Disclaimer:

All rights reserved

The contents of this Handbook have been presented as clearly as possible, but in case of any ambiguity the interpretation of UIT’s management will be taken as final.

UIT reserves the right to modify any statement or condition in any section or part in this Handbook as it deems fit, it accepts no responsibility for any consequences of such modifications.
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Welcome to Usman Institute of Technology

Dear Students,

It is a pleasure to welcome you to Usman Institute of Technology. Here you will be exploring and discovering new ideas, interacting with students coming from diversified cultures and backgrounds. In short you will undergo a life changing experience and will have an opportunity to discover some of your hidden talents.

Over the years, UIT has progressed remarkably well in terms of quality of education and meeting market requirements. It pays special attention to the grooming of students so that after successfully completing their degrees they are ready to face challenges of life with the newly acquired knowledge and skills.

UIT places the highest importance to acquiring, retaining and developing of highly qualified and experienced faculty. It also provides state-of-the-art computing and electrical engineering labs, well-equipped and fully computerized library, airconditioned class rooms and cafeteria where students can unwind after a day’s heavy schedule.

This Handbook emphasises the values and standards we adhere to. We expect you to adopt these values inside and outside UIT.

UIT will be your home for next four years. It is important that during this time you strive to achieve the best in curricular, and extra-curricular activities and get the most out of the institute and faculty.

Razia Yunus
Manager, Student Affairs
PREFACE

This Student Handbook has been compiled to help and guide you about the rules, regulations and policies that are in practice at Usman Institute of Technology.

The Handbook can be downloaded from the UIT website (www.uit.edu)
Student Affairs Office

Student Affairs office is a vital component of student’s life on campus. It provides assistance to students who are in need of guidance in matters related, admission, examinations, fees, financial aid, academics, faculty, laboratories, IT services, library or any administrative matter.

Its services include:

- all relevant information on admissions
- financial aid and awards
- academic counseling and advising
- extra-curricular and co-curricular activities and alumni services

Student Affairs Office will patronize and strongly support:

- intellectual and cultural activities like debates and quiz competitions
- art exhibitions
- students’ musical performances
- dramatics

Students will be encouraged to form their own societies and committees, under the patronage of Faculty and Student Affairs Office, to promote such activities.
Academics

The Academic Administration and Examination Department. It prepares the Institute’s Annual Academic Calendar, manage registration of students, student records, transcripts, degree progress and semester.

Clearance certificates, attestation of documents, letter verifying student status and student’s degree are also handled by the Department.

Academic Year

The Academic year is divided into two semesters: Spring and Fall Semesters. New Students are admitted to the Institute only once in a year in the Fall Semester. In each semester, the teaching and laboratory work are carried out in 16 weeks. A special Summer Semester of 8-weeks is organized, if required.

Medium of Instruction

The language of instruction at UIT is English and students must therefore, be able to demonstrate their capacity to function in this language. All lectures and student's assessment is carried out in English.

Credit Hours

One hour lecture per week is equal to one credit hour. One lab work session of 3 hours per week is also equal to one credit hour. In addition, most of the courses include tutorials, laboratory work, practice sessions, discussions and seminars. Some courses also involve a case study or student project / field work.

Duration of Course

Each course is of one semester duration (except the Final Year Project) and is executed as per course-plan, and concludes with a final examination held at the end of the semester.

Course Instructor

An instructor is assigned to each course and he / she will be responsible for conducting the course, and awarding the grades to the students.

Semester Course Load

Undergraduate students are expected to register for all five or six courses (15 to 18 credit hours) offered in a semester. Student who are getting financial aid must take full semester course load.

Summer Semester

This is a special semester of 8 weeks duration. It may be organized, if required during summer break.

Those students who wish to improve their previous semester GPA can enroll in summer semester. Students cannot register for courses from advance semesters or any course previously not studied by him / her.

Teaching Methodology

The teaching methodology is a combination of classroom lectures, group discussion, teacher facilitated hands-on lab exercises and wherever possible, case studies. This may be supplemented by short written / oral presentations.

Student Admissions

Admissions are held once a year in the Fall Semester. Applications must be submitted online through the UIT website (www.uit.edu). Prospectus can be downloaded from UIT website. All admissions are granted on merit. Full details are available in the Prospectus and on the Website.

Working Days and Timings

Classes are held five days a week and are scheduled from 8:30 a.m. to 5:30 p.m. from Monday to Friday. Students are, however, expected to spend a considerable portion of their weekends studying and doing course work.
Notice Boards
To remain fully informed about UIT and in order to avoid any inconvenience later on, all students are requested to regularly check notice boards and UIT website. Ignorance of the rules/regulations/Instructions issued from time to time will not be accepted as an excuse.

Teaching Schedule
Teaching schedules are displayed on UIT’s notice boards as well as on UIT website. Students are advised to check the same for their class schedule.

Attendance Requirement
Students are expected to attend every lecture and lab session of courses in which they are enrolled. Students who miss any lecture / lab session should make up missed work on their own.

Students are advised that they must attend at least 75% (Theory and Laboratory) classes repeatedly. Those who do not maintain this minimum attendance level or miss their periodical examination will not be allowed to appear in End Semester examination as per rules laid out by PEC, NCEAC and HEC. To cover genuine issues such as medical, emergencies, etc the 25% balance can be used.

Punctuality
UIT expects students to be punctual, not only for their classes but also for all academic or social events, such as seminars, conferences, guest speaker sessions, lectures etc.

Students' Evaluation
Students' evaluation consists of two components: sessional marks and end semester examination marks. These components have a weightage of 40% and 60% respectively. For courses having labs, the weightage is 40% for lab sessional and 60% for final lab examination.

Sessional Marks
Sessional marks are based on a continuous assessment of the student throughout the semester and these are derived from Quizzes, Mid Semester Examinations, Assignments and Lab work (if applicable).

Quizzes
In each course, five quizzes of 5-10 minutes duration are given throughout the semester, without prior intimation. An instructor may give more than 5 quizzes, in which case the average marks of all quizzes multiplied by 5 will be considered. Quizzes carry a weightage of 10%.

Assignments
In each course, two assignments are given. The course instructor may give more than two assignments, in which case the average marks of all assignments multiplied by 2 will be considered. Assignments carry a weightage of 10%.

Mid Semester Examinations
Mid Semester Examinations will be held in the 9th week of the semester. The student, who misses any Mid Semester Examinations due to any reason whatsoever, will get zero mark(s). Mid Semester Examinations carry a weightage of 20%.

Lab Work
For courses with labs, the lab work carries a weightage of 50%.

Weightage of Student's Evaluation

<table>
<thead>
<tr>
<th>Name of Examinations</th>
<th>Duration</th>
<th>Frequency per semester</th>
<th>Marks</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Theory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Term Examination</td>
<td>3 Hrs.</td>
<td>1</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>Mid Semester Examination</td>
<td>1.5 Hrs.</td>
<td>1</td>
<td>1x20=20</td>
<td>1x20=20</td>
</tr>
<tr>
<td>Quizzes</td>
<td>5-10 Mins.</td>
<td>5</td>
<td>5x2=10</td>
<td>2x5=10</td>
</tr>
<tr>
<td>Assignments</td>
<td>-</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Practical</td>
<td>3 Hrs.</td>
<td>14-15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 20 lab session
- 30 lab final
- 50
Lab Assessment
Lab Sessionals : 20 Marks
Lab Final Examination : 30 Marks

End Semester Examinations
The end semester examination is of three hours duration for each course. Those who miss an End Semester Examination due to any reason whatsoever shall be awarded ‘F’ grade (zero marks). There will be no make-up of End Semester Examination.

Examination Results and Transcripts
All matters related to Examination (including results, semester grade sheet, transcripts and degrees) are handled by the Examination Office and, therefore, all inquiries should be addressed to that office only.

Examination Schedule
The Examination Department announces the End Semester Examination Schedule which is displayed on the notice board normally before the 10th week of the semester.

Semester Grade Sheets are available within 15 days after the announcement of results.

