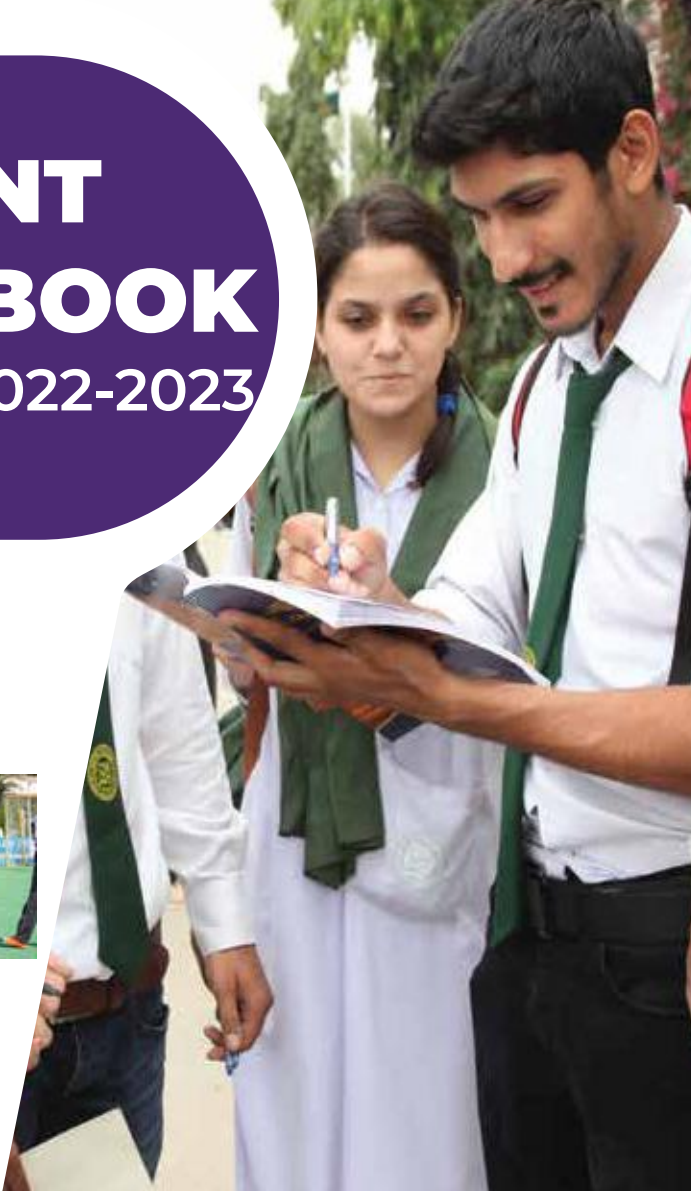




**Sir Syed University
of Engineering & Technology**



STUDENT HAND BOOK 2022-2023



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Sir Syed University of Engineering & Technology



Student Handbook 2022-2023

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Everybody Loves a Good Student

Parents, teachers, family, friends, colleagues, everybody loves a good student. Being a University student makes you a part of the niche youth to be getting higher education. While this makes you fortunate, it also places a responsibility on your shoulders to live up to the expectations of the entire Pakistani nation. Being a student of Sir Syed University of Engineering and Technology (SSUET), you are a torch bearer of the ideals of scientific and technological innovations leading Pakistan to become a “knowledge based society”. At SSUET, as envisaged by Sir Syed Ahmad Khan when he laid the foundation of Aligarh Muslim University (AMU), you will live the Aligarh Spirit – striving for scientific inquiry and innovating solutions that will help solve the problems of millions of people worldwide.

Vision

SSUET vision is to meet the demands of challenging times as envisioned by Sir Syed Ahmed Khan by transforming Pakistan into a knowledge based society through social impact projects and innovation in education, research and creativity, endeavoring to create an entrepreneurial mindset.

Mission

To play a leading role as an outstanding University with focus on engineering, technology, science & business education for national socio-economic development and meeting the challenges of modern times by creating alliances and partnerships among academia, industry and communities. To focus on innovation, research and commercialization imbued with a sense of social & moral responsibility aligned with Aligarh spirit.

The good student that everyone loves is a future of Pakistan. At the University level, students are expected to self-learn. The University student gains knowledge and skills and develops an entrepreneurial attitude, which helps him or her to become leaders in the professional field and a cultured person. The faculty members and staffs are there to guide and facilitate you. During your University life you will encounter many difficulties and have many achievements. This guide book is to help you maneuver through the difficulties and produce good results. In following this guide book, you will find that your stream of knowledge will join with others in the Universities and flow like a river to the ocean of professional field and industry.

Being at SSUET is being a part of the global network of engineers, designers, scientists and Manger Biochemists technologists. The University encourages interdisciplinary and online connectivity. At SSUET, you will have access to knowledge resources, skilled faculty members and an entrepreneurial management. They will assist you in formulating and achieving your life goals. This guide book will help you communicate and interact with everyone including your colleagues, participate in national and international events, and help you develop partnerships in other parts of Pakistan and across the world. This guidebook will help you access the network through our website www.ssuet.edu.pk and help you to be informed of the fast paced University life. Being informed will help you to participate actively and accumulate good memories.

This guide book is divided into following sections:

1. Introduction to SSUET
2. Student Values and Services
3. Learning Environment and Facilities
4. Graduating through the Semester System
5. Course Registration and Attendance
6. Graduation and After
7. Evaluation Assesment & Examination

The guidebook also includes maps, diagrams, time tables and curriculums available on SSUET website to help you explore and find your way around the campus. We wish you a pleasant University life as a good student that everybody loves.

CHAPTER-1

Introduction to SSUET

1.1 SSUET Genesis and Leadership



Sir Syed University of Engineering and Technology (SSUET) is an academic institution established in 1994. SSUET has the distinction of being the first Engineering University to have been established in the private sector. SSUET is regulated by the Higher Education Commission (HEC) of the Government of Pakistan and the Charter Inspection and Evaluation Committee (CIEC) of the Government of Sindh. The degree programs are monitored and accredited by the respective councils. SSUET awarded degree is recognized internationally.



SSUET is sponsored by the Aligarh Muslim University Old Boys Association (AMUOBA). The President of AMUOBA is the Chancellor of SSUET. The presiding Chancellor of SSUET is Mr. Jawaid Anwar. AMUOBA brings to SSUET Sir Syed's reformation of the Muslim society through modern scientific education. This is the Aligarh Spirit – a self-reliant movement for progress and development of the Muslims keeping their cultural identity intact. The executive leadership of SSUET is vested in the Vice Chancellor – Professor Dr. Vali Uddin. The leadership team comprises of the

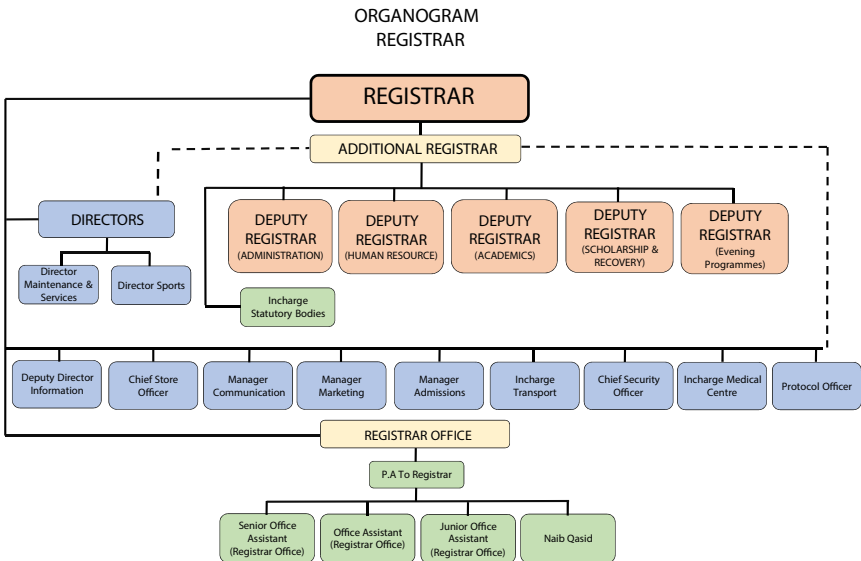
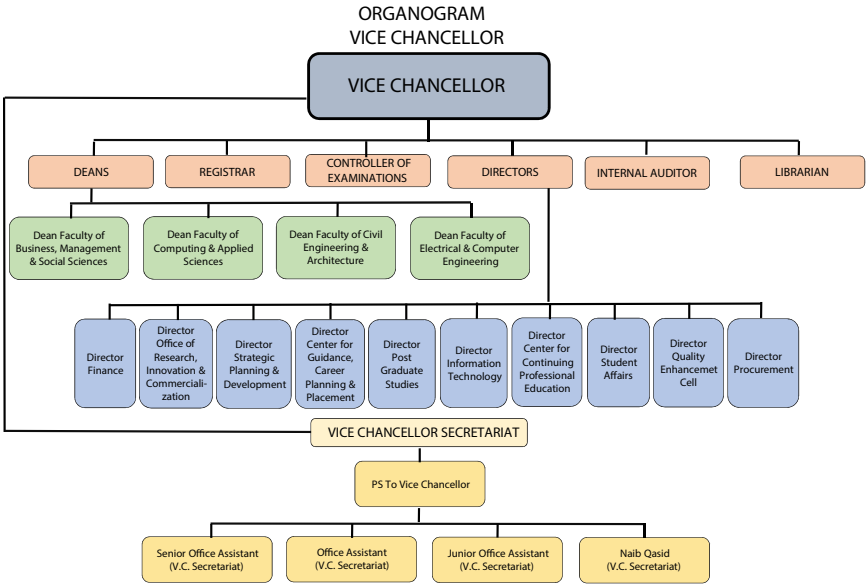
Registrar, Deans and Associate Dean. Heads of Administrative and Academic Departments form the middle management, who lead the team of faculty and staffs in their respective departments.

