

COMSIS:

COMSIS is a part of **CUOnline** and is the student information system used at COMSATS. This portal is used by students to view daily academic activities at COMSATS (Attendance, Result, Quiz, Assignment, Sessional, Final).

The main components of student portal are

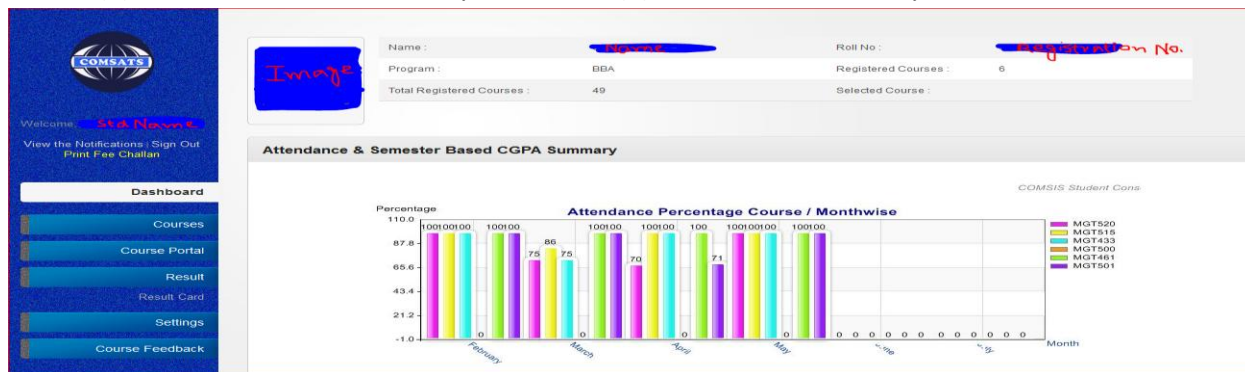
1) Dash Board	2) Registered Courses Summary	3) Online course registration
4) Class proceedings	5) Quiz/Assignment/Sessional/Final marks	6) Course Portal
7) Result Card	8) Fee Challan	

Dash Board:

Dash board displays

- 1) Month based summary of current semester's attendance for each course registered by the student
- 2) Semester based CGPA of the previous semesters of the student.

Screen (1) shows attendance summary and Screen (2) shows CGPA summary



Screen (1)



Screen (2)

Registered Courses Summary:

Registered courses summary displays

- 1) List of courses registered by the student in current semester
- 2) An overview of attendance of each course

Note:

This section is also used to select a course by clicking title (Name) of the course. A course should be selected to view attendance and marks details of the course.

Screen (1) shows registered courses summary when no course is selected and screen (2) shows registered courses summary with a course selected.

Serial	Course	Class	Faculty	Total	Presents	Absents	%
1	Advertising and Event Management	BBA 8 Semester8 Course	Muhammad Waqas	29	25	4	86%
2	Brand Management	BBA 8 Semester8 Course	Tahir Mumtaz Awan	30	29	1	97%
3	Financial Institutions	BBA 8 Semester Course	Ayesha Rashid Lone	28	26	2	93%
4	Internship	BBA 8 Semester Course	Aamer Waheed Satti	0	0	0	0%
5	Project Management	BBA 8 Semester8 Course	Riffat Abbas Rizvi	28	28	0	100%
6	Strategic Management	BBA 8 Semester Course	Adil Tahir Paracha	24	22	2	92%

Screen (1)

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5	Project Management	BBA 8 Semester8 Course	Riffat Abbas Rizvi	28	28	0	100%
6	Strategic Management	BBA 8 Semester Course	Adil Tahir Paracha	24	22	2	92%

Screen (2)

Online Course Registration:

Online course registration is available to students from 2nd semester. Using this option, students can select and register their courses for the next semester. Student should print the registration card and submit the card to confirm course registration. This option is available to students who

1. Have GAS academic status (Good standing), for undergraduate students have this status if CGPA ≥ 2.0 while for Graduate/PhD students the CGPA should be ≥ 2.50
2. Have paid fee for the current semester

Department coordinators register courses of the students who do not have registration status GAS. In case of unpaid fee courses can only be registered using student console or coordinator console when the fee gets paid.

Screen (1) below shows student who has the online course registration and screen (2) shows student who has unpaid fee status.