The Academic / Admin. / Examination Office
The Academic Administration & Examination office deals and assists in all matters listed below:

- Student admissions
- Financial Aid
- Student Advisory Services
- Student Affairs
- Examination/Results/Transcripts

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>% Marks</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>94–100</td>
<td>Extra Ordinary</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>85–93</td>
<td>Excellent</td>
</tr>
<tr>
<td>A–</td>
<td>3.7</td>
<td>80–84</td>
<td>Very Good</td>
</tr>
<tr>
<td>B +</td>
<td>3.4</td>
<td>75–79</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>70–74</td>
<td>Good</td>
</tr>
<tr>
<td>B –</td>
<td>2.7</td>
<td>67–69</td>
<td>Above Average</td>
</tr>
<tr>
<td>C +</td>
<td>2.4</td>
<td>64–66</td>
<td>Average</td>
</tr>
<tr>
<td>C –</td>
<td>2.0</td>
<td>60–63</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D +</td>
<td>1.4</td>
<td>54–56</td>
<td>Pass</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>50–53</td>
<td>Pass</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Below 50</td>
<td>Fail</td>
</tr>
<tr>
<td>P</td>
<td>-</td>
<td>50–100</td>
<td>Pass in non-credit courses</td>
</tr>
<tr>
<td>IP</td>
<td>-</td>
<td>-</td>
<td>In progress*</td>
</tr>
<tr>
<td>X</td>
<td>-</td>
<td>-</td>
<td>Exempted</td>
</tr>
<tr>
<td>I</td>
<td>-</td>
<td>-</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>-</td>
<td>-</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>WU</td>
<td>-</td>
<td>-</td>
<td>Withdrawal Unofficially</td>
</tr>
</tbody>
</table>

*to be evaluated in Spring Semester for Final Year Projects or any specified design course.
Grading System
The class work of in any course is rated as follows:

Grade Point And Grade Point Average
- Grade Point Average (GPA) for any semester and Cumulative Grade Points Average (CGPA) for more than one semester shall be calculated as under:

\[ \text{CPA/CGPA} = \frac{\sum (\text{credit hour of a course} \times \text{grade point})}{\text{Total credit hours of the courses}} \]

Announcement of Results
The sessional marks will be announced by the course instructor and the result of the End Semester Examination will be announced by the Examination Department, NED University of Engineering & Technology, Karachi.

Scrutiny of Result
The process of scrutiny will be started immediately after the announcement of the End Semester Examinations results. Any student interested in the scrutiny may apply on the prescribed form along with the processing fee within 15 days of the announcement of the End Semester Examination results. No application will be entertained after this deadline.

Employment/Simultaneous Enrolment
All undergraduate degree programmes are full time day programmes. No student admitted in this Institute shall be allowed to engage himself/herself in employment or maintain simultaneous enrolment in any other course of studies in other educational institutions. Violation of above may lead to cancellation of admission.

Students’ Identity Card
Candidates who are admitted shall be issued Student Identity Cards. All students are required to carry and produce original Student's Identity Cards issued by the Institute whenever required.

Cancellation/Withdrawal of Admission
UIT reserve the right to cancel or withdraw admission of any candidate.

Admissions in Subsequent Semester/Years of Study
- Admission in any semester shall be allowed only during first three weeks after commencement of the classes of that semester.

- Admission in Fall Semester of any Year shall be open to any student. Similarly, admission in Spring Semester of any year shall be open to any student who was registered in Fall Semester of the preceding Year.

- Any student who fails to obtain at least 2.0 CGPA in any semester shall remain on probation during next Semester. In any case, if such student still obtain less than 2.0 CGPA in the subsequent semester he/she shall remain on second probation and shall be allowed to register in the following semester.

- Any further registration in subsequent semester shall be allowed subject to the condition that the student has obtained at least 2.0 CGPA after second probation, otherwise; he/she shall not be allowed to register in subsequent semester and shall be required to improve grades of previous courses already attempted, provided admission of any such student shall be cancelled, who after being on second probation during Second Year Fall Semester fails to obtain 2.0 CGPA on completion of that semester. Along with CGPA, the student shall also be required to fulfill the following conditions:
  i) For admission in Third Year, the student must have passed all courses of the First Year, or 80% of the courses up to the Second Year.
  ii) For admission in Fourth Year, the student must have passed all courses up to the Second Year.

- In all circumstances, re-admission to any student shall only be granted in the semester where the student has discontinued his/her study due to any reason.

- A student admitted in any semester can only register in courses offered in that semester. This is subjected to not having passed these courses earlier.

- Registration in at most two courses offered for any junior batch(es) in the Semester may also be allowed by the Head of the Department concerned in the following cases subject to payment of prescribed fees:
  i) If the student has been admitted in Second Year Fall
Semester on migration basis and consequently required to pass (additional) course(s) of First Year in which he/she is not eligible for exemption.

ii) The student having been allowed change of discipline is required to pass such course(s) in which either transfer of credit has not been allowed or the student has not studied the course(s) earlier.

iii) The student having been allowed to register any course(s) in which he/she had failed earlier.

iv) The student’s request for registration in any course(s) as permissible under the following cases:

- Any student who has passed all courses of any year of study and his/her CGPA is less than 2.0 may be allowed by the Head of the Department concerned to repeat course(s) of that semester in which his/her GPA is less than 2.0.
- The student will be allowed to register in at most two courses at any time, if simultaneously admitted in any other semester/ year of study.
- The student may however register in the course(s) as and when offered.
- Better grades in course(s) shall be considered for determining his/her GPA/CGPA.

Admission on Migration Basis

- Admission on migration shall be allowed in relevant discipline under extra ordinary circumstances subject to the following conditions:

i) Seat(s) is available in relevant discipline.

ii) Applicant must have passed First Year of studies completely in the institution where he/ she was initially admitted.

iii) Admission shall only be offered in Second Year (Fall semester)

iv) Applications for migration shall be called in the month of July on prescribed form which is required to be submitted along with processing fee of Rs. 1,500/-

v) Candidates offered migration shall be required to pay non-refundable migration fee of Rs. 675,000/- through pay order in favour of Usman Institute of Technology.

vi) Student admitted on migration shall be given exemption in all such courses of first and second year which he/she has passed during study in previous institution. However, he/she shall be required to register and pass all such courses of the discipline in which he/she is offered admission which he/she has not studied in previous institution.

Duration of Programme

- Courses of studies leading to the degree of Bachelor of Engineering (BE) and Bachelor of Science (CS) shall be of four (4) academic years’ duration.

i) Maximum seven academic years shall be allowed for each Four-year degree programme.

ii) Any student admitted in second year on migration basis shall have one year reduced from maximum allowable period.

Cancellation of Admission / Enrolment

- Admission of any such student of First Year of Studies in any discipline shall be cancelled who is not a candidate for the Fall Semester Examination.

- Admission of any such student of any Year/ Semester who has been rusticated from the Institute on account of serious breach of discipline for any specified period shall be cancelled and notified. However, after expiry of the period the student may be allowed readmission in the same Year/ Semester with junior batch, if otherwise eligible.

- Admission and enrolment of any such student of any Year/ Semester who has been expelled from the Institute on account of major breach of discipline shall be cancelled after due process and subsequently notified. The student shall not be eligible for any subsequent admission in the Institute.

- Admission and enrolment of any such student shall be cancelled:

i) who after being on second probation during Second Year Fall Semester fails to obtain 2.0 CGPA on completion of that semester.
ii) who without information fails to register in any Semester even after passing of the permissible registration duration.

Withdrawal from Semester/Programme

- Withdrawal from any semester or programme may be allowed only in extra-ordinary circumstances. Withdrawal from First Year Fall Semester shall not be allowed.
- The student shall be required to apply for withdrawal through concerned HOD along with evidence supporting his/her request for withdrawal.
- Any such student(s) seeking readmission after withdrawal shall only be considered for readmission with junior batch provided that:
  i) The student has officially withdrawn earlier from the semester or programme.
  ii) The period of discontinuation of his studies does not exceed three academic years.
  iii) The student produces an Affidavit on Stamp Paper of prescribed amount declaring that during the period of his/her discontinuation of studies he/she was neither on the Rolls of any other Educational Institution nor was convicted by any Court of law.

Grade Improvement

- Any student who has passed all courses for great improvement and his/her CGPA is less than 2.0 may be allowed by the Head of the Department concerned to repeat course(s) of that semester in which his/her GPA is less than 2.0.
- The student will be allowed to register in at most two courses at any time, if simultaneously admitted in any other semester/ year of study.
- These course(s) can only be from the list of courses offered in the respective semester,
- Best grades for any courses obtained out of multiple attempts shall be considered for determining his/her GPA/CGPA.
- Any student who is eligible for award of degree but still desires to improve CGPA for any reason may be allowed by the HOD of the Department concerned, subject to the following conditions:
  i) No provisional certificate/ degree has been issued to him/her.
  ii) Duration of completion for the degree does not exceed the maximum limit of 7 years.
  iii) Any student may be allowed to repeat all courses of the final year, if request for the same is received within two weeks of announcement of result. This request should also include cancellation of his/her earlier final year results.

Note: These Regulations of part thereof may be revised/corrected by the UIT as and when necessary and shall be notified accordingly.

Semester Examination

Semester Examinations are held at end of each semester. Schedule of such examinations shall be notified by the Examinations Department.

Class Attendance

Any student, who registered during the semester, will be allowed to appear in the examination only in such course(s) in which his/her attendance is at least 75% during the semester. (Theory and Practical separately)

Admit Card

Admit Card for the examination shall be issued to any student who is eligible/ allowed to appear in the course(s) as mentioned on his/ her Card.

The Admit Card must be in possession of the student while appearing in the examination for any course for which he / she has been allowed.

