COMSATS

VIRTUAL CAMPUS

COMSATS Institute of Information Technology

CIIT V-CAMPUS
STUDENT HANDBOOK
2013-14

COMSATS Institute of
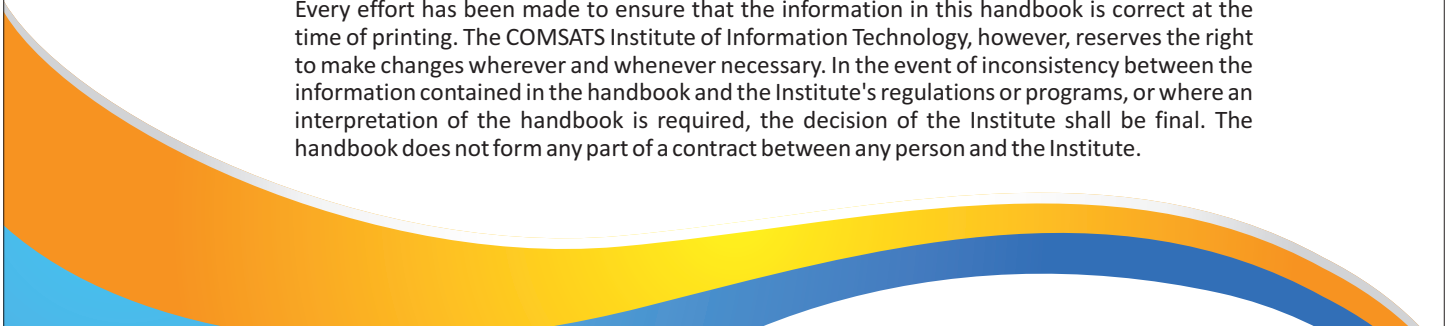Information Technology

CIIT V-CAMPUS
STUDENT HANDBOOK
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Disclaimer

Every effort has been made to ensure that the information in this handbook is correct at the time of printing. The COMSATS Institute of Information Technology, however, reserves the right to make changes wherever and whenever necessary. In the event of inconsistency between the information contained in the handbook and the Institute's regulations or programs, or where an interpretation of the handbook is required, the decision of the Institute shall be final. The handbook does not form any part of a contract between any person and the Institute.

Mission

Since its establishment in 2000 as a Degree Awarding Institute, CIIT has always been at the forefront of innovation and has played proactive role in shaping and pushing the modern day higher education scene in Pakistan. The CIIT at present comprises of five Faculties and 17 Departments. Presently, 30 under graduate degree programs and 37 graduate programs are on offer in which around 20,000 students are enrolled. There are more than 2,062 faculty members working in CIIT. 451 faculty members and academic managers holding PhD qualification are currently serving the CIIT. The remaining have MS / MPhil in relevant fields. CIIT has proudly produced 18,016 graduates since its inception in 2000. So far, 45 convocations have been organized in its campuses. More than 500 staff are undergoing advanced education leading to MS and PhD degrees and post doctoral research in USA, UK, China, France, etc.

To further increase the reach and availability of top quality benchmark education and teaching experience to our valued future nation builders we have setup Virtual Campus where no effort is spared to efficiently provide basic services along with access to our world class research and learning facilities across Pakistan. In view of the current diminishing educational opportunities, there is an urgent need to establish substantial online instructional capabilities. CIIT Virtual campus aims to enhance the coverage of quality higher education in the country by providing opportunities to those who could not attend universities because of inflexible timings, cost, or cultural barriers. The Virtual Campus will deliver online courses to distance learning students.

- Easy access to LMS 24 hours a day, seven days a week, 365 days a year

- Study at a time and place that is convenient for you

- Renown faculty, national & international PhD degree holders experience and skills at your finger tips

- World class state of the art lectures in high definition audio & video

- Top quality courseware using blended learning approach by combining teacher and their workspace (desktop/interactive board/presentation) on one screen.

Our Virtual Campus mission is to be the institution of choice for open, distance and online education. We intend to get there by providing exceptional services to our learners, so challenge the norm and give open learning through our V Campus.

Internationalization

Since its inception, the CIIT has been focusing its efforts in establishing professional linkages with prestigious international universities and research & development institutions. Pursuant to such efforts, CIIT has already signed more than 53 Memoranda of Understandings (MoUs) with reputed institutions throughout the globe. The hallmark of CIIT Virtual campus is its lectures delivered by world class foreign and national doctorate degree holder instructors with accuracy and precision fit for both audio and visual aspects. This brings a blend of experiences in all related fields of study from throughout the globe and provides multidimensional global set of techniques and knowledge.

Absolute Social Responsibility

CIIT- Virtual Campus in view of tremendous longing and demand for quality higher education in Pakistan has for the first time introduced affordable fee structure. The quality of education along with delivery systems is absolutely the same meeting international standards at par throughout the country. This system helps in promotion of quality education without prejudice and provides equal level support to most brilliant and talented youth living in remote and economically deprived regions of our country.

The contribution of CIIT towards the society is evident through its swift, timely and effective response in case of October 2005 earthquake; the IDPs of Swat in 2009; the flood affected citizens in August 2010 and the floods of 2011 in Sindh. CIIT also adopted 100 orphans under Pakistan Sweet Home program.

Standard

In February 2012, HEC announced Quality & Research based Rankings of Pakistani Higher Education Institutes where CIIT has been ranked at number 9 among all 132 universities of Pakistan while it has been ranked number one (1) as Computer Science & IT University of Pakistan.

Value / Quality

COMSATS Institute of Information Technology (CIIT) has established a quality distance learning facility i.e. CIIT- Virtual Campus with a state of the art Learning Management System (LMS). LMS is supported by the student management system and the existing university infrastructure. The CIIT Virtual Campus (VC) LMS supports a live collaborative platform which adds value to remote learning, through interactive virtual class rooms and meeting sessions. CIIT is going a step ahead from conventional asynchronous distance learning modes, currently employed at the universities of Pakistan, by introducing synchronized teaching sessions through the use of video conferencing system. CIIT has produced quality courseware using blended learning approach by combining teacher and their workspace (desktop/interactive board/presentation). Best of CIIT's senior (mostly PhD) faculty has developed high-definition video contents in our purpose-built studios.

LMS

Online course are based around the learning management system (LMS), which is the software system for the e-learning program. VCOMSATS LMS provides the student to visit the course website where student can view course information like course overview, FAQs, glossary, web links, related downloads, scheme of study and course contents. Student takes their quizzes, submit assignments and participate in discussion boards with tutor or students from LMS. (detailed review of LMS is in services section under the heading WHAT IS LMS)

Lectures

In CIIT Virtual Campus students will login to LMS to view or download the digitally recorded lectures. Lecture will also be available at official channel of Virtual Campus on YouTube. Another facility is the provision of digitally recorded lectures in the form of Video CDs/DVDs, which will be mailed to the students. These video lectures provide the next best thing from actually being present in the lecture. The video screen is consisting of the topic, lecture contents, and lecture slides. For most classes, students will also have access to an online forum, where their queries will be answered.

