

PREFACE

The 'Student Handbook' is a compendium of 'Rules and Regulations' published with the objective to facilitate the students enrolled at Pakistan Institute of Fashion and Design (PIFD). The Student Handbook provides answers to all the queries of students and parents that they may have about student affairs and the scheme of studies at PIFD.

All future amendments, changes and additions in these rules and regulations would be inserted in the binder during the current academic year. Important information would also be communicated to the students through notices placed on the notice boards.

The main objective of this Handbook is to regulate the academic life of students in a highly disciplined manner.

All students are required to comply with these rules and regulations in all respects. Serious notice will be taken on any breach of rules and regulations which may lead to loss of any financial assistance provided by the Institute or expulsion from PIFD.

If a Handbook is lost, student will be charged PKR 200/- for a new copy.

For suggestion or clarifications on the content of this Handbook, please contact the office of the Registrar at +92-42-99232951-57 Ext-107, or email at: registrar@pifd.edu.pk

Registrar

PIFD

STUDENT HAND BOOK 2019-2023

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Pakistan Institute of Fashion and Design

1. INTRODUCTION

Pakistan Institute of Fashion and Design, Lahore is chartered by the Government of Pakistan, with Degree Awarding status vide the Pakistan Institute of Fashion and Design Act, 2011, (Act No. X of 2011 dated 4th May, 2011) and is duly recognized by Higher Education Commission (HEC) of Pakistan. Major academic policies of PIFD are in full accord with the requirements of HEC.

2. PHILOSOPHY

Pakistan Institute of Fashion and Design (PIFD) seeks to produce graduates who are able to combine design capability with manufacturing dexterity to create products that are not only functional but also aesthetically pleasing and beautifully formed. It equips the students with necessary management and marketing tools in order to promote these products in the markets around the world. PIFD endeavors to create a new generation of designers, entrepreneurs and highly skilled youth to cope with demands of the new millennium.

3. VISION

PIFD aims to be a Specialist Design Institute, catering to the demands of the industry.

Its goal is to provide a comprehensive design education that focuses on the relationship between the designed products and the consumer.

It aims to be the platform where individuals can pursue challenging career options in the field of design.

4. ACADEMIC PROGRAMMES

PIFD offers the following BS/ B. Des 4-Year Degree Programmes under four Faculties. The admission is granted to all the eligible candidates after qualifying entry test and interview in the Foundation Year Studies comprising of two semesters.

These four-year intensive programmes expose students to study of design both in theory and practice. The courses include a broad spectrum of skills which enable the students to identify design tools and develop innovative design ideas. The core feature of these degree programmes include exciting opportunities to experiment, investigate, explore and evaluate.

1. Faculty/ School of Fashion Design

4-Year Degree in Bachelor of Design (Fashion Design)

2. Faculty/ School of Fashion Marketing and Promotion

4-Year Degree in Bachelor of Studies (Fashion Marketing and Merchandising)

3. Faculty/ School of Textile Design

4-Year Degree in Bachelor of Design (Textile Design)

4. Faculty/ School of Accessories and Products

4-Year Degree in Bachelor of Design (Jewellery Design and Gemological Sciences)

4-Year Degree in Bachelor of Design (Furniture Design and Manufacture)

4-Year Degree in Bachelor of Design (Leather Accessories and Footwear)

4-Year Degree in Bachelor of Design (Ceramic and Glass Design)

5. REGISTRATION PROCEDURE

The selected candidates, on the basis of Entry Test and Interview, are admitted provisionally. The Verification Committee confirms admission after verification of educational and other required documents.

(i) Students are required to get their registration number at the beginning of first academic year from Registrar Office after payment of dues.

(ii) Students are allocated registration number section wise before commencement of classes. Registration numbers and section once allocated would not be changed.

(iii) If (at any stage after the admission) it comes to the knowledge of the authorities that the documents presented by the applicant are proven to be fake or there exists a misstatement or clerical error in the document, his/ her admission will be cancelled.

(iv) Provisional admission may be granted to the result awaiting students. PIFD reserves the right to cancel admission of such students who fail to provide result intimation and Equivalence Certificate issued by IBCC within given time in the undertaking furnished at the time of registration and payment of dues.

(v) PIFD full time Enrolled Students are not allowed to enroll in any other study program (morning or evening) of other universities/institutions, simultaneously.

6. FEES

The scale of fees and other charges are notified by the Institute. A detailed break- up of the fee for Financial Year 2021-22 is as follows:

Admission/ Registration Fee (once at the time of admission)	15,000
Security Deposits (Refundable) (once at the time of admission)	15,000

Tuition Fee	129,360
Medical Fee	1,000
Others (Library & Workshop Fee)	2,000
Examination Fee (per semester)	1,000
Endowment Fund (once at the time of admission)	5,000

PIFD reserve the right to increase fee after decision by the competent authorities/ statutory bodies.

* Adjustable Withholding Tax on Total Fee would be charged as per Government Rules.

Hostel Charges

Hostel Security (Refundable) (once at the time of admission in hostel)	2,000
Hostel Accommodation Charges (Non AC) per semester	72,000
Hostel Accommodation Charges (furnished with AC, TV & Refrigerator) per semester	120,000
Hostel Mess Charges per month (To be deposited to the Cashier, PIFD)	5,500
mess charges will be increased upto 5% on an annual basis	
Extra temporary charges to purchase disposable boxes	630

Transport (Day Scholars)

Transport Charges per semester	42,000
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The total fee of one semester may be divided into three installments for student's convenience in exceptional cases.

Students have the ultimate responsibility for arranging Institute fees/ dues. The Institute may require a declaration or affidavit from the students and their guardians/ parents or sponsors guaranteeing payment before confirming admission or at any time during the course.

Fee must be paid within the time mentioned on challan form. Late fee fine shall be charged at PKR 100/- per day subject to maximum of PKR. 5000/- per each semester separately. Students who fail to pay their fee in the stipulated time will not be allowed to sit in the classes after due date and will not be allowed to appear in their mid-term and final-term examinations. Such students may be asked to re-register themselves to enroll at PIFD after payment of registration fee as prescribed.

6.1 Refund of Fee Policy

PIFD has implemented the National Level Fee Refund Policy at Higher Education Institutions of Pakistan circulated by Higher Education Commission; vide letter No. 10-1/HEC/A&C/2012/94 Dated: 11th September, 2012 And the same was revised vide HEC Letter No. 10-1/HEC/A&C/2015/6542 dated 7th December, 2015 for registered students.

Percentage (%) of Tuition Fee	Timeline For Semester/Trimester System
Full (100%) Fee Refund	Up to 7 th day of commencement of classes
Half (50%) Fee Refund	From 8 th -15 th day of commencement of classes
No (0%) Fee Refund	From 16 th day of commencement of classes

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

Non-registered students who apply for refund of fee due to cancellation of admission or otherwise, before the commencement of classes may get the full refund as per receipt.

Percentage of fee shall be applicable on all components of fee, except for security and admission charges.

Timeline shall be calculated continuously, covering both weekdays and weekend.

6.2 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.

7. FINANCIAL ASSISTANCE

It is mandatory for the candidates to pay full fee of the first Semester within due date as financial assistance is not provided in the first Semester.

Students and their families may experience financial difficulties. Therefore, it is crucial that expenditure over the academic year is planned in advance. It is our endeavor to provide access to quality education.

The Institute has a limited range of bursaries to support those students who come from lower income families. The Institute grants financial assistance on the basis of demonstrated financial need to deserving students, from 2nd semester onwards. There are no academic, athletic or merit-based awards. "Financial Assistance" will be for one semester and this fee waiver/ concession is applicable only on the tuition fee. A student will pay all payments and fines in whole and no exemption will be granted. Financial Assistance in terms of Half Tuition Fee is granted on kinship basis to the real brother or sister.

7.1 How to Apply

Students are required to submit an application when announced. The application form must be properly filled and attached with the required documents such as income, expenditure

and tax return etc. The financial assistance forms are available at the Course Coordinator's Office of each department. Due date for the submission of financial assistance application will be notified on notice boards. Late submissions will not be entertained.

7.2 Application Review

Financial assistance cases are reviewed by a committee duly constituted. Based upon the information submitted in the application, the committee assesses the survival need of the student. Incomplete applications will not be entertained.

7.3 Funding from Other Sources

There are a number of external sources of funding (grants and loans), which students may access. In such cases, the Institute will assist in any way it can; full information is only available directly from the sources concerned. The student's eligibility is a matter between the student and the concerned source.

7.4 Financial Assistance Disbursement

Financial assistance is automatically adjusted by the PIFD accounts office against tuition fee if the application is approved. No amount is disbursed directly to the student.

