Students Handbook

2016-2017

"You are educated when you have the ability to listen to almost anything without losing your temper or self-confidence"
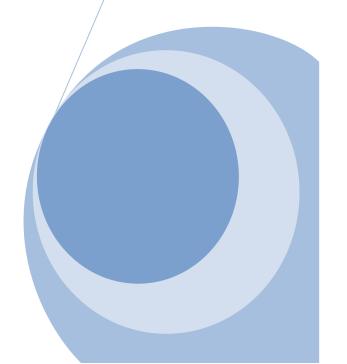
Robert Frost

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1. Greetings

We welcome you to the COMSATS Institute of Information Technology (CIIT) Wah. We have tried to provide you with the best of us. Be it faculty, administration, ambiance or facilities, you will experience an adequate balance between your freedom and authorities of the institute. It is our pleasure that you are a part of CIIT community.

2. The Institute

The COMSATS Institute of Information Technology (CIIT), received, its Charter from the Federal Government in August 2000 as a Degree Awarding Institute (DAI) in the public sector. Being federally established institute, CIIT currently has seven campuses in Islamabad, Lahore, Wah, Abbottabad, Attock, Sahiwal, and Vehari. According to HEC ranking 2012 of Pakistani universities, COMSATS Institute of Information Technology has ranked at **number nine** among all the institutions of higher education, whereas it is ranked at **number one** in Computer Science & IT institutes/universities in Pakistan.

The CIIT is now slated for up gradation as a university by the name of "COMSATS University" through an Act of Parliament. CIIT Wah has recently purchased a new building for expansion of its existing campus.

This Student Handbook is your gateway to CIIT Wah Campus and is intended to be a compact guide and provide you with an important overview of the student related rules and regulations, we hope that you will find this Handbook useful. There is a lot of important information in this Handbook which we hope will serve as a useful reference tool throughout your University life. You will also find the University's website an invaluable resource throughout your studies.

The three sections below provide an extensive range of essential information.

Section 1: Services and Facilities for the students

Section 2: Academic Rules, Regulations and Policies

Section 3: A-Z Essential Guidelines

SECTION 1

SERVICES AND FACILITIES FOR THE STUDENTS

1.1 A. FINANCIAL AID & SCHOLARSHIPS FOR STUDENTS

The aim is to help remove financial barriers, to fill the gap that exists between the cost of turnout and funds available from your family, savings and other resources. We will assist you with completing your application for financial aid, determining your level of need and offering financial aid to meet your educational expenses for that purpose various financial supports are provided at CIIT in the form of aid/support, scholarships and stipends.

S.No	Description of Scholarship	Funded By
A	**CIIT Financial Support Program/Scholarship** • Qarz-e-Hasna • HEC Need Bases Scholarship	• CIIT • HEC & Partially funded by CIIT
B	**Pakistan Ordinance Factories (POF) Scholarship**	CIIT
C	**CIIT Endowment Fund (CIITEF) Scholarship**	CIIT
D	**CIIT Pecuniary Program (CPP)** • Kinship/sibling pecuniary • CIIT Employees pecuniary • Academic Excellence Recognition Program	• CIIT • CIIT • CIIT
E	**National ICT R&D Scholarship**	Ministry of IT & partially funded by CIIT

For further details please contact Student Financial Aid Office and Assistant Registrar (Academics) Office.

A. CIIT Financial Support Programs/Scholarships:

The same is called as **"Need Based Financial Support Program"** (NBFSP) for deserving students. Financial Assistance is provided to students, who demonstrate their weak

financial position, on need basis. The magnitude of the Financial Assistance, in terms of amount, will be decided (by the Financial Support Programs Committee; FSPC) considering the need of the applicant.

(a) QARZ-E-HASNA

The following will be eligible for the award of Qarz-e-Hasna:

a) An undergraduate student who has been granted admission on merit through normal course;

b) He/she is not an employee anywhere;

c) He/she and his/her parents/guardian are financially unable to pay the fees and he/she cannot pursue studies due to financial constraints

AWARD OF QARZ-E-HASNA

The Qarz-e-Hasna may be awarded, partly or fully, against any or all of the following:

a) *Tuition Fee and other regular fees;* and

b) *Hostel rent, user charges and mess charges (*for hostels operated / designated / approved by the Institute).