The Vice Chancellor is a key member of the Chancellor's executive leadership team and is entrusted with providing leadership and coordination on behalf of the University in the specific area of assignment (e.g., academic affairs, administrative services, research, student affairs, etc.). As an executive staff member, the Vice Chancellor provides innovative leadership in initiating, developing, designing, facilitating and implementing Strategic plans, policies and procedures in the respective area of assignment.



1.2 Administrative Organogram

An organogram of Vice Chancellor and Registrar visually conveys an internal structure by detailing the roles, responsibilities, and relationships between individuals within an entity. It shows hierarchical relationships between concerned HOD's and the people who report to them, as well as departments.



1.3 SSUET Campuses

Sir Syed University in accordance with the philosophy of Sir Syed Ahmed Khan is contributing towards education sector so that the youth of Pakistan may not be deprived of education and rather avail best possible professional education to reinforce not only efforts of government in the education sector and help in nation building.

In this respect Sir Syed University has three campuses:

- 1) Sir Syed University Main Campus.
- 2) SSUET Education City Campus
- 3) Sir Syed Tower.

Sir Syed University of Engineering & Technology Main Campus

Sir Syed University Main Campus is situated at intersection of University Road, Sardar Ali Sabri Road, in midst of city in Gulshan e Iqbal Block-5. Sir Syed University was established in 1994 under the Sir Syed University Act attaining the status to degree awarding institution. Sir Syed University has the unique distinction as visualized by Aligarh Muslim University Old Boys Association (AMUOBA) as its sponsor. SSUET is the first engineering university to have been established in the country in private sector. Sir Syed University is the legacy of Sir Syed Ahmed Khan – the great educationist, thinker and social reformer.



University is the true manifestation of the philosophy of Sir Syed Ahmed Khan. As we know Sir Syed Ahmed Khan renewed the will in Muslim to survive during the dark period under all odd circumstances. He also motivated Muslim community and made them understand significance of scientific education as a response to ever growing 21st Century challenges.

Sir Syed Ahmed Khan explained Muslims that they had no other choice, but, opt for education, and, scientific education in particular for survival.

The SSUET main campus extends over an area of 7.83 acres. University started with one department namely Computer Engineering Department followed by Electronic Engineering Department. There were 200 students at the start. Gradually number of students securing admission in SSUET increased. First Convocation was held in 1998. University has successfully moved forward in its educational journey over past two decades. Currently nearly 6000 students are availing undergraduate, post graduate and Ph.D level of education.



University continues its spearhead education and believes that education should reach every youth. Sir Syed University now has a long list engineering departments, besides, sciences, social sciences and business management. The departments are accommodated in different program test academic blocks i.e. Block A, Block B, Block C, Block D, Block E, Block F, Block G and Block H. The total built-up of University is 352,134 sft inclusive of multistory blocks and open area being 1,695,425 sft

There is a central library, playground with state of the labs, air-conditioned class rooms with teaching aids, space for co-curricular activities. Future Plan includes a library and auditorium. Sir Syed University has provided an amiable environment where facilities are available to gain knowledge and skills.

University is a seat of learning and role of Sir Syed University in any society is not just turning out graduates year by year but, it the creation of new knowledge through constant, consistent learning and thought provoking researches.

All programs at Sir Syed University are accredited by the Higher Education Commission (HEC), Pakistan Engineering Council (PEC), National Technological Council (NTC), Pakistan Council of Architects and Town Planners (PCATP). National Computing Education Accreditation Council (NCEAC)/National Business Education Accreditation Council (NBEAC) all degree programs at Sir Syed University are recognized by HEC of Pakistan accredited by respective education councils. Further, ensure the quality of performance of the university and its alignment with bench mark standard the regulatory bodies conduct regular visits to university and evaluate through assessment.

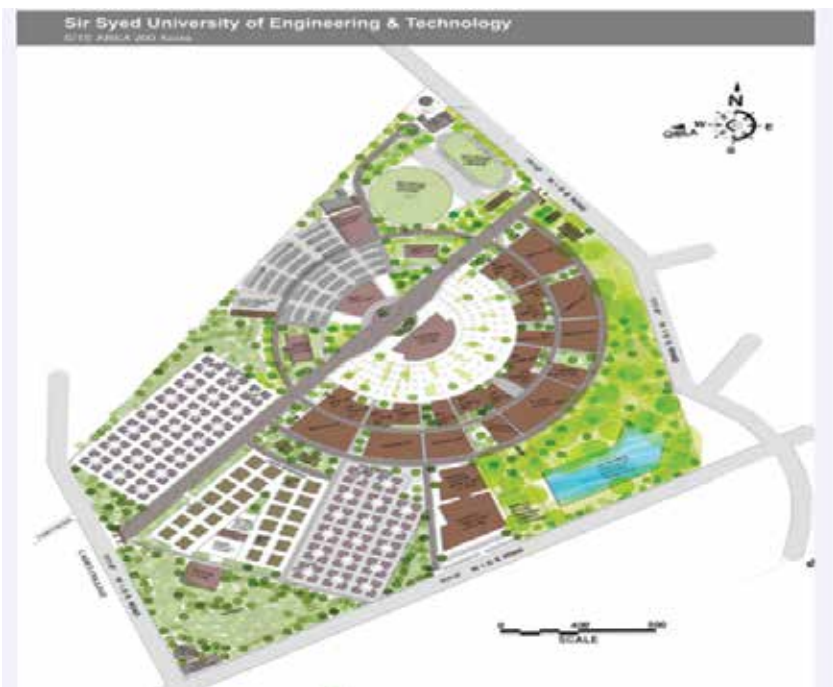


1.4 SSUET Education City Campus

Karachi Master Plan 2005 to 2020 included proposal to have an Education City in the North West of Karachi. Education City is situated along both sides of link road connecting Super Highway of M-9 Motorway and National Highway. Malir River and Sukhan Nallah passes through the Education City. Master Plan of Education city over an area of 9000 acres has been prepared by the Sindh Investment Board (SBI), Government of Sindh (GOS). SBI has provided facilities of Education and Health facilities. Various educational institutions have been allocated land in this city. An area of 200 acres is earmarked for Sir Syed University of Engineering and Technology to build new campus. As a follow up Sir Syed University built its own site office, build tube well, planted trees, parking shed underground tank and pumping station with submersible pump for availability of ground water. Group of students from Civil Engineering and Architecture department often get the opportunity to new campus site for Physical and Topographic Survey and soil investigation or other research work as part of their education activities.

SSUET New Campus is aimed to articulate and transform Sir Syed Ahmed Khan's vision into reality. SSUET New Campus would be a symbol of Sir Ahmed Khan's philosophy for Education and Social Reforms.

Sir Syed University management has constituted a high level committee headed by Honorable Chancellor including Honorable Vice Chancellor, Registrar, Member representatives of AMUOBA, Advisor to the Chancellor, Director Strategic Planning and Development, Director Finance and Urban Planner. This Committee oversees and reviews progress of work and advises on key technical and financial matters.