Students will have minimum of 5 scheduled Synchronized virtual meeting sessions with course tutor via live video conferencing system. Students can take part in this activity from home or can use study centers for this purpose. This activity can also be coupled with sessional exams and final exams. This will improve the quality of learning and assessment through synchronous element of student teacher interaction.

Examination

The courses at VC will be offered through semester system. Students are proposed to be evaluated through following criteria similar to existing evaluation criteria of CIIT theoretical Courses:

- Assignments

- Quizzes

- Graded Discussion

- Midterm Exam(s)

- Final Exam

Students are bound to physically appear at registered study centers for Midterm (sessional) and final term exams

Registration

Registrations can be completed online, mail or in person. Full payment of all registration fees must be made at the time of registration.

- At the beginning of each semester, students shall be required to register for a group of courses prescribed for a particular degree program and for a particular semester.

- Each degree program has its own Scheme of Studies (SOS), which clearly mentions the courses and their pre-requisites.

- Students may register for additional non-credit courses (if offered), on successful completion of which a mention shall be made in the transcript, but shall not be used for computation of CGPA.

- A student may change course(s) within five teaching days from the date of commencement of a semester on the recommendations of the study center concerned. However, course(s) may be dropped immediately after the first sessional test result is known. In that case, no academic penalty will accrue. However, fees paid will not be adjusted

How to register a course?

Students enrolled in the first semester are given pre-selected courses while for other students Instructions for registration will be included on LMS under the Services tab if the student has completed the course prerequisites requirements.

Course prerequisites

Student cannot register for a course until s/he completed all requirements for a course determined by the Academic Council from time to time. If the prerequisite courses were completed at CIIT Virtual Campus and system does not allow the registration of course, please indicate your student number for prerequisite verification from the Registrar office of CIIT Virtual Campus.

If you need academic advising to discuss course requirements or pre-requisites, please contact our student affair office.

Fees

Fee challans are paid at HBL (Habib Bank Limited) through Online deposit in favor of " COMSATS VIRTUAL CAMPUS" (A/c No: 17427900379303). fees are subject to change without prior notice. Cheques will not be accepted.

Admissions

Admission to CIIT V-Campus is competitive, but those who come here they enjoy the benefits of excellent resources, lively and bustling interactive student sessions. Admissions to various degree programs are open to all eligible candidates without discrimination of any kind. Our guiding principle is that of equal opportunities for all and for this reason, all admissions are regulated on the basis of merit.

Admission Process

Step 1:

Student will get himself/herself registered in Admission system by clicking on "sign up" button. A registration form will be displayed. Student will select the study centre through which he/she is applying for admission at COMSATS Virtual Campus. Then add all required details and submit registration form.

Step 2:

Student will login to the Admission system using his/her created user account details. Student has to fill the following.

·   Personal details

·   Educational details

·   Select program for which he/she is applying

·   Submit the application form

Step 3:

After submitting application form online a challan form will be generated. Student will print challan form and submit it to the nearest HBL branch. Then student will print Application form and attach paid challan form or orders/drafts along with required documents mentioned in Application form and submit it to the study centre which he/she selected at the time of registration (Please note that student can also select an option of "study from home" in the case where he/she does not want to be associated with any study center). Student can also directly submit completed application form to COMSATS Virtual Campus Islamabad at following address; House No 402: Street: 34, Sector: I-8/2 Islamabad. If student is unable to pay challan form in the bank he/she can attach a Demand Draft or Postal Order of Rs. 1000/- in favor of "COMSATS Virtual Campus Islamabad".

Step 4:

After student submits Application form along with Challan form and required documents the DEO (Data Entry Officer) or the staff at study centre that handles admissions will check the form details and verify it with the actual details. DEO can also change applicants information from his account once false details are found otherwise if finds no errors, then he will insert the form number in the system and verify as valid form, after the form is verified by DEO, system will redirect DEO to NTS Registration screen where DEO will register that candidate for the NTS test (Test Schedules will be there in the system). And then DEO will give submission receipt to student along with printed NTS test registration slip. (NTS entry test requirement is elaborated in detail in coming segment below)

Step 5:

Students who have not already qualified NTS/GAT test must have to appear in the NTS/GAT test conducted by CIIT Virtual Campus through NTS on respective dates. Information will be available on Virtual Campus official website (http://www.vcomsats.edu.pk)

After successful admission application you will be notified regarding NTS/GAT test through e-mail / SMS/ website.

Verification of Documents

Selected candidates will be asked to bring the following documents to the Admissions Office for verification within a specified time frame:

- Original Certificates/ Detailed Mark Sheets of matric or equivalent examination, intermediate or equivalent examination, and graduate degree or its equivalent examination (if applicable), with two attested photocopies of each.

- Original Equivalence Certificate along with two attested photocopies.

- Original Migration Certificate along with two photocopies (if applicable).

- Original Hope Certificate with two attested photocopies or Affidavit (if applicable).

- Undertaking, on Stamp Paper, by the student and guardian to abide by the rules and regulations of the Institute (pattern is given in the prospectus).

- National Identity Card (or 'B' Form) along with two attested photocopies.

- Two passport size photographs. These must be attested from the back of the photograph. Also the name, guardian's name, and program applied for should be clearly printed on the back of the photographs.

- It is essential to check for messages from V-Campus on LMS portal on a weekly basis and to respond in the given timelines. We recommend all information be sent electronically through LMS portal.

Entrance Test

Admission to CIIT V-Campus is determined by a combination of factors one of which is the Entrance Test combined with the weighted marks earned in the previous public examinations. The Entrance Test is conducted by the National Testing Service (NTS). For further information about the NTS and its testing procedure, candidates can seek assistance from the NTS website www.nts.org.pk. In addition, the CIIT V-Campus Admissions Office and web site http://vcomsats.edu.pk/ also provides information in this regard.

