

ADMISSION REGULATIONS OF PAKISTAN INSTITUTE OF FASHION AND DESIGN

PRELIMINARY

In pursuance of the provisions contained in section 17.(2)(h) read with section 26.(1)(c) section 4(xxix) of Pakistan Institute of Fashion and Design Act 2011 the following Regulations are made¹:-

1. Short title and commencement:-

These Regulations may be called the Pakistan Institute of Fashion and Design Admission Regulations and shall come into force at once and will be applicable to the students to be admitted at the main campus and Constituent Colleges.

2. Definitions:-

In these Regulations:

- (a) "Admission Committee" means committees constituted for admission in the main campus and in the constituent colleges;
- (b) "Constituent College" means Constituent College of Pakistan Institute of Fashion and Design, Lahore;
- (c) "Institute" means the Pakistan Institute of Fashion and Design, Lahore established under the Act No. X of 2011;
- (d) "Principal" means the Principal of a Constituent College;
- (e) "Registrar" means the Registrar of Pakistan Institute of Fashion and Design Lahore.
- (f) "Student" means the student of the Main Campus Lahore as well of the Constituent Colleges;
- (g) "Vice-Chancellor" means the Vice-Chancellor of Pakistan Institute of Fashion and Design, Lahore;
- (h) "Website" means the website of Pakistan Institute of Fashion and Design, Lahore. www.pifd.edu.pk

3. Academic Session:-

The academic year for the undergraduate degree of Pakistan Institute of Fashion and Design, Lahore and its constituent colleges shall start in September and conclude in June every year.

4. Course of Study:-

Pakistan Institute of Fashion and Design, Lahore shall offer Four-Year degree programs in the following disciplines duly approved by HEC, Islamabad for male and female students:

1. Bachelor of Design (Fashion Design)
2. Bachelor of Studies (Fashion Marketing and Merchandising)
3. Bachelor of Design (Textile Design)
4. Bachelor of Design (Jewellery Design and Gemological Sciences)
5. Bachelor of Design (Furniture Design and Manufacture)
6. Bachelor of Design (Leather Accessories and Footwear)
7. Bachelor of Design (Ceramic and Glass Design)

¹ Approved in the First Meeting of the Senate held on April 20, 2012.

5. Admission Policy:-

- (1) **Quota System:** Quota system for all over the Pakistan will be observed as²:

Punjab including Federal Area of Islamabad	45 %
Sindh including Karachi (Rural 60%, Urban 40%)	20 %
Khyber Pakhtunkhwa	9 %
Baluchistan	16 %
Gilgit Baltistan	3 %
FATA	5 %
Azad Jammu and Kashmir	2 %

- (2) **Admission on Open Merit:** All the admissions of eligible applicants shall be made on open inter-se-merit determined on the basis of entry test and interview.
- (3) **Foreign Seats:** Four seats are reserved for foreign students for Bachelor Degree Programme. They will be selected on inter-se-merit and shall pay additional fee as fixed by the Federal Government for foreign students per annum along with normal fee for year I, II, III, IV (semester-wise) separately.
- (4) The Institute shall admit students in Four-Year degree programs according to the schedule advertised in the leading national newspapers, and on the website of the Institute.
- (5) The Institute / College shall not accept any admission form after the due date fixed for the purpose.
- (6) Applicants with 50% marks (550/1100) in Intermediate or equivalent or passing grades in eight subjects (including compulsory subjects) of 'O Level' and minimum 3 main subjects (no subsidiary) of 'A Level' only are eligible to apply for admission.
- (7) It is mandatory for 'A Level' students to provide (IBCC) Equivalence Certificate. However, if at the time of admission student's 'A' Level result is not declared, the 'O' Level Equivalence Certificate must be attached with the admission application.
- (8) All the applicants will have to appear in compulsory pre-admission Entry Test followed by an interview in the main campus as well as the constituent colleges on the dates duly notified.
- (9) Merit list will be prepared on the basis of Entry Test and Interview and be displayed for studying in 1st semester of Foundation Year. Final allocation of departments will be decided after the result of 2nd semester on the basis of CGPA earned, and the students not fulfilling the required CGPA criteria will be shifted to their second or third preference if on merit in those departments otherwise the decision of 'Allocation of Department Committee' will be final and binding upon the student.

² Amendment approved in the 4th meeting of the Senate held on 4th August, 2015

6. Admission Procedure:-

- (i) The applicants may obtain admission forms along with the prospectus from the office of the main campus, Lahore and the offices of constituent colleges on the day duly notified and advertised.
- (ii) They are required to fill out the form in their own handwriting.
- (iii) The agreement at the back of the form must be signed by the applicant as well as by the parent or guardian.
- (iv) They are required to attach the attested photocopies of the following documents with the form.
 - (a) Matriculation / O-Level Certificate
 - (b) Detailed Marks Card of Intermediate /A-Level Certificate
 - (c) Equivalence Certificate (IBCC)
 - (d) Character Certificate from the institution last attended.
 - (e) Copies of CNIC of the applicant and Father/Guardian
 - (f) Monthly Income Certificate of Father/ Guardian
 - (g) Domicile Certificate
- (v) All the applicants are required to bring Entry Test Slip, Receipt of Form, one attested photograph with them at the time of Entry Test and Interview.
- (vi) After the display of merit list, all the selected applicants are required to bring the original documents, one set of attested photocopy of these documents and four photographs at the time of depositing the dues.
- (vii) The selected candidates will be admitted provisionally and the 'Verification Committee' will confirm admission after the verification of the documents. If at any stage, after the admission, it comes to the knowledge of the authorities that the documents presented by the applicant are fake or there is a misstatement or clerical error in the documents, his/her admission will be cancelled.
- (viii) With the objective of ensuring the integrity of students' record, the institute shall require each student to provide his/her complete legal name along with the father's name in the Application for Admission and on the Registration Form for Convocation. However, while printing the name, including the spelling, of the student and his/her father on the Final Transcript as well as on Degree, the following documents will be relied upon in the order of precedence prescribed here below:
 - a) Secondary School Certificate issued by the BISE
 - b) Equivalence Certificate issued by the IBCC on the basis of O-Level
 - c) Equivalence Certificate issued by the IBCC on the basis of:
 - (i) O-Level/A-Level (Combined)
 - (ii) High School Diploma/any other certification³
- (ix) On application the institute may allow change in Name/ Father's Name of a bonafide student on production of Decree of the Civil Court of Pakistan in original, or revised Secondary School Certificate issued by the BISE. In accordance with the change it is also mandatory for such student to provide:
 - a) a copy of revised Higher Secondary School Certificate and;
 - b) a copy of revised CNIC

