proper implementation of OBE System.
- The OIMC shall conduct an annual audit to monitor the administration and implementation of the framework in all programs.
- The OIMC shall also arrange refresher training for the relevant faculty members at regular intervals.

### 13.1 CQI Process at CLOs Level

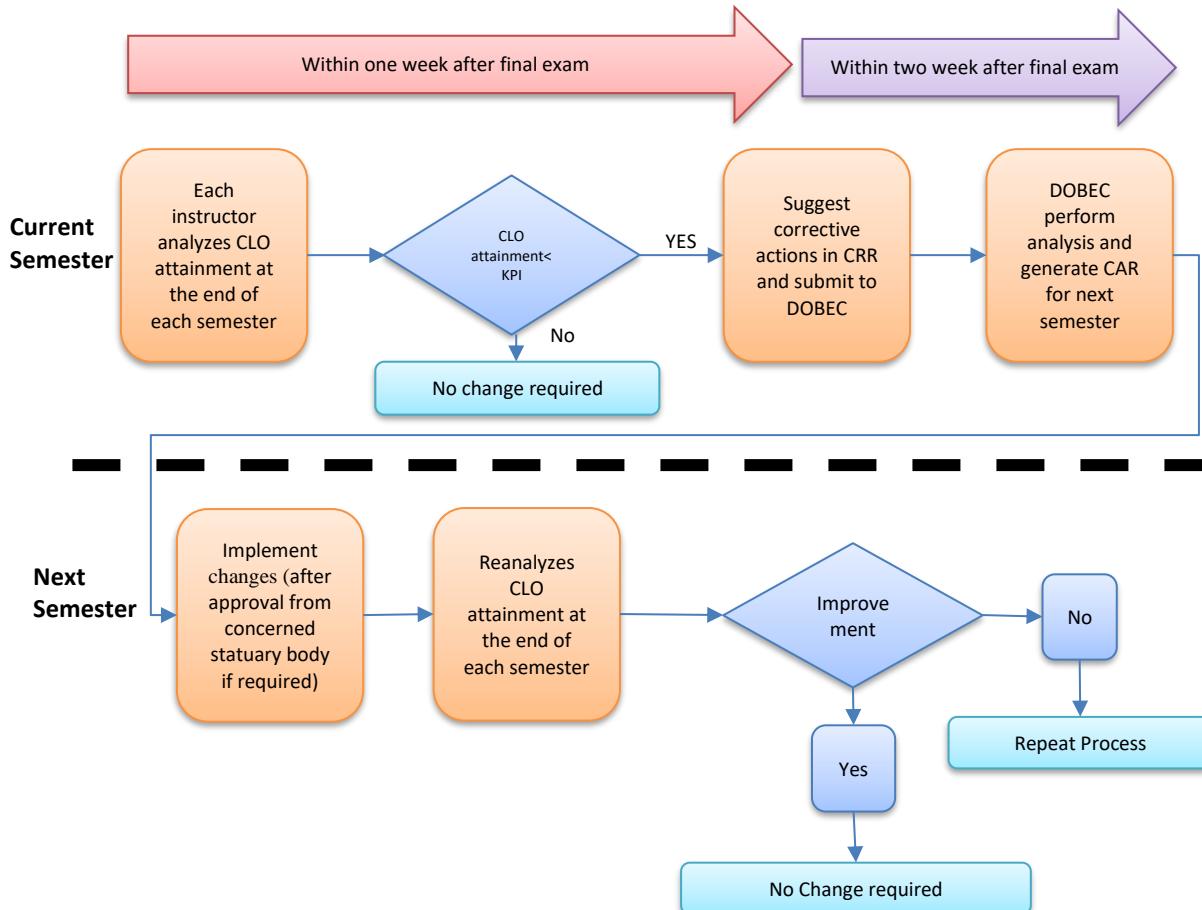
Data collection is the most important part of the continuous quality improvement process. It is carried out throughout the semester in the form of assessment activities like quizzes, assignments, PBLs, OELs, CCPs, presentations, class projects, mid-term exams, and final exams at the end of each semester. The CLOs are assessed through these assessment activities in each course. The results of CLOs assessment for all the courses of the program are used to evaluate the achievement of GAs.

At the end of every semester, the course instructor submits the Course Review Report (CRR) to the department. The data from these reports are compiled, and the consolidated report is discussed in the DOBEC meeting. In the case of CLO failure at the cohort level (i.e., 50% of the class did not attain the CLO) consecutively in two semesters, the possible reason for the CLO failure is identified to take the required corrective actions (CAR). In the case of a change in taxonomy level or inappropriate assessment, the concerned faculty is approached, and corrective action is taken if required. In case of a change in CLO/GA, the approval required from statutory bodies (IAB/BoS/BoF). The DOBEC will ensure that these suggested actions are implemented in the

next semester.

- At Cohort Level the Corrective Actions include but not limited to,
  - 1) Change course contents
  - 2) Change course prerequisites
  - 3) Modifying teaching and assessment methodology
  - 4) Modifying CLOs, CLO-GA mapping, taxonomy levels

The CQI process for cohort level CLO attainment is shown below in figure 7.



**Figure 7:** CQI Process at CLOs Level (Cohort level)

## 13.2 CQI Process at GAs Level

The GAs attainment is accomplished through direct and indirect assessment methods. Figure 9 shows the CQI process for GAs attainment at individual as well as cohort level. The DOBEC checks the students' and course-level GAs attainment at the end of the semester examination.

### The CQI process for GAs attainment at individual student level

The DOBEC will check (on software/excel sheets) the GAs attainment after the end- semester examination and make sure that each student knows his/her progressive GAs attainment within

the two weeks after end-semester examination. If the GAs are failed by individuals and are going to be repeated in the upcoming semester/s, individual students will be informed (may receive caution letter) and counseled through the department coordinator/Class Advisor to recover the failed GAs that are repeated in the upcoming courses. The review process of GA attainment for individual student is given in table 4. This table shows the close monitoring of GA attainment student wise. Till completion of 33% courses, the caution letter is issued by class advisor in case of non-attainment of GA. Above 33% till 66% course coverage the severity of letter increases for non-attainment of GA. From 34% till 100% course coverage department will take additional steps which may include meeting with Dean.

Table4: Individual Student GA review process

Attainment level of KPI	Number of Courses Completed		
	0-33%	34-66%	67-100%
	Remedial Action		
<b>Less than 40%</b>	<ul style="list-style-type: none"> <li>• Student be cautioned</li> <li>• Student be issued a caution letter by class advisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Student be issued a warning letter by HoD</li> <li>• Close monitoring by class advisor</li> </ul>	<ul style="list-style-type: none"> <li>• Student not attain GA. Close monitoring and remedial action by DOBEC.</li> </ul>
<b>Greater than 40% and less than 50%</b>	<ul style="list-style-type: none"> <li>• Student be cautioned</li> </ul>	<ul style="list-style-type: none"> <li>• Student be cautioned by counselling</li> </ul>	
<b>Greater than 50%</b>	<ul style="list-style-type: none"> <li>• Continuous monitoring of student progress by the department</li> </ul>		

In case an individual fail to achieve the GA(s) (even though the student has passed his/her courses), that will not repeat the upcoming course(s) (or if the individual fails to achieve GAs in the final semester but passes in courses), the DOBEC will direct the respective faculty member to arrange special ungraded assignments for students with GA deficiencies. These special ungraded assignments/exams will take place during the semester break / within two to three weeks after end-semester examination. The DOBEC will suggest the GA recovery through faculty members to the student on a prescribed Performa. Faculty will prepare a number of special assignments with appropriate learning domains and taxonomy levels. The assignments will be kept in custody of the concerned faculty member for future use. These assignments will be conducted by the concerned teacher in consultation with the DOBEC. The CQI process for individual student is shown in figure 8.

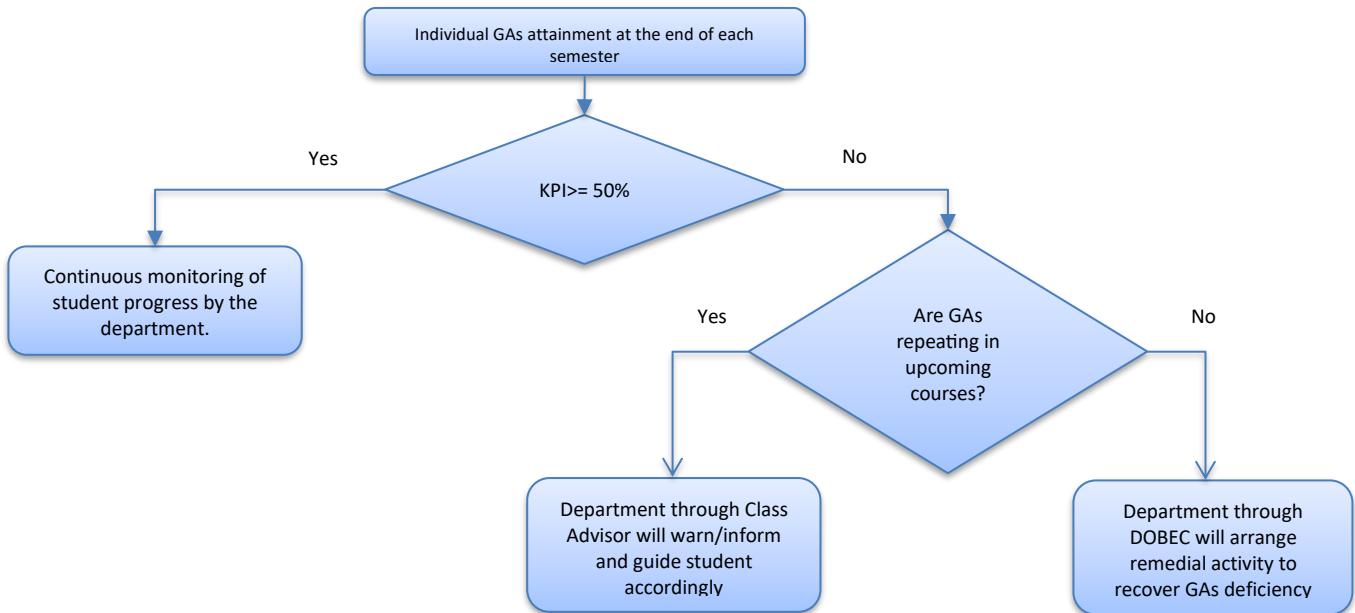


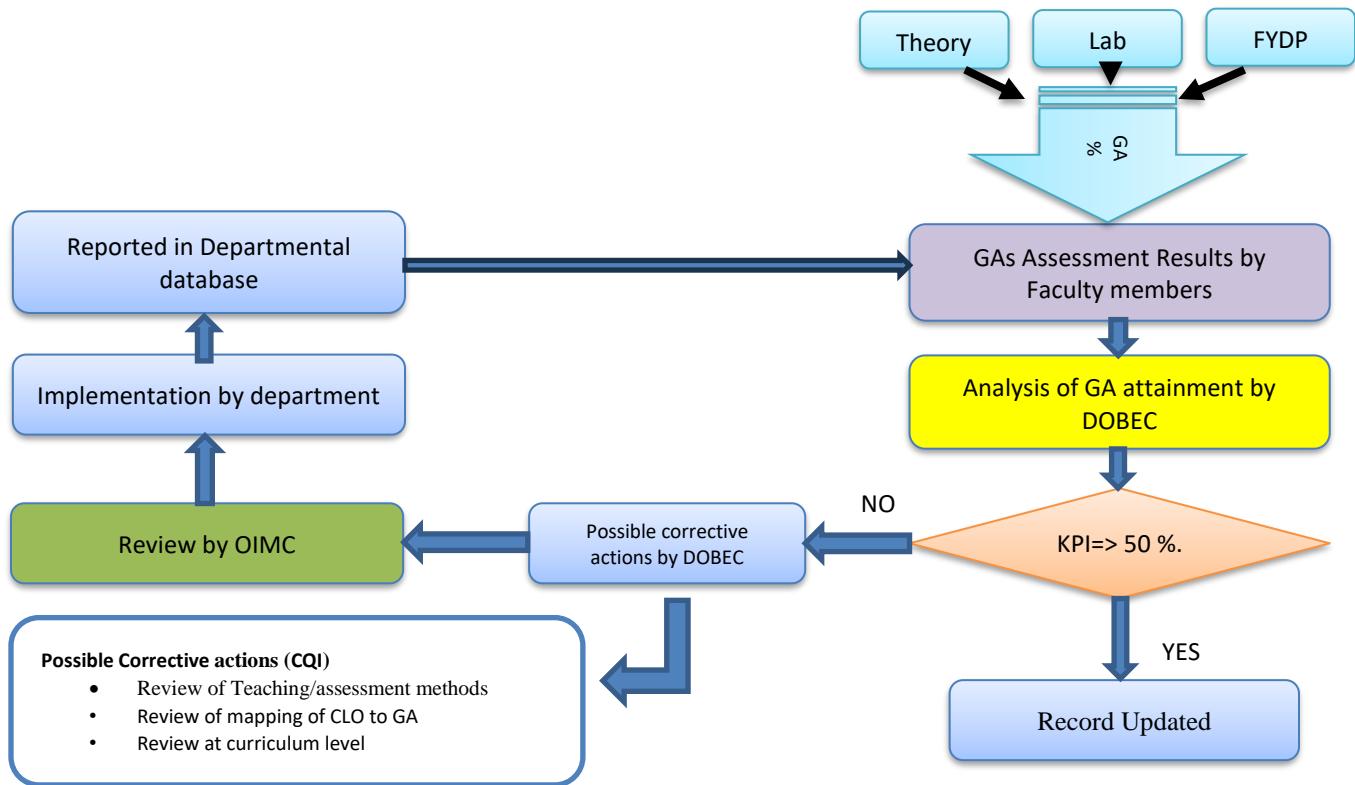
Figure 8: The complete CQI process for Individual level GA attainment (direct method)

### **The CQI process for GAs attainment at Cohort level per course**

In case of GA failure at the cohort (i.e., 50% of the class did not attain the GA) in two consecutive semesters for a course, the possible reason for the GA failure will be identified to take the required corrective actions. If there is a change in taxonomy level or inappropriate assessment, the concerned faculty will be approached, and corrective action will be taken if required. In case of a change in CLO-GA mapping, the approval required from statutory bodies (IAB/BoS/BoF). The DOBEC will ensure that these suggested actions are implemented in the next semester.

**At Cohort Level the Corrective Actions** include but not limited to,

- 1) Change in course contents
- 2) Change in course prerequisites
- 3) Modifying teaching and assessment methodology
- 4) Modifying GA-CLO mapping and/or taxonomy level
- 5) Instructor Counseling on his/her teaching methodologies.



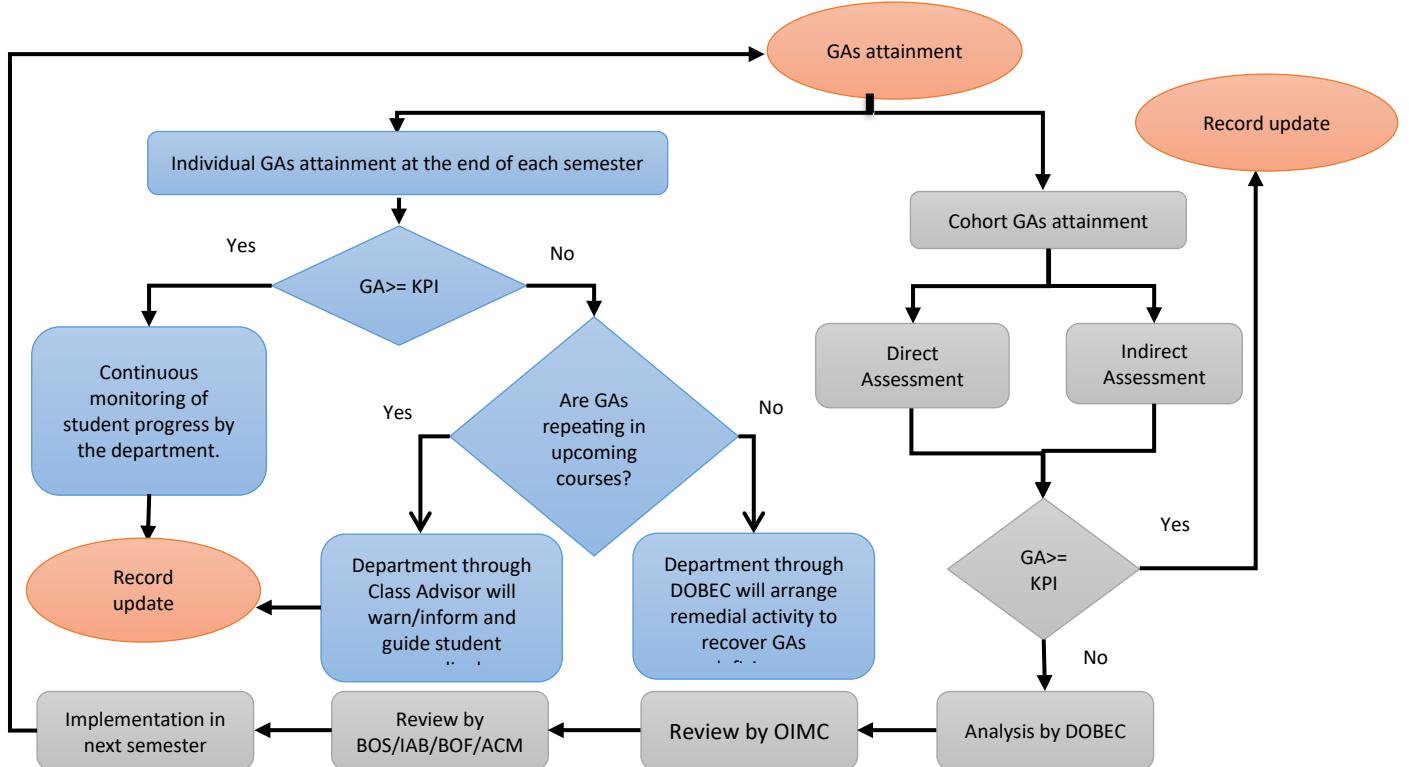
**Figure 9:** The complete CQI process for COHORT level GAs (direct method)

### The CQI process for GAs attainment at Program level

The Program level GAs attainment include both direct and indirect data assessment methods. The direct method of GA assessment is carried out through courses, while indirect assessments of GA involve internship feedback and graduate exit survey. At the end of four years of graduation, the cohort level GAs attainment of the passing-out batch through the direct assessment method is calculated using software/ excel sheets. The QEC is responsible for conducting the graduating exit survey of passing-out students during the final exams for the indirect assessment of GAs. The internship survey is already taken by QEC. The DOBEC calculates and analyzes the indirect attainment of GAs from the internship survey and the graduating exit survey. Finally, the overall GA attainment through direct and indirect methods is combined (80% from direct and 20% from indirect assessment methods) and analyzed by the DOBEC. In case, of a failure to attain any GA on cohort level after 4 years of graduation the DOBEC will analyze and suggest possible corrective actions. The DOBEC will submit a report to the OIMC for review and then to the BoS/IAB/BoF/ACM. The DOBEC will ensure that the suggested corrective actions are

implemented in the next semester. The possible corrective actions include but are not limited to:

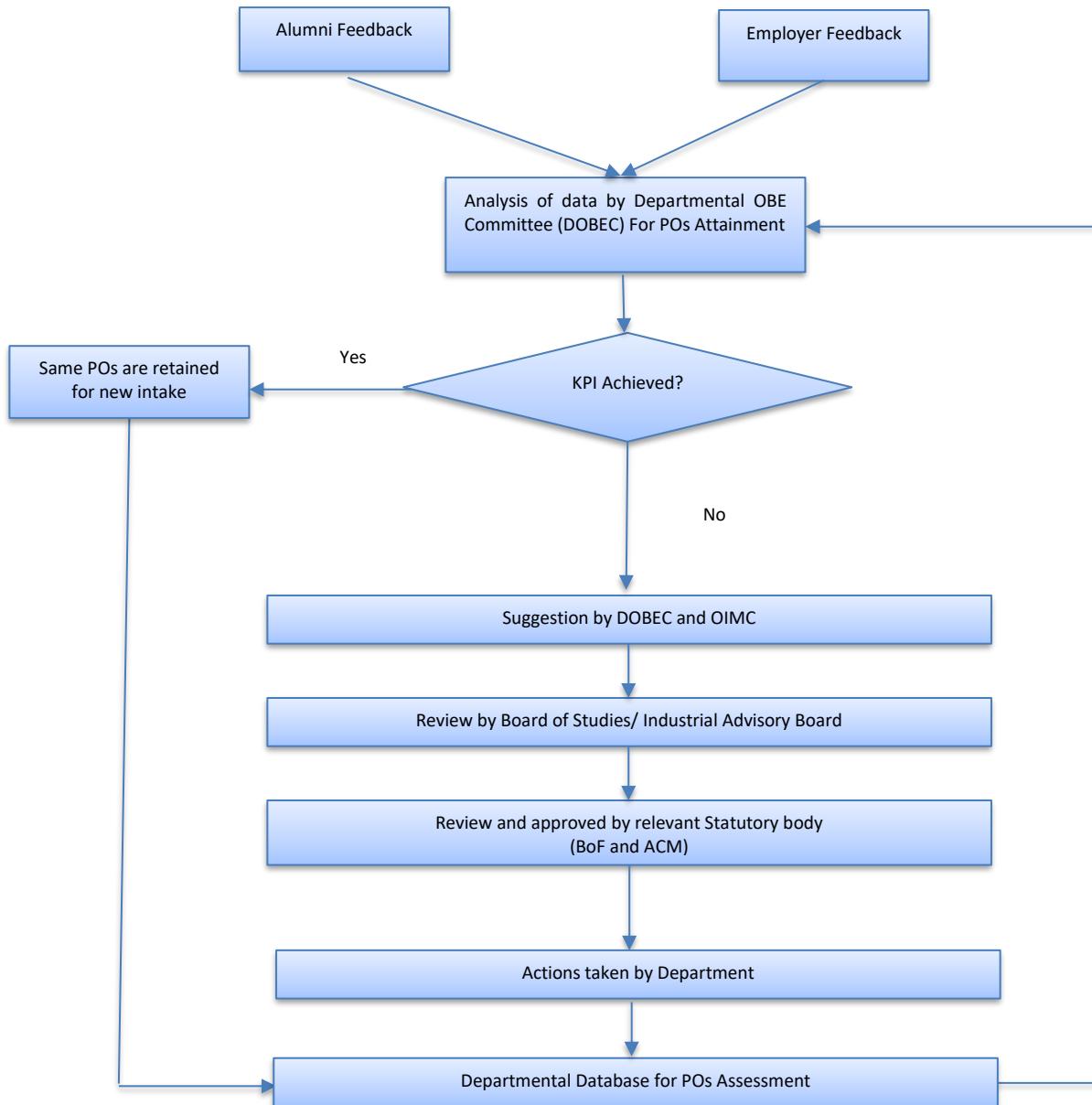
- 1) Modify the curriculum
- 2) Change core courses
- 3) Change elective courses
- 4) Revising Courses to GAs mapping
- 5) Changing the KPI



**Figure 10: CQI Process at GAs Level (Cohort level and Individual Level)**

### 13.3 CQI Process at POs Level

The CQI process at the PO level is shown in Figure 2(a). The evaluation process starts with the collection of data from the alumni and industry through Alumni Surveys and Employer's Feedback Survey (Annex I & Annex II). The QEC office will conduct the survey and will collect data from employers and alumni after 4 years of their graduation. The questions included in the surveys target the program objectives highlighted by POs. Once the data from alumni and employers is received, DOBEC analyzes it and determines the attainment or non-attainment of program educational objectives. The results of the survey formulate the basis of Continuous Quality Improvement (CQI). The frequency of survey form collection is every 3-5 years after graduation.



**Figure 11:** The complete CQI process for POs

Possible Corrective Actions for POs include but not limited to

- 1) Changes in curriculum
- 2) Revision in PO statements
- 3) Revision in KPIs
- 4) Revision in teaching and learning methods.

**Table 5:** CQI actions for PO, GA, and CLO

	<b>KPI Achieved</b>	<b>KPI Not Achieved</b>		
		<b>Program Level</b>	<b>Course Level</b>	<b>Student Level</b>
<b>PO</b>	No action required	1. Review of curriculum strategies	N/A	N/A
		2. Review of assessment methods		
		3. Review of the relevant KPIs		
		4. Review of Pos		
<b>GA</b>	No action required	1. Review of teaching and learning process.	1. Review of teaching and learning process.	1. Warning through the Class advisor.
		2. Review of GAs assessment methods.	2. Review of CLOs assessment methods.	2. Student counseling.
		3. Review of Course-GA mapping and the relevant KPIs.	3. Review of CLO- GA mapping and the relevant KPIs.	3. Ungraded assignments/ Extra assessments (if GAs are not offered future)
		4. Review of curriculum design.	4. Review of curriculum design.	
<b>CLO</b>	No action required	N/A	1. Review of CLO assessment methods.	1. Student provided further chances through direct assessment tools.
			2. Review of CLOs and taxonomy levels.	2. Student counseling.
			3. Review of students' course feedback.	
			4. Review of CLO KPI	
			5. Faculty advice by DOBEC.	
			6. Faculty training	

## **14.Complex Computing Problems and Activities (CCPs /OEL/PBL/FYDP and CCAs)**

- Students shall be provided adequate exposure to Complex Computing (CCPs) and Complex Computing Activities (CCAs) throughout the duration of the program.
- CCPs and CCAs shall cover the desired attributes as listed in Table 5 and Table 6 (as per NCEAC Manual of Accreditation 2023).

- c. Preferably, all the core computing courses and FYDP shall include CCPs/CCA/OEL/PBL.
- d. CCAs, comprising mainly Open-Ended Labs (OELs) and Problem Based Learning (PBL), shall be included in all the courses having practical components.
- e. CCPs/ CCAs shall be properly defined. The description may include at-least the following:
  - i. Problem description
  - ii. Constraints/ Assumptions
  - iii. Identification of areas where use of computational/ modern tools is required.
  - iv. Expected outcome.
  - v. Attribute mapping
- f. CCPs/ CCAs shall be evaluated through pre-defined rubrics, and not by any other means. The criteria defined in the rubric shall cover the attributes selected for the activity from Table 4 and Table 6. Explicit mapping shall be provided.
- g. The rubric shall be communicated to the students at the time of assignment of the complex computing activity.
- h. The rubric shall have well defined criteria and levels of attainments/scales.
- i. Evidence of all complex computing problems/ activities shall be provided in the respective Course File, including statement of CCP/CCA and rubric based evaluation.

**Table 6:** Range of Complex Problem Solving

<b>Attribute</b>		<b>Description</b>
Preamble		A Complex Computing Problem is a computing problem having some or all the following characteristics:
<b>1</b>	Range of conflicting Requirements	Involves wide-ranging or conflicting technical computing, and other issues.
<b>2</b>	Depth of analysis required	Has no obvious solution, and requires conceptual thinking and innovative analysis to formulate suitable abstract models.
<b>3</b>	Depth of knowledge required	A solution requires the use of in-depth computing or domain knowledge and an analytical approach that is based on well-founded principles.
<b>4</b>	Familiarity of issues	Involve infrequently encountered issues.
<b>5</b>	Level of problem	Is outside problems encompassed by standards and standard practice for professional computing.
<b>6</b>	Extent of stakeholder involvement and level of conflicting requirements	Involves diverse groups of stakeholders with widely varying needs.

<b>7</b>	Consequences	Has significant consequences in a range of contexts
<b>8</b>	Interdependence	Is a high-level problem possibly including many component parts or subproblems
<b>9</b>	Requirement identification	Identification of a requirement or the cause of a problem is ill defined or unknown

**Table 7:** Range of Complex Computing Activities

<b>Attribute</b>	<b>Description</b>
Preamble	A Complex Computing Activity is a computing activity or project that has some or all of the following characteristics:
<b>1</b> Range of resources (people, money, equipment, materials, information, and technologies)	Involve the use of diverse resources.
<b>2</b> Level of interaction	Requires resolution of significant problems arising from interactions among wide-ranging or conflicting technical, computing, contextual, or other issues.
<b>3</b> Innovation	Involves creative use of knowledge of computing or domain principles in novel ways.
<b>4</b> Consequences to society and the environment	Has significant consequences in a range of contexts.
<b>5</b> Familiarity	Can extend beyond previous experiences by applying principles-based approaches.

## 15. Sustainable Development Goals (SDGs) (mapping of all activities with SDGs)

- a. SDGs were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity.
- b. The 17 SDGs, as shown in Table 7, recognize that ending poverty and other deprivations must go together with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change.
- c. One or more of these SDGs shall be encompassed in FYDPs, mini projects, CCP/CCA/OEL, internships, and community services performed by students.

**Table 8:** Sustainable Development Goals (SDGs)

<b>Goal</b>	<b>Description</b>	<b>Goal</b>	<b>Description</b>
<b>1</b>	No Poverty	<b>2</b>	Zero Hunger
<b>3</b>	Good Health and Well-being	<b>4</b>	Quality Education
<b>5</b>	Gender Equality	<b>6</b>	Clean Water and Sanitation
<b>7</b>	Affordable and Clean Energy	<b>8</b>	Decent Work and Economic Growth
<b>9</b>	Industry, Innovation, and Infrastructure	<b>10</b>	Reduced Inequality
<b>11</b>	Sustainable Cities and Communities	<b>12</b>	Responsible Consumption and Production
<b>13</b>	Climate Action	<b>14</b>	Life below Water
<b>15</b>	Life on Land	<b>16</b>	Peace and Justice Strong Institutions
<b>17</b>	Partnerships to achieve the Goal		

## 16. Quality Policy

For Continuous Quality Improvement, **IQRA University** commits to meeting standards of academic excellence and providing a platform of creativity, diversity, and equity for achieving national and global harmony through:

- a. Adopting and implementing the mechanism of continual quality improvement to enhance the standards of teaching and research.
- b. Developing progressive curricula and offering conducive learning environment for the development of valued human resources.
- c. Fulfilling social responsibility.
- d. Managing intellectual property.
- e. Meeting all the applicable regulatory necessities including data security.

**Appendix-I**

**IQRA UNIVERSITY KARACHI**  
**FACULTY OF ENGINEERING, SCIENCES AND TECHNOLOGY**  
**DEPARTMENT OF -----**

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**Internship Feedback Form**  
**(To be filled by the employer)**

The main purpose of this feedback form is to assess our student's internship work completed under your supervision. We highly appreciate your time in completing this survey to help us out in improving the overall academic quality of our program.

**Note:** The information provided in this form shall remain CONFIDENTIAL.

<b>Student Name:</b>	_____
<b>Roll No.:</b>	_____
<b>Contact / Email:</b>	_____
<b>Organization of Internship:</b>	_____
<b>Duration of Internship:</b>	_____

Please evaluate the internee's performance by ticking the appropriate number on the scale from 1 to 5.  
 (5 = Excellent, 4 = Very Good, 3 = Good, 2 = Average, 1 = Fail)

SN	Criteria	GAs	5	4	3	2	1
1	Possess and apply relevant knowledge and skill	1					
2	Analytical approach towards solving a problem	2					
3	Ability to design/develop solutions for different problems	3					
4	Ability to investigate design process	4					
5	Has the potential to use modern tools	5					
6	Ability to work as a team member	6					
7	Interpersonal and communication skills	7					
8	Possess knowledge to assess societal, health, safety, legal and cultural issues and aware of	8					

	responsibilities relevant to professional computing practice.						
9	Punctuality and discipline	9					
10	Demonstrate lifelong learning through consistent commitment for continuous improvement	10					

**Any other comments:**

Please make any additional comments or suggestions, which you think would help us to strengthen our program. (For example, change in courses, contents, technology, platform, etc.)

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Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact / email: \_\_\_\_\_

Date: \_\_\_\_\_



**IQRA UNIVERSITY KARACHI**  
**FACULTY OF ENGINEERING, SCIENCES AND TECHNOLOGY**  
**DEPARTMENT OF -----**

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**Exit / Graduating Survey Form**  
**(To be filled by the student at the time of graduation)**

The purpose of this survey is to take input from graduating students regarding the quality of education and technical skills they have acquired during their stay at this department.

**Note:** The information provided in this form shall remain CONFIDENTIAL.

<b>Batch:</b>	_____
<b>Section:</b>	_____
<b>Graduating Year:</b>	_____

Please tick the appropriate number on the scale from 1 to 5.  
(5 = Excellent, 4 = Very Good, 3 = Good, 2 = Average, 1 = Fail)

SN	Criteria	GAs	5	4	3	2	1
1	The program provides adequate Computing knowledge.	1					
2	The program provides sufficient problem analysis skills.	2					
3	The program helps design and develop solutions to technical problems	3					
4	The program helps perform investigation of a technical problem	4					
5	The program provides adequate skills to use modern tools	5					
6	The program gives an opportunity to work as an individual or in team	6					
7	The program enhances the skills of oral and written communication	7					
8	The program teaches professional responsibilities and to work for society.	8					
9	The program teaches ethical responsibilities	9					
10	The program opens a way for lifelong learning	10					

**Any other comments:**

Please make any additional comments or suggestions, which you think would help us to strengthen our program. (For example, change in courses, contents, technology, platform, etc.)

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Date: -----

**Appendix-III**

**IQRA UNIVERSITY KARACHI**  
**FACULTY OF ENGINEERING, SCIENCES AND TECHNOLOGY**  
**DEPARTMENT OF -----**

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**Alumni Survey Form**  
**(To be filled by the alumni)**

The main purpose of this survey is to obtain alumni input regarding the quality of education and their preparedness for market-oriented skills during the graduation period at this department. We highly appreciate your time in completing this survey, as it helps us understand your satisfaction and experience in improving the overall academic quality of our program.