1.5 Sir Syed Tower

Sir Syed Tower is located opposite Supreme Court Registry, near Shaheen Complex. At Sir Syed Tower, short courses in Information System (IT) and Cyber Security are conducted. For future more educational programs are planned keeping in view its ideal location in downtown area.



1.6 Contacting SSUET Departments

SSUET is divided into academic and administrative departments. Students can contact the administrative departments such as Examination, Finance, Scholarship, Guidance Center through the Student Facilitation Center. Students can directly contact their respective departments and faculty members through the departmental office.

Contacts of Departmental offices are as given below:

Office	Email Address	Phone Numbers	Extension
Office of the Vice Chancellor	vc@ssuet.edu.pk	(021) 34988777	777
Office of the Registrar	registrar@ssuet.edu.pk	(021)34986585-34978183	701
Dean Faculty of Electrical and Computer Engineering	dean.ece@ssuet.edu.pk	021(34988000)	578
Dean Faculty of Computing & Applied Sciences	dean.cas@ssuet.edu.pk	021(34988000)	786
Dean Faculty of Business Management & Social Sciences	dean.bms@ssuet.edu.pk	021(34988000)	786
Dean Faculty of Civil Engineering & Architecture	dean.cva@ssuet.edu.pk	(021)34975980	888
Chairperson, Department of Electrical Engineering	chairmaneled@ssuet.edu.pk	021(34988000)	750/408
Chairperson, Department of Electronics Engineering	chairmaneed@ssuet.edu.pk	(021)34800413	293
Chairperson, Department of Telecommunication Engineering	chairmanted@ssuet.edu.pk	021(34988000)	578
Chairperson, Department of Computer Engineering	chairmanced@ssuet.edu.pk	(021)34994865	317
Chairperson, Department of Bio Medical Engineering	chairmanbmd@ssuet.edu.pk	021(34988000)	279
Chairperson, Department of Civil Engineering	chairmancvd@ssuet.edu.pk	021(34988000)	831
Chairperson, Department of Architecture & Environmental Design	mfazal@ssuet.edu.pk	021(34988000)	870
Chairperson, Department of Software Engineering	chairmanced@ssuet.edu.pk	021(34988000)	316
Chairperson, Department of Computer Science & I.T	chairmancsd@ssuet.edu.pk	021(34988000)	711
Chairperson, Department of Bio-Informatics	umahmood@ssuet.edu.pk	021(34988000)	261/400
Chairperson, Department of Mathematics & Sciences	chairpersonmaths@ssuet.edu.pk	021(34988000)	222
Chairperson, Department of Business Administration	chairmanmsd@ssuet.edu.pk	021(34988000)	708
Incharge, Department of Pakistan & Islamic Studies	drammadulhaq@ssuet.edu.pk	021(34988000)	708

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Office	Email Address	Phone Numbers	Extension
Incharge Department of Physics	fizzaa@ssuet.edu.pk	021(34988000)	-
Incharge Department of English	mahrukhk@ssuet.edu.pk	021(34988000)	-
Director Student Affairs	dsa@ssuet.edu.pk	021(34988000)	217
Controller of Examinations	examination@ssuet.edu.pk	021(34988000)	388
Director Finance	director.finance@ssuet.edu.pk	(021)34984785	213
Additional Registrar	zhameedi@ssuet.edu.pk	021(34988000)	751
Quality Enhancement Cell	directorqec@ssuet.edu.pk	021(34988000)	265

CHAPTER-2**Student Values****2.1 Qualities of a Good Student**

Sir Syed University of Engineering and Technology (SSUET) selects from the most competitive section of youth. SSUET expects the students to be:

1. An embodiment of the Aligarh Spirit – explore, experiment and discover
2. Neat, well dressed and disciplined – follow the University dress code and code of conduct
3. Regular, punctual and attentive – at least 75% class attendance and timely submission of assignments
4. Intelligent, competitive and innovative – pass with at least grade point average (GPA) of 3.0
5. Collegial and contribute as team member – active participation in group activities and conferences
6. Proactive and participatory – take part in internships, sports and co-curricular activities
7. Kind, helpful and compassionate – actively pursue community and national development goals

SSUET holds Sir Syed Ahmad Khan's peace, merit and scientific methods of inquiry and debate as important to personality and intellectual development of students, faculty members, staffs and all stakeholders. Students are expected to cherish these values and demonstrate high moral character.

2.2 Code of Conduct

In the Aligarh spirit, uniform dress code and disciplined behavior is appreciated. Students are encouraged to be timely and not to loiter around once their work is completed. Students should enter the University from the designated gate and pass through security check as asked for by the security guards. At entrance and during their stay in the campus, they should display their ID cards prominently for easy identification. Students should not insist on allowing guests and visitors without permission of the administration.

Students found engaged in anti-social activities are penalized. Penalties and offenses are mentioned in detailed on the SSUET website.

Students found engaged in following activities may be penalized for:

1. Violation of University rules and regulations and noncompliance of official direction
2. Not following of prescribed dress code
3. Smoking, gambling, theft and drug use
4. Unauthorized access to and use of campus facilities and equipment's and properties such as software, official records, library, laboratories, offices, equipment's, mobile and other communication devices.
5. Spoiling, breaking and vandalizing campus property and activities.
6. Misconduct and indecent behavior including disrespect, harassment, political activities and demonstration, and /or provoking others to misconduct
7. Academic dishonesty such as cheating, using unfair means, plagiarism and disturbing classes
8. Abuse, assault, bullying, threatening behavior.
9. Possession, display and/or use of legal/illegal arms and ammunition and prohibited materials

2.3 Student Facilitation Services

Under the guidance of the Director Student Affairs (DSA), SSUET maintains a one window facility for students to seek answer and to get response to their queries and requests. These queries and requests may relate to admissions, registration, examination, grade sheets, attendance, academic requirements, disciplinary issues resolution, financial, fee payment issues, scholarships and student benefits, and grievance redress.

2.4 Grievance Redress System

SSUET has a comprehensive policy on responding to student's queries, grievances and requests. These are outlines in the website at <https://ssuet.edu.pk/wp-content/uploads/2020/08/Policy-Procedures-for-Resolving-Grievances.pdf>. SSUET encourages students to resolve their grievances amicably and through mutual consultation. However, where a student may wish to lodge a formal complaint, this may be done through the prescribed form given in the website. SSUET assures the students that the University will initiate a formal investigation to resolve the matter.

2.5 Student Services

1. Library and Book Bank Services are available for all the students. Central Library is located in Block B basement. Library offers a range of books from its stock of books and online library. Students are required to apply for library card on admission to SSUET and use the card to borrow books for short duration as well as borrow from the book bank for the duration of the semester.

Reference section of SSUET library provides different reference materials and books for students, faculty members and researchers. Library has a good reference collection such as Encyclopedias, Dictionaries, Year books, Almanacs, Atlases, Biographies, etc. of the national and international coverage.

- Valuable collection related to Pakistan, Quaid-e-Azam, Alama Iqbal, Sir Syed Ahmed Khan, Tehreek-e-Ali Garh etc. are available in Gosh-e-Sir syed.
 - A large collection on islam & Islamic studies, is arranged separately.
 - Reference books on engineering technologies is arranged in faculty section with sufficient reading tables and chairs are provided to the faculty members.
 - Donated Books are also arranged in separate section
2. Auditorium and Conferencing services offer students opportunities to participate in and demonstrate their creative abilities. A large Auditorium for 300 persons is located on ground floor of Block-F and conferencing facility for up to 50 persons are available on first floor of Block-F and ground floor of Block-B
 3. Printing and Stationary Services offer a range of printing and binding services and stationary materials. Printing and stationary outlets are located within the University premises and at the gate for quick services.
 4. Mosque and Prayer Areas are located within the campus for students. For girls, there are prayer areas reserved with Girls Common rooms.
 5. Wi-Fi, Telecommunication and Social Media are available on campus and online for students. Students may connect with online portals, SSUET website and WhatsApp groups to stay informed and for study purposes.
 6. Learning Management System (LMS) As per instructions of the Sindh Government and the Higher Education Commission (HEC) to start online classes, the Sir Syed University of Engineering & Technology (SSUET) has activated the Learning Management System (LMS) at the campus to prepare the faculty for online education.
 7. Guidance and Facilitation Center organizes co-curricular event, industry visits, job fair and internships. Guidance also provides opportunities for students to develop

