



جَامِعَةُ دَارِ الْمَدِينَةِ الْعَالَمِيَّةِ

DAR-UL-MADINA INTERNATIONAL UNIVERSITY

PROSPECTUS



جَامِعَةُ دَارِ الْمَدِينَةِ الْعَالَمِيَّةِ

DAR-UL-MADINA INTERNATIONAL UNIVERSITY

Disclaimer

This prospectus is only informational and should not be taken as binding on the institute. The institute, therefore, reserves the right to change any rule, regulation and guideline applicable to the program and the student whenever it is deemed appropriate or necessary, and it will be binding on all continuing and new students for all programs at all campuses.

Our Inspiration

أَنَّ النَّبِيَّ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ كَانَ يَقُولُ فِي دُبُرِ صَلَاةِ الْفَجْرِ
اللَّهُمَّ إِنِّي أَسْأَلُكَ عِلْمًا نَافِعًا وَعَمَلًا مُتَقَبَّلًا وَرِزْقًا طَيِّبًا

Prophet used to say after the Fajr prayer,
*O Allah! I ask You for beneficial knowledge,
acceptable action, and lawful and pure provision.*

[Musnad-e-Ahmad]

CONTENTS

Vision/Mission 01	Core Values\ University Learning Goals 02	University Leaders 03	Why Dar-ul-Madina International University? 06	Dar-ul-Madina International University Main Campus 07	Faculty Catalogue 08
Admission Procedure 23	Scholarship Policy 27	Academic Rules 28	Examination Rules of DMIU 33	Associate Degree Program (Subject Specific) 38	Associate Degree of Arts (Annual Program) 46
Online Distance Learning (ODL) Program 53	ORIC, Research Excellence & Quality Assurance at DMIU 54	Student Support Services 55	Establishment of Students, Clubs and Societies 57	Future Academic Expansion Plan 58	Whom to Contact 61

Vision Statement

To be one of the leading Shariah-compliant centers of excellence in education, innovation, and research, striving towards reforming society.



Mission Statement

Dar-ul-Madinah International Islamic University aims at providing high-quality education in line with the Shariah, cultural, and social norms, transforming students into knowledgeable professionals and practising Muslims.



Core Values\University Learning Goals



**Shariah Compliant
Environment**



Excellence



Social Responsibility



**Critical Thinking &
Innovation**



**Communication &
Collaboration**



**Associate Degree
Program**



**Assesment & Evaluation
System**



Professionalism



**Ethical &
Cultural Values**

Message

from

Ameer-e-Ahle Sunnat

Shaykh-e-Tareeqat and the Founder of Dawat-e-Islami,

Allama Maulana Abu Bilal

MUHAMMAD ILYAS

Attar Qadri Razavi دامت برکاتہم العالیہ

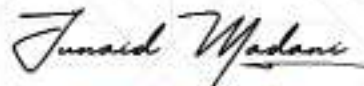
“ Students are the most valuable asset of a country and future leaders of the nation. The society will be revolutionised and reformed with divine fear and devotion to the Holy Prophet ﷺ. ”

From the Desk of Chancellor

It gives me immense pleasure to introduce Dar-ul-Madina International University to the entire Muslim Ummah. Undoubtedly, Dar-ul-Madina International University is a great blessing of Allah Almighty for all of us. For me, it is a dream that has come true as it truly gives me pride and comfort to see Dar-ul-Madina International University come into existence.

I feel greatly honoured to signify the distinguishing features of Dar-ul-Madina International University. At Dar-ul-Madina International University, we not only focus on Islamic learning, but we are also committed to producing entrepreneurs, business leaders and specialized individuals in science and technology.

I hope that the university faculty, administration, students, parents and the community will contribute to take this growing university to the highest international standards and would love to see Dar-ul-Madina International University emerge as an internationally recognized university of higher education. I pray to Allah Almighty that may all of us be strengthened to play a positive role in acquiring education and passing it on to the next generations.



Junaid Madani

Chancellor

Dar-ul-Madina International University,
Islamabad,
Dawat-e-Islami



From the Desk of Vice Chancellor

I am highly honoured and privileged to welcome you to Dar-ul-Madina International University, an institution where excellence in entrepreneurship, leadership, science and technology is nurtured. It is truly a great moment for me to lead Dar-ul-Madina International University as the first Vice-Chancellor. I am determined to make it a leading centre of excellence in education, innovation, and research, striving to provide our future generations with a high-quality education in line with our religious, social, and cultural boundaries. I am extremely glad to highlight that Dar-ul-Madina International University aims to be one of the global leading centers of excellence in education, innovation, and research, striving towards reforming society in the light of Islamic principles.

We are bringing together the traditional and the modern, the academia and the industry under Shariah Compliant learning environment. We are committed to excellence in teaching and research. We are determined to produce future entrepreneurs in various domains of the industry with special emphasis on business, science and technology. I assure the students, parents and guardians that Dar-ul-Madina International University will be an optimal solution to the ever-increasing costs of high-quality education.

I wish all the students a highly rewarding and prosperous stay at Dar-ul-Madina International University and pray for your success here and hereafter.



Prof. Dr. Danish Iqbal Godil

Vice Chancellor

Dar-ul-Madina International University,
Islamabad
Dawat-e-Islami



Why Dar-ul-Madina International University?

Dar-ul-Madina International University (DMIU) Islamabad is one of the educational ventures that have been initiated by Dawat-e-Islami to cultivate a culture of research, learning, knowledge generation and its application up to the standards of the Higher Education Commission of Pakistan by remaining within the boundaries of Shariah. No doubt teaching faculty is the backbone of an institution.

Therefore, only a top-notch teaching and research faculty can ensure progress in the direction DMIU, Islamabad has set for its future. Our faculty members are renowned and prestigious individuals who possess PhD degrees with vast research experience and academic integrity. DMIU believes in imparting quality education to its students along with a special focus on Tarbiyah (training) and character building. We believe only noble education, spiritual enlightenment and upright character will help them to compete and outperform in front of graduates from other renowned universities across the globe. We offer an environment where learning becomes easier and more enjoyable and future leaders are prepared for upcoming challenges under the shade of knowledge and wisdom. The conducive environment and students' hard work come together only to win them influential positions in public and private sector institutions in various parts of the world.

DMIU, Islamabad wants to see its students graduate as responsible citizens and successful professionals who are out-of-the-box thinkers and ever ready to perform in every challenging environment. We prepare them to outshine in competitions and entrepreneurial endeavours. DMIU also offers both need-based and merit-based scholarships when and where deemed fit. The alumnae of DMIU will work for economic, social and technological development along with the practical implementation of Islamic teachings within the country as well as abroad. Thus, this University will not only serve the society to achieve worldly goals but also foster a culture of being a practising Muslim by following the Islamic teachings.



Dar-ul-Madina
International University
Main Campus



G11 Markaz, Shabbir Sharif Road, Islamabad



Faculty Catalogue





Message from the Dean

It is with profound gratitude to Allah Almighty that I extend a heartfelt welcome to all prospective students on behalf of the Faculty of Sharia & Islamic Studies and the Faculty of Languages at Dar-ul-Madina International University Islamabad—a Shariah-compliant institution committed to nurturing the next generation of Islamic scholars, Arabic linguists, and socially responsible citizens.

In response to the growing need for authentic, academically rigorous Islamic education, we are pleased to offer Bachelor level degree programs BS Islamic Studies and BS Arabic that integrate traditional Islamic sciences with contemporary educational methods. Our curriculum is rooted in the Qur'an, Sunnah, and classical scholarly traditions, while also addressing the intellectual, ethical, and spiritual needs of the modern world.

These programs are designed to empower students with the tools to serve the Ummah through knowledge, integrity, and leadership. We take pride in cultivating a campus environment where Islamic values are not only taught—but practiced—reflecting the true essence of a Shariah-compliant academic journey.

I invite you to become part of this noble mission. May your time with us be a source of personal growth, spiritual refinement, and meaningful contribution to society.

Prof. Dr.
MUMTAZ AHMAD SADIDI

Dean, Faculty of Languages Studies & Faculty of Sharia & Islamic Studies

Faculty of **SHARIAH & ISLAMIC STUDIES**

The faculty of Shariah & Islamic Studies at Dar-ul-Madina International University, Islamabad solemnly envisages not only delivering valuable knowledge of Qur'an, Hadith, and Islamic Jurisprudence along with authentic research in the said fields but also infusing true Islamic spirit into the characters of the learners which as a global nation, we are lacking in at large.

The faculty of Shariah & Islamic Studies encompasses a variety of Islamic Sciences disciplines through the use of modern learning techniques. Currently, the faculty is comprised of the Department of Islamic Studies. Faculty members will attempt to communicate Islamic knowledge using effective pedagogical motivational approaches, innovative teaching strategies, and practical learning activities.

Following the vision and mission of DMIU, Islamabad the faculty members emphasize the students' ethical grooming and character building based on the Islamic ethical system and moral ideals, which distinguishes the DMIU from other institutions. As a result, students will gain familiarity with both the theoretical and practical applications of Islamic principles.

Academic Program Offered

Following undergraduate program is being offered by the Department of Islamic Studies:

BS. Islamic Studies (4 Years/8 Semesters Program)

The Bachelor of Islamic Studies program at DMIU equips students with a broad understanding of Islam's disciplines. This degree will assist anyone interested in gaining a better understanding of Islam, whether for job advancement or personal interest. Developed in response to a rising need in Pakistan for an understanding of the Islamic faith, this degree provides an Islamic education that combines the skills and qualifications of a university degree with a strong emphasis on traditional Islamic studies.