**Note:** The information provided in this form shall remain CONFIDENTIAL.

Alumni Name:	
Batch / Roll No.:	
Graduating Year:	
Currently working at:	
Designation:	

Please tick the appropriate number on the scale from 1 to 5.  
 (5 = Excellent, 4 = Very Good, 3 = Good, 2 = Average, 1 = Fail)

SN	Criteria	POs*	5	4	3	2	1
1	Computing knowledge						
2	Problem formulation and solving skills						
3	Collecting and analyzing appropriate data						
4	Ability to design a system/component/process/program/ module						
5	Appreciation of ethical values and difference of opinion						
6	Taking part in activities to build better society						
7	Desire of improving personal skills/ personality						
8	Ability to work in teams and listen to others						

9	Ability to work in challenging environments					
10	Able to think independently and make decisions					
11	Ability to meet deadlines / manage time					
12	Communication and presentation skills					
13	Innovation and technological development.					

\* Each department will map its POs with relevant question

**Any other comments:**

Please make any additional comments or suggestions, which you think would help us to strengthen our program. (For example, change in courses, contents, technology, platform, etc.)

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Signature: -----

Name: -----

Date: -----

**Appendix-IV**

**IQRA UNIVERSITY KARACHI**  
**FACULTY OF ENGINEERING, SCIENCES AND TECHNOLOGY**  
**DEPARTMENT OF -----**

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**Employer Survey Form**  
**(To be filled by the Employer)**

The main purpose of this survey is to obtain employer input regarding the quality of education and preparedness for market-oriented skills of our graduates. We highly appreciate your time in completing this survey, as it helps us understand your perception of our graduates' skills.

**Note:** The information provided in this form shall remain CONFIDENTIAL.

**Employer Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Working since:** \_\_\_\_\_

**Organization type:** \_\_\_\_\_

(RandD / Production / Service Provider / Academic / Technical)

Please evaluate the graduate's performance by ticking the appropriate number on the scale from 1 to 5.  
 (5 = Excellent, 4 = Very Good, 3 = Good, 2 = Average, 1 = Fail)

S. No.	Criteria	POs*	5	4	3	2	1
1	Able to demonstrate professional knowledge concerning his/ her area of specialization						
2	Able to investigate, analyze and design solutions for complex computing problems						
3	Tends to learn and adopt to the latest technology						
4	Is self-motivated, committed and punctual						
5	Able to demonstrate/uphold professional ethics while exercising his / her profession?						
6	Demonstrates responsible behavior towards the environment and society						

7	Appreciates the difference of opinion and ethical values of others					
8	Able to work in a team and cooperate with others					
9	Possesses necessary communication skills					
10	Able to meet deadlines and manage time constraints					
11	Capable to think independently and can work in challenging environments					

\* Each department will map its POs with relevant question

**Any other comments:**

Please make any additional comments or suggestions, which you think would help us to strengthen our program. (For example, change in courses, contents, technology, platform, etc.)

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Signature and stamp: -----

Name: -----

Date: -----

# OBE Framework for all programs accredited by the PEC

Minutes of the 49<sup>th</sup> Meeting of the Academic Council

**I Q R A IU**  
**UNIVERSITY**  
**MINUTES OF THE 49<sup>TH</sup> MEETING OF THE**  
**ACADEMIC COUNCIL OF IQRA UNIVERSITY**

The 49<sup>th</sup> meeting of the Academic Council of IQRA University was held on July 10, 2024 at IQRA University, Main Campus. The following members attended the meeting:

- |                              |  |
|------------------------------|--|
| 1. Prof. Dr. Nassar Ikram    | (Vice Chancellor / Chairman)                               |
| 2. Mr. Shahid Nazeer Baloch  | (Dy. Secretary, University & Boards Dept., Govt. of Sindh) |
| 3. Prof. Dr. Zeba Haque      | (Principal, DOW International Medical College)             |
| 4. Dr. Muhammad Zaki Rashdi  | (Dean Faculty of Business Administration - FBA)            |
| 5. Dr. Arshad Aziz           | (Dean Faculty of Engineering Sciences & Tech. - FEST)      |
| 6. Dr. Anjum Bano Kazmi      | (Dean Faculty of Arts, Design, Edu. & Social Sc.- FADESS)  |
| 7. Dr. Muhammad Masroor      | (Dean Faculty of Health Sciences - FHS)                    |
| 8. Dr. Saira Azhar           | (Dean Faculty of Pharmacy - FP)                            |
| 9. Dr. Ayub Siddiqui         | (Associate Dean, H-9 Campus, Islamabad)                    |
| 10. Dr. Nadeem Ahmad         | (Associate Dean, H-9 Campus, Islamabad)                    |
| 11. Dr. Tahir Ejaz           | (Associate Dean, Chak-Shahzad Campus, Islamabad)           |
| 12. Dr. Imtiaz Arif          | (Campus Director, Gulshan Campus)                          |
| 13. Dr. Syed Ali Raza        | (Campus Director, North Campus)                            |
| 14. Dr. Athar Iqbal          | (Campus Director, Malir (Airport) Campus)                  |
| 15. Ms. Neha Malik           | (Director, Asian Institute of Fashion Design - AIFD)       |
| 16. Dr. Muhammad Zubair      |  |
| 17. Dr. Muhammad Imran       |  |
| 18. Dr. Muhammad Irfan Anis  |  |
| 19. Dr. Aarij M. Hussan      |  |
| 20. Dr. Waqar Ahmed          |  |
| 21. Dr. Tooba Mehfuzz        |  |
| 22. Dr. Kishwar Sultana      |  |
| 23. Dr. Saleema Ahsan Tejani |  |
| 24. Dr. Muhammad Irfan       |  |
| 25. Dr. Imtiaz Hussain       |  |
| 26. Dr. Rafat Murad          |  |
| 27. Dr. Noman Islam          |  |
| 28. Dr. Razia Muhammad Fakir |  |
| 29. Dr. Mansoor Ebrahim      |  |
| 30. Dr. Saad Saleem          |  |
| 31. Mr. Rashid Akhbar        |  |
| 32. Dr. Shahnawaz Adil       | (Director Academics, Adv. Studies & Research)              |
| 33. Mr. M. Zuhair Siddiqui   | (Controller of Examinations)                               |
| 34. Dr. Sameer Qazi          | (Director ORIC)  |
| 35. Mr. Muhammad Yousaf      | (Director Quality Enhancement Cell)                        |
| 36. Syed Taha bin Hasan      | (Head, Admissions & SEU)                                   |
| 37. Ms. Dania Ahmed          | (Head, IRC)  |
| 38. Mr. Aseem Majid Rizvi    | (Registrar / Secretary)                                    |



Minutes of the 49<sup>th</sup> Meeting of the Academic Council

information security principles, methodologies, and technologies. They will be prepared to design, implement, and manage secure systems, addressing contemporary cybersecurity challenges effectively.

**The August Council was requested to approve the revised curriculum of BE Information Security Engineering.**

**Resolution # AC 49-10.7:**

*The Council approved the revised curriculum of BE Information Security Engineering under FEST at the Main campus subject to the PEC compliant Scheme of Study and NoC.*

**Agenda Item # AC 49-10.8:**

***To review and approve the Outcome Based Education (OBE) Framework for all the Programs accredited by the National Computing Education Accreditation Council (NCEAC) at FEST***

Dr. Arshad Aziz informed the council that FEST has developed an Outcome-Based Education (OBE) framework aimed at enhancing educational quality and aligning with the standards mandated by the National Computing Education Accreditation Council (NCEAC). He also added that this framework focuses on defining clear learning outcomes that students are expected to achieve by the conclusion of their programs and ensures alignment with rigorous accreditation requirements and industry expectations, promoting consistency and high quality across all programs offered. Additionally, the framework facilitates ongoing assessment and feedback to continuously improve teaching methods and curriculum relevance.

**The August Council was requested to approve the Outcome Based Education (OBE) Framework for NCEAC Programs at FEST.**

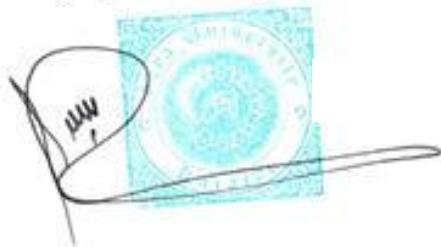
**Resolution # AC 49-10.8:**

*The Council approved the Outcome Based Education (OBE) Framework in accordance with the NCEAC guidelines.*

**Agenda Item # AC 49-10.9:**

***To approve Outcome Based Education (OBE) Framework for all the Programs accredited by the Pakistan Engineering Council (PEC) at FEST***

Dean FEST informed the council about the development of **Outcome-Based Education (OBE) framework** aiming to enhance educational quality and alignment with the standards mandated by the **Pakistan Engineering Council (PEC)**. Dr. Arshad Aziz mentioned that this framework focuses on defining clear learning outcomes that students are expected to achieve by the conclusion of their programs and ensures alignment with rigorous accreditation requirements and industry expectations, promoting consistency and high quality across all programs offered. Additionally, the framework facilitates ongoing assessment and feedback to continuously improve teaching methods and curriculum relevance.



**The August Council was requested to approve the Outcome Based Education (OBE) Framework for programs regulated by PEC at FEST.**

**Resolution # AC 49-10.9:**

*The Council approved the Outcome Based Education (OBE) Framework in accordance with the PEC guidelines.*

**Agenda Item # AC 49-10.10:**

***To review and approve the curriculum and launch of the BS in Applied Computing Program in the Faculty of Engineering, Sciences, and Technology at all the campuses of Iqra University.***

Dr. Arshad Aziz presented the BS in Applied Computing program to the august members of the council. He stated that this program is designed to address the increasing need for expertise in computational problem-solving across various industries and aims to produce graduates who can effectively apply computing principles to real-world challenges. He also mentioned that, to meet the demand and enhance our educational offerings, FEST proposes to launch a BS Applied Computing program within the Faculty of Engineering, Sciences, and Technology at all campuses. Moreover, this program will also cater to students who have below 50% (but not less than 45%) marks in Intermediate (or equivalent), as programs under NCEAC have an eligibility requirement of a minimum of 50% marks. Moreover, this program is designed so that after the first 2 years of computing education, students will focus more on the applied side (practical courses) of the domain in the last 2 years.

Dr. Nassar Ikram emphasized that all programs which are not regulated by any accrediting council should comply HEC UGE 2023 policy.

**The August Council was requested to approve the curriculum and offering of the BS in Applied Computing Program across all the campuses under the Faculty of Engineering, Sciences, and Technology**

**Resolution # AC 49-10.10:**

*The Council approved the curriculum and offering of the BS in Applied Computing Program across all the campuses under the Faculty of Engineering, Sciences, and Technology in accordance with the scheme of study compliant to HEC UGE Policy, 2023.*

**Agenda Item # AC 49-10.11:**

***To review and approve the curriculum and launch of the MS in Artificial Intelligence program in the Faculty of Engineering, Sciences, and Technology at all the campuses of Iqra University.***

Dean FEST presented the curriculum of MS in Artificial Intelligence and requested the council to approve the launch at all campuses. He mentioned that this program is essential for advancing our technological capabilities and meeting the growing demand for AI professionals. Dr. Aziz added that this program will equip students with cutting-edge skills to innovate and excel in the AI field.



# IU Research, Innovation, and Commercialization Policy 2024

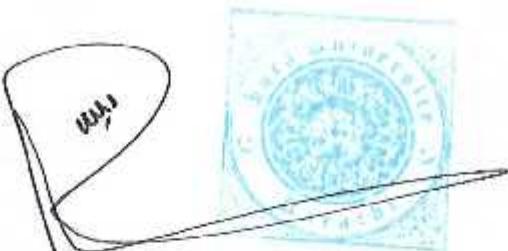
Ref. Reg.Off/Notification/2024/83

July 10, 2024

## **NOTIFICATION**

This is to notify that the **IU Research, Innovation and Commercialization Policy 2024**, which is inclusive of **IU Best Researcher Award** available as item#6 on page# 32, is applicable with immediate effect across all campus. The policy was approved against **Agenda Item# AC49-11** of the **49<sup>th</sup> Academic Council Meeting** held on **July 10, 2024**.

This notification is issued with the approval of the Competent Authority.



**Aseem Majid Rizvi**  
**Registrar**

Cc:

- The Vice Chancellor
- All Deans
- All Campus Directors
- Director QEC
- Director of Academic, Advanced Studies and Research
- Director, ORIC
- All Faculty Members

Minutes of the 49<sup>th</sup> Meeting of the Academic Council

**I Q R A IU**  
**UNIVERSITY**  
**MINUTES OF THE 49<sup>TH</sup> MEETING OF THE**  
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| 37. Ms. Dania Ahmed          | (Head, IRC)  |
| 38. Mr. Aseem Majid Rizvi    | (Registrar / Secretary)                                    |



Minutes of the 49<sup>th</sup> Meeting of the Academic Council

**The August Council was requested to approve the revised composition of BoF under Faculty of Engineering Sciences & Technology.**

**Resolution # AC 49-10.13:**

*The Council, in principle, approved the re-composition of the Board of Faculty for all the faculties the revised composition will be effective immediately, however, the revised compositions will be furnished before the Board of Governors (BoG) for approval. The amendment will then be reflected in the next edition of IU Codebook.*

**Agenda Item # AC 49-11**

***To review and approve IU Research, Innovation and Commercialization Policy 2024.***

Dr. Sameer Qazi presented the IU Research, Innovation and Commercialization Policy 2024 to the August Council in order to transform IU into a true center of excellence, it is imperative that apart from maintaining high standards in teaching, research is rigorously pursued and suitably rewarded. The R&D output of IU is in line with national needs and contributes towards socio-economic growth of the country. He enlightened the council that the IU Office of Research, Innovation and Commercialization (IU ORIC) is acting as a focal point for providing guidance and support to the activities related to research and development, therefore, the mission is to facilitate and co-ordinate research activities of IU and to liaise with other national as well as international academics, research and industrial organizations to facilitate research.

Dr. Zeba Haque advised the Director ORIC to incorporate patents and intellectual property filing mechanism into the policy. In response, Dr. Qazi briefed about the policy and assured that it covers all the areas pertaining to trademarks, patents, IP, and alike ones. Dr. Nassar added with appreciation that recently 26 patents were filed, in which 15 are from AIFD, 6 are from FEST, 4 are from Media Studies and 1 is from FHS. The Council applauded and appreciated the efforts of all the filers and their departments.

***The August Council was requested to approve the IU Research, Innovation and Commercialization Policy 2024.***

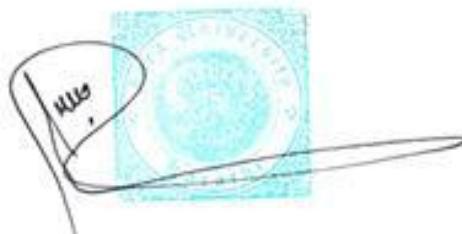
**Resolution # AC 49-11:**

*The Council approved the IU Research, Innovation and Commercialization Policy 2024.*

**Agenda Item # AC 49-12**

***To review and approve the IU Research Ethics Policy 2024 & Establishment of Ethical Review Board.***

Dr. Qazi presented the IU Research Ethics Policy 2024 & Establishment of Ethical Review Board to the council and informed that Iqra University is committed to upholding a broad ethical framework in all its endeavors including research, teaching, business, and various activities. He added that, the



**IQRA UNIVERSITY**

**RESEARCH, INNOVATION AND  
COMMERCIALIZATION POLICY**

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# **1 IU RESEARCH & DEVELOPMENT POLICY**

## **1.1 INTRODUCTION**

In order to develop IU into a true center of excellence, it is imperative that apart from maintaining high standards in teaching, research is rigorously pursued and suitably rewarded. The R&D output of IU is in line with national needs and contributes towards socio-economic growth of the country. The IU-Office of Research, Innovation and Commercialization (IU-ORIC) is acting as a focal point for providing guidance and support to the activities related to research & development. As such, the ORIC has a significant role to play towards achieving IU vision. Therefore, the mission is to facilitate and co-ordinate research activities of IU and to liaise with other national as well as international academics, research and industrial organizations to facilitate research at IU.

## **1.2 OBJECTIVES**

IU-ORIC has been established with special focus on the following objectives:

- a) To establish a culture so that research remains an integral component of academic activities at IU.
- b) To ensure that high quality research of direct relevance to Pakistan's needs, pertaining to both civil and defense sectors, is pursued in IU campuses.
- c) To facilitate establishment of linkages between IU and industry both in the public and private sectors and to direct research at IU so as to cater for local industry requirements.
- d) To monitor and co-ordinate research activities within IU as well as for research jointly undertaken by IU, Govt. Agencies and Private Sector.
- e) Proactively provide information about research funding opportunities to faculty and students.
- f) To encourage and assist IU researchers in obtaining research grants from the Public/Private Sector and Foreign Agencies.
- g) Facilitate timely completion of funded research and development projects.
- h) Maintain efficient and productive communication channels with funding agencies.
- i) To facilitate and support IU researchers for publication and presentation of their research work through participation in such activities.

Key stakeholders of Research and Development (R&D) process and policy are:

- a) IU faculty and researchers
- b) IU joint (partner)researchers and developers
- c) IU students
- d) Industrial partners
- e) National/International Funding agencies

- f) Ministry of Science and Technology, Higher Education commission (HEC) and other relevant government entities
- g) IU-Office of Research, Innovation and Commercialization (IU-ORIC)

### **1.3 KEY CHALLENGES EXPECTED IN ACHIEVING OBJECTIVES**

#### **a.) Create Balance between Teaching and R&D**

The call for more University-Industry collaboration is well grounded amid trends toward intensifying global competition and the drive towards a knowledge-based economy. But these changes should not take place at the expense of the fundamental mission of universities. It remains that universities must pursue several different, conflicting goals. They must still fulfill their primary mission to teach students, and this goal cannot be compromised. Teaching responsibilities, frequent and effective evaluation of students' learning and providing nurturing feedback to students is an extremely tedious and time-consuming activity. Faculty members find it challenging to create a balance between their teaching and R&D activities.

#### **b.) Alignment of R&D with Industry's Needs**

Industry expects complete and integrated solutions to their key problems which require minimum change in their infrastructure and processes & are available in minimum time. Technologies developed at universities are the brain child of an expert in a particular domain. There is lack of experts who can give industry, the complete integrated solution after analyzing problems faced by industry. Technologies developed at universities are the outcome of some research which most of the times is not aligned with the industrial problems or needs. When such inventions are made, either they do not have market potential at all or they have entered the maturity and decline stage. Succinct information about key problems, bottlenecks and rate limiting factors faced by industry is not available to faculty. Industry and academia often use incompatible terminology which further accentuates the problem. Above all, there is also a lack of confidence between academia and industry in Pakistan.

#### **c.) Information regarding Funding Opportunities**

Funding for research and development is available internationally. Faculty members find it challenging to invest time in searching for funding opportunities most suitable for their R&D activities. Very often funding opportunities mandate international collaboration between academic institutions or collaboration with industry. Information related to such collaborations also is not accessible to faculty and researchers easily.

#### **d.) Incentives for Faculty**

Research and development activities demand that faculty members maintain deep level of understanding of latest developments in their field of expertise. This is a very time consuming and challenging task. Today's globally connected knowledge-based economies are creating knowledge at an unprecedented pace. It is rather convenient to teach courses where the material taught in a class does not change at the same pace from one semester to the other. Faculty needs significant financial as well as career growth incentives to pursue innovation centric research and development. It is important to note that time spent by a faculty member to learn latest development in their field of specialization also significantly improves quality of their course content.

**e.) Incentives for Industry**

Frequently there is lack of industrial willingness to incorporate indigenous solution in high-cost machinery and equipment developed at local universities. Typically, the risks involved in incorporating newly developed technology outweigh its benefits, especially when the cost benefit analysis is done based on current sunken infrastructure cost and projected revenue models.

**f.) Stretched Funding Process**

At times the funding processes for research and development of technology are so stretched out that a research faculty is unable to create a team of researchers in a timely manner. Very often other competing research groups may have solved the problem hence decreasing the importance of proposed research. Time spent on developing the proposal loses its value.

**g.) Pool of Experts**

We face critical shortage of experienced professionals who are capable of handling complex, multidisciplinary and meticulous work associated with University-Industry collaborations. There is an acute need for personnel with a good deal of business expertise who can handle the administrative and business work associated with University-Industry collaboration and research & development. Such personnel should have an understanding of science & engineering and knowledge of the law. These individuals must also understand how two different communities, the academic and the business, operate. The challenge is to have the pool of experts from different fields to analyze the diverse technologies and their commercial potential.

## **1.4 STRATEGIES**

- a. Support faculty in balancing its responsibility of teaching and industrial problem solving by proactively promoting use of technology.
- b. Coordinate development and efficient execution of HR policies that give direct financial benefits, promotions and salary increases based on attracting R&D funding and commercialization of resulting technology.
- c. Leverage web technologies, industry links, Industry Advisory Council, IU alumni network, funding agencies' websites, focused conferences and workshops and other resources to facilitate collection and dissemination of information related to:
  - i. Key national scale problems.
  - ii. Local industry's needs.
  - iii. Sources of funding for R&D.
- d. Provide training, consulting and internal proposal evaluation services to faculty to develop effective proposals. Arrange bridge financing for proposals that go through this process.

e. Create a pool of experts to guide process needed to support implementation of these strategies. Corporate Advisory Board subcommittees can be leveraged to achieve this objective.

f. Encourage and facilitate faculty and students for participation in scholarly activity which leads to interaction, networking and joint ventures for knowledge creation and socio-economic development of country.

## **1.5 METHODOLOGY**

### **a) Leverage Technology to Support Teaching Activities**

It must be realized that teaching and imparting knowledge to students remains the main focus of an academic institution and IU is no exception. However, what is taught and how it is taught has to be rooted in local socio-economic ecosystem while maintaining international standards. One of the most effective methods to align content of coursework is for faculty to solve local industrial problems and to involve students in such projects. Managing all these activities is challenging for faculty. Faculty teaching load must be reasonable. Our next challenge is to leverage technology so that faculty can improve their productivity. Introduction of LMS to manage course content, students' grades and records etc. is very positive and a step in the right direction. One of the most challenging and time-consuming activities performed by a faculty member is evaluation of students' learning and providing nurturing feedback. This task has to be done effectively and frequently. It is time consuming and each student needs individual attention. Proposals to develop technology and content to make student evaluation and feedback effective and efficient will be supported on a higher priority.

### **b) Information Flow and Knowledge Management for R&D**

In order to solve local industrial problems faculty and researchers need to have access to succinct information about such problems. Industry needs to know faculty's technical capabilities and physical infrastructure available to solve relevant problems. Typically, industry's problems are solved by multi-disciplinary teams and appropriate funding sources need to be identified. IU-Research portal will be made available to keep data and information consistent and up to-date. Automatic matching of faculty profiles, industry's problems and funding opportunities will be performed. Results of this matching process will be proactively sent to relevant stakeholders. Efforts to arrange workshops, conferences and seminars to collect information regarding national scale problems will be coordinated and supported by IU-ORIC.

### **c) Appointment/Responsibilities of IU-ORIC HR**

IU-ORIC will be headed by a Ph.D qualified faculty member who will co-ordinate, monitor and record all the R&D activities of the institution. He will be assisted by Manager Research and Manager Innovation and Commercialization and few supporting research staff. IU-ORIC will have the following responsibilities:

- i. To hold regular Steering Committee Meetings under Vice Chancellor for guidance to take new initiatives to improve RIC ecosystem at IU
- ii. Monitoring of all RIC related activities at IU on regular basis.

- iii. Receiving research project proposals from potential PIs, checking thoroughly as per the requirements/parameters for any mistakes/omissions set by potential donor agency/IU.
- iv. Follow up of research projects from initiation till logical conclusion and completion report is submitted
- v. Ensure regular submission of project progress reports as depicted in the proposal / project implementation plan.
- vi. Ensure that all PIs of projects meet their timelines and in case of resignation or absence of PI for a period, that can affect project outcomes, take over by co-PI as per procedure.
- vii. Report immediately to Dean/VC for any risk triggering and likely to affect scope, time, cost and any deliverable.
- viii. Research data evaluation after data collection, analysis, presentations and any document or information concerning the research projects/publications/research conferences and all activities being performed under the ambiance of IU-ORIC.
- ix. Ensure that all the activities in the Institute falling under the domain of IU-ORIC are executed as per the IU-RIC policy in true letter and spirit.
- x. Compiling an information pool for all ongoing and completed research in respective Institute and sharing with IU-ORIC whenever requested.
- xi. Compiling the details of consultants and subject matter experts in respective Institute to share their inputs in evaluation of technologies/products for commercialization.
- xii. Maintaining and updating data regarding specialist research equipment/lab equipment along with their research capability held with the Institute.
- xiii. Compiling a catalog for all technologies/products with commercial potential and subsequently assisting to organize presentations with PIs.
- xiv. Continuously update IP data and facilitate researchers to get assistance from IU-ORIC.
- xv. Assisting other IU support departments such as Center for Learning and Excellence and Student Placement in arranging employers' sessions, recruitment drives, counseling sessions and alumni talk series being held at respective Institute.
- xvi. Monitoring industry related collaborations and projects.
- xvii. Maintaining database of placements and internship opportunities and assisting other IU support Departments such as Student Placement
- xviii. Provide regular feedback to VC on commercialization activities as required and publication of quarterly IU-ORIC newsletter
- xix. Provide Reports and Returns to other IU Departments e.g. Finance and HEC during annual scorecard submission.
- xx. Creating awareness and training of faculty and relevant staff about RIC related policies and activities.
- xxi. To apprise VC regularly for review the progress of ongoing activities.

## **2 IU INNOVATION & COMMERCIALIZATION POLICY**

### **2.1 INTRODUCTION**

Vision for IU emphasizes its role in fostering innovation and entrepreneurship. IU-ORIC has a significant role to play towards achieving this vision too. Commercialization at universities internationally is not just restricted to technology transfer. In fact, it explores various avenues to achieve the end of revenue generation through University-based technologies. Generally, the most common paths for commercialization may broadly be divided into four categories. These include:

1. Contract/Collaborative research
2. Technology and Business Incubation
3. Equity based partnerships
4. Licensing out University Technologies

### **2.2 OBJECTIVES**

Objectives of IU-ORIC to achieve an effective Innovation and Commercialization ecosystem at IU are to:

- a) Maintain a climate in which exploitation of Intellectual Property generated in the course of research and development activity is a normal and automatic consideration by creating awareness about the concept of commercialization at IU.
- b) Develop and maintain industry linkages and identify specific industry partners for the ongoing research and development at IU.
- c) Provide efficient and comprehensive services for IP management, technology transfer, and industrial relations.
- d) Explore and evaluate market potential for technologies and inventions developed within and outside IU.
- e) Market technologies and inventions by seeking industry partners who are best placed to take advantage of such technologies.
- f) Negotiate licensing terms to develop a mutually beneficial business relationship.

### **2.3 KEY CHALLENGES EXPECTED IN ACHIEVING THESE OBJECTIVES AND GOALS**

#### **a) Delivering Integrated Solutions to Industry**

Industry expects complete and integrated solution to their key problems which require minimum change in their infrastructure and processes. Technologies developed at universities are the brain child of an expert in a particular domain. There is lack of experts

who can give industry, the complete integrated solution after analyzing problems faced by industry.

b) **Alignment of Academic R&D with Industry's Needs**

Technologies developed at universities are the outcome of some research which most of the times is not aligned with the industrial problems or needs. When such inventions are made, either they do not have market potential at all or they have entered the maturity and decline stage.

c) **Industrial Problem Identification**

Succinct information about key problems, bottlenecks and rate limiting factors faced by industry is not available to faculty. Industry and academia often use incompatible terminology which further accentuates the situation.

d) **Commercial Scale Implementation of Laboratory Scale Solutions**

Academia typically lacks facilities, expertise and resources needed to scale up laboratory scale solutions to commercial scale implementation.

e) **Lack of Incentives for Faculty**

Current criteria for faculty career growth heavily favors publication of research papers instead of rewarding efforts towards solving local industry's problems.

f) **Lack of Incentives for Industry**

Frequently there is lack of industrial willingness to incorporate indigenous solution in high-cost machinery and equipment developed at local universities. Typically, the risks involved in incorporating newly developed technology outweigh its benefits, especially when the cost benefit analysis is done based on current sunken infrastructure cost and projected revenue models.

g) **Stretched Funding Process**

At times the funding processes for development of technology are so stretched out that technology matures by the time it comes to the market. Furthermore, these specialized grants are generally awarded in small amounts which fall short of the substantial cost to build a commercial enterprise or to commercialize that technology.

h) **Mismatch in Timescales Followed by Industry and Academia**

R&D in universities has to follow time scale set by degree awarding programs. Industry on the other hand follows market driven timescales.

i) **Pool of Experts:**

We face critical shortage of experienced professionals who are capable of handling the complex, multidisciplinary and meticulous work associated with University-Industry collaborations. There is an acute need for personnel with a good deal of business expertise who can handle the administrative and business work associated with University-Industry collaboration and technology transfers. Such personnel should have an understanding of science and engineering and knowledge of the law. These individuals must also understand

how two different communities, the academic and the business, operate. The challenge is to have the pool of experts from different fields to analyze the diverse technologies and their commercial potential.

j) **Conflict of Interest:**

The call for more University-Industry collaboration is well grounded amid trends toward intensifying global competition and the drive towards a knowledge-based economy. But these changes should not take place at the expense of the fundamental mission of universities. It remains that universities must pursue several different, conflicting goals. They must still fulfill their primary mission to teach students, and this goal cannot be compromised. While university professors are given greater freedom to work with the private sector, there should be a separation between their academic and commercial activities. There is a real risk of a conflict of interest. In general, such a conflict is defined as a situation in which a public obligation competes with a financial interest. Research priorities may be skewed towards applied research that tends to produce immediate financial benefit. Universities may inhibit intellectual freedom and thus foster public mistrust and distract faculty members from the university's essential functions of teaching and basic research.

## **2.4 STRATEGIES**

a) **Knowledge Management System**

A comprehensive, state of the art information flow and knowledge management system will be developed in IU Research portal. This web enabled system will be designed with focus on information flow and information processing needs of all stakeholders associated with R&D, its financial support and commercialization. These stakeholders include industrial partners, faculty and researchers, funding agencies etc.

b) **Align University Research with Industry Needs**

A strong Industry-Academia collaboration will be developed to nurture industry linkages and identify specific industry partners for ongoing research at IU. Support and focused knowledge exchange with IU Corporate Advisory Boards and its subcommittees will be essential for achieving this connectivity with industry. IU-ORIC will gauge industry needs and process match making with IU faculty to develop R&D proposals and projects focused at solving industrial problems. Industrial relations developed by IU-ORIC will also be leveraged to create this connectivity.

c) **Incentives for Faculty**

Although faculty incentives have already been described, it may be re-emphasized that delivery of solutions to industry through adaptation of existing or newly developed technology will be given equal recognition towards faculty career development than research and development that leads only to publication of research papers in international conferences and professional journals of repute. IU will hold international conferences

These conferences will be focused at solutions delivered to industry. Papers will be accepted through a peer review process. Referees will be selected from industry.

**d) Incentive for Industry**

IU technology strengths including laboratory equipment and specialized manpower will be made available to industry to reduce industry's cost of maintaining such specialized resources.

**e) Provide Support for Technology Commercialization**

Public funding is typically available for research and development. There are very few resources available for converting laboratory scale prototype and solutions developed as a result of R&D to commercial scale integration, production and distribution of goods and services. Cost of commercialization of technologies developed at universities is typically higher than the cost of R&D that produces these technologies. In addition, an industry partner is needed. In long run, IU may consider Matching grants in which IU and industry will both contribute towards joint development of industry product.

## **2.5 OWNERSHIP OF TECHNOLOGY**

Please refer to IU Intellectual Property (IP) Policy (Section 3 below).

## **2.6 IMPLEMENTATION**

IU-ORIC shall implement this policy and maintain appropriate processes and procedures to administer it.

## **2.7 REVIEW**

This policy will be reviewed regularly as per best practices.

### **3 INTELLECTUAL PROPERTY (IP) POLICY**

#### **3.1 INTRODUCTION**

This policy provides guidance for staff (academic and general), students, researchers and other related persons on the practices of the Iqra University (IU) with respect to Intellectual Property (IP). This document describes basis of generating this policy, objectives, coverage, ownership, disclosure, market evaluation, licensing, commercialization and revenue distribution.

There are several stakeholders in the process of commercialization of innovations and research findings. Each of these stakeholders has its interests and expectations, which in most cases may be in conflict with each other. The IU aims to develop an environment in which all the concerned stakeholders can operate and co-operate meaningfully with each other. Further, the University largely depends upon financial support primarily from the government and from local and international organizations for its research activities. Consistent with this premise, the IU seeks to ensure that any resultant IP is administered and protected in the public interest.

The IP Policy seeks to provide guidelines that can be consistently applied to facilitate the commercialization of research outputs and to arrive at possible solutions to potential IP issues relevant to the conduct of research innovations, technology transfer and commercialization.

#### **3.2 OBJECTIVES**

The objective of this policy is to provide a framework within which the IP of the Iqra University (IU) is developed, managed, and effectively harnessed for the benefits of the University, inventors/authors, researchers/students and the general public. The main objectives of this policy are narrated as under:

- a) To protect the ownership rights of staff, students and researchers for controlling the products of their work by promoting, preserving, encouraging and aiding scientific investigations & research.
- b) To ensure that name, insignias and logos of IU are properly used, and to receive a fair share of any commercial fruits from the use of its names.
- c) To establish standards for determining the rights and obligations of the IU & creators of IP.
- d) To ensure compliance with applicable laws and regulations and enable the IU to secure sponsored research funding at all levels of research.
- e) To set a system that fosters and expedites the creation and dissemination of discoveries/innovations for economic benefits to the faculty members, students, researchers and allied staff through commercialization and licensing.
- f) To devise a strategy for co-ownership and due share of IU from commercialization of IP assets developed/created by the IU through contracts with donors/sponsors of the res. projects.
- g) To conduct IP audit/assessment of IP Rights of IU on annual basis and set targets for management of University's IP assets.