- inter-personal skills. Guidance Center is located in Block-F ground floor.
8. Sports Management located at ground floor of Block-D, organizes sporting events at University level and promotes students to participate in Inter University and other public events and competitions. Annual sporting events are organized after the Fall Semester. University offers the students a playing field and equipment for physical exercise and sports.
 9. Culture and Literary Forum organizes cultural events and promotes talented students to participate in youth competitions and cultural programs. To participate in Culture and Literary activities, students may visit the office at Block-D ground floor.
 10. Scholarship Program provides merit and need based scholarships to students. Merit scholarship is provided on examination results and attendance record. Students who are not able to comply with financial requirements are given need based scholarships. Criteria for merit and deserving student scholarships are as follows. Scholarship department is located at ground floor of Block-A
 - a. Merit Student Scholarship are offered to students with GPA above 3.5 and 90% attendance as per the amount?
 - b. Student applying for BS Scholarship have to provide documentary proof for financial assistance.
 11. Office of Research, Innovation and Commercialization (ORIC) provides students, especially those in the innovation stage with research facilities and incubation services that includes but is not limited to patenting and networking with industry. Students may contact Dr. Rabia for consultation and advice.
 12. Cafeteria and Student Gathering Spaces offer refreshments and relaxed social environment to recreate and engage in positive interactions. Besides the central cafeteria located close to the entrance, SSUET also offers tuck shops and departmental drinking water facilities and breakout spaces for students.
 13. Banking Facilities are available on campus through the bank branch and Automatic Teller Machines (ATM). Students can also avail online banking facilities and use other financial services for making payments.
 14. Medical and Emergency Facilities are available at University during study hours. Students may visit the University doctor and medical facility in Block-D for minor injuries or seek referral to hospitals and medical units from the Medical facility. SSUET also provides ambulance services and psychological assistance to students in need. Medical facilities also include X-Ray and laboratory assistance, if required.
 15. Reserved Parking Space is available to students next to Hockey Ground for parking of cars and motorcycles. The students can park by showing their student identity card at the gate.

Students may avail the facility directly by visiting facility office or approach them through the Student Facilitation Center.

SSUET encourages students to organize events and participate in professional and interdisciplinary conferences, competitions and events. Students are also encouraged to form clubs and societies such as drama society, book reading club, etc.

2.6 Career Guidance and Co-curricular Activities

Centre for Guidance, Career Planning & Placement

1. Preamble

The role of former Career Planning and Placement Bureau was limited to make concerted efforts in providing internships and jobs to University students, arranging job training in reputed organizations and to coordinate with departments in locating commercially oriented projects. These roles were lately extended in 2016 with the concept of Guidance Center including Counseling and Youth Development and it continued till present . Now the name of Center is proposed to be approved as Centre for Guidance, Career Planning and Placement reflecting the objectives and functions of the Centre.

2. Introduction

The concept of guidance is as old as the man himself. This concept has gained a global status in the present time. Every individual needs guidance, career planning and job placement in various fields of life. These roles have become an independent field of study nowadays. The activities are widely accepted and required by all national and international bodies of Higher Education.

3. Vision

In line with the vision of Sir Syed Ahmed Khan and core values, the Centre aims to provide and implement continuous guidance services that includes career counseling and placement to safeguard the psycho-emotional needs of youth and to assist them in their developmental growth with a focus on Creativity, Innovation, Ethics, and entrepreneurship so that they may become well-adjusted individuals.

4. Mission Statement

Our mission is to provide a comprehensive guidance program that will assist all students in acquiring the skills, knowledge, and attitudes needed to become effective students, responsible citizens, productive workers, and lifelong learners.

5. Functions & Objectives

S.No.	Function	Objectives
1.	Career Counseling	<ul style="list-style-type: none">To assist students to identify and recognize their interest, values, abilities, capacities, skills and positive personality traits and to match these with their chosen careers.
2.	Psychological Services	<ul style="list-style-type: none">To provides services that will aim at assisting students to maximize their overall growth, academic and personal-social problems, and challenges for all round development.
3.	Research on youth development	<ul style="list-style-type: none">To conduct surveys and research studies that would provide key insights in the planning and development of new programs/initiatives.To promote social development activities through conducting

		<p>seminars, conferences, debates and round table dialogues with relevant departments.</p> <ul style="list-style-type: none"> • To organize students/parents and communities' forum and dialogue with them. To become a model for Students Guidance and Counseling Centre for other Centers to emulate. • To assist students to identify and recognize their interest, values, abilities, capacities, skills and positive personality traits and to match these with their chosen careers.
4.	Industrial Linkages / Internships	<ul style="list-style-type: none"> • To promote and develop programmes which will enhance Student's employment ability. • To conduct education and training through industries. • To organize seminars/workshops for University-Industry relationships through CEP. • To link University academic staff to industry for collaborative research and consultancy work. • Establish partnerships with community based projects and organizations. • To arrange Internship for students.
5.	Industrial Visits	<ul style="list-style-type: none"> • Organize relevant Industrial visits for University-Industry relationships (preferably multidisciplinary)
6.	Job Placement	<ul style="list-style-type: none"> • To provide relevant job information and bridging the gap between students and the job market. • To develop relation with industries and create opportunities for undergraduates and graduates. • To arrange on campus Recruitment drives for students.
7.	Student Trainings and Developments	<ul style="list-style-type: none"> • To organize training workshops and seminars, conferences and occupational information, study habits, personal-social traits etc. • To equip students with knowledge, values, experiences and prepare them for the world of work or self-employment. • To train students to be effective and skillful through entrepreneurship training.

		<ul style="list-style-type: none"> To promote and develop Programmes which will enhance Student's employment ability.
8.	ALUMNI Linkages	<ul style="list-style-type: none"> To maintain Alumni record and utilize them as a resource to University. To arrange Alumni Seminars.
9.	Forum, Clubs and Societies.	<ul style="list-style-type: none"> To establish/supervise student council/board. To develop capacity building through co-curricular and extracurricular activities. To select and finalize nominations for students related activities.
10.	Academic Linkages (with other universities)	<ul style="list-style-type: none"> To promote collaboration and partnership with other Institutions of higher learning and other relevant organizations.
11.	Mental and Physical Fitness.	<ul style="list-style-type: none"> To initiate different fitness Programmes for students as well as for employees to keep them healthy.

2.7 Center for Wellness & Recreation

Administration Department (Academics)

The Academics Department is responsible for Student Support Services (SSS) for recruiting new students from various venues and channels and available to assist students with a wide-range of issues and concerns that might arise during their time at SSUET. The department consult with individual students about their personal questions/concerns, thus allowing students to succeed and thrive in their academic pursuits.

The department Interview students to understand their objectives and background and provide clarifications to student's queries in a professional manner and assistance with recruitment activities, student interviews, admission publications. Further the department communicate with applicants about their application status, including acceptance/rejection.

The department Inform students about the courses offered and the tuition fees and providing consultations with prospective students when requested and processing student registration and payment and reviewing and interpreting student information also engages to maintain a database of student information, telephone logs and student feedbacks.

Director Students Affairs

INTRODUCTION:

With the Commissioning of SSUET, the Dept of Student Affairs was established. The Role assigned was to:

“Look after Discipline of the students and maintain peaceful academic environment.”

VISION:

Maintain Good Order and Discipline with an Aim of providing peaceful and conducive environment for smooth and efficient conduct of academic and supportive activities within the Campus.

MISSION:

Including academic, administrative, and related responsibilities, Mission of the Directorate of Student Affairs is:

“While protecting the University’s Fixed and Movable assets against external threats and internal misadventures ensure provision of clean, pleasant, healthy, safe, secure and peaceful academic environment to facilitate the students in every manner”.

Following are the duties and responsibilities of directorate of student affairs:

Manage the departments of Student Affairs and Security to maintain peaceful academic environment, safety and security of the university staff, faculty and students.

Ensure Internal and External Security and Safety of SSUET Campus/Campuses with befitting arrangements to preempt & thwart any threat and prevent / control any sort of violence or vandalism.

With regards to pars b responsibility, whenever it becomes necessary coordinate and call LEAs in support with consent of higher authorities. Also maintain cordial relations with concerned LEAs.

Coordinate with Chairmen and Head of Departments any /all activities related to discipline of students on campus including wearing of proper uniform and general behavior.

Coordinate with Chairmen conduct of classes / attendance as per the promulgated weekly academic departmental schedule. Observations if any on violation of the university code are to be submitted as weekly reports to VC with copy to the Chancellor and Registrar.