Marks Distribution

- Marks distribution for each final examination and sessional evaluation shall be as under:
  - Each theory paper, practical, design course shall have 60% marks for final examination and 40% marks for sessional evaluation.
Award of Degrees

- Any student who was admitted in First Year and has passed all courses as prescribed for his/her discipline with CGPA of at least 2.0 shall be eligible for the award of degree in that discipline.

- Any student who was admitted directly in Second Year on migration from any recognized Institution and has passed all courses as prescribed for that discipline with CGPA of at least 2.0 shall be eligible for the award of degree in that discipline. The course(s), if any, in which the student was allowed exemption on the basis of having studied the course(s) in the former Institution shall not however be counted for determining his/her GPA/CGPA.

Registration

Students already enrolled in any degree programme at UIT are advised to strictly follow the registration schedule displayed on student notice boards before the commencement of each semester. A fine of Rs. 1000/- will be imposed for late payment of all dues.

Following shall be eligible for registration:

- Students selected for admission by the Admission Committee.
- Students promoted to higher semester with satisfactory academic performance.
- Students who are allowed to repeat a semester in which they had deficiencies.

Procedure For Registration

Students admitted to UIT are required to register every semester and pay the prevalent semester fees. All students are required to register for normal course load, except those who are advised by the Student Advisor to do otherwise. The recommended registration procedure that a student should adhere to is as follows:

- Clear all previous fees and other outstanding dues before registration.
- Appear personally to complete the registration process by submitting the duly filled registration form.
- Get it checked and verified by the Academic Administration Department of UIT.
- Get the approval of Director Academic Administration and Examinations.
- All payments of prescribed amount should be made by bank draft / pay order, crossed and payable to Usman Institute of Technology. Payment of fee by cheque / cash is not acceptable.
- No partial semester registration is allowed, except for those students who were advised by the Student Advisor.
- Once a student gets registered for a semester, fees will not be refunded. If he/she decides to take this course later, he will pay the fee of that course as prescribed.
- All those students who are registering for a course which they had dropped earlier and those who were not allowed to re-appear due to shortage in attendance and those who were relegated will pay the prescribed course fee whenever he / she register again.
- No student will be allowed to take a course from the higher semesters. However, exceptional cases may be considered by a committee and if approved, such a student will be required to pay fee for every course he / she registers.
- If a student decides to drop a registered course, he / she will be given:
  i) “I” (Incomplete) Grade after 4th week and his / hers course will not be counted in his GPA calculation.
  ii) “F” Grade after 8th week.
- In case of non-payment of fee within the due date, the student will have to pay late fee charges / fine as prescribed.

Suspension of Registration

Registration of a student may be suspended in any of the following situations:

- Failure to complete registration formalities in time.
- Failure to apply for deferment of registration.
- Any unsettled disciplinary action against the student.
- Unsettled matters with the Institution.
- Special request for suspension by the University.

Restoration of Registration

A student whose registration is suspended may request for
restoration of registration after removing the deficiencies that caused the suspension. The office of Academic Administration deals with this matter.

**Cancellation of Registration**
Cancellation of registration will result in termination of the student's studies at the Institute. The registration will cease in any of the following situations:

- Failure to restore suspended registration.
- Failure to achieve required minimum standards of academic performance within the stipulated period.
- Disciplinary action or admission obtained on false documents.

Registration/Admission of a student will be cancelled in case any educational document is found fake or forged and NED University reserves the right to take legal action.

**Enrolment**
Students who have been granted admission to any of the programmes being offered must submit the following documents to complete the enrolment process with NED University.

- Matriculation Certificate (SSC) and Marks Sheet.
- Marks Sheet of Pre-requisite examination (Original).
- Equivalence Certificates from IBCC for foreign examinations if applicable.
- Candidates having passed Cambridge Higher School Certificate or General Certificate of Education (A-Level) examination or equivalent examination must submit relevant documents to establish their date of birth.
- Eight recent photographs of 1"x1" size duly attested.
- Migration certificate, issued by the University/Board for those students who are seeking admission on transfer basis from other Universities/Boards (Original).
- A copy of student’s C.N.I.C. card or father’s C.N.I.C. card in case the student is less than 18 years of age.

The student must produce these documents and pay the fee within the time limit prescribed by the Institute.

The offer of admission does not remain necessarily valid if a candidate does not register in the semester for which the offer is made. He/she may, under certain circumstances, be allowed to register if he/she was offered admission earlier.

**Refund of Tuition Fee**
A student who registers and decides not to attend the semester/course for any reason whatsoever, or chooses to withdraw during the semester must inform the Academic Administration office in writing that he/she is discontinuing the studies.

The date on which the Director (Academic Admin. & Examinations) receives the written intimation determines the percentage of tuition fee to be refunded as given below:

1. During 1st week ...................................... 80%
2. During 2nd week .................................... 70%
3. During 3rd week ..................................... 60%
4. During 4th week ..................................... 50%
5. After the 4th week .................................. 0%

**Please note:**
1. Students discontinuing their studies without written intimation are not eligible for any refund.
2. Fees other than the tuition fee are not refundable.
3. Students who are rusticated, suspended or expelled from UIT on account of a disciplinary action are not eligible for any refund.
# ACADEMIC CALENDAR Fall 2016

The FALL semester starts in September and concludes in January. The Schedule of events for FALL 2016 semester is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Meeting</td>
<td>Friday</td>
<td>23rd September, 2016</td>
</tr>
<tr>
<td>Academic Session Starts</td>
<td>Monday</td>
<td>26th September, 2016</td>
</tr>
<tr>
<td>Issuance of Examination Forms</td>
<td>Monday</td>
<td>3rd October, 2016</td>
</tr>
<tr>
<td>Last day to Drop a Course (2nd Week)</td>
<td>Friday</td>
<td>7th October, 2016</td>
</tr>
</tbody>
</table>