### **3.3 COVERAGE OF IP POLICY**

This section of the policy document describes the coverage / scope of the persons involved and areas covered under proposed policy.

#### **a) Course Materials**

Course materials mean all materials produced in a course or use of Patents in teaching in any form (including digital print, video and visual material) and all intellectual property rights in such materials and will include lectures, lecture notes and material, syllabi, study guides, assessment material, images, multimedia presentations, web content and course software.

#### **b) Research Projects**

All the research activities will also be covered under IP policy of IU. In this regard, however, this policy will not affect those research projects which are under process (already have a signed agreement).

#### **c) Persons**

##### **i. Academic staff:**

Includes all teaching and research staff, and visiting scholars employed by IU on permanent, temporary, ad-hoc or contract basis.

##### **ii. Undergraduate, postgraduate and visiting students:**

Any full-time or part time under graduate and post graduate student regardless of whether he/she receives financial aid from the University or from external sources. It is the responsibility of students who are also employees of outside organizations to resolve any conflict between this policy and provisions of agreements with their employers prior to committing themselves to any undertaking at the IU that may involve the development or creation of IP.

##### **iii. Post-doctoral researchers:**

Although post-doctoral associates may be hired as staff, they are considered to be in the same category as post-doctoral fellows/trainees because their work is considered to be part of their training.

##### **iv. Independent contractors or consultants:**

Persons hired by the IU on a limited time basis, for a limited purpose as specified in a contract. The rights and obligations of the parties shall be determined by contract between the IU and the contractor.

##### **v. Non-employees**

A person, who use IU funds, facilities or other resources, or participate in University-administered research, industrial personnel and fellows, regardless of obligations to other companies or institutions.

#### **d) IP Assets and Rights**

This IP Policy shall cover all types of intellectual property rights under relevant IP Laws of the country, such as:

##### **i. Copy rights**

Copyright is a legal term describing rights given to creators for their literary and artistic works. Literary works include novels, poems, plays, reference works, newspapers, computer programs, databases, films, musical compositions and choreography, artistic works such as paintings, drawings, photographs and sculpture, architectural works, advertisements, maps and technical drawings. The creators of original works protected by copyright, and their heirs, have certain basic rights. They have the exclusive right to use or authorize others to use the work on agreed terms.

- Copyright ownership of works by IU personnel or students shall vest in the creator/inventor, except stated otherwise in the agreement between IU and external party.
- Copyright with respect to software is dealt with as per other IP rights.
- The IU shall also have the right to use, publish and reproduce such works in whatever form, electronic or otherwise, for its teaching, research and academic purposes after seeking permission from the owner on non-commercial basis. However, if this publication of work is for commercial gains, an agreement for payment of royalties between the owner of Copyright and IU will be signed on mutually agreed terms and conditions.
- if the owner of the copyright is other than the IU, prior consent is required from the owner before any compilation, distribution and sale can be made.

##### **ii. Patents**

A patent is an exclusive right of ownership granted for an invention, which is a product or a process that provides a new way of doing something, or offers a new technical solution to a problem. The protection is granted for a limited period, usually 20 years (as stipulated in the TRIPS agreement).

All IP developed by IU staff, students and researchers in their own personal time, who are neither connected to university research nor developed with substantial use of university's resources, shall belong to such IU staff, students and/or researchers as inventors. Patent rights created by IU staff based on university research with substantial use of University's resources will be joint ownership of IU and creator of patent right. Royalties for research team will be determined by separate agreement(s) on mutually agreed terms and conditions in case of commercialization of these patent rights.

##### **iii. Trademarks/ Trade Names/ Service Marks**

A trademark is a distinctive sign that identifies certain goods or services as those produced or provided by a specific person or enterprise. The system helps consumers identify and purchase a product or service because its nature and quality, indicated by its unique trademark, meets their needs. A trademark affords protection to the owner of the mark by ensuring his/her exclusive right to use it to identify goods or services, or to authorize another to use it against payment. The period of protection varies, but a trademark can be renewed indefinitely beyond the time limit on payment of additional fees.

The IU shall be the sole owner of the university logos and register these with the Intellectual Property Organization of Pakistan. Any use of the university logos shall require prior license or permission from the university.

**iv. Geographical Indications (GIs)**

Geographical Indication is a name or sign used on certain products which corresponds to a specific geographical location or origin (e.g. a town, region or country). The use of a GI may act as a certification that the product possesses certain qualities, or enjoys a certain reputation, due to its geographical origin. The proposed policy will focus on effective protection and registration of Geographical Indication for the benefits of different stakeholders.

**v. Industrial Designs**

An industrial design right is an intellectual property right that protects the visual design of objects that are not purely utilitarian. An industrial design consists of the creation of a shape, configuration or composition of pattern or color, or combination of pattern and color in three dimensional forms containing aesthetic value. An industrial design can be a two- or three-dimensional pattern used to produce a product, industrial commodity or handicraft. Registering valuable designs contributes to obtaining a fair return on investment made in creating and marketing the relevant product, thereby improving profit. This policy will focus on efforts by the IU to make aware the concerned stakeholders to register their novel designs in order to get a more competitive edge.

**vi. Trade Secrets**

Trade secrets consist of confidential data, information or compilations used in research, business, commerce or industry. Universities and R&D institutions, government agencies, business entities and individuals may own and use trade secrets. The information may include confidential scientific and technical data and business, commercial or financial information not publicly known that is useful to an enterprise and confers competitive advantage on one having a right to use it. The secrecy of the information must be maintained to conserve its trade secret status. The law of trade secrets covers knowledge or information, whether or not patentable or copyrightable, typically of an engineering or business nature, giving one a competitive advantage, which is intended by its holder to be maintained in secret and is not generally accessible or known. The IU, being an agricultural university will strive for documenting its strengths as trade secrets.

**vii. Lay-out Designs of Integrated Circuits/ Machines/Implements**

‘Lay-out-design’ means a three dimensional disposition, howsoever expressed, of the elements, at least one of which is an active element and of some or all of the interconnection of an integrated circuit (IC) or such a three dimensional disposition prepared for an integrated circuit(IC) intended for manufacture. An ‘integrated circuit’ (IC) means a product, in its final form or an intermediate form, in which the elements, at least one of which is an active element, and some or all of the interconnections are integrally formed in or on a piece of material which is intended to perform an electronic function. Integrated Circuits (ICs) are developed by electronic engineers and technical staff involved in the invention of electronic devices. It is a very sophisticated field of technology which has revolutionized our lives today. The development of ICs for electronic devices by the staff, students, researchers and faculty members of IU will be promoted by the University like other IP assets under this Policy.

### **3.4 OWNERSHIP POLICY OF INTELLECTUAL PROPERTY RIGHTS**

The following paragraph governs all IPRs and ownership of technology, materials, tangible research, scholarly work, publication, and software created by IU faculty, staff, students, visiting researchers, and others involved with IU programs.

**a) Under Full Ownership of IU**

IPRs ownership of technology, material, tangible research, scholarly work, publication, and/or software created by IU faculty, staff, students, visiting researchers, and others involved with IU programs will be fully owned by IU in the event of any of the following:

- i. The IP was created as a result of sponsored research funded by any national funding agency, such as Pakistan Science Foundation, Ignite /National ICT R&D Fund, and HEC, etc., unless the sponsoring organization has a shared ownership IP policy.
- ii. The IP was created with the substantial use of funds, facilities, or resources belonging to IU.

**b) Under Partial / Mutual Ownership of IU**

IPRs ownership of technology, material, tangible research, scholarly work, publication, and/or software created by IU faculty, staff, students, visiting researchers, and others involved with IU programs will be under partial and or mutual ownership of IU if any of the following conditions are met: -

- i. The IP was generated as an outcome of sponsored research for which funds were received from any international funding agency only if the specific provision of funds is tied up with IP ownership to belong to sponsoring agency.
- ii. The IP was created as a result of sponsored research for which funds were received from any local industry or organization, and the specific provision of funds was linked to IP ownership belonging to the sponsoring agency.
- iii. Wherever possible, IU faculty members and or research must negotiate mutual ownership of IP, as this will benefit them in terms of revenue sharing. However, prior to the university accepting the award, the mutual ownership of that property will be determined, and Principal Investigators (PIs) must obtain prior approval from the IU-ORIC.

### **3.5 Ownership Rules**

#### a) Ownership rules for Employees

- i. IP created by IU faculty, staff or employee becomes the property of IU:
  1. Inventor: Faculty, staff or employee
  2. IP Owner: IU
- ii. IP created by faculty, researchers, or staff prior to joining IU becomes the sole property of the faculty, researchers, or staff if the faculty, researchers, or staff can provide acceptable evidence that the IP was created prior to joining IU. Faculty, researchers, and staff must declare their IP in writing when they join IU (modification will be required to the IU employment contract).

#### b) Ownership Rules for Students

- i. IP ownership of research performed in whole or in part by students with financial support in the form of wages, salaries, stipends, scholarships, or grants from funds administered by IU or external entities shall be determined in accordance with the terms of the support agreement, or the work shall become the property of IU in the absence of such terms.
- ii. IP ownership of all research performed in whole or in part by utilizing the university resources under conditions that impose copyright restrictions shall be determined in accordance with such restrictions. In the absence of such terms, the work shall become the property of IU.
- iii. Students will own the copyrights to any thesis that does not fall under the provisions of (a) and (b) above. However, as a condition of receiving a degree, a student must grant to IU the royalty to print for research purposes and distribute copies of his/her thesis.

#### c) Ownership Rules for Individuals other than Employees

- i. Other individuals who have an honorary association with IU but are not employees or students, such as Research Fellows or Visiting Professors are all required to assign to IU the rights to any IP created in the course of their honorary activities at the university.
- ii. IU may have obligations to organizations that fund the research in question that it will

- be unable to meet unless such an assignment of rights is in place.
- iii. For revenue sharing purposes, honorary staff will be treated as if they were IU employees.
  - iv. IU recognizes that in the case of a limited number of visiting professors (such as those who will continue to work for an industrial organization while at IU), special arrangements regarding the ownership and use of IP generated by them will need to be negotiated. Such arrangements will be negotiated on an individual basis, usually with the individual's employer. Any individual who believes that he or she falls within such a category is required to contact IU-ORIC for advice at the earliest opportunity.

### **3.6 CONFIDENTIALITY**

Any information pertaining to IP is considered proprietary and/or confidential. Trade secrets, discoveries, ideas, concepts, know-how, techniques, designs, specifications, drawings, diagrams, data, prototypes, computer programs, business development plan, business plan, financial analysis, feasibility report, business activities and operations, reports, studies, and other technical and business information are all examples of such information which can be regarded as "Confidential Information."

### **3.7 ROLE OF IU-ORIC IN SUPPORTING INNOVATION AND COMMERCIALIZATION**

The primary goal of IU-ORIC is to provide support facilities for research and innovations and their commercialization. It also administers/supervise the implementation of the IP Policy and commercialization of University IP assets under guidance of Vice Chancellor and its Steering Committee Members. The summary of tasks performed by IU-ORIC are below:

- a) Administer and monitor the implementation of the IP Policy
- b) Negotiate with IU staff, students and researchers with respect to the development of independently owned technologies after determination of their commercial potential for purposes of registration, licensing or joint venture agreements.
- c) Manage the IU's intellectual property rights (IPR) portfolio including the drafting and filing of applications with the Intellectual Property Organization of Pakistan as well as the maintenance of granted and registered IPRs.
- d) Administer the funds allocated for registering and activities related to the protection and commercialization of the University IP Rights.
- e) Negotiate and manage contracts for the production, distribution and marketing of the University's IP assets.
- f) Administer a mechanism for payments derived from any commercialized IP assets.
- g) Negotiate all license agreements for the University IPRs.

### **3.8 IP DISCLOSURE MECHANISM**

If an inventor has developed any IP, the ownership of which is vested in the IU, or pursuant to any obligation to disclose such IP under any agreement, the IU may have with an external party, the Inventor(s) must promptly disclose the full details of the IP to the IU-ORIC by submitting a Technology Disclosure Form within one month (Pls see Annexure 7.1). IU-ORIC will evaluate the commercial potential and patentability of the IP. The ORIC may consult with other university personnel or independent experts who are competent in the field to assist in the evaluation if deems appropriate or necessary.

In all cases where IP is disclosed by a member of staff for possible commercialization, the IU is obliged to ascertain its commercial potential. Intellectual property disclosures are normally considered confidential by the institution, but for the sake of ascertaining its commercial potential, IP section in ORIC will inform all members to get feedback.

### **3.9 MARKET EVALUATION AND LICENSING**

It is essential that any patentable invention be analyzed for its industrial relevance and commercial potential. IU-ORIC will work in collaboration with inventor, to find economic and technical suitability, potential of commercialization, investment required and sustainability.

It is quite common that inventions are produced in universities but their potential users may be located elsewhere. So it becomes useful to commercialize such research efforts to share the benefits with stakeholders. IPR owners often do this by granting license to other manufacturing companies. In this context, IU- ORIC will identify and Endeavour to commercialize potential inventions from IU and make necessary arrangements regarding their licenses and other requirements.

### **3.10 STANDARD OPERATING PROCEDURE (SOP) FOR INTELLECTUAL PROPERTY (IP) APPLICATION**

- a) The applicants who contact the IU-ORIC; will be provided with detailed information/guidelines about the IP application registration procedure, as well as the following relevant forms to define novelty.
  - i. Invention Disclosure Form (copy attached at Annexure 7.1)
  - ii. Patent Drafting Form (copy attached at Annexure 7.2)
  - iii. NOC from IU and/or other partnering institute(s)
  - iv. Form P-1/A, Form P-3A and Form P-28 (latest forms on IPO website)
  - v. Revenue tickets (subject to official notification by IPO-Pakistan)
  - vi. Stamp papers (attested by Oath Commissioner)
- b) IU-ORIC, will help applicants to prepare IP (patent, industrial design, trademark, and copyrights) applications and guide them to fill relevant forms using the official documentation requirements as specified and provided by the IPO-Pakistan.
- c) Minor scale prior search has been done by researchers.

- d) After prior search IU-ORIC will verify the patentability of potential patent.
- e) In consultation with the Manager IU-ORIC, the applicant/researcher prepares the application and provides all relevant forms (completed) along with a ‘‘No Objection Certificate’’ (NOC) signed by Director of ORIC, and all individual inventors and co-inventors, and authorizes the IU-ORIC to process the application.
- f) After final evaluation and analysis, Manager ORIC will forward these applications to Director ORIC for fee approval. After taking fee check / Bank Draft (BD) from Finance Department, IU-ORIC will process the application with IPO.
- g) IU-ORIC follow up the patent application till its completion.
- h) Any required amendment to be made during the process of completion (prosecution); IU-ORIC will keep in touch accordingly with IPO and reply all queries raised by IPO examiner in consultation with applicant.
- i) On the issuance or rejection of the patent by IPO, IU-ORIC will send it to the applicant/faculty for information or action.

### **3.11 ROYALTY OWNERSHIP SHARING FORMULA BETWEEN UNIVERSITY AND INVENTORS**

The royalties and other income will be disbursed as described in the Table 1. The term of revenue sharing will last for the life of the license. Respective Departments/ Faculty have also been included in the share distribution which they may utilize for the R&D projects and associated activities of respective institution.

**Table 1: Distribution of Benefits**

Annual Royalty Bracket (Rs.)	Inventor(s) (Wholly or mutually)	Department/ Faculty	IU-ORIC
Up to 0.5M	100 %		
> 0.5M - ≤ 5M	60%	15%	25%
> 5M - ≤ 10M	55%	10%	35%
> 10M	50%	5%	45%

### **3.12 DISPUTE RESOLUTION**

All disputes relating to IP shall be resolved amicably in the spirit of supporting research activities and protecting the interest of the public. In this backdrop, disputed issues regarding intellectual property shall be handled by IU-Institutional Review Board (IU-IRB) who will submit their report to the Vice Chancellor (VC), IU. The constitution of IU-IRB and its Terms of Reference (ToRs) board has approved mechanism.

In order to deal with non-settlement of disputes, an Appellant Body (AB) will be formed by IU-ORIC under guidance of Vice Chancellor. This body will deal with the situation where a party is not satisfied with the decision of the Committee, she/he may appeal to the AB.

## **4 CONSULTANCY SERVICES BY IU FACULTY AND STAFF TO INDUSTRIES**

### **4.1 BACKGROUND**

Universities are reservoirs of value-added human capital whose engagement with the industry is extremely important to promote innovation and make societal impact. Offering expert advice to industry on technological challenges and addressing problems for industry are all examples of consultancy services. Consultancy services aid in penetrating into the industry leading to advancement in industry-academia linkages in areas such as research, training and internships. Because these services are usually provided on a fee-for-service basis therefore, policy guidelines are required to allow FMs and staff to actively market their skills into the sector. As a result the following policy guidelines will be followed.

### **4.2 DEFINITION**

The University's definition of consultancy is "work undertaken which relies on a Faculty member's/ staff's academic expertise such as advice to industry". Consultancy does not include work undertaken which forms part of the wider academic endeavor such as external examining, journal editing, peer review, committee work, lectures or presentations for funding bodies of other universities and academic conferences. Neither does it include work which does not depend on the FM's or staff's academic or administrative expertise such as membership of a governing body. All sectors include public, private, non-profit organizations can be provided consultancies.

### **4.3 OBJECTIVES**

To delineate the contours of policy guidelines facilitating IU Faculty members and staff to engage in consultancy services with industries and external clients on commercial terms.

### **4.4 BENEFITS AND RISKS**

Risks and benefits in this section are identified for those who are involved in taking any consultancy work. It will be their prime responsibility to mitigate them while being engaged.

#### a) Benefits for the FMs / staff and IU

Consultancy can provide a range of benefits to the FMs/staff, IU and the clients for whom the consultancy project is executed. From point of view of IU, the main benefits include:

##### **i. Enriching intellectual activity**

Consultancy provides external stimulus that is helpful for teaching and training, and is essential in many subjects (e.g. clinical and industry-based subjects such as those related to science and engineering)

##### **ii. Extending the research and knowledge base of IU**

Consultancy often leads towards other forms of partnerships including research projects.

##### **iii. Marketing Benefits**

Consultancy helps in the development of useful contacts, marketing opportunities and improved reputation of IU in the eyes of external stakeholders.

**iv. Financial Benefits**

Consultancy provides revenue, and diversifies sources of income for IU.

**v. Staff Benefits**

Consultancy not only generates income for the institution but also gives opportunity to FMs and academic staff to gain financially. It also helps in their personal development and creates new professional opportunities for them. It can therefore, act as a useful incentive to attract and retain qualified and professional staff.

b) Risks to the institution

i. **Commercial Risks**

Consultancy can bring commercial risks, e.g. the loss of institutional intellectual property or resources consumed without adequate return.

ii. **Academic Risks**

Consultancy can also bring academic risks; e.g. stress and negative spillovers on FM/staff, diversion of staff time and effort on other resources other than teaching and research at the institution.

iii. **Accountability and Financial Risks**

Consultancy also brings accountability and financial risks e.g. public funds for teaching and research being used inappropriately, exposure to audit or other investigation, unplanned tax liabilities.

iv. **Reputational Risks**

Poorly managed or delivered consultancy can have an adverse impact on the reputation or income of the institution.

v. **Legal Risks**

Legal liabilities can also result from consultancy e.g. arising in an unforeseen way from the activities of FMs/staff

c) Risks for the FMs / staff

i. **Become over-stretched**

Embedding consultancy work within academic work can enhance the burden of the consultant and thus increases the risk of compromise on quality of teaching and research output.

ii. **Professional Risks**

Consultancy being an additional financial source of income may introduce lack of basis professional commitments towards students and research as demanded by the University.

iii. **Exposure to legal liabilities**

With a surge of financial assets (gained from consultancy work) FMs / staff may subject themselves to legal liabilities.

iv. **Exposure to tax liabilities**

Inclusion of additional income to tax slabs may appear as a complexity and if not filed properly can result in FBR notices.

#### **v. Conflicts of interest with the University or Research collaborator**

Having a fixed income from university coupled with variable external income may lead to conflict of interest and partial interest of the FMs / staff for collaborative research projects.

### **4.5 POLICY GUIDELINES**

- i. FMs and staff interested in offering consultancy services will take prior permission from their respective Dean / Campus Directors. After permission case will be forwarded to IU-ORIC for codal formalities.
- ii. Annual appraisals, prior Research profile and student feedback will be considered before assignment of consultancy work to a faculty member. This will be done through co-ordination with respective Dean / Campus Directors.
- iii. Those who fail to declare consultancy work will be subject to the HR policies on taken additional work without prior approval
- iv. Permission may be withdrawn if FMs / staff performance at IU gets affected due to consultancy services. IU commitments would be foremost for FM / staff to meet.
- v. Faculty needs to declare any existing consultancy work at the time of induction
- vi. The applicant will indemnify IU against all damages, loss or injury caused by committing any default or delay in performance of the contractual obligations towards the hiring party / client. The application shall be precluded to file any legal proceedings, at any forum whatsoever, against IU that may result in consequence of breach of contractual obligations between the applicant and the hiring party. Subsequent, to the receipt of approval from the HR, FMs / staff will complete the consultancy formalities (submission of bids / interest etc)
- vii. Upon the award of consultancy, FMs / staff will submit details to IU-ORIC about its duration, scope, income, hiring of resources persons etc. This shall also be communicated to HR and Finance Departments.
- viii. Consultancy revenues will be deposited in IU account and disbursed as per the consultancy contractual agreements provided by the FMs / staff.
- ix. Consultancy services could be offered individually or as a group of FMs and staff, depending upon the opportunity/nature and scope of work. The final distribution of revenue will be subject to deduction of the running cost.
- x. Any expenditure related to consultancy work shall be covered from within the consultancy amount. University will not bear any cost incurred.
- xi. Formal contract signing upon award of a consultancy work will be responsibility of IU-ORIC.
- xii. After meeting of all the expenditures incurred in the consultancy services, the balance amount will be distributed as per the following formula with the approval of the VC IU.

Taking consultancy work while being part of IU, the division of revenue shall be as per below mentioned criteria

FM(s)/staff 80% (distribution formula amongst team members, if applicable, is to be given by the PI and endorsed by Dean)

IU share 20%

For continuing consultancy work at the time of induction of faculty in IU, will have the following formula:

FM(s) / staff :	90%
IU:	10%

- xiii. Timely completion as per agreed terms of consultancy services will be the sole responsibility of the primary consultant/PI. In case of any default, the FMs/ staff will be barred from undertaking any further consultancy work for a minimum period of 2 years.

## **5 IU RESEARCH PUBLICATIONS INCENTIVE**

### **5.1 INTRODUCTION**

As per its Vision and Mission, Iqra University (IU) continuously strives to improve its ranking in national and international forums by improving upon all Key Performance Indicators (KPIs). One of the most important KPI is based on the quality and quantity of academic and applied research output of the HEI. To motivate the faculty to contribute positively to the research ecosystem of Iqra University (IU), the university has devised a research incentive policy to recognize their efforts and reward faculty members who are regularly contributing to IU research ecosystem to motivated them further and inspire others. The aim of this policy is to motivate the faculty for research excellence by defining a relative criterion according to which faculty is rewarded preferentially for publishing at top venues.

The following policy is an extension to the previous policy on the subject with an aim to encourage long term, progressive sustainability of research ecosystem at IU with equal participation from all faculties.

### **5.2 ELIGIBILITY CRITERIA FOR CLAIMING RESEARCH INCENTIVES**

Faculty members of IU must meet the following conditions to qualify for claiming research incentives:

- a. The researcher must be a regular faculty/staff member at IU.
- b. Publications by authors under official affiliation of Iqra University with official Iqra email address will be considered.
- c. Publications covered under this policy are Journals, Case Studies, Books, Book Chapters. Conference proceedings are not covered unless the proceedings of the conference are published as a book / book chapter. Travel Grant for Conferences is not applicable under this policy and may be deliberated on case-to-case basis.
- d. Research parameters should be verifiable through the IU Research Portal. Insufficient documentary proof for the claim will not be considered.
- e. The publications must be already published and available with valid DOI for verification.
- f. There must be a maximum of 4 IU faculty members in a multi-authored paper.

### **5.3 PUBLICATION INCENTIVES**

- a) Research incentives for WoS/JCR (ISI / SSCI / SCI / SCI-E) indexed journals with JCR Impact Factor.
  - i. Impact Factor (IF) journal indexed with Institute of Scientific Information (ISI) / Science Citation Index / Social Sciences Citation Index / Science Citation Index Expanded will

be eligible for financial award. Emerging SCI (S-SCI) journals are not eligible for award under this criterion but may be eligible under a different criterion such as SCOPUS indexing.

- ii. The financial award of the paper will range from Lower Bound (LB) to Upper Bound (UB)
- iii. The value of the award will be according to the formula given below.

The amount to be calculated as follows:

$$\text{Amount of Award} = LB + (UB - LB) * \frac{TJ - PJ}{TJ - 1}$$

TJ = Total journals in relevant JCR subject category

PJ = Position of the journal in descending order with respect to Impact factor in the subject category in JCR

- iv. In case of multi-authored paper, papers with up to 4 IU authors will be eligible for research incentive award. The papers having more than 4 IU authors will not be considered for incentive. Share of the award will be distributed amongst IU authors only (excluding non-IU authors) as follows:

LB = PkR 50,000.00 and UB = PkR 200,000.00; May be revised under separate notification from time to time.

No of IU Authors	Order of IU Authors* & Percentage of Share			
One	1st Author 100%			
Two	1st Author 60%	2nd Author 40%		
Three	1st Author 50%	2nd Author 35%	3rd Author 15%	
Four	1st Author 45%	2nd Author 30%	3rd Author 15%	4th Author 10%

\* Order of authors will be for IU authors only excluding the non-IU authors. For example, if the paper has six authors, and only the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> authors have IU affiliation then the share of remuneration will be split as per criteria for 3 co-authors. Student authors with IU affiliation are eligible for this award as per criteria outline above.

- v. On special request the journal authors can claim the award for payment for journal article processing charges (APC) after submitting an application to ORIC. The application will be scrutinized for correctness by Research Incentive Committee (RIC) before a final decision is made. The final approval authority in this case will be the VC. For publication in which research publication incentive is claimed before article publication will not be eligible to claim research incentive award again after publication of journal article.

- b) Research incentives for internationally recognized SCOPUS indexed journals without an Impact Factor.

Research paper published in internationally recognized SCOPUS indexed journals (bearing ISSN, DoI for published articles) which are not indexed with ISI/SCIE/ SSCI and do not have an impact factor will be given award up to a **maximum 0.5 LB**. For multi-authored papers, distribution of share for IU authors will be as per Para 3A(iv)

- c) Research incentives for locally recognized (HEC ‘Y’) category journals.

Research paper published in locally recognized HEC ‘Y’ category journals (bearing ISSN, international authorship, editorial board/peer review panel and distribution) which are not indexed with ISI/SCI/ SCIE/ SSCI/SCOPUS will be given award up to a **maximum 0.5 LB.** For multi-authored papers, distribution of share for IU authors will be as per Para 3A(iv)

- d) Research incentives for Books and Book Chapters.

- i. A book or chapter published in a book will be processed under the policy outlined below \*:

Type of publication	International Publisher	National Publisher
Book	UB	0.5*UB
Book Chapter	LB	0.1*UB

\* List of Eligible publishers as per latest IU policy will apply

- ii. Conference Proceedings published as Book chapter qualify for award as per para 3D(i).
- iii. Prohibited publishers e.g. Lambert publishing is not allowed.
- iv. Publishing of PhD thesis as a book will not be eligible for this award.

- e) Research incentives for Case Studies

Publication of Case studies is also eligible for financial award under this Research Incentive Policy. Case studies published in prestigious journals will merit financial award as per Sections 3(A-C)

- f) International Research Collaboration

Iqra University promotes a culture of international collaboration and encourages partnerships across various academic institutions globally. To broaden the magnitude of international collaboration, researchers engaging in international collaborations, will receive an **additional 10%** incentive to acknowledge and support their collaborative efforts and distinctive partnership with international higher education institutions. Authors are advised to spread their collaborations across various countries as well as different universities in any particular country.

g) Relaxation in Teaching / Admin load of Faculty member for greater research productivity

Any relaxation for teaching and administrative loading of Faculty member publishing research in high impact factor journals will be as per discretion of respective HoD or Dean of Faculty.

#### **5.4 DATA SUBMISSION FOR AWARD OF RESEARCH INCENTIVES**

- a) The incentive amount will be reimbursed on monthly basis as per the cut off date.
- b) The eligible researchers will submit the required documents as a proof of publication through IU research portal.
- c) IU-ORIC will evaluate the publication and submit case to finance department for the payment processing after approval of Research incentive Committee members and Vice Chancellor.

## **6 IU BEST RESEARCHER AWARD**

### **6.1 INTRODUCTION**

As per its Vision and Mission, Iqra University (IU) continuously strives to improve its ranking in national and international forums by improving upon all Key Performance Indicators (KPIs). One of the most important KPI is based on the quality and quantity of academic and applied research output of the HEI. To recognize the outstanding efforts of its faculty members in the domain of academic and applied research and nurture the research eco-system through positive reinforcement, the university has devised a policy to reward the most outstanding researcher from each faculty of the university annually.

The following policy defines in detail the eligibility, merit and selection criteria and other modalities for best researcher award. The aim of this policy is to encourage long term, progressive sustainability of research ecosystem at IU with equal participation from all faculties.

### **6.2 ELIGIBILITY CRITERIA FOR BEST RESEARCHER AWARD**

Faculty members of IU must meet the following conditions to qualify for Best Researcher Award:

- a. The researcher must be a regular faculty/staff member at IU.
- b. The applicant should have served for at least one year at IU.
- c. Only current calendar year data will be considered for the decision of research outcome parameters.
- d. Publications, patents, research grants, thesis supervision and research commercialization under official affiliation of researcher with IU will be considered.
- e. Research parameters should be verifiable through the IU Research Portal. Insufficient documentary proof for the claim will not be considered for points calculation.

### **6.3 MERIT CRITERIA FOR BEST RESEARCHER AWARD**

The scoring criteria to establish the merit for Best Researcher award has been divided into five (5) categories focusing on key parameters of academic and applied research:

- Academic publications (journals, conferences, case studies, books and book chapters etc)
- Research Supervision (supervision of PhD, MS, MPhil, MBA, Bachelors students)
- Funded Research Grants
- Consultancy
- Innovation and Commercialization

The five key areas mentioned above cover the basic tenets of academic and applied research as agreed upon by international and national educational qualification frameworks. After regular review of this policy the scoring criteria can be revised.

## **6.4 CALL FOR BEST RESEARCHER AWARD AND SUBMISSION OF REQUISITE DATA**

A Call for Best Researcher award will be announced by IU-ORIC annually in the first week of August. Performance of faculty members for summer and fall semesters of the previous year and spring semester of current year would therefore be included in the assessment. This has been so kept in order to synchronize the HEC call for Best Teacher (Received in October every year) necessitating IU to issue similar call for the University Best Teacher too. After announcement of official IU Best Researcher Award call, individual faculty members meeting the Eligibility criteria in Para 3, can apply for the best researcher award through the following process:

- a. Sponsoring office for Call for Best Researcher award will be IU-ORIC.
- b. IU-ORIC will ensure that Call for Best Researcher Award is widely publicized across all faculties across different campuses of IU and a deadline of at least 2 weeks is allowed for data submission by faculty members.
- c. It is compulsory for Faculty Members to update their research credentials on IU research portal when the call for Best Researcher award so data of all faculty members can be evaluated.
- d. It is incumbent upon Faculty members to submit credible and verifiable evidence in support of their research data

## **6.5 PROCESS OF SELECTION FOR BEST RESEARCHER AWARD**

After the deadline for Call for Best Researcher award has expired, respective Dean offices will begin the process of scrutiny of the submitted data on IU Research Portal of their faculty members as per the following process:

- a. Respective Deans will form a departmental committee for this task consisting of senior-most faculty of the rank of Associate Professors/ Professors; where this is not possible senior most Assistant Professors can be included. The chair of this committee will be respective Dean.
- b. It will be responsibility of the respective committee to cross-check the data supplied by each faculty member on IU Research Portal; faculty members may be contacted in case of any doubts
- c. Written comments of Dean and departmental committee members will be recorded on IU portal for evidence of decision-making process
- d. In evaluation of each case, the Departmental Committee will ensure neutral committee members to avoid any Conflicts of Interest in the decision process
- e. The respective Dean office will submit two finalists (1<sup>st</sup> and 2<sup>nd</sup> position) from their faculty to IU-ORIC within 4 weeks of closure of call date.

## **6.6 FINAL DECISION ANNOUNCEMENT FOR BEST RESEARCHER AWARD**

The Final Best Researcher award will be announced as per the following process:

- a. After a second final scrutiny, IU-ORIC will submit the final list of potential awardees for best faculty awards on the recommendations of the Dean as specified in Para 4 to the Vice Chancellor within two weeks of receipt of recommendations from the Dean(s).
- b. In case any finalist is deemed ineligible or is unable to receive the award of Best Researcher due to any miscellaneous reasons after deliberation in Para 5a, the researcher at 2<sup>nd</sup> position will be awarded the prize after due documentation by IU-ORIC.
- c. Financial award will be given to the best researchers from each faculty, i.e. one Best Researcher Award from each faculty. The award for best research will be **as per the current policy**. These awards will be conferred during the Annual Convocation scheduled after the closure of entire process.
- d. The recognition of Best Researchers will be widely publicized on university website and through official Broadcast IU notification; A certificate will also be provided to the respective faculty member along with the financial award.
- e. The name of the same Best Researcher awardee will also be forwarded in response to any national level call by HEC or any other organization.
- f. Any grievance claim by any faculty member will be forwarded to IU-ORIC which will shall investigate the claim as per official rules and regulations for faculty grievance policy.