After the last date of submission of Admission Forms, entrance tests will be conducted by NTS according to the admission schedule OR on a given date as notified by NTS through their website and the print media. All admissions shall be regulated on the basis of merit determined by combining the weighted marks obtained in the entrance test with the weighted marks earned in the previous public examinations, as mentioned above. The weightage criteria for the undergraduate and Masters' degree programs shall be as given below:

Degree Programs	Percentage Weightage
For Bachelor Degree	
Matric or equivalent	10%
Intermediate or equivalent	40%
NTS Test	50%
For Master Degree	
Matric or equivalent	10%
Intermediate or equivalent	15%
Bachelor or equivalent	30%
NTS Test	45%

International Students

English Language Proficiency

As English is the language of instruction at CIIT V-Campus, an adequate knowledge of written and spoken English is a prerequisite for admission. All applicants must meet the English language proficiency requirement by presenting proof of completion of the specific prerequisite English course (or approved equivalent), or a minimum of three years of full-time study in English in a country where English is the principal language. Applicants who do not meet this requirement will be asked to submit proof of English language proficiency skills

Apply to V-CAMPUS online at http://admissions.comsats.edu.pk/vc

Questions can be directed to the Student Contact Centre at admissions@vcomsats.edu.pk Phone: 0092-51-9101237-9

Online

Choose your program, select Program Details, and then click the hypertext link for the course.

Mail or Fax

Complete the registration form located at "download a registration form" from http://vcomsats.edu.pk/. Mail completed form, along with your payment to the Admissions Office. The mailing address and fax number can be found on the registration form.

Telephone

The V-Campus Student Contact Centre (VCSCC) processes all registration requests received by mail or online. You can ask questions related to your registration.

Admissions Section

Phone: 0092-51-9101237-9
Email: admissions@vcomsats.edu.pk
Hours: 9:30 am – 4:30 pm
Monday thru Friday

In Person

Should you want to register and make payment for a course in person, please visit either the Admissions Office Islamabad or the nearest study center
Hours: Mon to Fri, (9:30 am – 4:30 pm)
Website: http://vcomsats.edu.pk/admissions

General Information

This information is supplementary and is in addition to the Academic Regulations and Procedures of CIIT & V-Campus. The Academic Regulations and Procedures outline policies and practices that are of importance to all CIIT V-Campus students.

CIIT V-Campus reserves the right to make revisions to the Academic Regulations and Procedures without prior notice and they shall take effect at the time of revision unless a later date is

regulations and requirements in effect will prevail over the provisions printed in the Academic Regulations or in the V-Campus Student Handbook. V-Campus will provide as much notice of the revision as it considers the circumstances will permit, and will endeavor to incorporate the revisions in the next printing of the Academic Regulations and Procedures. Revisions shall include additions, deletions and changes

Degree Programs

Many of the courses offered through the V-Campus are equivalent to CIIT full-time regular courses. Placement/transfer of V Campus student to CIIT full-time regular campuses is not allowed. Regular admission in CIIT full time programs depends upon availability of seats and completion of prerequisites and other entry requirements.

V-Campus Course Withdrawal Process

Students are responsible for formally withdrawing from courses they no longer wish to continue. Withdrawals must be completed either electronically through LMS Portal or by completing the V-Campus Course Withdrawal form. Terms and conditions apply.

Course Cancellations

CIIT V-Campus reserves the right to cancel courses due to operational requirements. Every effort will be made to contact students by telephone or email. In such cases, courses will be rescheduled in a shortest possible time.

Test/Examination/Course Results

Marks will be available via the V-Campus Student Portal. Final grades and test results would not be communicated via phone or e-mail.

Exam Deferrals

Exams are to be written on the scheduled exam date. Exam deferral policies may differ from program to program. The student is responsible for following the procedure as outlined by the program area. Students should contact the program area for further information.

Freedom of Information and Protection of Privacy

CIIT V-Campus collects and maintains personal information used for purposes of admission, registration and other operating activities in its role as a member of the educational community.

Personal Information

In order to ensure V-Campus is able to contact you in the event of course cancellations, course changes, etc., it is important that your phone number(s) and email address are current. You can do so by accessing LMS Portal or contacting 0092-51-9101238
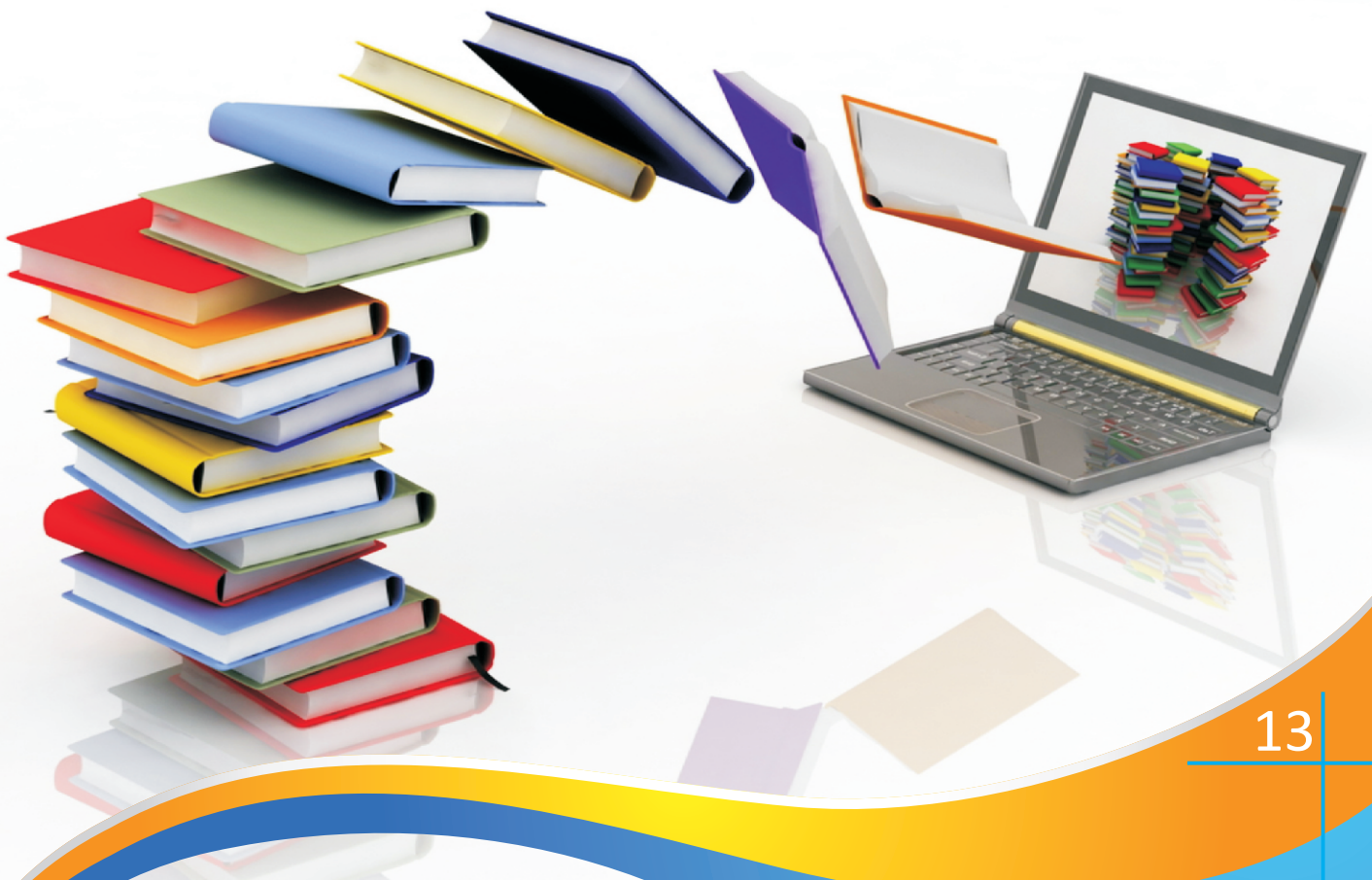
Prerequisites

Prerequisites are required for degree programs. It is the applicant's sole responsibility to be aware of and observe the prerequisite requirements when enrolling in a course. Students may be turned down for entry into a degree program or subsequent courses if the prerequisites have not been met.