### Last Date for Submission of Examinations Forms 14th October, 2016

<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quiz (3rd Week)</td>
<td>Monday – Friday</td>
<td>10th – 14th October, 2016</td>
</tr>
<tr>
<td>Yaum-e-Ashur ** (Moharram 09th &amp; 10th 1438 H)</td>
<td>Tuesday – Wednesday</td>
<td>11th &amp; 12th October, 2016</td>
</tr>
<tr>
<td>1st Quiz Marks Notification</td>
<td>Wednesday</td>
<td>19th October, 2016</td>
</tr>
<tr>
<td>Last Date for Submission of Examination Forms with Late Fine Rs. 500-</td>
<td>Monday - Friday</td>
<td>17th October - 21st October, 2016</td>
</tr>
<tr>
<td>Final Year Project – First Milestone (CS)</td>
<td>Monday – Friday</td>
<td>17th October – 21st October, 2016</td>
</tr>
<tr>
<td>Submission of Attendance in the (AA) Dept. (SIMS to be locked) (5th Week)</td>
<td>Friday</td>
<td>28th October, 2016</td>
</tr>
<tr>
<td>Submission of 4-weeks Course Progress to HOD office</td>
<td>Friday</td>
<td>28th October, 2016</td>
</tr>
<tr>
<td>2nd Quiz (05th Week)</td>
<td>Monday – Friday</td>
<td>24th – 28th October, 2016</td>
</tr>
<tr>
<td>2nd Quiz Marks Notification</td>
<td>Wednesday</td>
<td>2nd November, 2016</td>
</tr>
<tr>
<td>Date Sheet Notification for Mid Semester Examinations on UIT Notice Board &amp; Website</td>
<td>Friday</td>
<td>4th November, 2016</td>
</tr>
<tr>
<td>3rd Quiz (07th Week)</td>
<td>Monday – Friday</td>
<td>7th November – 11th November, 2016</td>
</tr>
<tr>
<td>Iqbal Day*</td>
<td>Wednesday</td>
<td>9th November, 2016</td>
</tr>
<tr>
<td>Date Sheet Notification for End Semester Examinations on UIT Notice Board &amp; Website</td>
<td>Monday</td>
<td>14th November, 2016</td>
</tr>
<tr>
<td>3rd Quiz Marks Notification</td>
<td>Wednesday</td>
<td>16th November, 2016</td>
</tr>
<tr>
<td>Mid Semester Examinations (09th Week)</td>
<td>Monday – Saturday</td>
<td>21st November – 26th November, 2016</td>
</tr>
<tr>
<td>Submission of Attendance in the (AA) Dept. (SIMS to be locked) (09th Week)</td>
<td>Friday</td>
<td>25th November, 2016</td>
</tr>
<tr>
<td>Final Year Project – First Milestone (EL)</td>
<td>Tuesday – Friday</td>
<td>29th November, 2016 – 2nd December, 2016</td>
</tr>
<tr>
<td>Submission of 8-weeks Course Progress to HOD office</td>
<td>Friday</td>
<td>25th November, 2016</td>
</tr>
<tr>
<td>Date Sheet Notification for End Semester Examinations sent to PEC &amp; HU</td>
<td>Monday</td>
<td>28th November, 2016</td>
</tr>
<tr>
<td>4th Quiz (11th Week)</td>
<td>Monday - Friday</td>
<td>5th December, 2016</td>
</tr>
<tr>
<td>Mid-Semester Examinations Marks Notification</td>
<td>Friday</td>
<td>9th December, 2016</td>
</tr>
<tr>
<td>4th Quiz Marks Notification</td>
<td>Wednesday</td>
<td>14th December, 2016</td>
</tr>
<tr>
<td>5th Quiz (13th Week)</td>
<td>Monday – Friday</td>
<td>19th December – 23rd December, 2016</td>
</tr>
<tr>
<td>Submission of Attendance in the (AA) Dept. (SIMS to be locked) (13th Week)</td>
<td>Friday</td>
<td>23rd December, 2016</td>
</tr>
<tr>
<td>Submission of 12-weeks Course Progress to HOD office</td>
<td>Friday</td>
<td>23rd December, 2016</td>
</tr>
<tr>
<td>Eid Millad un Nabi ** (Rabi ul Awwal 12th 1438 H)</td>
<td>Saturday &amp; Sunday</td>
<td>24th December &amp; 25th December, 2016</td>
</tr>
<tr>
<td>Quaid-e-Azam Day*</td>
<td>Sunday</td>
<td>25th December, 2016</td>
</tr>
<tr>
<td>Course Evaluation of Faculty (14th Week)</td>
<td>Monday – Friday</td>
<td>26th December, 2016 – 30th December, 2016</td>
</tr>
<tr>
<td>Seating Plan Notification</td>
<td>Tuesday</td>
<td>27th December, 2016</td>
</tr>
<tr>
<td>5th Quiz Marks Notification</td>
<td>Wednesday</td>
<td>28th December, 2016</td>
</tr>
<tr>
<td>Invigilation Duties Notification</td>
<td>Monday</td>
<td>2nd January, 2017</td>
</tr>
<tr>
<td>Final Year Project – Second Milestone (CS)</td>
<td>Monday – Friday</td>
<td>26th December – 30th December, 2016</td>
</tr>
<tr>
<td>Submission of Attendance in the (AA) Dept. (SIMS to be locked) (17th Week)</td>
<td>Friday</td>
<td>6th January, 2017</td>
</tr>
<tr>
<td>Submission of Sessional Marks (SIMS to be locked)</td>
<td>Friday</td>
<td>8th January, 2017</td>
</tr>
<tr>
<td>Submission of Short-of-Attendance &amp; Sessional-Failed list (both Theory &amp; Lab), to HOD office</td>
<td>Monday</td>
<td>9th January, 2017</td>
</tr>
<tr>
<td>Finalization of Short-of-Attendance &amp; Sessional-Failed list (both Theory &amp; Lab), by AA &amp; HODs</td>
<td>Monday</td>
<td>9th January, 2017</td>
</tr>
<tr>
<td>Notification of Short-of-Attendance on UIT Notice Board &amp; Website</td>
<td>Wednesday</td>
<td>11th January, 2017</td>
</tr>
<tr>
<td>Notification of students Failed in Sessional Marks on UIT Notice Board &amp; Website</td>
<td>Wednesday</td>
<td>11th January, 2017</td>
</tr>
<tr>
<td>Issuance of Admit Cards</td>
<td>Friday</td>
<td>13th January, 2017</td>
</tr>
<tr>
<td>Laboratory Exams (17th Week)</td>
<td>Monday – Friday</td>
<td>16th – 20th January, 2017</td>
</tr>
<tr>
<td>Academic Session Ends</td>
<td>Friday</td>
<td>20th January, 2017</td>
</tr>
<tr>
<td>Submission of Question Papers in Lockers</td>
<td>Monday – Friday</td>
<td>16th January – 20th January, 2017</td>
</tr>
<tr>
<td>Preparatory Days</td>
<td>Saturday – Monday</td>
<td>21st – 23rd January, 2017</td>
</tr>
<tr>
<td>End Semester Examinations</td>
<td>Tuesday – Friday</td>
<td>24th January, 2017 – 03rd February, 2017</td>
</tr>
<tr>
<td>Disciplinary Committee Meeting</td>
<td>Monday</td>
<td>06th February, 2017</td>
</tr>
<tr>
<td>Faculty Break</td>
<td>Monday – Friday</td>
<td>13th February – 17th February, 2017</td>
</tr>
</tbody>
</table>

Submission of Results within 24 hours after the examination paper of the subject for 20 scripts or less. For every 20 scripts at the top of these another 24 hours may be availed.

<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of Results</td>
<td>Wednesday</td>
<td>8th February, 2017</td>
</tr>
<tr>
<td>Examination Committee Meeting</td>
<td>Wednesday</td>
<td>8th February, 2017</td>
</tr>
<tr>
<td>Results</td>
<td>Wednesday</td>
<td>15th February, 2017</td>
</tr>
</tbody>
</table>

* Holiday  ** Islamic Holidays

(Subjected to Government Announcement)
The following are the rules to be followed during examination:

1. Students are not allowed to leave the examination hall without the permission of the invigilator. Only one person at a time can leave the room, if allowed.

2. All students must carry their ID cards during examination. If need be, the invigilator reserves the right to check the ID of the students.

3. During examination students are not allowed to take out question papers and answer books from the room.

4. Mobile phones are not allowed. In case of emergency ask the invigilator for help.

5. If a student is late by more than 30 minutes he/she will not be allowed to appear in the examination. No extra time will be given.

6. In case of any emergencies, a student may be allowed to leave the examination room accompanied by an invigilator.
UIT offers a number of Scholarships, Grants and Awards to brilliant and needy students. It also offers concessions for siblings (student’s brother or sister should be an existing student at UIT) and children of UIT’s staff members.

**Usman Gold Medals, Merit Certificates and Cash Awards**
Six Gold Medals, Merit Certificates and Rs. 25,000 Cash Awards will be given annually to graduating students. The selection would be on the basis of obtaining the highest CGPA in each of the six disciplines i.e. in the Bachelor of Electrical Engineering (Electronics), Bachelor of Electrical Engineering (Telecommunication), Bachelor of Electrical Engineering (Computer Systems), Bachelor of Electrical Engineering (Power), BS (Computer Science) and BS (Software Engineering).

**Haji Hasham Foreign Masters Scholarship**
Starting from the year 2020 two graduating students from the 2016 batch, one each from the Bachelor of Electrical Engineering and the Bachelor of Computer Science will be awarded fully funded scholarships to do Masters abroad. The selection would be on the basis of obtaining the highest CGPA in their respective disciplines. These students must attain a minimum CGPA of 3.85 to be selected for these awards. From 2020 onwards this would become an annual affair.

**Hasham Foundation Scholarship (full waiver)**
Hasham Foundation Scholarship would be awarded on need cum merit basis. Needy students from the new intake who got at least 70 % marks in the intermediate exams (or equivalent grades in O/A level exams) and 70% in the NED/UIT admissions test would be eligible for this scholarship. In addition continuing student who maintain at least 3.5 CGPA would be eligible for this scholarships. Three students from each batch (i.e. 12 per semester) would be awarded these scholarships based on the order of merit.

**Hajiani Amina Hasham Meritorious Scholarship (full waiver)**
Students from the new intake who got at least 85 % marks in the intermediate exams (or equivalent grades in O/A level exams) and 85% marks in the NED/UIT admissions test would be eligible for this scholarship for the first semester. In addition, continuing students who attain at least 3.85 CGPA would be eligible for this scholarship. Three students from each batch (i.e. 12 per semester) would be awarded these scholarships based on the order of merit.

**Siblings and Children of UIT’s Staff Members Concessions**
UIT also offers tuition fee concessions for siblings (student’s brother or sister should be an existing student at UIT) and children of UIT’s staff members. In the case of siblings one student pays full and the other gets 50% concession in the tuition fee. While staff members enjoy 85% tuition fee concession for their children.

**Note:**
The responsibility to establish the financial 'need' rests with the students. Students are advised to explore alternate funding sources before applying to UIT. An evidence of such an effort should form a part of application for financial assistance. Absence from or failure in any examination, lack of progress and assiduity in studies, breach of discipline or reprehensible conduct shall entail the loss of financial aid granted to any student.
UIT’s students should display exemplary behaviour on the campus, as well as outside the campus. UIT expects that students would follow the code of conduct given below both in academics and non-academics matters. Students who violate the rules will be referred to the Disciplinary Committee.

The following is the code of conduct for the students:

- Students are expected to be polite and respectful while interacting with their faculty members, fellow students, staff, and guests. Students should refrain from any action or words that could hurt the feelings and sentiments of others.

- Public display of affection, swearing, use of foul language, threatening words should be avoided.

- Social etiquette and conduct should be in line with Pakistani society and culture.

- Students are required to refrain from any malicious, false and subversive propaganda or activity of any kind and to discourage such activities whenever encountered.