Coordinate and promote Co-curricular and Extracurricular activities for the greater end objectives of producing potential graduates with higher job absorption.

Oversee and /or Coordinate with Sports department and Literary Forum to undertake:

Sports Department

The sports activities in Sir Syed University of Engineering & Technology are integral part of the academic schedule of the Institution and it is in accordance with true Aligarh Spirit.

The following Grounds & Courts are available for students:

- Basketball Court
- Tape Ball Cricket Ground
- Volleyball Court (Muddy)
- Futsal Ground
- Tug of War Ground (Muddy)
- Hockey Astro Turf
- Body Building Gym
- Boxing Gym
- Chess

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The University organizes inter campus sports activities i.e. tape ball, hockey, volley ball, basket ball in SSUET ground, while boxing, Chess are organizing in Gym located at center of F & G Block.

The University organizes Sports Festival every year in which all departmental teams of SSUET participates twelve games, more than twelve hundred boys & girls participates in the event.

We organize inter university games & HEC Zonal Championships like Zone “G” Football Qualifying Round, Zone “G” Hockey Qualifying Round & Zone “G” Volleyball Qualifying Round. Our teams also participate in various inter university tournaments organized by deferent universities of the city.

SSUET Sports Teams:

- Cricket
- Hockey
- Basketball
- Football
- Volleyball
- Boxing
- Badminton
- Body Building
- Table-Tennis
- Tug of War
- Chess
- Archery

Student Counseling Center

SSUET has established a student counseling center known as Center for Wellness & Recreation under influence of senior Clinical psychologists to provide accessibility and resources for the well-being of its students. Social, emotional, psychological or behavioral struggles that a student may be experiencing such as anxiety, depression, isolation, low self-esteem, academic stress homesickness may not only lead to life-threatening situations but also impact the personal and professional growth that a student may have the capability to achieve. This impact can cause a major shift in the positive future prospects leading to poor career building. In order to truly cater to their mental health and approach their struggles, this institute will act as a resource and backbone to their well-being, adding value to their education and personal growth.

Students can avail of this resource through individual counseling sessions whether on a walk-in basis or pre-scheduled appointments. Additionally, the Center for Wellness & Recreation organizes support groups, workshops, training, and other activities to develop coping skills and disseminate mental health awareness within the student community. All information shared during counseling sessions, including the student’s identity, is kept strictly confidential except in cases where it is deemed that the student may seriously hurt themselves or another person, in which case, their legal guardians and authorized persons at SSUET are notified. Thus Center for Wellness & Recreation will help to develop the ability in students of SSUET to recognize how feelings, reactions and emotions have impact in their life, positively influence and motivate students and team members, raise community awareness and standards of mental health trough psycho-education and promotion.

CHAPTER-3**Learning Environment and Facilities****3.1 Learning Environment**

SSUET campus is a learning environment. It facilitates and guides the students towards self-learning. From the classrooms, online and blended learning including laboratories and industry visits to library, sports, internship and co-curricular activities; there are varieties of ways in which students can learn and develop their capabilities. The pedagogy is geared to help students explore, experiment and discover ways to innovate and become responsible citizens and good human beings.

SSUET ensures safety and health of all students equally. SSUET facilities are designed to provide safety nets such as fire exits and fire extinguishers, safe drinking water, good sanitary conditions and clean environment. SSUET classrooms, laboratories and offices are air conditioned and provide ease of learning. SSUET has an on-campus health center and ambulance service for emergencies including network with health care facilities in the city. Students are expected to maintain cleanliness and not to litter and damage University properties. SSUET takes disciplinary action against students harming University property and littering garbage.

SSUET policy is to facilitate all students irrespective of their class, creed, gender, age and religion to participate actively and take full advantage of the opportunities in the learning environment. SSUET social environment promotes tolerance and respect of all involved. It is SSUET policy to ensure fairness and promote merit based competition. Students are encouraged to learn and cooperate. Peer learning is particularly promoted.

Quality Assurance is fundamental to creating a learning environment. SSUET makes it compulsory for students to carry out teacher and course evaluation and participate in quality assurance. Quality Enhancement Cell (QEC) of SSUET appoints a QEC coordinator at departmental level bridge the gap between student and QEC and to motivate student participation in quality assurance.

Student information is treated as confidential and privacy rights of students are respected. Only under compulsion by law and higher authorities like the Higher Education Commission (HEC) does SSUET allow use of student's personal information. Academic staffs', particularly counselors have access to student information so as to help guide and mentor the students. Students also have the right to correct error in information and to access their own information at all times through application to the relevant authority.

Student safety and security is important focus of SSUET policy. Through surveillance cameras, security and DSA guards; walk through gates, metal detectors, barriers and academic monitoring; SSUET ensures strict compliance with Government's anti-terrorism policy. SSUET also strictly censures student violence and bullying. Students found breaking security rules are strictly dealt with including suspension and dismissal from enrolment.

SSUET provides numerous programs to maintain the learning environment. Faculty mentorship and academic coordination are central to this. One faculty member is appointed student counselor from the very start to help students receive counseling and guidance during their learning period.

3.2 Learning Facilities

SSUET boasts of 14 Engineering and Technology disciplines each equipped with laboratories and computer facilities and shared facilities in the shape of central library and book bank, playing field, cafeterias and parking facility. SSUET offers 46 Engineering laboratories, 15 Computer Laboratories, 5 Architectural Design Studios, and 58 classrooms. Additionally, there are 5 smart class rooms under preparation and audio visual research facility in the Central Library.

CHAPTER-4

Graduating through the Semester System

SSUET follows the semester system as prescribed by the Higher Education Commission (HEC) in sync with the protocols ascribed by relevant committees.

The semester system is a 16 weeks academic period followed by 2 weeks of examination. Each semester includes one week of midterm examinations. SSUET offers 2 full semesters (Fall and Spring) of 18 weeks per year and one Summer or Winter Semester of 8 weeks during the summer break. Students are allowed to make up for any gaps in their studies during the Summer Semester. During regular semester, students may take maximum of 18 credit hours of course work from regular courses offered by each department for undergraduate courses. A department may offer additional courses, and a student is allowed to take maximum of 3 credit hours of additional courses. Courses offered by the department are mainly of two types – compulsory and electives. Students can get a course outline from their academic department to help them select the course path to complete their degree within the maximum period as defined by regulations. Regular Engineering degree programs are for the duration of minimum 4 years and students are expected to complete the degree program within the stipulated time.

4.1 Admission

Admission to the University are offered once a year for most of programs, however admissions are offered in some program twice a year which are permitted by their councils. Call for admission is given two months before the Semester start date. Admission is based on marks obtained in Matric and Intermediate examination plus the SSUET aptitude tests. SSUET Admission Committee decision on admission as per SSUET policy is final and binding on the prospective student. At the time of admission confirmation, students are required to submit original documents for verification. Till the verification process is complete, SSUET reserves the right to cancel admission. Fees paid will be reimbursed to students as per HEC policy.

Upon completion of admission requirements, Students Facilitation Center (SCF) provides students with an identity card, official email address, academic calendar and library and book bank card. SFC also arranges an orientation for new entrants and provides them with guidance on uniform, books and stationary requirements.

4.2 Guide for Virtual Learning Environment

What is Virtual Learning Environment:

Virtual Learning environment or VLE is a software-based platform which allows students to manage their lectures, assignments, quizzes, attendance and exams in one place. Students are provided with a username and a password and all their academic related material Lectures, tutorials, guides, Textbook, course details will all be available here against each course.

How can I get my VLE?

To access your VLE account you need to know your Technology, department, batch and roll number you have been allotted to it is typically in this format (SE20-XXX@ssuet.edu.pk) here 'SE' is acronym for Software engineering (that's your department), '20' is the batch in which you have been enrolled (Batch 2022F or 2022S) and 'XXX' is your roll number assigned by the department.

Steps to login into your VLE.

Step # 1:

Open your browser (Chrome, Firefox, Internet Explorer etc.) and type on the bar type <http://vle.ssuet.edu.pk/>.

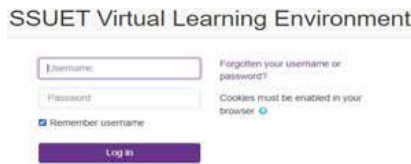
Step # 2:

You will be redirected to the login page of VLE. When this page opens click on the login link highlighted on the top right corner of your screen.