7.5 PIFD Financial Assistance Programme

PIFD provides financial assistance to deserving students. They can apply through the office of Treasurer, PIFD. The Institute has limited range of bursaries to support those students who come from lower income families. The Institute grants financial assistance on the basis of demonstrated financial need to deserving students, from 2nd Semester onwards. Financial Assistance will be for one semester and this fee waiver/concession is applicable only on tuition fee. A student will pay all payments and fines in whole in any case and no exemption will be granted. Financial Assistance in term of Half Tuition Fee is granted on kinship basis to the real brother and sister.

7.6 HEC Need Based Scholarship Programme

Introduction

Higher Education Commission (HEC) aims to elevate the socio-economic position of the needy and deserving students by providing access to quality education through need-based scholarships. Government of Pakistan has duly acknowledged the financial constraints barring students from acquiring higher education and allocated substantial funds for the improvement of education.

Objectives

The objectives of the programme is to provide an opportunity for talented students especially from remote and rural areas of Pakistan (FATA, Khyber Pakhtunkhwa, Southern Punjab,

Baluchistan and Northern Sindh), are academically qualified, yet financially needy Pakistan students, to continue university studies in selected partner universities of Pakistan.

7.7 Ehsaas Undergraduate Scholarship

Introduction

Higher Education Commission (HEC) and Benazir Income Support Program (BISP) has entered into an agreement with the objective of working together to support the merit and need-based scholarships as “Ehsaas Undergraduate Scholarship Project” for the qualified students from low income families, disadvantaged groups, and under-served regions to complete undergraduate studies (four-five-year Bachelor programs) from public sector Higher Education Institutions (HEIs) of Pakistan, Azad Jammu & Kashmir, and Gilgit Baltistan.

Objective

The principle objective of the Ehsaas Undergraduate Project is to provide assistance to the maximum number of students who have secured admission to the universities in various disciplines having lack of financial means to continue their studies. The Project shall provide an opportunity for talented students who are penurious and are incapable of meeting education costs at higher education institutions.

7.8 National Endowment Scholarship for Talent (NEST)

Introduction

National Endowment a public sector non-profit organization. NEST is providing financial assistance for deserving and talented students who are unable to pursue higher education due to financial constraints. This is in line with the Government Policy for providing vertical mobility to the most vulnerable segments of Society. The Scholarships will be awarded for various levels of education.

Objectives

The objective of the Program is to provide scholarships to the deserving and talented students in the field of arts, Design & Culture subjects to promote arts and cultural of our economy.

These Scholarships are available in Pakistan Institute of Fashion and Design (PIFD).

7.9 Punjab Education Endowment Fund

The Punjab Education Endowment Fund (PEEF) scholarship is also available for students of PIFD.

8. STUDENT IDENTITY CARD

The Student Identity Card is the student's passport to the Institute premises. The students must wear **Fully Vaccinated Card** in the classes, the library, studios, workshops and computer labs. **For this purpose, he/she has to submit Immunization Certificate for Covid-19 for its (Fully Vaccinated Card) preparation.** Students are required to keep it handy and show it on demand. In case of loss, a duplicate card may be provided on payment of prescribed fee.

The Student Identity Card is valid for four-year academic session and must be returned to the Course Coordinator on completion of the session or completion of the course to get the final Official Transcript and the refund of security deposits.

9. DRESS CODE

All the students must adhere to the 'Dress Code' within the Institute. Failure to comply may result in the imposition of certain fine or direction to leave the PIFD premises.

9.1 Female Students

Knee length Kameez / short or long sleeve, Shalwar and Dopata/ Scarf. OR

Trousers/ Jeans/ Pants with knee length Shirt/ short or long sleeve and Dopata/ Scarf.

Girls are not allowed to wear sleeveless dresses, fitted t-shirts, caprie, short tops, and torn jeans.

9.2 Male Students

Male students must be in presentable dress.

Short trousers, night suits and slippers are not allowed.

10. CHANGE OF ADDRESS AND CONTACT

Students are required to provide current information regarding their personal details to the 'Registrar Office' and respective department in case of any change. Change of address (current and permanent) or telephone number, must be informed immediately. This is both a regulation and a courtesy required in case of emergency.

11. SERVICES AND FACILITIES

The PIFD campus has spacious studios, lecture halls, technical labs, workshops, an exhibition hall, amphitheater and auditoriums. Administration blocks, public areas, canteen and basic amenities have been carefully planned.

11.1 Library

Library is an integral part of the learning process and comprises a wide variety of materials relevant to the needs of students and staff. The library contains a large collection of books and journals as well as a range of audio-visual materials such as video and slides etc. Special emphasis is placed on using new technology such as multimedia and internet. Access of HEC Digital Library

and internally developed Electronic library is also available as per need of the current era. The Library staff ensures all help and assistance to students and staff so as to enable them to make the best possible use of the available resources within.

Students are expected to treat the 'Library' collection with great care as the Library materials can easily be damaged. Nothing should be torn from the books or magazines. Any abuse of the material will lead to formal reprimand and students may be asked to cover the cost of damage. Extra care is expected when photocopying, to destroy the spines. The library is for quiet study, therefore this should be respected, and every endeavor should be made to maintain its decorum.

A student is allowed to borrow two books for duration of two weeks. If a book is required for more than two weeks, the student is required to get the book re-issued for further time period. In case of not returning books to the library on due date a student is charged fine of PKR 20/- per day on general books, while PKR 100/- per day is charged on reference books. Library hours during semester time are 8:30 am to 4:30 pm, Monday to Friday. During vacations, the Library is open from 9:00 a.m. to 2:00 p.m. (Monday to Friday).

11.2 Computer Lab: CAD/ CAM & Internet

The computer lab is a centralized facility for all enrolled students of PIFD. It provides general and specialized computing facilities. A range of appropriate softwares are provided to the students. Apart from classes, the computer lab is available for use as an essential academic support facility where students can research, prepare presentations, print projects etc. Help and assistance may be sought from computer staff when required. Documentation on the use of the systems is also available in the 'Computer Room'.

In order to protect personal data and information held on computers and word processors, if used by students in their course work or by staff as part of their duties at the Institute, it would need to be registered. Students are provided with personalized access by means of a login system. Advice and queries in this regard should be sought from the Computer Lab staff.

11.3 Media Services

Multimedia facilities are available for students engaged in audio-visual work for assignments, projects, portfolios etc. Different presentation methods are available for use such as laptops, video, computer display, slides, audio, and multimedia etc.

11.4 Cafeteria

The cafeteria located in the campus premises is open during the term time. Beverages, snacks and light meals are available over the counter on cash payment.

11.5 Photocopy

Photocopy services are available within the Institute on payment of prescribed rate. Special attention is drawn to copyright restrictions and acknowledgement of sources.

11.6 Material Shop

In order to facilitate students, a material and stationery shop is available in the campus. This shop is adequately stocked with design tools and materials required for class projects and assignments.

11.7 Digital Café

An on campus digital café for students is under process of completion. This café will be a leisurely hub for internet surfing.

11.8 Lockers

Student lockers are available in the Institute, which are allocated by the department concerned. Due to shortage of lockers, a locker is allocated to three students of same class. Every year lockers are reallocated at the start of academic year. Students will make payment to the Institute in case of any damage caused to lockers due to misuse. Students are solely responsible for keeping their materials under lock and key. The Institute will not take any responsibility for the loss from their lockers. Students are advised not to keep cash and other expensive valuables like mobile phone, jewellery, purses, assignments etc. in lockers. Students are advised, in their own interest, to keep their goods in their allocated lockers only.

11.9 Vehicle Parking

PIFD has designated parking facilities for cars, motorcycles and bicycles. On request, students are issued vehicle stickers by Registrar office on payment of PKR 100/- for security purpose as no unauthorized vehicle is allowed to enter in the campus premises. Vehicles with stickers are allowed entry into on-campus parking area. All cars, motor cycles and bicycles must be parked in designated places. Students are instructed to cooperate with the gate staff while parking their vehicles. All parking is entirely at the owner's risk. Institute's staff has a right to check the parked vehicles for security purpose while leaving the Institute.

11.10 Students with Special Needs

Conscious of the fact that students with disabilities may face difficulties, the Institute staff will be glad to make special arrangements as far as possible. Currently, PIFD has the facility of a lift which cater people with disability or medical problem. Wheel chairs are also available.

11.11 Personal Counseling

In case of personal difficulties, students may seek advice in confidence from the Student

Counselor, Course Coordinator, a member of the teaching staff or the Vice-Chancellor.

11.12 Transportation Services

The Institute has arranged transport facility for students. This facility covers almost all corners of the city. Students requiring transport services shall apply to the Transport Office on payment of prescribed fee. Transport fees are reviewed periodically, thus, liable to change. The students, who want to cease/ abort transport service of the Institute, must submit one month notice to the concerned authorities prior to aborting the PIFD bus service. In case of abrupt decision of ceasing the facility, extra one month transport charges in addition to outstanding dues and fines, if any, will be charged from the respective student in cash or through preceding fee challan. The student wishes to resume transport facility must furnish fresh application which will be entertained on the basis of availability of seats.