View the Notifications | Sign Out

Dashboard

Course Registration

Register Courses

Registration Card

Courses

Course Portal

Result

Settings

Course Feedback

Online Course Registration

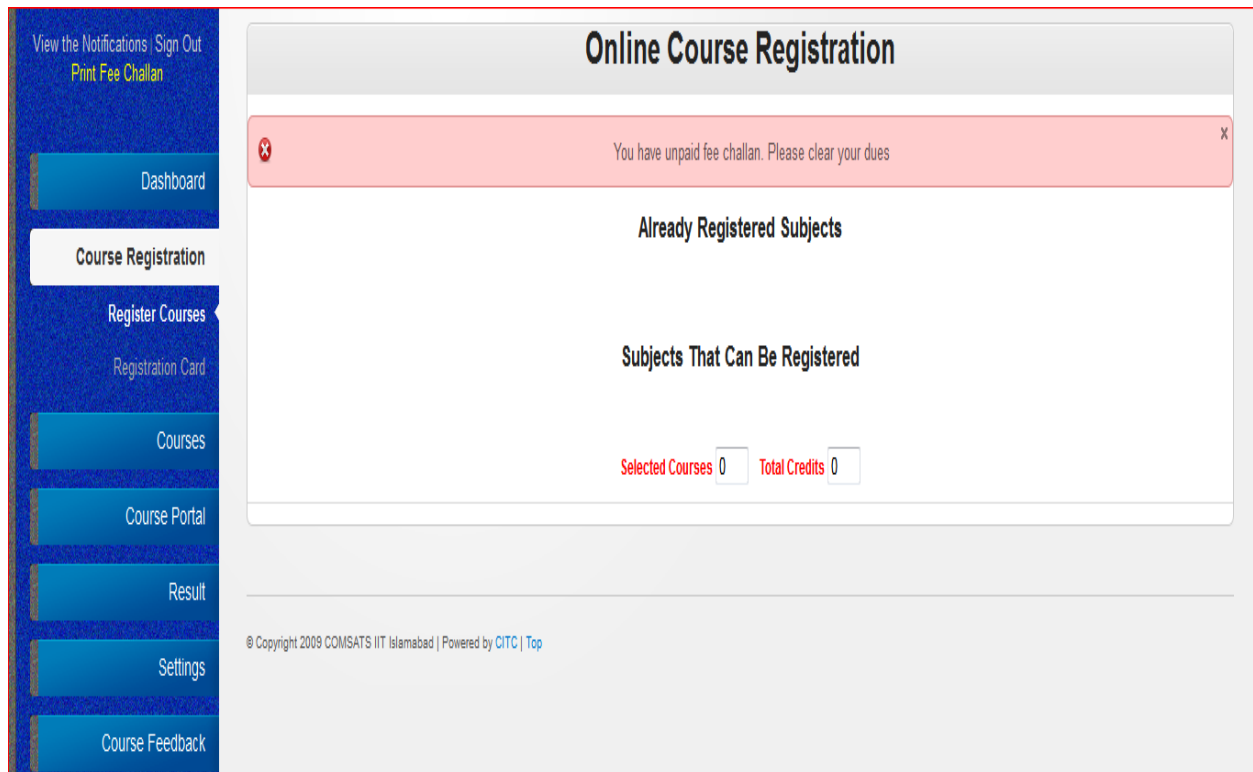
Already Registered Subjects

Serial	Course Code	Course Title	Credit Hours
<input type="checkbox"/> 1	MTH462	Advanced Numerical Analysis	3
<input type="checkbox"/> 2	MTH486	Fluid Mechanics	3
<input type="checkbox"/> 3	MTH423	Advanced Complex Analysis	3
<input type="checkbox"/> 4	MTH499	Project Report	3
<input type="checkbox"/> 5	MTH426	Introduction to Measure Theory	3

Cancel Registration Of Selected Registered Subjects

Subjects That Can Be Registered

	Course Name	Class	Section	Credits	Strength	Status
<input type="checkbox"/> 1	Calculus III(MTH203)	BSM-3-Semester Course-A	A	3	1	Prev_Regd
<input type="checkbox"/> 2	Partial Differential Equations(MTH343)	BSM-5-Semester Course-A	A	3	0	Prev_UnRegd
<input type="checkbox"/> 3	Special Functions(MTH344)	BSM-6-Semester Course-A	A	3	1	Prev_UnRegd
<input type="checkbox"/> 4	Real Analysis I(MTH321)	BSM-5-Semester Course-A	A	3	1	Prev_UnRegd



Screen (2)

