



Chartered by Government of Sindh
Malir University of Science & Technology
University with a Difference

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Students handbook

Academic Guidelines



“To acquire knowledge is binding upon all Muslims, whether male or female”
The Holy Prophet (PBUH)

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Location of the Malir University of Science & Technology

The Main Campus of Malir University of Science & Technology, Karachi on off National Highway located at Koochi Goth, Deh Landhi Bin Qasim Town, District Malir. It is about 8.5 Kilometer from Jinnah International Airport. The university is surrounded by industries and agriculture fields and posing a very beautiful view.

Following are the Teaching & Non teaching Staff:

Teaching Staff

Highly professional faculty members have been engaged for teaching and they are also involved in research activities

1. Prof. Mehtab S. Karim, Ph.D. (Vice-Chancellor)
2. Prof. Syed Zahoor Hussain Shah Bukhari, Ph.D. (Director QEC)
3. Dr. Pervez Wasim, Ph.D., HoD, Dept. of Economics
4. Dr. Erum Naz, Ph.D. (UoK); PDR (FUUAST), (Microbiology)
5. Dr. Sher Shah Syed, FRCOG, MRCOG
6. Dr. Syed Abu Muhammad Jamiluddin Rizvi, MSC, MRSH
7. Dr. Akmal Sultan, MRCS, FRCS
8. Syed Saadat Ali Hashmi, MA (English), MBA
9. Ms. Shahnaz Khanani, M.Ed.
10. Mr. Naveed Ahmed Siddiqui, MA in Economics
11. Mr. Mahmood Ul Hasan Mujahid, MCS & MA Sociology

University Administration

Highly professional management officials have been engaged to run and administer University affairs

1. Prof. Syed Tipu Sultan, Chancellor
2. Prof. Mehtab S. Karim, PhD., Vice-Chancellor
3. Prof. Serajuddaulah, Pro Vice-Chancellor
4. Prof. Dr. Shahida Sajjad, Ph.D., Dean Social Sciences
5. Mr. Muhammad Siddique, Registrar
6. Mr. Muhammad Motiullah Siddique, Director Finance
7. Mr. Syed Mohammad Mohsinul Islam, Administrator
8. Syed Azhar Ali, Librarian
9. Mr. Faisal Ur Rehman Abbasi, Deputy Admin Officer

Academic Guidelines

- REGISTRATION PROCEDURE
- ADMINISTRATIVE
- FINANCIAL
- LIBRARY RULES
- LIBRARY DISCIPLINE
- COMPUTER LABORATORY
- STUDENTS ACTIVITIES
- MUST FORUMS
- MUST VIDEO CONFERENCING
- ENVIRONMENT

Registration Procedure

The following registration procedure should be followed before the beginning of each semester of registration:

- A Course Registration Form is available at the Administration Office. It should be duly filled out by the student in duplicate and approved by the HoD of the respective department or Dean by the end of first week of classes.
- The processing fee in full must be paid at the Askari Bank Ltd. Kalaboard Branch, Karachi within due date. Registered students who fail to pay above mentioned fee by end of second week of classes will have their registration cancelled.
- Student not registered as above will not be allowed to attend classes without the prior approval of the HoD/Dean. No registration will be allowed two weeks after the commencement of classes.
- Registrations in advanced courses depend on clearing the pre-requisite courses. List of pre-requisite courses will be posted on notice board
- Students failing in the courses will have to re-register in the said course(s) in the very next semester provided it is being offered. Otherwise he/she would have to wait for summer semester. Minimum registration clause will be applicable in case of re-registration in the not cleared course(s).
- Those who have not cleared the course(s) will have to attend all classes, pay per course fee which is Rs. 10000/- (Rupees ten thousand only) submit assignments (if any), and appear in compulsory examinations, etc.

Administrative

1. Students are required to keep the University administration informed of any change in their home / office address, telephone numbers (cell, residence and office), and email address.
2. All announcements will be posted on the notice board of the University. Students should regularly check the notice board and university website for updates.
3. The following forms are available at the Registrar Office:
 - Certificate Student Registration Form
 - Internship Reference Letter Request Form
 - Internship Request Form
 - Internship Waiver Form
 - Project Proposal Form
 - Reference Letter Request Form
 - Semester Withdrawal Form
 - Special Exam Request Form
 - Special Facilities Request Form
 - Student Identity Card Form
 - Transfer Course Request Form
4. Printing facilities are being made available through computer laboratory. Student should check it with the laboratory In-charge to avail these facilities.
5. Requests for any special student activity should be made in writing to the HoD, who will get approval from Dean or Vice-Chancellor.
6. Urgent and important incoming telephone messages for the students will be received and every effort will be made to convey it to the student as soon as possible.