1ST SEMESTER

Course Code	Course Titles	Credit Hours
ARB-611	Applied Morphology	03
ENG-603	Functional English	03
ICT-605	Information and Communication Technologies	03
IES-607	Introduction to Environmental Sciences	03
ISL-609	Topics of The Holy Quran-I	03
ISL-611	Uloom-UI-Quran	03
UHQ-613	Understanding of The Holy Quran - I	01
		19

3RD SEMESTER

Course Code	Course Titles	Credit Hours
ENG-604	Introduction to Expository Writing	03
SMH-620	Social Manners, Habits & Practices	03
TQR-624	Tools for Quantitative Reasoning	03
ISL-625	Tibby-e-Nabavi & Modern Medical Science	03
ISL-627	Study of Seerah of Holy Prophet ﷺ-II	03
ISL-629	Usool-UI-Fiqh	03
		18

2ND SEMESTER

Course Code	Course Titles	Credit Hours
ARB-604	Applied Syntax	03
PKS-619	Pakistan Studies	02
SS-623	Study Skills	02
ISL-623	Islamic Studies / Ethics (Compulsory) (for non-Muslim students)	02
ISL-606	Topics of The Holy Quran-II	03
ISL-608	Study of Seerah of Holy Prophet ﷺ-I	03
ISL-610	Introduction to Fiqh	03
UHQ-614	Understanding of The Holy Quran - II	01
		19

4TH SEMESTER

Course Code	Course Titles	Credit Hours
CVC-618	Civics	02
QT-620	Quranic Translation	02
EQS-606	Exploring Quantitative Skills	03
ENT-622	Entrepreneurship	02
ISL-616	Textual Study of The Holy Quran	03
ISL-618	Textual Study of Fiqh-I	03
ESP-635	ESP (English) for Islamic Scholars	03
		18

**SUMMER
SEMESTER**

The Semester will be offered only for ADA and ADB students.
Students will complete a three-credit-hour field experience during the vacation.

5TH SEMESTER

Course Code	Course Titles	Credit Hours
ISL-631	History of Islamic Civilization	03
ISL-620	Islam and Science	03
ISL-633	History of Compilation of Hadith	03
ISL-635	Usool-UI-Hadith	03
ISL-637	Textual Study of Fiqh -II	03
		15

7TH SEMESTER

Course Code	Course Titles	Credit Hours
ISL-639	Ethics of Disagreement	03
ISL-641	Research Methodology in Islamic Studies	03
ISL-643	Textual Study of Al-Hadith-II	03
ISL-645	Textual Study of Fiqh - IV	03
ISL-647	Internship/Field Experience	03
		15

6TH SEMESTER

Course Code	Course Titles	Credit Hours
ISL-622	Modern Islamic World: Resources & Problems	03
ISL-624	Objectives & Philosophy of Sharia	03
ISL-626	History of Tafseer & Its Principles	03
ISL-628	Textual Study of Fiqh -III	03
ISL-630	Textual Study of Al-Hadith-I	03
		15

8TH SEMESTER

Course Code	Course Titles	Credit Hours
ISL-632	Study of Tsawwuf	03
ISL-634	Study of Religions	03
ISL-636	Fiqh-UI-Dawah	03
ISL-638	Islamic Philosophy & Theology	03
CAP-640	Capstone Project	03
		15

Faculty of **LANGUAGES STUDIES**

Faculty of Languages Studies at Dar-ul-Madina International University, Islamabad is designed to meet the future needs of the global Islamic community. The faculty strives to provide students with a high-quality education and training in the subjects of Arabic enabling them to attain academic success. The idea is to prepare graduates with leadership characteristics and professional expertise in addition to superior Arabic language knowledge.

The Department of Arabic, the cornerstone of our faculty, is dedicated to providing students with a comprehensive and well-rounded education in Arabic studies. Our dedicated faculty members, who are experts in their fields, guide students through a curriculum that combines language acquisition and literary analysis ensuring a holistic approach to Arabic studies.

Academic Program Offered

Following undergraduate program is being offered by the Department of Languages Studies:

BS. Arabic (4 Years/8 Semesters Program)

Upon the completion of this course, DMIU wishes for its alumni to emerge as scholars capable of contributing to the community's establishment of a new socioeconomic horizon. This degree program will equip graduates with Arabic communication skills, enabling Pakistani professionals to build stronger ties to the Arab world and Islamic Ummah.

1ST SEMESTER

Course Code	Course Titles	Credit Hours
ISL-611	Uloom-UI-Quran	03
ENG-603	Functional English	03
ICT-605	Information and Communication Technologies	03
IES-607	Introduction to Environmental Sciences	03
ARB-609	Functional Arabic-I	03
ARB-611	Applied Morphology	03
UHQ-613	Understanding of The Holy Quran -I	01
		19

3RD SEMESTER

Course Code	Course Titles	Credit Hours
SMH-620	Social Manners, Habits & Practices	03
ENG-604	Introduction to Expository Writing	03
TQR-624	Tools for Quantitative Reasoning	03
ARB-615	Art of Translation-I	03
ARB-617	History of Arabic Literature-I	03
ARB-619	Introduction to Linguistics	03
		18

2ND SEMESTER

Course Code	Course Titles	Credit Hours
ISL-629	Usool-UI-Fiqh	03
PKS-619	Pakistan Studies	02
SS-623	Study Skills	02
ISL-623	Islamic Studies / Ethics (Compulsory) (for non-Muslim students)	02
ARB-602	Functional Arabic-II	03
ARB-604	Applied Syntax	03
ARB-606	Arabic World and Its Culture	03
UHQ-614	Understanding of The Holy Quran - II	01
		19

4TH SEMESTER

Course Code	Course Titles	Credit Hours
ESP-635	ESP (English) for Islamic Scholars	03
EQS-606	Exploring Quantitative Skills	03
CVC-618	Civics	02
QT-620	Quranic Translation	02
ENT-622	Entrepreneurship	02
ARB-616	Art of Translation-II	03
ARB-620	History of Arabic Literature-II	03
		18

**SUMMER
SEMESTER**

The Semester will be offered only for ADA and ADB students.
Students will complete a three-credit-hour field experience during the vacation.

5TH SEMESTER

Course Code	Course Titles	Credit Hours
ARB-618	Arabic Composition and Dictation	03
ARB-621	Basics of Research and Editing	03
ARB-623	Study of Linguistics	03
ARB-625	Ancient Arabic Prose	03
ARB-627	Ancient Arabic Poetry	03
		15

7TH SEMESTER

Course Code	Course Titles	Credit Hours
ARB-629	Basics of Prosody	03
ARB-631	History of Literary Criticism	03
ARB-633	Study of Arabic Media	03
ARB-635	Methodology of Research in Arabic	03
ARB-637	Internship / Field Experience	03
		15

6TH SEMESTER

Course Code	Course Titles	Credit Hours
ARB-622	Modern Arabic Prose	03
ARB-624	Modern Arabic Poetry	03
ARB-626	Linguistic & Literary Sources	03
ARB-628	Literary Study of Al-Quran	03
ARB-630	Arabic Rhetoric	03
		15

8TH SEMESTER

Course Code	Course Titles	Credit Hours
ARB-632	Literature of Andalusia & Migrants	03
ARB-634	Literary Study of Al-Hadith	03
ARB-636	Comparative Literature	03
ARB-638	Contemporary Arabic Literature	03
CAP-640	Capstone Project	03
		15



Message from the Dean

It gives me immense pleasure to welcome you to Dar-ul-Madina International University Islamabad, a Shariah-compliant institution where academic excellence meets Islamic values. Our university strives to create a nurturing environment that blends modern education with spiritual and ethical development rooted in the Qur'an and Sunnah.

In alignment with our mission to prepare value-driven professionals, we are proud to offer Bachelor degree programs, BS Islamic Banking & Finance and BS Education. These programs are designed to equip students with contemporary knowledge and practical skills while maintaining the integrity of Islamic teachings.

The BS Islamic Banking & Finance program offers a unique opportunity for students to understand finance through a Shariah-based lens—preparing them to contribute meaningfully to the growing field of Islamic economics. Likewise, the BS Education program aims to develop competent, compassionate, and principled educators capable of transforming minds and communities through values-based learning.

At Dar-ul-Madina International University, we are not merely shaping careers—we are nurturing character. I warmly invite you to be part of this noble educational journey and contribute positively to the society and Ummah at large.

Brig. (r) Prof. Dr.
MUHAMMAD TAHIR NAWAZ

Dean, Faculty of Business, Economics & Administrative Sciences
& Faculty of Humanities and Social Sciences

Faculty of

HUMANITIES AND SOCIAL SCIENCES

Humanities and social sciences skills have been identified as 21st-century competencies and are gaining traction among academics worldwide because humanities courses acquaint students with creative concepts. Humanities courses not only qualify them to execute civic responsibilities but also train them to be intelligent writers and speakers in their chosen subjects of study. It also helps them to comprehend the complexity of the world by thinking critically, creatively, and historically.

Given the importance of this subject, the FHSS is committed to educating students pursuing bachelor's degrees in the domain of humanities and social sciences at a high standard. The Department of Education has been established at DMIU to deliver a high-quality education to students interested in pursuing a career in teaching. The department has evolved and thrived in response to societal and technical changes in general and the educational environment in particular. The Department is committed to assisting in the dissemination of inclusive knowledge about education. It wants to help DMIU reach its goal by focusing on how students can grow as people through lifelong learning.