Step # 3:

You will be redirected to the login credentials page where you can enter your username and password to login. Enter your username which is (SE22f-YYY) and your password provided to you through email and click on login button.



Step # 4:

After successful login you will now be able to see your dashboard and all your information related to your courses will be highlighted on the left. After Clicking on any course, you will be able to see your week wise lectures, Assignments, tasks etc.



4.3 Guide to MS Teams

What is Microsoft teams or MS teams?

MS teams is an online meeting conduction platform which will be used by the teachers and students for online lecture conduction, VIVA, presentations and any other one to one or one to many meetings. It has an interactive screen and voice sharing feature which enables the teacher to share their lectures and tutorials and record them for later use of the students.

How can I get my MS Teams?

Once you are enrolled in any department you will be provided with an email address which contains 3 parts, your department name (Software Engineering (SE), Computer Engineering (CE) etc.), your batch (2020) and your roll number followed by SSUET domain. i.e. SE20f-XXX@ssuet.edu.pk. You can use this username and provided password to access your MS teams.

Student Handbook

Steps to access your VLE are mentioned below.

Step # 1:

Download MS teams on your Laptop or phone by clicking on the following link:
<https://www.microsoft.com/en-ww/microsoft-365/microsoft-teams/download-app>

You can also download MS teams on your mobile phones by searching for MS teams on Play Store (Android) and Appstore (Apple users).

Step # 2:

Logging in to your MS teams. To logging in to your MS teams you need to enter your SSUET provided email address i.e. SE22f-YYY@ssuet.edu.pk and your password and click sign in.

Desktop View



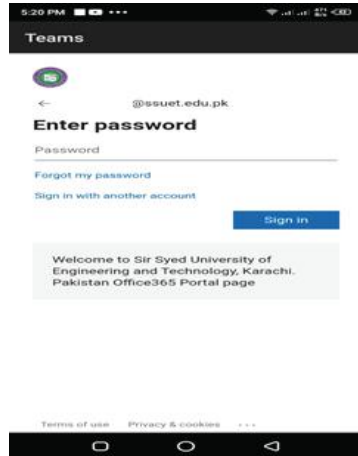
Mobile View



Desktop View



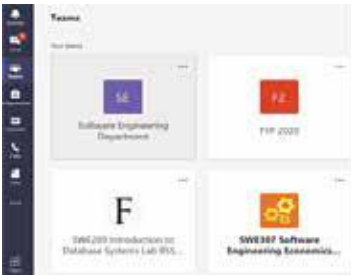
Mobile View



Step # 3

Access your Dashboard. The Thumbnails you see are your courses where you will be able to see all your classes schedule and how to join your online classes. Notice the team tab is highlighted. You can now click on the course you want to take class of

Desktop View



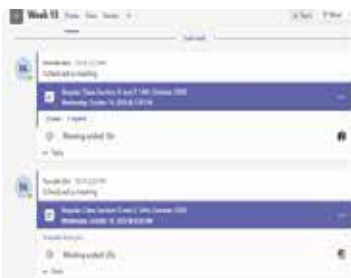
Mobile View



Step # 4

Once you are on your Dashboard you can access your individual class by clicking/tapping on the course link, select the scheduled class and join.

Desktop View



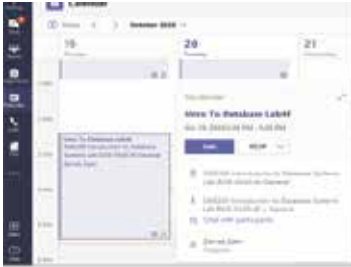
Mobile View



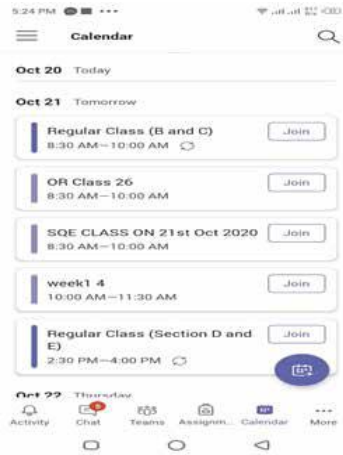
Student Handbook

Click on the Highlighted link to join your classroom or you can join your classroom by clicking on the Calendar tab on the left.

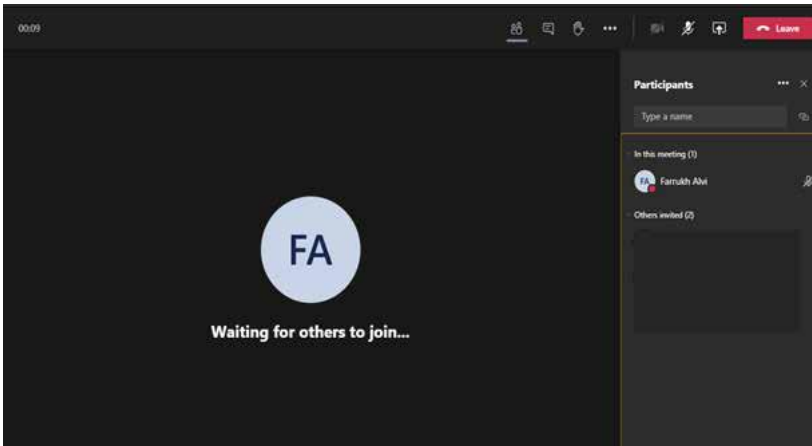
Desktop View



Mobile View



Now you can enter your class room which will look like the following screenshot.



CHAPTER-5

Course Registration and Attendance

Students should register for courses according to SSUET policy guidelines at the start of semester to be eligible for attendance. Students may register online through the SSUET website and check deposit their fees online as well. Zero attendance in the first four weeks will automatically deregister the students, and they will have to apply for re-registration, which may penalize them from being suspended for the entire duration of the semester and make them year back.

Midterm examinations are held after 8 weeks of studies and final examination are held after 16 weeks of study. Students with 75% or more attendance in the course are allowed to appear in the exam of that respective course. In case of unavoidable circumstances such as medical, student may apply for relaxation in attendance to the office of the Dean and the Vice Chancellor through the Student Facilitation Center. Maximum of 5% relaxation is allowed on case to case basis. Students, who are not allowed to appear in the examination or being absent or failing the examination is required to take the whole course again. Such students may take the courses during the Summer Semester or as a repeat student in the Full semester as and when the courses are offered.

Students are encouraged to view and sign acceptance of semester rules as given at <https://ssuet.edu.pk/wp-content/uploads/2020/08/Academic-Rules-Regulations.pdf>

5.1 Results and Grading

Students are required to achieve at least 50% marks to pass the course examination. This is equivalent to D grade and Grade Point Average (GPA) of 1.0. Any grade below this is considered fail or F grade. In all Engineering and allied programs, students have to pass theory and laboratory courses separately. In all B. Arch program courses, students have to achieve an aggregate of 60% marks equivalent to C grade or GPA 2.0 to pass the course. Students with F grade are required to do the entire course again as and when offered. Students who are not able to pass pre-requisite courses are not allowed to enroll in subsequent courses till they pass the pre-requisite course.

The grading system presently applied is given in detail in the grading policy on SSUET website at <https://ssuet.edu.pk/wp-content/uploads/2020/08/Grading-System.pdf>

5.2 Sexual Harassment

Higher Education Commission have issued very strict policy guideline against "Sexual Harassment in Higher Education Institutions (HEI)". All such policies are strictly applicable and followed in Sir Syed University of Engineering & Technology. All students are therefore required to go through the entire policy's contents which is available at University / HEC website.

CHAPTER-6

Evaluation, Assessment & Examination

Students' Evaluation is an overall result of two components, Sessional marks and End Semester Final Examination marks.

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, presentations (individual/group), group discussion, and submit projects/assignments/lab reports etc. Assignments and Lab work (if applicable).

Quizzes: In each course, quizzes are given at irregular intervals (minimum 1 per credit hour) throughout the semester, without prior intimation.

Assignments: In each course, assignments are given (minimum 1 per credit hour).

Mid Semester/Mid Term Examinations: Mid Semester/Mid Term Examinations will be held in the 8th / 9th week of the semester organized by the Department with an announced schedule.

Lab Work: For Courses with labs, the lab work is assessed by the instructor, which carries 15 marks for lab manual, 15 marks for project/assignments and Final Exam 20 marks.

Lab Final Exam: The Laboratory Final Exam will be held in 16th /17th week of the semester.