- Students individually or as a group should refrain from disseminating or causing to disseminate materials or engage in activities which will hinder or prevent participation of any student, faculty or staff of UIT in the life of the Institute.

- Students will ensure that their actions do not endanger or threaten the health, safety or well being of any person.

- Chewing paan, eating ghutkas, spitting are strictly prohibited in the campus and near the main gate.

- Smoking in the Campus is strictly prohibited. This policy applies to students, faculty, staff as well as guests, vendors, contractors, laborers etc.

- Carrying drinks and edibles in seminar rooms, auditorium, classrooms, library, computer labs, Electrical labs and workshops is not allowed.

- Use of MP3 players, cameras, mobile phones or tablets including exchange of SMS is prohibited in classrooms, auditorium, library, computer labs and electrical labs. Mobile phones may be allowed for emergency situations with permission of class teachers. Phone must be in silent mode in such situations.

- Students are not allowed to use faculty and staff phones.

- During class or lab, the following must not be done:
  a) Coming late in class
  b) Passing comments
  c) Exchanging of notes
  d) Ringing of cell phones

- Throwing of litter such as disposable cups, bottles, plates, glasses around the campus other than in the garbage bin is prohibited. Students are advised to return the used utensils to the canteen.

- Any attempt to deface, cause damage to or, steal institute’s property will be treated as a criminal offense and may be reported to law enforcement agencies.

- All kind of politics, campaigning, wall chalking, display of political banners, shouting slogans, etc. are prohibited on the campus.

- Students must not engage in any violent activity that may result in injuring some one or damage to the Institute’s property. Grievances of any kind may be referred to the Student Affairs Office.

- Writing on furniture and fixtures, wall or any other place not meant for writing (e.g. washroom) is an offense. You are liable to be fined or taken to the Disciplinary Committee.

- Students are responsible for their own belongings. UIT administration does not take any responsibility for any loss of their property or valuables under any circumstances.
Bringing or use of weapons, firearms / explosives or any material that may cause destruction is strictly prohibited. any student indulging in these activities is liable to be expelled from the institute.

Sale, possession or distribution of drugs is strictly prohibited. Any one violating this rule may be expelled from the Institute.

Teasing of any kind is strictly prohibited at UIT. Any student encountering any such activities are to immediately inform Manager, Student Affairs.

**Dress Code**

Students must respect the culture we live in. They should dress in line with the expectation of public in general by displaying simplicity and respectability in their attire.

Advice on dress code at UIT is as under:

**Female**
- Short sleeves may be worn, sleeveless dresses / t-shirts are not allowed.
- Short tops, fitted t-shirts or clothing which are revealing are not allowed.
- Shirt / t-shirt with any inscription, graphic or lettering is not allowed.
- Ankle (full) length trousers are permissible with long shirts.
- Short length trouser or caprices are not allowed.
- Wearing of dupatta is recommended

**Male**
- Shirt / t-shirt with any inscription, graphic or lettering is not allowed.
- Brand logos, names, symbol are allowed
- Shorts / Bermudas / quarter pants are not allowed
- Joggers or regular shoes may be used as footwear
- Wearing of open slippers is NOT allowed and wearing of sandals with straps is allowed.
- Appearance should be thoughtful, responsible and neat, e.g. shaven face, neatly cut and combed hair, properly maintained beard etc. If any student is found shabbily dressed he/she can be sent home.

**Ragging**

Students are hereby warned that ragging is illegal. To uphold the prestige and dignity of the Institute, welcome the new students with respect. Violation of the rule will result in suspension from class for one month.

**Identity Cards**

As a bona-fide student you will have the freedom of movement on campus. For that it is important that you wear ID card at all time. The security guards have standing instructions to check and ask for ID cards if and when necessary.

The loss of ID card should be reported immediately to the Office of the Manager Administration so a new card can be issued for a fee of Rupees 200.

**Protection of Environment**

As our country is facing acute shortage of electricity, gas, water etc, it is our moral duty to conserve and preserve the available resources.

It is everybody's duty to protect the environment and reduce the cost of operating the campus facilities. Following guidelines should be followed:

- Turn off lights and fans when not in use.
- To consume less power, ACs’ thermostats should be set at a reasonable level. Turn off AC’s when not in use.
- Avoid waste and use minimum quantity of water.
Life at the Institute or for that matter anywhere else can be confusing. Hence UIT provides a pool of advisors from EL & BS departments to help students in their academic pursuits. Semester advisors are allocated from relevant departments. Normally allocation carries through the entire period of student’s stay at UIT, unless a change becomes necessary due to the departure of the faculty member or balancing the advisor’s load.

Students, undoubtedly, are the most enterprising and valued members of any educational institution. UIT is a firm believer in that and holds its students in high esteem.

Students, both females and males, are equal members of UIT family with faculty and staff. As respectable members of this educational fraternity and future hope of the nation, every effort is made to ensure their security on campus and to preserve their dignity, self respect and aspirations.

UIT believes in a holistic development of students. Students are encouraged to take initiative and participate in a variety of committees, events, sports and upgrade their skills. These opportunities are listed and described under “Student Affairs” and “Facilities and Services”.

**Student Affairs**

Student Affairs Office is an integral component of student life on campus. It is a division of service and support to enhance students’ growth and development. In other words, it is a helpful friend of students even before they are admitted to UIT as freshmen and sustains that relationship even after graduation as alumni of UIT.

Its service areas include, amongst others:

- admissions, all relevant information and advice.
- student financial aid and scholarships
- academic advising and counseling (in coordination with faculty advisors)
- sports and other enrichment activities (in coordination with extra curricular activities committee.
- alumni services

**Student Advisors**

Students are assigned ‘Advisors’ who are members of the faculty. Students - advisor session takes place throughout the entire period of students’ stay at UIT.

**Role and Responsibilities of the Advisor**

The role of the Advisor is to act as a councillor and help the assigned students to overcome their personal problems which may otherwise be distraction to their studies. Advisor also monitors and assists in student academic pursuit and keeps a check on their discipline and general behaviour during their stay at UIT.

Advisors have the following responsibilities:

- provide counselling and help to build student’s confidence, invites and assess their suggestions for appropriate action.
- provide assistance to students for dealing with their personal problems.
- monitors their academic performance and behaviour, gives them timely advice and arranges academic assistance where necessary.
## Department of Electrical Engineering
### Class Advisor List
#### Fall 2016

Following faculty members of **Electrical Engineering Department** have been appointed as Student Advisors for Fall 2016.

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Section</th>
<th>Class Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>Engr. Shaheer Ahmed</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>Engr. Farrukh W Baig</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>Engr. Shaheer Ahmed</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>Engr. Rehan A Khan</td>
</tr>
<tr>
<td></td>
<td>E</td>
<td>Engr. Rehan A Khan</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Semester III</th>
<th>Section</th>
<th>Class Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>Engr. Asif Hussain</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>Engr. Hammad Munami</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>Engr. Hammad Munami</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>Engr. Rana Javed Masood</td>
</tr>
<tr>
<td></td>
<td>E</td>
<td>Engr. Fizza Hussain</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Semester V</th>
<th>Section</th>
<th>Class Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-EE</td>
<td></td>
<td>Engr. Ahsan Farooqui</td>
</tr>
<tr>
<td>B-EE</td>
<td></td>
<td>Engr. M. Umair</td>
</tr>
<tr>
<td>C-TE</td>
<td></td>
<td>Engr. Waseem Zeeshan</td>
</tr>
<tr>
<td>D-PE</td>
<td></td>
<td>Engr. Haris Z Rahman</td>
</tr>
<tr>
<td>E-CE</td>
<td></td>
<td>Engr. Idris Mala</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester VII</th>
<th>Section</th>
<th>Class Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-EE</td>
<td></td>
<td>Engr. S Aimen Naseem</td>
</tr>
<tr>
<td>B-EE</td>
<td></td>
<td>Engr. Shehla Andleeb</td>
</tr>
<tr>
<td>C-EE</td>
<td></td>
<td>Engr. Mashal Tariq</td>
</tr>
<tr>
<td>D-TE</td>
<td></td>
<td>Engr. Mashal Tariq</td>
</tr>
<tr>
<td>E-PE</td>
<td></td>
<td>S Kazim Ali</td>
</tr>
<tr>
<td>F-CE</td>
<td></td>
<td>S Kazim Ali</td>
</tr>
</tbody>
</table>

## Department of Computer Science
### Class Advisor List
#### Fall 2016

Following faculty members of **Computer Science Department** have been appointed as Student Advisors for Fall 2016.