Academic Program Offered

Following undergraduate program is being offered by the Department of Education:

BS. Education (4 Years/8 Semesters Program)

The department offers teacher education programs ranging from the Associate Degree in Education (ADE) to the Bachelor of Science (BS) level. These programs are intended to provide teachers with a solid foundation in educational theories, policies, and practices, as well as opportunities to focus on their professional development via critical thinking and professional execution. The department seeks to expand the critical capabilities and awareness of its students in the fundamental areas of education through the provision of high-quality education. Thus, upon completion of the programs, graduates will be ready to work in a variety of disciplines in education and research.

1ST SEMESTER

Course Code	Course Titles	Credit Hours
ISL-611	Uloom-UL-Quran	03
ENG-603	Functional English	03
ICT-605	Information and Communication Technologies	03
INS-607	Introduction to Science	03
EDU-609	Foundations of Education	03
EDU-611	Child Development	03
UHQ-613	Understanding of the Holy Quran-I	01
		19

3RD SEMESTER

Course Code	Course Titles	Credit Hours
ISL-620	Islam and Science	03
ENG-604	Introduction to Expository writing	03
EQS-606	Exploring Quantitative Skills	03
EDU-625	Comparative Education	03
EDU-627	Teaching of Mathematics	03
EDU-629	Classroom Assessment	03
		18

2ND SEMESTER

Course Code	Course Titles	Credit Hours
ISL-629	Usool-ul-fiqh	03
PKS-619	Pakistan Studies	02
SS-623	Study Skills	02
ISL-623	Islamic Studies / Ethics (Compulsory) (for non-Muslim students)	02
EDU-608	Educational Psychology	03
EDU-610	Curriculum Development	03
EDU-612	Teaching Strategies	03
UHQ-614	Understanding of the Holy Quran-II	01
		19

4TH SEMESTER

Course Code	Course Titles	Credit Hours
ISL-635	Usool-ul-Hadith	03
CVC-618	Civics	03
FWE-620	Fables, Wisdom Literature & Epic	02
ENT-622	Entrepreneurship	02
TQR-624	Tools for Quantitative Reasoning	02
EDU-626	Teaching of English	03
EDU-628	Test Development & Evaluation	03
		18

**SUMMER
SEMESTER**

The Semester will be offered only for ADA and ADB students.
Students will complete a three-credit-hour field experience during the vacation.

5TH SEMESTER

Course Code	Course Titles	Credit Hours
EDU- 631	Educational Technology	03
EDU-633	Urdu /Regional Languages	03
EDU- 635	Teaching of Social Studies	03
EDU- 637	Islamic System of Education	03
EDU- 639	Educational Management and Leadership	03
		15

7TH SEMESTER

Course Code	Course Titles	Credit Hours
EDU- 641	Digital Education	03
EDU- 643	Research Methods in Education	03
EDU-645	Teaching of Islamic Studies	03
EDU- 647	Long Term Teaching Practice	03
EDU- 649	Internship/Field Experience	03
		15

6TH SEMESTER

Course Code	Course Titles	Credit Hours
EDU-630	Online and Hybrid Teaching	03
EDU-632	School, Community & Teacher	03
EDU-634	Introduction to Guidance and Counselling	03
EDU-636	Classroom Management	03
EDU-640	Teaching of Urdu	03
		15

8TH SEMESTER

Course Code	Course Titles	Credit Hours
EDU- 642	Emerging Technologies in Education	03
EDU- 644	Contemporary issues & trends in Education	03
EDU- 646	Educational Policy and Planning	03
EDU- 648	Professionalism in Teaching	03
CAP- 650	Capstone project	03
		15

Faculty of

BUSINESS, ECONOMICS AND ADMINISTRATIVE SCIENCES

The Faculty of Business, Economics, and Administrative Sciences (FBEAS) offer a unique learning experience in the fields of administrative sciences, including business and economics, along with a wide range of specialized professional degrees at all academic levels. The programs offered by FBEAS aim to advance cutting-edge knowledge and research skills while ensuring academic rigor, relevance, quality, and excellence for eventually improving people's and communities' quality of life, along with economic development and providing insightful leadership amongst the youth. All in all, we are committed to creating an enabling environment that promotes collaborative learning, inspires innovative thinking, and nurtures leadership qualities to benefit the national economy and humanity.

According to the University's vision, the Department of Management Sciences (DMS) seeks to develop programs and curricula compatible with the demands of the accreditation bodies and stakeholders. Currently, the department offers a four-year BS in Islamic Banking and Finance. It is believed that this program would make a substantial contribution to the national cause of developing professionals equipped with state-of-the-art business approaches. DMIU believes in hiring highly qualified and dedicated teaching faculty with outstanding expertise and exceptional teaching skills to develop professional business education in Pakistan. Hence, the students at DMS are to be taught contemporary knowledge and skills, develop innovative ideas, be exposed to real-world situations, and demonstrate the art of leadership involving teamwork tasks.

Academic Program Offered

Following undergraduate program is being offered by the Department of Management Sciences:

BS. Education (4 Years/8 Semesters Program)

The BS IBF program from DMIU, Islamabad prepares students for an impactful career by integrating business fundamentals from a global perspective. The program in Islamic Banking and Finance is designed to provide students with a thorough understanding of the financial industry. It emphasizes the role and significance of Islamic principles in shaping the realms of economics, banking, and finance as a whole.

Our dedicated faculty places a strong emphasis on instructing students in alignment with the most up-to-date applications of Islamic principles and methodologies in Shariah-compliant finance and governance.

1ST SEMESTER

Course Code	Course Titles	Credit Hours
ISL-611	Uloom-UI-Quran	03
ENG-603	Functional English	03
ICT-605	Information and Communication Technologies	03
INS-607	Introduction to Science	03
IBF-609	Islamic Perspective of Business	03
IBF-611	Fundamentals of Money and Banking	03
UHQ-613	Understanding of the Holy Quran - I	01
		19

3RD SEMESTER

Course Code	Course Titles	Credit Hours
ISL-620	Islam and Science	03
ENG-604	Introduction to Expository Writing	03
EQS-606	Exploring Quantitative Skills	03
IBF-625	Principles of Management	03
IBF-627	Cost and Management Accounting	03
IBF-629	Fundamentals of Marketing	03
		18

2ND SEMESTER

Course Code	Course Titles	Credit Hours
ISL-629	Usool-UI-Fiqh	03
PKS-619	Pakistan Studies	02
SS-623	Study Skills	02
ISL-623	Islamic Studies / Ethics (Compulsory) (for non-Muslim students)	02
IBF-608	Islamic Banking Theory & Practice	03
IBF-610	Financial Accounting	03
IBF-612	Introduction to Islamic Economic System	03
UHQ-614	Understanding of the Holy Quran - II	01
		19

4TH SEMESTER

Course Code	Course Titles	Credit Hours
ISL-635	Usool-UI-Hadith	03
CVC-618	Civics	03
FWE-620	Fables, Wisdom Literature & Epic	02
ENT-622	Entrepreneurship	02
TQR-624	Tools for Quantitative Reasoning	02
IBF-626	Financial Management	03
IBF-628	Risk Management in Islamic Banks	03
		18

**SUMMER
SEMESTER**

The Semester will be offered only for ADA and ADB students.
Students will complete a three-credit-hour field experience during the vacation.

5TH SEMESTER

Course Code	Course Titles	Credit Hours
IBF- 613	Business Mathematics and Statistics	03
IBF- 631	Principles of Economics	03
IBF- 633	Islamic Wealth Management	03
IBF- 635	Money and Capital Markets	03
IBF- 637	Islamic Law of Business Transactions	03
		15

7TH SEMESTER

Course Code	Course Titles	Credit Hours
IBF- 641	Financial Statement Analysis	03
IBF-643	Product Development in Islamic Banks	03
IBF- 645	Strategic Management for IFIs (Islamic Financial Institutions)	03
IBF- 647	AAOIFI's Shariah Standards-I	03
IBF- 649	Internship / Field experience	03
		15

6TH SEMESTER

Course Code	Course Titles	Credit Hours
IBF-630	Business Ethics	03
IBF-632	Business Research Methodology	03
IBF-634	Insurance and Takaful Management	03
IBF-636	Auditing in Islamic Banks	03
IBF-640	Human Resource Management in IFIs	03
		15

8TH SEMESTER

Course Code	Course Titles	Credit Hours
IBF- 642	Fundamentals of Corporate Finance	03
IBF- 644	Financial Reporting for Islamic Financial Institutions	03
IBF- 646	AAOIFI's Shariah Standards-II & SECP Standards	03
IBF- 648	Islamic Modes of Financing	03
CAP-650	Capstone Project	03
		15

Admission Procedure

Providing first-hand information on various programs offered by the University is a key function of this office. It also assists selected students in completing enrollment procedures. Parents and students receive personalized assistance during the admission process.