## **7 ANNEXURES**

## 7.1 Form-1: Invention Disclosure Form

Name(s) of Inventor(s):

Phone Numbers:

Email:

1. Proposed Title:

2. Field of Invention:

This invention relates primarily to:

3. Background and Related Art:

a.	The technical problem addressed by the invention is as follows:
b.	The closest related art is described as follows:
c.	Advantages presented by the invention are as follows:

4. Drawing (s):

a.	Drawings for this invention are: available/not available. If available, please attach.
b.	Comments about drawings provided:

5. Written Description:

The invention is described as follows:

**Note 1:** Please attach additional pages as necessary.

**Note 2:** If you have other documents and /or drawings related to the invention, please attach copies to this form.

6. Conception of Invention:

a.	Date of conception:
b.	Date of first written description:

7. Reduction to Practice:

a.	Has the invention been reduced to practice?
b.	Comments, if any, on conception of intention and/or first written description:

8. Technical field and category of the technology:

a.	This invention relates primarily to:
b.	Category:

9. Inventor (s):

Inventor {1}
--------------

a.	Name:
b.	Residential Address:
c.	Contact information:  Cell:  Office Phone: Email:
d.	Contractual Status:

Inventor {2}: * Note: Please add more if required:	
a.	Name:
b.	Residential Address:
c.	Contact information:  Cell:  Office Phone:  Email:
d.	Contractual Status:

10.

a.	Name:
b.	Residential Address:
c.	Citizenship:
d.	Comments

11. Dates or Product Testing and Release:

a.	Alpha testing:
b.	Beta Testing:
c.	General release or sale:
d.	Offers for sale:

e.	<b>COMMENTS</b> on product testing and release:
----	---

## 12. Disclosure of Invention:

a.	Has there been any disclosure or use of the invention by the public?
b.	When and to whom?
c.	Under a non-disclosure agreement?
d.	Please attach a copy of the disclosure.

## 13. Internal Disclosure (s):

a.	First internal disclosure date:
b.	Name of the first person to whom invention was disclosed:
c.	<b>COMMENTS</b> about first internal disclosure:

## 14. Article (s):

a.	Have any articles been published?
b.	Details about publication of articles (s)
c.	Please attach a copy of the publication article.

## 15. Advertisements, Press Releases and Product Announcements:

a.	Have there been any advertisements, press release or product announcements?
b.	Please attach copies of all advertisements, press releases or product announcements:

## 16. Outside Disclosure:

a.	Have there been any disclosures outside of IU?
b.	Were all outside disclosures under a non-disclosure agreement?
c.	Detail about any disclosure outside the IU
d.	Please attaché copies of the information disclosed.

17. Trade Shows and Conferences:

a.	Are there any upcoming trade shows or conferences where disclosure may be?
b.	Details about upcoming trade shows and/ or conferences in above regard:

Additional Comments by Inventor:

Signed:

Witnessed and understood by:

---

Date:

---

Date:

## 7.2 ***Form-2: Patent Draft***

1. Form p-3A will be the first page of patent specification.
2. ABSTRACT:
3. Title and Field of Invention including background of invention:
  - a. The technical problem addressed by the invention is as follows:
  - b. The closest related art is described as follows:
  - c. Advantages presented by the invention are as follows:
4. WRITTEN DETAIL DESCRIPTION:
  - a. The invention is described as follows:
  - b. Novelty:

**NOTE 1: Please attach additional pages as necessary.**

**NOTE 2: If you have other documents and /or drawings related to the invention, please attach copies to this form.**

### **I/We CLAIM(S):**

What is claimed:

Date	Signature & stamp
------	-------------------

### **DRAWING (S):**

Drawings for this invention:

Please attach.

Comments about drawing provided:

Date:	Signature stamp: (On drawing each sheet)
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Note: All forms are available from IU-ORIC

# IU Research Ethics Policy 2024 & Establishment of Ethical Review Board

Ref. Reg.Off/Notification/2024/84

July 10, 2024

## **NOTIFICATION**

This is to notify that the **IU Research Ethics Policy 2024**, which was approved against **Agenda Item# AC49-12** of the **49<sup>th</sup> Academic Council Meeting** held on **July 10, 2024**, is applicable with immediate effect across all campus.

This notification is issued with the approval of the Competent Authority.



**Aseem Majid Rizvi**  
**Registrar**

Cc:

- The Vice Chancellor
- All Deans
- All Campus Directors
- Director QEC
- Director of Academic, Advanced Studies and Research
- Director, ORIC
- All Faculty Members

Minutes of the 49<sup>th</sup> Meeting of the Academic Council

**I Q R A IU**  
**UNIVERSITY**  
**MINUTES OF THE 49<sup>TH</sup> MEETING OF THE**  
**ACADEMIC COUNCIL OF IQRA UNIVERSITY**

The 49<sup>th</sup> meeting of the Academic Council of IQRA University was held on July 10, 2024 at IQRA University, Main Campus. The following members attended the meeting:

- |                              |  |
|------------------------------|--|
| 1. Prof. Dr. Nassar Ikram    | (Vice Chancellor / Chairman)                               |
| 2. Mr. Shahid Nazeer Baloch  | (Dy. Secretary, University & Boards Dept., Govt. of Sindh) |
| 3. Prof. Dr. Zeba Haque      | (Principal, DOW International Medical College)             |
| 4. Dr. Muhammad Zaki Rashdi  | (Dean Faculty of Business Administration - FBA)            |
| 5. Dr. Arshad Aziz           | (Dean Faculty of Engineering Sciences & Tech. - FEST)      |
| 6. Dr. Anjum Bano Kazmi      | (Dean Faculty of Arts, Design, Edu. & Social Sc.- FADESS)  |
| 7. Dr. Muhammad Masroor      | (Dean Faculty of Health Sciences - FHS)                    |
| 8. Dr. Saira Azhar           | (Dean Faculty of Pharmacy - FP)                            |
| 9. Dr. Ayub Siddiqui         | (Associate Dean, H-9 Campus, Islamabad)                    |
| 10. Dr. Nadeem Ahmad         | (Associate Dean, H-9 Campus, Islamabad)                    |
| 11. Dr. Tahir Ejaz           | (Associate Dean, Chak-Shahzad Campus, Islamabad)           |
| 12. Dr. Imtiaz Arif          | (Campus Director, Gulshan Campus)                          |
| 13. Dr. Syed Ali Raza        | (Campus Director, North Campus)                            |
| 14. Dr. Athar Iqbal          | (Campus Director, Malir (Airport) Campus)                  |
| 15. Ms. Neha Malik           | (Director, Asian Institute of Fashion Design - AIFD)       |
| 16. Dr. Muhammad Zubair      |  |
| 17. Dr. Muhammad Imran       |  |
| 18. Dr. Muhammad Irfan Anis  |  |
| 19. Dr. Aarij M. Hussan      |  |
| 20. Dr. Waqar Ahmed          |  |
| 21. Dr. Tooba Mehfuzz        |  |
| 22. Dr. Kishwar Sultana      |  |
| 23. Dr. Saleema Ahsan Tejani |  |
| 24. Dr. Muhammad Irfan       |  |
| 25. Dr. Imtiaz Hussain       |  |
| 26. Dr. Rafat Murad          |  |
| 27. Dr. Noman Islam          |  |
| 28. Dr. Razia Muhammad Fakir |  |
| 29. Dr. Mansoor Ebrahim      |  |
| 30. Dr. Saad Saleem          |  |
| 31. Mr. Rashid Akhbar        |  |
| 32. Dr. Shahnawaz Adil       | (Director Academics, Adv. Studies & Research)              |
| 33. Mr. M. Zuhair Siddiqui   | (Controller of Examinations)                               |
| 34. Dr. Sameer Qazi          | (Director ORIC)  |
| 35. Mr. Muhammad Yousaf      | (Director Quality Enhancement Cell)                        |
| 36. Syed Taha bin Hasan      | (Head, Admissions & SEU)                                   |
| 37. Ms. Dania Ahmed          | (Head, IRC)  |
| 38. Mr. Aseem Majid Rizvi    | (Registrar / Secretary)                                    |



Minutes of the 49<sup>th</sup> Meeting of the Academic Council

**The August Council was requested to approve the revised composition of BoF under Faculty of Engineering Sciences & Technology.**

**Resolution # AC 49-10.13:**

*The Council, in principle, approved the re-composition of the Board of Faculty for all the faculties the revised composition will be effective immediately, however, the revised compositions will be furnished before the Board of Governors (BoG) for approval. The amendment will then be reflected in the next edition of IU Codebook.*

**Agenda Item # AC 49-11**

***To review and approve IU Research, Innovation and Commercialization Policy 2024.***

Dr. Sameer Qazi presented the IU Research, Innovation and Commercialization Policy 2024 to the August Council in order to transform IU into a true center of excellence, it is imperative that apart from maintaining high standards in teaching, research is rigorously pursued and suitably rewarded. The R&D output of IU is in line with national needs and contributes towards socio-economic growth of the country. He enlightened the council that the IU Office of Research, Innovation and Commercialization (IU ORIC) is acting as a focal point for providing guidance and support to the activities related to research and development, therefore, the mission is to facilitate and co-ordinate research activities of IU and to liaise with other national as well as international academics, research and industrial organizations to facilitate research.

Dr. Zeba Haque advised the Director ORIC to incorporate patents and intellectual property filing mechanism into the policy. In response, Dr. Qazi briefed about the policy and assured that it covers all the areas pertaining to trademarks, patents, IP, and alike ones. Dr. Nassar added with appreciation that recently 26 patents were filed, in which 15 are from AIFD, 6 are from FEST, 4 are from Media Studies and 1 is from FHS. The Council applauded and appreciated the efforts of all the filers and their departments.

***The August Council was requested to approve the IU Research, Innovation and Commercialization Policy 2024.***

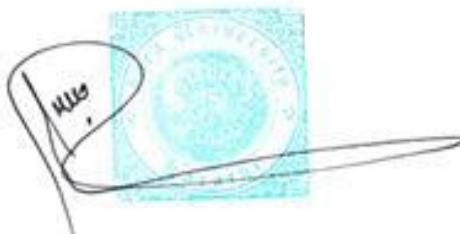
**Resolution # AC 49-11:**

*The Council approved the IU Research, Innovation and Commercialization Policy 2024.*

**Agenda Item # AC 49-12**

***To review and approve the IU Research Ethics Policy 2024 & Establishment of Ethical Review Board.***

Dr. Qazi presented the IU Research Ethics Policy 2024 & Establishment of Ethical Review Board to the council and informed that Iqra University is committed to upholding a broad ethical framework in all its endeavors including research, teaching, business, and various activities. He added that, the



primary guiding principle in ethical evaluations is to ensure that the university endeavors to promote positive outcomes rather than causing harm in the conduct of research, consulting, enterprise activities, or research projects. This document delineates Iqra University's policy and protocols for establishing ethical review processes. Faculty and students engaged in diverse research activities are actively supported and encouraged by the university. At the core of high-quality research lies research integrity.

Dr. Nassar Ikram mentioned that Iqra University is dedicated to conduct research in alignment with the highest ethical standards, and any research with the potential to raise notable ethical concerns must undergo independent ethical review. Dr. Ikram appreciated the efforts of Dr. Masroor as the head of Ethical Review Board (ERB). Dr. Masroor informed the council about the departmental involvement in addressing such cases. He also mentioned that two members from the concerned department alongwith one faculty member from other departments, as the case may be, shall constitute a sub committee at departmental level before presenting cases to the ERB.

**The August Council was requested to approve the IU Research Ethics Policy 2024 & Establishment of Ethical Review Board.**

**Resolution # AC 49-12:**

*The Council approved the IU Research Ethics Policy 2024 & Establishment of Ethical Review Board.*

**Agenda Item # AC 49-13:**

***To review and approve the interdisciplinary programs under Department of Media Studies***

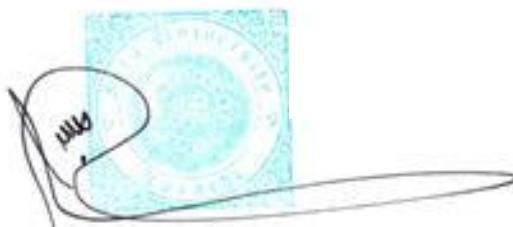
Mr. Rashid Akbar, Head of Media Studies Department, presented the newly designed interdisciplinary degrees, (1) Bachelor of Science in Artificial Intelligence & Digital Media and (2) Bachelor of Science in Animation & Game Design to the council. He also added that these programs have been meticulously

developed to address the evolving demands of contemporary global trends and the rapid technological advancements in media industry. These interdisciplinary courses not only aim to diversify our academic offerings but also leverage the synergies between the Department of Media Studies and the Faculty of Engineering Sciences and Technology (FEST). By integrating media and technology, we are pioneering educational pathways that utilize our existing resources to prepare students for innovative roles in the media landscape.

**Agenda Item # AC 49-13.1:**

***To review and approve the offering of BS Animation & Game Design for all campuses***

Mr. Akbar mentioned that the BS Animation & Game Design program aims to cultivate a dynamic and innovative learning environment that bridges the creative artistry of Media Studies with the technical prowess of Computer Science. Through a comprehensive and interdisciplinary curriculum, our mission



**IQRA UNIVERSITY**

**RESEARCH ETHICS POLICY &  
ESTABLISHMENT OF ETHICS  
REVIEW COMMITTEE/  
INSTITUTIONAL REVIEW BOARD**

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## **1 PREFACE**

Iqra University is committed to upholding a broad ethical framework in all its endeavour's, including research, teaching, business, and various activities. The primary guiding principle in ethical evaluations is to ensure that the university endeavors to promote positive outcomes rather than causing harm in the conduct of research, consulting, enterprise activities, or research projects. This document delineates Iqra University's policy and protocols for establishing ethical review processes. Faculty and students engage in diverse research activities, actively supported and encouraged by the university. At the core of high-quality research lies research integrity. Iqra University is dedicated to conduct research in alignment with the highest ethical standards, and any research with the potential to raise notable ethical concerns must undergo independent ethical review.

## **2 OBJECTIVE**

The goal is to strengthen a culture embedded in ethics, integrity, and academic honesty throughout Iqra University's research initiatives. This entails guiding researchers, strengthening ethical considerations, and guaranteeing commitment to ethical standards.

## **3 SCOPE OF RESPONSIBILITIES**

- a) The IU Institutional Review Board (IU-IRB) is entrusted with the task of conducting comprehensive, pertinent, and timely assessments of research applications submitted by students, faculty, and staff of its various faculties.
- b) The IU-IRB autonomously reviews the research ethics of these applications and addresses related matters in a thorough manner.

## **4 INSTITUTIONAL REVIEW BOARD COMPOSITION**

<b>Board Members</b>	<b>Role and Responsibilities</b>
Chair (Dean, Faculty of Health Sciences)	<ul style="list-style-type: none"> <li>· Preside over meetings of committees.</li> <li>· Examines and resolves complaints.</li> <li>· In the event of a tie vote, casts the deciding vote.</li> </ul>
Members (at least one faculty member from the relevant faculties of the research area under concern)	<ul style="list-style-type: none"> <li>· Review of research work/projects of relevant field in an appropriate manner.</li> <li>· Timely submission of review reports/scores.</li> <li>· Expert opinions, suggestions, and resolving the conflicting matters.</li> <li>· Participates in voting.</li> </ul>
Non-Medical/Non-Scientific Member (at least two Members from other	<ul style="list-style-type: none"> <li>· Provides input and valuable feedback regarding overall conduct and future improvements.</li> </ul>
External Member (at least one external member with relevant research area and expert)	<ul style="list-style-type: none"> <li>· Expert opinions, suggestions, and resolving the conflicting matters, and religious issues.</li> <li>· Provides assistance in the value addition, overall conduct and further improvements.</li> </ul>

Legal Advisor (Part-time legal member)	<ul style="list-style-type: none"> <li>- Provides legal implications and assessments in accordance with the law if required</li> </ul>
Secretary/Coordinator (Director / Manager ORIC)	<ul style="list-style-type: none"> <li>- Acts as the board's focal person(s) and in-charge point of contact.</li> <li>- Receiving of applications and activation of the review process</li> <li>- Communication and correspondence with members of the committee and with applicants.</li> <li>- Calls a meeting of the committee in the event of a comprehensive evaluation.</li> <li>- Record keeping/maintenance of complete record of the committee such as peer-review reports, decisions</li> </ul>

## 5 TENURE

The term of IU - Institutional Review Board (IU-IRB) shall be (02) years for the nominated members.

## 6 TERMS OF REFERENCE

- a) The Institutional Review Board (IU-IRB) is meant to conduct an independent, comprehensive examination of the ethical aspects of potential research projects.
- b) The integrity of the Institutional Review Board (IU-IRB) will be upheld at the highest level and will be protected from any political, institutional, or professional influences.
- c) IU-IRB will ensure the proficient review and evaluation of the ethical standards of submitted research proposals.
- d) The Board is entrusted with disseminating appropriate ethical research standards to all departments and researchers, ensuring strict adherence to these standards.
- e) IU-IRB holds the responsibility of issuing the Research Ethics Clearance Certificate to the Principal Investigator before the commencement of any research project and its associated activities.
- f) IRB will follow SOP for its functioning according to international standards.
- g) No research involving living animals or objects can proceed within the University without a thorough ethical review by the IU-Institutional Review Board (IU-IRB) of the respective department.
- h) The IU-Institutional Review Board (IU-IRB) is also responsible for addressing broader ethical concerns related to the University's teaching and research, particularly those involving human subjects or organizations.
- i) The IRB Secretary (ORIC Dpt.) within the constituent campuses will coordinate with the relevant department's head and Deans to schedule meetings as required.

## 7 FREQUENCY OF MEETINGS

The IU-IRB shall hold meeting on quarterly bases or if and when required.

## 8 PRINCIPLES AND PROCEDURES FOR CONDUCTING RESEARCH

The following ethical values are recognized and encouraged by the Policy:

- a) Prevention of harm: Throughout the study process, it's crucial for university students and staff to prioritize safeguarding respondents from physical and psychological harm. Researchers must avoid using participants for unethical purposes and take measures to protect their well-being during the study.
- b) Informed consent: Obtaining informed consent is essential for ensuring participant safety. Without proper information, participants may feel deceived or mistreated by researchers. Unless there are compelling reasons for limited consent, securing full participant agreement is vital. Researchers should inform participants in advance about all relevant details influencing their willingness to join the research. The consent process should also include plans for keeping participants informed about ongoing study findings.
- c) Rights of participants: Participants have the right to withdraw their consent even after initially agreeing. Researchers should specify when participants can withdraw their consent, if applicable.
- d) Minimizing risk with vulnerable participants: Certain groups, such as patients, widows, or others with limited consent capacity, should be recognized as vulnerable in research. Additionally, circumstances might render other groups, like the unemployed, migrants, or refugees, vulnerable.
- e) Appropriate use of rewards and incentives: Encouraging participation in research should focus on fostering genuine interest rather than solely relying on rewards. Exceptions are for cases where individuals are unable to resist such rewards.
- f) Honesty and integrity: Upholding transparency, truthfulness, and sound judgment goes beyond meeting professional standards. Our commitment involves operating ethically, avoiding conflicts of interest, and refraining from decisions made solely for personal financial gain. We pledge to disclose and manage any conflicts of interest, maintain openness, and honesty in our evaluations and interactions.

## **9.ETHICAL FRAMEWORK**

- a) Research interventions must not cause harm to humans, animals, or public property.
- b) Any form of risk or harm—physical, mental, emotional, financial, or otherwise—is strictly prohibited in research endeavors.
- c) Research activities must not result in damage to public property, harm to the environment, or involve hazardous activities for people and animals.
- d) Personal identities of research participants, respondents, or observed individuals must not be disclosed or published without their consent.
- e) Upholding integrity and honesty is of utmost importance in all interactions involving humans, animals, public property, and institutional research.
- f) A neutral and unbiased approach is essential concerning ethnicity, religious beliefs, gender, and
- g) specific societal groups.
- h) No coercion or force should be employed to compel individuals to participate in research.
- i) Obtaining consent for participation and ensuring comprehension of the research activity are mandatory requirements.

## **10. INDEMNITY**

IU-Institutional Review Board shall not be responsible for any financial damages to any research sponsor or industrial partner; including but not limited to, demands, liabilities, settlements, damages, costs, and expenses, attorneys' fees and expenses, arising out of, or in any way connected with non-performance of the researcher in any IU-IRB approved project.

## **11.CONTINGENCIES**

- a) The research ethics policy and permission of the board do not cover any commitment made by the researcher. Any dispute that arises between the researcher and the board may be referred to Director/ Manager ORIC or a subcommittee formed for dispute resolution.
- b) Disputes arising between the researcher and collaborators/participants/third parties should be brought to the attention of IU-IRB.
- c) It is solely the researcher's responsibility to adhere to universally acknowledged principles and norms of research ethics.
- d) To contact the designated head of the IU-Institutional Review Board (IU-IRB), an official form must be submitted.

## **12.HUMAN-RELATED RESEARCH (DEFINITION)**

All human-related research which includes one or more of the following requires ethical assessment and approval at the appropriate level:

- a) Direct engagement involving physically intrusive methods, like blood sample collection.
- b) Direct engagement through non-invasive methods, including laboratory experiments, interviews, surveys, questionnaires, and observations.
- c) Indirect involvement via access to personal information.
- d) Involvement that necessitates consent from others, like parental consent for a child participant.

## **13. RESEARCH CASES FOR ETHICAL REVIEW BY IU-IRB**

In general, there are three research domains, where ethical clearance will be required from the IU-IRB, the details of which are mentioned below:

### **13.1 Research proposal/projects for grants**

- a) With an aim to secure the research grants from such national and international funding agencies, where the ethical clearance certificate is required for the documentation and submission process of research proposals, whether the study subjects are humans/animals or not, the role of IU-IRB becomes inevitable. In this regard, the IU-IRB is responsible to ensure the originality and higher standard of scholarly work presented in the research proposals while any scientific wrongdoings towards human and animal subjects is prevented if involved.
- b) The principal investigator (PI) must apply well in advance for the ethical clearance certificate before the formal submission of his/her research proposals to the funding agencies. The complete version of research proposals including concept paper/note, research objectives & outcomes, and potential involvement of human/animal subjects etc. should be submitted along with the application to ORIC. It is mandatory for research community that the projects must be cleared by IU-IRB before the commencement of the project, wherever an ethical clearance certificate is required.

### **13.2. Research Publication**

The research publication which is derived from the research project already cleared by the IU-IRB does not require any further clearance certificate. However, the research publication should meet the prescribed plagiarism limits as per HEC plagiarism policies. Any misconduct in this regard can be forwarded to IU-IRB and serious consequences in the form of fines and suspensions may take place. In case, a publisher demands the ethical clearance certificate for the research publication, a similar procedure can be adopted to request the certificate. NO re-opinion shall be required for publication

### **13.3. MBA/M.S/M.Phil. /PhD Thesis & Final Year Projects**

The research thesis or projects which are produced from the findings and outcomes of the ethically cleared research project are exempted from any clearance certificate. Nevertheless, any ethical concerns related to other research thesis/projects can be solved at the departmental level, where the Deans/HoDs and supervisors can be involved as members of the committee. Note that the thesis/project research should fulfil the plagiarism requirements as per HEC plagiarism policy. Final year projects may be received firstly by the Departmental Research Committee, and only projects needing Ethical review should be sent to IU-IRB.

## **14. OBTAINING ETHICAL CLEARANCE CERTIFICATE**

### **(Types, Request, Process and Research Lifecycle)**

On the basis of three research cases mentioned in Sec. 13, the applicant can apply for the clearance certificate by following Annex A. Mainly, the request for an ethical clearance certificate can be of four types:

- Ethical Clearance Certificate for Research Proposal/Project Submission
- Ethical Clearance Certificate for On-going Research
- Ethical Clearance Certificate on Completion of Project
- Others – In case some other scenario occurs.

IU-IRB reserves the right to continuously monitor ethical aspects for all ongoing research projects even after a Ethical Clearance Certificate has been granted. The certification's validity will depend on the project's duration or the applicant's request.

### **14.1 Questionnaire/ Forms for submission**

The applicant can request for the ethical clearance certificate by filling the questionnaire and submission of necessary documents. The details of the Questionnaire are mentioned in Annex A, which is based on the type of ethical clearance certificate, type of research case, risks involved, and research area. The application should be submitted well in advance, and research activity should not be initiated, unless the ethical clearance certificate is awarded.

### **14.2 Status of Application, Review Process, and IU-IRB clearance**

Once the application is submitted to the ORIC , the registration email is generated.

- The complete dossier is sent to the committee members of IU-IRB
- The publication/ project proposal will enter into the review process.
- If the IRB members demand additional material/data, the information will be communicated to the applicant via email.

In case of modifications/revisions in the light of comments of committee members, the applicant will be asked to modify the research work accordingly. Maximum of two revisions are allowed. All the cases will be presented in IU-IRB meeting for discussion and final decision. Based on the opinion, the final decision will be made through the majority consensus between members, which can be one of the followings:

- Accepted for the award of clearance certificate
- Revisions
- Rejected

With the approval of Registrar, the decision will be convened to the applicant. In case of positive outcome, the Ethical Clearance Certificate will be awarded with the decision.

IU-IRB would also be authorized to audit and monitor the research during ongoing research

## **15. DURATION FOR DATA RECORD**

The duration of saving data and samples of research by the IU-IRB would be a minimum of 5 years and a maximum of 7 years.

**Annex A:****Questionnaire**

1. Select the type of ethical clearance certificate required from IU-IRB

- Ethical Clearance Certificate for Research Proposal/Project Submission
- Ethical Clearance Certificate for On-going Research
- Ethical Clearance Certificate on Completion of Project
- Others – Please specify \_\_\_\_\_

2. Select the research case for which the ethical clearance certificate is needed

- Research proposal/projects for grants
- Research Publication
- Research Patents
- M.S/M.Phil/PhD Thesis & Final Year Projects
- Others – Please specify \_\_\_\_\_

3. Is there any involvement of more than a minimal risk (toxic emissions, safety of workers/researchers/staff, environmental hazards)? If you answered yes, please explain.

4. Is there any subject data (records, equipment, premises, or vulnerable persons) in the study? If so, please ensure that the information will not be linked to specific individuals.

5. Is there any potential for a conflict of interest?

6. Is there a risk to the indigenous population, the environment, human health, animal or fish habitats, endangered species, language, or culture?

7. Do you believe the initiative may have legal ramifications?

8. Is a literature review part of the study? If you answered yes, please list the sources.

9. Is complete version of research proposals including concept paper/note, research objectives & outcomes, and potential involvement of human/animals subjects have been incorporated in the application?

- Yes
- No

# IU Policy on Faculty's Best Teacher Award (FBTA) 2024

Minutes of the 49<sup>th</sup> Meeting of the Academic Council

**I Q R A IU**  
**UNIVERSITY**  
**MINUTES OF THE 49<sup>TH</sup> MEETING OF THE**  
**ACADEMIC COUNCIL OF IQRA UNIVERSITY**

The 49<sup>th</sup> meeting of the Academic Council of IQRA University was held on July 10, 2024 at IQRA University, Main Campus. The following members attended the meeting:

- |                              |  |
|------------------------------|--|
| 1. Prof. Dr. Nassar Ikram    | (Vice Chancellor / Chairman)                               |
| 2. Mr. Shahid Nazeer Baloch  | (Dy. Secretary, University & Boards Dept., Govt. of Sindh) |
| 3. Prof. Dr. Zeba Haque      | (Principal, DOW International Medical College)             |
| 4. Dr. Muhammad Zaki Rashdi  | (Dean Faculty of Business Administration - FBA)            |
| 5. Dr. Arshad Aziz           | (Dean Faculty of Engineering Sciences & Tech. - FEST)      |
| 6. Dr. Anjum Bano Kazmi      | (Dean Faculty of Arts, Design, Edu. & Social Sc.- FADESS)  |
| 7. Dr. Muhammad Masroor      | (Dean Faculty of Health Sciences - FHS)                    |
| 8. Dr. Saira Azhar           | (Dean Faculty of Pharmacy - FP)                            |
| 9. Dr. Ayub Siddiqui         | (Associate Dean, H-9 Campus, Islamabad)                    |
| 10. Dr. Nadeem Ahmad         | (Associate Dean, H-9 Campus, Islamabad)                    |
| 11. Dr. Tahir Ejaz           | (Associate Dean, Chak-Shahzad Campus, Islamabad)           |
| 12. Dr. Imtiaz Arif          | (Campus Director, Gulshan Campus)                          |
| 13. Dr. Syed Ali Raza        | (Campus Director, North Campus)                            |
| 14. Dr. Athar Iqbal          | (Campus Director, Malir (Airport) Campus)                  |
| 15. Ms. Neha Malik           | (Director, Asian Institute of Fashion Design - AIFD)       |
| 16. Dr. Muhammad Zubair      |  |
| 17. Dr. Muhammad Imran       |  |
| 18. Dr. Muhammad Irfan Anis  |  |
| 19. Dr. Aarij M. Hussan      |  |
| 20. Dr. Waqar Ahmed          |  |
| 21. Dr. Tooba Mehfuzz        |  |
| 22. Dr. Kishwar Sultana      |  |
| 23. Dr. Saleema Ahsan Tejani |  |
| 24. Dr. Muhammad Irfan       |  |
| 25. Dr. Imtiaz Hussain       |  |
| 26. Dr. Rafat Murad          |  |
| 27. Dr. Noman Islam          |  |
| 28. Dr. Razia Muhammad Fakir |  |
| 29. Dr. Mansoor Ebrahim      |  |
| 30. Dr. Saad Saleem          |  |
| 31. Mr. Rashid Akhbar        |  |
| 32. Dr. Shahnawaz Adil       | (Director Academics, Adv. Studies & Research)              |
| 33. Mr. M. Zuhair Siddiqui   | (Controller of Examinations)                               |
| 34. Dr. Sameer Qazi          | (Director ORIC)  |
| 35. Mr. Muhammad Yousaf      | (Director Quality Enhancement Cell)                        |
| 36. Syed Taha bin Hasan      | (Head, Admissions & SEU)                                   |
| 37. Ms. Dania Ahmed          | (Head, IRC)  |
| 38. Mr. Aseem Majid Rizvi    | (Registrar / Secretary)                                    |



Minutes of the 49<sup>th</sup> Meeting of the Academic Council

is to empower students to become proficient storytellers, designers, and developers in the realms of animation and interactive media.

**The August Council was requested to approve the offering of *BS Animation & Game Design for all campuses*.**

**Resolution # AC 49-13.1:**

*The Council approved the curriculum and the launch of BS Animation & Game Design for all campuses. The Council advised DAASR to verify that the scheme of study is compliant to HEC UGE Policy 2023.*

**Agenda Item # AC 49-13.2:**

***To review and approve the offering of BS Artificial Intelligence & Digital Media for all campuses***

Mr. Rashid Akbar stated that the BS Artificial Intelligence & Digital Media program aspires to create an innovative and integrative learning environment where the sophistication of AI intersects with the creative dynamics of digital media. He also mentioned that the mission is to nurture students into adept professionals who harness AI technologies to drive advancements in digital content creation, interactive experiences, and media analytics.

**The August Council was requested to approve the offering of *BS Artificial Intelligence & Digital Media for all campuses*.**

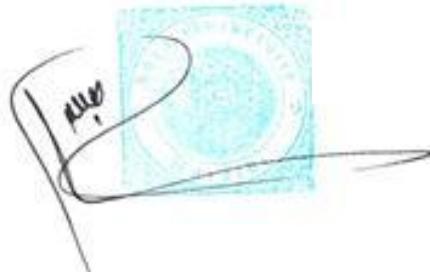
**Resolution # AC 49-13.2:**

*The Council approved the curriculum and the launch of BS Artificial Intelligence & Digital Media for all campuses. The council advised DAASR to verify that the scheme of study is compliant to HEC UGE Policy 2023.*

**Agenda Item # AC 49-14:**

***To review and approve the IU Policy on Faculty's Best Teacher Award (FBTA) 2024***

Dr. Shahnawaz Adil presented the IU Policy on Faculty's Best Teacher Award (FBTA) 2024 to the council. He added that the purpose of FBTA is to extend recognition and honor outstanding faculty members of IQRA University who have demonstrated exceptional teaching skills, dedication, and commitment to their students' learning and development. By acknowledging these faculty members' hard work, the award aims to motivate them to strive for excellence, inspire others to adopt best practices, and foster a culture of continuous improvement in education. Ultimately, it seeks to enhance teacher morale, promote effective teaching strategies, and support ongoing professional growth within the educational community. Only the winners of Faculty's Best Teacher Award (FBTA) would be eligible for competing in the HEC national-level Best University Teacher Award (BUTA) competition.



Minutes of the 49<sup>th</sup> Meeting of the Academic Council

Moreover, he stated that this award will be presented annually to a teacher from each faculty based on a comprehensive assessment process outlined in this policy. The recipients of this accolade will be recognized as the best among their peers, serving as role models and inspirations for other faculty members.