Degree /Certificates

Degrees/Certificates are not automatically mailed out. Filling out a Request for Certification form as soon as you've successfully completed your program requirements will ensure that you receive your certificate promptly. To receive degree/certificate students must complete set of requirements for that particular degree. Degree requirements for the various academic programs shall be determined by Academic Council from time to time.

You can pick up this form at the Registrar's Office or download from http://vcomsats.edu.pk/ Submit to the registrar's Office. Note: This may take several weeks to process.

Services

Learning Resources

LMS Portal

The LMS Portal gives current students access to:
* Announcements
* Upcoming events
* Personal information updates
* Grades
* E-mail account
* Online student storage
* Financial information
* Online registration
* Job opportunities
* Class schedules by term or by week
* E-learning tools

LMS Guide

What is LMS

Online courses are based around the learning management system (LMS), which is the software system for the e-learning program. VCOMSATS LMS provides the student to visit the course website where student can view course information like course overview, FAQs, glossary, web links, related downloads, scheme of study and course contents. Student takes their quizzes, submit assignments and participate in discussion boards with tutor or students from LMS.

VCOMSATS LMS is a sophisticated E-Learning tool which offers a wide range of functions and features to provide students a professional educational experience integrated in a well known web interface.

Logging in to the LMS

* Type http://lms.vcomsats.edu.pk URL and click on "Login LMS"
* Select your session and program from drop down list
* TAB to the roll number edit field and type your roll number.
* TAB to the password field.
* Type in your password.
* Press ENTER to login or click on Login button with mouse.

Logging out of the LMS

* Be sure to log out whenever you finish a session in the LMS.

* Go to the top of the page and arrow down (My Account Tab) until you reach the 'Log Out' Link and press with mouse or ENTER.

* You are now logged out of the LMS.

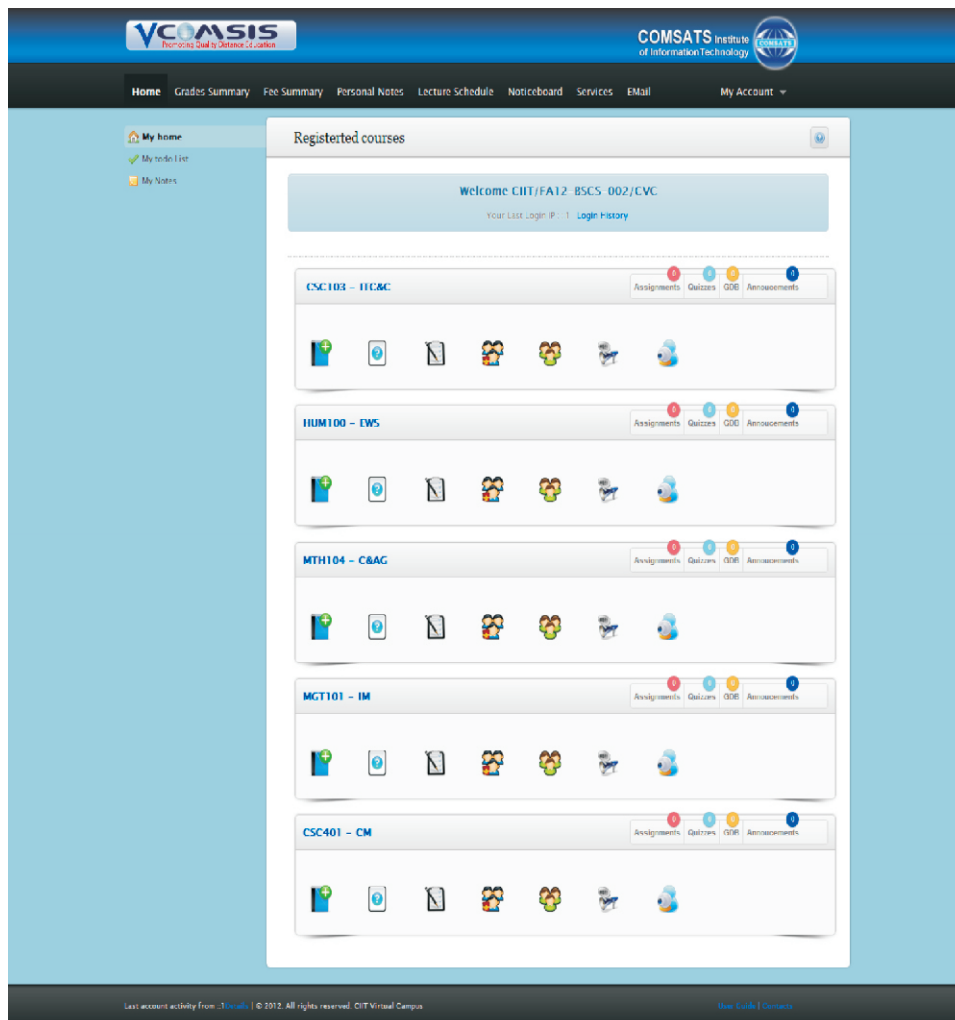## Understanding the layout of pages in the LMS

At the top of each page of the LMS you will find navigation links to various 'tabs' or major areas of the LMS. The tabs presented to students in the LMS are 'My Home', 'Grade

Summary', 'Fee Summary', 'Personal note', 'Lecture Schedule', 'Notice board', 'Services', 'Email', and 'My Account'.

At the left side of the page is side menu for the students containing 'My Home' , 'My to do list', 'My notes' and 'My Courses'. While right side of the page is reserved for the contents and details.

The LMS 'My Home' tab contains list of registered course. Each item in the list contains the links to the 'Course Information' , 'Assignments', 'Quizzes', 'GDB', 'MDB', 'Announcements' and live sessions in form of icons. Generally these links are repeated at the top of each web page in the LMS for a selected course.