Application Submission Procedure

Eligibility

- The candidates with at least **45%** marks in FA / FSc / ICom / ICS, A Level examination or equivalent are eligible to apply for all programs.
- The maximum age limit for the eligibility is **22 years**. However, 3 years age relaxation can be granted by the Competent Authority on the request of student duly recommended by the admission committee.
- Admission will be granted strictly on merit i.e. on the basis of the marks obtained in FA / FSc / ICom / ICS, A Level examination or equivalent from any education Board of Pakistan or KHASA certificate with equivalence from **IBCC**.
- In case of a foreign qualification, the letter grade will be converted to marks by Inter Board Committee of Chairmen (IBCC) formula. IBCC equivalent certificate is to be submitted as per admission policy.
- A-Level with minimum **3** passes in principal subjects and at least **50%** marks in DMIU Entrance Test are minimum requirement for admission.
- Adoption of HEC Policies:
- Admission of DAE graduates equal to F.A. / F.Sc.
- Implementation of PM Directive Reservation of 5% Quota for Children of Overseas Pakistanis

Duration

Minimum: 8 Semesters; 4 years

Maximum: 12 Semesters; 6 years

Credit Hours Requirement

As per HEC Requirement (120-144)

Offering Semesters

Fall & Spring

Admission Office

Apply

- A candidate applying for more than one program must submit a separate application for each program.
- Admission will be granted provisionally, subject to verification of the candidate's certificates by the relevant Intermediate & Secondary Education Board, and final verification by IBCC within the first semester. If this requirement is not met, the admission will be canceled, and all dues will be non-refundable.
- If any document is found to be forged at any stage, the admission will be canceled immediately, and legal course of action will be initiated at the cost of the candidate's expense.
- An equivalence certificate from IBCC Islamabad/Lahore is required where applicable.
- Applications that do not meet the entry criteria will be disregarded, even if provisional admission was previously granted, without any further explanation.
- Attach the following required documents and submit your application.

List of Required Documents

- Matriculation / O-Level / Equivalent Marks Sheet Statements and Certificates
- Intermediate / Equivalent / A-Level Marks Sheet / Statements and Certificates
- Applicants with O-Level / A-Level and Technical studies must submit equivalence from IBCC
- College Provisional Certificate
- A copy of CNIC and B-Form
- A copy of CNIC of father / guardian

DMIU Entrance Test

- Receive an admit card and SMS notifying the test date & time.
- Appear in DMIU based admission test and admission interview on the date notified by the Admissions Office.
- Entry test is compulsory for taking admission to BS Programs.

Separate Classes

- There shall be separate classes for Male and Female students therefore, their merit will be separate respectively for each program.
- The merit on sports quota will be made separately on the recommendation of the Sports Committee

Note:

- i. Only candidates who have played at the Board level will be admitted under the sports quota.
- ii. Admission on the reserved/quota seats will be completed by the specific committee(s) in accordance with the admission rules for reserved seats.
- iii. Hafiz-e-Quran will be awarded 20 additional marks.
- iv. The special fee shall be charged from the students admitted under overseas Pakistanis Quota as per DMIU rules.

Merit List and Verification

- A list of shortlisted candidates is displayed on specified dates on the campus notice boards as well as on the DMIU's admission website by the respective Admissions Offices.
- Candidates will be asked to bring the following documents to the Admissions Office for verification within a specified time frame:

List of Required Documents (Time of Verification)

- Original certificates/detailed mark sheets of matriculation or equivalent examination, intermediate or equivalent examination, and graduate degree or its equivalent examination (if applicable), with two attested copies.
- Applicants with O-Level/A-Level and technical studies must show original equivalence from IBCC and submit two attested copies.
- Original College Provisional Certificate with two attested copies.
- Original CNIC and B-form with two attested copies of each.
- Original CNIC of father/guardian with two attested copies.
- Admit Card/Statement of Entry is required if awaiting the result.
- The children of overseas Pakistanis shall submit a copy of the passport of his/her father with the work permit.
- A foreign national shall submit a copy of passport having a valid entry visa in Pakistan.



Admission Offer and Acceptance

- If offered admission, print the provisional Offer Letter and Fee Challan from your ID or collect it from the admission office.
- Read your offer letter carefully, ensuring your name, program title and semester are accurate. Meet all pre-requisites mentioned in your offer letter.
- The fee structure for each degree program may be perused from the university website or office.
- Deposit prescribed fees through various channels which include:
 - **Online banking**
 - **Over-the-counter cash payment at specified banks**
 - **Through mobile apps including quickpay**

Note

- All admissions at DMIU will be offered provisionally and will be confirmed once all the desired formalities are met and the required documents are submitted by the student. Applicants awaiting results can also apply.
- Provisional admission will be granted to all selected candidates upon signing an undertaking and verification of the board results. This provisional offer is confirmed once the final result has been submitted and all the other desired formalities including the eligibility criteria are met.
- The university reserves the right to refuse admission to any individual without assigning any reason. A candidate shall not be entitled to claim admission as a matter of right even if he is otherwise eligible.
- It is the responsibility of the candidate to provide all the documents and if at any stage the documents are found to be fake/forged the university will have the right to initiate legal proceedings in addition to the cancellation of admission from retrospective effect at any stage without any prior notice.
- Concurrent admission at any other institution is not allowed.

Fee Structure

- A comprehensive 'Fee Policy' may be checked from the university website or by visiting the university. The tuition fee and other dues shall be increased annually to cover the inflationary trend in the country.
- Applicants doubtful of fee status should seek clarification from the admission office or accounts section.
- Students defaulting on payments within due dates may be suspended and/or debarred from attending classes and appearing in examinations until the clearance of dues is in accordance with the Policy of the University.

Scholarship Policy

DMIU, Islamabad offers a variety of incentives to students in the form of scholarships. The following are the numerous types of scholarship programs offered by DMIU to its students. Please refer to the website or visit university for further details. Award of Scholarships, Studentships, Medals and Prizes (Academic Excellence Recognition Program)

The university will award the following awards/prizes to the students

Board Positions

A full-fee waiver will be awarded to the students securing the first three positions in the Board. (Intermediate)

Outstanding Performance

Students who demonstrate academic excellence by achieving outstanding positions in the Board (Intermediate or Cambridge) will be awarded a scholarship on tuition fees.

Merit Scholarships

Awarded for academic excellence and top positions.

Ameer-e-Ahle Sunnat Scholarship

Financial aid for deserving students.

Aala Hazrat Scholarship

For high achievers in Arabic and Islamic Studies.

Hazrat Katoon-e-Jannat Scholarship

Recognizing top-performing female students.

Quaid-e-Azam Scholarship

For excellence in academics and co-curriculars.

Allama Iqbal Scholarship

For individuals exceptional performance in academics and non-academics activities.

Attributed Scholarships

Sponsored by community patrons for selected students.

Dar-ul-Madina Scholarships

For students from Dar-ul-Madinah Islamic School System.

Community Awards

Social patrons encouraged to honor undergraduates.

Academic Rules

Preamble

The academic life of the university is regulated to streamline the students classwork, assessment system discipline and other activities at the campus. DMIU has formulated certain defined principles to streamline the academic activities at the campus. It covers from the enrollment in a semester, selection of the subjects, attendance in the class and management of the other activities of the students during his/her stay for studies and completion of the degree. The university has framed the following rules and code of conduct of the university.

1. Change of Program

- a. Change of program, if deemed necessary, should be applied before the commencement of the classes. However, the request can be submitted within the stipulated time as mentioned in the academic calendar.
- b. Incomplete or late submissions shall NOT be entertained.
- c. Merit related restrictions shall also apply while changing the program. The change of the program is subject to eligibility and consent from both heads of concerned schools/departments.
- d. The student shall be liable to pay the fee package of the new enrolled program.
- e. Change of program is allowed ONLY ONCE during the whole degree program. A student who has changed his/her program once, will NOT be allowed to change twice. The students are advised to keep record of the change of program.
- f. The processing fee will be non-refundable in any case.

2. Registration/change/withdrawal of course(s)

a) Course Registration

The student will register the courses offered in each semester on the course registration form before the last date of registration announce by the University.

b) Course Drop/Withdrawal

A student can withdraw/drop a particular course under the following cases:

- 1. The deadline for the course change is closed
- 2. Unable to cope with the course-load
- 3. Poor marks in the midterm

c) Any other justifiable reason

- i. A student can withdraw/drop a course up to the 2nd week after the midterm examination.
- ii. Once the deadline is closed, the student will NOT be allowed to withdraw from any course, in any case.
- iii. The fee paid against the dropped course(s) will be non-refundable and non-adjustable.
- iv. A student can Drop a maximum of ONE course in a semester.
- v. The student will have to register for the dropped course(s) in the next/upcoming semester(s) provided the course load doesn't exceed 18 Cr. Hrs.

3. Maximum Degree Duration

- a) The students are required to complete their degree within their allotted/regular duration (as mentioned in point 'c' below). However, suppose in case a student fails to do so due to some unavoidable circumstances, an extension can be granted subject to approval from the following authorities:
- | | | |
|--|---|------------------|
| i. 1 st Extension (1 semester) | - | Dean |
| ii. 2 nd Extension (1 semester) | - | Vice Chancellor |
| iii. 3 rd or 4 th Extension (1 semester) | - | Academic Council |
- b) After seeking the permission of extension, a student will have to pay for the number of late semesters as per the current/existing fee package of the program.
- c) The maximum degree durations for various programs are as under:
- | | | |
|----------------------------|---|---------|
| • Associate Degree Program | - | 4 years |
| • BS Program | - | 6 years |
- d) The students unable to complete their degree even after having availed of the extension up to the maximum allowed degree duration shall be dropped from the university rolls. However, such a student can seek fresh admission to restart as a fresh candidate.