Examinations

1. Two compulsory Examinations (Mid-term and Final Term Examination) will be held during the semester. Mid-term exam duration is two (2) hours whereas the final exam duration will be from 2 to 2.5 hours. Final exam will be held after the completion of 15 sessions of all offered courses.
2. Semester transcripts will be issued in three weeks after the announcement of final examination.
3. Retake examination of the courses in which students failed to clear the subject will be held in the following semesters or can be arranged during summer semester.
4. Scrutiny of paper(s) can be done after the payment of requisite fee.

5. There is no recheck policy of final examination. However, re-totaling is possible. Those desiring re-totaling of their paper(s) will require to fill-up the requisite form available with the Examination Department and submitting the same to the Examination Dept.

Suspension

A student shall be liable for up to six months suspension if he/she commits any of the following act:

1. Misbehaves or quarrels, with any teacher or member of the staff or fellow students.
2. Is generally disobedient.
3. Spreads false rumors.
4. Uses unbecoming, indecent or filthy language.
5. Incites other students to violence.
6. Indulges in acts of immorality.
7. Indulges in any kind of political activity including displaying posters or play cards within the premises of the University.
8. Interferes with administration in any matters.

Rustication

A student may be rusticated for a period of 3 years due to any of the following acts:

1. Taking forceful possession, making unauthorized use or damaging any property.
2. Involving in any agitational activity.
3. Indulging in activities, prejudicial and detrimental to the good order of the University.
4. Adopting unfair means during examinations.
5. Disobeying an order of suspension passed against him/her.
6. Any other act, which the Vice-Chancellor or the Disciplinary Committee considers inappropriate.

Expulsion

A student is liable to be expelled from University if he/she:

1. Is found in possession of fire arms or lethal weapons or Narcotic drugs in the University premises, examination halls, classrooms or any other area specified by University Administration.

Financial

1. All fees should be paid at the Askari Bank Ltd, Kalaboard Branch Karachi.
2. Processing fee and all other dues for the previous semester are payable each semester at the beginning of the semester. The deadline to pay fee will be fixed by Finance Dept.
3. Rs. 400000/- (Rupees four hundred thousand only) Tuition Fee is payable after competition of 4-year BS Degree program in easy monthly installments within 5 (five) years.
4. Students appearing in **NOT cleared course(s)** will have to pay full tuition fee.

General Rules

1. Students are required to maintain an orderly conduct and good moral behavior on the Campus.
2. Students are required to check the bulletin boards regularly. Special and urgent announcements will be posted on the easel at the entrance to the University or in the library.
3. No eating and drinking is permitted in the library, classrooms, computer laboratories and corridors.
4. Eating of 'paan' on campus is prohibited. University premises are a **No Smoking** zone. Anyone found breaking this rule would be fined Rs.500/-.
5. Litter should be properly disposed off in the bins provided.
6. Canteen-related items (utensils / cups / bottles) should be returned back to the canteen after use.
7. Students and faculty should park their vehicles in the reserved parking area (after Vision School at their own risk.
8. Students will not be allowed to remain on Campus after 5:00pm.
9. Students found writing on the desks & walls etc. will be charged a penalty of Rs.500/-
10. All enrolled students will be issued a non-transferable identity card having a photo duly signed by the authority concerned. For duplicate card, Admission Office should be contacted.
11. No outsider will be invited by the students to address any meeting at the University without prior permission of the relevant authority (A special request form is available at the reception). Decision of the authority (ies) will be final.
12. Students are not allowed to paste any poster, pamphlet or fix banners of any nature without prior approval from the Dean/Registrar on the university's walls.
13. Students are not allowed to address the media or the national press on any subject.
14. Students wishing to correspond with higher authorities need to rout through University's Registrar.
7. No student is allowed to bring weapon and ammunition or any other harmful item inside the premises.

8. Use of speakers / amplifiers, megaphone is prohibited in the University's premises.

Library Rules

The library is not a lending library. However, efforts are being made to obtain maximum number of books in order to make it a lending library as well. The following rules will be observed when the library is upgraded into a lending library:

1. One book can be borrowed from the library at a time.
 - A book can be borrowed for the maximum period of 3 days.
 - There is no lending facility for reference books, periodicals and newspapers.
2. Any title in the lending section can be reserved in advance. Request can be made at the library desk or email can be sent to the librarian. The Librarian has the right to reserve the required book or reject the student's request keeping in mind the availability of the book. Reserved book will held only for three days.
3. The following rules pertain to reissuance of books:
 - Book can be reissued if request is made by telephone or internet (email).
 - Book will not be renewed 2nd time.
 - Reserved book will not be renewed.
4. Late fine will be charged if the book(s) are deposited late.
 - Rs. 100 per book per day.
5. The following rules pertain to book loss / damage:
 - In case of damage, full price of the book will be charged.
 - In case of loss, 200% price of the book will be charged.
 - No marking, either by pencil, pen or highlighter is allowed.