(b) HEC Need Base Scholarship:

CIIT in collaboration with HEC bring bright chance for talented but financially disadvantaged students to complete their undergraduate and graduate study programs, *Scholarship covers all the expenses* including tuition fee, books, lodging, transportation. The applicant can obtain the complete "Scholarship Application Form" from admission office or can download from the following link http://www.comsats.edu.pk/ciitblogs/.

## B.	Pakistan Ordnance Factories (POF) Scholarships

POF scholarships are awarded to students whose parents are serving in Pakistan Ordnance Factories. The amount of scholarship is awarded equivalent to *50% of tuition fee.* The nominees are nominated by POF administration in each semester.

For further details please contact Manager Welfare, POF and Deputy Registrar Office, CIIT.

## C.	CIIT Endowment Fund (CIITEF) Scholarship

CIIT Endowment Fund launched a scholarship program to enable students from less advantaged families to get higher education at the Institute. Award of scholarships would be on the basis of financial need, academic record and desire to seek knowledge to contribute to society by providing service to improve the lives of others. This scholarship covers

educational expenditure. The form is available at following link://***www.ciit-isb.edu.pk/NEFiles/Endowment.html***

D. CIIT Pecuniary Program (CPP)

(a) Kinship / Siblings Pecuniary

When two or more siblings are concurrently students of CIIT, The siblings will be financially supported. A financial support up to Rs.8, 000/- per semester will be provided to all the siblings provided the parents cannot afford to pay the fee and the students show good academic performance. Such cases will be decided by the FSPC.

(b) CIIT Employees' Pecuniary

CIIT will provide financial support to the children/wards (including step children, legally adopted children), of a CIIT employee, who get admission in CIIT on merit. A financial support equal to the tuition fee will be provided to the student. This support, however, will not be given to the child/ward, of the employee, if he/she himself/herself is employed, and for the professional degrees such as MPM, MEM, MS(HI) and other similar programs.

E. National ICT R&D Scholarships

The fully funded scholarship covers admission & tuition fee, boarding & lodging, books, food allowance and stipend for successful students to pursue undergraduate degrees in ICT disciplines. It is the responsibility of the interested students to stay informed about National ICT Scholarship Program.

1.1 B. Academic Excellence Recognition Program

Students who demonstrate academic excellence by achieving outstanding positions (First Three) at the end of a semester in each degree program on a campus, are awarded merit certificates.

1.2 Student Affairs Department

Students Affairs Department at CIIT, Wah is one of the dynamic departments, where the student's facilitation is practiced. It is an integral arm of CIIT which coordinates all matters relating to students facilitation within CIIT. As an administrative department, it is responsible for the daily administration of students and their requests, grievances, or problems as the foremost priority. The Department liaises with other CIIT departments and

academic faculties to ensure that each and every individual approaching Students Affairs Department is well attended.

Some of the problems usually dealt at Student Affairs Department are:

Student's Internal Affairs Section

Exam Anxiety	Lack Of Confidence	Poor Class Performance
Lack of Motivation	Health & Environmental Issues	Student-Teacher Conflict
Admission Scholarship	Adjustment Problems	Home Sickness
Code of Conduct	Anger Management	Admission & Related
Issues	Student's Disciplinary Issues	Counseling

Student's External Affairs Section

Liaison with Industry	Career Interest	Development Counseling
Excursion & Industrial Trips	Internship	Job Placement/Job Fair

Contact person:

Dr. Akmal Javaid
Incharge Student Affairs
E-mail: akmal@ciitwah.edu.pk
Office No: 051-9274056, 051-9314371
Cell No: 0333-5155597

1.3   Transport

The campus can be accessed comfortably from anywhere in Attock, Islamabad and Rawalpindi by public transport. CIIT, Wah Campus also provides transport facility for its students, management and non management staff. Details regarding the information about routes of buses may be confirmed from our Contact Person:

Adnan Karim
Transport Supervisor
Office No: 051-4535200, Ext-216

1.4   Library

The Library is equipped with more than 15,000 printed books. For any further information walk in to the library and seek directions.