4. Cancellation of Enrollment

- a) If a student remains absent and fails to attend the lecture(s) continuously (without any prior intimation) for four weeks, he/she will be struck off the university rolls. Such students will have to seek readmission as per policy.
- b) Once struck-off, the Head of the school/department will ensure that the student is NOT attending the classes after canceling enrollment.
- c) During the 'Freezing Period' the applicant will lose his/her studentship and will NOT be entitled to avail any facility which the university extends to its regular students.

5. Readmission Rules

- a) Readmission shall be allowed **ONLY ONCE** during the whole academic program.
- b) The student must submit a written apology/request (where applicable) along with the application seeking readmission. d) For readmission, the student will have to clear all the outstanding dues (if any).
- c) After the Vice-Chancellor approves the readmission, the student must provide a copy of the '**Deposit Slip**' of readmission fee and the written approval from the competent authority and clearance from the account's office. DSA will get it notified from the office of the Registrar.
- d) Students can take their classes and use other resources **ONLY** when the readmission is notified.
- e) A student struck off following a severe disciplinary action may or may not be allowed for readmission.

6. Semesters

a) Spring/Fall Semester

- i. In an academic year, there shall be two regular semesters; Fall and Spring semesters.
- ii. Each regular semester shall spread over 16-20 working weeks: a minimum of 16 weeks for teaching and two weeks for conducting each of the examinations (mid-term and final term).
- iii. The schedule of the semesters shall be published in an Academic Calendar showing all the important dates. Any change in these dates shall be duly announced to the students.
- iv. Students are advised to keep checking the Academic Calendar for important dates and deadlines.

b) Summer Semester

- i. The Summer Semester shall be scheduled to remove deficiencies of the students who have failed in a subject(s) and need to repeat the course(s), or who have been barred from appearing in the examinations because of short attendance, or intend to improve the grades be allowed for the summer semester.
- ii. The summer semester shall spread over eight weeks of concentrated study.
- iii. The contact hours per week shall be doubled to ensure that the course is entirely taught in a summer semester with half of the duration compared to regular (Fall/Spring) semesters.
- iv. A course in a summer semester shall be offered depending on the availability of teachers and the number of students. For a course to be provided in the summer semester, there shall be a minimum of 5 students. The head of the department shall be responsible for working out the conduct of the summer semester and for timely approval from the Dean concerned.
- v. Undergraduate students' course load is a maximum of TWO courses of up to 8 Cr. Hrs. The student can only have those courses in the summer in which they are either failed or need grade improvement.
- vi. Students can enroll a maximum of 2 Theory Courses' or '1 Lab Course' during the summer semester (Maximum of 8 credit hours).

7. Freezing/Unfreezing of a Semester

In case of a genuine reason, a student may apply for freezing during the first week of the semester or as notified in the academic calendar. Freezing can be maximum of up to **one year (2 semesters)** subject to the permission of the Dean on the recommendations of HOD.

- a) If a student freezes a semester(s), he/she will resume his/her studies from the same stage where he/she left (froze). The maximum duration of the degree program shall remain the same.
- b) If a student is not enrolled in any course in a semester, he/she will **NOT** be considered a regular student of the university in that period. The student may then enroll in these courses in a subsequent semester; however, he/she will have to meet the pre-requisites of any course taken. Also, it is understood that the University is not required to offer all courses in each semester.
- c) In the event of **exceptional circumstances** such as serious health issues, Iddat, death in the immediate family, or any other subject to acceptable/justifiable rationale, the student needs to freeze his/her semester; he/she may apply for freezing the semester before the mid-term examination. In case of a medical emergency, the student will have to produce a medical certificate issued or endorsed by the University's Medical Officer. If a student intends to freeze his/her semester after the mid-term examination, the application will not be entertained. In this case, if the student does not attend the classes. Or does not appear in the final term examination, he/she will have to repeat the semester/course(s).
- d) The duration of freezing can be up to one-year (two semesters) maximum. However, the applicant will have to seek separate approval for each semester. If a student doesn't unfreeze his/her semester after **ONE** year, he/she shall be struck off from university rolls. Such students will have to seek readmission.
- e) A candidate who gets a semester freeze can unfreeze the next semester with the upcoming session by getting approval from the Dean concerned.
- f) The student while unfreezing, will rejoin from the same semester (if being offered) where he/she had left.
- g) Freezing of the first two semesters of BS is **NOT** allowed. Under special circumstances the approval of the Vice-Chancellor needs to be solicited for freezing of the first/second semester.
- h) During the '**Freezing Period**', the applicant will lose his/her studentship and will not be entitled to avail any facility which the University extends to its regular students.

8. Attendance Policy

- a) Students must achieve a minimum of 75% attendance in each subject to appear in each Examination (midterm and final term). However, with 70% of attendance in exceptional circumstances, the competent authority may allow the students to appear in the Examination, i.e. mid-term and final term examinations.
- b) Students with attendance lower than 70% shall in no way be allowed to take part in the examinations, i.e. mid-term and final term examinations and shall be liable to repeat the course(s).
- c) All kinds of leaves: medical, personal and compassionate, shall be entertained only in the cushion of 25% (i.e. 75% attendance is mandatory). The leave shall be approved upon producing evidence of the said reason.
- d) Attendance shall be marked in the first 15 minutes of every class. Students coming late shall be marked absent, but they shall be allowed to attend the class. Proxy attendance is strictly prohibited. The students found guilty shall be strictly dealt with and shall be fined up Rs. 1000 for one attempt. The fine shall be for both students: one who marks proxy and the second whose proxy attendance is marked. The teacher shall be solely responsible for stopping proxy attendance in their class.

9. Rules For Academic Conduct

a) Class Room Decorum

- i. Use of 'Cell Phone' is NOT allowed during class.
- ii. Students must seek permission before leaving the class from the teacher.
- iii. Use of absurd/obscene language is strictly prohibited in the class and is liable to disciplinary actions.
- iv. Students are responsible for the protection of their belongings before as well as after the class. The DMIU will not be liable for any loss/theft/damage of belongings, e.g. mobile phone, laptop etc.
- v. Students must be appropriately dressed up. Improper dressing is strongly discouraged, and the student found guilty will be penalized.
- vi. Students are encouraged to get involved in healthy and productive discussions during their lectures. However, offensive comments or hurting the religious sentiments of others is strictly prohibited.
- vii. Students are expected to keep their classrooms clean & tidy. Throwing trash or littering is strongly discouraged.

Examination Rules of DMIU

Evaluation During the Semester

The following activities may be scheduled in a course during the semester of studies for student assessment and grading:

- i. In a semester, each student's performance shall be assessed and carried out through the LMS in each course, based on different assessments criteria, i.e. Sessional, Mid-term and Final term examinations. The standardized outline will be provided to the students and it will be ensured that learning outcomes are according to the degree requirement. The performance of students is evaluated through a continuous assessment procedure spread over an entire period of studies.
- ii. The assessments will be marked out of 100, and distributed as follows:

a) Sessional evaluation	-	30%
b) Mid-term Examinations	-	30%
c) Final Term Examinations	-	40%
- iii. Each concerned teacher is responsible for evaluating Student's performance based on assignments, quizzes and examinations during one semester and award of grades should be made accordingly.
- iv. There shall be no Supplementary/Special Examination/Sit-in Examination in a Semester System; if a student fails in a course, he/she must repeat it in the spring, fall or summer semester whenever it is offered.

a) Sessional Evaluation

- i. Sessional assessments shall comprise **30% (30 marks)** of the total evaluation. It includes: quizzes, assignments, presentations/project reports/term papers, class participation and attendance. Further distribution of session evaluation is as follows:

a. Class Participation	-	5 Marks
b. Quizzes/Presentations	-	10 Marks
c. Assignments/Term-paper	-	15 Marks
- ii. Assignments may include case studies, project reports, term papers and their presentations.

b) Midterm Evaluation

- i. Mid-term examinations shall be conducted after a minimum of eight (08) weeks of teaching.
- ii. The duration of the mid-term Examination shall be 90 minutes (1 hour and 30 minutes).
- iii. The examinations shall last for one / two weeks as per the examination schedule/date sheet duly notified by the Controller of Examinations.
- iv. The examinations shall be conducted from 'Monday to Saturday' for Morning and Evening Programs, and from 'Friday to Sunday' for Weekend Programs.

c) Final Semester Evaluation

- i. Final semester examinations shall be conducted after a minimum of Eighteen (18) weeks of teaching.
- ii. Final semester examinations shall be conducted at the end of each semester.
- iii. The duration of the final term examinations shall be 2:00 hrs. (i.e. 120 minutes).
- iv. The examinations shall last for one / two weeks as per the examination schedule/date sheet duly notified by the office of the Controller of Examinations.
- v. The examinations shall be conducted from 'Monday to Saturday'

Grading System and Criteria

At DMIU, an absolute grading system shall be followed. Student's performance shall be assessed based on the following grading criteria:

Letter Grade	Grade Points	Letter Grade
A+	4.00	85 and above
A	3.70	80 - 84
B+	3.30	75 - 79
B	3.00	70 - 74
B-	2.70	65 - 69
C+	2.30	61 - 64
C	2.00	58 - 60
C-	1.70	55 - 57
D	1.00	50 - 54
F	0.00	Below 50
W	withdrawn	--
I	Incomplete	--

a. How to calculate GPA with the same credits of all courses?