**The August Council was requested to approve the IU Policy on Faculty's Best Teacher Award (FBTA) 2024**

**Resolution # AC 49-14:**

*The Council approved the IU Policy of Faculty's Best Teacher Award (FBTA) 2024.*

*The 49<sup>th</sup> Meeting of Academic Council concluded with a vote of thanks to and by the chair.*



Aseem Majid Rizvi  
Registrar / Secretary



## **IU Policy on Faculty's Best Teacher Award (FBTA)**

**Last Updated on Tuesday, July 9, 2024**

### **Purpose**

This purpose of FBTA is to recognize and honor outstanding faculty members of IQRA University who have demonstrated exceptional teaching skills, dedication, and commitment to their students' learning and development. By acknowledging these faculty members' hard work, the award aims to motivate them to strive for excellence, inspire others to adopt best practices, and foster a culture of continuous improvement in education. Ultimately, it seeks to enhance teacher morale, promote effective teaching strategies, and support ongoing professional growth within the educational community. Only the winners of Faculty's Best Teacher Award (FBTA) would be eligible for competing in the HEC national-level Best University Teacher Award (BUTA) competition.

This award will be presented annually to a teacher from each faculty based on a comprehensive assessment process outlined in this policy. The recipients of this accolade will be recognized as the best among their peers, serving as role models and inspirations for other faculty members. The faculties include:

- Faculty of Engineering Sciences & Technology (FEST)
- Faculty of Business Administration (FBA)
- Faculty of Arts, Design, Education, and Social Sciences (FADESS)
- Faculty of Health Sciences (FHS)
- Faculty of Pharmacy
- Faculty of Media Sciences
- Faculty of Law

### **Eligibility Criteria**

To be eligible for the Best Teacher Award, faculty members must meet the following criteria:

- i. They are full-time permanent faculty members.
- ii. They have completed a minimum of three years of consecutive /active service as a permanent faculty prior to the date of the award.

- iii. They are less than 60 years of age.
- iv. They should have been physically present at the University in the previous three years.
- v. They did not miss any class during the calendar year. An exemption may be provided in cases of ill health or medical emergency, on the production of documentary evidence, and if the absence was compensated by the organization of make-up classes in consultation with the students. QEC is responsible for validating this information.
- vi. They did not avail long-term leave (i.e., exceeding 3 weeks during the year of evaluation except for leave due to Haj).
- vii. There were no disciplinary proceedings against them, e.g., on charges of plagiarism, violation of research ethics, etc.
- viii. There are no adverse remarks in their appraisals during the previous three (03) years.
- ix. They did not receive the national Best University Teacher Award in the last five years. A teacher who has already received Best University Teacher Award may apply after a lapse of five years.
- x. They did not serve on any key administrative positions in the university in the past three years.
- xi. Their application/ nomination along with all supporting documents have been provided on or before the annual deadline. Anyone who provides false or misleading evidence will be barred from the competition for life. An award granted on the basis of false and misleading evidence will be withdrawn.

Note: Please refer to the Eligibility Requirements (**Annexure -1**)

## **Nomination Process**

The Dean of the respective faculty shall forward the top three nominations to DAASR on the prescribed Evaluation Form (refer **Annexure -2**).

- i. Three Evaluation Forms should be duly filled and countersigned by the Dean followed by his/her recommendations.
- ii. Employee appraisals for the last two years (to be submitted by the HR department)

- iii. Student feedback scores for each course taught during the award year (to be submitted by the QEC department).

## Selection Criteria

### Assessment As Per Best Teacher Award Criteria

*(Please attach the filled questionnaire for the faculty level award winner with all the evidence tagged /annexed in order)*

SN	Best University Teacher Award Evaluation Parameters	Maximum Weight	Weight Secured (%)
1.	Command of the Subject	10%	
2.	Teaching Philosophy	10%	
3.	Course Syllabus	10%	
4.	Grading System, Tests and Assignments	10%	
5.	Lesson Plan	05%	
6.	Classroom Teaching	20%	
7.	Use of Technology	05%	
8.	Student Interaction and Mentoring	10%	
9.	Student Evaluations	20%	
<b>Total Score</b>		<b>100%</b>	

**Note:** Minimum qualifying score is 60/100

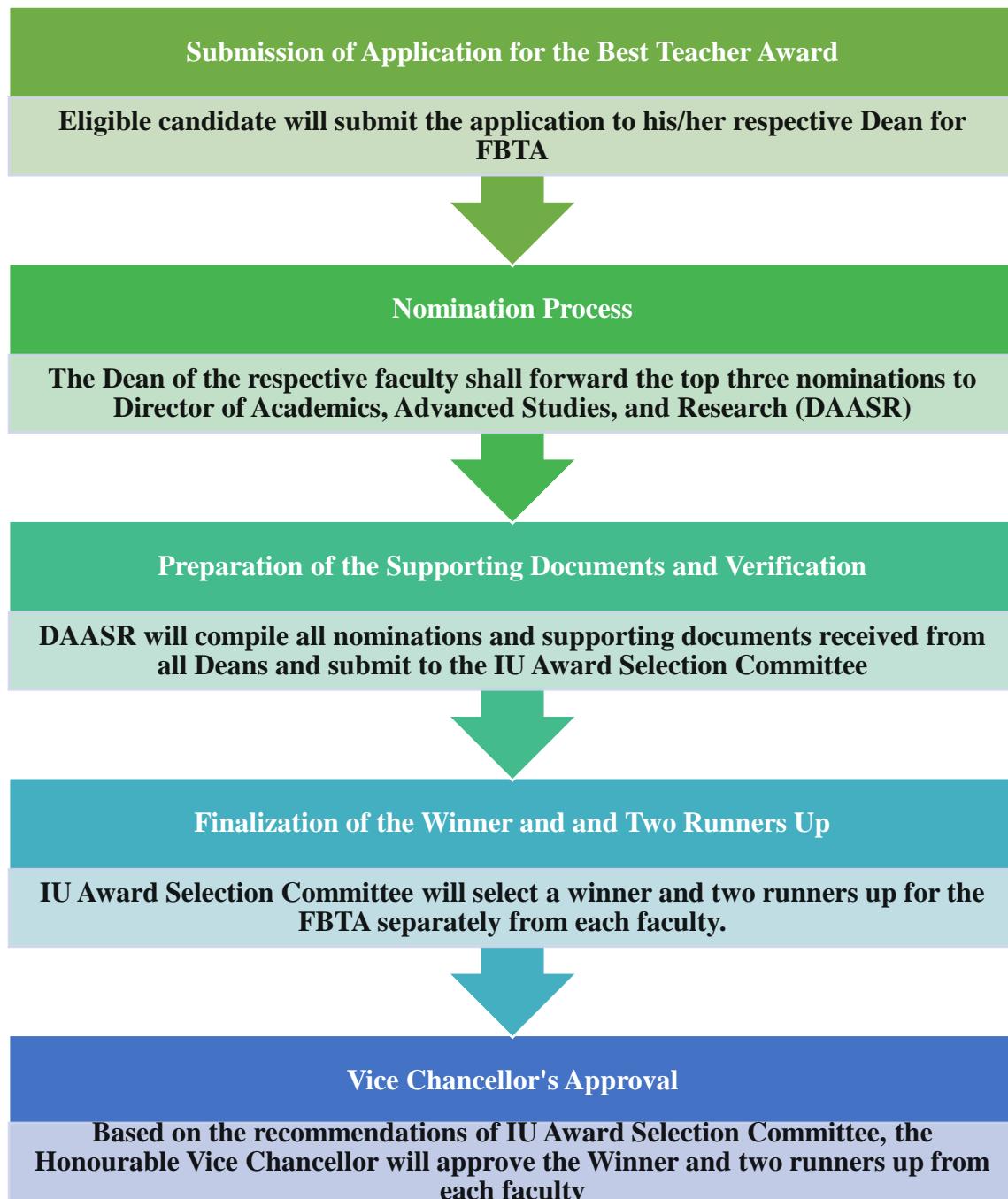
## Parameters and Assessment Mechanism

Item	Description	How Assessed	Weight
<i>Command of the Subject</i>	Candidates should demonstrate effective command of the subject. In this regard, the relevant information includes their degrees and certificates, the course syllabus, tests, exams, and assignments prepared, and classroom interaction.	Review all relevant materials to assign a grade.  Quality is based on qualifications plus direct evidence from syllabus, lectures, and tests, etc.	<b>10%</b>
<i>Teaching Philosophy</i>	Candidates should submit a short (max one page) statement of their teaching philosophy.	Evaluate quality and originality of statement.	<b>10%</b>
<i>Course Syllabus, including the grading system, tests, and assignments, and the Lesson Plan</i>	"Syllabus" includes (a) succinct description of the subject of the course, (b) the learning objectives of the course (i.e., what would the students learn by taking the course), (c) the textbook (or textbooks) and supplementary course materials if needed, (d) expectations from	Assign a grade based on the assessment of the syllabus, grading system, tests, etc., and lesson plan submitted by candidates.	<b>25%</b>  (10% for Course Syllabus, 10 % for Grading and 5 % for

<b>Item</b>	<b>Description</b>	<b>How Assessed</b>	<b>Weight</b>
	<p>the students, (e) grading system (f) the lesson plan, (g)</p> <p>The good grading system should induce students to undertake the work required for effective learning. Besides the grading scheme, it also includes tests, quizzes, if any, assignments, both in-class and homework, class participation, field work, lab work, and group work.</p> <p>The detailed lesson plan divides the course materials into individual lectures, each with its own (clearly defined) content, learning objectives, assigned readings, other homework assignments, and power point slides, if any</p>		Lesson Plan)
<i>Classroom Teaching</i>	<p>Evaluation of (at least one) videotaped lecture by a candidate, including assessment of how the faculty set out the learning objectives at the start of the lecture, his/ her lecture style, classroom atmosphere, use of active learning, use of current event examples, student engagement. It should also be examined whether the faculty was able to achieve the learning objectives in the lecture.</p>	<p>Assign a grade based on review of the videotape, PPTs and background material (e.g., announcements regarding active learning practices).</p>	<b>20%</b>
<i>Use of Technology</i>	<p>Candidates will submit a statement on their approach to using modern technology tools in teaching, including audiovisual materials, flipped classrooms, automated grading systems, class blogs and social media, and others. Evidence should be provided on whether and how they deployed such tools.</p>	<p>Assign a grade based on review of the candidate's statement on the technology tools used by her/him.</p> <p>Given that good faculties are looking for ways in which technology can help pedagogy.</p>	<b>5%</b>

<b>Item</b>	<b>Description</b>	<b>How Assessed</b>	<b>Weight</b>
<i>Student interaction and mentoring</i>	Candidates will provide a statement describing whether they were available for office hours, the time they spent per week on mentoring students, their approach to mentoring and supervision of research scholars and research teams, and their engagement in classroom blogs and social media channels.	Assign a grade based on review of candidate's statement and background materials.	<b>10%</b>
<i>Student Evaluations</i>	Student evaluations are one of the means of assessing teaching effectiveness.	This helps make comparative assessment of candidates.  Assign a comparative grade based on review of all evaluation results	<b>20%</b>

## FBTA Selection Process



### IU Award Selection Committee

IU Award Selection Committee will comprise of the following members:

- Vice Chancellor (Chair)
- Registrar
- Director of QEC
- Deputy Director of HR
- Director ORIC

- All Deans
- Director of Academics, Advanced Studies, and Research (DAASR)
- Any other member nominated by the Honorable Vice Chancellor

The Vice Chancellor will approve the Winner and two runners up as recommended by the IU Award Selection Committee.

### **Award Recognition**

The upcoming convocation ceremony will be a distinguished occasion, wherein the best teacher award from each faculty shall be conferred. The award covers the Fall and Spring semesters and includes:

- A cash award of PKR 100,000 (Rupees One Hundred Thousand only).
- A certificate of Merit signed by the Vice Chancellor
- An honorary shield
- Official post on IU Social Media pages

This recognition serves as a testament to the unwavering dedication and exceptional contributions of the individuals who have tirelessly invested their efforts in shaping the minds of the student community. The esteemed recipients of these awards have demonstrated a profound understanding of their respective disciplines, coupled with a steadfast commitment to fostering academic excellence and nurturing the intellectual growth of their students. This ceremony provides a platform to honor their remarkable achievements and inspire others to emulate their exemplary standards of teaching.

### **Frequency**

The process of FBTA shall commence in the month of July, following the completion of the performance appraisal cycle. This process shall be duly concluded by the end of August of the same year. The timing of this process aligns with the organization's commitment to recognizing and rewarding its valued academicians in a timely and efficient manner.

### Annexure -1

<b>FBTA - Eligibility Requirements</b>				
<b>SN</b>	<b>Check List (Please check all the boxes)</b>	<b>Response (Yes/No)</b>		<b>Attach evidence</b>
1.	Is the candidate a full-time permanent faculty member?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Employment Letter
2.	Has the candidate completed three years of consecutive /active service as a permanent faculty?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Letter from HRD
3.	Is the candidate less than 60 years of age?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Copy of CNIC
4.	Was the candidate physically present at the university in the previous three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Letter from HRD
5.	Did the candidate attend every class during the period of evaluation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Letter from SEU
6.	In case the candidate missed a class, was it on account of ill health or medical emergency (documentary evidence to be provided), and was the absence compensated by a make-up class?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Letter from SEU
7.	Did the candidate avail long-term leave (i.e., exceeding 3 weeks during the period of evaluation?)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Letter / Confirmation from HRD
8.	Were there any disciplinary proceedings against the candidate during the previous three (03) years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Letter from the Registrar Office
9.	Were there any adverse remarks recorded in the Appraisal of the candidate during the previous three (03) years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10.	Did the candidate receive the national Best University Teacher Award in the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11.	Did the candidate serve any key administrative position at the university during the past three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Endorsed by:

<Dean's Name and Signature>

Remarks: \_\_\_\_\_

**Annexure -2**  
**Questionnaires on Faculty's Best Teacher Award (FBTA) Evaluation Parameters**

Name of Faculty Member: \_\_\_\_\_

Designation & Department: \_\_\_\_\_

Assessment Period: \_\_\_\_\_

SN	Parameter	Check List	Response (Yes/Somewhat/No)			Attach evidences (with appropriate title/Annex number)
1.	<i>Command of the Subject</i>  <i>Maximum marks (10); Weight (10%)</i>	i. Does candidate have a degree in the discipline?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	<i>For example: Copies of Degree,</i>
		ii. Does candidate have a certificate, diploma, or other qualification in the course topic?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	<i>Diploma, certificates etc.</i>
		iii. Does the syllabus demonstrate command of the subject?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		iv. Do the exams/assignments demonstrate command?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		v. Does the lecture and classroom interaction demonstrate command of the subject?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
2.	<i>Teaching Philosophy</i>  <i>Weight (10%)</i>	i. Has the candidate submitted their statement of teaching philosophy?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	<i>One page statement on Teaching Philosophy</i>
3.	<i>Course Syllabus</i>  <i>Maximum marks (22); Weight (10%)</i>	i. Was the syllabus made available ahead of time?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	<i>Course Syllabus (s) developed during the assessment period</i>
		ii. Does the syllabus describe the subject matter effectively?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		iii. Are the learning objectives clear and well crafted?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		iv. Does the syllabus address prerequisites for the course?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	

SN	Parameter	Check List	Response (Yes/Somewhat/No)			Attach evidences (with appropriate title/Annex number)
		v. Is there a main textbook for the course?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		vi. Did the recommended textbook cover contemporary knowledge?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		vii. Are other course materials (if any) selected professionally?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		viii. Does the syllabus list the expectations from the students?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		ix. Does the course ask students to read the assigned materials ahead of time?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		x. Does the syllabus list or refer to relevant university or HEC rules (e.g., on plagiarism)?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		xi. Does the syllabus describe any special condition or requirement for the course?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
4.	<b>Grading System, Tests, and Assignments Maximum marks (30); Weight (10%)</b>	i. Does the syllabus describe the grading system (i.e., distribution of grades for different exams, tests, assignments, etc.)?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	<i>Grading System, Tests, Quizzes, Assignments, developed during the assessment period</i>
		ii. Have the tests, if any, been prepared professionally?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		iii. Do the test questions assess proficiency in the learning objectives?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		iv. Have the quizzes, if any, been prepared professionally?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		v. Do the quizzes reward preparation or insight?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		vi. Has the professor given in-class assignments?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		vii. Has the professor given homework assignments?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	

SN	Parameter	Check List	Response (Yes/Somewhat/No)			Attach evidences (with appropriate title/Annex number)
		viii. Do the students receive grades for completion of the assignments?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		ix. Does the grading system encourage students to act in ways as to achieve learning objectives?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		x. Does the professor assign grades for class participation?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		xi. Do the course describe how class participation will be graded?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		xii. Does the course require lab/field work/research/capstone project?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		xiii. Does the course outline describe how field work, lab work, research or project, if relevant, will be graded?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		xiv. Does the course require group work?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		xv. Does the course outline describe how group work will be graded?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
5.	<b>Lesson Plan</b> <i>Maximum marks (14); Weight (05%)</i>	i. Has the faculty member (candidate) submitted a detailed lesson plan for the entire semester (i.e., division of the course materials into individual lectures, with clearly defined content, learning objectives for each lecture, assigned readings, other homework assignments, and power point slides, if any)?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	<i>Lesson Plan(s) developed during the assessment period</i>
		ii. Does the lesson plan provide learning objectives for each lecture?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	

SN	Parameter	Check List	Response (Yes/Somewhat/No)			Attach evidences (with appropriate title/Annex number)
		iii. Does the lesson plan provide a precise reading assignment (both textbook and other readings) for each lecture?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		iv. Is the volume of assigned readings for each lecture feasible for students to undertake?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		v. Does the lesson plan include homework assignments?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		vi. Does the lesson plan include in-class assignments or quizzes?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		vii. Does the lesson plan provide for active learning in the classroom?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
6.	<b>Classroom Teaching</b> <i>Maximum marks (32); Weight (20%)</i>	i. Does the professor use PPTs?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	<i>PPTs developed during the assessment period</i>
		ii. Have the PPTs been made available to the students?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		iii. Is the length of the PPTs suitable for the time allotted for the lecture?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		iv. Are the PPTs designed professionally (i.e., they are not just a handful of slides thrown together without regard to the learning objectives, assigned readings, in-class assignments, or active learning modules)?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		v. Do the PPTs demonstrate the faculty member's command of the subject?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		vi. Has the university submitted a videotaped lecture by the candidate?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
		vii. In the videotape, did the candidate introduce the learning objectives for that specific lecture?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	

SN	Parameter	Check List	Response (Yes/Somewhat/No)			Attach evidences (with appropriate title/Annex number)
		viii. In the videotape, did the faculty member succeed in achieving the learning objectives for the specific lecture?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	<i>Videotape (s) of Lectures captured during the assessment period</i>
		ix. In the videotape, does the faculty member demonstrate adequate command of the subject?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		x. In the videotape, does the faculty member's lecture style engage the attention and interest of the students?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		xi. In the videotape, was the quantitative/qualitative problem explained effectively to students?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		xii. In the videotape, does the faculty member create a respectful classroom atmosphere?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		xiii. In the videotape, is there a use of active learning?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		xiv. In the videotape, are the active learning modules effective and have been designed carefully?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		xv. In the videotape, does the faculty member use current event examples to illustrate the issues and motivate the discussion?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		xvi. In the videotape, was the faculty member leading the academic discourse and discussions in an adequate manner?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	

SN	Parameter	Check List	Response (Yes/Somewhat/No)		Attach evidences (with appropriate title/Annex number)
7.	<p><b>Use of Technology</b>  <i>One page Statement (Question i)</i>  <b>Weight (2%)</b>    <i>Maximum marks (14) for Questions a-g; Weight (3%)</i></p>	<p>i. Did the candidate submit a statement on their use of technology in teaching?</p> <p>ii. Does the faculty member use any of the modern technological tools listed below?</p> <p>a. Assign any audiovisual materials as homework assignment or use them in the classroom?</p> <p>b. The flipped classroom approach?</p> <p>c. An automated grading system, e.g., for in-class quizzes?</p> <p>d. Ask students to participate in a class blog or class-related social media pages?</p> <p>e. Communicate with students through email list servers or other group arrangements?</p> <p>f. Encourage or require assignments to be submitted electronically?</p> <p>g. Smart classroom technology for interactive learning?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p><i>One page statement by the candidate on Use of Technology.</i></p> <p><i>(Weight to the statement should be assigned upon evaluating its quality and originality)</i></p>

SN	Parameter	Check List	Response (Yes/Somewhat/No)			Attach evidences (with appropriate title/Annex number)
8.	<p><b><i>Student interaction and mentoring</i></b>  <i>One page statement (Question i)</i>  <b>Weight (5%)</b>    <i>Maximum marks (14) for questions ii-viii</i>  <b>Weight (5%)</b></p>	<p>i. Did the candidate provide a statement regarding his/her mentoring and student interaction activities?</p> <p>ii. Does the faculty member announce regular office hours in which students could see her/him for follow up questions or course- related help?</p> <p>iii. In the videotape, does the faculty member try to create an interactive learning environment in which students feel comfortable in asking questions?</p> <p>iv. Does the faculty member make an attempt to link the subject to current events or other issues that might be of interest to students?</p> <p>v. (For faculty members advising graduate students) Does the faculty member have a clearly articulated system for supervising graduate students and research teams?</p> <p>vi. (For faculty members advising undergraduate and graduate students) Does the faculty member meet</p>	Yes <input type="checkbox"/>		No <input type="checkbox"/>	<p><i>Statement by the candidate on Mentoring and Student Interaction Activities</i></p> <p><i>(Weight to the statement should be assigned upon evaluating its quality and originality)</i></p>

SN	Parameter	Check List	Response (Yes/Somewhat/No)			Attach evidences (with appropriate title/Annex number)
		regularly with their graduate student mentees?				
		vii. (For faculty members advising undergraduate and graduate students) Does the faculty member allocate a minimum of 8 hours per week on mentoring students outside of the classroom?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
		viii. Does the faculty member participate personally in classroom blogs or class-related social media pages, e.g., by commenting on posts, raising issues, or providing guidance?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
9.	<b><i>Student Evaluations Maximum marks (04); Weightage (20%)</i></b>	i. Has the university submitted student evaluations for the candidate faculty member?  ii. Has the university provided evaluation averages across the entire universities and for the department and faculty of the candidate?	Yes <input type="checkbox"/>  Yes <input type="checkbox"/>		No <input type="checkbox"/>  No <input type="checkbox"/>	<i>Student Evaluation Forms/Results For the assessment period</i>

Notes: Response to all the questions within the questionnaires is mandatory. The questions carry equal marks as described below:

**Yes = 2, Somewhat = 1, No = 0**

Weightage against each parameter must be calculated as per the following formulae:  
**(Marks Secured divided by Maximum Marks multiply by Weightage) x 100**

Endorsed by:

<Dean's Name and Signature>

Remarks: \_\_\_\_\_

**Example**

Parameter 3 (Course Syllabus)

Assume that a candidate's answer to 9 questions is "Yes" and to 2 questions is "Somewhat":

Total questions in parameter 3 are 11, thus maximum marks of the parameter are 22

Weightage of parameter 3, as per above table, is 10 % or 10/100

Marks Secured for "Yes":  $9 \times 2 = 18$  and for "Somewhat":  $2 \times 1 = 2$ , so total marks secured are 20

*Weight calculation as per above mentioned formulae =  $(20/22 \times 10/100) \times 100 = 9.09\%$  out of 10% (weight obtained by the candidate in parameter 3)*

The total weight obtained by the candidate in all parameters will be the sum of weights obtained by the candidate in each of the nine parameters.

*(Weight calculated on any other method or without responding against all questions will not be accepted).*

\*\*\* The End \*\*\*

# IU Internship Policy

**I Q R A** **IU**  
**UNIVERSITY**

**MINUTES OF THE 50<sup>th</sup> MEETING OF THE**  
**ACADEMIC COUNCIL OF IQRA UNIVERSITY**

The 50<sup>th</sup> meeting of the Academic Council of IQRA University was held on September 19, 2024 at IQRA University, Main Campus. The following members attended the meeting:

- |                              |   |
|------------------------------|---|
| 1. Prof. Dr. Nassar Ikram    | (Vice Chancellor / Chairman)                              |
| 2. Prof. Dr. Zeba Haque      | (Principal, DOW International Medical College)            |
| 3. Prof. Dr. Saad Ahmed Qazi | (Dean Faculty of Electrical & Computer Engg., NEDUET)     |
| 4. Dr. Muhammad Zaki Rashdi  | (Dean Faculty of Business Administration - FBA)           |
| 5. Dr. Anjum Bano Kazmi      | (Dean Faculty of Arts, Design, Edu. & Social Sc.- FADESS) |
| 6. Dr. Muhammad Masroor      | (Dean Faculty of Health Sciences - FHS)                   |
| 7. Dr. Saira Azhar           | (Dean Faculty of Pharmacy - FP)                           |
| 8. Mr. Shahid Shafiq         | (Designated Dean faculty of Law - FL)                     |
| 9. Dr. Ayub Siddiqui         | (Associate Dean, H-9 Campus, Islamabad)                   |
| 10. Dr. Nadeem Ahmad         | (Associate Dean, H-9 Campus, Islamabad)                   |
| 11. Dr. Tahir Ejaz           | (Associate Dean, Chak-Shahzad Campus, Islamabad)          |
| 12. Dr. Waqar Ahmed          | (Campus Director, Gulshan Campus)                         |
| 13. Dr. Syed Ali Raza        | (Campus Director, North Campus)                           |
| 14. Dr. Athar Iqbal          | (Campus Director, Malir (Airport) Campus)                 |
| 15. Ms. Neha Malik           | (Director, Asian Institute of Fashion Design - AIFD)      |
| 16. Dr. Imtiaz Hussain       | (Associate Dean FEST, EDC)                                |
| 17. Dr. Muhammad Zubair      | (Associate Dean FEST, NC)                                 |
| 18. Dr. Imtiaz Arif          |   |
| 19. Dr. Eatzaz Ahmed         |   |
| 20. Dr. Muhammad Imran       |   |
| 21. Dr. Muhammad Irfan Anis  |   |
| 22. Dr. Aarij M. Hussan      |   |
| 23. Dr. Tooba Mehfooz        |   |
| 24. Dr. Kishwar Sultana      |   |
| 25. Dr. Noman Islam          |   |
| 26. Dr. Razia Muhammad Fakir |   |
| 27. Dr. Mansoor Ebrahim      |   |
| 28. Dr. Saad Saleem          |   |
| 29. Prof. Shehla Naeem Zafar |   |
| 30. Mr. Rashid Akhbar        |   |
| 31. Dr. Muzammil Ghayas      |   |
| 32. Dr. Umme Summaiya        |   |
| 33. Dr. Noorun Nisa          |   |
| 34. Dr. Sara Rashid          |   |
| 35. Dr. Shahnawaz Adil       | (Director Academics, Adv. Studies & Research)             |
| 36. Mr. M. Zuhair Siddiqui   | (Controller of Examinations)                              |
| 37. Dr. Sameer Qazi          | (Director ORIC)   |
| 38. Mr. Muhammad Yousaf      | (Director Quality Enhancement Cell)                       |
| 39. Ms. Dania Ahmed          | (Head, IRC)   |
| 40. Ms. Faiza Sharif         | ( <i>special invitee</i> )                                |
| 41. Ms. Bareera Quadri       | ( <i>special invitee</i> )                                |
| 42. Mr. Asif Mehmood Jasra   | ( <i>special invitee</i> )                                |
| 43. Mr. Aseem Majid Rizvi    | (Registrar / Secretary)                                   |



Minutes of the 50<sup>th</sup> Meeting of the Academic Council

**Agenda Item # AC 50-6.5:**

***To review and approve “Experimental Textiles (Jewelry Making)” as an elective course in all the undergraduate programs offered in AIFD under Faculty of Arts, Design, Education & Social Sciences.***

Ms. Neha presented an elective course to the council focused on teaching jewelry making using various mediums other than gold and silver. She explained that the course would enable students to learn the process of creating handmade jewelry with materials like clay and “paper mache”, working with metal wires, and exploring techniques for recycling or reusing jewelry. Additionally, the course would involve extensive research and product execution. After a thorough discussion about the course title, Dr. Nassar Ikram suggested Ms. Neha to use "Experimental Textiles" as the course title, rather than "Experimental Textile (Jewelry Making)."

**The August Council was requested to approve “Experimental Textiles” as an elective course in all the undergraduate programs offered in AIFD under Faculty of Arts, Design, Education & Social Sciences.**

**Resolution # AC 50-6.5:**

*The Council approved “Experimental Textiles” as an elective course in all the undergraduate programs offered in AIFD under Faculty of Arts, Design, Education & Social Sciences.*

**Agenda Item # AC 50-7:**

***To review and approve IU Internship Policy***

The Registrar asked Dr. Imtiaz Hussain to present the IU Internship Policy to the council. Dr. Hussain highlighted that Iqra University is committed to offering students both a comprehensive academic education and the practical experience needed for success in their careers. He emphasized that internships are crucial in bridging the gap between theoretical knowledge and its practical application.

In line with HEC’s UGEP 2023, internships are mandatory for undergraduate students and must be aligned with their field of study. Dr. Ikram added that the internship process will be overseen by the IU Placement Office (IPO) and campus-level Industry Liaison Officers/Officials (ILOs), ensuring that internship is both relevant and of high quality.

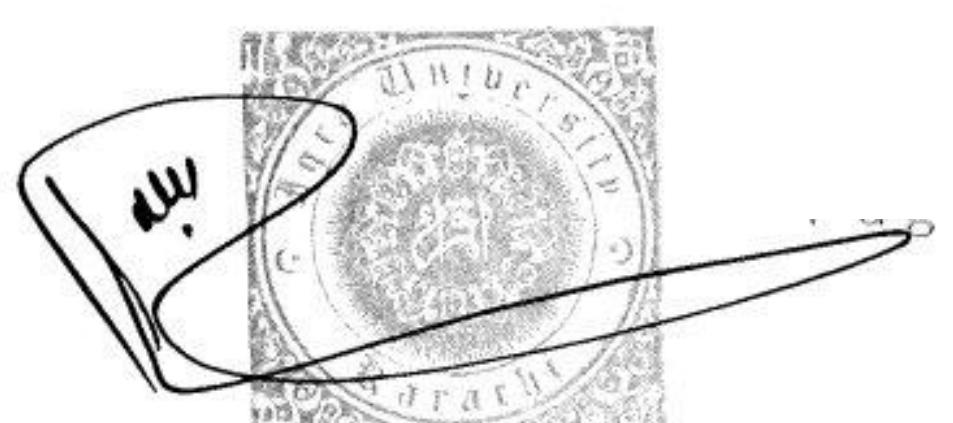
The Dean of FHS discussed about the clinical rotations and supervised internships for DPT and Nursing programs, which span over multiple semesters, and asked if the policy applies to these programs as well. Dr. Ikram clarified that the policy is mandatory for all programs, except where specific regulatory councils impose different requirements or substitutions. He also mentioned that FHS shall adopt Clinical Rotations and Supervised Clinical Practices as internship.

Dr. Hussain further explained that assessment rubrics shall adhere to the guidelines set by the relevant councils.

**The August Council was requested to approve the IU Internship Policy.**

**Resolution # AC 50-7:**

*The Council approved the IU Internship Policy.*





## **Internship Guidelines**

**IQRA UNIVERSITY**

**Karachi**

## **Comprehensive Internship Policy for Undergraduate Programs at Iqra University, Karachi Campus**

### **1. Preamble**

Iqra University traces its geneses to January 1998, when it started its operations in Karachi. The Government of Sindh chartered the University; vide Sindh Ordinance VI of 2000. Currently, Iqra University has campuses in Karachi and Islamabad. The aim of top management of Iqra University is to develop an institution of higher learning that provides quality education to the people of Pakistan with an affordable price.

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

### **2. Purpose**

Iqra University is dedicated to providing its students with a well-rounded academic education as well as the real-world experience necessary for success in their chosen careers. Internships are essential in this process because they bridge the gap between theoretical knowledge and real-world application. The internships can be paid, unpaid, or virtual, provided that it will enhance participant's business knowledge, professional networks, and skills that increase student's employability.

As per HEC's UGEP 2023 internships are mandatory for undergraduate students and must align with their field of study. The internship process will be regulated by the IU Placement Office (IPO), along with campus-level Industry Liaison Offices/official (ILOs), ensuring the quality and relevance of internships.

### **3. Scope of Application**

This policy applies to all constituencies of the University and in particular regulates the functioning of those structures that impact the relationships between IU students and placement.

### **4. Benefits of Internship to Students**

Following are some of the advantages of internship for the students:

- a. Career exploration
- b. Real - world work experience
- c. Networking opportunities
- d. Exposure to a diverse group of individuals
- e. Enhanced employability
- f. Industry - academia partnerships

### **5. Process of Seeking Internship**

#### **a) Internship Process**

1. **Eligibility Criteria:** Students must have completed a minimum of 72 credit hours (HEC requirement).
2. **Registration:** Students will apply for internships through the portal. The portal will auto-verify eligibility based on credit hours and CGPA. The IU Placement Office will arrange and allocate internship slots in collaboration with the ILOs.

**3. Placement Process:**

- Internship placement offices will maintain a list of partner companies, updated through the portal.

**b) Internship Assignment**

1. **Placement:** IU's ILOs liaise with relevant industry partners to secure placements. IPO centrally manages and allocates these slots, ensuring students are placed in organizations that align with their field of study.
2. **Student Preferences:** Students may request placements outside of IU-arranged slots but must inform the ILOs in advance.
3. **Responsibilities:**
  - a. Students: Participate fully in assigned internships and meet all requirements, including weekly reports.
  - b. ILOs: Secure relevant placements, manage registrations, resolve issues, and maintain records.
  - c. IPO: Coordinate the central internship database and communicate with industry partners.
4. **Task Reporting:** Through the portal, students will maintain a weekly log of tasks, approved by their company supervisor. This can be a simple yes/no acknowledgment.
5. **Site Supervisor Approval:** The app/portal will streamline brief task acknowledgment from site supervisors already approved by respective faculty. This reduces the administrative burden on industry partners, limiting interaction to essential approvals.

