

**STUDENT HANDBOOK**

**2016-2017**

## MESSAGE FROM THE DEAN

Welcome

Dear Students in Hajvery Business School: For almost fourteen years, Hajvery Business School has been educating responsible citizens and citizen leaders for our society. When you join the Hajvery Business School community, you are embarking on a liberal arts and sciences education that is meant to be transformative – academically, socially, and personally. The Handbook for Students is designed to orient you to Hajvery Business School as you begin this journey. It contains information on the academic, social, and personal development opportunities available to you and the many resources to help you find advice and make good choices. The Handbook can be your guide to academic requirements, our residential system, and the many activities that take place outside the classroom. You will also find in these pages the broad outlines of the concentrations and secondary fields offered by the Hajvery. Importantly, the Handbook clarifies the values and standards we hold as a community and that we expect you to honor in your conduct as a student in the Hajvery. If you ever have questions about any of these standards, please do not hesitate to reach out to your teachers, student counselors and dean office. As members of an academic community committed to the search for truth and knowledge, we all share the responsibility for upholding these standards.

As you read this Handbook, I hope you will consider the numerous possibilities it suggests. The next few years provide the best possible opportunity for you to stretch, take a chance, in your curricular and extracurricular life. There is no one best way to “do Hajvery Business School,” and

students who are open to new experiences get the most from their time here. Your years at Hajvery Business School will be well spent if you venture beyond your “comfort zones” both inside and outside the classroom. Take time to reflect on who you are and who you are trying to become. Take classes in subjects that introduce you to fields and ideas outside of your concentration and help you develop new ways of thinking and understanding. Participate in activities you have never tried. And most important of all, reach out to and connect with people who are different from you. The Hajvery Business School is staggeringly diverse in interests, talents, backgrounds, and values. Our ability to meaningfully engage in a diverse community can set the patterns for the changes we want to see in our larger society.

Life at the Hajvery, as anywhere, can be confusing and feel overwhelming. Remember that there are many people available here to help you work through these moments and think through your choices, both academic and otherwise. Seek out advisers you like and trust, and never be afraid to ask for some of their time. We hope that you will read this Handbook

carefully and use it to find the support you need. You don't have to earn the right to ask for help. Everyone at the Hajvery wants you to flourish.

I look forward to meeting many of you at functions both formal and informal. Please feel free to come to my office hours to discuss any issues of concern to you, or just to get acquainted. If you see me on campus, please introduce yourself. You can also email me at:

[drkhalidpervaiz@hup.edu.pk](mailto:drkhalidpervaiz@hup.edu.pk).

Dr. Khalid Pervaiz

Dean of Hajvery Business School

## GENERAL

Hajvery University (HU) is chartered by Govt. Of Pakistan as Degree Awarding University and is ranked as top category University by Higher Education Commission of Pakistan (HEC). Hajvery University (HU) is an interdisciplinary research and teaching university offering 23+ degree programs from Bachelor's to Doctorate level, to over 8,500 male and female students studying in Seven diversified faculties. Education is a very important undertaking which necessitates effort, patience, commitment and focus. Your success in your studies is the primary goal of each of us. The education offered at Hajvery University (HU) is the starting point of your professional development.

Please keep in mind that studying at Hajvery University will enable you to integrate global qualities with local characteristics by supporting the development of cultural, social and conceptual values as well as your emotional intelligence. The quality of "global citizenship" you will be adopting within the boundaries of Hajvery University will support you in the path to success in your future careers by equipping you with the skills of leadership, mobility, harmony and cooperation. The fundamental values which will be assisting you throughout the entire process should be morality, knowledge, reality and development.

From time to time, living away from your families may bring you mixed feelings such as sorrow. I assure you that each and every staff member will be supporting you with an 'open door' policy. Our fundamental aim is to ensure happy, peaceful and high-quality academic years for you.

## **The HU edge: Our Study environment and Facilities**

### **Campuses**

HU has two purpose built university campuses at prime urban locations in Lahore, Pakistan. HU has 8 faculties, with over 5000 male and female students enrolled, and over 20,000 alumni readily applying themselves in the more than 120 countries. HU is expanding its horizons with a huge purpose built campus in Multan and another in near future in the Dubai Academic city.