11.13 Dispensary

First aid facilities are available in the Institute in case of any injury or sudden illness. There is a dispensary in the premises headed by the female Doctor/ Medical Officer to provide medical facility to the students.

12. GENERAL RULES AND REGULATIONS

12.1 Code of Conduct

At the time of enrollment, all students are required to sign a solemn undertaking to the effect that they shall observe the rules and regulations of the Institute. Rule observance is a condition for enrollment at the Institute.

Students are required to behave in a disciplined manner, and not to engage in actions which are likely to disrupt the normal working of the Institute, including actions which may interfere with or impede teaching, learning, administration or the proper activities of fellow students or members of the PIFD staff.

Strict disciplinary action will be taken against those students (Day scholars or Boarders) who get themselves involved individually, or collectively; in the premises of the Institute or hostels, in unethical and undesirable activities like rudeness, mischief, ragging and misconduct towards the students, faculty or staff.

Upon the recommendations of the committees constituted by the authorities, minor or major penalties may be imposed upon defaulters for the good of students and order of the Institute.

12.2 Punctuality

A student having less than 75% attendance in any class, will not be allowed to appear in the final term examination of the respective course. If a student who has missed three consecutive lectures in a course without any reason, a verbal or written warning from the course teacher may be given

to the student. If a student is found habitual of missing lectures in a course, he/she shall not be allowed to sit in the class without approval of the Coordinator. If a student absents himself from the department for ten consecutive working days, his/ her name shall be struck off the rolls of the department.

Attendance at the Institute is full time and students are not allowed to be engaged in any form of employment including part time and casual work. The entire course of study at the Institute has to be continuously pursued without any gap.

Students are expected to remain at the Institute throughout their period of study, except for vacations. Punctuality is especially enforced at the Institute, as late arrival of one student causes serious disruption to the teaching learning process. It is highly discourteous, unprofessional and embarrassing, particularly, where outside faculty or guest lecturers are involved. Late arrival after ten minutes will be marked absent. Student attendance in lectures, tutorials, seminars, studios, workshops, field visits and other course activities is compulsory.

12.3 Early Leave from Institute Premises

Students must obtain leave of absence if they require time off during normal Institute schedule. No student is allowed to leave the campus premises during routine timings without getting permission from authorities.

Gate staff has the right to stop students leaving campus premises during routine time without written permission. The students are required to submit written permission to gate staff. Leave for more than one day on account of illness would require a certificate from a registered medical practitioner.

Absence without permission will result in a formal warning and protracted absence may lead to disciplinary procedure and expulsion from the Institute. One semester missed for any reason will be considered equivalent to one year and the student will have to join from the next calendar year in the same semester.

12.4 Absence

A fine of PKR 200/- per studio class or a class based on theory or full day shall be payable by the students for absence. Grant of Leave will exempt the fine but leave will be counted as absence from class.

Absence without permission will result in a formal warning and protracted absence may lead to disciplinary procedure and expulsion from the Institute.

12.5 Leave Rules

Leave application will not be entertained by the Institute administration after the lapse of three days from the date of leave. All students are instructed to submit applications within this deadline

and in case of medical leave; medical certificate should be attached with the application. The parents or guardian must sign leave applications.

Students are advised to observe leave rules while filing leave application so that no delay is caused. Granted leave will make the student eligible for late submission of assignments.

12.6 Ownership of Coursework

All coursework assignments, examination submissions and project work remains the property of the Institute unless otherwise specifically notified. However, the Institute rarely retains normal design work produced by the students for any length of time, for exhibitions or permanent collection of the Institute.

12.7 Freedom of Speech

As a professional and academic institution, PIFD is committed to freedom of enquiry; to test received wisdom; to put forward new and unconventional ideas without jeopardizing career prospects; to rational resolution of disagreements; and, to maintain the Institute as a place within which opinions can be debated without threat of violence or intimidation. The use or threat of violence to suppress opinions constitutes a disciplinary offence.

It is essential to recognize that freedom of speech does not extend to acts of threat, abuse, incitement to violence or religious or ethnic hatred and other such acts. These would be perceived as disciplinary offences.

12.8 Misuse of Social, Print and Electronic Media

No student enrolled at PIFD is allowed to ridicule the Institution, faculty, staff or any other student on Social, Electronic and Print media. This also includes giving interviews or writing in newspapers or magazines. If a student is found doing the above, strict action will be taken by the Disciplinary Committee against such incidents which can also mean suspension or termination from the Institute.

12.9 Harassment or to Create a Threatening or Intimidating Environment

Ethnic or religious harassment may be defined as ethnically or religiously explicit derogatory or discriminatory remarks which are offensive to the person involved, or cause the person feel threatened, humiliated, patronized or insulted. It needs to be mentioned that sometimes an individual may experience utterances that may be ethnically or religiously offensive, even though the person making the remarks had no such intention. Therefore, conscious understanding about the hidden practices and language is necessary. Where a remark is actively or obviously intended to be offensive, then the Institute considers that a disciplinary offence has been committed.

The Institute considers sexual, ethnic, religious or any other form of harassment as an unacceptable and discriminatory practice and offence, which will be dealt with under the relevant

agreed disciplinary procedure.

Sexual harassment may be defined as: repeated and unwanted verbal or physical advances; sexually explicit or derogatory remarks which are offensive to the person involved; which may cause the person feel threatened, humiliated, patronized or harassed or which interfere with a person's privacy.

All cases related to sexual harassment will be reported to the 'Disciplinary Committee' in writing. The 'Disciplinary Committee' will inquire into the complaints as per procedure provided in the Statutes of Sexual Harassment of PIFD.

12.10 Health and Safety

The Institute is required to conform to the legal requirements and recommendations on health and safety at work. Maintenance of a high standard of safe and healthy working conditions is the responsibility of staff and students alike. The students are required to observe rules and regulations, at a general as well as specific level, and to cooperate with staff in this regard. First aid is provided by the Medical Officer of the Institute's Dispensary in case of emergency.

12.11 Smoking

Smoking is an addictive habit, which causes serious and fatal illness and is particularly associated with lung failure and heart diseases and is simply not a matter of individual taste. The Institute has banned smoking, to protect non-smokers from passive smoking and safety reasons. Smoking is prohibited in all areas of the campus.

Smoking at the campus is included in the category of gross misconduct and requires strict disciplinary action including heavy fine of PKR 10,000/-.

12.12 Anti-Drug Policy

Higher Education Commission of Pakistan has launched the Anti-Drug Policy (Drug and Tobacco Abuse) in Higher Education Institutions of Pakistan which has been adopted by the Pakistan Institute of Fashion and Design, Lahore. This Policy aims at eradicating drug abuse which expects "Zero Tolerance" towards any kind of drugs which is destroying the future of Generations.

12.12 Litter, Food and Drink

All litter must be placed in bins provided in the concourses, classrooms, laboratories, workshop, studios, library, computer room, toilets and corridors. Food and drinks are not permitted in the classrooms, laboratories, workshops, studios, library, computer rooms, Institute canteen etc. Since it constitutes a health, safety and litter problem, food and drinks must be consumed in the canteen. A fine will be charged if student is found eating in classrooms or Institute vehicle.

12.13 Safe Use of Apparatus and Equipment

Students are expected to conform exactly to the instructions given on the safe use of apparatus and equipment. Apparatus and machinery must not be used except under supervision or permission of the teaching staff. Heavy or dangerous equipment must not be moved except under direct instructions and personal supervision of the Institute staff. Students must adhere to the signs and instructions associated with diverse machinery, equipments and facilities within the premises of the Institute.

12.14 Protective Clothing

Protective clothing including gloves and spectacles must be worn where practical work is of a kind which requires students to wear it. Obviously, students must not wear these in lecture theatres, classrooms, canteen or other public areas.

12.15 Fire Precautions

It is necessary that all students familiarize themselves with procedures to be followed in case of fire. Above all, students must obey immediately any instructions issued by the 'Emergency Service' or Institute officials during any alert.

12.16 Mobile Phone

In class, students are not allowed to keep their cellphone 'ON'. Teacher has a right to ask the students to leave the class if they are found using the phone. PKR 1000/- will be charged as fine.

12.17 Tape Recorder/ Radios

Radios and audio players with personal headphones may be permitted in the studios by the teacher but cannot be used with speakers at any time. Audio players can be used with speakers after permission from the teacher.

12.18 Visitors' Access

Visitor's access to the campus premises is restricted and for such purposes permission of the Registrar is required. Students are expected strongly to discourage visitors; friends and relatives from visiting them on campus as such visitors may not be allowed to enter the premises of the Institute. Visitors are required to register their name in the Visitor Register placed on the main gate when they arrive.