**c) Internship Monitoring During the Semester**

1. **Faculty Supervisor Assignment:** Each student will be assigned a faculty supervisor through the portal.
2. **Progress Reports:** Students are required to submit weekly activity logs to their faculty supervisor and ILO, outlining their progress through the app. These reports will be evaluated.
3. **App-Based Alerts:** Automatic notifications will be sent to students, faculty and ILO for deadlines and pending submissions to ensure compliance.

**d) Completion Requirements**

1. **Duration:** Each internship must last a minimum of 6 weeks, as per HEC and other accreditation body requirements, contributing 3 credit hours.
2. **Submission Deadlines:** Final reports and logs must be submitted within two weeks of completing the internship.
3. **Final Submission:** Students submit a final internship report through the portal. The report should include as attached as Annex 5.

**e) Assessment (Graded/Ungarded Policy)**

1. **Grading System:** The internship will be graded (Satisfactory/Unsatisfactory), ensuring that students meet a predefined set of outcomes. This will follow the HEC's focus on competency-based learning.
2. **Evaluation:** Grading will be based on:

- a. Company Supervisor's Evaluation (30% weight as developed by faculty supervisor for signing purpose only as Annex 4 for FEST faculty)
- b. Faculty Supervisor's Evaluation (30% weight, will prepare 2 reports based on activity log and weekly progress of the student. One for supervisor evaluation and one for own evaluation)
- c. Final Report & Presentation (40% weight). This balances industry feedback with academic rigor.

#### **f) Record Keeping and Grade Assignment**

1. **Digital Records:** All internship-related documents, including progress reports, evaluations, and final reports, will be stored digitally through the portal for easy access and archiving by the ILO for internships which includes student reports and supervisor evaluations.
2. **Grade Assignment:** Faculty supervisors will compile final assessments and submit grades. Internship grades will be entered into the student's transcript and will be visible upon completion.

#### **6. Responsibilities of IU Students after getting an internship**

Interns should:

1. Adhere to the policies, procedures, and rules governing professional behavior of the organization they join as an intern.
2. Be punctual, and work for the required number of hours as agreed to by the intern and the organization.
3. Notify their organization as well as ILO IU if they are unable to attend as planned
4. Behave and dress appropriately to the particular workplace
5. Respect the confidentiality of the workplace, its clients and its employees.
6. Take positive initiative and volunteer for different tasks or other work.
7. Discuss any problems with their incharge and, if necessary, with ILO or respective faculty supervisor.

#### **7. Conclusion**

This policy ensures internships are aligned with HEC's UGEP 2023 framework while offering valuable practical experience to students. IU's Placement Office and campus ILOs will play a vital role in managing and enhancing this experience to prepare students for future employment.

This policy can be revised periodically based on industry feedback and institutional needs

**Annex-1****Sample****Site Supervisor Evaluation Form**

Site Supervisor (Name): \_\_\_\_\_ Designation: \_\_\_\_\_

Host Institution: \_\_\_\_\_

Student-Intern (Name): \_\_\_\_\_

Reporting Period: \_\_\_\_\_

Report Number (Circle one Number):      **1**      **2**      **3****Instructions:**

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

**Key**

<b>1</b> = Does not meet expectations	<b>2</b> = Inconsistently meets expectations
<b>3</b> = Consistently meets expectations	<b>4</b> = Above expectations
<b>5</b> = Far above expectations	

**Scale**

(Circle the number that best describes the student-intern's performance)

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

Site Supervisor Signature: \_\_\_\_\_

Annex-2

**Sample**  
**Student Internship Report Form**

**Intern Name:** \_\_\_\_\_

**Host Institution & Site Supervisor Name:** \_\_\_\_\_

**Faculty Supervisor:** \_\_\_\_\_

**Reporting Period:** \_\_\_\_\_

**Report Number (Circle one):**       1       2       3

**Section-A**

**Instructions:**

**The intern will complete this section:**

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

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

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

**Section-B**

**Instructions:**

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

1= Does not meet expectations                          2= Inconsistently meets expectations 3=

Consistently meets expectations                          4= Above expectations

5= Far above expectations

<b>Scoring Rubric</b>						
1.	Tasks performed	1	2	3	4	5
2.	Learning experience	1	2	3	4	5
3.	Overcoming challenges	1	2	3	4	5

**Faculty Supervisor Signature:** \_\_\_\_\_

**Annex-3****Sample Student Internship Activity Log**

Intern Name: \_\_\_\_\_ Host Institution: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_ Reporting Period: (DD/MM/YY) - (DD/MM/YY)

**Instructions:**

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

Weeks	Tasks Performed	Number of Hours
Week #1	<input type="checkbox"/> <input type="checkbox"/>	
Week #2	<input type="checkbox"/> <input type="checkbox"/>	
Week #3	<input type="checkbox"/> <input type="checkbox"/>	
Week #4	<input type="checkbox"/> <input type="checkbox"/>	
Week #5	<input type="checkbox"/> <input type="checkbox"/>	
Week #6	<input type="checkbox"/> <input type="checkbox"/>	
Week #7	<input type="checkbox"/> <input type="checkbox"/>	
Week #8	<input type="checkbox"/> <input type="checkbox"/>	
Week #9	<input type="checkbox"/> <input type="checkbox"/>	

Site Supervisor Signature: \_\_\_\_\_

Faculty Supervisor Signature: \_\_\_\_\_

Student-Intern Signature: \_\_\_\_\_

**Annex-4**

**OBE Based Internship Feedback Form**  
**(To be filled by the employer)**

The main purpose of this feedback form is to assess our student's internship work completed under your supervision. We highly appreciate your time in completing this survey to help us out in improving the overall academic quality of our program.

**Note:** The information provided in this form shall remain CONFIDENTIAL.

Student Name:	
Roll No.:	
Contact / Email:	
Organization of Internship:	
Duration of Internship:	

Please evaluate the internee's performance by ticking the appropriate number on the scale from 1 to 5.

(5 = Excellent, 4 = Very Good, 3 = Good, 2 = Average, 1 = Fail)

SN	Criteria	GAs	5	4	3	2	1
1	Possess and apply relevant knowledge and skill	1					
2	Analytical approach towards solving a problem	2					
3	Ability to design/develop solutions for different problems	3					
4	Ability to investigate design process	4					
5	Has the potential to use modern tools	5					
6	Ability to work as a team member	6					
7	Interpersonal and communication skills	7					
8	Possess knowledge to assess societal, health, safety, legal and cultural issues and aware of responsibilities relevant to professional computing practice.	8					
9	Punctuality and discipline	9					

10	Demonstrate lifelong learning through consistent commitment for continuous improvement	10					
----	--	----	--	--	--	--	--

**Any other comments:**

Please make any additional comments or suggestions, which you think would help us to strengthen our program. (For example, change in courses, contents, technology, platform, etc.)

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Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact / email: \_\_\_\_\_

Date: \_\_\_\_\_

**Annex-5****Sample Table of Content for Internship Report****Table of Contents**

- 1. Title Page**
  - Internship Title
  - Student Information
  - Industry/Organization Name
  - Date of Submission
- 2. Acknowledgments**
- 3. Executive Summary**
- 4. Table of Contents**
- 5. List of Tables** (if applicable)
- 6. List of Figures** (if applicable)
- 7. Introduction**
  - Overview of the Organization
  - Purpose and Scope of the Internship
  - Objectives of the Report
- 8. Industry Overview**
  - Background of the Industry
  - Key Trends and Developments
  - Industry Structure
- 9. Organization Profile**
  - History of the Organization
  - Vision, Mission, and Values
  - Organizational Structure
  - Key Products/Services
- 10. Internship Overview**
  - Internship Placement (Department/Division)
  - Job Description and Responsibilities
  - Duration of Internship
  - Learning Objectives
- 11. Internship Activities**
  - Projects Worked On
  - Tasks and Assignments
  - Tools, Technologies, and Software Used

- Interdepartmental Interactions
- Key Challenges Faced

**12. Skills Acquired and Applied**

- Technical Skills
- Soft Skills
- Professional Development

**13. Learning Outcomes**

- Knowledge Gained about the Industry/Organization
- Practical Experience and Insights
- Contribution to the Organization
- Linkage with Academic Concepts

**14. SWOT Analysis**

- Strengths
- Weaknesses
- Opportunities
- Threats

**15. Conclusion**

- Summary of Experience
- Reflections and Key Takeaways
- Suggestions for Future Interns

**16. Recommendations for the Organization (Optional)****17. Appendices**

- Internship Activity Log
- Supplementary Materials (Charts, Graphs, Documents, etc.)

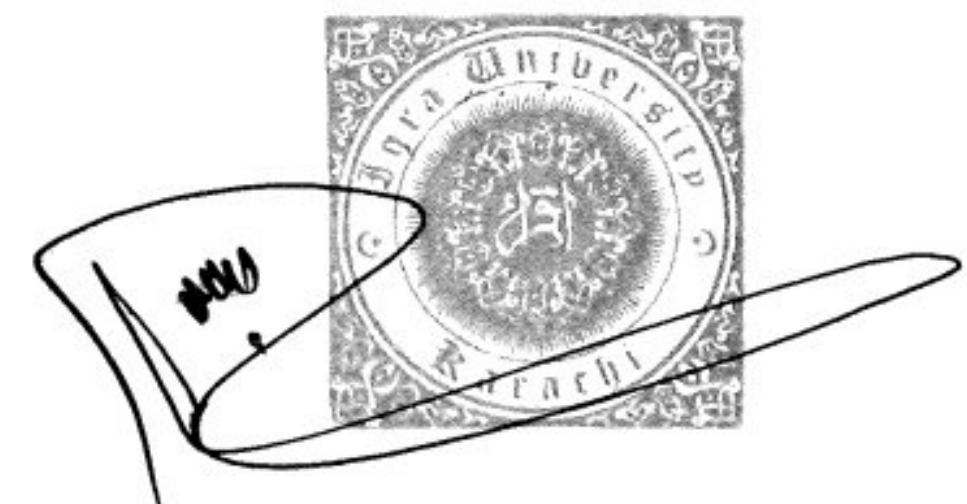
# IU Students Advisory System Policy

**I Q R A** **IU**  
**UNIVERSITY**

**MINUTES OF THE 50<sup>th</sup> MEETING OF THE**  
**ACADEMIC COUNCIL OF IQRA UNIVERSITY**

The 50<sup>th</sup> meeting of the Academic Council of IQRA University was held on September 19, 2024 at IQRA University, Main Campus. The following members attended the meeting:

- |                              |   |
|------------------------------|---|
| 1. Prof. Dr. Nassar Ikram    | (Vice Chancellor / Chairman)                              |
| 2. Prof. Dr. Zeba Haque      | (Principal, DOW International Medical College)            |
| 3. Prof. Dr. Saad Ahmed Qazi | (Dean Faculty of Electrical & Computer Engg., NEDUET)     |
| 4. Dr. Muhammad Zaki Rashdi  | (Dean Faculty of Business Administration - FBA)           |
| 5. Dr. Anjum Bano Kazmi      | (Dean Faculty of Arts, Design, Edu. & Social Sc.- FADESS) |
| 6. Dr. Muhammad Masroor      | (Dean Faculty of Health Sciences - FHS)                   |
| 7. Dr. Saira Azhar           | (Dean Faculty of Pharmacy - FP)                           |
| 8. Mr. Shahid Shafiq         | (Designated Dean faculty of Law - FL)                     |
| 9. Dr. Ayub Siddiqui         | (Associate Dean, H-9 Campus, Islamabad)                   |
| 10. Dr. Nadeem Ahmad         | (Associate Dean, H-9 Campus, Islamabad)                   |
| 11. Dr. Tahir Ejaz           | (Associate Dean, Chak-Shahzad Campus, Islamabad)          |
| 12. Dr. Waqar Ahmed          | (Campus Director, Gulshan Campus)                         |
| 13. Dr. Syed Ali Raza        | (Campus Director, North Campus)                           |
| 14. Dr. Athar Iqbal          | (Campus Director, Malir (Airport) Campus)                 |
| 15. Ms. Neha Malik           | (Director, Asian Institute of Fashion Design - AIFD)      |
| 16. Dr. Imtiaz Hussain       | (Associate Dean FEST, EDC)                                |
| 17. Dr. Muhammad Zubair      | (Associate Dean FEST, NC)                                 |
| 18. Dr. Imtiaz Arif          |   |
| 19. Dr. Eatzaz Ahmed         |   |
| 20. Dr. Muhammad Imran       |   |
| 21. Dr. Muhammad Irfan Anis  |   |
| 22. Dr. Aarij M. Hussan      |   |
| 23. Dr. Tooba Mehfooz        |   |
| 24. Dr. Kishwar Sultana      |   |
| 25. Dr. Noman Islam          |   |
| 26. Dr. Razia Muhammad Fakir |   |
| 27. Dr. Mansoor Ebrahim      |   |
| 28. Dr. Saad Saleem          |   |
| 29. Prof. Shehla Naeem Zafar |   |
| 30. Mr. Rashid Akhbar        |   |
| 31. Dr. Muzammil Ghayas      |   |
| 32. Dr. Umme Summaiya        |   |
| 33. Dr. Noorun Nisa          |   |
| 34. Dr. Sara Rashid          |   |
| 35. Dr. Shahnawaz Adil       | (Director Academics, Adv. Studies & Research)             |
| 36. Mr. M. Zuhair Siddiqui   | (Controller of Examinations)                              |
| 37. Dr. Sameer Qazi          | (Director ORIC)   |
| 38. Mr. Muhammad Yousaf      | (Director Quality Enhancement Cell)                       |
| 39. Ms. Dania Ahmed          | (Head, IRC)   |
| 40. Ms. Faiza Sharif         | ( <i>special invitee</i> )                                |
| 41. Ms. Bareera Quadri       | ( <i>special invitee</i> )                                |
| 42. Mr. Asif Mehmood Jasra   | ( <i>special invitee</i> )                                |
| 43. Mr. Aseem Majid Rizvi    | (Registrar / Secretary)                                   |



Minutes of the 50<sup>th</sup> Meeting of the Academic Council

**Agenda Item # AC 50-8:**

**To review and approve IU Students Advisory System Policy**

Mr. Rizvi invited Dr. Hussain to present the Student Advisory System Policy to the council. Dr. Hussain emphasized that the holistic development of students is a top priority at IU, acknowledging that academic success is closely linked to their overall well-being. Dr. Nassar Ikram further explained that the initiative aims to offer students essential guidance and support in academic, career, and personal matters, ensuring they excel both inside and outside the classroom.

**The August Council was requested to approve the IU Students Advisory System Policy.**

**Resolution # AC 50-8:**

**The Council approved the IU Students Advisory System Policy**

**Agenda Item # AC 50-9:**

**To review and approve IU Inter-Campus Transfer Policy**

The Registrar presented the Inter-Campus Transfer Policy to the council, noting that, in line with the university's vision, providing ease and affordability is essential. To accommodate students living in various parts of the city, IU has established registered and accredited campuses across the metropolis. Additionally, the IU management recognizes that unforeseen circumstances may require students to transfer between campuses. The revised policy also takes into account the instructions of the regulatory councils for transfer student among the campuses and across the universities. As a result, the existing policy has been revised to introduce a more efficient and organized transfer process. Mr. Rizvi added that this new policy replaces the previous one found on page 124, clause XI, "Inter-Campus Transfer," in Chapter 6 - Section E, "Academic Regulations," of the IU-Codebook 2020.

**The August Council was requested to approve the IU Inter-Campus Transfer Policy.**

**Resolution # AC 50-9:**

**The Council approved the IU Inter-Campus Transfer Policy.**

**Agenda Item # AC 50-10:**

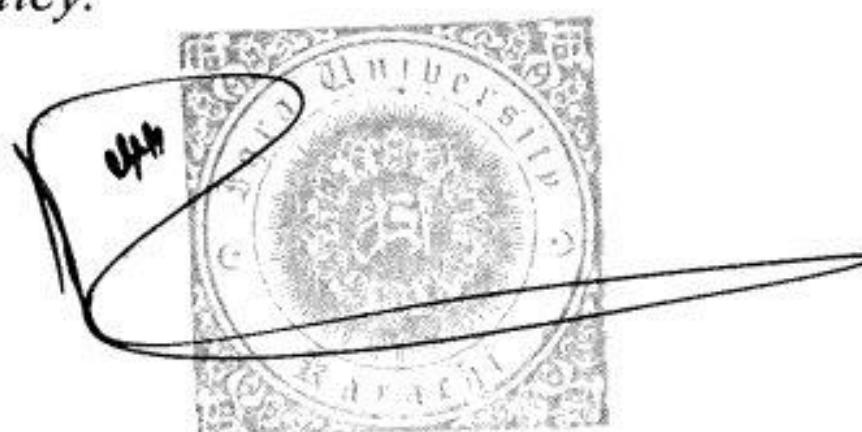
**To review and approve IU Faculty Development Policy**

Ms. Faiza Sharif presented the Faculty Development Policy to the council members. Ms. Sharif explained that the proposed policy encompasses all faculty development policies approved under various categories. She emphasized that Iqra University believes that exceptional faculty lead to exceptional students, and the institution is committed to elevating faculty to global standards through a variety of support programs and initiatives. Additionally, the new policy introduces several mechanisms to improve faculty qualifications, effectiveness, and professional growth, and it replaces the previous policy found on page 180, clause LVII, "Faculty Training & Development Policy," in Chapter 6 - Section E, "Academic Regulations," of the IU-Codebook 2020.

**The August Council was requested to approve the IU Faculty Development Policy.**

**Resolution # AC 50-10:**

**The Council approved the IU Faculty Development Policy.**



## Iqra University Students Advisory System (SAS)

### **1. Introduction**

At Iqra University, the holistic development of our students is a top priority. Recognizing that academic success is deeply intertwined with overall well-being, we proposed to establish a comprehensive Students Advisory System (SAS). This initiative is designed to provide students with the necessary guidance and support in academic, career, and personal matters, ensuring they thrive both in and out of the classroom.

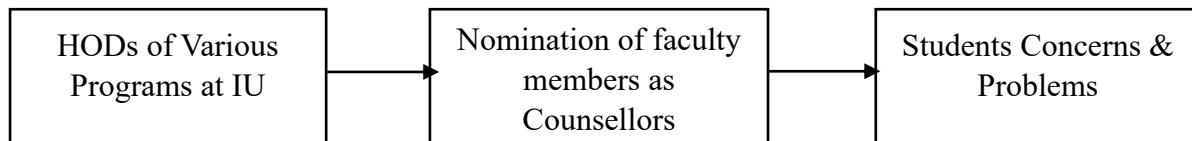
### **2. Objectives of the Students Advisory System (SAS)**

The primary objectives of the Students Advisory System (SAS) at Iqra University will be:

1. **Academic Guidance:** To offer personalized academic counselling that helps students navigate their course selections, manage their study schedules, and enhance their academic performance.
2. **Career Counselling:** To provide expert advice on career planning, including internships, job placements, and further studies, aligning students' aspirations with their skills and academic achievements.
3. **Student Wellness:** To support the overall well-being of students by addressing issues related to health, financial concerns, stress management, emotional well-being, and spiritual development.

### **3. Selection and Responsibilities of Students Advisory System (SAS) Members:**

HODs will be responsible for identifying faculty members as Students Advisory System (SAS) members. These faculty members will be assigned to specific sections of a course and will be responsible for counselling students, addressing their problems, and providing guidance and support in academic, career, and personal matters. The selected faculty members will be referred to as student counsellors.



### **4. Students Advisory System (SAS) Components**

#### **4.1 Academic Counselling**

1. **Course-Specific Guidance:** Students will receive personalized advice on course selection, academic workload management, and strategies for academic success. This will involve regular meetings with academic advisors who are knowledgeable about the specific program requirements.
2. **Orientation Session:** A formal orientation session will be conducted for all newly admitted students. This session will cover key aspects of their academic journey, including program requirements, policies, and procedures. It will also introduce them to the resources available at Iqra University to support their academic growth.

## 4.2 Career Counselling

- Career Guidance:** The counsellors (faculty members) will serve as a bridge between the Placement Department at Iqra University and the students. If students have any issues or confusion related to their careers and need guidance, the counsellor will initially assist them. For further support, the counsellor may recommend that the student contact the Placement Department at IU.

The counsellors will help students explore career options, identify their strengths and weaknesses, and develop a personalized career plan. They will also provide guidance on resume writing, interview preparation, and job search strategies.

- Internship and Job Placement:** The counsellors (faculty members) will also assist students in job hunting and placement in collaboration with the Placement Department at Iqra University.

## 4.3 Student Wellness Counselling

The counsellors (faculty members) will assist students in maintaining their overall wellness, which includes the following areas:

- Health Counselling:** Students have access to an on-campus doctor who provides advice and resources on maintaining physical health, including nutrition, exercise, and preventive care.
- Financial Counselling:** For students facing financial difficulties, counsellors will provide information on financial aid options and help manage student loans, including the facility of *Qarz-e-Hasna*.
- Available Scholarships and Financial Assistance:** Students are offered a wide range of scholarships and financial assistance opportunities based on various performance and need-based eligibility criteria.
- Differently Abled Students Scholarship:** Counsellors will provide support to differently abled students, ensuring equitable access to educational opportunities for all.
- Stress and Emotional Management:** Students have access to an on-campus psychiatrist to help manage stress, anxiety, and other emotional challenges. This includes one-on-one counselling sessions and workshops on mindfulness, time management, and coping strategies.

## 5. Implementation Strategy

**Appointment of Counsellors:** HODs of various programs will nominate faculty members as counsellors, who will be dedicated to the holistic development of students.

**HODs Interactive Session:** A 60-minute lecture during the first week of the semester will be reserved for HODs to facilitate interaction between students and their counsellors (faculty members) with the following agenda:

- Brief students about Iqra University policies, including the Academic Policy, Complaint Lodging Policy, Gender Harassment Policy, Support & Services for Students with Disabilities, Social Media Policy, Drug and Tobacco Abuse Policy, Policy on Course Registration Changes, IU Volunteers Policy, and Grievance Policy.
- Guide students about Punishment(s) for Disciplinary Breach/Affair.
- Advise students on responsible use of social media and safety aspects (COVID-19, fire hazards, weather precautions, Dengue etc.)
- Brief students about the importance of public speaking, personality grooming, career counselling, table manners, dressing etiquettes etc.
- Feedback on the quality of teaching and the resources used in the class rooms and labs.

6. Information about the quality of infrastructure, labs, lab equipment, lab engineers, the library, sports facilities, and other related resources.
7. Inform students that they can contact counsellors (Faculty members) at any other time on need basis.
8. Any common or significant problems faced by students should be reported through the IU Grievance Form for resolution or submission to higher authorities. The Grievance Form is attached as **Appendix A** for reference.
9. Students can also lodge their complains about any faculty member, staff or other issues on campus through [\*complain.students@iqra.edu.pk\*](mailto:complain.students@iqra.edu.pk).

**Training and Development:** Continuous professional development will be provided to the counsellors (Faculty members) to ensure they are equipped with the latest techniques and knowledge in their respective fields.

## 5.1 Orientation Program

1. **New Student Orientation:** The orientation program will be mandatory for all new students. It will be conducted at the beginning of each academic semester and will cover essential academic and wellness topics.
2. **Ongoing Orientation:** For existing students, refresher orientation sessions will be available to reinforce important information and introduce any updates to university policies or resources.

## 5.2 Counselling Services Access

1. **Counselling Office:** Counsellors (faculty members) will share their counselling hours with students by displaying them outside their office doors, providing a welcoming and confidential space for students to seek guidance.

## 6. Policy for Support and Intervention of Critical Students

### 6.1 Purpose

This policy outlines the procedures for identifying, supporting, and monitoring critical or weak students in different programs.

The goal is to ensure that these students receive the necessary academic guidance and support to improve their performance and succeed in their respective programs.

### 6.2 Identification of Critical Students

The concerned Faculty will identify and share a list of critical or weak students with the concerned HODs after the mid-term assessment during the semester.

### 6.3 Assignment of Subject Matter Experts (SMEs)

The respective HODs will designate one Subject Matter Expert (SME) to provide necessary academic guidance and support to all critical students in each degree program by offering them remedial classes and additional reading and learning material.

### 6.4 Monitoring and Guidance Meetings

1. The HODs will meet with critical students during the 4<sup>th</sup>, 10<sup>th</sup> and 15<sup>th</sup> weeks of the semester.
2. These meetings will focus on guiding the students on their study plans and the concerned faculty member will maintain a progress sheet for each student individually.
3. Critical students are encouraged to contact HODs at any time as needed for additional guidance or academic support.

## **6.5 Record Keeping and Reporting**

1. The counsellors (faculty members) will maintain a detailed record of all actions taken in support of critical students, including meetings and communications with students, as well as their performance.
2. The Counsellors (faculty members) will apprise the concerned Head of Department (HoDs) about the progress of each critical/ weak student.

## **7. Iqra University Policy for Non-Critical Students (Except First Semester)**

### **7.1 Purpose**

1. To ensure that these students receive the necessary guidance and supervision to improve their academic performance and overall well-being.

### **7.2 Identification of At-Risk Students**

#### **7.2.1 Drop in GPA**

The Counsellors (faculty members) will review students' academic performance. If a student continues to obtain a GPA of less than 2.0 in the second semester consecutively throughout the degree program, he/she will be placed on a second academic warning (probation). The faculty members will deliberate on the matter, and may recommend intervention strategies, including academic counselling, additional tutoring, or remedial classes. The student who does not improve his/her GPA to 2.0 after second academic warning (probation) shall be expelled from the University.

#### **7.2.2 Behavioural Concerns**

If the counsellors (faculty members) observe any unexpected behavioural issues in a student, they will analyse the situation and determine the appropriate course of action to ensure the student receives the necessary support.

### **7.3 Policy Review and Revision**

The effectiveness of this policy will be reviewed per semester by the HODs and counsellors (faculty members). The policy will be revised as needed to meet the evolving needs of students.

The Students Advisory System (SAS) at Iqra University is a critical component of our commitment to student success. By providing comprehensive support in academic, career, and personal matters, we aim to empower our students to achieve their full potential and prepare them for a successful future.

**Appendix A**

**Students Grievance  
Complaint Form**

Name: \_\_\_\_\_ IU ID # \_\_\_\_\_

Department: \_\_\_\_\_ Semester: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Email: \_\_\_\_\_ Postal Address: \_\_\_\_\_

**Type of Grievance (Check all that apply):**

Non-Academic       Academic       Discrimination

Please provide the information requested below. Limit your response to no more than 2 pages.

- Please include comprehensive details of your complaint, emphasizing factual information such as dates, times, locations, and the identities of individuals involved.
- Clearly identify the individual(s) implicated in the grievance.
- Provide the names and contact details of any individuals involved in your complaint, including witnesses.
- Give the details of any attempt to resolve your concerns informally and/or explain why you believe an informal solution is not possible or not appropriate in this case.
- Specify the desired outcome(s) you seek by submitting this formal grievance.

I confirm that the statements submitted by me are true to the best of my knowledge, information and belief.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

(Name and Signature)

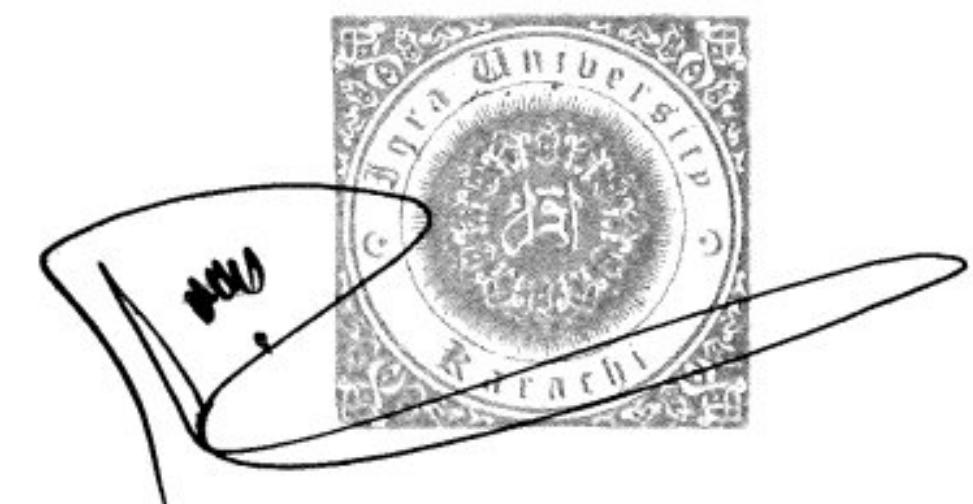
# IU Inter-Campus Transfer Policy

**I Q R A** **IU**  
**UNIVERSITY**

**MINUTES OF THE 50<sup>th</sup> MEETING OF THE**  
**ACADEMIC COUNCIL OF IQRA UNIVERSITY**

The 50<sup>th</sup> meeting of the Academic Council of IQRA University was held on September 19, 2024 at IQRA University, Main Campus. The following members attended the meeting:

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| 39. Ms. Dania Ahmed          | (Head, IRC)   |
| 40. Ms. Faiza Sharif         | ( <i>special invitee</i> )                                |
| 41. Ms. Bareera Quadri       | ( <i>special invitee</i> )                                |
| 42. Mr. Asif Mehmood Jasra   | ( <i>special invitee</i> )                                |
| 43. Mr. Aseem Majid Rizvi    | (Registrar / Secretary)                                   |



Minutes of the 50<sup>th</sup> Meeting of the Academic Council

**Agenda Item # AC 50-8:**

**To review and approve IU Students Advisory System Policy**

Mr. Rizvi invited Dr. Hussain to present the Student Advisory System Policy to the council. Dr. Hussain emphasized that the holistic development of students is a top priority at IU, acknowledging that academic success is closely linked to their overall well-being. Dr. Nassar Ikram further explained that the initiative aims to offer students essential guidance and support in academic, career, and personal matters, ensuring they excel both inside and outside the classroom.

**The August Council was requested to approve the IU Students Advisory System Policy.**

**Resolution # AC 50-8:**

**The Council approved the IU Students Advisory System Policy**

**Agenda Item # AC 50-9:**

**To review and approve IU Inter-Campus Transfer Policy**

The Registrar presented the Inter-Campus Transfer Policy to the council, noting that, in line with the university's vision, providing ease and affordability is essential. To accommodate students living in various parts of the city, IU has established registered and accredited campuses across the metropolis. Additionally, the IU management recognizes that unforeseen circumstances may require students to transfer between campuses. The revised policy also takes into account the instructions of the regulatory councils for transfer student among the campuses and across the universities. As a result, the existing policy has been revised to introduce a more efficient and organized transfer process. Mr. Rizvi added that this new policy replaces the previous one found on page 124, clause XI, "Inter-Campus Transfer," in Chapter 6 - Section E, "Academic Regulations," of the IU-Codebook 2020.

**The August Council was requested to approve the IU Inter-Campus Transfer Policy.**

**Resolution # AC 50-9:**

**The Council approved the IU Inter-Campus Transfer Policy.**

**Agenda Item # AC 50-10:**

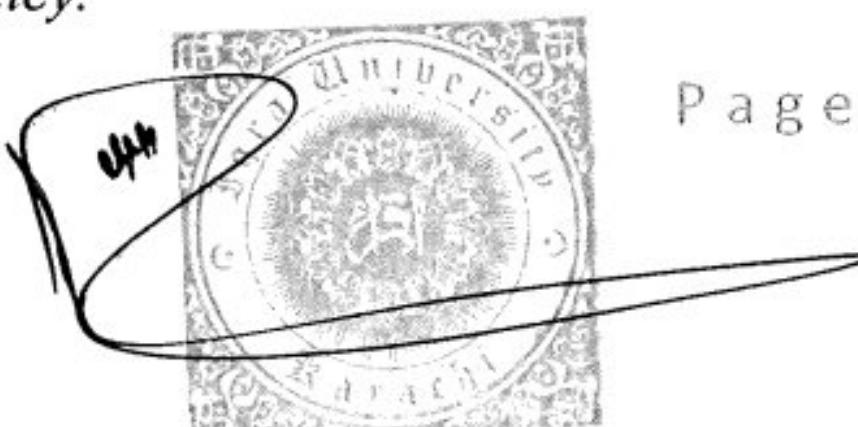
**To review and approve IU Faculty Development Policy**

Ms. Faiza Sharif presented the Faculty Development Policy to the council members. Ms. Sharif explained that the proposed policy encompasses all faculty development policies approved under various categories. She emphasized that Iqra University believes that exceptional faculty lead to exceptional students, and the institution is committed to elevating faculty to global standards through a variety of support programs and initiatives. Additionally, the new policy introduces several mechanisms to improve faculty qualifications, effectiveness, and professional growth, and it replaces the previous policy found on page 180, clause LVII, "Faculty Training & Development Policy," in Chapter 6 - Section E, "Academic Regulations," of the IU-Codebook 2020.