We endeavor to change and adapt our teaching benchmarks with those at par with the latest and best around the globe. Our campuses are centrally air conditioned. The lecture halls are equipped with multimedia projectors among other modern teaching aids. HU has well equipped pharmacy labs, computer labs, fashion studios, theaters, auditoriums and textile labs. HU's new campus provides the ultimate environment for students and young professionals alike with the cornucopia of facilities accessible to them.

## Faculty

The teaching faculty at HU includes 200 full time members as Head of Departments, Deans, Professors and Associate Professors most of whom hold PhD's or are qualified from prestigious universities from all over the world. We also have 300+ visiting faculty members who are actively involved in their respective fields, they are aware of the advancements in their areas, which they continually reinforce in their curriculum.

## Latest teaching aids

At HU, we believe teaching & class environments should be pleasant and even fun! Long gone are the days of monotonous voices in the class rooms followed by copying the blackboard for hours. Teachers use projectors to deliver their lectures. The teacher student interaction is streamlined for a great learning experience. The teachers use online programs to post assignments, quizzes, related videos and articles and a whole bunch of other useful material.

Why should teaching be confined to class rooms? Students can form online discussion groups, and interact with the professor at any time.

HU has the best of pharmacy labs equipment; everything from telescopes to centrifuges. The Engineering Labs are state of the art and continually improving! Our students in fashion and textile department love the use of mannequins and the latest in digital technology to translate their creative abilities on the computer.

## Library

Rather than one centralized library, both campuses have their respective libraries. Both of which carry over tens of thousands of medical journals, textbooks on any subject ranging from computers to economics and newspapers. Furthermore libraries have subscriptions to several magazines such as time, fortune, Newsweek etc. Libraries at HU carry computers for students who want to research in a quiet environment.

Through the membership of DIGITAL LIBRARY & VIRTUAL LIBRARY: Any book, journal, statistics, research material along with the whole self-sustained world of literature in almost any language is only clicks away from your computer screen because we at HU take the needs of best and the brightest seriously.

## Computing Facilities

Computers are the need of this generation, we feel inadequate without them. So whether you want to make a PowerPoint presentation for your class, communicate with your professor through our server or just poke someone on facebook, HU has several computer labs spread across both campuses carrying hundreds of computers, all of which are equipped with the latest

in computing technology and to supplement that there are LCD monitors just for that pleasant experience we like to give to our students.

### **Links with the industry**

Its all very good, being able to ace your exams, but a true test of a professional, in this case soon to be professionals is the field test. It is where one learns to improvise and go beyond the knowledge of ink. We have over 20,000 alumni applying themselves in countless professions, and we made sure we prepared them for the big bad world as much as we could.

This is where our links with multinational Pharmaceutical firms, Banks, IT firms, Engineering firms and links with media come into action. Every year our students go for internships in several firms in order to complete their degree and very often those companies give our students an offer before they graduate. And we just love that, but even if you don't we don't let you fall down. Our career development office never closes its doors for you.

### **Internships**

Internships are an integral part of the learning. It gives the feel of a real world when you still have your options open. HU has linkages with firms across the nation and overseas. These firms are from every platform, one can imagine: engineering, fashion, media, medicine, business and it just goes on.

Internships are also mandatory to complete certain degrees, university years is the high time to polish your interpersonal and interpersonal skills. We take into account that everyone is different, you might be shy or difficult to work with in a team and that's where we come in. Our ethos is to inspire, educate and nurture the human soul one person at a time.

### **Career Development Office**

We don't just say that a degree from HU is a real investment in your future, we mean it and to prove it we have very dedicated people working long hours to manage links with the industry and to give you workshops on interview skills and CV writing. Moreover we have deployed an online portal which acts as a platform where the employers and can find the CVs uploaded by our current students and the alumni. And our students can apply for the jobs posted by these firms.

### **Transport**

HU tries to facilitate its students in every aspect, it is for this very reason that we operate a transport network so students can reach the university from all parts of the city. The buses cover

all the major city routes for their convenience. In addition the public transport junction known as 7 up stop is a few minutes from both campuses making the university easily accessible.

### **Hostel**

HU operates several hostels in close proximity to our campuses; if you are an international student, an overseas Pakistani or from another city you are guaranteed accommodation in the hostel. For convenience, girls hostels are exclusively built near the university campuses.