12.19 Personal Property

Personal belongings are brought into the Institute premises at the owner's own risk. The Institute is not responsible for any loss or damage to personal property or belongings of students.

12.20 Breakage and Damages

All breakage and damages to Institute buildings, electric equipment, machinery, furniture or other property must be reported, as soon as the student becomes aware of it, to the teaching staff, security staff, maintenance staff or the administration office. If students are responsible for any such damage, either through negligence or other reasons, they are expected to make good or pay for the loss, the value of which will be assessed by the Institute.

12.21 Removal of Institute's Property, Apparatus or Equipment

No property, apparatus or equipment of PIFD can be removed from the campus premises. The written permission from the Vice-Chancellor is required by the students before any such articles can be taken out and receipt must be handed over to the gate staff for the custody of such property.

12.22 Exclusion from Classes or Institute Premises

If a student is found showing no interest in class work or refuses to comply with the given set of instructions, he/ she may not be allowed to sit in class or be asked to leave the classroom, laboratory, workshop, studio, computer lab, library, canteen or any other part of the campus premises. The continued display of inappropriate behavior of such student may harm the proper running of the class or safety of other students or any other reason which in view of the teacher or official of the Institute warrants such action. The matter may be referred to the Vice-Chancellor who will determine if any disciplinary proceedings need to be invoked.

12.23 Late Submissions

Students are required to submit their assignments (practical, theory and workshop) on time. Same submission deadline will be allotted to every student. In case any student is unable to submit the assignment on time, following rules will be applied:

One day late, 25% marks will be deducted from obtained marks.

Two days late, 50% marks will be deducted from obtained marks.

Three days late, 75% marks will be deducted from obtained marks.

After three days, assignment will not be accepted. In case of leave, student can submit the assignment in consultation with the concerned faculty upon return from leave. If assignment deserves passing grade, only pass percentage will be given.

13. ORIENTATION DAY

In the beginning of an academic session, an "Orientation Day" for 1st Semester students is arranged to familiarize the admitted students with the courses, semester system and the degree requirements.

14. TEACHING AND LEARNING PLATFORMS

A wide range of teaching and learning methods are employed at PIFD. The following are some of the different learning environments in which students may find themselves.

(i) **Lectures** – these will vary enormously from lecturer to lecturer and there may be students from more than one class. Students will need to develop ways of effectively taking notes.

(ii) **Studio and Workshop** – are an integral and essential part of the course. During studio and workshop work, guidance or tutorials to individuals and small groups may be provided to support and supplement the work.

(iii) **Seminars** – are usually group discussions in which students have the opportunity to discuss ideas. Students are encouraged to contribute freely to such discussions, but prior preparation may be needed so that relevant things are discussed.

15. TUTORIALS

There may be subject tutorials to be conducted in small groups to identify particular issues with regard to special subjects or informal sessions often conducted on a one-to-one basis and concerned with looking at individual learning needs, study problems and possibly any difficulties encountered in other areas of life as a student. It is important that tutorials are seen as appropriate means of managing the learning process and to identify areas of concern before they turn into major worries.

The aims and objectives of the course are delivered in a way to develop and master the essential work skills and appreciation while promoting independence, creativity, self-reliance and teamwork. It is the responsibility of the students to ensure their preparedness in each lecture, studio, workshop, seminar or tutorial to make learning more productive.

The teacher will advise students on study skills – practical matters concerning the presentation of coursework, including the ethics, format and the rules of professional behavior.

16. PLAGIARISM

Students are reminded that all work conducted as part of the Institute's course requirements, assignments, projects or examinations and thesis must be an expression of students' own ideas and judgments. Plagiarism, that is the presentation of another person's work without giving due credit to the author's thoughts or words as though they were those of the student, must not take place, in assignments carried out in the student's own name. The use of another person's ideas, images or judgments must be clearly identified with full reference to their source in proper form; unless clearly identified, such usage constitutes plagiarism. The failure to observe these rules may result in an allegation of cheating and PIFD reserves the right to take action. Students may consult the teaching staff if there are any doubts regarding what is permissible.

17. PIFD SEMESTER REGULATIONS (FOR UNDERGRADUATE DEGREE PROGRAMME)

17.1 Introduction

Following are the guidelines, procedures, rules and regulations to be administered by all the departments running Semester System.

17.1.1 In the beginning of each academic session an “Orientation Day” shall be arranged to familiarize the admitted students with semester system and their degree requirements.

17.1.2 A copy of printed Semester Regulations and a Student Handbook shall be made available in all the departments as well as the Library for guidance.

17.1.3 The regulations inscribed here are subject to amendment/ change and repletion by the Competent Authority.

17.1.4

(i) Students/ employees of PIFD are not allowed to ridicule the Institution, Faculty, Staff and Enrolled Students on Social, Print and Electronic Media. Also, the PIFD Employees are not allowed to share their Personal Social Media Accounts (Facebook, Twitter, etc.) with Enrolled students.

(ii) PIFD full time Enrolled Students are not allowed to enroll in any other study program (morning or evening) of other universities/ institutions, simultaneously.

17.2 Uniform Academic Calendar

17.2.1 There will be two semesters in an academic year; Fall and Spring. Fall Semester will normally start in September/ October and; Spring Semester will normally start in February/ March.

17.2.2 Summer Semester

(i) Summer Semester will be offered as an optional semester of 08 - 12 weeks duration. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 09 credit hours during summer.

(ii) Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/ her grade is allowed to register in summer.

(iii) A student will only be allowed to register courses up to 09 credit hours for remedial work on the recommendation of Course Coordinator.

(iv) The contact hours per week during the summer semester will be doubled to ensure that the course is completely taught in summer semester with half of the duration as compared to a regular (Fall/ Spring) semester.

17.3 Admissions

Admissions to various degree programs, under semester system, shall be governed by the Admission Policy laid down by the Institute.

17.4 Organization of Teaching

17.4.1 Teaching in each department shall be organized through courses specified by lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, project, internship, or any other method of instruction approved by the Institute.

17.4.2 Teaching in each department shall be conducted by the teachers or such other persons as may be declared to be teacher by the Institute.

17.4.3 The teacher shall deliver course outlines to the students at the beginning of the semester and shall share a copy of the detail of course outlines and work plan to the Chairperson/ Coordinator of the Department.

17.4.4 Each teacher shall maintain his/her Course File comprising of the following:

- (i) Course contents to be taught during the semester
- (ii) Mid Term and Final Term Examinations schedule
- (iii) Grading Policy
- (iv) Record of Sessional, Mid Term and Final Term Examinations
- (v) Weekly teaching schedule
- (vi) Students' attendance record

17.4.5 English shall be the medium of instruction and examination in each discipline except otherwise specified.

17.5 Courses and Scheme of Studies

17.5.1 The curricula and schemes of studies of various degree programs shall be developed and recommended by the respective Boards of Studies for approval of the Competent Authority. Such curricula and schemes of studies shall become effective from the date of approval by the Academic Council on the recommendations of the Board of Studies or any other date as determined by the Competent Authority.

17.5.2 A student shall normally be required to take the prescribed courses of 12-18 credit hours work load offered by the Department in each semester. However, in special circumstances, he/she can add/ withdraw a course(s) with prior approval of the Chairperson/ Coordinator. The permission must be obtained at least fifteen days from the commencement of the semester.

17.5.3 The students shall pursue the notified scheme of studies to be approved by the Competent Authority from time to time.

17.5.4 No student shall take any course unless he/she has qualified the pre-requisites for it as determined in the curriculum.

17.5.5 Re-organization of courses according to the requirements or availability of teaching faculty in the Department shall be permissible during the session provided that students shall be informed well before the commencement of the semester concerned.

17.6 Course Code and Credits

17.6.1 Each course shall be assigned credit hours. The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right side) digit represents the studio/practical. Thus 3(3-0) means three credit hours of theory only, while 4(3-1) means a total of four credit hours, of which three are reserved for theory and one credit hour is for studio/practical work.

17.6.2 For undergraduate degree program involving practical/ studio/ field work, there will be a minimum of 15-18 credit hours for practical / field work. In all other cases, a minimum of six credit hours research project will be offered in last two semesters of the program.

Internship of at least One Credit Hours will be mandatory which will be offered in Summer Semester after sixth Semester. This will be declared as s Compulsory Summer Semester. Every student must Pass the Internship and if he/ she fails, he/ she will be allowed to enroll for Internship in subsequent summer semester within residential requirement.

17.6.3 Each Board of Studies shall assign and prescribe the course codes, credit hours and work load up to a maximum of eighteen credit hours for each semester for a given scheme of studies.

