

**PAF – KARACHI INSTITUTE OF  
ECONOMICS & TECHNOLOGY**

**ACADEMIC POLICIES  
IN CMS**

**USER MANUAL**

**By  
MIS Department**

## ***Acknowledgements***

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Special thanks to Mr Arif Hussain Soomro, Manager MIS, for his contributions as System Analyst.

Also thanks to following members of MIS Dept. for their contributions and untiring efforts leading to the compilation of this manual.

- Mr. Najm Muneer, Senior Software Developer
- Mr. Shahzad Halani, Senior Software Developer
- Mr. Aftab Sher Ali, Software Developer and Tester
- Syed Khalid Mahmood, Technical Documenter
- Mr. Zaid Khan, Web Master

I hope this manual will help the users to use the system with better understanding.

*Feroz Ali Meghani*  
*Deputy Director, MIS*

## **Academic Policies**

### For SRS (Self-Registration System)

The academic colleges may implement their specific Registration / Enrollment Policies before allowing their students to run SRS (Self Registration System). For example, any college may create its own policy to prevent its students, who have secured either 'F', 'R', or 'W' grades in previous semester, to register through SRS until all regular students are registered.

### For Student Attendance

The academic colleges may implement their specific Student Attendance Policies for class session attendance by students and may also enable auto-grading of 'R' (Course Cancelled) when any student commits excess of absences in the course.

### For Messaging

The system auto-generates SMS and Email (single and bulk messages). The facility can be used by all users at various stages such as, absence marking of students, auto-grading of 'R' (Course Cancelled) due to excess of absences, course assessment by teachers, imposing fine, receiving fees, admission offer to program applicants, etc.

## **CGPA STATUS POLICY**

1. This policy allows each college to create CGPA statuses ('P' or 'W') and remarks based on CGPA defined for each degree program.
2. The policy generates CGPA statuses and remarks for each semester of the student in which the student has passed or failed any courses and has secured any marks and grades.
3. Student term is not created for grades 'R', 'W', 'TR', etc. and, therefore, no CGPA status or remarks is created.
- 4.

## Academic Policies for SRS:

Id	Description
1	Allows offered courses to students as per syllabi, schedule and course load. Restricted Students are not allowed to register
2	Allows offered courses to students as per syllabi,schedule and course load except courses with F,R or W grades. Restricted Students are not allowed to register.
3	Allows offered courses to students as per syllabi,schedule and course load and offered to the batch. Restricted Students are not allowed to register.
4	Allows offered courses to students as per syllabi, schedule and course load. Restricted Students are not allowed to register. Information Varification is Required(mobile#,email,Gaurdian Mobile,Guardian Email).
5	Allows offered courses to students as per syllabi,schedule and course load except courses with F,R or W grades.Restricted Students are not allowed to register.Information Varification is Required(mobile#, email,Gaurdian Mobile,Guardian Email).
6	Allows offered courses to students as per syllabi,schedule and course load and offered to the batch. Restricted Students are not allowed to register. Information Varification is required(Mobile,email, Guardian Mobile,email).
7	This includes Policy #1 plus ability to display Class ids/Courses of other colleges as per syllabus.
8	This includes Policy #2 plus ability to display Class ids/Courses of other colleges as per syllabus.
9	This includes Policy #3 plus ability to display Class ids/Courses of other colleges as per syllabus.
10	This includes Policy #4 plus ability to display Class ids/Courses of other colleges as per syllabus.