These hostels provide a homely atmosphere to its residents, they are safe and well maintained. We are what we eat, therefore we must eat healthy and for that purpose our hostels have their catering services to provide you with fresh food.

### **Student life at HU**

Campus life and being a part the students union at HU is a very unique experience. We give our students a platform and the liberty to express every aspect of themselves. They can create a synergy with the HU management to arrange sports events, art exhibitions, cultural shows, social events, form societies and conduct educational seminars for the intellectual minds. Furthermore if you've got a brilliant idea, we'll gladly lend you an ear!

### **Extra-Curricular**

Lahore itself being a metropolitan city, and the hub of all that is 'In' and 'happening' in the country provides endless possibilities of entertainment. Combine that with the close proximity of our campuses to what can be called the downtown of Lahore (since there isn't one per say) what you have is a myriad of multiplex cinemas, art theaters, restaurants and coffee shops which can make the city seem a paradise if you are a social bug.

And that's just the city life, the students at HU enjoy incredibly rich and varied social life and entertainment on campus. Popular bands perform live to the heartbeats of the students. This is just one of the endless possibilities you have on the platform we at HU give our students to rise and outshine among their peers.

### **Societies**

Everyone likes versatile people, companies look for this quality in their employees, in social groups versatile people always have something to add and experience to share, moreover in your professional career you might be faced with the dilemma of changing careers for some divine Reason which is why it is so important to be versatile in life.

Societies play a pivotal role in polishing your interpersonal or people skills, adding to your knowledge whether in dramatics, or debating, or chess. At HU, we have several societies but we never say no to brilliant ideas, so if you are a unique individual with a unique idea share with us!

### Events

Events is a broad term, it can include anything and we do just that. We arrange fashion shows to give our fashion and textile students a platform. Societies prepare theater performances, movie screening, art works even intellectual show case of their work. We on our part put their work on a stage and throw spotlights at them so the world can see them more clearly.

### Sports

Doctors suggest to stay healthy one must walk for an hour at least three days in a week, we want our students to stay healthy and stay sharp. The university campuses offer spacious grounds to play a cornucopia of games, whether it's a game of badminton or table tennis or the game we all grew up playing and watching on our tv sets, the game which sets our pulse rocketing skywards, yes the game of cricket!

### Cafeteria

In how many ways can you say delicious food? Our cafeteria can say it in more 100 ways in just one language, that's the number of items on their menu. But there's more, the food they serve is hygienic, its fresh and the cafeteria sitting provides a great experience on its own!

### Briefs facts about semester system at Hajvery Business School

Two semesters namely spring (February-June) and fall (September-January), comprising of around 18 weeks duration each, are offered every year.

- A summer semester (July-August) is kept free for undertaking internships by the students and dedicated research time preparation/updation of courses by the faculty.
- A student is required to be registered for a set of courses before the start of classes of a semester after the semester dues have been paid.
- If, due to any emergency, a student is unable to continue studies for a semester; he/she has to apply for freeze of semester.
- Changes in the registration of courses (add/drop) is allowed within five teaching days from the date of commencement of a semester
- A Total of 30 lectures, each of 1.5 contact hour duration is normally delivered by a teacher making a total contact of 45 hours in a semester (for a course of 3 credit hours).
- Students are evaluated through mid-term exam, tests, assignment & quizzes and a final exam in every semester.

- Mid-term exam are normally held in the 7-9 teaching week respectively while the Final exam is held in the 18th week of a semester.
- If a student fails to appear in mid-term exam, he/she may be allowed, under special circumstances, to take the make-up of sessional test. However, make-up of terminal examination shall not be allowed under any circumstances. The distribution of marks is as followed;
  - Mid Term Exam      25%
  - Quizzes/Assignments 25%
  - Final Exam          50%
- Minimum 80% attendance is mandatory for a student in the lectures/seminars delivered in each course failing which he/she is not allowed to sit the terminal examination of the said course(s) and "F" grade is assigned to the course.
- During the semester, if a student is not able to continue, he/she can get the semester withdrawn till the mid-term exam.

#### **Registration of Courses:**

The beginning of each semester, students are required to register for a group of courses prescribed for a particular degree program and for a particular semester.