17.6.4 Course codes shall be divided into two parts i.e., letters and digits.

Letters

Two to four characters representing the course of the subject concerned, for example:

Pattern	PAT
Draping	DRP
Pakistan Studies	PKST
Islamiat/ Islamic Studies	ISL
Drawing	DRW
English	ENG

Digits

There shall be three digits, among which the 1st shall represent the relevant year, whereas 2nd and 3rd shall represent the sequence of courses. Provided that pre-requisite course may be assigned zero and introductory course one and so on.

Example

COURSE	YEAR	SEMESTER	DIGIT	COURSE CODE	CREDIT HOURS
ENG	1 st	I	100	ENG-101	3(3-0)
DRP		II	100	DRP-113	4(3-1)
ENG	2 nd	III	200	ENG-201	3(3-0)
TXT		IV	200	TXT-212	2(2-0)
PAT	3 rd	V	300	PAT-305	3(1-2)
DRW		VI	300	DRW-316	3(3-0)
MCD	4 th	VII	400	MCD-412	3(3-0)
CSC		VIII	400	CSC-422	3(1-2)

17.7 Attendance

17.7.1 A student having less than 75% attendance in lectures and practical/ studio (if applicable) separately shall not be allowed to take the Final Term Examination of the course. The Department shall notify the list of such students at least one week before the commencement of Final Term Examination.

In case the Courses are interlinked for the exam, the students will be allowed to appear in the exam in which his/ her attendance is less than 75%, but the exam of that particular Course will be marked zero.

17.7.2 The Instructor/ Class Teacher may report a student's absence in writing to the concerned Dean/ Head of Department and student will be placed on attendance probation which will be notified by the Department.

17.7.3 If a student who has missed three consecutive lectures without any reason in a course, a verbal/ written warning from the course teacher may be given to the student.

17.7.4 If a student who is found habitual of missing lectures in a course, he/ she shall not be allowed to sit in the class without the approval of the Chairperson/ Coordinator.

17.7.5 If a student makes him/ herself absent from the Department for ten consecutive working days, his/ her name shall be struck off from the rolls of the Department. Such student shall not be re-admitted without the approval of the Dean concerned. The student shall have to pay the prescribed re-admission fee/ dues under intimation to the Treasurer.

17.7.6 At the end of each semester, the teacher concerned shall submit the statement showing the total number of lectures delivered and practical (if applicable) conducted by him/ her, together to the Chairperson/ Coordinator of the Department with the total number of lectures and practical (if applicable) attended by each student.

17.7.7 For a student participating and representing the Institute in sports/co-curricular activities/ exhibitions of national or international level events, as verified by the Director of sports/ co-curricular/ in-charge, the days actually spent by the student in such events shall be counted as present towards the attendance requirement.

17.7.8 If a student is required to participate in sports/co-curricular activities/ exhibitions representing the Institute, on the date/ dates of examination, arrangement will be made by the Department for holding Special Examination for him/ her as soon as his/ her sports/ co-curricular activities/ exhibitions are ended.

17.8 Withdrawal of Course(s)

17.8.1 A student may withdraw a maximum of two of the courses offered with the permission of the Department. Whereas it does not apply to first and second semesters.

17.8.2 A student may request for withdrawal of a course(s) before the start of a semester or during the semester at least 15 days after the commencement of the semester. The withdrawal of the course shall be approved by the Chairperson/ Coordinator of the Department provided that a student who has taken the Final Term Examination of a course shall not be permitted to withdraw that course.

17.8.3 Grade 'W' in the withdrawal course shall be awarded and reflected on the Semester Transcript subject to the condition that the course must be enrolled by paying prescribed fee in the following semester in which withdrawn course is offered.

17.9 Semester Freeze

17.9.1 A student may discontinue his/ her studies by seeking semester freeze during the semester before the Final Term Examination on medical grounds or circumstances beyond his/ her control with written permission of Chairperson/ Coordinator of the Department concerned subject to the condition that semester fee shall not be transferred/refunded.

17.9.2 A student may discontinue his/her studies by seeking semester freeze prior to enrollment in the second/ subsequent semester on medical grounds or circumstances beyond his/her control with written permission of Chairperson/ Coordinator of the Department concerned subject to fulfillment of condition that the student has passed the final examination of the previous semester with minimum prescribed CGPA required for academic standard of the Institute to remain on roll. The student shall not have to pay the semester fee; if deposited, the fee will be transferred to the next semester.

17.9.3

(i) A student who sought discontinuation of a semester shall have to get approval from the Chairperson/ Coordinator to rejoin the program before the commencement of the semester to be re-joined. If a student discontinues / freezes in an odd semester, he/ she can rejoin only in odd semester. Similarly, if he/ she discontinues/ freezes in even semester, he/ she can rejoin only in even semester.

(ii) Permission to repeat 8th Semester in Fall Semester

The students who have failed course(s) in 8th Semester or thesis work is not up to the mark, they shall be allowed to continue their studies / collection of work as a special case in the Subsequent Fall Semester after the payment of Registration Fee.

(iii) Courses/ Collection work for Thesis shall not be allowed to enroll in Summer Semester except for students who have completed their residential requirement and have no semester other than their last semester i.e. Summer semester after their 12th semester for Undergraduate (04 Year) Degree program with residential requirement of 12 semesters (06 Years).

(iv) Retention of Examination Material

The Institute reserves the right to retain the Thesis work of final year students for one year after Final Jury. In case of any disciplinary issue against a student, the Institute reserves the right to retain the examination material (theory and practical). During this period, students are not allowed to take collection material out of institute without prior permission of concerned faculty and Course Coordinator.

17.9.4 The Chairperson/ Coordinator of the Department concerned will notify in both the cases; the semester freeze and rejoining the program under intimation to the Treasurer and the Director Academics.

17.9.5 During the semester freeze, bonafide status of the student shall remain suspended provided that discontinuation shall not be allowed for more than two years in any case.

Re-Admission Policy:

1. The students may apply for re-admission who had 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 of / left.
 - b) His/ her admission was cancelled due to failure in Intermediate/ A Level / High School Diploma / Home Economics or he / she does not fulfil 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 student intending to seek re-admission admission test will be exempted.
- The student will be admitted afresh from the 1st semester of Foundation Year and a subsequent allocation of department will be made as 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.

17.10 Evaluation

17.10.1 In each semester, students may be required to appear in quizzes, tests, midterms, final examinations, presentations (individual/ group), group discussion, and submit projects/ assignments/ lab reports etc.

These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. This weightage may be

determined on the basis of following guidelines:

- (i) Sessional 50%
- (ii) Mid Term 20%
- (iii) Final Term 30%

17.10.2 Courses involving project/ studio/ practical/ field-work will conform to the above given marks distribution to accommodate the marks of the project / studio / practical/ field-work.

17.10.3 Sessional: Test(s)/ quiz(s)/ assignment(s)/ presentation(s)/ seminar(s) /class participation / term paper. The course teacher will decide the marks distribution according to the nature of the course according to Rule 10.1.

17.10.4 Mid Term Examination from the syllabus prescribed for the Mid Term will normally be conducted after first eight weeks of teaching during a semester. The Teacher will submit the awards as per schedule announced.

17.10.5 Final Term Examination covering the full syllabus, with at least 25% of the course of Mid Term as well (if applicable), shall be held at the end of each semester.

17.10.6 The schedule of each examination shall be notified/ displayed on the Notice Board well in time.

17.10.7 The duration of examinations shall be as under:

- (i) Mid Term Examination:

Theory: One to Two Hours

Practical: Two to Seven Hours

- (ii) Final Term Examination:

Theory: One to Three Hours

Practical: Two to Fourteen Hours

(Max. Seven Hours a day)

17.10.8 Examination shall be held on consecutive days excluding holidays which means that no gap shall be allowed in the papers.

17.10.9 Question paper for Mid Term and Final Term Examinations shall be set by the respective teacher. However, Chairperson/ Coordinator shall ensure the quality and standard of the question paper set by the teacher.

17.10.10 The pass marks in each course shall be 50%. A student who fails to pass a course shall be awarded grade 'F'.

17.10.11 The script of each Examination shall be shown to the students by the concerned teacher, taken back and then forwarded to the Controller of Examinations, who shall preserve the scripts for a year. If a mistake or a discrepancy in the marking of the scripts of a serious nature comes to the notice of the Controller of Examinations, he shall take action to get it rectified in a suitable manner after obtaining proper orders from the Vice Chancellor.

17.10.12 Marks awarded by the teacher after each examination shall be displayed/ shown to the students.

17.10.13 In case a student is not satisfied with his/her award even after checking his/ her answer-book, or clarification from the teacher, he/ she may submit a written application to the Chairperson/ Coordinator of the Department for decision by the Departmental Examination Committee.

17.10.14 After holding the semester examination or otherwise provided, each teacher shall prepare the results of the Sessional, Mid Term and Final Term Examinations on the prescribed award list.