Library Etiquettes

Students are not allowed to bring their personal belongings into the library, they are required to be left at the entrance of the library at the designated place. Drinking and eating is not allowed inside the library and use of mobile phones and smoking are strictly prohibited inside the library.

Contact person:

Farhad Ali
Deputy Librarian
Office No: 051-9272614-5, Ext-206

1.5 Hostels

Although CIIT, Wah does not have on Campus dormitories but it has arranged rental hostel accommodation (170 rooms) for its students. Arrangements to house around 350 students have been made in Boys Hostels while 60 female students can be accommodated. Prospective students can apply for hostel accommodation by ticking the relevant box in CIIT's Admission Form and they also have to take separate form/ affidavit from student affairs or Hostel Administration. Available seats are allocated on need-cum-merit basis.

Contact person:

Muhammad Sharif
Incharge Hostels
Office No: 051-9272614-5, Ext-222
Cell No: 0333-5188872

1.6 Sports – "Healthy Minds Live in Healthy Bodies"

Sports are a significant and most thrilling activity at the CIIT, Wah. These sports activities are a way to soften tough and grilling academic rigor. Sports Incharge (Mr. Adil Raza) arranges competitions to channel boundless energies of students. It provides opportunities for sports enthusiasts to share their interests and participate in events like sports week.

Sports Facilities

The following facilities are available at POF Wah which are utilized by the CIIT Wah campus from time to time:

Volley ball Court   Table Tennis   Badminton   Cricket   Foot ball

Contact Person:

Dr Akmal javaid
Incharge Sports and Games
E-mail: akmal@ciitwah.edu.pk
Office No: 051-9274056, 051-9314371
Cell No: 0333-5155597

1.7 Cafeteria-I, Cafeteria-II & Shops

Two cafeterias with two tuck shops are located within the campus where you can have a variety of food items. They offer snacks, full meals, juices, ice creams, cold drinks in safe and controlled environment at modest prices.

1.8 Photocopy Center

On-Campus Photocopy center serve faculty, staff and students by providing quality document reproduction services at subsidized rates. Besides copying, this center also offer stapling, binding and other related services.

1.9 STUDENT SOCITIES

Following student societies are working under the supervision and guidance of Incharge Student Affairs: Debating Society, Art & Painting Society, Naat & Qraat Society, Drama Society, Blood Donation Society.

SECTION 2

ACADEMICS RULES, REGULATIONS AND POLICIES

2.1 REGULATION RELATING TO UNDERGRADUATE DEGREE PROGRAM

2.1.1 Degree Requirement

To receive a degree, students must complete a set of requirements for the particular degree program.

2.1.2 Registration of Courses

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

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

iii. The chairmen/heads of departments shall forward within seven teaching days from the date of the commencement of a semester all the registration forms to the examination section of the campus.

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

v. In order to remain a full-time student of the Institute, a student must be registered in at least 12 credit hours of course work during a semester.

vi. The maximum credit hours of course work, for which a student is good standing can register during a semester, shall not exceed 21.

2.1.3 Examinations

Students are evaluated on each course on the basis of tests, classroom assignments, quizzes, practical work in the laboratories and terminal examinations.

The student has to pass separately in theory and practical/lab work. Failure in one, theory or practical/lab work shall result in failure in the course.

Students are eligible to appear in terminal examinations provided:

i. They have paid all prescribed fees/charges and have been on the rolls of the campus during that semester.

ii. They have registered for the course of study and have **attended not less than 80% of the lectures/seminars delivered in each course and 80% of the practical/laboratory work** prescribed for the respective courses.