How to do Assignment

- Regularly Visit your To do List for getting up to date info regarding Assignments.
- Read through the assignment carefully and analyze the demand of the Assignment.
- Submit Assignments in the format requested i.e. pdf, doc, txt etc. Otherwise your assignment will be graded as zero marks.
- If you find any ambiguity in the assignments you can clarify that with your Tutors.
- Don't Try to Copy Assignment from your Friend. This will cause zero marks straight away and many other penalties.
- Proof read your questions for at least two times.
- Write to the point and Answer according to the demand of the Assignment.
- Think and answer logically. Organize your ideas. Your assignments should be clear, well sequenced and very well constructed.
- You can use different mediums to prepare your assignment like books, journals and the Internet but with proper references.
- Do not copy same source from any medium. Try to express in your own words.
- Working with others and sharing ideas is always a valuable activity and is recommended for assignments. However, all material you submit MUST be your own unique and original work.
- Deadlines for submission must strictly be followed. Late assignments are not accepted until and unless relaxation is given by the University.
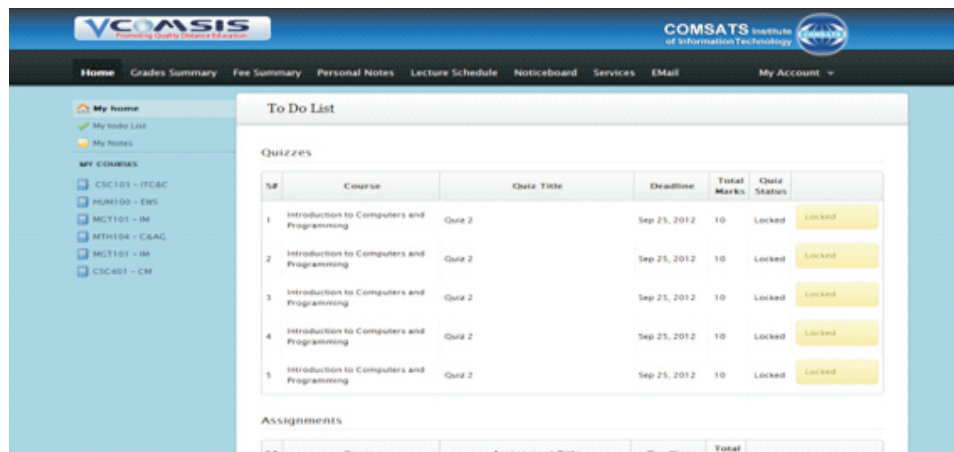

How to take Lectures

- You can see your lectures from weekly Lecture Schedule.
- Check the 'Course Information and related Contents' to see the relevant material of the handout/ recommended books and the Internet links for your current lecture
- Read the handouts and recommended books prior to taking the video lecture
- Watch the video lecture and prepare your own notes
- Read the Informative Material by clicking on the Internet links tab on the course website
- Use moderated discussion board (MDB) if you find any difficulty in understanding.

How to take Quiz

- Regularly Visit your To do List for getting updates regarding Quizzes.

- Recall all the concepts which you have studied in a specific course.

- Do not miss you quiz deadline otherwise you cannot take the Course quiz , so attempt the quiz as soon as possible.

- Read the Question Carefully and Select the one appropriate answer for that.

- If you are unsuccessful in answering a question in mentioned time then next question automatically comes in.

- If you close the quiz window then you will miss that question and cannot attempt again.

How to submit GDB

- Regularly Visit your To do List for getting updates information regarding GDB.

- If you do not meet the deadline then it will grade you as zero marks.

- Once you have answered a question then you cannot edit and resubmit the answer again.

- Copied Answers will be graded as zero marks.

Above screen shot is from to do list, scroll down at bottom you will find Graded Discussion etc.

How to Participate in MDB

- Regularly Visit Moderated Discussion in your LMS for getting up to date information regarding MDB.

- You can ask any Question form Course Teacher regarding any Course related problem using MDB.

- You can respond to the Question until unless it does not meet expiry date.

- It's not a Graded Activity but you can get advantage by sharing your views with your Course Tutor using Moderated Discussion Board

STUDENT SERVICES under the section "services" you will find following

- Admission Withdrawal Request
- Semester Freeze Request
- Semester Un-Freeze Request
- Student Center Change Request
- Student Hand Book
- My Scheme of Study

Online Digital Library

Website: http://vcomsats.edu.pk/library

CIIT V-Campus online Library offers quality information resources for the courses you are registered in. Our Study centers have got computers for you to use and comfortable classrooms where you can study, do group work with your course mates, or just take a break.

CIIT V-Campus Technical Support

Phone: 0092-51-9101237-38-39
Email: lmshelp@vcomsats.edu.pk

Our analysts will assist you with technical questions regarding:
- LMS Portal (logins, navigation, etc.)
- Student e-mail
- Online and Distance Learning
- Network Access (Wireless at Study Centers)
- Student printing

CIIT V-Campus Technical Support provides current, past and future students with a single point of contact for technology related issues. Please provide the following information when requesting service:

- Student ID Number
- Full name (even if asking a quick question)
- E-Mail address (if available)
- Phone number and time when you can be reached
- Description of the problem, including any error messages
- Permission to reset your password if necessary

Student Counselling Centre

Main V-Campus
Phone: 0092-51-9101237-38-39
Email: info@vcomsats.edu.pk

Services available included individual academic and career counselling, seminars, peer tutoring (currently registered V-Campus Students). Prospective and returning students should contact the Recruitment Office located at main V-Campus.

V-campus welcomes international students from around the world our services are designed to provide all students with a rewarding learning experience and the support they need to become successful graduates. You are considered to be an international applicant if you are not a Pakistani citizen. Currently there are no study centers available internationally all course study material& instructor lectures are available through internet.

Program Choices

English Language Proficiency

As English is the language of instruction at CIIT V-Campus, an adequate knowledge of written and spoken English is a prerequisite for admission. All applicants must meet the English language proficiency requirement by presenting proof of completion of the specific prerequisite English course (or approved equivalent), or a minimum of three years of full-time study in English in a country where English is the principal language. Applicants who do not meet this requirement will be asked to submit proof of English language proficiency skills.

Programs & Prerequisites

For Program details and course content Please visit
http://vcomsats.edu.pk/academics/programs

Department of Computer Science

The CIIT department of Computer Science was established in 1999 at Islamabad and enrolled the pioneer batch of students in Fall 1999. The department made a modest beginning and is now proud of its excellent facilities and internationally qualified faculty members along with its presence at Campuses of CIIT.

The Department aims to impart competitive skills in effective development and application of modern technology to groom its students as excellent programmers, outstanding researchers, extra ordinary analysts and innovative designers.