**The August Council was requested to approve the IU Faculty Development Policy.**

**Resolution # AC 50-10:**

**The Council approved the IU Faculty Development Policy.**



## I. INTER CAMPUS TRANSFER

### Preamble:

In line with the vision statement of the university, offering ease and affordability is inevitable, therefore, for students residing in different towns of the metropolis IU has established registered and accredited campuses within metropolis. The management of IU is also cognizant of the circumstantial impediments requiring students to request for transfer from one campus to another. Following regulations will govern the Inter-Campus transfer:

- a) A student registered in a program under the strength of one campus may not be transferred to another program/Campus in the University until he/she has obtained the permission of the concerned Head of Department in the campus from where he/she is moving. Permission for transfer may be granted in following circumstances:
  - I. Posting of the student or a parent to the city / location
  - II. Relocation
  - III. Marriage of a female student
- b) Permission to transfer will be obtained in writing using the prescribed form for this purpose.
- c) The application must be duly endorsed/approved by the Dean and Registrar's office.
- d) Transfer fee is duly paid.
- e) NoC has been obtained from the regulatory councils which requires prior permission for inter-campus transfers

### Request for the transfer will not be considered if:

- i. The student has not completed at least 15 cr. Hrs in the campus where he/she took admission
- ii. the student is on probation
- iii. the student is under disciplinary punishment or disciplinary action is pending against the student
- iv. there are outstanding dues
- v. application is submitted after the first week of commencement of the semester
- vi. seats in the program at destination campus are not available.
- f) All cleared courses irrespective of the grades will be transferred. However, no campus will accept a credit transfer until the credit transfer form has been duly filled.
- g) A student who seeks transfer to another campus will have to follow all the requirements and policies (such as fee etc.) of the new campus.
- h) The student will be removed from the strength of the campus / regulatory council's portals at the time of transfer
- i) The campus management will ensure timely update the data on the portals of regulatory councils.
- j) The credits earned in any lower degree program (bachelor's or master's) are non-transferable to the higher degree program. However, exemptions can be granted subject to evaluation and approval by the Dean of the faculty.

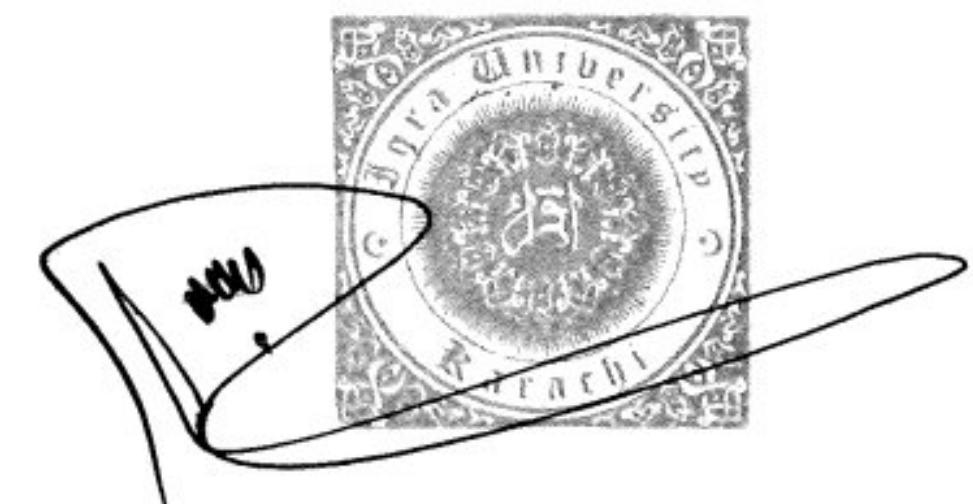
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Minutes of the 50<sup>th</sup> Meeting of the Academic Council

**Agenda Item # AC 50-8:**

**To review and approve IU Students Advisory System Policy**

Mr. Rizvi invited Dr. Hussain to present the Student Advisory System Policy to the council. Dr. Hussain emphasized that the holistic development of students is a top priority at IU, acknowledging that academic success is closely linked to their overall well-being. Dr. Nassar Ikram further explained that the initiative aims to offer students essential guidance and support in academic, career, and personal matters, ensuring they excel both inside and outside the classroom.

**The August Council was requested to approve the IU Students Advisory System Policy.**

**Resolution # AC 50-8:**

**The Council approved the IU Students Advisory System Policy**

**Agenda Item # AC 50-9:**

**To review and approve IU Inter-Campus Transfer Policy**

The Registrar presented the Inter-Campus Transfer Policy to the council, noting that, in line with the university's vision, providing ease and affordability is essential. To accommodate students living in various parts of the city, IU has established registered and accredited campuses across the metropolis. Additionally, the IU management recognizes that unforeseen circumstances may require students to transfer between campuses. The revised policy also takes into account the instructions of the regulatory councils for transfer student among the campuses and across the universities. As a result, the existing policy has been revised to introduce a more efficient and organized transfer process. Mr. Rizvi added that this new policy replaces the previous one found on page 124, clause XI, "Inter-Campus Transfer," in Chapter 6 - Section E, "Academic Regulations," of the IU-Codebook 2020.

**The August Council was requested to approve the IU Inter-Campus Transfer Policy.**

**Resolution # AC 50-9:**

**The Council approved the IU Inter-Campus Transfer Policy.**

**Agenda Item # AC 50-10:**

**To review and approve IU Faculty Development Policy**

Ms. Faiza Sharif presented the Faculty Development Policy to the council members. Ms. Sharif explained that the proposed policy encompasses all faculty development policies approved under various categories. She emphasized that Iqra University believes that exceptional faculty lead to exceptional students, and the institution is committed to elevating faculty to global standards through a variety of support programs and initiatives. Additionally, the new policy introduces several mechanisms to improve faculty qualifications, effectiveness, and professional growth, and it replaces the previous policy found on page 180, clause LVII, "Faculty Training & Development Policy," in Chapter 6 - Section E, "Academic Regulations," of the IU-Codebook 2020.

**The August Council was requested to approve the IU Faculty Development Policy.**

**Resolution # AC 50-10:**

**The Council approved the IU Faculty Development Policy.**



## FACULTY DEVELOPMENT POLICY

At Iqra University, we believe that exceptional faculty lead to exceptional students. Our commitment is to develop faculty to global standards through a range of support programs and initiatives. This policy outlines various mechanisms to enhance faculty qualifications, effectiveness, and professional growth.

### 1 Study Leaves

Permanent faculty members at IQRA University are granted study leave to pursue higher education relevant to their academic field. This leave allows faculty to enhance their qualifications and expertise without the constraints of their regular teaching duties. By providing time for focused learning and professional growth, the study leave directly contributes to faculty development, enabling them to bring back new knowledge, skills, and innovative practices.

### 2 Sabbatical Leaves

At Iqra University, sabbatical leave provides faculty members with the opportunity to engage in substantial professional development activities such as advanced research, specialized training, or academic study. This leave is linked with faculty development by allowing members to focus on activities that enhance their expertise and contribute to their academic fields.

### 3 Faculty Industry Placement Program (FIPP)

It aims to strengthen the connection between academia and industry by placing faculty members in industry settings for a week during semester breaks. Through this program, faculty members engage with industry professionals, understand their challenges, and explore collaborative opportunities, such as research and development (R&D) projects and tailored training programs. The program helps faculty gain practical industry insights, enhance their skills, and foster innovation while contributing to the university's academic and research missions.

### 4 Fee Concession/ Financial Assistance

This initiative supports faculty development by making advanced education more accessible to them. By reducing tuition costs, faculty members are encouraged to pursue further academic qualifications and professional skills, directly enhancing their teaching and research capabilities. This leads to improved academic expertise, benefiting both the individual and the institution.

### 5 Faculty as Trainers

At Iqra University, the Center for Professional Learning and Education (CPLE) plays a key role in faculty development by conducting training programs and leveraging faculty as trainers. CPLE implements a collaborative revenue-sharing model that supports faculty growth. This approach not only incentivizes faculty involvement in training initiatives but also supports their professional development by providing financial rewards and opportunities for growth, thereby enhancing their skills and experience.

## **6 Innovation & Commercialization:**

IU places significant emphasis on fostering innovation and entrepreneurship through its Innovation and Commercialization Policy. The university facilitates commercialization of technologies developed by its faculty by providing support in technology transfer, IP management, and securing industry partnerships. By aligning research with industry needs and promoting collaborative projects, IU encourages faculty to explore business incubation, equity partnerships, and licensing opportunities to commercialize their innovative solutions.

## **7 Research Incentives**

Iqra University (IU) offers research incentives to encourage faculty to actively engage in research activities. Regular faculty members who publish their research in high-impact journals such as those indexed in WoS/JCR are eligible for financial rewards. The incentives are based on the journal's impact factor and the faculty's contribution to the research. Publications in SCOPUS-indexed and HEC-recognized journals also qualify for awards, promoting a research-driven culture that strengthens IU's academic standing and supports faculty in balancing teaching and research responsibilities.

## **8 Intellectual Property**

IU has a comprehensive Intellectual Property (IP) policy that aims to protect and promote innovations generated within the university. Faculty members who create patentable inventions are supported in securing patents and commercializing their work. IU assists in the disclosure, evaluation, and licensing of IP, ensuring that inventors and the university share the benefits of commercialized research. The policy also clarifies ownership rights, where faculty retain a portion of the revenue from the commercialization of IP while contributing to IU's innovation ecosystem.

## **9 Consultancy**

IU encourages its faculty to offer consultancy services to industries and external clients based on their academic expertise. The policy outlines procedures for faculty to seek approval for consultancy work, ensuring that it complements their primary academic responsibilities. Consultancy provides financial benefits to both the faculty and the university, strengthens industry-academia linkages, and opens avenues for collaborative research and development.

## **10 Travel Allowance**

The university provides travel allowances for participation in training, conferences, research presentations, workshops, and similar activities. This support includes sponsored travel, TADA (Travel, Accommodation, and Daily Allowance), and all necessary arrangements to facilitate the faculty's participation.

## **11 Faculty Promotion Policy**

The faculty promotion policy at Iqra University is comprehensive and aligns with the basic requirements set by the Higher Education Commission (HEC) and includes additional criteria to recognize and reward faculty members with rich profiles. This policy encourages faculty to enhance their professional development. Faculty promotion evaluations are conducted twice a year to ensure ongoing assessment and advancement opportunities.

**12 Faculty Leadership Opportunity**

In this program, faculty members are given additional administrative responsibilities for a specific period to gain experience and understand roles such as Dean, Head of Department (HOD), Associate Dean, or Director of ORIC (Office of Research, Innovation, and Commercialization). This approach helps in preparing faculty for future leadership positions and ensures a smooth transition in key administrative roles.

**13 Semester Breaks**

At Iqra University, faculty members are provided with semester breaks free from teaching responsibilities to focus on their professional development. This dedicated time allows them to concentrate on activities such as research, writing, and advanced training. This approach reflects our commitment to supporting continuous improvement and academic excellence.

**14 Faculty Exchange Programs**

At Iqra University, we enhance faculty development through international exchange programs. These programs provide faculty members with opportunities to collaborate with institutions around the world, gain new perspectives, and enrich their academic and professional skills.

**15 Faculty Recognition Awards**

Recognizing and rewarding outstanding teaching practices and research through awards or honors, which encourage faculty to strive for excellence in their instructional methods and research areas.

**16. Trainings, Conferences, Seminars, & Workshops**

At Iqra University, we actively nominate and encourage faculty members to participate in trainings, conferences, seminars, and workshops as a core part of our development policy. These events provide valuable opportunities for faculty to stay updated with advancements in their fields, engage in knowledge exchange, and acquire new skills. We support their participation by covering associated costs and facilitating their involvement.

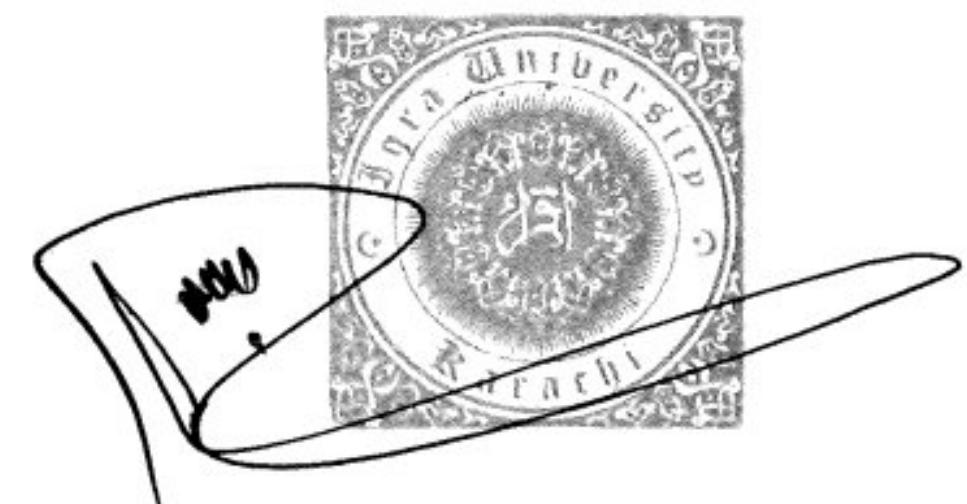
# IU Policy for the Conduct of Professional Development Program

**I Q R A** **IU**  
**UNIVERSITY**

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| 43. Mr. Aseem Majid Rizvi    | (Registrar / Secretary)                                   |



Minutes of the 50<sup>th</sup> Meeting of the Academic Council

**Agenda Item # AC 50-11:**

***To approve the IU Policy for the Conduct of Professional Development Program***

Ms. Bareera Quadri was requested to present the IU Policy for the Conduct of the Professional Development Program. Ms. Quadri highlighted that higher education in the 21st century is undergoing a significant transformation, with entrepreneurship and innovation becoming key drivers and motivators. She emphasized that it's not just the quality of knowledge being taught, but its practical application in real-world scenarios that truly matters.

Dr. Ikram added that IU has taken an important step in this direction by revamping and strengthening the IU Centre for Professional Learning and Excellence (CPLE). The CPLE will offer professional training not only for industry professionals but also for IU faculty, staff, and students.

**The August Council was requested to approve the IU Policy for the Conduct of Professional Development Program.**

**Resolution # AC 50-11:**

*The Council approved the IU Policy for the Conduct of Professional Development Program.*

**Agenda Item # AC 50-12:**

***To approve the launching of Associate Degree Programs as provisioned under HEC Open & Distance Learning Policy 2024.***

Dr. Shahnawaz Adil presented the highlights of HEC's Policy for Open & Distance Learning 2024 which has been issued vide HEC Letter No. 15-54/Coord/2019/HEC/(QAD)/782 dated August 28, 2024. He emphasized that ODL systems are a globally recognized mode of education, and over time, they have gained popularity on par with traditional face-to-face teaching methods.

He further pointed out that the HEC has been proactive in exploring ways to elevate Pakistan's higher education to international standards. Similarly, Iqra University, being a growth-focused institution, is committed to its vision of offering world-class education that transforms the lives of young people at an affordable cost.

In line with the HEC ODL Policy, approval from the University's statutory body is required for processing the case for NOC from HEC. As a result, Iqra University planned to introduce five Associate Degree Programs in ODL delivery mode.

1. Associate Degree in Business
2. Associate Degree in Accounting & Finance
3. Associate Degree in Education
4. Associate Degree in Psychology
5. Associate Degree in Computer Science

**The August Council was requested to approve the offering of above listed Programs under HEC ODL Policy 2024.**



# **Policy for the Conduct of Professional Development Programs at IU**



**Center for Professional  
Learning & Excellence**

at  
**Iqra University**

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## 1. Introduction

Higher education in 21st century is going through a massive transformation wherein entrepreneurship and innovation are becoming the main driver and motivation. It is not the quality of knowledge imparted but rather its application in real life scenarios that matters. Same is true for in-service people and/or organizations who constantly update their skills as well as its application to maintain a competitive edge in the market. The HEIs have, thus to respond to this challenge by: developing new policies, revising curricula, and establishing more proactive relationship with the industry

Resource constraints and a growing concern for relevance of universities academic activities for local industry have also been pushing universities more recently to give attention to the development of policies and structures for collaboration with industry. Industries, on the other hand, can benefit from research being carried out at academic institutions, sponsor industry related research, and hire students, graduates, and researchers etc. to enrich their innovation capabilities.

Universities and industry professionals usually come into contact with one another when universities organize professional trainings, workshops, seminars and conferences for industry professionals. The benefits that accrue through this interaction include but are not limited to:

- i. Better understanding between academia and industry by way of faculty awareness of industry problems/issues and industry knowing about faculty experience and technical resources;
- ii. Creation of partnership with local industry for solving their problems through joint R&D projects and consultancy etc.
- iii. Better chances of commercialization of university research;
- iv. Opportunities for updating of university curriculum through industry feedback;
- v. Funding of university research activities by industry;
- vi. Creation of better opportunities for the internship and placement of university graduates.

Research shows that an inspiring and competent faculty member is the most important factor not only for influencing students' achievement but also for creating industry academia linkage. It is therefore critical to pay close attention to how we train and support both new and experienced faculty members. The best teacher-preparation programs emphasize not only subject-matter mastery but also awareness of the local industry/society problems and an organized effort to find their solutions of them. Pakistan Engineering Council has recently developed a comprehensive framework for continued professional development activities (through courses, training workshops etc.) amongst its growing community of engineers in the name of Continuing Professional Education (CPE) through Professional Engineering Bodies (PEBs). Many colleges and universities are also revamping their education schools to include an emphasis on content knowledge, increased use of educational technologies and creation of innovative programs for industry professionals and university faculty.

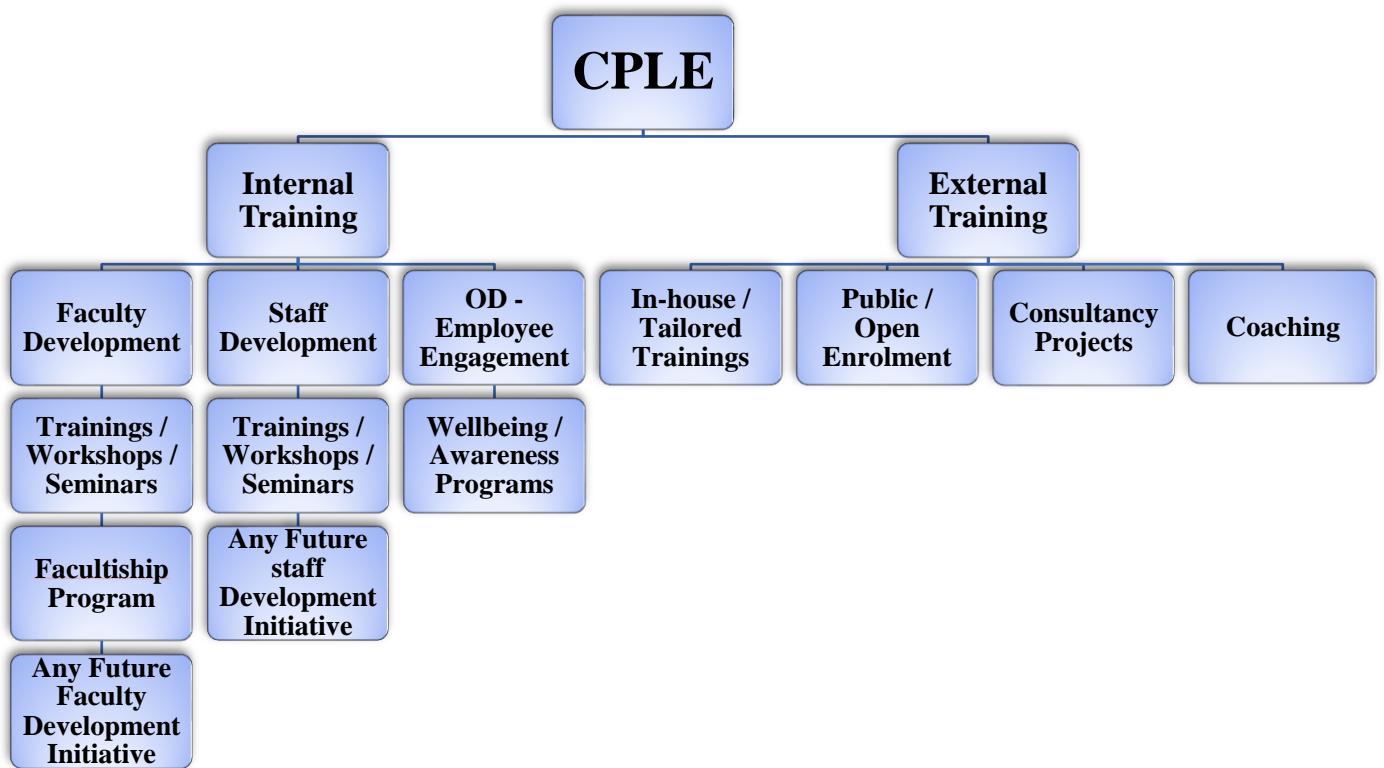
IU has also taken a very important initiative in this direction to establish a new centre called IU Centre for Professional Learning and Excellence (CPLE). CPLE will provide professional trainings for industry professionals as well as to IU teachers / staff / students.

CPLE, with the help from all the faculties will pursue the following:

- i. Organize professional trainings
- ii. Finalize the topics of trainings as per industry requirements after mutual consultation
- iii. Develop the schedule of trainings mutually, where applicable.
- iv. Share best practices of designing, delivering and evaluating trainings

- v. Use the services of training facilitators of one another to leverage IU faculty for creating industrial linkage
- vi. Help one another in marketing of training events for creating IU brand value
- vii. Help one another in creating and optimizing benefits from industry academia linkage

Following are the core functions of CPLE:



In this backdrop, policy guidelines have been developed with a view to create a uniform framework for planning, designing and conducting of high-quality professional trainings at IU.

## **2. Training Policy**

### **2.1 Objectives**

- i. To conduct high quality professional development trainings / workshops / short courses for local industry so that industry can acquire state of the art knowledge to maximize its productivity and efficiency
- ii. To create university industry linkage for solving local industry problems through conferences, seminars, symposiums and workshops on latest technology, innovation and industry focused issues
- iii. To organize short term trainings and workshops for continued professional development of IU faculty and staff as per university HR requirements

### **2.2 Strategy**

- i. CPLE, in an active collaboration and cooperation with IU faculties (where applicable), will carry out the “Needs Assessment Survey” for industry to identify specific industry requirements and problems. CPLE will accordingly design & organize professional trainings in their respective thematic areas.
- ii. All IU campuses will appoint their own “Designated Officer/Training Coordinator” who will be responsible for planning and organizing of all trainings with CPLE.
- iii. The Training Coordinator of each IU campus will hold periodic meetings with CPLE to synergize the training efforts and to avoid any duplication. Both sides will jointly finalize all matters related to professional trainings in their thematic areas including training: schedules, venues, resource persons, outlines, contents, methodologies, type of industrial linkages to be created and strategy to optimize the benefits from such linkages.
- iv. CPLE will be the central repository of all trainings that will be organized within or outside of IU by any of IU faculty. This will enable CPLE to efficiently respond to offsite training requests received from industry / external clients.
- v. CPLE will prepare the training proposals on behalf of IU, and in case of acceptance of said training proposal by the client, will arrange the said training either at IU or other premises depending upon the clients’ requirements and relevance, capacity and capability required to organize that particular training.
- vi. CPLE will provide guidance and technical support to IU faculties for organizing high quality professional trainings in their thematic areas.
- vii. Similarly, all IU faculties are to extend full support to CPLE in organizing its professional training events.
- viii. The Training Coordinators will schedule faculty members for internal trainings of their respective IU campuses/faculties as well for CPLE trainings in such a way that the regular teaching work at IU faculties is not affected and faculty members are able to discharge all their responsibilities at IU campuses/faculties efficiently.
- ix. All IU faculties will be required to assess the training and development requirements of their faculty and staff, and develop a yearly professional development plan for each faculty and staff member and will make them available for professional trainings to be organized jointly by CPLE.
- x. All IU faculties are encouraged to create partnership with local and international organizations for delivering high quality trainings leading to professional certifications with CPLE. They may also support CPLE to develop relationships with local organizations, trade associations and industry chambers to provide solutions to industrial problems beyond trainings.

- xi. Leverage IU technology base to create industrial linkages by using IU faculty as short course/training facilitators. They will also make sure that professional trainings are not just lecture based but there is an extensive use of group activities, class exercises and case studies etc and should be approved by the Head/Manager CPLE.
- xii. All IU faculties will make plans to leverage training events to create opportunities for consulting and developing industry-academia joint R&D projects. They will prepare and disseminate information regarding their respective institutions: main achievements, technologies that have been developed, available lab facilities, faculty profiles, research projects completed, important publications, important documentaries, videos, slide shows.

## **2.3 Methodology**

### **2.3.1 Identification of Industry Training Needs**

All IU faculties, in cooperation with CPLE, are required to identify the industry needs, problems and challenges in their own thematic area by:

- i. Establishing direct contacts with industry by industry visits/surveys.
- ii. Studying industry needs through Training Needs Analysis (TNA) technique.
- iii. Gathering information from training facilitators, participants, chambers, industry experts, etc.
- iv. Sample TNA is attached at Annex A.

### **2.3.2 Creation of a Pool of Training Facilitators / Coach**

All campuses of IU in correspondence with CPLE are required to:

- i. Identify, engage and maintain a pool of experts for professional trainings in their respective thematic areas.
- ii. Get their teaching faculty trained through CPLE in latest training methods for conducting high quality professional trainings.
- iii. Engage expatriate Pakistanis and foreign experts visiting Pakistan for trainings.
- iv. Encourage permanent employees, including faculty members and staff, to promote exclusivity by offering their training and consultation services solely through IU.
- v. Ensure that visiting faculty members and contractual staff provide their specialized training programs exclusively through IU.

### **2.3.3 Leveraging IU Faculty for Industrial Linkages**

CPLE with all other faculties of IU are required to:

- i. Engage training facilitators preferably from IU faculty.
- ii. Hire training facilitators from outside of IU only for internal trainings or when appropriately qualified and experienced IU faculty is not available
- iii. Develop and train faculty of IU faculties as professional trainers and try to offer them competitive remuneration for their training services.
- iv. Plan how conferences and symposiums, seminars, workshops and other training events can be

### **2.3.4 Course Advertisement**

CPLE will advertise their professional courses through:

- i. Internet and social network sites
- ii. IU websites
  - a. Print and electronic media
  - b. Training brochures, banners, leaflets, standees and other marketing stuff etc.
  - c. Personal visits, targeted letters and emails to the selected organizations

### **2.3.5 Training Package for Training Participants**

A suitable training folder should be prepared and given to trainees for permanent record and ready reference. A standard training package that can serve as a benchmark includes:

- i. Training material in a training folder along with a soft copy of material
- ii. A group photograph of all participants placed in a certificate folder
- iii. A training participation or completion certificate placed in a certificate folder, duly signed by the head of the CPLE as well as the training instructor
- iv. All certificates carrying embossed stamp
- v. Refreshment (tea and lunch) for participants

### **2.3.6 Organizing Offsite Trainings**

All offsite professional trainings courses at client's premises or some other locations will be coordinated by the CPLE under following conditions:

- i. IU faculties interested in organizing customized training outside of IU for some particular client may consult CPLE to prepare and submit training proposal to the clients on their behalf.
- ii. Actual onsite trainings will be conducted by the concerned IU faculty in cooperation / coordination with CPLE
- iii. The outline of the training, actual presentations and other material along with final evaluation report will be sent to CPLE for quality assurance and record keeping.
- iv. CPLE may also engage resource persons for offsite trainings from relevant IU faculties with the consent / information of the concerned IU faculty / Director.
- v. Appropriate TA, financial compensation and other expenses incurred will be paid to training facilitators who conduct trainings at an outstation.

### **2.3.7 Training and Development of IU Faculty and Staff**

- i. CPLE in cooperation with HR Directorate and Training Coordinators of IU faculties will organize internal trainings for IU employees (faculty and staff) after considering the training requirements of each IU faculty per their Faculty and Staff Development Plan and TNA conducted.
- ii. Each IU Dean and Directorate will identify the required training needs during yearly appraisals. CPLE will collect this data through the portal and use it to organize and coordinate a comprehensive annual CPD program across all IU campuses.
- iii. CPLE accordingly will prepare a comprehensive IU "Employees Training Program" and Calendar of training to be shared with all faculties and Directorates.
- iv. Financial resources and other support for these internal trainings will be provided to CPLE.

### **2.3.8 Performance Evaluation of Training facilitators / Resource Persons**

- i. Performance evaluation of training facilitators / resource persons and the training processes adopted by CPLE will be done by a feedback form that will be circulated at the end of each training course to the participants. A sample feedback is placed at Annex-B for guidance.
- ii. A final course report will be prepared for each course by CPLE and submitted to VC. Necessary actions for the improvement of future training courses and creation of industry linkages will be taken in the light of that report.

## **2.4 Financial Policy**

### **2.4.1 Account opening, Distribution of Income from Professional Trainings and Incentives**

CPLE will be authorized to open a separate account titled ‘Iqra University Account’. All the revenues and payments will be made through this account. This account will be subject existing policies of IU in terms of its operations and audits etc.

After deducting direct expenses (Direct Expenses include cost of: resource person, training material, photocopies, photographs, folders, certificates, refreshment, various stationery items and support services etc.) incurred on a professional training, net earnings from trainings will be distributed as per following formula:

- i. Up to 10 %, to CPLE management team for achieving yearly target (given by the VC).
- ii. Up to 20 %, to CPLE management team for exceeding yearly target by 50% (given by the VC).
- iii. Up to 30 %, to CPLE management team for exceeding yearly target by 100% (given by the VC).
- iv. 40% to the faculty resources involved in conducting of trainings and Faculty R&D.
- v. The “Designated Officer/Training Coordinator” along with the Head of CPLE will prepare the list of officials/staff to be compensated for planning and organizing of training activities.
- vi. CPLE will submit financial reports after every professional development training or on quarterly basis to the Treasurer.

### **2.4.2 Course Fee Discount**

- i. In case of internal trainings of IU faculties or for national or international level seminars, workshops and conferences organized at IU faculties, Dean will be fully authorized to allow either a free entry or charge a fee to cover fully or partially the cost of each event from its faculty, staff and students. However, the faculty should try to ensure that no training is organized on loss basis as in case of loss, only the concerned faculty will bear that loss.
- ii. In case of professional trainings organized for industry professionals by CPLE, and other IU faculties, a prescribed training fee will be charged from each participant whether coming from within IU or outside of the IU. However, appropriate discounts may be offered to the participants. For instance, in case of group participation from organizations, following discount formula will apply:
  - a. 10% percent discount for early birds
  - b. 20-25% for 3 to 5 participants from the same organization.
  - c. 25-40% for 6 or more participants from the same organization.
- iii. A discount of 50% of training fee will be allowed to IU faculty and staff members while discount rate for students will be 75%. IU Alumni, Faculty and students of other universities and family

- members of IU employees will also be eligible for 25% discount, provide there are vacant seats after the closing date for enrolment.
- iv. First preference will be given to fully paid participants and discount for IU faculty, staff and students will only apply if vacant seats are available after fully paid participants have been accommodated.
  - v. Any other discount may be given only after the approval of VC.

#### **2.4.3 Compensation for Training facilitators**

- i. The amount of payment to trainers or faculty members engaged for professional trainings will be determined by the following factors:
  - a. Educational institution of trainer
  - b. Budget available for the training
  - c. Earning from the training
  - d. Qualification and experience of trainers
  - e. Quality of training contents and delivery.
- ii. A compensation rating sheet using the weighted average of above-mentioned items at Annex-C can also be used as a reference guideline. However, in case of guest speakers, industry experts and other high-profile resource persons the compensation rating sheet may not be used.
- iii. In case the training is free or the expected revenue generated through that training is below the break-even point and the trainer is IU's own faculty member, then CPLE may opt for standard compensation rates developed by HR for the visiting faculty members for determining the remuneration of their trainers.
- iv. CPLE will pay remuneration to faculty members engaged from IU faculties for its external trainings at the same rate at which it pays remuneration to resource persons hired from outside of IU.
- v. Generally training facilitators / resource persons will be paid on hourly basis.
- vi. The amount of payment to training facilitators engaged exclusively for internal training of IU faculty and staff, will be determined against the budget provision.
- vii. CPLE IU offers a collaborative revenue-sharing model applicable to all employees, including permanent, contractual, and visiting faculty and staff, who contribute to bringing training business to Iqra University along with participants. Under this model, 60% of the revenue generated will be allocated to Iqra University, while 40% will be shared with the contributing employee(s).