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Section</th>
<th>Class Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A (CS)</td>
<td>Ms. Rabbia Zuberi</td>
</tr>
<tr>
<td></td>
<td>B (CS)</td>
<td>Mr. Farhan Ahmed Karim</td>
</tr>
<tr>
<td></td>
<td>A (SE)</td>
<td>Mr. Shahrooz Shamim</td>
</tr>
<tr>
<td></td>
<td>B (SE)</td>
<td>Ms. Noor ul Huda</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Section</th>
<th>Class Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A (CS)</td>
<td>Mr. MisbahUddin</td>
</tr>
<tr>
<td></td>
<td>B (CS)</td>
<td>Ms. Anum Rashid</td>
</tr>
<tr>
<td></td>
<td>A (SE)</td>
<td>Mr. Abdul Aziz</td>
</tr>
<tr>
<td></td>
<td>B (SE)</td>
<td>Ms. Shabina Mushtaq</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester V</th>
<th>Section</th>
<th>Class Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (CS)</td>
<td></td>
<td>Mr. Abdul Rahman Mehmood</td>
</tr>
<tr>
<td>B (CS)</td>
<td></td>
<td>Mr. Fauzan Saeed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester VII</th>
<th>Section</th>
<th>Class Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (CS)</td>
<td></td>
<td>Dr. M. Wasim</td>
</tr>
<tr>
<td>B (CS)</td>
<td></td>
<td>Mr. Zeeshan Saleem</td>
</tr>
</tbody>
</table>
A high standard of decency and discipline is expected from UIT’s students. The Institute demands a high standard of behaviour from its students in their manners, demeanour, speech and action. They are expected to be pleasant, soft spoken, neatly and smartly dressed at the institute specially during classes, labs, seminars co-curricular activities etc.

Disorderly behaviour during examinations or in any other situations may result in irrevocable dismissal from the Institute. Disciplinary Committee consisting of senior faculty decides all discipline related issues and awards appropriate punishment including fines, suspension from classes, dismissal and rustication from the Institution.

The following list gives some of the rules and regulations:

1. All students shall confirm to the rules and regulations of the institute.
2. Breach of rules, misconduct, irregularity in time keeping, lack or unreasonable progress in studies, etc., will render a student liable to disciplinary action including expulsion or rustication from the Institute.
3. Students who abstain themselves (for seven days at a stretch without notice) either from lectures or from laboratory work will not be allowed to resume their study until satisfactory explanation is submitted and accepted.
4. A student desirous of leaving the Institute must apply in writing and such application must be countersigned by the student’s parent or guardian. Admission once cancelled shall not be restored.
5. Students may be permitted to form or carry on only such associations or clubs as are provided under the Rules. Such associations or clubs must be open for all the students regardless of religion, sex, cast, province, sect, community or political leaning. In no circumstances will any association, the object or membership of which is directly or indirectly sectarian, ethnic or political, be permitted. No member of the association or club can invite any outsider in Institute without prior permission in writing from the Director Academic Administration.
6. No functions are permitted to be held by the students in the Institute without prior permission in writing from the Director.
7. The following among others, shall constitute acts of indiscipline for which action may be taken against the student or students:

   i. Involvement in any political/ethnic/religious/sectarian activities or disputes within Institute premises.
   ii. Creating law and order situation in the Institute premises.
   iii. Threatening /pressurising student, faculty and/or officers of the Institute inside or outside the Institute premises.
   iv. Damaging or destroying Institute property.
   v. Teasing or harassing or molesting of students inside or outside the Campus especially the opposite gender.
   vi. Creating disturbances in class rooms, laboratories or any place on the campus.
   vii. Exerting any external political or any other pressure for getting favourable decisions such as, but not limited, to passing examinations, exemption from attendance or any other purpose.

Note: Indulgence in any of the above acts, can result in appropriate disciplinary action which may include any of the following:

a. Warning letter
b. Fines, upto maximum amount of Rs. 10,000
c. Suspension from class for a specified period, which may include full semester duration
d. Expulsion from the institute

Every student must carry Identity Card which may be demanded at the time of entrance to every functions. Duplicate Identity Card will be issued on written request on the prescribed form after payment of Rs. 200.

Note: Director’s decision in all matters shall be final.

**Leave of Absence**

- Under exceptional circumstances, students may apply for leave of absence to the Head of the Department who may sanction such leave for short periods. The grant of such leaves will not be acceptable as a plea for not attaining the required percentage of attendance.
- No student is eligible to sit for the Examination unless he/she has at least 75% attendance at the Theory, Laboratory and Practical classes.
Campus Computing Facilities
The UIT provides a wide range of computing resources and support services. There are more than 05 computer laboratories with over 250 computers.

Networks infrastructure and services are essential feature of an educational institution for information and resource sharing. A Wired (Office LAN) and Wireless network (WIFI) is available to support campus computing needs and provide a facility for sharing different computing resources.

These computer resources have a wide variety of software installed to help facilitate academic tasks, research and operations.

Main Computing Services
- Personal network space for data storage.
- Access to network software, e.g. Microsoft Office.
- Network printing services.
- Access to disk for temporary storage and moving of large files.

Computer Labs Services
- Secure Wireless Network

Data Center
UIT’s Data Centre is the hub of enterprise level IT services. It consists of multiple servers which perform multiple operations to meet UIT’s students, faculty and administration needs.

Computers Lab Policies and Procedures
The Computer Laboratories are used by students for their course work and research. In order to provide students with equitable access to campus computing resources and to insure that the areas provided maintain an atmosphere that is suitable for academic work the following Lab Policies and Procedures are enforced.

- The Lab personnel are responsible for enforcing the institution’s Computer Labs Policies and Procedures. The Lab personnel are in-charge of the computer lab and their instructions must be followed. Noncompliance with the policies and procedures will be grounds for revoking lab privileges and may result in referral to the disciplinary committee.

- The computer labs are open to UIT staff, faculty and students only. Students will be required to show his/her Student ID card to the Lab personnel while using the computer labs. Anyone who does not have a Student ID Card or refuses to provide the Lab personnel with one will not be allowed to use the lab.

- Students are advised to protect and regularly change their account password. They should always log off properly when they are leaving the labs, IT personnel will not be responsible for any data or work losses.

The lab personnel will provide basic help to students. That includes basic computer operations such as locating applications, starting and exiting applications, printing and saving your work to storage devices etc. Lab personnel and IT support staff can provide troubleshooting of software and hardware services.

Activities Prohibited in the Computer Labs
- Use of computer resources for private business or commercial activities is prohibited.
- Unauthorized modification of or deletion of another person’s files & account is prohibited.
- Unauthorized scanning of networks for security vulnerabilities is prohibited.
- Unlawful communications, including threats of violence,
obscenity, and harassing messages are prohibited.

- Bringing in or eating of food, drinking of beverages or smoking tobacco is prohibited.

- Accessing Pornography, Profane or other obscene material – downloading or viewing such material is prohibited.

- Loud conversations and discussion in groups should be kept to a minimum while in the labs. Audio CDs or applications with audio output are not to be used. Computer Labs are quiet working areas and users are asked to respect other users by keeping noise levels to a minimum.

- Listening to music and accessing other forms of entertainment over the internet that is disruptive to other students is prohibited.

- Ten pages at a time are allowed to be printed. One page will cost of $2. A student is allocated $500 per semester for printing.

- Unauthorized copying of licensed software from the lab hard disks or file servers is a violation of copyright laws. Software license agreements and copyright laws will be strictly enforced in the computer labs.

- Anything saved on the computer hard drive will be deleted. Data files created in the lab should be saved directly on external storage drive. Also, each student has dedicated space to save files on Z drives. It is accessible from any computer by using provided user ID.

- Changing hardware and software configurations in the computer labs is prohibited. This includes modifications of the settings, configurations of printers and modification of system software. Violators of this policy will be referred to the proper authority for appropriate action, which may include the loss of computer privileges.

The following types of activities are examples of behaviors which are unacceptable, and which, in some cases, may violate cyber crime laws:

- Accessing someone else’s account, directory, private files, or e-mail without permission from the owner.

- Misrepresenting one’s own identity in electronic communication.

- Violating copyright and/or software agreements.

- Using computing resources to threaten or harass others.

- Violating lab and systems policies, procedures, and protocol.

**Consequences for violation of Computer Labs Policies**

Violations of the preceding rules and regulations will result in disciplinary action. Disciplinary action will include but is not limited to:

- verbal warning.

- expulsion from the computer lab or referred to the relevant authority for appropriate action, which will result in loss of computer privileges, or rustication.

Please contact the lab personnel for information regarding time of operations and services offered.
Guidelines for working in Electrical Engineering Labs

Students working in Electrical Engineering Labs are expected to observe the following guidelines. Any violation of these rules will be referred to the ‘Disciplinary Committee’.

- Leave your personal belongings such as bags, briefcases etc., outside the lab. The Institute will not be responsible for any loss or damage to these items.

- Equipment/Trainers/Accessories in the lab will be issued after submission of UIT’s ID card.

- Equipments issued to the students should be handled with care. Any loss, damage or mishandling will be charged to the students.

- Students must be punctual, and they should be in the lab at most 5 minutes after the scheduled starting time. No student shall be allowed to enter the lab after the stated time.