17.10.15 Teacher shall submit a copy of the award list, along with the scripts, within five days of the respective examination, to the In-charge Examinations of the Department concerned.

17.10.16 The In-charge Examinations shall present the result before the Departmental Examination Committee for consideration and approval. After deciding the appeals/ written complaints / incomplete results, if any, the Departmental Examination Committee shall approve the result for notification by the Office of the Controller of Examinations within Five days of termination of Final Term Examination. The result should show student's ID, name, marks obtained, course code, and course title. A copy of result notification shall be forwarded to all the concerned offices by the Controller of Examinations.

17.10.17 All Transcripts shall be issued by the Controller of Examinations. Each transcript shall bear the signatures of Assistant Controller Examinations, Deputy Controller Examinations and Controller of Examinations. The Transcript will show all information of the student's academic achievement i.e. Total Marks in a course, Marks obtained in each course, Quality Points of marks obtained in each course, Formula of GPA/ CGPA etc. Status of Deficiency Course (if any) shall be displayed on the Transcript. However, the marks/ result of the Deficiency Course shall not be part of GPA / CGPA.

17.10.18 Each Department/ Course Coordinator/ Teacher shall forward the final results of the students on completion of each semester's examination on prescribed Award List (after transforming into PFD File) to the Controller of Examinations through his/ her official email for tabulation / result calculation. The blank prescribed Performa (soft copy) for posting of marks will be sent by the Controller of Examinations to all Departments/ Course Coordinator/ Teacher/ University website.

17.10.19 For the degree programmes where research is optional, the students are required to submit the Thesis/ Project Report within two months from the end of final examination of the last semester. However, this time duration may be extended with the permission of the Chairperson/ Coordinator of the Department. The evaluation of the Thesis/ Project shall be made by the Jury of Examiners. Constitution of jury shall be notified with the approval of the Vice-Chancellor, before the start of the Examination.

17.10.20 Unfair Means Case (UMC) of any examination shall be dealt as per Regulations relating to Unfair Means Case in the Institute.

17.10.21 The disciplinary action shall be taken against the students involved in Unfair Means according to Regulations relating to Unfair Means Case in the Institute.

17.11 Promotion, Dropout and Re-admission

17.11.1 Promotion from First Semester to Second Semester:

- (i) A student with Grade Point Average (GPA) of 2.00 and above in the first semester shall be promoted to the second semester.
- (ii) A student with ≥ 1.50 GPA < 2.00 in the first semester may be promoted to the second semester on "Probation".
- (iii) A student with ≥ 1.50 GPA < 2.00 , not interested in probation status may be allowed to repeat the semester or opting one or two course(s) with lowest grade to obtain required GPA by paying the prescribed fee per course.
- (iv) A student with GPA less than 1.50 in the first semester shall be dropped from the first semester.

17.11.2 Promotion from the Second and subsequent Semesters:

- (i) A student with Cumulative Grade Point Average (CGPA) of 2.00 and above shall be promoted to the next semester.
- (ii) A student with CGPA 1.70 or more but less than 2.00 may be promoted to the next semester on "Probation".
- (iii) A student with CGPA 1.70 or more but less than 2.00 not interested to be awarded probation status may be allowed to repeat the semester or opting one or two course(s) with lowest grade to obtain required CGPA by paying the prescribed fee per course.
- (iv) A student with CGPA less than 1.70 shall be dropped from the semester.
- (v) A student, to be enrolled in the seventh semester, must have cleared all the courses of all previous semesters with minimum passing criteria.

17.11.3 Probation Status shall not be allowed in more than two (02) semesters for undergraduate programmes.

17.11.4 A student who has availed two probations status, and still unable to maintain 2.00 CGPA shall be dropped from the programme as well as from the Department rolls.

17.11.5 A student who fails to pass any course in three attempts shall be dropped from the programme as well as from the Department rolls.

17.11.6 In case a student did not appear in the Mid and Final Term Examinations due to discontinuation of the semester, his/ her GPA/ CGPA should not be calculated.

17.11.7 At the end of the last semester, a student who has not been required to repeat any course(s), obtains CGPA of less than 2.00 but not less than 1.90 may be allowed to repeat one or two course(s) in which he/ she has obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.00, failing which he/ she shall be dropped from the programme as well as from the Department rolls.

17.11.8 A student who has been declared to be dropped in 1st, 2nd or subsequent semester due to GPA/ CGPA less than 1.50 or 1.70 (as the case may be) may be re-admitted to the first or relevant semester with the following conditions:

- (i) The student has to pay prescribed re-admission fee in addition to regular semester fee under intimation to the Treasurer.
- (ii) Permission to re-admission shall be obtained from the Chairperson/ Coordinator.

17.12 Award of Degree

17.12.1 124 to 144 credit hours are required for undergraduate 4-Year Bachelor or equivalent Degree Programme.

17.12.2 Degree shall be awarded to those students only who have completed all the degree requirements, passing all courses specified in scheme of studies by securing at least 2.00 CGPA.

17.12.3 The Scroll of the graduates shall bear the signatures of the Controller of Examinations, the Registrar, the Vice-Chancellor, and the Chancellor.

17.12.4 The Degree shall bear the signatures of the Controller of Examinations, the Registrar, and the Vice-Chancellor, and official seal of the Institute.

17.12.5 Duplicate/ Revised Degree shall be issued as per prescribed conditions.

17.13 Awards: Gold Medal/ Roll of Honour/ Distinction in Thesis

17.13.1 Award of position, on completion of the degree programme, shall be determined on the

basis of Percentage of Marks. In case of tie between two or more students having equal Percentage of Marks, both student shall be awarded the position.

17.13.2 Students from each department, securing the highest Percentage of Marks but not less than 85% at the end of eighth semester and fulfilling following eligibility criteria, will be awarded “Gold Medal”. In case he/ she is disqualified for any reasons given below, the Medal shall be awarded to next one on merit.

- (i) Student who has completed his entire studies in the Institute/ College within minimum prescribed period.
- (ii) Student who has not repeated any course in any semester.
- (iii) Student who was never penalized, suspended or rusticated by the Institute/ College at any stage.
- (iv) Student who has an excellent behavior and attendance record.
- (v) Student who is not default in payment of fees/dues at the end of the programme.
- (vi) Student who has fulfilled all degree requirements.

17.13.3 All the students obtaining marks 80% or above shall be declared on the Honour List. The following eligibility criteria for the award of Roll of Honour shall apply:

- (i) Student who has completed his entire studies in the Institute within minimum prescribed period.
- (ii) Student who has not repeated any course in any semester.
- (iii) Student who was never penalized, suspended or rusticated by the Institute/ College at any stage.
- (iv) Student who has an excellent behavior and attendance record.
- (v) Student who is not default in payment of fees/ dues at the end of the programme.
- (vi) Student who has fulfilled all degree requirements.

17.13.4 All the students, securing Marks 80% or more in the Final Semester within minimum prescribed period for degree by passing all courses in first attempt, will be awarded “Distinction in Thesis” certificate. Moreover, the distinction shall be subject to good conduct and behavior of the student during his/ her stay in the Institute to be certified by the concerned Dean/ HOD/ Course Coordinator.

17.14 Grade Improvement

17.14.1 A student may repeat the course(s) during the course of study to improve the grades, if he/she secures ≥ 1.00 GP < 2.00 in a course(s) or obtains grade 'D', 'F' or grade 'W' in a course(s). In both the cases, student shall enroll the course(s) with the permission of the Chairperson/ Coordinator of the Department in the semester in which the course(s) is being offered by paying the prescribed enrollment fee. A student can make attempt to improve a course to enhance his GPA/ CGPA but only once. No course of an odd semester shall be allowed to enroll in even semester. Similarly, a course of even semester cannot be enrolled in odd semester. Such course(s) shall be marked under asterisk (*) in the semester transcript. (asterisk* will be indicated as "Improved" in the end of Transcript).

17.14.2 In case of improvement, the better grades shall be reflected on the transcript. However, such students shall not be considered eligible for a position/ scholarship in the relevant examination.

17.14.3 A student who has obtained the Final/ Official Transcript issued by the Controller of Examinations shall not be allowed to improve his/ her grades.