GPA will be calculated by applying the following formula:

$$\text{GPA} = \Sigma (\text{Credit Hrs} \times \text{Grade Point}) \div \Sigma \text{Credit Hours}$$

(Σ = is sum of)

b. How to calculate GPA with different credits?

1. Multiply the point value of the letter grade (see values below) by the number of credit hours (credits, units).
2. Total the quality points for all terms.
3. Total the credit hours for all terms.
4. Divide the total quality points earned for all subjects by the total credit hours for all terms.

Incomplete Grade Policy Or I-Grade Policy

An incomplete grade (I-Grade) may be awarded to a student if he/she remains unable to appear in the Mid / Final term examinations because of some emergency, medical reasons, or some other plausible reasons beyond his/her control and he/she has fulfilled all semester requirements.

1. If allowed, the exam of the candidate maybe scheduled:
 - a. The retake of the Midterm examination will be taken by the course teacher with the permission of the Chairperson before the final term.
 - b. The retake of final term examinations may be conducted in the third week of the ongoing semester, OR
 - c. In the next semester if the same course is being offered, OR
 - d. In the summer semester, OR
 - e. Whenever the course is offered
2. Private arrangements for an "I-Grade" examination between a student and a faculty member are not allowed
3. The student who misses a re-scheduled exam to complete his/her "I-Grade" will not be given a second chance and the "I-Grade" will be changed into "F". The student will be required to repeat the course.
4. "I-Grade" will be changed into an earned grade after retake and the declaration of the pass result of the examinations.

Projects

Projects may be assigned to students as practical/research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical application to solve a real-world problem. Where projects are prescribed as part of the course assessment it is permissible for the project assessment to contribute to the End Semester Examination score.

Case Studies

Case-studies based courses may require a comprehensive case study to be submitted and evaluated as a contributing part of the course grade.

A total of 100 marks will be assigned for the purpose of examination and grading. Recommended distribution of weight ranging for various assessment activities is given in the table below:

Clearance of Dues Before Examinations

- a. Clearance of dues is mandatory for appearing in the examinations.
- b. Fee Defaulters shall NOT be allowed to sit in the Examination.
- c. Students shall download their roll number slips. Roll number slips shall be issued only if the student has cleared his/her dues and fulfils the attendance criteria.

Declaration of Result

The results shall be declared by the Controller of Examinations and shall be considered official.

Issuance of extract of semester grade sheet

i. Normal Issuance

The result cards are to be issued one month after the declaration of terminal results when the queries about the result have been settled. These are to be collected by the students from the HOD office.

ii. Urgent Issuance

For urgent issuance of result card, students have to submit a form and specific fee announced by the university. The result card will be issue within a week.

Associate Degree Program (Subject Specific)

Structure and Academic Requirements for Associate Degree Programs

- a) **Credit Hours:** The standard range prescribed to qualify for the Associate Degree is 60-72 credit hours with a normal range of 15-18 credit hours in each semester. The university may, however, offer maximum of 21 credit hours in a semester where there is a program specific requirement of the same provided that the total number of credit hours for the Associate Degree program must not exceed beyond 72 credit hours.
- b) **General Education Courses:** All Associate Degree programs shall be comprised of a mandatory set of 30 credit hours for general education courses as prescribed in this policy.
- c) **Major Courses:** All Associate Degree programs shall be comprised of a mandatory set of 30-42 credit hours for major or disciplinary courses.
- d) **Field Experience/Internship:** The field experience of six to eight weeks (preferably undertaken during semester or summer break) would be graded by a faculty member in collaboration with the supervisor in the field. This requirement of 03 credit hours is applicable only in cases where the same is prescribed by the respective Accreditation Council, National Curriculum Review Committee or the concerned university. Where this requirement is prescribed, the courses within the major will comprise of 30-39 credit hours.
- e) **CGPA Requirement:** The minimum CGPA required for the award of Associate Degree program shall be 2.00 / 4.00.
- f) **Program Duration:** The minimum and maximum duration to complete the Associate Degree program is four (04) and six (06) regular semesters, respectively. In extraordinary circumstances, and subject to approval of the concerned statutory body of the university, the maximum duration to complete the degree program may further be extended to another

Entry & Exit Provisions

Pathway for Associate Degrees Holders

- a) Students having completed Associate Degrees shall be allowed admission in the fifth semester of the undergraduate/equivalent degree program offered in the same discipline without any deficiency course.
- b) Where the disciplines of the Associate Degree and the undergraduate/equivalent degree program are different, students shall be required to complete deficiency courses through a bridging semester before the fifth semester as determined by the admitting university.
- c) The minimum eligibility for admission in the fifth semester in above cases is 2.00/4.00 CGPA in the prior qualification i.e., Associate Degree. The university may, however, set higher eligibility criteria for admission in the fifth semester of the four-year undergraduate/equivalent degree program.

Pathway for Conventional Two-Year BA/BSc/Equivalent Degree Holders

- a) Students having completed conventional two-year BA/BSc/equivalent degree programs shall be allowed admission in the fifth semester of the undergraduate/equivalent degree program, in this case students shall be required to complete deficiency courses through a bridging semester before commencement of the fifth semester as determined by the departmental committee of the university.
- b) The minimum eligibility for admission in the fifth semester in this case is 50% cumulative score in the prior qualification i.e., conventional two-year BA/BSc/equivalent degree programs.

Exiting from Undergraduate/Equivalent Degree Program with an Associate Degree

Students enrolled in the undergraduate/equivalent degree program shall be allowed to exit from the program with an Associate Degree provided that the following requirements are met:

- a) The student must have completed minimum of 60 credit hours in at least four (04) semesters of the undergraduate/equivalent degree program including general education courses comprised of 30 credit hours;

- b) The minimum CGPA is maintained at 2.00/4.00;
- c) The name of the subject field on the degree shall remain the same in which a student was initially enrolled for the undergraduate/equivalent degree program;
- d) The option of exit from the undergraduate/equivalent degree program with an Associate Degree is not allowed in disciplines accredited under the councils i.e. PM&DC, PNC, PVMC, PEC, PCP, PCATP, PBC, NTC, NCT, NAEAC and NCH.
- e) The option of exit from the undergraduate/equivalent degree program with an Associate Degree is allowed in disciplines accredited under the councils i.e. NCEAC, NBEAC and NACTE

Probation in a Semester

Probation is a status granted to the student (of Undergraduate program) whose academic performance falls below the minimum university standards.

- a) To be eligible for promotion to the next semester, the minimum qualifying CGPA is 2.00/4.00.

Synopsis of Probation rules stated above

Probation	Condition	Status
First Probation	Fail in two courses	Conditionally Promoted
	GPA/CGPA below 2.00 but not less than 1.7	Conditionally Promoted
Second Probation	The student fails to improve CGPA in the following semester	Promoted
	The student fails to improve the CGPA upto the required level i.e. 2.00 / 4.00	Not Promoted He will have to repeat courses when offered
Students on probation for two consecutive semesters		He will have to repeat courses when offered
A student on second probation in undergraduate program in first four semesters		Removed from the University rolls and may get readmission

Rechecking of Examination Script

- i) The answer book of a candidate shall not be re-assessed under any circumstances.
- ii) Whereas rechecking does not mean re-assessment/re-evaluation/re-marking of the answer book.
- iii. The student can apply for rechecking upon the payment of the Processing fee. The processing fee will be refundable if the error is on the part of the university.
- iv. The application must be made within one week of result declaration and shall be submitted to DSA.

Conduct of Examination

- a) The students must reach the examination venue 20 minutes before the scheduled time to avoid any inconvenience. No extra time shall be given to the students arriving late.
- b) The student must bring their 'University ID Cards' and Generated Roll Number Slip'.
- c) The students are NOT allowed to bring their personal belongings, e.g. bags, books, files, cell phones etc., to the examination hall.
- d) In case they still carry personal belongings, they should consider the following points.
 - (i) DMIU will not be responsible for any loss/theft/damage of belongings, e.g., laptops, mobile phones, etc.
 - (ii) The students are NOT allowed to keep their cell phones with them, even at 'Silent mode.
- e) If the cell phone is recovered from a student's custody while inspection, it may cause; cancellation of the paper/, UMC against the Student/, and any other punishment depending upon the severity and magnitude of the case.
- f) The students are directed to place their bags/handbags out of the examination room.
- g) The seating arrangements of the students are at the discretion of the 'Invigilator'.
- h) The following students shall NOT be allowed to sit in the examinations (mid-term or final term):
 - (i) With attendance less than 75% in a course and without paying 'Fine' for short attendance (see Attendance Policy)
 - (ii) Without Roll No. Slip
 - (iii) Without fee clearance
- i) The students must NOT possess or have access to any helping material in any form. If a student is found guilty of having any helping content in their possession, an Unfair Means Case will be filed against them.
- j) Once the paper starts, the student cannot leave the examination hall for washroom, prayer, or urgency during the paper without the invigilator's permission.
- k) The students are supposed to bring their necessary equipment. Lending/borrowing during the Examination is strictly prohibited. Similarly, sharing of 'Calculators' shall NOT be allowed.