A student may change (add/drop) course(s) within five teaching days from the date of commencement of a semester on the recommendations of the teacher(s) concerned. In order to remain a full-time student of the university, a student must be registered in at least 12 credit hours of course work during a semester. The maximum credit hours of course work for which a student can register during a semester, shall not exceed 21

#### **Freezing of a semester**

A student may be allowed to freeze studies before the commencement of a semester, with the permission of the Director of a campus or Incharge of Academic Affairs. Freezing of studies for a bachelor degree program shall not be allowed for more than four semesters in total. For a Master's degree (16 years) program the maximum limit shall be two semesters in total. However, not more than two semesters in succession shall be allowed to be frozen at a time. **Frozen semester(s)**

shall count towards the time duration for completing a degree. The student may re-enroll in the same semester, which he/she had frozen. The semester fees of the frozen semester, if already paid, shall be allowed to roll over.

Freezing shall only become effective when appropriately notified, failing which the name of the absentee student shall be struck off the campus rolls. In that case, resumption of studies shall only be allowed after payment of Admission Fee.

#### **Withdrawal of Course/Semesters:**

A student may be allowed to withdraw from a course or a whole semester, as the case may be, at any time before the commencement of the mid-term exam, with the permission of the Dean of a Business School. Withdrawal from a course or the whole semester, as the case may be, shall not result in academic penalty. However, the course/semester fees shall not be allowed to roll over.

**IMPORTANT:** A withdrawn or frozen semester shall count towards the maximum permissible number of semesters to complete a degree program.

### **Departmental Notice Boards/E Notice Boards**

Departmental Notice Boards and E Notices boards at the online portals available for students play a very important role as a communication mode between students and the institution. Various important information, warnings, deadlines about academic matters, fees and examination etc. are displayed on notice boards for the information and compliance of the students. Students are advised to see the notice board of their department strictly on daily basis during teaching days to avoid any kind of inconvenience. SMS facility is also available where students are sent short messages via bulk messaging facility. Students are advised to keep their mobile numbers updated with the university to remain updated through this service.

### **Examinations**

In every semester, one mid-term and one final exam is conducted in Hajvey. Students are evaluated in each course on the basis of tests, classroom assignments, quizzes, practical work in the laboratories, and terminal examinations. The distribution of marks shall be as follows:

- Courses without practical/lab work requirement:
  - Mid-term Exam 25%
  - Quizzes/Assignments 25%
  - Final Examination 50%
- Courses with practical/lab work requirement:
  - Theory Part:
    - Mid-Term Exam 25%
    - Quizzes/Assignments 25%
    - Final Examination 50%
  - Practical/Lab work Part:
    - Mid-term Exam 25%
    - Lab Assignments 25%
    - Lab Terminal Examination/Viva 50%

The students shall have to pass separately in theory and in practical/lab work. Failure in any one, theory or practical, shall result in failure in the course. Students shall be eligible to appear in the terminal examination provided:

- They have paid all prescribed fees/charges and have been on the rolls of the campus during that semester;
- They have registered for the courses of study and have attended not less than 80% of the lectures/seminars delivered in each course and 80% of the practical/laboratory work prescribed for the respective courses.

### Grading System

The minimum pass marks for each course shall be 50%. Students obtaining less than 50% marks in any course shall be deemed to have failed in that course. The correspondence between letter grades, credit points, and percentage marks is as followed:

Letter Grades	Percentage Marks
A	85%-100%
A-	80%
B+	75%
B	70%
B-	67%
C+	65%
C	60%
C-	55%
D	50%
F	0
W	Withdrawal
I	Incomplete

### Make-up Exams:

At the discretion of chairman/head of the concerned department, the makeup of mid-term exam may be permissible under special circumstances. However, make-up of final exam shall not be allowed under any circumstances.

### Unfair Means in Examinations Hall:

The following shall constitute acts of unfair-means during an examination:

- Using hand signals during an examination.
- Procuring or divulging information to a student pertaining to the examination question paper.