Library Discipline

1. Group studies should be carried out in the classrooms or at a section of the library reserved for this purpose.
2. Membership of library will be canceled / suspended if certain student disturbs the quiet atmosphere of library.
3. Membership can be suspended for a minimum period of 10 days and this period can be increased at the discretion of the Librarian.
4. A list of suspended library users will be displayed at the notice board.
5. All suspended library users will deposit their library card during the period of suspension and will not be allowed to enter the library premises.
6. Eating in library is strictly forbidden.

Computer Laboratory

1. Computer Lab is open to all students for computing and printing facilities during open hours.
2. Quality printing on A4 size printing on laser printer and scanning of pictures and color printing is available. Students should schedule their printing well in advance to avoid uneven load on printing facilities. However, students should submit their final prints to laboratory staff at least one day in advance. No printing will be allowed half an hour before closing time.
3. Students can buy their own papers from the shop and bring for prints in Labs.
4. Students should only use the machine assigned to them. Hard-disk space will be allocated to them on these machines. Minimum use of USB, CD and DVDs disks will be advised to avoid problems.
5. For virus security purposes, the disks would be used after permission by the CLA (Computer Laboratory Administrator) and proper checking. Computer Lab Attendant (CLA) may coordinate for all computer related issues.
6. Whenever using any software in the lab, the guidelines of the Instructor or CLA need to be followed.
7. Students are not allowed to load their own software. Should additional software be required, they need to get the approval of the concerned faculty and contact the CLA well in advance to make arrangements.
8. Passwords should not to be disclosed to anyone. Students should not use other student's or faculty's passwords.
9. Only servers are provided with UPS for backup. Due to unwarranted electricity failures, users are advised to save their work regularly. Students should be responsible for keeping a backup of their data. Laboratory staff will not be responsible for any loss of data.
10. All student group and project teams are assigned reasonable time for using lab facility.
11. After completing the job, the students are required to properly log off the systems, otherwise their password will be changed / other students could print from his / her account.
12. Students are not allowed to shift any equipment without permission.
13. A complaint register is maintained by the CLA to record any malfunction of hardware or software. Please log all complaints in writing in the register, which are checked regularly.
14. Users being caught tampering with the machine configuration or infecting it with virus will be subject to a fine of Rs.1000/-.
15. The lab will be closed at announced timings displayed in the laboratory notice board. All students are required to check these notice boards regularly for any changes.
16. Eating, drinking and playing games in the laboratory are strictly prohibited.

Students Activities

1. As per the rules and regulations of Malir University of Science & Technology, no student or group of students shall form a society/association/organization. However, the management would encourage the formation of different student clubs for curricular and extracurricular activities, and guide and monitor them. Students interested in forming such clubs are required to register themselves with the Registrar/HoDs of the relevant programs of the university as soon as they decide to form a club/society. Proper elections to the office bearers of these clubs will be held every year under the supervision of Registrar/HoDs.
2. The following clubs/societies are proposed to promote diverse activities on Campus:
 - Book Society
 - Computer Society
 - Debate Society
 - Green Future - Environmental Society
 - Sports Club - Cricket; Table Tennis; Squash; Body Building; Swimming
 - Young Forum - Young Leaders to meet and discuss future development in education system, etc.
 - Library Club – Students are advised to spend most of their time in library to develop reading habits.
3. The University plans to have its own a Biannual Newsletter, which will be published jointly by the faculty & students.
4. Student publications in leading and recognized national and international magazines and newspapers are encouraged. A reward of Rs.500 per article (with Malir University's name) and Rs. 250 (without university's name) will be offered.

Placement Bureau (PB)

The University plans to have a placement bureau at its premises. The bureau would help and assist the graduates of social sciences and, health sciences, business and computer science to grow and assume responsibilities as corporate leaders and leaders of society. PB is responsibilities would be to arrange Internships and placements for all students. PB will also conduct career counseling sessions on regular bases. Every semester, all large national, multinational companies, banks and financial institutions would be contacted by PB and it will try to conduct their employment test and interviews on campus for the direct recruitment of graduates by different organizations.

Seminar Series

Seminars, Forums, talk shows, conferences and guest speaker's sessions will be the regular feature of Malir University of Science & Technology. Both the permanent & visiting faculty members are encouraged to arrange guest speaker sessions, seminars or workshops. The University would make audio-visual arrangement if so requested.

Video Conferencing

The University would also arrange a number of lectures by distinguished speakers from rest of the world. Attendance of the videoconference will be mandatory for the students.

Environment

Electrical Power

Students are directed to turn off electrical power when not in use, turn off light/fan when leaving the room / bathroom etc, and use minimum power for AC.

Garbage / Litter

Students are directed not to throw litter around except in dustbins and wastebaskets.

Water / Sanitation

Students are also directed to use minimum quality of water, turn off water tabs when not in use, avoid spillage such as on the floor, mirrors, etc., keep bathrooms clean and report all malfunctions immediately to Malir University of Science & Technology Management. "Ablution" can be carried out in the nearby mosques.