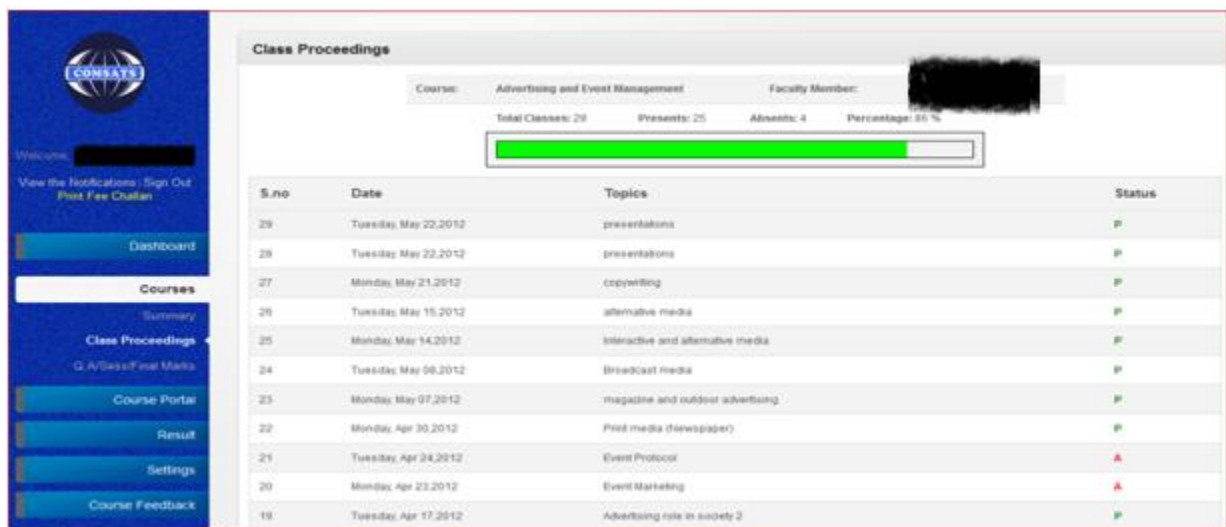
Minimum & Maximum Credit hours:

1. Undergraduate students cannot register credit hours less than 12 and greater than 21 except students who attend extra semester (due to failed courses or improvement) for such student's minimum credit hours limit is removed but maximum credit hour limit remains the same.
2. For graduate/PhD students maximum credit hours limit is the same but there is no minimum credit hours limit.

Attendance:

This section displays attendance details of the selected course (**Selected from registered courses summary**). The details include

- 1) Summary of attendance total classes, presents and absents with attendance percentage
- 2) Course details
- 3) Date the lecture was delivered
- 4) Contents covered in the lecture
- 5) Student attendance status in the lecture (**P=Present and A=Absent**)



S.no	Date	Topics	Status
29	Tuesday, May 22, 2012	presentations	P
28	Tuesday, May 22, 2012	presentations	P
27	Monday, May 21, 2012	copywriting	P
26	Tuesday, May 15, 2012	alternative media	P
25	Monday, May 14, 2012	interactive and alternative media	P
24	Tuesday, May 08, 2012	Broadcast media	P
23	Monday, May 07, 2012	magazine and outdoor advertising	P
22	Monday, Apr 30, 2012	Print media (newspaper)	P
21	Tuesday, Apr 24, 2012	Event Protocol	A
20	Monday, Apr 23, 2012	Event Marketing	A
19	Tuesday, Apr 17, 2012	Advertising role in society 2	P

Minimum Attendance Required:

A minimum of **80%** attendance is required in each course. Student cannot sit in final exam of the course if the course attendance of the student is less than 80% (without final the course is considered as fail) .

Marks:

Probation & DI:

In COMSATS it is necessary to maintain CGPA to a certain level i.e **CGPA \geq 2.0 (Undergraduate)** and **CGPA \geq 2.50 (Graduate/PhD)**.

- If in one semester CGPA of a student falls below the above mentioned CGPA the academic status of the student becomes Probation.
- If a student having probation does not manage to improve CGPA in next semester to the above mentioned CGPA the student status becomes DI which means the student is moved back to first semester (if the student is in 2nd, 3rd or 4th semester).