2.1.4 Regular Grading Scale and Grade Points

The following grade points are used in the calculation of grade point averages:

Letter Grade	Credit Point	%age Marks
A (excellent)	4.0	90 and above
A-	3.7	85-89
B+	3.3	80-84
B	3.0	75-79
B-	2.7	70-74
C+	2.3	65-69
C (average)	2.0	60-64
C-	1.7	55-59
D (minimum passing)	1.3	50-54
F (fail)	0.0	Less than 50

For purely theoretical and purely practical courses, the grading scheme is evident in the suggested format. However, for subjects which have the two categories (theory and practical) combined, the final grade is computed by multiplying the number of credit assigned to each category with the percentage marks obtained in that category and dividing the sum of the two by the total credits in that subject. For example:-

Example				
			% Marks Earned	
Subject	**Theory Credit**	**Practical Credit**	**Theory**	**Practical**
Electronics	3	1	70	90
Overall grade = {(70 x 3) + (90 x 1)} / (3+1) = 75%				

2.1.5 Scholastic Status

Each student is assigned a two-letter abbreviated status on the transcript according to the scholastic achievements during the semester. Each status reflects the changes in the academic achievements and has been individually explained below:

Scholastic Status	Explanation
Good Standing (GS)	Students are assigned this status at the beginning of their studies. It is retained as long as the CGPA does not fall below 2.00/4.00.
Probation (PB)	A student is placed under probation if his/her CGPA falls below 2.00/4.00 at the end of a semester.
Dismissal (DI)	A student already on probation is automatically dismissed if he/she attains a second successive probation at the end of a semester. (Read DI Policy in detail in section 2.1.18)
Non-Credit (NC)	A student may register for non-credit courses during a semester. Such courses shall appear on the transcript as NC.
Withdrawal (WD)	If a student withdraws from a course/courses or a semester, it shall appear on the transcript as WD.

2.1.6 Make-up Examinations

At the discretion of chairman/head of the concerned department, the make-up of sessional tests may be permissible under special circumstances. However, make-up of terminal examination shall not be allowed under any circumstances.

2.1.7 Failure in Pre-Requisite Courses

If a student fails in pre- requisite course, he/she shall be allowed to repeat them after paying the prescribed fees. However, he/she shall not be charged tuition fee for the sequel (courses to be taken after clearing the pre-requisite course) when taken during a regular semester.

2.1.8 Improvement of Grades

Students may be allowed to improve their course grade(s), for which payment of the prescribed fees shall be required.

NOTE:

- Students can improve their course grades **by repeating** the course as per approval of the department.
- Students are advised to clear failed courses in next semester.
- Fee for each **repeated/improved course** during regular semester will be charged per credit hour**, in addition to** regular semester fee.

2.1.9 Transcript

On successful completion of all the requirements for a particular degree program, students shall become entitled to receive the degree, in addition to the transcript showing the credits, letter grades, and credit points obtained in each course, with aggregate weighted percentage marks, and the CGPA, at the end. The transcripts shall be issued from the respective campuses.

2.1.10 Degree

The degrees shall be issued by the Institute.

2.1.11 Rechecking of Answer Books

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

2.1.12 Freezing of Studies

i.   A student may be allowed to freeze studies before the commencement of a semester, with the permission of the Director of a campus or Incharge of Academic Affairs.

Freezing of studies for a bachelor degree program shall not be allowed for more than four semesters in total. For a Master's degree program the maximum limit shall be two semesters in total. However, not more than two semesters in succession shall be allowed to be frozen at a time.

ii.   The student may re-enroll in the same semester which he/she had frozen.

iii.   The semester fees of the frozen semester, if already paid, shall be allowed to roll over.

iv.   Freezing shall only become effective when appropriately notified, failing which the name of the absentee student shall be struck off the campus rolls. In that case, resumption of studies shall only be allowed after payment of Admission Fee.

2.1.13 <u>Withdrawal</u>

i.   A student may be allowed to withdraw from a course or a whole semester, as the case may be, at any time before the commencement of the second sessional test with the permission of the Director of a campus/lncharge of Academic Affairs.

ii.   Withdrawal from a course or the whole semester, as the case may be, shall not result in academic penalty. However, the course/semester fees shall not be allowed to roll over, and the withdrawn courses/semester shall be mentioned in the transcript.

2.1.14 <u>Migration</u>

Migration from other educational institutions to the institute is not allowed.