We are aware of everyday breakthroughs in modern technology and thus committed in equipping and imparting our students with advanced competencies required managing the growing needs of science and technology, especially computer sciences, in almost every professional field today.

Research activities have been given high priority within the department. This has resulted in national and international recognition for our faculty and students alike. A number of research papers of national and international repute have been published in leading journals and presented at conferences all over the world. The department has dedicated research groups working in the areas of Databases, Algorithms, Artificial Intelligence, Computer Vision and Security Systems.

Bachelor of Science in Computer Science: BS (CS)

Program	BS(CS)
Eligibility	Intermediate or equivalent with minimum 50% marks, from an accredited educational institution. NTS as per CIIT policy.
Session	Fall and Spring
Semesters	8
Number of Years	Four Years
Credit Hours	134

The program focuses on instilling comprehensive Computer Science knowledge among students and exposing them to issues involved in the development of scientific, educational and commercial applications of computer science. The degree lays emphasis on an integrated approach to meet the hardware and software needs of the industry.

The purpose of this program is to produce graduates with a sound knowledge of computer science, contemporary technologies, and professional skills. It is a four years program of eight semesters, each semester running for sixteen weeks.

Bachelor of Science in Software Engineering: BS (SE)

Program	BS (SE)
Eligibility	Intermediate or equivalent with Mathematics, with minimum 50% marks from an accredited educational institution. NTS as per CIIT policy.
Session	Fall and Spring
Semesters	8
Number of Years	Four Years
Credit Hours	139

Software Engineering discipline focuses on imparting the practical knowledge and technical training that enables students to harmonize theory with practice, concepts with applications, and problems with solutions. Software Engineering graduates will have grounding in communication, mathematics, sciences, cultural, ethical, and social issues that influence and affect to the development of high quality software systems. The program will prepare professionals having skills and mastery in software development principles, theory, practice, and process to develop high quality software applications.

Master of Computer Science: MCS

Program	MCS
Eligibility	Bachelors or any other equivalent and relevant degree with minimum 50% marks from an accredited educational institution. NTS as per CIIT policy.
Session	Fall and Spring
Semesters	4
Number of Years	Two Years
Credit Hours	73

Master of Computer Science is designed for students who wish to improve their knowledge of recent developments in information technology and to deepen their understanding in computer science. It is a two years program consisting of four semesters.

Relevance of Programs

The Department of Computer Science offers competitive degrees in rapidly expanding areas of study. Our qualified faculty and excellent facilities ensure that students have a solid technical grasp on their subject that enables them to apply this knowledge in practical work settings.

Our liaison with the Higher Education Commission and Ministry of Science and Technology help us keep up-to-date with new policy initiatives and market driven incentives being unrolled by the government and private sector.

Past experience demonstrates that our program contents are relevant and very much in demand in all areas related to Information Technology. International markets are expanding their businesses and research interests in Pakistan which have not only increased the scope of employment but also expanded local opportunities through market competition.

Leading institutions and organizations in Pakistan and abroad seek computer science graduates for entry to mid level management and research positions in the fields of Information Technology.

Mathematics

Program	MSc (Math)
Eligibility	B.A/B.Sc with Mathematics as major subject having minimum of 50% marks from an accredited educational institution without any third division (annual system) or D grade (semester system) in academic career.
Session	Fall and Spring
Semesters	4
Number of Years	Two Years
Credit Hours	66

The major areas include scientific computing, numerical computation, statistical methods, artificial intelligence, optimization, information systems and fluid mechanics.

Mathematics is one of the most mature and well-developed disciplines of basic sciences. The study of Mathematics is not only exciting, but also important. Mathematicians have an opportunity to make a lasting contribution to society by helping to solve problems in diverse fields such as medicine, management, economics, governance, computer sciences, physics, psychology, engineering and social sciences.

MA (English)

Program	MA (English)
Eligibility	Bachelors degree (14years) education from an accredited university with English compulsory and having secured 50% marks NTS as per CIIT policy.
Session	Fall and Spring
Semesters	4
Number of Years	Two Years
Credit Hours	69

This Program is specifically designed for the students who want to attain a master's level of knowledge to improve their knowledge of English language skills and the ability to study and evaluate literature. The course covers the historical development of English, its various genres through the ages.

The prime objective of the M.A Program in English is to enable students to read widely and critically a variety of English literary text in their social, political and historical contexts. Another objective of the program is to familiarize students with modern linguistic and grammatical theories in accordance with the approaches to English language teaching. The program is designed to develop the ability to initiate and carry out research at graduate level , leading to the production of a research project.

Department of Management Sciences

The Department of Management Sciences strives to contribute to the broader social role in providing high quality academic programs characterized by cutting edge technologies and modern managerial practices.

The Department of Management Sciences has emerged as the most dynamic and vibrant department. Its current enrollment is among the highest in CIIT. The Department of Management Science is committed to the objective of preparing students at par with the market trends. Department of Management Sciences was established in 2001 at Islamabad.

Our mission is to aspire to become a reputable department with highly qualified faculty and facilities by providing excellence through business education and research in emerging fields. The future goals of the department are to train and develop professionals in many new fields. The Department of Management Sciences emphasizes on uniqueness and creativity in its programs. Therefore we are always on the lookout for the latest academic and professional programs which are being sought out by the business students and professionals.

An active Research Cell in the department is assigned the task of training of faculty and students, for writing research papers and developing research proposals. Field research has been a major focus of the department. Some of the more recent research contributions made by the faculty of department to external parties and stakeholders are Development of Business Incubators, Women Entrepreneurs, E-Commerce Management and its Impact on Pakistan, Industry-university Cooperation, Technology adoption in OIC Members States, Islamic Banking and Quality Management in the service sector of Pakistan,

Past experience demonstrates that our program content is relevant and very much in need in all areas related to Management Sciences. International markets are expanding their business and research interests in Pakistan which has not only increased scope of employment but also expanded local opportunities through market competition.

Leading institutions of Pakistan and elsewhere seek out CIIT Management Sciences graduates for entry to mid level management and research positions in fields of Management Sciences.

Following Programs are offered by the Department of Management Sciences at Virtual Campus:

Bachelor of Science in Business Administration: BS(BA)

Program	BS(BA)
Eligibility	Intermediate or equivalent with minimum 50% marks, from an accredited educational institution. NTS as per CIIT policy.
Session	Fall and Spring
Semesters	8
Number of Years	Four Years
Credit Hours	133

CIIT's bachelor program in Business Administration is of four years (eight semesters) duration and 133 credit hours.

Already enjoying a good reputation among employers, our program gives students a rigorous insight into business administration from both a holistic and methodological perspective. Emphasis is placed throughout the program on grooming the personality of our students and sharpening their communication skills. CIIT expects that its students not only become thoroughly familiar with all essential and current business concepts and practices, but are also able to think analytically and innovatively and, above all, to judiciously apply their acquired knowledge in practical situations they may encounter in a professional context after their graduation.