Marks section displays the following details for the selected course

- 1) Details of Assignments marks
- 2) Details of quiz marks
- 3) Details of Sessional (1&2) marks
- 4) Details of LAB Assignment marks (Only for LAB Courses)
- 5) Details of LAB Sessional (1&2) marks (Only for LAB Courses)
- 6) Details of final exam
- 7) Details of LAB final marks (Only for LAB Courses)
- 8) Mid Term marks (Only for Graduate/PhD Students)

The screenshot displays the COMSATS Marks section. At the top, student details are shown: Name: Abdul Rehman, Roll No: [redacted], Program: BEL, Registered Courses: 5, Total Registered Courses: 23, and Selected Course: Digital Logic Design. Below this, the 'Quiz Assignment Marks' section is visible, showing the Course: Digital Logic Design (3+1) and Faculty Member: Farzana Shaheen. A table titled 'Quiz Marks' lists four quizzes with their dates, topics, total marks, obtained marks, and percentages. The table also includes a summary row for the total and projected obtained marks.

Serial	Date	Quiz Topic	Total	Obtained	%
1	Feb 13, 2012	Quiz1	5	0	0
2	Feb 28, 2012	Quiz2	5	1.5	30
3	Apr 24, 2012	Quiz3	5	1.5	30
4	May 09, 2012	Quiz4	5	5	100
=			20	8	40
Projected Obtained:			15	6	40

Quiz Marks

Assignment Marks						
Serial	Date	Assignment Topic	Total	Obtained	%	
1	Feb 13,2012	Assign1	10	7	70	<div><div></div></div>
2	Feb 27,2012	Assign2	20	19	95	<div><div></div></div>
3	Mar 26,2012	Assign3	10	4	40	<div><div></div></div>
4	May 14,2012	Assign4	10	7	70	<div><div></div></div>
		=	50	37	74	<div><div></div></div>
		Projected Obtained:	10	7.4	74	<div><div></div></div>

Sessional1 Marks						
S.No	Date	Topic	Total	Obtained	%	
1	Mar 05,2012	Sessional1	10	6.8	68	<div><div></div></div>
		=	10	6.8	68	<div><div></div></div>
		Projected Obtained:	10	6.8	68	<div><div></div></div>

Assignment & Sessional-1 Marks

Sessional2 Marks						
S.No	Date	Topic	Total	Obtained	%	
1	Apr 30,2012	Sessional2	15	9	60	<div><div></div></div>
		=	15	9	60	<div><div></div></div>
		Projected Obtained:	15	9	60	<div><div></div></div>

Sessional-2 Marks

Lab Assignment Marks						
Serial	Date	Assignment Topic	Total	Obtained	%	
1	May 23,2012	LabAssign1	25	22.5	90	<div><div></div></div>
		=	25	22.5	90	<div><div></div></div>
		Projected Obtained:	25	22.5	90	<div><div></div></div>

Lab Sessional 1 Marks						
Serial	Date	Sessional Topic	Total	Obtained	%	
1	May 29,2012	LabSessional1	10	9	90	<div><div></div></div>
		=	10	9	90	<div><div></div></div>
		Projected Obtained:	10	9	90	<div><div></div></div>

Lab Sessional 2 Marks						
Serial	Date	Sessional Topic	Total	Obtained	%	
1	May 29,2012	LabSessional2	15	13.5	90	<div><div></div></div>
		=	15	13.5	90	<div><div></div></div>
		Projected Obtained:	15	13.5	90	<div><div></div></div>

LAB Assignment, LAB Sessional-1 & LAB Sessional-2 Marks

Marking Criteria:

- 1) Undergraduate programs
- 2) Graduate/PhD programs

Undergraduate Programs:

Marks evaluation of undergraduate programs is based on

- a) Details of Assignments marks
- b) Details of quiz marks
- c) Details of Sessional (1&2) marks
- d) Details of LAB Assignment marks (Only for LAB Courses)
- e) Details of LAB Sessional (1&2) marks (Only for LAB Courses)
- f) Details of final exam
- g) Details of LAB final marks (Only for LAB Courses)

Graduate/PhD Programs:

- a) Quiz/Assignment marks(No separate quiz and assignment)
- b) Midterm marks (No sessional-1 and sessional-2)
- c) Final marks

Marks Distribution:

Undergraduate Programs:

Each item in marks criteria has its own percentage in marks calculation. The 100 marks of the course are calculated as shown in the chart below.

1. If a student missed quiz in Non-LAB course or a Quiz was not conducted before final exam the student will lose 15 marks (0/15) of the course. Similarly the student will lose marks if he/she missed any of the marking items shown in chart.
2. For a lab Course if student misses LAB Assignment it means that the student lost 25% of the 25 marks of the LAB which is **6.25** marks. Similarly if in LAB course theory quiz is missed it means the student lost 15% of the 75 marks of theory which is **11.25**.
3. **For a LAB course a student will be considered as fail if he/she is fail in either theory or LAB. Student must get 50% marks in each.**

Note:

There is no limit on number of quizzes and assignments but there must be at least one quiz and one assignment. If 3 quizzes are taken for a Non-LAB course it means each quiz is of 5 marks so

in this case if a student missed one quiz it means the student **lost 5 marks**. More number of quizzes and assignments increase chances to improve the grades.