However, the students who have been admitted on the basis of their Equivalence Certificate of O-Level/A-Level shall be required to provide the revised Equivalence Certificate issued by the IBCC.⁴

³ Added in the 5th meeting of the Senate held on 17 March, 2016.

⁴ Added in the 5th meeting of the Senate held on 17 March, 2016.

7. Registration

After the payment of dues, the students shall be registered by the Registrar and the Registration No. shall be allocated on the following pattern:

Main Campus;	11-B/PIFD/001-1000
Constituent Colleges:	
COFD, Faisalabad	11-B/PIFD-F/1001
COD, Hala	11-B/PIFD-H/2001
COFD, Islamabad	11-B/PIFD-I/3001
COD, Multan	11-B/PIFD-M/4001
COD, Peshawar	11-B/PIFD-P/5001
COD, Quetta	11-B/PIFD-Q/6001

The record of all the registered students shall be maintained in prescribed manner.⁵

8. Fee Concession

The deserving and needy students are granted financial assistance in the form of 100%, 75%, 50% and 25% waiver in tuition fee only. All the cases of financial assistance shall be processed through 'Financial Assistance Committee' duly constituted. The concessions are granted for one semester only but continue on the condition that the performance and the behavior of the students are satisfactory.

9. Fee Concession on Kinship Basis

As per practice in all Government Institutions including public sectors universities, half fee concession on Kinship basis may be granted to younger sisters/brothers.⁶

10. Refund of Fee Policy

The fee once deposited is non-refundable except for the refundable amount of Library security. However, mentioned below the 'National Level Fee Refund Policy at Higher Education Institutions of Pakistan' as circulated by the HEC, Islamabad vide letter No. 10-1/HEC/A&C/2012/94 dated September 11, 2012 is also applicable:

Percentage (%) of Tuition Fee	Timeline for Semester
Full (100%) Fee Refund	up to 7th day of commencement of classes
Full (50%) Fee Refund	from 7th to 15 th day of commencement of classes
Full (0%) Fee Refund	from 16th day of commencement of classes

From 16th day of commencement of classes if a student at any stage intends to quit his/her studies, he/she may apply for refund of Library security only.

⁵ Amended in the 7th meeting of the Syndicate held on 24 August, 2013 and endorsed by the Senate in its 3rd meeting held on 15 December, 2014.

⁶ Added in the 4th meeting of the Academic Council held on 10 December, 2012 and endorsed by the Senate in the 2nd meeting held on 16 May, 2013.

11. Migration Policy:

Migration from one constituent colleges to another or to the main campus Lahore may be allowed after successful completion of Foundation Year Studies only on the following grounds;

1. Transfer of parents
2. Shifting of residence of parents
3. Any other un-avoidable circumstances
4. Availability of vacant seat
5. Grades/GPA acceptable to the Department Concerned.

“The same conditions are applicable to the students applying for migration from other universities subject to the condition that they have minimum 550 marks in Intermediate and have studies and successfully completed the similar courses of Foundation Year.”⁷

12. Dual Degree:

PIFD full time enrolled students are not allowed to be enrolled in any other study program of other universities / institutions simultaneously.⁸

13. Re-admission Policy:⁹

1. The student may apply for re-admission who has been admitted and registered in Foundation Year Studies in last year / session after paying the requisite dues but could not continue his/ her study on the following grounds:
 - a. He/ she left the Institute for whatsoever the reason dropped / struck off / left
 - b. His/ her admission was cancelled due to failure in Intermediate / A-Level / High School Diploma / Home Economics or he / she does not fulfill the requisite admission criteria as per PIFD admission regulations.
2. The dues paid in last Year / session shall not be transferrable / adjustable for re-admission.
3. Appearance in the interview is compulsory for the students intending to seek re-admission, admission test will be exempted.
4. The student will be admitted afresh from the 1st semester of Foundation Year and a subsequent allocation of department will be made as per previous practice / policy.
5. Students who wanted to improve GPA/ CGPA to get allocation of their desired department are eligible for re-admission, however they will be considered afresh as stated above.

⁷ Added in the 5th meeting of the Academic Council held on 21st February, 2013 and endorsed by the Senate in the 2nd meeting held on 16 May, 2013.

⁸ Added in the 4th meeting of the Senate held on 4th August, 2015.

⁹ Added in the 31st meeting of the Academic Council held on 3rd and 11th October, 2019 and endorsed by the Senate in the 10th meeting held on 27th October, 2020.