Bachelor of Business Studies: (BBS)

Program	BBS
Eligibility	Fourteen years of education in relevant field or minimum 2.0/4.0 CGPA or 50% marks (annual system) from an accredited educational institution. NTS as per CIIT policy.
Session	Fall and Spring
Semesters	4
Number of Years	Two Years
Credit Hours	66

This program is designed to sharpen the skills of 2 years bachelor degree holders, they can now earn 4 years bachelors degree by studying this 2 years program. The objectives for this degree program are to familiarize students with the fundamental bodies of theoretical and applied knowledge of business to learn new tools and techniques in areas such as accounting, marketing, and management, to enable student integrate formal academic learning with their business related experiential learning, to encourage self-improvement and professional growth among students, and to expose students to the global business environment.

Master of Business Administration (Executive)

Program	MBA (Executive)
Eligibility	Fourteen years of education in relevant field or minimum 2.0/ 4.0 CGPA or 50% marks (annual system) from an accredited educational institution.NTS as per CIIT policy
Session	Fall and Spring
Semesters	4
Number of Years	Two Years
Credit Hours	66

CIIT's Masters in Business Administration curriculum has been designed to develop the in-depth understanding of all business functions. The curriculum is based on technical, data-driven, quantitative skills to make objective decisions with the interpersonal and communication skills necessary to work effectively with people at all levels and from all cultures.

Program will meet the increasing demand for advanced business education which will not only combine text book learning with case study methodology but will expose students to an environment which will facilitate development of their conceptual skills as well as personal growth.

Master of Public Administration: (MPA)

Program	MPA
Eligibility	Bachelor degree (14years)or equivalent with minimum 50% marks from an accredited educational institution.NTS as per CIIT policy.
Session	Fall and Spring
Semesters	4
Number of Years	Two Years
Credit Hours	69

This program covers evolution of public administration in Pakistan, the British impact, bureaucracy's role in political system, the legislature, the judiciary and public administration, organizational structure, federal, provincial and local government tiers, federal ministries and provincial departments, attached departments, divisional and district administration, local government, public corporations, winds of change in public administration in Pakistan.

Special topics of public administration are taken up for discussion and study. Students also debate the implications for public policy development of the most significant administrative issues confronting public managers including participative management, response to technological and social change, administrative ethics and emerging public organizations structures. Selected topics such as administrative regulation, accountability, corruption, federal-provincial relations and collective bargaining in government may also be discussed and researched.

Master of Business Administration (1.5 years)

Program	MBA (1.5 years)
Eligibility	A 16-years degree in the relevant field with an accredited educational institution with first division(annual system) or CGPA 2.5/4.0 (semester system),No D-grade or 3rd Division throughout the career, GAT(General) with 50% marks minimum.
Session	Fall and Spring
Semesters	3
Number of Years	One and a half Years
Credit Hours	36

(1.5 years)program provides an opportunity for business professionals having a four years bachelors degree in business related disciplines to obtain a Master's degree in Business Administration. The one and a half years MBA program will meet the increasing demand for advanced business education which will not only combine text book learning with case study methodology but will expose students to an environment which will facilitate development of their conceptual skills as well as personal growth. This program is designed for those who want to have better career prospects after obtaining a graduate level professional degree (according to the HEC Roadmap for Business Education). The MBA program builds on the strengths of our experienced faculty who come from well-reputed International organizations/universities and offer rigorous studies.

MS Project Management

Program	MS Project Management
Eligibility	Minimum of sixteen years of education (or equivalent) in a relevant subject: Business Administration, Computer Science, IT, Economics, Engineering, Natural Sciences, Public administration and Policy, and Development Studies, with 2.5/4 CGPA (or 60% marks in annual system). NTS-GAT test score of minimum 50%.
Session	Fall and Spring
Semesters	3-4
Number of Years	Two Years
Credit Hours	30

One of our long-term objectives is to contribute to Pakistan's development in whatever way we can. As projects constitute the very basis of national development in virtually all fields, and also because scant attention has been paid in Pakistan to promoting education in managing projects in the past, we feel obliged and are honored to take head on the challenge of pioneering a formal MS degree program in project management in Pakistan.

The MSPM program is suited primarily for those candidates with backgrounds in the fields of engineering and natural science, computer science and IT, economics, management, public administration and policy, and development studies.

The "ideal applicant" would be a working professional in either the public, private, non-governmental or development sector with a strong interest in learning project management processes for career development.

Candidates seeking admission in our MSPM program because they feel that project management has become a "buzzword" and simply want to jump on the bandwagon, as well as those who just "want a degree" but have no genuine interest in learning the subject as a component of their career development are suggested to invest time and finances in the actual field of their choices and interest.

MS Banking & Finance

Program	MS Banking & Finance
Eligibility	Minimum of sixteen years degree in the relevant field from an accredited educational institution with minimum First Division (annual system)or CGPA 2.5/4.0 (semester system) and no third division (annual system) or "D" grade (semester system) throughout the career NTS-GAT test score of minimum 50.
Session	Fall and Spring
Semesters	3-4
Number of Years	Two Years
Credit Hours	30

The primary objective of banking and finance at CIIT Virtual Campus is to develop knowledgeable and capable executives and workforce to move quickly to key positions in the financial services sector and to demonstrate the skills necessary to tackle problems within the complex world of international finance and banking.

Graduates of banking and finance are one of the most sought after graduates worldwide and their employment opportunities are practically endless. After the successful completion of the degree, the graduate may work for a public or private organization, do consultancy or work in the field of academia.

Department Of Education

Department of Education has come up with most advanced and highly in demand program i.e. Associate Degree in Education. The program is offered for both In-service and Pre-service candidates and also for people continuing their education.

Associate Degree in Education

Program Introduction
Associate Degree in Education (ADE) is a two year degree program structured on four semesters and 68 credit hours. It is equivalent to a 14-year Bachelor (Pass) degree and designed for elementary, primary and higher school teachers to further enhance and develop their teaching skills, content of knowledge and expertise. Program for In-service candidates is of 18 months and 38 Credit Hours.

Program Objective
The primary objective of this program is to move a step closer towards delivering quality education across Pakistan through an effort to ensure that elementary level teachers are facilitated, knowledgeable and are able to maintain a decorum in the institutions they teach in not only in the large metropolitan cities of the country but also rural where a vast majority is delivering education through means and methods that are not only questionable but also the faculty's competencies vary greatly.

Employment Perspective
The field of education and teaching can be a rewarding career choice for those who wish to work and contribute for the society and help shape lives. There are a variety of career options available in the education sector and ADE is a step up the ladder for those already in service and for those just starting their careers.