(The LAB course described here as an example is 3+1 which means the course is of 4 credit hours consisting of 3 theory hours and 1 LAB hour. LAB and theory percentage differ with credit hours)

Courses Without LAB	
Quiz	15%
Assignment	10%
Sessional-1	10%
Sessional-2	15%
Final	50%

LAB Courses		
LAB	25% Of total 100 marks	
	LAB Assignment	25%
	LAB Sessional-1	10%
	LAB Sessional-2	15%
	LAB Final	50%
Theory	75% Of total 100 marks	
	Quiz	15%
	Assignment	10%
	Sessional-1	10%
	Sessional-2	15%
	Final	50%

Graduate/PhD Programs:

Evaluation rules are the same as described above for the undergraduate programs except percentage of each item.

Graduate/PhD Course	
Quiz/Assignment	25%
Midterm	25%
Final	50%

Course Portal:

Course portal is used for online assignment submission. Teachers upload assignments and students can view/download assignments for each course.

1. Screen (1) shows summary of online assignments for the courses registered in current semester
2. Screen (2) displays list of pending assignments that the student should submit. This screen is used to download the assignment file uploaded by the teacher and also used to submit assignment.

View the Notifications Sign Out						
Course Portal Summary						
#	Course Title	Assignment Title	Start-Date	DeadLine	Submission	Status
1	Developmental Biology	d	06 Aug,2012	30 Aug,2012	Submitted	Open
2	Introductory Molecular Biology	Assignment 1	08 Aug,2012	23 Aug,2012	Pending	Open
3	Developmental Biology	f	09 Jul,2012	03 Aug,2012	NotSubmitted	Closed
4	Introductory Molecular Biology	Assignment 1	13 Jul,2012	31 Jul,2012	NotSubmitted	Closed
5	Introductory Molecular Biology	Assignment 1	10 Jul,2012	31 Jul,2012	NotSubmitted	Closed
6	Introductory Molecular Biology	testing 123	09 Jul,2012	31 Jul,2012	NotSubmitted	Closed
7	Introductory Molecular Biology	test	08 Jul,2012	31 Jul,2012	NotSubmitted	Closed
8	Introductory Molecular Biology	Assignment 1	02 Jul,2012	30 Jul,2012	NotSubmitted	Closed
9	Introductory Molecular Biology	Assignment 1	19 Jul,2012	28 Jul,2012	NotSubmitted	Closed

Screen (1)

View the Notifications Sign Out						
Course Portal Pending Assignments						
#	Course Title	Assignment Title	DeadLine	Download	Submit Now	
1	Introductory Molecular Biology	Assignment 1	23 Aug,2012	Download Files	Upload File	

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Screen (2)

Note:

If an assignment gets closed students cannot submit assignment so assignment should be submitted before the deadline. Once the student uploads assignment the file cannot be changed so students should be careful when submitting the assignment. (Make sure you select the right file for the right assignment)

Result Card:

Using this, students can view and print their result cards which contains semester based result and result of each course studied in each semester.

Note:

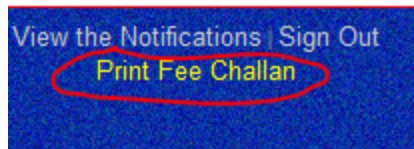
Result of the current semester is not displayed until and unless exam section notifies the semester result.

View the Notifications Sign Out Dashboard Course Registration Courses Course Portal Result Result Card Settings Course Feedback	Student Result Card				
	Click Here For Print Version				
	Result Semester: Fall 2009				
	Course No	Course Title	Credit	Marks	LG GP
	CSC101	Intro to Computing	3	82	B+ 3.3
	HUM100	English Comprehension & Composition	3	86	A- 3.7
	HUM220	Introduction to Psychology	3	88	A- 3.7
	MTH101	Calculus I	3	97	A 4
	MTH112	Set Theory & Logic	3	85	A- 3.7
	PHY102	Newtonian Mechanics	3	73	B- 2.7
CGPA: 3.52		Scholistic Status: GAS			
Result Semester: Spring 2010					
		Course No	Course Title	Credit	Marks LG GP
		CSC141	Introduction to Computer Programming	4	88 A- 3.7
		ENV101	Fundamentals of Environmental Sciences	3	81 B+ 3.3
		HUM103	Communication Skills	3	85 A- 3.7
		HUM110	Islamic Studies	3	87 A- 3.7