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***Policy  
Id***

***Policy***

1. Allows offered courses to students as per syllabi, schedule and course load. Restricted Students are not allowed to register.
2. Allows offered courses to students as per syllabi, schedule and course load except courses with F,R or W grades. Restricted Students are not allowed to register.
3. Allows offered courses to students as per syllabi, schedule and course load and offered to the batch. Restricted Students are not allowed to register.
4. Allows offered courses to students as per syllabi, schedule and course load. Restricted Students are not allowed to register. Contact data verification is required: mobile#, email, Guardian Mobile, Guardian Email.
5. Allows offered courses to students as per syllabi, schedule and course load except courses with F,R or W grades. Restricted Students are not allowed to register. Contact data verification is required: mobile#, email, Guardian Mobile, Guardian Email.
6. Allows offered courses to students as per syllabi, schedule and course load and offered to the batch. Restricted Students are not allowed to register. Contact data verification is required: mobile#, email, Guardian Mobile, Guardian Email.
7. This includes Policy #1 plus ability to display Class ids/Courses of other colleges as per syllabus.
8. This includes Policy #2 plus ability to display Class ids/Courses of other colleges as per syllabus.
9. This includes Policy #3 plus ability to display Class ids/Courses of other colleges as per syllabus.
10. This includes Policy #4 plus ability to display Class ids/Courses of other colleges as per syllabus.
11. This includes Policy #5 plus ability to display Class ids/Courses of other colleges as per syllabus.
12. This includes Policy #6 plus ability to display Class ids/Courses of other colleges as per syllabus.
13. Allows offered courses to students as per syllabi, schedule, course load and courses with F,R or W grades. Restricted Students are not allowed to register.

14. Allows offered courses to students as per syllabi, schedule, course load and courses with F,R or W grades. Restricted Students are not allowed to register. Contact data verification is required: mobile#, email, Guardian Mobile, Guardian Email.
15. This includes Policy #13 plus ability to display Class ids/Courses of other colleges as per syllabus.
16. This includes Policy #14 plus ability to display Class ids/Courses of other colleges as per syllabus.
17. Allows offered courses to students as per syllabi, schedule, course load and courses with F grades in previous semester. Restricted Students are not allowed to register.
18. Allows offered courses to students as per syllabi, schedule, course load, and courses with F grades in previous semester. Restricted Students are not allowed to register. Contact data verification is required: mobile#, email, Guardian Mobile, Guardian Email.
19. This includes Policy #17 plus ability to display Class ids/Courses of other colleges as per syllabus.
20. This includes Policy #18 plus ability to display Class ids/Courses of other colleges as per syllabus.
21. This includes Policy #1 plus ability to add name in waiting list for Class ids with Schedule Clash, and Course load Check.
22. This includes Policy #2 plus ability to add name in waiting list for Class ids with Schedule Clash, and Course load Check.
23. This includes Policy #3 plus ability to add name in waiting list for Class ids with Schedule Clash, and Course load Check.
24. This includes Policy #4 plus ability to add name in waiting list for Class ids with Schedule Clash, and Course load Check.
25. This includes Policy #5 plus ability to add name in waiting list for Class ids with Schedule Clash, and Course load Check.
26. This includes Policy #6 plus ability to add name in waiting list for Class ids with Schedule Clash, and Course load Check.

## Apply SRS Policy (Program wise)

POL2 SRS POLICY (PROGRAM WISE)

PID: 7 PCODE: BE PROGRAM TITLE: Bachelor of Electronics Engineering

4 COLLEGE OF ENGINEERING CAMPUS: 1 MAIN

Tno	Term	Shift	Campus id	Policy Description
36	SU09	M	1 MAIN	POLICY ID# 1 Allows offered courses to students as per syllabi, schedule and c...
35	SP09	M	1 MAIN	POLICY ID# 1 Allows offered courses to students as per syllabi, schedule and c...
34	FA08	M	1 MAIN	POLICY ID# 1 Allows offered courses to students as per syllabi, schedule and c...

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## Apply Course Load Policy

POL3 PROGRAM COURSE LOAD POLICY

Pid: 21 MBA Campus: 1 MAIN

Program: Master of Business Administration

Dept: 13 COLLEGE OF MANAGEMENT SCIENCES

Pid	Program	CGPA From	CGPA To	Couse Load	Credit Hours	Tno	Term	Did	Campus	Shift
21	MBA	0	1.99		0	37	FA09	13	1 MAIN	
21	MBA	2	2.49		0	37	FA09	13	1 MAIN	
21	MBA	2.5	2.99		16	37	FA09	13	1 MAIN	
21	MBA	3	4		18	37	FA09	13	1 MAIN	

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