Final Semester Marks: These are the marks obtained by the student in the Final Semester Final Examination.

Final Year Project: Every student should submit a project report/research report/project in the final year up to maximum of 06 credit hours on topic approved by the department where applicable.

Passing the Course

A student, who meets the following conditions, is considered passed in the course.

- (i) Student must secure aggregate 50% marks aggregate.
- (ii) Student must pass the Laboratory component separately with a minimum of 50 % marks.
- (iii) For awards of grades, theory and practical examination of each course shall be considered separately.
- (iv) Student must appear in Final End Semester Theory Examination.

Required Passing Marks

The required pass marks for all disciplines except B.Arch. for all Batches 2020S onwards of a semester are given below:

Name of Exams	Total Marks	Pass Marks
Sessionals	50	50
End Semester Examinations	50	
Laboratory Examinations	50	25

And Bachelor of Architecture from Spring 2020, Batch 2020S onwards

Name of Exams	Total Marks	Pass Marks
For Theory Courses only		
Sessionals	50	50
End Semester Examinations	50	
For Studio Courses only		
Sessionals	50	120
End Semester Examinations	50	
Studio	100	

Student's Marks Distribution for Theory Course

Name of Exams	Frequency per semester	Mark Distribution
A. Theory		
End Semester Examinations	1	50
Mid Semester Examinations	1	30
Quizzes / Assignments	Minimum 1 per cr/hr	20

Student's Marks Distribution for Lab Course

Name of Exams	Frequency per semester	Mark Distribution
Lab Manual	14-15 practical's	15
Project/Assignments	1	15
Final Laboratory Examinations	1	20

Project for Practical Examination

A project made by a student or a group of students shall be examined by a panel of three persons: Chairperson or his representative and two examiners; one of whom shall be Project Supervisor external expert/examiner will be preferred.

Final Year Project shall have separate distribution for sessional marks and examination marks, as per approved rubric of the faculty.

Grading System applicable from Spring 2020, Batch 2020S onwards

The performance of each student in a course of studies is graded as follows:

Numerical Grade	Grade Point	Letter Grade	Value Remarks
86-100	4.00	A	Excellent
80-85	3.66	A-	Very Good
75-79	3.33	B+	Very Good
70-74	3.00	B	Good
67-69	2.66	B-	Above Average
63-66	2.33	C+	Average
60-62	2.00	C	Satisfactory
57-59	1.66	C-	Adequate
54-56	1.30	D+	Pass
50-53	1.00	D	Pass
Less than 50	0.00	F	Fail
-	-	I	Incomplete
-	-	W	Withdrawal
-	-	X	Exempted
-	-	IP	In progress
-	-	WU	Short of attendance

- Fraction of marks obtained in a course shall be counted as next whole number e.g. 60.3 shall be considered as 61 while 59.5 or more is to be considered as 60.
- Grade Point Average (GPA) is an expression for the average performance of the student in the courses he/she has taken during any semester.
- GPA shall be rounded to 2 decimal places, e.g. a GPA of 3.084285 shall be reported as 3.08, while a GPA of 3.065124 shall be reported as 3.07.
- A student shall be awarded incomplete grade "I", in case a student is unable to appear in final examination of semester on medical grounds or circumstances beyond the control of student to be determined by the Chairperson's, provided that he/ she fulfills all the requirements for appearing in the Final Examination like attendance and clear all the dues.
- If a student fails a course he will be awarded "F" for failure in a given course grade representing he/she has failed the course in that semester. He/she will repeat the failed course whenever offered again.
- It shall be mandatory for a student to pass both written and viva of a research project at all levels where research project is opted for degree completion.
- Grade 'IP' is awarded for Final Year project or any specified Design Course.
- Grade 'W' is awarded on official withdrawal from the Semester or Programme.
- Grade 'I' is awarded on failing to appear in the examination Award of grade 'I' is subject to the conditions as approved by the University from time to time.
- Grade 'WU' is awarded in case of short of attendance in any course.
- Grade 'W' is awarded as official withdrawal from any course.
- The overall course percentage thus obtained shall be rounded off by the individual faculty up to two decimal points.

Computation of Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

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

$$\text{GPA} = \frac{\text{Sum of Course in Semester (Course Credit Hours x Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum Over all Taken Course in Semester (Course Credit Hours x Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

Examination Schedule of Theory, Practical and Project Examinations

Schedules of Examinations for each semester/session of Study relating to each batch in a discipline shall be notified separately by the Controller of Examinations, duly approved by Vice-Chancellor on recommendation of the Deans. Schedule of Project Examinations shall be notified by the respective- Chairpersons' of Departments.

Weightage Policy for Mid-Semester/Mid-Term Examinations

Weightage for a course may be allowed in case a student misses any midterm exam due to genuine reason such as:

- Medical: In case, where any hospitalization is compulsory, the student has to inform Chairperson's prior to the examination. Later on medical certificate for hospitalization will be required.
- Family Emergency: Applicable to the death of 'close relatives'. Prior information is compulsory. Later on death certificate will be required.
- University Representation: Official letter from the University nominating office. Prior information is compulsory.

Following terms and conditions apply on all Weightage applications:

- Submission of application within one week from the date of missed mid-term exam.
- At least 50% marks secured in final exam of the course.
- Minimum 75 % class attendance by the end of semester.
- Supporting documentary evidence.
- A prescribed fee shall be applied for processing Weightage cases.

Student Grievances against Assessment

Examination Grievance Committee (EGC):

There shall be a grievance committee comprising of relevant Dean of faculty who will be the Convener, concerned chairman of the department and controller of examination. The committee may opt a member if deems necessary.

The grieved student shall submit an application to the Chairman of the department not later than a week after announcement of the result. The chairman shall forward application to the chairman of the EGC for consideration. The recommendations of the Examination Grievance committee will be sent through Controller of Examination to Vice Chancellor for final approval.

Re-totaling/Rechecking/Scrutiny of Examination Script

The answer book of a student shall not be re-assessed under any circumstances.

Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examination can arrange for re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of students. The Controller of Examination or any officer or rechecking committee appointed shall see that:

- There is no computational mistake in the grand total on the title page of the answer book.
- The total of various parts of a question has been correctly made at the end of each question.
- All totals have been correctly brought forward on the title page of the answer book.
- No portion of any answer has been left un-marked.
- Total marks in the answer book tally with the marks sheet/award list.
- The hand-writing of the student tally in the questions/answer book.
- The student or anybody on his behalf has no right to see or examine the answer books for any purpose.

Damaged / Lost Answer Script

In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:

- Average marks of all appeared courses in the Semester or Sessional marks secured in the course whichever is higher shall be awarded to the student in that subject/course.
- In case of Final Examination, if the student so desires, s/he shall be given another chance as a special case to take the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.

Awards & Distinctions

Gold Medals/Merit Positions will be awarded to those students who have an outstanding academic record at SSUET through his academic career.

Three merit positions shall be awarded in each Discipline based on the overall CGPA up to two decimal points, passing all University Examinations i.e. First year to Final year examinations in one attempt.

A student who secured First Position shall be awarded Gold Medal and Merit Certificate. Merit certificates shall also be awarded to students securing Second Position and Third Position.

The disciplines where number of students is less than 06, one position (Gold Medal) will be awarded in that batch, second and third position will be awarded merit certificate.

Top Ten (10) Merit Positions shall be awarded where number of graduates is 100 or more, but only Five (05) students, if the number of students is less than 100, in the final transcript issued to the students.

Criteria for determining the Gold Medal/Merit Positions

Gold Medals/Merit Positions will be awarded to the students passing their examinations in the first attempt.

- In the Semester System, Letter Grades will be awarded on the basis of GP / GPA / CGPA and Positions would be given on the basis of CGPA. The Gold Medal recipient's CGPA must not be less than 3.5.
- No medal and Merit Position will be granted to students who passed the examination in 2nd attempt.
- No Medal/ Merit Position will be awarded in the case of improving CGPA.
- No disciplinary action against the students.
- In case of tie for merit position, it shall be decided on the basis of CGPA calculated to 5 decimal places.
- In case of a further tie, decision will be made on number of "A" grades in courses of the final year of studies. If it is still a tie, two or more merit positions on the same merit shall be awarded to the students on each three merit positions. Such students, who shall not graduate with their original batch, shall not be considered for the award of merit positions.

The result of the student is not declared within the prescribed time of the degree, then no medal will be awarded, due to the lapse on the part of the student.