Fee Challan:

Students can print their fee challan using student console. The challan has 4 copies

1. Bank Copy (Bank keeps this copy)
2. Student Copy (Student keeps this copy)
3. Accounts copy (Should be submitted to accounts section)
4. Department Copy (Should be submitted to department)



Habib Bank A/C #: 1742-00072451-01 Alfalsh Bank A/C #: 0082-01001617 Allied Bank A/C #: 0996-012000101-1				Habib Bank A/C #: 1742-00072451-01 Alfalsh Bank A/C #: 0082-01001617 Allied Bank A/C #: 0996-012000101-1				Habib Bank A/C #: 1742-00072451-01 Alfalsh Bank A/C #: 0082-01001617 Allied Bank A/C #: 0996-012000101-1				Habib Bank A/C #: 1742-00072451-01 Alfalsh Bank A/C #: 0082-01001617 Allied Bank A/C #: 0996-012000101-1			
Challan# FA12-2050621 Bank Copy				Challan# FA12-2050621 Accounts Copy				Challan# FA12-2050621 Department Copy				Challan# FA12-2050621 Student Copy			
Issue Date		04-05-2012		Due Date:		31-05-2012		Issue Date		04-05-2012		Due Date:		31-05-2012	
COMSATS Institute of Information Technology Islamabad				COMSATS Institute of Information Technology Islamabad				COMSATS Institute of Information Technology Islamabad				COMSATS Institute of Information Technology Islamabad			
Roll No: [REDACTED]				Roll No: [REDACTED]				Roll No: [REDACTED]				Roll No: [REDACTED]			
Name: [REDACTED]				Name: [REDACTED]				Name: [REDACTED]				Name: [REDACTED]			
Program		BSM		Semester		9		Program		BSM		Semester		9	
Status		Regular Non-Engineering 6th Semester Onward		Session		Fall 2012		Status		Regular Non-Engineering 6th Semester Onward		Session		Fall 2012	
Description		Amount (Rupees)		Description		Amount (Rupees)		Description		Amount (Rupees)		Description		Amount (Rupees)	
Registration_Fee		3000.00		Registration_Fee		3000.00		Registration_Fee		3000.00		Registration_Fee		3000.00	
Examination_Fee		3000.00		Examination_Fee		3000.00		Examination_Fee		3000.00		Examination_Fee		3000.00	
Library_Fee		1000.00		Library_Fee		1000.00		Library_Fee		1000.00		Library_Fee		1000.00	
Laboratory_Fee		5000.00		Laboratory_Fee		5000.00		Laboratory_Fee		5000.00		Laboratory_Fee		5000.00	
Student_Club		500.00		Student_Club		500.00		Student_Club		500.00		Student_Club		500.00	
Tuition_Fee		32000.00		Tuition_Fee		32000.00		Tuition_Fee		32000.00		Tuition_Fee		32000.00	
Sports_Fee		500.00		Sports_Fee		500.00		Sports_Fee		500.00		Sports_Fee		500.00	
TOTAL PAYMENT UPTO 31-05-2012		45000		TOTAL PAYMENT UPTO 31-05-2012		45000		TOTAL PAYMENT UPTO 31-05-2012		45000		TOTAL PAYMENT UPTO 31-05-2012		45000	
TOTAL PAYMENT UPTO 04-06-2012		46000		TOTAL PAYMENT UPTO 04-06-2012		46000		TOTAL PAYMENT UPTO 04-06-2012		46000		TOTAL PAYMENT UPTO 04-06-2012		46000	
1. There will be no extension of dates and no installments. 2. Registration for 'Fall 2012' will be completed on payment of full dues and clearing of pre-requisites. 3. Correction will not be accepted.				1. There will be no extension of dates and no installments. 2. Registration for 'Fall 2012' will be completed on payment of full dues and clearing of pre-requisites. 3. Correction will not be accepted.				1. There will be no extension of dates and no installments. 2. Registration for 'Fall 2012' will be completed on payment of full dues and clearing of pre-requisites. 3. Correction will not be accepted.				1. There will be no extension of dates and no installments. 2. Registration for 'Fall 2012' will be completed on payment of full dues and clearing of pre-requisites. 3. Correction will not be accepted.			