- Lab Instructors/Faculty will consistently evaluate your work and manuals accordingly.

- Procurement of Lab Manuals prior to attending the lab is the responsibility of the student. Students will not be allowed to enter the lab without the concerned manual.

- Keep your mobile on silent mode when working in the labs. Complete silence should be observed when performing lab work. Avoid unnecessary discussions.

- Bringing or eating any food item such as, but limited to, cold or hot drinks, pan, chalia, chewing gum, gutka, etc., is strictly prohibited.

Fines will be imposed if above rules are violated.
Library

Library & Learning Resource Center is the backbone of an academic environment. Not only is the actual physical library one of the main spots where the students enhance their knowledge and skills and complete their assignment. They also have a wide range of services available at this centre.

UIT’s aim is the preservation and transfer of knowledge in all recorded forms across time and space to support the teaching, learning and research activities of the Institute. We also aim to cultivate the environment of information literacy for effective use of information resources and to develop the creative and responsive services for diverse user communities.

In order to provide an environment that is conducive to study, the library is divided into several zones:

- Reference Zone
- Group Study Zone
- Quite Zone
- Tutorial Room
- Computer Lab

The library & Learning Resource Center plays a significant role in fulfilling the information needs of users and help them to pursue academic excellence. The library & LRC provides the following facilities & services.

Facilities

- Book Bank
- Computer Lab
- H.E.C Digital Library
- Internet Access
- Network Printing
- Online Public Access Catalogue
- Various Zones as described earlier
- Wi-Fi

Services

- Ask a Librarian
- Book Bank
- Latest arrival information
- Inter Library Loan
- Reference
- Selective Dissemination of Information (SDI)
- Searching Assistance
- Online book reservation service
- Orientation Programs

Rules for using the Library

- New students should get their library cards issued from the library by the prescribed date after submission of library membership cards.

- In case a student loses his/ her library cards then the student should report the loss of card immediately to the librarian and apply for a duplicate card by paying Rs. 100.

- Every student must possess his/ her library card while making use of the Library facility and produce the same to the library staff on demand.

- Membership card is nontransferable. Students must not lend their library card to any other student to borrow books from the Library. Library facilities will be withdrawn for students misusing cards.

- Library cards must be renewed every semester on the date notified.

Borrowing Policy

- Up to three books can be issued against UIT library cards, each for three days.

- Issued book(s) will be reissued only once (subject to the availability and if it is not needed by some one else)

- Two Books will be issued against one UIT ID card these books can only be used in the reading room

- Reference material should not be taken outside the Library.

- Absence from the institute will not be allowed as an excuse for the delay in return of books.

- Under special circumstances, the librarian may refuse to issue books or recall the books already issued from any member without assigning any reason thereof.
**Overdue Material**
- In cases where Library materials are returned after the loan period has expired, a fine will be levied.
- Overdue charges are applicable to all Library users. The fine of Rs.25.00 per day per item will be levied for overdue material.

**Reserving of Material**
- A member who wishes to make use of material which is on loan may request that these items be reserved through library online reservation service.
- Students are encouraged to use online reservation service for searching and checking availability of books rather than gathering in front of circulation desk.

**Special Instructions**
- Readers must present their Reader’s Card or Institute’s Card for inspection if requested by a member of the Library staff in the course of their duties.
- The Library staff on duty has the right to request a user to leave the premises if he/she is found to be violating any of the Library rules.

**Book Bank**
All students of UIT will be entitled to become members of UIT Library Book Bank.
- Membership fee of Book Bank will be Rs. 25/- (Twenty Five Only)
- Books will be issued only for one semester.
- No other books except related to the course will be issued.
- Book should be returned to the Book Bank within a week after examination, otherwise result will be withheld and late fee will be charged at the rate of Rs. 25/- per day per book.
- In case of loss/damage of the book/books, market value of the book will be realized.
- 30% of the cost of book will be charged at the time of issuance of book, which will not be refundable.
- A student can borrow six books at a time. He/she can return a book and get another book issued in its place after payment of 30% cost of the book, which will not be refundable.
- Clearance from the Book Bank will be necessary for declaration of semester results and other official documents.
- Timing of the Book Bank will be from 2:00 PM to 4:00 PM.

The main purpose of these rules is to safeguard the common interest of all users and to enable the Library to carry out its functions as efficiently as possible. Failure to observe the rules can lead to disqualification.
Alumni Association

UIT’s Alumni are the most important manifestation of UIT’s quality of education and training. Alumni are making their mark on society wherever they go; within the country or abroad and in this way UIT’s reputation is enhanced. Alumni represent a platform for sharing knowledge, resources and ideas for positive impact amongst the UIT’s undergraduates in particular and society in general.

An Official Alumni Association is working with the collaboration of Industrial Liaison Department (ILD). This Association organizes seminars to offer industrial exposure to students. Also, the association members stay connected with the UIT’s undergraduate students. This Association also help in offering scholar, internships, job placements, FYP’s and industrial visits for the students.

Industrial Liaison Office

Industrial Liaison Department Services

Industry–Academia Linkages plays a vital role in development of any country. It helps in coming up with solutions to problems being faced by the industry and the nation, exposing students and faculty to the needs of the industry, development of programmes and curriculum that needs industry need, finding employment for graduates in the industry, coming up with improvement of the Final Years Projects of the students, knowledge sharing and skills enhancement for both the industry and universities, etc.

UIT’s Industry Liaison Department (ILD) is aggressively working to take these linkages to the highest level. In this direction it is working on the following aspects:

- Industry assistance in the Final Year Projects (FYP) of UIT’s students.
- Undertaking joint projects with the industry to solve problems being faced by the industry.
- Industry assistance in developing meaningful internships for UIT students.
- Industry to take part in the Job Fair and conducting interviews at UIT for giving employment to UIT graduates.
- Industry for arranging relevant and meaningful Industrial Visits for students, graduates and faculty of UIT.
- Industry to assist in Faculty Industrial Exposure/Placements. Industry to also place its staff in UIT for a specific period.
- Industry to assist in arranging lectures/workshops/seminars/conference by the industry experts.
- Industry to assist in arranging board of advisors for industrial Linkages enhancement.
- Industry to assist UIT in starting new programs and assist in curriculum development/changes in new/existing programs as per industry needs.
- Industry to help in providing career consultancy and polishing CV’s of the students.
- Industry to arrange trainings for Industry’s staff as per Industry requirements.
1. The Final Year Project (FYP) is of one year duration and 6 credit hours; Students register for 2 credit hours in 7th semester and 4 credit hours in 8th semester.

2. Each FYP group shall have a minimum of two and a maximum of four members (subject to the scope / extent of the project).

3. Each FYP group will present its Project Proposal in front of the FYP Review committee for approval.

4. A project proposal may be approved, rejected or conditionally accepted with minor / major revision. In case of conditional acceptance, the proposal must be revised by incorporating the Review committee’s suggestions, for final approval. In case of proposal rejection, a fresh proposal based on new idea would need to be presented.

5. Once a project proposal is approved by review committee, the project as well as the group members cannot be changed -- even by the

<table>
<thead>
<tr>
<th>Expected Deliverables for Milestones</th>
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<tr>
<td>7th Semester</td>
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<td><strong>S.no</strong></td>
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</tbody>
</table>
| 1       | 1st           | Project Initiation Phase (30%) | • Complete idea that how the project will be executed  
|         |               |                   | • Market survey of the components/equipments (sensors, controllers, etc.)  
|         |               |                   | • Testing of sensors and various modules (Hardware and Software) 4. SRS |
| 2       | 2nd           | Project Execution, testing & evaluation (80%) | • Hardware demonstration.  
|         |               |                   | • Expected 60% FYP working should be completed  
|         |               |                   | • Simulations & integration of different modules of project with the software (if any) |
| 3       | 3rd           | Finalized project with complete working as proposed 100% | • Complete project, with testing results, setup and deployment.  
<table>
<thead>
<tr>
<th></th>
<th>(Completion of Project)</th>
<th></th>
<th>• Finishing of project as a product/deliverable</th>
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<tbody>
<tr>
<td>8th Semester</td>
<td></td>
<td></td>
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</table>
project supervisor. Any change in the approved FYP, if required in rare case, can only be allowed after consensus of FYP review committee.

6. Students’ progress in each FYP is evaluated after every four months, i.e. in three milestones during the year. Their marks for each milestone are displayed on notice board.

7. All the relevant notices will be displayed at least two weeks prior to every milestone.

8. Medium of presentation in all milestones is English.

9. Students must follow the formal dress code for the milestone presentation. Non-serious / non-professional attitude during presentation may result in deduction of marks.

10. Any FYP group member who fails to appear in any milestone will be awarded zero marks in that part.

11. Students are required to consult their project supervisor fortnightly for the progress monitoring meeting. A formal record of all such meetings has to be regularly maintained by the students in a project file, with supervisor’s signatures. This file is required to be submitted to department’s FYP incharge at every milestone, failing which students would lose project documentation marks.