- l) The students must use their answer sheet for any rough work. Writing anything on the question paper other than the name and roll number, which is relevant to the paper, shall be considered UMC and hence shall be dealt with under UMC policy.
- m) A student having writings on anybody-part shall be considered a UMC case and hence shall be dealt with under UMC policy.
- n) UMC policy shall deal with misconduct, misbehaving, or use of absurd/abusive language in the Examination.
- o) The students must ensure that all the particulars in the answer sheet/book are filled, and extra sheets (if any) have been attached to the answer sheet.
- p) The students are directed to adhere to the examination rules; failing to do so will cause strict actions against them.

DMIU Unfair Means Policy

- i. Any student who fails to part with or is found to have in his possession or accessible to him, papers, books or notes, relating to the subject of Examination of that paper or detected in giving or receiving assistance, or using/attempting to use any other unfair means in connection with the Examination, shall be expelled for that paper by the Superintendent of the Centre from the examination room.
 - a. However, if his access to, or possession of such books, notes or paper appears to be accidental and was not mala-fide, his answer book shall be cancelled, as a disciplinary measure without any implication of moral turpitude.
 - b. In other cases of possession, the student must be disqualified from passing any examination that year or semester.
- ii. Any candidate detected in giving or receiving assistance or found guilty of copying from any paper, book or note, or allowing any other candidate to copy his/her answer book, or using or attempting to use these or any other unfair means shall be disqualified from appearing in any examination for a period not exceeding three years.
- iii. Notwithstanding any other law, the time being in force and without prejudice to any remedy open to the University under such Law:
 - a) Any candidate found guilty of deliberate pre-arrangement to cheat in the Examination such as smuggling in another answer book, impersonation or misconduct of a serious nature and the person who impersonates such candidate.
 - b) If the impersonator is not on the rolls of the university, in that case, the Controller of Examinations shall report the matter to the police and send intimation of the same to the Vice-Chancellor. If the impersonator and the candidate both belong to the university and apply to the Board for reconsideration of their case after the punishment by the unfair Means Committee, the Board may decide the case on the recommendation of the Vice Chancellor.

- c) Provided that in a case covered by clause (a) above, a candidate or the impersonator, on the expiry of five years including the Examination in connection with which he was declared to be NOT FIT and proper person to be admitted to any future examination may, as a particular case, be exempted by the Board of Executives from the further operation of this Regulation with the recommendation of the Vice-Chancellor.
 - d) Any candidate obtaining admission to the Examination on a false representation made on his/her application form or using abusive or obscene language in the answer book shall be disqualified from appearing in any examination for a period not exceeding two years.
 - e) Any candidate forging another person's signatures on the application or admission form shall be disqualified as per Regulation 'i' (above).
 - f) Any candidate found guilty of cheating in the Examination by depositing less fee and enhancing it through forgery on the Challan form shall be punished for one year.
- iv. Any candidate guilty of communicating, or attempting to communicate, with Examiners with the object of influencing them in the award of the marks, shall be deemed to have used, or tried to use, unfair means within the meaning of Regulation 'c' and shall be punished accordingly.

Communications of the same nature addressed to the Controller of Examinations or other officers of the University shall be treated as falling in the same category, and the candidate concerned shall be punished as per Regulation.

Right to appeal

The candidates who are pushed by the unfair means committee may submit their appeals to the Vice Chancellor within 15 days of the decision.

Permission Of Writer for Special Students

- i. A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.
- ii. Suppose a student is physically handicapped/visually impaired. In that case, he may apply to the head of the concerned department (with a medical certificate as proof of the disability) for permission to engage a writer in Tests/ Examinations of the University two weeks before the start of Tests/ Examinations. Such candidates will be allowed 45 minutes (maximum) extra time to solve the question paper.
- iii. The qualification of the person who acts as a writer of a disabled student must be at least one step lower than that of the student (e.g. for BS level students, the writer should be at the most of Intermediate level).

Record Of Results

The result record of the student will be preserved

- a) In soft form by the department till one year after the completion of the degree.
- b) By the controller of examinations on permanent basis.
- c) The record of the answer books will be preserved for one academic year only.

Associate Degree of Arts (Annual Program)

Languages, Humanities & Social Sciences

Dar-ul-Madina International University, Islamabad will conduct two-year Associate Degree Program and the subjects of Arabic, Islamic Studies, Education and English as per under graduate policy of Higher Education Commission Pakistan Under graduate policy 2023.

The following of the salient features:

- i. Name of the Degree: Associate Degree of Arts (ADA)
- ii. Duration: Two-years
- iii. Mode of Examination: Annual system, Part I & II
- iv. Total credit hours: 60
- v. Detail of the Subjects:
 - a. Compulsory Courses (07 = 21 credit hours)
 - b. General Courses (06 = 18 credit hours)
 - c. Subject Specific (07 = 21 credit hours)
- vi. The details of the courses are as:

Part I	Part II
Compulsory Courses	
Islamic Studies / Ethics (Comp)	Pakistan Studies (Comp)
Functional English	Technical Writing
Exploring Quantitative Skills	Tools for Quantitative Skills
	Expository Writing
General Courses	
Translation Skills I (Gen)	Quranic Translations II
Political Science I	Political Science II
Introduction to Environment	Fundamental of Sociology

Subject Specific Courses

Chose any one Cluster from the clusters given below:

Cluster I: Arabic

ADA Part I	ADA Part II
Functional Arabic-I/ العربية الوظيفية 1	Functional Arabic-II/ العربية الوظيفية 2
Applied Syntax تطبيق النحو	Applied morphology تطبيق الصرف
Arabic World and Cultural Tours العالم العربي وثقافته	Introduction to Linguistics / المدخل إلى علم اللغة
History of Arabic Literature-I/ تاريخ الأدب العربي 1	

Cluster II: Islamic Studies

ADA Part I	ADA Part II
Topics of The Holy Quran-I	Topics of The Holy Quran-II
Uloom-ul-Quran	Study of Seerah of Holy Prophet ﷺ-I
Study of Seerah of Holy Prophet ﷺ-II	Introduction to Fiqh
Usool-ul-fiqh	

Cluster III: Education

ADA Part I	ADA Part II
Foundations of Education	Educational Psychology
Child Development	Curriculum Development
Comparative Education	Teaching Strategies
Class room Assessment	

Cluster IV: English

ADA Part I	ADA Part II
Introduction to Literary Studies	Introduction to Phonetics & Phonology
Introduction to Language Studies	Lit Forms and Movements
Short Story	Semantics
Introduction to Morphology	

Associate Degree of Arts Regular Program

Syllabus, Schemes of Studies of various subjects of Associate Degree Program on Annual basis in by Parts or composite basis.

The subjects under Associate Degree Regular program have been divided in the following categories

- i. **Compulsory Subjects**
- ii. **Elective Subjects in various groups**
- iii. **Optional Subjects**

The detail of these categories is as: **ADA Subject List of DMIU**

Compulsory Subjects	
English Language	200 Marks
Islamic Studies /Ethics & Pakistan Studies	100 Marks

Note: Select any Two Subjects by selecting one from each group. The weightage of each subject is of 200 marks

Elective Subjects				
Group 1	Group 2	Group 3	Group 4	Group 5
1. Urdu	1. Education	1. Islamic Studies	1. Social work	1. Persian
2. Arabic	2. History	2. Journalism	2. Sociology	2. Sindhi
3. English literature	3. Philosophy of Law	3. Political Science	3. Women Studies	3. Punjabi
	4. Economics		4. Library Sciences	4. Pashto
				5. Balochi

Note: Select anyone from this Group. The weightage of each subject is of 100 marks.

Optional Subjects

Arabic

Islamic Studies

Urdu

Economics

Sindhi

Detail of the Subjects/Papers for Associate Degree Part- I & II Examinations as under:

Part - I

Islamic Studies & Pakistan Studies	Compulsory	100 Marks
English (Language) I	Compulsory	100 Marks
Elective - 1	I	100 Marks
Elective - 2	I	100 Marks
Total		400 Marks

Part - I

English (Language)	II (Compulsory)	100 Marks
Elective - 1	II	100 Marks
Elective - 2	II	100 Marks
Optional Subject		100 Marks
Total		400 Marks

Grand Total = Part - I + Part - II = 800 Marks

Examination of madrasa students in the subjects of English and Pakistan studies for completing the graduation degree

Subjects

The students of religious madrasas who complete their Alia degree have to pass the following two subjects to get equivalence degree as specified by HEC

- | | |
|-----------------------|-----------|
| i. English Compulsory | 200 marks |
| ii. Pakistan Studies | 100 marks |

Mode of Examination

English

- | | |
|--------------------------------|-----------|
| i. English Compulsory Part I | 100 marks |
| ii. English Compulsory Part II | 100 marks |

Pakistan Studies

- | | |
|---------------------|-----------|
| i. Pakistan Studies | 100 marks |
|---------------------|-----------|

Syllabus

The syllabus for English and Pakistan Studies is the same as for Associate Degree Program (Regular)

Evaluation During the Associate Degree Program (ADP)

The conduct of ADP examination, evaluation of answer books and announcement of results will be made as per Examination Rules of DMIU (Associate Degree Program).

The grading system and criteria for ADA

PERCENTAGE OF MARKS	GRADE	REMARKS
80% Marks and above	A+	Exceptional
70% and above but below 80%	A	Excellent
60% and above but below 70%	B	Very Good
50% and above but below 60%	C	Good
40% and above but below 50%	D	Fair
Below 40%	F	Fail

The Evaluation System

S. No.	Division	Percentage
1	1 st Division	60% and above
2	2 nd Division	45% to 59%
3	3 rd Division	33% to 44%
4	Fail	Below 33%

Online Distance Learning (ODL) Program

DMIU intends to commence online distance learning program for Associate Degree Program under Specific and Regular Schemes following the HEC ODL policy, 2024.