2.1.15 <u>Award of Medals/ Merit Certificate</u>

AWARD OF INSTITUTIONAL MEDALS

a)   Graduating Students obtaining the given below CGPAs in their respective degree program are eligible to be considered / compete for the *Institutional* or *Campus* medals:

Institutional Medals		
i.	CGPA of 4.0	Patron's Gold Medal
ii.	CGPA of 3.75 and above	Institute's Gold, Silver, Bronze Medal respectively
Campus Medals		
i.	CGPA of 3.5 and above	Campus's Gold, Silver, Bronze Medal respectively

b)   The award of institutional medals shall be further governed by the following conditions:

i. Students admitted into a particular degree program in a particular year/session, irrespective of the sections or morning/evening distinctions shall compete as one group.

ii. Only those students will be eligible to be considered / compete for nay medal who have not failed in or repeated any course and have completed the degree requirements in the minimum prescribed time period without any break including freezing of or absence from any semester.

iii. One person shall be entitled to only one institutional medal at a time.

iv. Institute's Gold, Silver, and Bronze medals shall be decided on the basis of merit among the graduating students eligible to compete for such medals as per criteria given above.

v. Campus's Gold, Silver and Bronze medals shall be decided on the basis of merit among the graduating students eligible to compete for such medals as per criteria given above.

vi. In case of the same CGPA (upto two decimal places) each person shall be entitled to the medal.

vii. The graduating students may qualify to receive both the campus and the institutional medals.

viii. The medals shall only be awarded during the respective convocation.

2.1.16 Dues/ Refund of Dues

DUES

Students shall be required to pay admission fee, tuition fee, and such other charges as may be determined from time to time.

REFUND OF DUES

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

2.1.17 Policy – DI Students

DI Status in 1ˢᵗ half : A Student got **DI Status in 1ˢᵗ half of his/her study period,** will be allowed to get re-admission if he /she fulfills the existing admission criteria in the same program on following terms and conditions:-j

i. The Student will be allocated new registration number.

ii. Semester fee according to new session will be charged.

iii. Admission fee will not be charged while caution money will be rolled over after submission of campus clearance.

iv. The student will follow new scheme of studies according to new registration number.

DI Status in 2nd half: A student got **DI Status in 2nd half of study period,** his/her status will be as under:-

i. The result of semester in which he/she declared DI, will be quashed completely.

ii. The student will register those courses again even if he/she has passed any course in quashed semester.

iii. The student, however, can add any new courses after rejoining for the improvement or regular study.

iv. The quashed semester will be counted towards the maximum number of semesters.

NOTE:

- Student can freeze/withdraw a semester as per semester schedule.

- **Additional Semester:** When failed/left over courses are studied beyond the normal study duration, fee charges will be charged per credit hour. In case 12 credit hours or more are studied in a semester beyond the normal duration, full semester fee will be charged.

- Name and date of birth on S.S.C. certificate will be registered and appeared on Final Degree.

- CIIT can send student's documents for verification any time or at any stage before issuing degree.

- In case of fake documents the student admission will be cancelled immediately.

- Students admitted on **"Hope Certificate"** will submit their last attended degree result card positively **within 3 weeks** of announcement of result; failure to which student will not be allowed to sit in Sessional/ Terminal exams and may also leads to the cancellation of provisional admission at CIIT Wah.

- If the student fails to fulfill the required eligibility criteria for admission, the Provisional Admission offer will stand cancelled; application for such "Fee Refund" will **NOT** be entertained after 3 weeks of announcement of result.

2.2 REVISED REGULATION GOVERNING STUDENTS DISCIPLINE, 2012

ACTS OF INDISCIPLINE: Following, among others, constitute as acts of indiscipline cognizable under Regulations governing student's discipline:

i. Violation of public morals, such as use of indecent and abusive language; undesirable verbal remarks and vulgar gestures; acts of moral turpitude; disorderly behavior; quarreling; fighting; insolence towards others; use of force; breaking laws; etc.

ii.   Indulgence in acts that may cause insult or bodily injury to fellow students, teachers, officers, staff & employees.

iii.   Defiance of lawful authority.

iv.   Spreading by word of mouth or written material religious, sectarian, ethnic, regional or linguistic conflict or hatred.