## **Annex “A”**

# **Training Needs Assessment Survey for Industry**

## **CPLÉ - IU**

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email \_\_\_\_\_ Website: \_\_\_\_\_

Nature of Business \_\_\_\_\_

## **Please select the type of your organization**

Private Limited		Public Sector		Semi-Government		Not-for-Profit	
-----------------	--	---------------	--	-----------------	--	----------------	--

**Please tick the sector relevant to your organization:**

**Identify the skills that are relevant to your work in your organization:** (Tick all that apply)

Interpersonal Skills							
Communication		Leadership		Team Building		Personnel Development	
Motivation & Inspiration		Sales		Management		Other	

Please specify:

Administrative Skills							
Time Management		Workforce Management		Preparing correspondence documents		Filing and updating records	
Handling general office procedures		Efficient use of office equipment		Working as part of team		Daily stock Management	
Efficient & Effective decision making		Organizing work priorities		Financial Management Skills		Marketing Skills	
Project Management Skills		Computer Skills		Organizing and implementation of projects		Technical Skills	

Other (Please specify):

## Analytical Skills

**Other (Please specify):**

Personal Development Skills							
Improving self-awareness		Building identity		Improving potential		Building Human Capital	
Enhancing quality of life		Improving health		Initiating personal autonomy		Improving social abilities	

**Identify the areas that need improvement in your organization: (Tick all that apply)**

<b>R&amp;D</b>						
Idea Generation		Product Development		Organizational Development		Business Analysis
Other (Please specify):						
<b>Production</b>						
Machining		Extracting raw material		Rapid Manufacturing		Disposal/Recycling
Other (Please specify):						
<b>Marketing</b>						
Designing Product		Sales & Distribution		Advertising		Customer Services
Other (Please specify):						
<b>Finance</b>						
Reporting		Auditing		Record Keeping		Costing / Budgeting
Other (Please specify):						
<b><u>Other/s (If any)</u></b>						

**What in your opinion is the cause of problem area mentioned above? (Tick all that apply)**

Wrong Policies implementation		Inefficient Management		Insufficient Budget manpower		Insufficient workforce
<b>Other/s:</b>						

**What are your existing training practices? (Tick all that apply)**

None		In-house Trainings		Outsourced
<b>Other/s:</b>				

**What Training Techniques will you prefer? (Tick all that apply)**

<b>On-the-Job Trainings</b>			
Job Instructions		Job Rotations	
<b>Off-the-Job Trainings</b>			

Seminars		Conferences		Case Studies		Lectures	
Group Discussions		Role Playing		Video/Slide Presentations		Other	
<b>Please specify:</b>							

**Please indicate what kind of training program/s your organization usually prefers and what further improvements are desired in our training programs?**

**Annex "B"**

**Feedback Form**  
**CPL-E - IU**

Training Title:	Training Instructor:														
<p>This institution would like to solicit your feedback on this training course to further improve the quality of its trainings and to tailor future trainings as per your feedback. Please feel free to express your opinion. All opinions will be treated as strictly confidential. Please indicate your preference by marking the appropriate box in front of each question.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center; width: 15%;">Poor</th> <th style="text-align: center;">Fair</th> <th style="text-align: center;">Good</th> <th style="text-align: center;">Very Good</th> <th style="text-align: center;">Excellent</th> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table>						Poor	Fair	Good	Very Good	Excellent	1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent											
1	2	3	4	5											

<b>A</b>	<b>Contents and Methods</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	<b>Course Objectives were clear</b>					
2	Contents met my learning needs					
3	I will be able to apply it in my work					
4	Slides used were helpful					
5	Activities were varied and enhanced my learning					
<b>B</b>	<b>Trainer</b>					
1	Had good knowledge of the topic					
2	Had good communication and presentation skills					
3	Used different training methods and techniques					
4	Encouraged interactive participation and discussion.					
5	Related theoretical concepts with practical applications					
<b>C</b>	<b>Organization Issues</b>					
1	Course was well organized					
2	Venue was comfortable and had adequate facilities					
3	Staff was well trained and courteous					
4	Food served during lunch and tea was good					
5	Course duration and timing was suitable					
<b>D</b>	<b>Overall Evaluation</b>					
1	How likely are you to recommend this course to others					
2	How likely are you to recommend this Trainer to others					
3	How likely are you to recommend this School to others					
1	What specific challenges you are facing at your workplace which you would like to solve through this training?					
2	Do you think this training will help you in meeting those challenges Yes, No. If not, would you mind suggesting some changes in the training contents that can help you solve your workplace problems?					
3	Would you like to start any training partnership, joint venture, research proposal or project with CPL&E?					
	No	Yes	If yes, please specify:			
4	Would you like to suggest something to improve the trainings at this Institution?					
5	Would you like to attend any other training at this institution?					

	No	Yes	If yes, please specify:
<b>6</b>	Please mention the details about the Head of your HR/Training		
	Full Name:		Designation:
	Email:		Phone:
<b>7</b>	Your Name:		Designation:
	Email:		Phone:

**Annex "C"**

**Compensation Rating for Training facilitators  
CPLE - IU**

<b>Training facilitators Info</b>		<b>Date:</b>												
Name: _____														
Institution/Organization: _____														
Address: _____														
City: _____		Telephone #: _____												
Cell #: _____		Fax #: _____												
Email Address: _____														
Web Page: _____														
<b>Competency Rating</b> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <th></th> <th><b>Excellent (100%)</b></th> <th><b>V. Good (85%)</b></th> <th><b>Good (70%)</b></th> <th><b>Fair (60%)</b></th> <th><b>Average (50 % )</b></th> </tr> <tr> <td></td> <td align="center">25</td> <td align="center">21.2</td> <td align="center">17.5</td> <td align="center">15</td> <td align="center">12.5</td> </tr> </table>				<b>Excellent (100%)</b>	<b>V. Good (85%)</b>	<b>Good (70%)</b>	<b>Fair (60%)</b>	<b>Average (50 % )</b>		25	21.2	17.5	15	12.5
	<b>Excellent (100%)</b>	<b>V. Good (85%)</b>	<b>Good (70%)</b>	<b>Fair (60%)</b>	<b>Average (50 % )</b>									
	25	21.2	17.5	15	12.5									
1. Academic Background:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>													
2. Industry/Training Experience:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>													
3. Quality of Course Contents	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>													
4. Expected Income from Training Event:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>													
<b>Category</b>	<b>Rating</b>	<b>Compensation Range (Rs. per hour)</b>												
A	95 -100	8001 - 10000												
B	90 - 94	5001 - 8000												
C	80 - 89	3551 - 5000												
D	70 - 79	2001 - 3500												
E	60 - 69	1000 – 2000												

### Calculation Sheet for Compensation Rating

<b>Rating</b>	<b>Excellent (100%)</b>	<b>Very Good (80%)</b>	<b>Good (70%)</b>	<b>Fair (60%)</b>	<b>Poor (50%)</b>
<b>Weightage</b>	<b>25</b>	<b>21.2</b>	<b>17.5</b>	<b>15</b>	<b>12.5</b>
Academic Background:	Ph.D. from Foreign university	Masters from foreign University or Ph.D. from local university	Masters from well-known local university or Graduation (Hon)from foreign University	Masters from any local university	Graduation (Hon) from local university
Industry/Training Experience:	year > 10	5 ≤ year ≤ 10	3 ≤ year ≤ 5	1 ≤ year ≤ 2	year < 1
Quality of Course Content:	Excellent	V. Good	Good	Fair	Average
Expected Net Earning from training event:	Net. Earning ≥ Rs.1,000,000	Net. Earning ≥ Rs.750,000	Net. Earning ≥ Rs.500,000	Net. Earning ≥ Rs.250,000	Net. Earning ≥ Rs.100,000

# *Community Service Policy*



## Faculty of Engineering, Sciences & Technology

### Minutes of Board of Faculty (BOF)

A meeting of **Board of Faculty (BOF)** of Faculty of Engineering, Sciences & Technology (FEST) was held on **Friday, September 6, 2024** in Conference Room (EDC Building). Following members have attended the meeting.

1.	Dr. Arshad Aziz Professor	Chairman
2.	Dr. Imtiaz Hussain Professor	Member
3.	Dr. Noman Islam Professor	Member
4.	Dr. Zamin Ali Khan Professor	Member
5.	Dr. Affan Alim Professor	Member
6.	Dr. Syed Irfan Sohail Professor	Member
7.	Dr. Muhammad Sharif Professor	Member
8.	Dr. Mansoor Ebrahim Professor	Member
9.	Dr. Tahir Ejaz (Rep.) Professor	Member
10.	Dr. Aarij Mahmood Hussaan Associate Professor	Member
11.	Dr. Saad Ahmed Associate Professor	Member
12.	Dr. Adnan Sohail Associate Professor	Member
13.	Dr. Nadeem Ahmed (Rep.) Associate Professor	Member
14.	Dr. Imtiaz Arif Associate Professor	Member
15.	Dr. Muhammad Zubair Associate Professor	Member
16.	Dr. Muhammad Irfan Anis Associate Professor	Co-opted Member

## **PROCEEDINGS**

The Quorum being completed, Dr. Arshad Aziz initiated the proceedings and gave a briefing on the agenda items:

### **Agenda Item # 1:**

#### **Approval of the Change in Course Positioning in Curriculums offered by the Faculty of Approval of the Community Services Policy and Corporate Social Responsibility (CSR) Activities**

Dr. Imtiaz Hussain presented this agenda item, which seeks approval for the newly developed Community Services Policy and Corporate Social Responsibility (CSR) Activities. This policy has been meticulously crafted to make a significant contribution to the welfare and betterment of the community by empowering students to become active contributors to society.

The approval of this policy will enable the university to effectively integrate community service into its academic framework, enriching students' learning experiences while fostering a positive and lasting impact on the community. By engaging in community service initiatives, students will not only develop essential life skills but also gain a deeper understanding of social issues, thereby becoming more responsible and compassionate citizens.

The implementation of this policy aligns with the new frameworks emphasized by the National Computing Education Accreditation Council (NCEAC) and the Pakistan Engineering Council (PEC), which stress the importance of community service as an integral part of the educational process. Both councils recognize that universities play a crucial role in shaping socially responsible graduates who are equipped to address real-world challenges. The emphasis on community service within these frameworks highlights the need for educational institutions to cultivate a sense of civic duty among students, encouraging them to engage with and contribute to their communities meaningfully.

### **Resolution:**

The board members unanimously agreed on the proposed agenda item and will forward the agenda to the Academic Council for approval.

The proposed Community Services Policy is attached as ***Annexure D.***

## *Class Audit Policy*

**Agenda Item # 9:****Approval of the Class Audit Policy for Quality Assurance**

Dr. Imtiaz presented the agenda item regarding the approval of the **Class Audit Policy for Quality Assurance**. The policy is designed to enhance teaching quality and ensure that academic standards are consistently maintained across the Faculty of Engineering, Sciences & Technology (FEST).

The Class Audit Policy establishes a systematic approach to evaluating teaching effectiveness and providing constructive feedback to instructors. It mandates both announced and surprise audits to ensure continuous improvement in teaching practices and adherence to educational objectives. The audits will be conducted twice per semester and will assess areas such as teaching methodology, subject matter expertise, and classroom management.

**Resolution:**

The board members unanimously agreed to the proposed policy. The agenda will be forwarded to the Academic Council for final approval.

The proposed Class Audit Policy is attached as ***Annexure I.***

*IU  
Scholarship*

Ref. Reg.Off/Notification/2024/28

March 28, 2024

## **NOTIFICATION**

In line with the vision of Iqra University to promote higher education in Pakistan as well as make it affordable, a comprehensive scholarship policy has been worked out. The new policy provides fee discounts and scholarships to a wider segment of students. Thus, promoting inclusivity and acknowledging the need for acquiring quality higher education among the masses.

Subsequent to the existing scholarship policy under Clause No. XXXVII of IU Code Book 2020, pp. 142-144, the Competent Authority is pleased to notify the revised elaborated **Scholarships and Financial Assistance Policy** with immediate effect.

The salient features of the policy include:

1. Merit Based Scholarship
2. Talent Based Scholarship
3. Alumni Scholarship
4. Loyalty Scholarship
5. Faculty & Staff Scholarship
6. Need Based Scholarship
7. Financial Assistance
8. Differently Abled Student Scholarship
9. Collaborations

The policy is available for access via the following link:

<https://iqra.edu.pk/admissions/scholarships/>

  
**Aseem Majid Rizvi**  
**Registrar**

*Cc:*

1. The Vice Chancellor
2. Director Finance
3. All Deans
4. All Campus Directors
5. Director QEC
6. Head of SEU and Admissions
7. Heads of All Academic and Administration Departments
8. All Faculty
9. All Staff

# Scholarships

## Introduction:

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

## Available Scholarships and Financial Assistance:

Iqra University offers a diverse range of scholarships and financial assistance opportunities, based on multiple performance and need based eligibility criteria. The level of financial support may range from 10% to 100% subject to the fulfilment of designed policy parameters and qualifying CGPA with full course load for following available Scholarships and Financial Assistance Programs.

- ✓ Merit Based Scholarship
- ✓ Talent Based Scholarship
- ✓ Alumni Scholarship
- ✓ Loyalty Scholarship
- ✓ Faculty & Staff Scholarship
- ✓ Need Based Scholarship
- ✓ Financial Assistance
- ✓ Differently Abled Student Scholarship
- ✓ Collaborations

University has the right to make changes, withdraw or reduce the scholarships and / or financial assistance, as and when thought appropriate at its sole discretion, without notifying or consulting with any stakeholder(s). The decision of the university is final and binding upon the students and can't be challenged with respect to any scholarship and financial assistance offered. The university reserves the right to restrict the number of the student offered scholarship and financial assistance, to introduce additional steps/criteria/interviews/tests, etc., at any time, without any notice or consultation at its sole discretion.

These Scholarships and Financial Assistance are subject to the availability of Funds as allocated by Iqra University at its sole discretion. Students can avail only one scholarship at a time, which is financially most favourable to the student.

## Merit Based Scholarship

Iqra University acknowledges the past academic performance of students under different disciplines, and provide them full chance to improve and earn a better scholarship in the University at the time of admission in any of the campuses of Iqra University. These scholarships are purely merit based with following parameters:

#### 1. Scholarship at Admission Stage based on Prior Academics & Admission Test Performance:

Iqra University acknowledges the past academic performance (Eligibility Education) of students, while conducting its own admission tests at its various campuses. Admission test is designed to gauge the suitability of the potential candidates in relevant courses / programs offered by the University.

Previous Academics Performance {FA / FSC / “A’ Level or equivalent}:

Even if the student has relatively lower performance in the previous academics, the option created by the University gives him / her a chance to earn a scholarship subject to the fact that student has secured at least 45% marks with no subject with less than 40% marks in his / her previous academic qualification. Following two options are designed on the cumulative basis with a ceiling of 35% for the 1st Semester Tuition Fee Only.

<b>Sr. No.</b>	<b>Marks Obtained {%)*</b>	<b>Scholarship Offered <i>Intermediate / “A” Level Result</i></b>	<b>Scholarship Offered <i>Admission Test Result of Iqra University</i></b>
1	50% – 60%	05%	05%
2	> 60% – 70%	10%	05%
3	> 70% – 75%	15%	10%
4	>75% – 80%	20%	15%
5	> 80% – 85%	25%	20%
6	> 85%	30%	25%

Past Academic Performance at the time of admission & Iqra University Admission Test Results marks. These two will settle the total cumulative scholarship %age to be applied subject to maximum ceiling of 35%.

**Previous Academics Performance {Graduate}:**

<b>Sr. No.</b>	<b>Description</b>	<b>Marks Obtained {CGPA/Equivalent %}</b>	<b>Scholarship Offered {Tuition Fee Only}</b>
1	Previous Degree Performance	> 3.80 />	50%
2		>3.60 – 3.80/	40%
3		3.50 – 3.60%	20%

- Above merit-based scholarship is valid ONLY for 1<sup>st</sup> Semester with full course load.

12 / 15 Cr. Hr. for undergraduate programs

12 Cr. Hr. for graduate programs

09 Cr. Hr. programs where limited courses are offered.

- From 2<sup>nd</sup> Semester onwards, student is eligible to avail other academic and non-academic scholarships, if he / she qualifies for the same as per performance criteria set by the respective policy document of the University.

*Note: 1<sup>st</sup> Semester Scholarship, based on prior academic performance & entry test results at the time of admission will not be available to the students in forthcoming semesters.*

- Student can avail only one scholarship at a time, which is most favorable to the student.

## **2. Continuation of Scholarship based on Academic Performance Beyond First Semester for Graduate / Under Graduate Program**

University acknowledges academic performance during the entire academic journey of its students. It gives room for students to keep on improving their performance while winning scholarships from the University as token of appreciation.

University also acknowledges the good and positive behavior in the academic journey and rewards / penalizes students on this account. To qualify for the options following has to be adhered to by the students.

### **General Terms & Conditions:**

1. No disciplinary proceedings pending against the student

2. Students have taken at least 12 / 15 credit hours or 05 Courses for Undergraduate Program, 09/12 credit hours for Graduate Program as the case may be
3. Qualifying CGPA will be 3.5 in each case.

<b>Sr. No.</b>	<b>Description</b>	<b>Marks Obtained GPA</b>	<b>Scholarship Offered {Tuition Fee Only}</b>
1	Semester Examination Results	= 4	60%
2		= > 3.75 < 4	40%
3		= > 3.5 < 3.75%	20%

Student can avail only one scholarship at a time, which is most favorable to the student.

## **Talent Based Scholarship**

Iqra University acknowledges the need for a healthy body for a healthy mind, and in channelizing the energies of the youth in positive & productive directions. University has established state of the art facilities and created other avenues giving students options to best utilize their talent and energies and become more productive citizens of Pakistan.

To encourage the students, both at admission and during their academic journey, University has formulated scholarships to acknowledge the students' talent. To avail scholarships, following are the qualifying criteria:

### **1. At the time of admission:**

- Not less than 45%\* / CGPA 2.0 in his / her last academic qualification
- Must pass University Admission Test
- Student must have been awarded Gold / Silver / Bronze Medal at Regional / National / International Level events organized by the authentic bodies duly verifiable & recognized by the University.
- Must clear the interview and assessment of University's "Talent Assessment Committee"
- Scholarship, if awarded, will be for 1<sup>st</sup> Year only. However, from 2<sup>nd</sup> Year onwards, student will be eligible to avail other academic and non-academic scholarships, if he / she qualifies for it as per performance criteria set by the respective policy document of the University.

\* For AD Program Not less than 40% in his / her last academic qualification

## **2. During Academic Journey with Iqra University:**

- Must have participated in Zonal\* / National / International events at least in last 12 months while being student of the Iqra University
- Must have cleared the interview & assessment of University's "Talent Assessment Committee"
- Haven't represented any other institution / organization during his stay with the University in any Semester
- Must maintain a minimum CGPA is 2.50
- No scholarship will be awarded again for a course in which student has "F" grade.
- No disciplinary proceeding is pending against the student
- Student is not involved in any prohibitive activity
- Student must maintain an attendance of 80% or above

\* Minimum five universities must have participated in such competition to qualify for the scholarship program.

Following Scholarship Grid will be applied in both cases.

<b>Sr. No.</b>	<b>Remarks</b>	<b>Scholarship Offered {Tuition Fee Only}</b> <b>Up to</b>
1	Winner of Gold / Silver / Bronze Medal at International Event	100%
2	Participated at International Event and Winner of Gold / Silver / Bronze Medal at National Level	90%
3	Winner of Gold / Silver / Bronze Medal at National level	80%
4	Winner of Gold / Silver / Bronze Medal at Zonal* / Regional Level Events	50%

Student, if qualifies can avail other academic and non-academic scholarships subject to the condition that he / she qualifies for the same as per criteria set by the respective policy document of the University. Student(s) can avail only one scholarship at a time which is most favorable to the student.

Following are the members of "Talent Assessment Committee"

<i>Sr. #</i>	<i>Designation</i>	<i>Status</i>
<i>a.</i>	<i>Registrar or his / her nominee</i>	<i>Chairman</i>
<i>b.</i>	<i>One Person Nominated by VC</i>	<i>Member</i>
<i>c.</i>	<i>Director Sports</i>	<i>Member</i>
<i>d.</i>	<i>Coach / Mentor / Facilitator</i>	<i>Member</i>
<i>e.</i>	<i>Director / Head Students Societies</i>	<i>Member</i>

If student(s) win the Gold / Sliver / Bronze Medal in aforementioned events or in any H.E.C Inter-University Championship, University will pay an additional prize money @ PKR 35,000/- for winning Gold Medal, @PKR 25,000/- for winning Silver Medal, and @PKR 20,000 for winning Bronze Medal. This additional prize will be extended to all such winners.

### 1) Collaborations {MOU for Supporting HEC}

Vision of Iqra University, as defined in its vision & mission statement, is to provide affordable education to citizens of Pakistan. In order to achieve its vision, University signs-off Memorandum- Of-Understanding {MOU} with different Welfare Organizations / NGOs / NPOs / Trusts etc. to offer scholarships to deserving students in its various programs.

Iqra University, enters into MOUs with organization offering different scholarships, based on the very basic concept that each student, referred / supported by any such Organization must meet Iqra University basic admission criteria and must continue to comply, during his / her education journey, with Iqra University minimum academic criteria to continue availing the scholarship.

#### **Eligibility Criteria:**

- Student must be a citizen of Pakistan
- Attain the required academic minimums for admission
- Have an outstanding academic performance
- Outstanding talent in legitimate and recognized extra-curricular activities
- Must take full course load in regular semester with a qualifying CGPA
- Must be properly approved by the sponsoring body in writing, after due diligence and verification of academic performance.

Percentage of scholarship offered under any MOU based program will be on the recommendation of Director Finance and Approval of Chancellor / Vice Chancellor up to

30%. Any discount exceeding 30% is to be approved by Chancellor on the recommendation of Director Finance + Vice Chancellor. This discount will be offered only on Tuition Fee.

After 1<sup>st</sup> Semester, student(s) can avail other scholarships offered by the University, if he /she qualifies for it as per performance criteria set by the respective policy document of the University. Student can avail only one scholarship at a time, most favourable to the student.

To Continue, availing the scholarship, the student must meet the following basic criteria failing which scholarship will be withdrawn:

**General Terms & Conditions:**

1. No disciplinary proceeding is pending against the student
2. Student is not involved in any prohibitive activity
3. CGPA is 2.50 or above
4. No “F” grade in any subject
5. Must have 80% attendance
6. Must participate in “IU Volunteer Program” of Iqra University

## **Alumni Scholarship**

Iqra University offers scholarships to its Alumni to encourage them for further studies. Students shall avail the Alumni scholarship for their under graduate and graduate degrees based on prior performance in last degree at the time of admission. This will be applicable for the entire journey of the students on Tuition Fee only.

<b><i>IU Degree CGPA</i></b>	<b><i>Scholarship Percentage</i></b>
<i>CGPA &gt; 3.75</i>	<i>30%</i>
<i>CGPA &gt; 3.50 &lt;= 3.75</i>	<i>25%</i>
<i>CGPA &gt; 3.0 &lt; = 3.50</i>	<i>20%</i>
<i>CGPA 2.5 &lt; = 3.0</i>	<i>15%</i>

**General Terms & Conditions:**

1. After 1<sup>st</sup> semester maintaining CGPA is compulsory to continue with scholarship offered as below:

	<b><i>Grade At Admission</i></b>
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<b>Grade In Semesters</b>	<b>CGPA &gt; 3.75</b>	<b>CGPA &gt; 3.5 &lt; = 3.75</b>	<b>CGPA &gt;2.5 &lt; = 3.5</b>	<b>CGPA 2.5</b>
CPGA = > 3.50	30%	25%	20%	15%
CGPA 3.00 to 3.49	22%	18%	15%	11%
CGPA 2.50 to 2.99	15%	12%	10%	8%

2. 100% of the scholarship offered is withdrawn if:

- CGPA falls below 2.50
- “F” grade in any subject
- Any disciplinary proceeding is pending against the student
- Student is involved in any prohibitive activity
- Student drops any Semester during his / her educational journey
- Student fails to maintain 80% attendance

Alumni, after 1<sup>st</sup> Semester, can avail other academic and non-academic scholarships, if he / she qualifies for it as per performance criteria set by the respective policy document of the University. The student can avail only one scholarship at a time, which is most favorable to the student.

The above is inclusive of Iqra University Associate Degree & Degree Program students.

## **Loyalty Scholarship**

Iqra University offers admissions through its multiple campuses in Sindh & Federal Capital Territory. To facilitate the students coming from the same family, University offers scholarship to the family members to share the burden on Tuition Fee aligning to its mission to educate Pakistani Citizen at an affordable price.

### **Sibling Admission Scholarship:**

<b>Sr. No.</b>	<b>Description</b>	<b>First Student</b>	<b>Second Student</b>	<b>More Than Two</b>
1	No Sibling	0%	0%	0%

2	One Sibling *	10%	10%	0%
3	More than One sibling **	15%	15%	15%

\* *Two from same family*

\*\* *More than two but up to four from the same family.*

In order to maintain the scholarship after the 1<sup>st</sup> Semester following would be applicable.

#### **General Terms & Conditions:**

1. Must qualify Iqra University admission criteria
2. Must provide evidence of relationship {NADRA Form B / FRC}
3. Step brother(s) and sister(s) are not considered part of the family
4. After 1<sup>st</sup> semester maintaining CGPA is compulsory to continue with scholarship offered as below:

<b><i>Grade In Semesters</i></b>	<b><i>CGPA = &gt; 3.5</i></b>	<b><i>CGPA 3.00 to 3.49</i></b>	<b><i>CGPA 2.5 to 2.99</i></b>
No Sibling	0%	0%	0%
One Sibling	10%	7.5%	5%
> One Sibling	15%	11.25%	7.5%

5. 100% of the scholarship offered is withdrawn if:

- CGPA falls below 2.50
- “F” grade in any subject
- Any disciplinary proceeding is pending against the student
- Student is involved in any prohibitive activity
- Student drops any Semester during his / her educational journey
- Student fails to maintain 80% attendance

6. Scholarship is calculated on the basis of the date of admission of each student, while existing sibling discount will be calculated on the admission fee applicable at the time student has taken the admission

7. Sibling scholarship is based on the date of admission, with no prior period adjustment under any circumstances

8. Sibling scholarship as mentioned above is applicable for each sibling's independent scores and will not impact each other's academic performance for availing the scholarship

9. Sibling scholarship once awarded will continue till completion of the program subject to condition in (d) and (e)

Sibling, after 1<sup>st</sup> Semester, can avail other academic and non-academic scholarships, if he / she qualifies for it as per performance criteria set by the respective policy document of the University. The student can avail only one scholarship at a time, which is most favorable to the student.

#### **Children & Spouse Admission Scholarship:**

Spouse & Children of Iqra University Graduates will be offered a scholarship of 20% only on Tuition Fee.

#### **General Terms & Conditions:**

1. Must qualify Iqra University admission criteria
2. Must provide evidence of relationship as defined by the University
3. After 1<sup>st</sup> semester maintaining CGPA is compulsory to continue with scholarship offered as below:

<b><i>Grade In Semesters</i></b>	<b><i>CGPA = &gt; 3.5</i></b>	<b><i>CGPA 3.00 to 3.49</i></b>	<b><i>CGPA 2.5 to 2.99</i></b>
Spouse & Children	20%	15%	10%

4. 100% of the scholarship offered is withdrawn if:

- CGPA falls below 2.50
- "F" grade in any subject
- Disciplinary proceeding pending against the student
- Student is involved in any prohibitive activity
- Student drops any Semester during his / her educational journey
- Student fails to maintain 80% attendance

5. Scholarship is calculated on the basis of date of admission of each student

6. Scholarship as mentioned above is applicable for each Spouse & Children's independent scores and will not impact each other's academic performance for availing the scholarship

7. Scholarship once awarded will continue till completion of the program subject to condition in (c) and (d) above

Student(s) can avail other academic and non-academic scholarships offered by the University, if he /she qualifies for it as per performance criteria set by the respective policy document of

the University. The student can avail only one scholarship at a time, which is most favorable to the student.

## **Faculty & Staff Scholarship**

Iqra University, encourages its faculty & staff members and their spouse and children to pursue further education in the field of their choice. To facilitate its Faculty & Staff Development, scholarship on Tuition Fee is being offered based on length of service to each employee of Iqra University.

<b>Description</b>	<b>Service &gt; 1 year</b>	<b>Service &gt; 2 year</b>	<b>Service &gt; 3 year</b>	<b>Service &gt; 5 year</b>
Scholarship – Tuition Fee Only  {G1, G2, M1, M2, M3, A1, A2}	25%	50%	60%	80%
Scholarship – Tuition Fee Only  {M4, M5, M6, A3, A4, A5, A6}	15%	30%	40%	50%
Scholarship – Tuition Fee Only  (M7, M8, M9, M10, A7, A8)	10%	15%	25%	30%

In order to continue with the above offered scholarship, following criteria must be maintained by the employee during his / her academic journey.

### **General Terms & Conditions:**

1. Must qualify Iqra University admission criteria
2. Must provide evidence of relationship as defined by the University
3. Employee, his / her spouse and children opt for courses from Iqra University other than MS / Certificate course(s)
4. Employee, his / her spouse and children can't take admission at the Campus, in which he / she is employed unless approved by Vice Chancellor
5. Employee must have successfully completed probation period
6. 100% of the scholarship offered is withdrawn if:

- CGPA falls below 2.50
- “F” grade in any subject
- Any disciplinary proceeding is pending against the student
- Student is involved in any prohibitive activity
- Student drops any Semester during his / her educational journey
- Students fails to maintain 80% attendance

7. Student must actively participate in “IU Volunteer Program” of Iqra University

8. Employee must serve Iqra University for at least one year after completion of studies

Student(s) can avail other scholarships offered by the University, if he /she qualifies for it as per performance criteria set by the respective policy document of the University.

Student can avail only one scholarship at a time, which is most favorable to the student.

In case Employee leaves Iqra University without serving the mandatory one-year period after completing the studies, he / she refund the amount of Scholarship on Tuition Fee under this policy, as per following recovery matrix:

<i>Description</i>	<i>Service &gt; 1</i>	<i>Service &gt; 2</i>	<i>Service &gt; 3</i>	<i>Service &gt; 5</i>
Served up to six months	80%	60%	50%	20%
Served beyond six months but less than one year	40%	30%	25%	10%

Employee who has already availed the scholarship / discount, prior to issuance of this policy, will continue to enjoy the already approved discount as per terms & conditions applicable at the time of approval of their respective scholarship / discount under this head. However, recovery proceeding in case of mandatory period with Iqra University after completion of their study will be applied, in case of non-compliance.

## **Need Based Scholarship**

Iqra University’s mission is to keep higher education for citizens of Pakistan at affordable level, while acknowledging the fact that there would be bright and talented students who still can’t afford to pay for their higher education. To support all such deserving students, Iqra University extends financial supports in terms of waiver of Tuition Fee up to 100%.

To ensure transparency in its approach, and properly understand each financially weak student needs, Iqra University, has established a “Financial Assistance Committee”, to evaluate each application which is duly supported by documents (Family income, liabilities,

financial status etc.), and give a proper chance to each deserving student to present his / her case before the Committee. The committee is to form a standard rubric for assessments across all the campuses. The committee is to meet during the first 4 weeks of the commencement of semester to finalize the cases. Following are members of the Committee.

<i>Sr. #</i>	<i>Designation</i>	<i>Status</i>
<i>a.</i>	<i>Registrar</i>	<i>Chairman</i>
<i>b.</i>	<i>Campus Director</i>	<i>Member</i>
<i>c.</i>	<i>Director Finance or his / her nominee</i>	<i>Member</i>
<i>d.</i>	<i>Deputy Registrar of relevant Campus</i>	
<i>d.</i>	<i>Director / Manager Student Affairs</i>	<i>Member</i>

Registrar is to complete all the cases of IU campuses and make the recommendations including the total financial effects for the approval of VC latest by 5<sup>th</sup> week of commencement of semester.

#### **General Terms & Conditions:**

1. Must qualify Iqra University admission criteria
2. Proof of Financial Condition of the students
3. Properly filled-out prescribed Application Form
4. 100% of the scholarship offered is withdrawn if:
  - CGPA falls below 2.50
  - “F” grade in any subject
  - Any disciplinary proceeding is pending against the student
  - Student is involved in any prohibitive activity
  - Student drops any Semester during his / her educational journey
  - Students fails to maintain 80% attendance
5. Student must actively participate in “IU Volunteer Program” of Iqra University

## **Financial Assistance**

Keeping in view the socio-economic conditions, Iqra University offers Qarz-E-Hasana to the deserving students with week financial position to pursue their dream of higher education from Iqra University. No interest is charged by the University on such support extended to the deserving students.

The Financial Assistance Committee, as constituted under para 6 will decide about such cases too. However, for Qarz-e-Hasana, the committee can meet once every month to dispose off applications received.

**General Terms & Conditions:**

1. No disciplinary proceeding is pending against the student
2. Student is not involved in any prohibitive activity
3. CGPA is 2.50 or above
4. No “F” grade in any subject
5. Must have 80% attendance
6. Proof of Financial Condition of the student
7. Properly filled-out prescribed Qarz-E-Hasana Form
8. No. of Semester(s) such support is required
9. Student must actively participate in “IU Volunteer Program” of Iqra University

**Extent of Financial Support:**

Following grid will be applicable to determine the extent of financial support

Sr. No.	Condition	Tuition Fee Support {Up to}
1	If Parents fall under the category equivalent to G1, G2 of Iqra University	50%
2	If Parents fall under the category equivalent to M1, M2 & M3 of Iqra University	30%
3	If Parents are deceased and guardian fall under the category equivalent to G1, G2 of Iqra University	60%
4	If Parents are deceased and guardian fall under the category equivalent to M1, M2, M3 of Iqra University	40%
5	Self-employed and fall under the category equivalent to G1, G2 of Iqra University	50%
6	Self-employed and fall under the category equivalent to M1, M2, M3 of Iqra University	30%

In exceptional cases, where performance of such deserving student is outstanding following matrix will be applied for the financial support irrespective of the above grid:

<b>CGPA</b>	<b>Qarz-E-Hasana</b>
= 4	80%
= > 3.75 < 4.0	70%
=> 3.5 < 3.75	60%

Qarz-E-Hasana amount will be returned to the University within one year of graduation in equal instalments or lump sum as per convenience of the student. This program is subject to the availability of the allocated budget and funds, as defined by the University at its sole discretion.

## **Differently Abled Students Scholarship**

### **Differently Abled Students Scholarship:**

IU is committed to providing support to differently abled students, ensuring equitable access to educational opportunities for all. Financial assistance program is designed to further this mission with following specific details:

### **Eligibility Criteria:**

- Student must be a citizen of Pakistan
- Attain the required academic minimums for admission
- Have an outstanding academic performance\*
- Must produce “Disability Certificate” certified by National /Provincial Council for the Rehabilitation of Disabled Persons or a CNIC with a disability logo or proof of registration in NADRA’s database as a “Special Person”
- Must take full course load in regular semester with a qualifying CGPA of 2.5

Following further conditions will apply to all differently abled students of Iqra University:

- 100% scholarship on Tuition Fee
- Age relaxation of up to 10 years for admission
- One seat for MS, M.Phil & PhD

\* As defined by HEC Policy guidelines.