This program will be launched from the academic session 2025 after fulfilling the codal formalities.

Salient Features

- HEC Approved Courses
- Qualified and Experienced Faculty
- Latest and Modern Communication Tools
- Effective Communication Technology
- Backup Lectures / Videos
- Affordable Fee
- Study Centers in all cities of Pakistan

Methodology

- Online Distance Learning Mode of Education
- Direct Online Lectures from the Main Campus
- Direct Question Answer Facility
- Backup Videos
- Online / By hand Assignment Submission / Quizzes

ORIC, Research Excellence & Quality Assurance at DMIU

Research & Publications

- Establishment of Department of ORIC
- Research Collaboration & Projects
- Linkages with Industry and other Foreign Institutions
- Research Journals
- Publication of Authentic Research
- University journals website

Quality Assurance Department

DMIU follows the quality assurance and enhancement initiatives of the HEC and QAC department actively performs to fulfil all the key indicators of QAC.

Student Support Services

DMIU offers a broad array of resources that allow students to extend and deepen their learning through civic engagement and participation in, and leadership of an active network of student-initiated projects and organizations. Services have been established to address all issues of the students pertaining to their university life-cycle, from selection to graduation and alumni network management. The services include Center for Counselling and Career Advisory, IT Facilities, Clubs and Societies Offices, DMIU Archives, Sports Office, Hostels and Messing Office, Internship and Placement Office, Alumni Office, etc.

Central Library

Central Library, DMIU was established with the establishment of the DMIU. Central Library is manned by highly qualified and experienced Library and Information Science Professionals, committed to provide high quality services to the library users. It possesses rich collection of print, electronic and online resources to fulfil the needs of faculty members, students and researchers.

Centre for Counselling and Career Advisory (C3A)

DMIU takes care of psychological well-being facilities to its community through establishing an independent Centre in 2024. C3A is an imperative part of the DMIU educational and health services program that considerably contributes to fostering the academic mission of DMIU. The Centre offers professional psychological and career-related counselling to the members of the DMIU fraternity. The aim of services is to advance and enhance the academic and personal growth of students assisting them in having a clearer understanding of their personality, their strengths and weaknesses and problematic areas of their lives, thus guiding the individuals towards the best possible choices and better adjustment in everyday life.

Students Research Facility

A well-equipped computer research and production center has been established besides the college library so that maximum facilities and opportunities may be provided to the students to conduct their research at campus.

Training and Vocational Institute

DMIU has established a training department and vocational institute under the professional and qualified experts. The Training institute will provide various sort of academic, technical and skill-oriented trainings to the students, faculty and people from the society in collaboration with the national industry and job market.

The vocational institute will provide market-oriented skills to the students and the young people of the society so that they may prove themselves useful citizens and attain financial self-sufficiency during their degree completion period.

Dar-ul-Madina International University Press

DMIU has established press and publication department for the publishing of the research outcome of the university faculty and books recommended for the various levels of the studies in the university or the institutions associated with the university



Establishment of Students, Clubs and Societies

Clubs and Societies

Clubs and Societies is a forum for grooming the students in leadership traits as per their peculiar aptitude and potential. It enhances their foresight and organizational abilities. They are expected to plan and execute their club activities as they perceive in consultation with the club members and Faculty Sponsors. It inculcates team spirit and ability to take everybody on board. It makes a person more responsible and mature.

Seminars

Seminars on National and International issues are held from time to time for the cognitive growth general awareness and up-datedness of the students and faculty. The eminent guest speakers are invited for the enlightenment of the students.

Sports

DMIU also has a well-qualified and very experienced team of coaches. They impart the sports coaching to students and supervise all the sports activities in the University.

Debates

Debating clubs and societies function respectively to train the students to develop their narratives, critical thinking and logical reasoning. The leadership qualities of the students are promoted and appreciated.

Recreation Tours

Various trips to the historical and natural sights are arranged under the various societies for studies and recreational purposes.

Code of Conduct for Students

Studying at DMIU means that students will have all the legitimate means to interact with others, including teachers and fellow students. The university offers worthwhile activities to unleash and polish your hidden talent. We make sure that when you pass out, you have a bag full of memories and a heart filled with gratitude. Discipline plays a key role in smooth learning and development. Therefore, Dar-ul-Madina International University has a set of RULES & REGULATIONS that ALL STUDENTS MUST FOLLOW. All Dar-ul-Madina International University, Islamabad students must abide by these rules. Violating any rules will lead to Disciplinary Actions against the concerned students.

Please refer to the website for further details. www.dmiu.edu.pk.

Future Academic Expansion Plan

Sr.	Faculty	Department	BS	MS	PhD
1	Languages Studies	1. Arabic 2. English 3. Oriental Languages	1. Arabic 2. English Literature & Linguistics 3. Urdu 4. Punjabi 5. Sindhi	1. Arabic 2. English Literature & Linguistics 3. Urdu 4. Punjabi	1. Arabic 2. English Literature & Linguistics 3. Punjabi
2	Sharia & Islamic Studies	4. Islamic Studies 5. Dars e Nizami	6. Islamic Studies 7. Seerat Studies 8. Quranic Studies 9. Comparative Study of Religions 10. Dars e Nizami	5. Islamic Studies	4. Islamic Studies
3	Humanities & Social Sciences	1. Education 2. Political Science 3. Psychology 4. Sports & Physical Education 5. Mass Communication 6. History 7. Sociology 8. Geography	1. Education 2. B.Ed. (1.5) 3. B.Ed. (ELT) (1.5) 4. B.Ed. (2.5) 5. Special Education 6. Political Science 7. Clinical Psychology 8. Applied Psychology 9. Physical Education 10. Mass Communication 11. Indo-Pak History 12. Pakistan Studies 13. International Relations 14. Sociology 15. Social Work 16. Geography	1. Education 2. Political Science 3. Clinical Psychology 4. Applied Psychology 5. Pakistan Studies 6. Indo-Pak History 7. International Relations	5. Education 6. Pakistan Studies 7. Psychology 8. International Relations

Sr.	Faculty	Department	BS	MS	PhD
4	Business Economics & Administrative Sciences	1. Management Sciences 2. Economics 3. Commerce	1. Islamic Banking & Finance 2. Economics 3. BBA 4. Commerce 5. B.Com. 6. Certifications 7. Diplomas	1. Islamic Banking & Finance 2. MBA 3. MPA 4. Management Sciences (HR, Fin, Mkt) 5. Economics 6. Commerce	1. Islamic Banking & Finance 2. Management Sciences (HR, Fin, Mkt)
5	Sciences	1. Physics 2. Chemistry 3. Zoology 4. Botany 5. Mathematics 6. Statistics 7. Food Technology 8. Life Sciences	1. Physics 2. Organic Chemistry 3. In-Organic Chemistry 4. Applied Chemistry 5. Zoology 6. Botany 7. Mathematics 8. Statistics 9. Food & Nutrition 10. Halal Foods 11. Food Technology 12. Bio Informatics 13. Life Sciences	1. Physics 2. Chemistry 3. Mathematics 4. Statistics 5. Halal Foods	
6	Science & Technology	1. Electrical Engineering 2. Telecom Engineering 3. Computer Sciences & Engineering	1. Electrical Engineering 2. Electronics 3. Civil Engineering 4. Telecom Engineering 5. Computer Science 6. IT 7. Data Science 8. Software Engineering	1. Computer Science 2. IT 3. Data Science 4. Software Engineering	1. Computer Science 2. IT

Sr.	Faculty	Department	BS	MS	PhD
7	Medical & Health Sciences	1. Eastern Medicine 2. Pharmacy 3. Physiotherapy 4. Medical College 5. Dental College 6. College of Nursing	1. Eastern Medicine 2. D-Pharm 3. DPT 4. MBBS 5. BDS 6. Nursing	1. Pharmacology 2. Nursing	
8	Law	1. Law	1. LLB 2. Sharia & Law	1. LLM	

Summary

Faculties	Departments	BS Programs	MS Programs	PHD Programs
08	34	62	30	12

Whom to Contact

At DMIU, a student enters a novel phase of life; one that requires continuous support for ones academic, physical as well as mental growth and well-being. Keeping this in mind, the University offices function in a student-friendly manner and remain accessible and helpful. You can directly contact the right department or office for all your queries. Shown below are various student related offices and their functions for you to find the right contact.

Registrar

Deals with the Academic life-cycle of the students. It also deals with matters pertaining to registration, scholarships, transfers, migrations, discipline, etc.

Controller of Examinations

Deals with the Examinations & Evaluation matters of the students - from first semester to issuance of transcripts and degrees at DMIU.

Treasure

Deals with matters pertaining to fee and finances of the students.

Director Administration

Deals with matters related to discipline and security, hostel accommodation, transport and sports.

Director Academics

Handles matters pertaining to academic regulations, programs of studies, academic calendar and libraries.

Director Students Affairs

Deal with all co-curricular and extra-curricular activities of students.



DAR-UL-MADINA INTERNATIONAL UNIVERSITY

G11 Markaz, Shabbir Sharif Road, Islamabad

Phone: +92-51-111 252 692

Email: info@dmu.edu.pk

Website: www.dmu.edu.pk

 [dmuofficial](https://www.facebook.com/dmuofficial)