v.   Impersonation, giving false information, willful suppression of information, cheating, deceiving, plagiarizing.

vi.   Possession, carrying or use of any type of weapons/fire arms or explosive material in the premises of the campus.

vii.   Damaging campus property, including its building, equipment, vehicles, etc.

viii.   Using campus property, including its building, equipment, vehicles, etc. without lawful authority.

ix.   Encouraging, assisting or aiding another person to commit misconduct.

x.   Possession, sale, distribution or consumption of intoxicants / drugs on campus.

xi.   Using of student organizations for furthering the cause of a political party.

xii.   Circulation by word of mouth or in written form material derogatory to Pakistan, Islam or any other religion.

xiii.   Allowing or abetting entry of expelled / rusticated students or anti social elements to the campus.

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

PUNISHMENTS/PENALTIES FOR ACTS OF INDISCIPLINE (Campus Discipline): Punishments or penalties for acts of indiscipline shall be commensurate with the gravity of the offence, and may be any one or combination of the following, or any other punishment or penalty deemed appropriate by the discipline Committee, or Campus Discipline Committee, as the case may be:

a) **Minor Punishments/Penalties**

i.   Censure or warning in writing.

ii.   Probation for a specified period.

iii.   A fine of under Rs 50,000 commensurate with the nature and extent of the act of indiscipline.

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

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

vi.   Withholding of an examination result for specified period.

vii.   Declining admission in the campus hostel.

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

ix.   Ban on representing the Campus and Institute for specified period.

x.   Cancellation of financial benefits/concession for a specified period.

b) Major Punishments/Penalties

i.   A fine of over Rs. 50,000 commensurate with the nature and extent of the act of indiscipline.

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

iii.   Cancellation of an examination result.

iv.   Rustication from the institute for a specified period and ban on entry in to campus.

v.   Expulsion from the Institute and ban on entry in to campus.

2.3 <u>REVISED REGULATIONS RELATING TO THE USE OF UNFAIR MEANS & ACADEMIC DISHONESTY IN THE EXAMINATIONS, 2012</u>

<u>UNFAIR MEANS IN EXAMINATIONS:</u> AT CIIT Wah campus, integrity of examination system is maintained at all levels, students are strictly penalized for using unfair means in examinations, the following constitutes acts of unfair-means during examinations:

i.   Using hand signals during examinations

ii.   Procuring or divulging information to a student pertaining to the examination question paper

iii.   Concealing notes on clothing, hands, caps, shoe or in pockets

iv.   Supplying to a student during his/her examination, answer to a question that may or may not be contained in a question paper.

v.   Copying from any paper, book or note, or any electronic device or allowing any other student to copy the answer, or using or attempting to use these or any other unfair means.

vi.   Possessing papers, book or note or any electronic device or allowing any other student to copy the answer or using or attempting to use these or any other unfair means

vii.   Giving or receiving unlawful assistance during an examination

viii.   Impersonating or falsely representing a student in the examinations

ix.   Replacing an answer book or any portion thereof.

x.   Mutilating an answer book by way of tearing off pages.

xi.   Impending the progress of an examination by any means whatsoever

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

xiii.   Possessing fire-arms or anything capable of being used as a weapon of offence during an examination.

xiv.   Falsifying an examination result by any means including the substitution of answer books, mutilation, or alteration of the examination records, etc.

xv.   Approaching or influencing an employee of the institute to act corruptly or dishonestly in the conduct of an examination, declaration of examination result, or marking of paper or obtaining secret information relating to an examination.

xvi.   Intentionally or knowingly representing in words or ideas of another as one's own in in any academic exercise, and failure attribute direct quotation, paraphrase, or borrowed facts, information or prose.

xvii.   Mutilating, altering, interpolating or erasing a certificate or other document or any record maintained by the Institute, or in any manner using or causing to b used, a certificate, document or record, knowing that it is mutilated, interpolated or erased.

xviii.   Any such offence which is deemed to constitute the use of unfair means.

PENALTIES (unfair-means in examination): The penalties for using unfair-means in examination may be any of the following or a combination thereof:

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

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

c) A fine of up to Rs.50,000 commensurate with the offense.