Matters related to Degree Conferment

SSUET conduct Convocation once in a year to award the degrees to the qualified students as per criteria.

Urgent degree can be issued on the prescribed form upon the request of student.

Duplicate Degree may be issued (with completion of all requirements) to a student in case the original degree is lost/damaged or in case of change in the name of student.

The student has to apply to the Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof as per University rules.

Examinations

There are two modes of Mid Term & Final Examinations.

- Physical Examinations
- Online Examinations

The Mid Term Examinations will be tentatively held in 8th week of the semester while the Final Examinations will be tentatively held after 16th weeks.

The instructions for Physical Examinations are as follows:

1. The Examination will be held as per Date Sheet notified by Controller of Examinations and affixed on Notice Boards as well as on the University website.
2. The doors of the Examination Hall will be opened half an hour before the Examination time on the first day and ten minutes on the, subsequent dates and will closed punctually at the time fixed for the commencement of the Examination after which no student will be admitted except with the special permission of the Head-Invigilator. No student will be admitted into the Examination Hall who is late by half an hour.
3. No student shall be admitted into the Examination Hall without the prescribed Admit Card and University Identity Card with a photograph/CNIC. Purdah observing girl students and conscientious objectors must produce their specimen signatures duly attested by the Head of the Department and shall produce them for inspection whenever required. Students are liable to expulsion from the Examination Hall for failure to produce the Admit Card, University Identity Card / Enrolment Card.
4. No student will be allowed to leave the examination hall until an hour has elapsed from the time when question paper was given, or re-enter examination hall after once leaving it giving up his/ her answer book.
5. No Students shall write his name or any other thing to disclose his identity on any part of the answer-book. He shall write only his Roll No, Enrollment No, Subject / Course of paper in the space specifically provided on the cover of the Answer-book.
6. Students who are found during the Examination to be in possession of books, notes or paper, etc. (even if the papers are not in any way connected with the subject under examination) or using or attempting to use unfair means of any kind shall be expelled from the Examination. A Student while under examination shall not help or try to help any other student, nor obtain or try to obtain any help from any other students, or any other person. Communication of any form between student and any other person, whether inside or outside the Examination Hall is strictly forbidden. Stringent punishments shall be meted out to students, who are found in possession of notes, books with scribbles or using or making attempts to adopt other unfair means.
7. During the period of Examination no student shall make any noise, or raise any voice to draw the attention of any invigilator. To draw the attention of an invigilator he may simply rise in his without making any noise disturbance.
8. Students are warned that any breach or attempted breach of any of these or any other Examination rules will render liable to expulsion by the Head-Invigilator from the entire Examination or any part thereof and such further punishment as decided by the competent authority.
9. Students are required to sign their names as and when directed by the invigilator to do so.
10. In case of walkout there will be no re-examination under any circumstances.
11. The student is hereby directed to preserve this Admit Card till such time he receives his marks certificate.
12. Students are required to provide their own writing requisites.
13. Students should not write any objectionable or improper remarks in their

- answer-books. They must not write on the question paper or blotting paper or any material or carry away any writing or scribbling from the Examination Hall.
14. In any case not covered by the foregoing rules, reference shall be made to the Head-Invigilator for directions and his decision shall be accepted as final.
 15. All answers intended for the examiners must be written on both side of the pages of the book and not on one side only. Supplement will be provided only when the students have fully written out both sides of the pages of the book first supplied to him. One or two papers of the answer-books may be used for rough work or calculations and the pages so used shall be clearly struck out by drawing a line across it from top to bottom.
 16. Students should write on both sides of the pages without leaving any blank page. Blank spaces left-over, if any, should be crossed out. Failure to do so can result in cancellation of the answer book.
 17. Smoking is strictly prohibited in examination halls.
 18. Use of mobile phone, any smart device and programmable calculators is strictly prohibited in examination halls.
 19. In addition to the above, the head invigilator may issue supplementary instructions, as he/she may deem necessary, for smooth conduct of any particular examinations.
 20. Students are not allowed to use red or green ink except for headings. Similarly use of pencil is not allowed except for Sketch work. In case of non-compliance with these instructions the answer book shall be treated as marked zero.
 21. Student must return the Question paper along with the Answer book.

Instructions for Online Examinations

The instructions for Online Examinations are as follows:

General Instructions for all Undergraduate Students Before Online Examinations (BS (EE,TE,EL,CV,BM,CE,SE,IT,CS,BI,BMS), BBA & B.Arch.)

1. Students must ensure the clearance of all dues. For any queries please contact: academic.inquiry@ssuet.edu.pk
2. Fulfills the Attendance requirement as per new online attendance policy
3. Students must ensure the fulfilment of survey forms.
4. Students must carefully note the Time Table/Date Sheet of Final Examinations available on the University website and also shared through WhatsApp groups.
5. It is mandatory for all students to appear in the Mock Exam to ensure the activation of their email ids and the access to LMS/VLE.
6. Login issues are to be resolved at tech.support@ssuet.edu.pk
7. As per directive by the HEC about assessment approaches, all online exams will be conducted as Open Book Exams in which questions may be of different types such as Essays, Reports, Memos, Design Problems, Complex Problems, Case Studies, Reflection Questions and Numerical Problems etc.
8. The Duration of Online Exams includes all activities from downloading Question Paper, to uploading Answer Scripts.
9. Unforeseen problems during exams are expected to be catered by students with alternatives.

General Instructions for Students During Online Examination

1. Students must submit their Answer Scripts in PDF Format, or Scan copy of handwritten in PDF Format. (Maximum File Size allowed is 10MB)
2. In case of hand written answer script, students should scan it either using Scanner Device or a mobile scanner application such as CamScanner, ClearScanner etc.
3. It is the responsibility of the students to verify that the Answer Script before uploading, check the legibility of the Answer Script, all number of pages scanned in one file, uploading the correct Answer Script and also ensure that the submitted Answer Script is downloading properly.
4. Students are encouraged to submit the answer script in a single file.
5. Answer scripts in form of image are not allowed.
6. Students must provide the correct information in the Answer Script including Roll Number, Name, Degree Programme, Date, Section, Course Title, Total number of Pages submitted, also mentioning Page Number on each page.
7. Any UNFAIR MEAN conflicting the examination policy will lead the student to the disqualification from examination.
8. The submitted Answer Script must be entirely their own work, except where otherwise indicated explicitly and must not have been copied/ plagiarized from the work of any other student (similarity index as calculated by Turnitin software must be less than 20%, where applicable).
9. Students are not allowed to share SSUET login details to anyone.
10. Students are not allowed to impersonate other or allow anyone to impersonate himself/herself.
11. Understanding questions is part of examination. Therefore, it is the responsibility of the student to understand the Examination Questions in all aspects.
12. Students are strictly not allowed to contact the faculty member including course teacher during the Examinations.
13. Students should meet their submission deadline as there will be no re-take or re-attempt after the submission time/deadline. The Students are advised to submit their answer scripts well before due time to avoid any last moment problems.
14. Students must upload their Answer Scripts in Online Learning Management System. Answer Scripts are strictly not accepted through email or any other mode of submission.
15. Students will have only ONE attempt to upload their answer script file. BE CAREFUL and upload once you have finished.

CHAPTER-7

Graduation and After

7.1 Convocation and Clearance

The student who have completed all the requirements of program become eligible for award of respective degree. The degree is awarded at the annual convocation. The Annual Convocation is chaired by Chancellor of the University and attended by the Board of Governors and invited guests. Parents of the successful students are invited as honored guests. Convocation is a moment of display of excellence in academic achievements. The degree is awarded by the Vice Chancellor, who also presents a state of the University speech highlighting the progress and challenges, and giving a vision to the graduating students. Students achieving academic excellence in their respective disciplines are awarded medals and awards.

Eligible students are notified of the Convocation from beforehand. They are required to attend the Convocation rehearsal and come appropriately dressed in convocation gowns. They are led to the podium by senior faculty and the senior most faculty member presents the students for award of degree to the Vice Chancellor. The Vice Chancellor confers the degree to the successful students.

Following the convocation, students may apply for their degree, transcript and recommendation letters. Before applying for degree the students have to seek clearance from library, laboratory, academic and administrative departments, and enroll as an alumni to claim their degree and transcript. The Student Facilitation Center helps graduating students in the clearance process and enrolls them as alumni.

Disclaimer

This Handbook is informational and should not be taken as legal binding on the University. The University, therefore, reserves the right to change any rule and regulation applicable to students whenever it is deemed appropriate or necessary.



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