Associate Degree in Education
(In-service Students)

Department	Department of Education
Degree Title	Associate Degree in Education
Entry Requirement	• 12 years schooling (2nd Division or Equivalent) • 1 year professional training CT or 18 months Diploma in Education • Minimum 3 year teaching experience
Duration	One and a Half year (18 Months)
Semesters	3
Credit Hours	38
Sessions	Fall & Spring

Associate Degree in Education
(Regular Students/Pre-Service/Continuing Education)

Department	Department of Education
Degree Title	Associate Degree in Education
Entry Requirement	12 years schooling (2nd Division or Equivalent)
Duration	Two Years
Semesters	4
Credit Hours	68
Sessions	Fall & Spring

CIIT- VC STUDY CENTRES

"Study Centre" means a centre maintained or recognized by the CIIT VC for the purpose of advising, counseling or for rendering any other assistance required by the students in context of distance education. The Study Centers provide academic and administrative support services to the distance learners e.g. Multimedia support, computer labs, video conferencing, student evaluation, library services and peer group interaction etc. Students enrolling in CIIT VC will be facilitated with study centers situated nationwide. To ensure the quality of education, standard evaluation policies of CIIT are followed. Proctored mid-terms and terminal examinations will be conducted at selected locations using the well-established National Testing Service (NTS) infrastructure. The CIIT distance learning program aims to extend higher education opportunities at subsidized tuition fees in underprivileged areas of Pakistan.

(Please note that student can also select an option of study from home as well if he/she does not want to be associated with any study center).

CONNECT ONLINE

See what's new at V-Campus:

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www.youtube.com/vcomsats

Talk to our staff to get answers to your questions and plan your education.

Phone: 0092-51-9101237-39

Email: info@vcomsats.edu.pk

UNIVERSITY DISCIPLINE
GENERAL UNIVERSITY REGULATIONS

Acts of Indiscipline

· Violation of public morals, such as use of indecent and abusive language; undesirable verbal gestures; acts of moral turpitude; disorderly behavior; quarrelling; 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 and 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 for student organizations for furthering the cause of apolitical 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 to the campus.

· Obstructing the smooth functioning of the campus or causing disruption of curricular/co-curricular/ extracurricular activities.

Punishments/Penalties for Acts of Indiscipline

Punishments or penalties for acts of indiscipline shall be commensurate with gravity of the offence, and may be any one or combination of the following, or any other punishment or penalty deemed appropriate by the Discipline committee, or Campus Discipline Committee, as the case may be:

Minor Punishments / Penalties

· Censure or warning in writing.

· Probation for a specific period.

· A fine of under Rs. 10,000 commensurate with the nature and extent of the act of indiscipline.

· Withholding of a certificate of good moral character for a specified period.

· Withholding benefits/privileges available to the students of campus for a specified period.

· Withholding of an examination result for a specified period.

· Declining admission in the campus hostel.

· Withdrawal of membership from student's clubs/societies.

· Ban on representing the campus and the institute for a specified period.

· Cancellation of financial benefits/concessions for a specified period.

Major Punishments/Penalties

· A fine of over RS 10,000, commensurate with the nature and extent of the act of indiscipline.

· Suspension of admission and ban on entry into the campus for a specified period.

· Cancellation of an examination result.

· Rustication from the institute for a specified period and ban on entry into the campus.

· Expulsion from the institute and ban on entry into the campus.

Unfair Means In Examinations

The following shall constitute acts of unfair means in the examination:

· Using hand signals during the 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.

· Possessing papers, books, notes, any electronic device or material which may possibly be of assistance in the examination and which have been explicitly prohibited in the examination.

· Giving or receiving any 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 off tearing off pages.

- Impeding the progress of an examination by means of what so ever.

- Assaulting or threatening to assault any person in charge of an examination.

- Possessing firearms 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 institute to act corruptly or dishonestly in the conduct of an examination, declaration of examination result, or making of paper or obtaining secret information relating to an examination.

- Intentionally or knowingly representing the words or ideas of 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 institute, 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.

Punishments/Penalties

The penalties for using unfair-means in examinations may be any of the following or a combination thereof:

- Cancelation of examination paper in which the unfair-means were used.

- Cancellation of a portion of the paper in which the unfair-means were used.

- A fine of up to Rs. 20,000 commensurate with the offence.

- Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred.

- Cancellation of the entire course to which the examination paper was related.

- Disqualification from appearing in examinations for a specified period.

- Rejection of the research report, dissertation, or thesis when found guilty of plagiarism.

- Expulsion from the rolls of the institute.

- Rustication from the institute.

- Forfeiture of degree/diploma/certificate.

Rechecking of Answer Books

A student may, on payment of the prescribed fee, get the answer book rechecked in the presence of the concerned teacher and an officer of the examination section, in its secrecy room, for totaling and for verification that all questions or parts thereof have been fully marked. Re-evaluation of the paper, however, shall not be allowed, except for the evaluation of the marked answer or a part thereof. Rechecking shall only be allowed within 10 days of the notification of the results.

Freezing of Studies

A student may be allowed to freeze studies before the commencement of a semester, with the permission of the Director of a campus or in-charge of Academic Affairs. Freezing of studies for a bachelor degree program shall not be allowed for more than four semesters in total. For Master's Degree 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.

The student may be allowed to re-enroll in the 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

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 second sessional test, with the permission of the director of a campus/in-charge of academic affairs. Conditions apply please contact your program incharge.

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, and the withdrawn courses/semester shall be mentioned in the transcript.

A withdrawn semester shall count towards the maximum permissible number of semesters as explained in freezing of studies section.

Migration

Migration of students from other educational institutions to the institute shall not be allowed. However, within the institute students maybe allowed to migrate from one study center to another on case-to-case basis, only under special circumstances, with the mutual consent of the two study centers, and after approval of the relevant Virtual Campus authority. Migration shall only be allowed before the commencement of a semester.

Refund of Dues

After payment of the semester fees, if a student wishes to quit studies for whatever reason, no refund shall be allowed except the caution money.

Candidates whose result was awaited and were allowed provisional admission, on failing to meet the requisite criteria upon the declaration of result, shall not be allowed any refund of fee except the caution money.

Student Complaints

The CIIT V-Campus is committed to high quality of educational and other provision for students, and encourages students to say where there is cause for concern in individual or general matters. It undertakes to take such representation seriously. In raising possible issues of complaint, students themselves will have to be aware of their obligations as members of the University. The University aims to handle complaints in a way which is sympathetic, fair, and efficient, which encourages informal conciliation, facilitates early resolution, maintains individual privacy and confidentiality, and permits useful feedback.

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http://helpdesk.vcomsats.edu.pk

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VIRTUAL CAMPUS