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

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

f) Disqualification from appearing in examinations for a specified period.

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

h) Expulsion from rolls of the Institute.

i) Rustication from the Institute.

j) Forfeiture of degree/diploma/certificate.

SECTION 3

A-Z ESSENTIAL GUIDELINES

Responsibilities of Students

You have the primary responsibility for planning your individual programs and meeting graduation requirements. These involves:

❖ **Keeping up-to-date** with institution and departmental curricular requirements through materials available from the departmental coordinators and also visit CIIT website by clicking this link http://www.comsats.edu.pk/coursecatalogue/

❖ Keeping informed of **academic deadlines** and changes in academic policies

❖ **Consulting** with the faculty advisor or departmental coordinator during each registration period, following notification of academic status or probationary status, and at other times as needed and required by academic policy

❖ Being **diligent in attending class**, meeting class objectives, completing assignments, etc.

Checklist

For New Students:

✓ Make sure your attendance on the Orientation Session.

✓ Get your time table

✓ Get your CIIT ID card and display it all the time when on campus

✓ Get your login and password of Student Information System (SIS) from the department.

✓ Get your library cards.

✓ Personalize your computer lab user.

✓ Get your class counselor's name and location.

✓ Make sure all your courses are registered.

✓ Make sure your name is present in the attendance sheet of Student Information System (SIS).

✓ Check your attendance daily on Student Information System (SIS) and make sure it's marked for all the classes.

✓ Get the course outlines from the concerned course teachers.

✓ Check for the deadline of **Drop / Withdrawal** courses incase required. The add/drop form can be downloaded*.

- ✓ If your sibling is studying in COMSATS as well then make sure you give an application for the kinship*.
- ✓ Meet deadlines when submitting your application for the scholarships.
- ✓ If you want to avail the transport facility* of CIIT then submit an application and deposit the fee.
- ✓ CIIT students can have low fares on air travel if CIIT provides them with the confirmation letter, therefore if you are suppose to travel by air then you can avail this facility.
- ✓ If you want to avail the hostel facility* then make sure you submit your application and dues in time.
- ✓ Abide by CIIT rules.
- ✓ In case of any ambiguity consult your class counselor or student affairs department.
- ✓ Keep your prospectus throughout the degree with you because it has all the policies that are applicable to you along with your course codes.
- ✓ If you are ward of POF employee make sure that you give an application for POF concession.

    *These application form can be downloaded from "www.ciitwah.edu.pk/download".

For Old Semester Students

- ✓ Register your courses before the deadline.
- ✓ Pay the semester dues within the specified deadline.
- ✓ Verify your course codes from **your respective department and register the courses in accordance to your respective Scheme of Study.**
- ✓ Make sure your name is present in the attendance sheet of Student Information System (SIS).
- ✓ Submit a copy of registration card duly signed to the department.
- ✓ Submit a photocopy of your fee Challan and deposit it in the accounts department.
- ✓ Make sure all your registered courses are appearing in your Student Information System (SIS).
- ✓ Clear discrepancies in your documents if any.
- ✓ Collect your result card from the department.
- ✓ Do not register the courses which have a prerequisite of a course that you have failed to clear.
- ✓ Check your time table and remove clashes in case of taking a course that you have dropped or have failed to clear.
- ✓ Submit your hostel dues for the semester and transport dues, if applicable.

Attendance

All the students are required to attend the classes regularly. In case the attendance is **less than 80% the students will not be allowed to sit in the examination**. Please be advised that rules regarding attendance are strictly followed at CIIT.

Conduct

As students of the premier institution of higher learning, you are expected to adhere to the Code of Conduct and maintain a certain degree of decorum and etiquette while on campus. You are strongly encouraged to take an active part in observing the code of conduct, so as to uphold the dignity and good name of the Institution.

Φ   Always display your ID cards.

Φ   You are required to be decently attired when on campus.

Φ   Use of Mobile Phones/Camera Phones is prohibited in the Academic Area

Φ   The CIIT will take disciplinary action against any student who is guilty of physical abuse, participation in a disturbance of the peace or pose a threat to the safety and security of any member(s) of CIIT community

Φ   The CIIT will not interfere with any action that the police may deem necessary to take, against some serious lapses on the part of students.