- Concealing notes on clothing, hands, caps, shoes or in pockets.
- Supplying to a student during his/her examination, answer to a question that may or may not be contained in the question paper.
- Copying from any paper, book or note, or any electronic device, or allowing any other student to copy the answer, or using or attempting to use these or any other unfair means.
- Processing papers, books, notes, any electronic device, or any material which may possibly be of assistance in the examination, and which have been explicitly prohibited in the examination.
- Giving or receiving unlawful assistance during an examination.
- Impersonating or falsely representing a student in the examination.
- Replacing an answer book or any portion thereof.
- Mutilating an answer book by way of tearing off pages.
- Impeding the progress of an examination by any means whatsoever.
- Assaulting or threatening to assault any person in charge of an examination.
- Possessing fire-arms or anything capable of being used as a weapon of offence during an examination.
- Falsifying an examination result by any means including the substitution of answer books, mutilation, or alteration of the examination records, etc.
- Approaching or influencing an employee of the university to act corruptly or dishonestly in the conduct of an examination, declaration of examination result, or marking of paper or obtaining secret information relating to an examination.
- Intentionally or knowingly representing the words or ideas or another as one's own in any academic exercise, and failure to attribute direct quotation, paraphrase, or borrowed facts, information, or prose.
- Mutilating, altering, interpolating or erasing a certificate or other document or any record maintained by the university, or in any manner using or causing to be used, a certificate, document or record, knowing that it is mutilated, interpolated or erased.
- Any such offence, which is deemed to constitute the use of unfair-means.

## Discipline

A student in first look should look like a student. His/her appearance, way of talking, dealing with co-fellows, teachers and other staff should be in such a manner that it gives an impression that student belongs to a well-educated family with well-groomed brought up. The teachers and other staff of the university deserve the same respect that is given to the elders of the family. Students are expected to respect the university, uphold what it stands for, and add to its honor and reputation by becoming a good student and a good person.

The university has a clear dress code and students are strictly advised to follow the same. Students should not wear ostentatious dresses, jewelry, jeans, joggers, t-shirts and other casual or

informal dresses/shoes. The dress and appearance of the students should be simple, decent and modest.

Students are strongly advised to refrain from all types of political and other unconstructive group activities. For healthy group activities, students may even form societies, associations or clubs with permission of authorities. However, all sectarian, political activities are strongly discouraged at the Campus; since such activities detract from studies by providing harboring ground for undesirable influences from outside, generate indiscipline among the students.

Student identity in an educational institution is of great importance. For the purpose, all the students are provided with ID Card, which will be required for identification purpose while entering into the classroom, library, labs, the Canteen, the examination halls or on various functions in the campus. All the students are bound to display it prominently at all times and show on demand to the faculty and staff of the Institution failing which student may be fined. In case, ID card is stolen or lost, immediately report at Student consular for the duplicate ID card.

The ultimate objective of an educational institution is to impart knowledge while disciplined behavior of students work as catalyst in achieving this objective. Without discipline, no institute can achieve its primary objective of delivering education and producing graduates meeting the requirement of ever-changing environment of corporate and technological world. On the other hand, without rules & regulations, discipline is not achievable. Hence, basic purpose of rules/regulations is to maintain discipline by following them in order to achieve the ultimate objective of delivering education without any hindrance.

The following, among others, are the acts of indiscipline and students are strictly advised to refrain from these activities.

- Violation of public morals, such as use of indecent and abusive language; undesirable verbal remarks and vulgar gestures; acts of moral turpitude; disorderly behavior; quarreling; fighting; insolence towards others; use of force; breaking laws; etc.
- Indulgence in acts that may cause insult or bodily injury to fellow students, teachers, officers, staff & other employees.
- Defiance of lawful authority.
- Spreading by word of mouth or written material religious, sectarian, ethnic, regional or linguistic conflict, or hatred.
- Impersonation, giving false information, willful suppression of information, cheating, deceiving, plagiarizing.
- Possession, carrying or use of any type of weapons/fire arms or explosive material in the premises of the campus.
- Damaging campus property, including its buildings, equipment, vehicles, etc.
- Using campus property, including its buildings, equipment, vehicles, etc. without lawful authority.
- Encouraging, assisting or aiding another person to commit misconduct.

- Possession, sale, distribution or consumption of intoxicants/drugs on campus.
- Using of student organizations for furthering the cause of a political party
- Circulation by word of mouth or in written form material derogatory to Pakistan, Islam or any other religion.
- Allowing or abetting entry of expelled/rusticated students or anti-social elements
- Shouting slogan derogatory to the institution, or to its officers or teachers.
- Inciting, staging or participating in a walkout, strike, or any other form of agitation, including unauthorized procession against the campus, or its teachers or other functionaries.
- Obstructing the smooth functioning of the campus or causing disruption of curricular/co-curricular/ extracurricular activities.