12. The final report of FYP must be according to the format provided by the FYP In-charge.

13. Plagiarism is a totally unacceptable in academics. Hence, any FYP group committing plagiarism in its final report would face suspension of one year.

14. In case a student is not able to pass his/her final year project, he/she shall be awarded “F” grade.

15. An external supervisor may also be appointed for FYP guidance and evaluation. External supervisor must be a registered member of Pakistan Engineering Council (PEC).

FYP Marks Distribution

<table>
<thead>
<tr>
<th>S.No</th>
<th>Activity</th>
<th>Marks</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1st Milestone</td>
<td>30</td>
<td>10 – Presentation 10 – Project Briefing 05 – Q&amp;A 06 – Project File</td>
</tr>
<tr>
<td>2.</td>
<td>2nd Milestone</td>
<td>40</td>
<td>25 – Hardware Demos/working 10 – Q&amp;A 05 – Project File</td>
</tr>
<tr>
<td>3.</td>
<td>3rd Milestone</td>
<td>80</td>
<td>05 – Presentation 15 – Project Briefing 20 – Hardware Demonstration/working 15 – Project Finishing 25 – Q&amp;A</td>
</tr>
<tr>
<td>4.</td>
<td>Project Report/Thesis</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

27
1. Student should form groups for their Final Year Projects (FYP). These groups should have at most 3 students.

2. Each FYP group must prepare project proposal and make a presentation about the proposal to the reviewing committee for its approval. Guidelines for the project proposal will be provided by the CS department.

3. If in case the proposal is rejected, the proposal must be reformulated incorporating reviewing committee’s suggestions or new idea must be presented.

4. Once the project is approved, project kickoff document including an affidavit on RS. 20/- stamp paper should be submitted by the students. This marks the project start date and the academic conditions regarding the project and this document.

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### Project Milestones, Phases and Deliverables Summary

<table>
<thead>
<tr>
<th>S.no</th>
<th>Milestone</th>
<th>Project Phase</th>
<th>Deliverables</th>
</tr>
</thead>
</table>
| 1    | 1st       | Project Initiation Phase | 1. Project Proposal  
2. Gantt Chart  
3. Project Charter  
4. SRS  
5. GUI (Screen Shorts) - Tentative  
6. General Features of Software and linking with GUI - (Flow Diagram)  
7. List of Similar Software (Existing)  
8. Features which are different in the above list and FYP. |
| 2    | 2nd       | Project Execution & Control Phase | 1. Use cases and Processes of system.  
2. Class Diagrams, Classes, Interfaces, Inheritance  
3. Complete GUI  
4. Complete database design, with details of Keys(Primary, Sec, and tertiary)  
5. Tables, and results after 1st, 2nd and 3rd normalization.  
6. NF4 and NF5 form of databases (in case of ambiguity in database). |
| 3    | 3rd       | Testing & Evaluation Phase | Desktop / Web / Mobile Applications. Students need to perform at least 15 tests out of 30 given tests. Each framework will be tested separately. |
| 4    | 4th       | Project Closing | Complete Project, with testing results, setup and deployment kit. |
will be held by project coordinator and supervisor and will be submitted along with the project report.

Specimen of the undertaking/ affidavit will be provided by the CS department.

5. The FYP is of 6 credit hours, and needs continuous hard work. Marks of each milestone may be recorded.

6. Weekly project assessment meetings will be held by project supervisor with the students and the report signed by supervisor, must be submitted to the Project Coordinator.

7. Each FYP carries 200 marks. The distribution of marks is as follows:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Activity</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1st Milestone</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>2nd Milestone</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>3rd Milestone</td>
<td>30</td>
</tr>
<tr>
<td>4</td>
<td>Supervisor Marks</td>
<td>30</td>
</tr>
<tr>
<td>5</td>
<td>Poster Session</td>
<td>20</td>
</tr>
<tr>
<td>6</td>
<td>Project Report</td>
<td>20</td>
</tr>
<tr>
<td>7</td>
<td>Final Viva &amp; Presentation</td>
<td>20</td>
</tr>
<tr>
<td>8</td>
<td>External Examination</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Total Marks</td>
<td>200</td>
</tr>
</tbody>
</table>

14. Each student in the group will submit the blind “Peer Evaluation” and submit it to FYP In-charge personally after two weeks.

15. Plagiarism is strictly prohibited. Any group found indulging in plagiarism would be suspended for one year.

16. Students are allowed to take help from professionals after prior approval from the panel consisting of CS faculty members.

17. In case any student is not able to clear his/her final year project he/she will have to again register for FYP. This registration can only be done in Fall semester.

18. Each FYP student must maintain his/her FYP LOG BOOK which has to be filled daily and must be signed by both external and internal supervisor.

19. External supervisor may suggest additional requirements, but requirements of the project will be finalized by internal supervisor in consensus with FYP coordinator.

20. Students need to meet with supervisor(s) once a week and submit the report to the FYP In-charge.

21. Internal supervisors will be available only during official hours (9AM - 5PM).
Introduction to IEEE

IEEE, an association dedicated to advancing innovation and technological excellence for the benefit of humanity, is the world’s largest technical professional society. It is designed to serve professionals involved in all aspects of the electrical, electronic, and computing fields and related areas of science and technology that underlie modern civilization.

IEEE’s roots go back to 1884 when electricity began to become a major influence in society. There was one major established electrical industry, the telegraph, which since the 1840s had come to connect the world with a data communications system faster than the speed of transportation. The telephone and electric power and light industries had just gotten underway.

IEEE, pronounced “Eye-triple-E,” stands for the Institute of Electrical and Electronics Engineers.

However, as the world’s largest technical professional association, IEEE’s membership has long been composed of engineers, scientists, and allied professionals. These include computer scientists, software developers, information technology professionals, physicists, medical doctors, and many others in addition to IEEE’s electrical and electronics engineering core. For this reason the organization no longer goes by the full name, except on legal business documents, and is referred to simply as IEEE.

Benefits of IEEE Membership

IEEE Student members are the future innovators and leaders, a vital part of the technology profession. IEEE membership can help enhance careers, starting as students and transitioning to the volunteer members that help shape the future for all society.

IEEE opens the door to opportunities that will help you develop your professional identity in IEEE’s designated fields of interest: sciences, technology, engineering, and mathematics. In addition to accessing a range of membership benefits, you’ll make global connections with people who can help you along your targeted career path through IEEE’s international community of members and volunteers.

Some of the most popular student benefits are:

- GoogleApps@IEEE
- IEEE Resume Lab
- Humanitarian Program
- Professional Networking - IEEE memberNET
- Potentials Magazine
- Student Travel Grants
ACM Student Chapter at UIT

Introduction to ACM (Association for Computing Machinery)
ACM, the world’s largest educational and scientific computing society, delivers resources that advance computing as a science and a profession. ACM provides the computing field’s premier Digital Library and serves its members and the computing profession with leading-edge publications, conferences, and career resources.

The chapter also provides a range of activities and services including talks by local practitioners, visits from prominent speakers, the ACM Lectureship Program circuit, technical and career workshops, field trips to commuting installations, and social activities.

Benefits of ACM Membership
ACM membership gives the student member access to following resources:

- Online courses targeted toward essential IT skills and popular certifications
- Online books from Books24x7®, Safari®, Morgan Kaufmann and Syngress
- Webinars on hot topics, presented by today’s innovators
- Complimentary e-mentoring services from MentorNet
- ACM queue website featuring articles, commentary, blogs, roundtables, case studies, multimedia and more
- Access to Ubiquity, ACM’s IT opinion magazine and forum, and eLearn, ACM’s magazine dedicated to distance education
- A free email forwarding address with high-quality spam filtering
- Free access to software and courseware through the ACM Student Academic Initiative
- A vast network of over 100,000 highly dedicated student and professional peers
- ACM’s Career & Job Center, where you will find targeted job opportunities and more!
- The opportunity to join one or more of ACM’s Special Interest Groups in 37 specialty areas of IT
- The opportunity to join one of more than 500 ACM Student Chapters worldwide
- Unique volunteering opportunities to gain hands-on experience and knowledge of the marketplace.
### Who’s Who

<table>
<thead>
<tr>
<th>Service Unit</th>
<th>Contact Person</th>
<th>Ext.</th>
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<tbody>
<tr>
<td>Academic Administration Director</td>
<td>Mr. Roshan Zameer</td>
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<td></td>
<td>Academic &amp; Examination</td>
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<tr>
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<td>Finance Department</td>
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<td>Manager, Networks</td>
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<tr>
<td>Director’s Secretariat PA to Director</td>
<td>Mahin Khursheed</td>
<td>Ext. 3062</td>
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<td></td>
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<td><a href="mailto:mkhursheed@uit.edu">mkhursheed@uit.edu</a></td>
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<tr>
<td>UIT’s main contacts</td>
<td>Phone</td>
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