17.15 Grading System

17.15.1 The grading shall be done on 4.00 scale.

17.15.2 Equivalence between Letter grading and Numerical grading shall be as follows:

Grading Table

Marks Range	Grade Point	Letter Grade
85-100	4.00	A+
80-84	3.70	A
75-79	3.30	B+
70-74	3.00	B
66-69	2.70	B-
63-65	2.30	C+
60-62	2.00	C
56-59	1.70	C-
53-55	1.30	D+
50-52	1.00	D
Below 50	0.00	F
Incomplete	0.00	I
Withdrawl	0.00	W
No Grade reported	0.00	N
Transfer Credits	--	TR

The Grading Table will further be expanded to assign Quality Points to % age of marks obtained according to the following Table:

Marks	Q.P.	Grade	Marks	Q.P.	Grade
85 & above	4.00	A+	64	2.43	C+
84	3.94	A	63	2.30	C+
83	3.88	A	62	2.20	C
82	3.82	A	61	2.10	C
81	3.76	A	60	2.00	C
80	3.70	A	59	1.92	C-
79	3.62	B+	58	1.85	C-
78	3.54	B+	57	1.77	C-
77	3.46	B+	56	1.70	C-
76	3.38	B+	55	1.57	D+
75	3.30	B+	54	1.43	D+
74	3.24	B	53	1.30	D+
73	3.18	B	52	1.20	D
72	3.12	B	51	1.10	D
71	3.06	B	50	1.00	D
70	3.00	B	<50	0.00	F
69	2.92	B-			
68	2.85	B-			
67	2.77	B-			
66	2.70	C+			
65	2.57	C+			

17.15.3 The Grade/ Grade Point shall be assigned for each course according to Grading Table above, whereas, no letter grades shall be assigned to GPA/ CGPA. GPA/ CGPA shall be calculated up to two decimal places.

17.15.4 Fraction of marks obtained in a course shall be rounded to the nearest whole number. Marks of each course (Theory & Practical, separately) will be rounded once when aggregated.

If marks in decimal points are equal to/ larger than 50, it will be considered as (One) Mark otherwise, Zero.

Example

Examination	Marks	Marks Obtained
Sessional	10	08.30
Mid Term	40	30.60
Final Term	50	41.59
Total	100	80.49

The score shall be rounded to 80.

Examination	Marks	Marks Obtained
Sessional	10	08.30
Mid Term	40	30.60
Final Term	50	41.60
Total	100	80.50

The score shall be rounded to **81**.

17.15.5 In order to calculate the GPA, multiply GP with the credit hours of each course to obtain total grade points, add up to cumulative grade points and divide by the total number of credit hours to get the GPA for the semester.

$$\text{GPA} = \frac{\sum(\text{GP} \times \text{Credit Hours}) \text{ of courses in a semester}}{\text{Total Credit Hours of a Semester}}$$

Example 1

Course	Marks Obtained	Grade Point	Grade	Credit Hours	Total GPs
C1	87	4.00	A+	3	4.00 X 3 = 12.00
C2	68	2.85	B-	3	2.85 x 3 = 8.55
C3	57	1.77	C-	3	1.77 x 3 = 5.31
C4	78	3.54	B+	3	3.54 x 3 = 10.62
C5	73	3.18	B	3	3.18 x 3 = 9.54
		Total		15	46.02

$$\text{GPA} = 46.02 \div 15 = 3.06 \text{ (Promoted)}$$

Example 2

Course	Marks Obtained	Grade Point	Grade	Credit Hours	Total GPs
C1	87	4.00	A+	3	4.00 X 3 = 12.00
C2	68	2.85	B-	3	2.85 x 3 = 8.55
C3	57	1.77	C-	3	1.77 X 3 = 5.31
C4	38	0.00	F	3	0.00 X 3 = 0.00
C5	73	3.18	B	3	3.18 X 3 = 9.54
		Total		15	35.40

$$\text{GPA} = 35.40 \div 15 = 2.36 \text{ (Promoted)}$$

Example 3

Course	Marks Obtained	Grade Point	Grade	Credit Hours	Total GPs
C1	56	1.70	C-	3	$1.70 \times 3 = 5.10$
C2	65	2.57	C+	3	$2.57 \times 3 = 7.10$
C3	64	2.43	C+	3	$2.43 \times 3 = 7.29$
C4	60	2.00	C	3	$2.00 \times 3 = 6.00$
C5	52	1.20	D	3	$1.20 \times 3 = 3.60$
		Total		15	29.70

GPA = $29.70 \div 15 = 1.98$ (Probation)

Example 4

Course	Marks Obtained	Grade Point	Grade	Credit Hours	Total GPs
C1	56	1.70	C-	3	$1.70 \times 3 = 5.10$
C2	52	1.20	D	3	$1.20 \times 3 = 3.60$
C3	50	1.00	D	3	$1.00 \times 3 = 3.00$
C4	60	2.00	C	3	$2.00 \times 3 = 6.00$
C5	51	1.10	D	3	$1.10 \times 3 = 3.30$
		Total		15	21.00

GPA = $21.00 \div 15 = 1.40$ (Drop)

17.15.6 For calculating CGPA, after the second semester, sum total of GPs in both semesters earned in different courses multiplied by respective credit hours of the courses and divided by total numbers of credit hours.

$$\text{CGPA} = \frac{\sum(\text{GP} \times \text{Credit Hours}) \text{ of all courses}}{\text{Total Credit Hours of all courses}}$$

Example

Total Grade Points of 1st Semester = 46.02

Total Credit Hours of 1st Semester = 15

GPA (1st Semester) = $46.02 \div 15 = 3.06$

Total Grade Points of 2nd Semester = 35.40

Total Credit Hours of 2nd Semester = 15

CGPA (at the end of 2nd Semester) = $(46.02 + 35.40) \div (15 + 15) = 81.42/30$
= **2.71**

Similarly, CGPA of all semesters shall be calculated.

17.16 Incomplete Grade

17.16.1 A student shall be awarded incomplete grade 'I' on medical grounds or the circumstances beyond his/ her control determined by the Departmental Examination Committee in the following cases:

- (i) If a student fails to complete any assignment, test, quiz, term paper, presentation etc. assigned to him/ her by the teacher for the purpose of internal assessment.
- (ii) If a student is unable to appear in a part or whole of the Mid Term or Final Term Examination of a semester.

17.16.2 The student may be allowed to appear in the Special Mid/ Final Term Examination of the semester to be held by the Department before the commencement of the next semester. However, the student must have:

- (i) fulfilled attendance requirement;
- (ii) been admitted as patient in a recognized hospital. If the student has not been hospitalized, he/she will be examined by the Institute Medical Officer.

17.16.3 The student with grade "I" in a course(s) must appear in the Special Mid/ Final Term Examination before joining the next semester.

17.16.4 The student shall not seek any extension if he/ she is unable to take Special Examination within the specified time limit.

17.17 Transfer of Credits/ Migration

Under extra-ordinary circumstances, the Vice-Chancellor, on the recommendations of the Chairperson/ Coordinator of the Department, may allow transfer of credits of students from HEC recognized institutions to any department of the Institute and vice versa, provided that:

17.17.1 The institutions concerned agree for the transfer of credits of such a student;

17.17.2 Transfer of credits cases shall initially be scrutinized by the Department concerned. Eligible candidates must satisfy the following conditions:

- (i) A student must fulfill the required entry qualification of the programme.
- (ii) A student, who has been dropped out, rusticated, expelled, or whose entry in the parent institution was banned for any reason whatsoever at any time during his/ her academic career, the case for transfer of credits shall not be considered.
- (iii) Courses with credit hours and course contents equivalent to the Department courses, shall be considered for transfer. Further, the applicant has to study and pass, if not previously did,

the compulsory courses as notified in HEC approved Scheme of Studies/ Curriculum.

- (iv) He/ she passes the Departmental test for each course to be applied for transfer.
- (v) Courses with less than 60% marks in the test shall not be considered for transfer of credit.
- (vi) Accepted courses along with their credit hours shall be displayed on the final/ official transcript but their grades obtained from the parent institution will not be displayed. Such subjects will be marked as “Transferred Credits” (TR).
- (vii) The transferred student must study at least 50% courses of the Programme at the Department to become eligible for the degree.
- (viii) He/ she has to provide NOC from the institution from where migration is required.

17.17.3 All Institute regulations for transfer of credits shall apply.

17.17.4 Committee concerned, while recommending the admission, will also determine the timeline/ date of completion of the degree programme allowed.

17.17.5 A student with transferred credits shall not be eligible for an Institute Medal. Whereas, he/she may be considered for the award of “Distinction in Thesis”

17.18 Time Frame for Completion of Degree Programmes

Maximum duration for the completion of various programmes shall be as under:

Programme	Maximum Duration
1-Year	Two Years
2-Year	Four Years
3-Year	Five Years
4-Year	Six Years
5-Year	Seven Years

17.19 Departmental Examinations Committee

Each department shall have a Departmental Examination Committee comprising three to seven members appointed by the Dean of the Faculty. The Chairperson/Coordinator of the Department will be the convener and one of the members will be In-charge Examinations as the member & Secretary of the Committee. The Committee will perform the following functions:

17.19.1 To decide the appeals/written complaints of the students;

17.19.2 To refer the unfair means cases;

17.19.3 To examine and decide all the matters regarding uniformity before the declaration of result and any other related matter;

17.19.4 Ensure content coverage of courses by comparing tests with the course outline and work plan provided by the teacher.

18. HOSTEL ACCOMMODATION

PIFD provides accommodation facilities for female students from outside Lahore and abroad. Female students are not allowed under any circumstances to live in private hostels during their academic years at PIFD. Violation of this condition will lead towards the disciplinary action as per Institute Policy. This accommodation facility is situated in the close vicinity of the Institute. Students are required to share rooms and comply with the hostel rules as laid down by the Institute and enforced by the Warden. All rooms are furnished/ non furnished and a cook is available for meal services.

Details of the accommodation fees can be obtained from the Warden as these vary depending upon the type of room students opt to reside in. Accommodation fees are reviewed periodically and management hold the right to change them.

The students who want to abort hostel facility of the Institute must submit a declaration and undertaking from the parent/ guardian that the student is shifting to a duly assigned local guardian. A two months' notice must be given to the concerned authorities prior to leaving the hostel. In case of abrupt decision of seizing the hostel facility, extra two months hostel charges in addition to outstanding dues or fines, if any, will be charged from the respective student in cash or through preceding fee challan. The student wishing to resume hostel facility must furnish fresh application which will be entertained on the basis of availability of seats.

19. HOSTEL RULES

Hostel Rules and Regulations for Residents

During their stay at the PIFD Hostel, the female students will be required to abide by certain rules, failing which they risk expulsion both from the hostel and the Institute. For this purpose, they are required to comply with the following Hostel Rules and Regulations:

- (1) Only enrolled regular students of PIFD are eligible for admission in the PIFD Hostel.
- (2) Allotment of rooms shall be made after the candidates are able to produce the payment receipt from the designated bank. They will pay mess fee of Rs.5500/- per month in cash to the cashier in Accounts Office by 5th of every month failing which Rs.100/- per day will be fined.
- (3) The applicants will have to furnish a written guarantee from their guardians, holding

them responsible for the payment of the hostel dues, in case of their wards failing to make the payment. A written guarantee shall also be provided by the resident and her guardian regarding observance of all hostel rules.

(4) Residents are required to deposit the security fee Rs.2000/- in advance at the time of admission. The hostel charges will be fixed by the statutory body (syndicate) of PIFD from time to time.

(5) Residents shall sign a receipt of Hostel property in their rooms and shall be responsible for any loss or damage.

(6) Residents committing serious offences such as violation of the rules and regulations of the hostel, holding meetings or collection of subscription without prior approval of the Authorities and non-payment of dues shall be subjected to disciplinary action, extending up to expulsion from the Hostel/ PIFD depending upon the seriousness of the offence.

(7) Residents shall not be allowed to keep pets in PIFD Hostels.

(8) Residents should not disturb their fellow residents by playing radio, music player or any such instruments at a high volume, or by any other discomfort.

(9) No resident will open the door of another resident's room without her permission.

(10) Silence hour should be maintained strictly after 9:00 p.m. in the hostel so that residents can devote their time to studies.

(11) Residents are advised in their own interest, to avoid keeping expensive articles or valuables in their rooms.

(12) Residents are not allowed to change their rooms of their own accord, or allow a guest to stay overnight with them.

(13) Residents shall be under the disciplinary control of the hostel warden.

(14) No societies shall be formed and no meetings shall be held within the premises of the hostel.

(15) Residents are not allowed to give tips or make any other kind of payment to the sweepers, bearer, or any other employees of the hostel.

(16) Residents once expelled from the hostel shall not be admitted again or allowed to stay in the hostel.

(17) Residents should leave the hostel within one week after the declaration of their last examination and report their departure to the authorities after getting clearance.

- (18) Residents shall be under obligation to comply with all the rules and regulations of PIFD Hostel.
- (19) All residents should be in the hostel by 09:00 p.m. in summer and by 08:00 p.m. in winter. Residents wishing to stay outside the hostel (from 09:00 p.m. till late night for attending some function) must submit prior written permission from their parents.
- (20) A suitable fine will be imposed on the residents habitual of coming late.
- (21) Female visitors shall be received only in the guest room and under no circumstances female visitors will be allowed to enter individual rooms.
- (22) All residents should ensure that the persons visiting them fill in the necessary particulars in the register. No private parties or functions can be arranged by individuals or groups without the prior permission of the hostel Warden.
- (23) Residents are advised not to enter into any conflict with the employees of the hostel. The complaints against the hostel staff should be brought into the notice of the hostel Warden.
- (24) No resident(s) will be allowed to take any crockery into her room without prior permission of the hostel Warden.
- (25) Residents are prohibited from keeping any kinds of arms, ammunition or intoxicants in their possession. Non-observance of the rule shall be severely dealt with. Residents who are found in intoxicated condition will be expelled from the hostel on a 24 hours' notice.
- (26) As per section 10 of students' handbook all residents must adhere to the Dress Code while going to the Institute.
- (27) As per PIFD students' handbook section 12.11, smoking is strictly prohibited.
- (28) All cases of illness should be immediately reported to the hostel Warden, who will make necessary arrangements for medical help.
- (29) Students could be shifted to any other hostel in case of hiring of new building.
- (30) Before going for vacations students are required to take all of their belongings with them. Institute will not be responsible for any loss.
- (31) Student will be charged Rs 1000/- under the head of repair and maintenance at the time of clearance.

20. INFRINGEMENT OF RULES AND REGULATIONS

Any student, who violates PIFD rules, involves in negative activities like strikes, protests or instigates other students for this purpose, or blows crackers will render him/ herself liable to disciplinary action.

36 des this the following acts shall constitute acts of discipline and are liable to punishment:

- (i) Attending the premises without Student Identity Card.
- (ii) Carrying, using or threatening to use firearms and deadly weapons.
- (iii) Using or being in possession of drugs or any other intoxicating material.
- (iv) Being found under the effect of an intoxicant or drug.
- (v) Defiance of authority or non-compliance of instructions/ orders.
- (vi) False presentation or giving false information or willful suppression of information, cheating or deceiving.
- (vii) Shouting of slogans derogatory to the prestige of PIFD or the reputation of its officers or teachers.
- (viii) Unauthorized use of or damaging PIFD's movable or immovable property.

The rules and regulations of the Institute are designed to allow it to function in good order, so that students behave with reasonable consideration for others and with respect for the formal rules.

However, sometimes there are serious breaches, which require the Institute to invoke its disciplinary procedures. The breaches of the Rules and Regulations brought to the notice of the Vice-Chancellor may be referred to a Disciplinary Committee.

Where the Vice-Chancellor finds appropriate, student may be suspended from the Institute with immediate effect until the hearing of the case by the Disciplinary Committee. The Vice-Chancellor has the right to refer to the police any offence alleged against the Institute's property or against the property of a person or any employee of PIFD, any other student or any bonafide visitor of the Institute.

21. DISCIPLINARY PROCEDURE

All staff and students share responsibility of maintaining discipline in the campus and avoiding unacceptable behavior. Senior staff members are authorized to challenge individuals who breach these rules and regulations. In such cases, the senior staff is authorized to record students' identity and department. Should this happen, students are required to cooperate and a refusal to cooperate may be treated as a disciplinary offence in its own right and will be deemed to compound the original offence if the matter is taken further.

The disciplinary procedures of the Institute conform to the rules of natural justice in respect of laying of disciplinary charges; right to a hearing period of notice of a hearing, the right to be accompanied by a friend, the right to see all the evidence, the right to examine witnesses, the right to make a statement and the right to appeal against the decision to a panel independent of

the original disciplinary panel.

22. DISCIPLINARY COMMITTEE

Disciplinary Committee duly constituted under statutes of PIFD is authorized to monitor the disciplinary procedure adopted for students who violate the rules and regulations of the Institute.

23. ACADEMIC CALENDAR 2019-20 (FOUNDATION YEAR STUDIES)

The details of the academic calendar will be later shared by the Course Coordinator- Foundation Year Studies

*There will be need to conduct make up classes due to following Public Holidays:

1. 5th February 2021 (Friday) Kashmir Day
2. 23rd March 2021 (Tuesday) Pakistan Day

One week for adjustment of unforeseen Situation

PIFD has a right to change the timetable.

Note: The academic calendar may vary to reschedule classes as per course requirements, or any other unforeseen situations. Any changes will be notified.

ACKNOWLEDGEMENT UNDERTAKING

I have thoroughly read and understood the contents of the Student Handbook for session 2021-2025 and hereby pledge to abide by all the rules and norms stated in it.

Student's Name: _____ Signature: _____

Reg.#: _____ Section: _____

I am aware that my child/ ward has received the Student Handbook for session 2021-2025.

Parent / Guardian's Signature: _____

Date: _____ Name: _____

This form should be signed and returned to the Course Coordinator to be placed in students' file.

Course Coordinator