Fee Payment Procedure:

Procedure to pay fee by the Candidates, wish to pay at Wah Cantt (ABL), in person

➢   Once the candidate gets the admission; Admission Office will release the appropriate "Fee Voucher" to be paid at Allied Bank Limited, Behbood Plaza, The Mall, Wah Cantt.

➢   Issued fee voucher contain 4 similar copies. Bank, after payment, will return 2 copies (Paid fee voucher) to the candidate.

➢   One copy is to keep by the candidate where as the one copy (white copy) is to submit back to admission office.

➢   Candidate's Admission will be considered acceptable and confirm, once the admission office receive the paid fee voucher copy.

Procedure to pay fee by the Candidates, wish to pay, via <u>online fee transfer</u> facility from their native/suitable city/town to Wah Cantt (ABL)

- Must know the amount of Fee for Online Fee Transfer
- Approach the suitable/desired bank having "On-Line Money Transfer Facility". Provide the following information to the Bank:
- The amount of fee to send via online banking
- The Information where the money is to transfer i.e.,

  Bank Name: **Askari Bank Limited, POF Hotel The Mall, Wah Cantt**

  Head of Account: **CIIT Fee Collection Account**

  Account Number: **1261000952313**

  Branch Code: **126**

- Write down the following information on the voucher slip, provided by your bank, for on line fee transaction (even on the back of the original bank receipt slip)

  * Candidate Name

  * Father's Name

  * Discipline for which the fee is paid

- The paid fee (online) ORIGINAL **receipt to be send** to Admission Office on the same day it was paid. A copy of paid fee voucher/receipt is to be kept by the candidate for record and reference. Confirm from Admission Office CIIT Wah, if the ORIGINAL Receipt is received, after appropriate time.

- **REMEMBER** The Candidate's Admission will not be confirmed if Admission Office does not receive the ORIGINAL FEE TRANSACTION SLIP.

Non-Political Outlook and Activities

Galas, thrills, colors, excitement, and friendships all this and more make life on the campus blossom and smile all year around in scintillating activities. Extensive extra curricular activities are a way to soften tough and grilling academic rigor. There are cultural day, visio spark, sports week and other events not just giving you best moments of your life but also stimulating your creative abilities into gratifying self expression.

IMPORTANT OFFICES & CONTACT DETAILS

Offices	Location		Contact #	E-Mail
	Block	Floor		
Head of Department Electrical Engineering	Allama Iqbal Block	1st Floor	051-9314382-4 Ext- 205	nadiaqadri@gmail.com
Head of Department Management Sciences	Quaid-e- Azam Block	1st Floor	0333-5110548	hodmswah@comsats.edu.pk
Head of Department Computer Science	New Faculty Block	1st Floor	0333-5428189	hodcswah@comsats.edu.pk
Head of Department Mathematics	New Faculty Block	Ground Floor	0333-8444202	getkamran@gmail.com
Head of Department Civil Engineering	Civil Engineering Block	Ground Floor	0514534200	Saeed.ahmad@ciitwah.edu.pk
Deputy Controller of Examinations (Examinations)	Admin Block	Ground Floor	0342-5000352	tariqchishty@comsats.edu.pk
Deputy Treasurer (Accounts)	Admin Block	1st Floor	0333-5205587	shafiqgilani@ciitwah.edu.pk
Deputy Registrar (Administration / Academics)	Admin Block	1st Floor	0300-5323032	jawwad_ahmad@comsats.edu.pk
Admission Office	New Block	Ground Floor	0323-5530939	admissions@ciitwah.edu.pk
Campus Library	Central Library	Ground Floor	0300-8332364	farhad_1977@hotmail.com

IMPORTANT EMERGENCY NUMBERS

Sr. #	Department/ Station	Emergency #
1.	Police Station	051-9055-22321
2.	POF Hospital	051-9055-25255
3.	FIU	051-9055-22066
4.	IC FIU	051-9055-22051
5.	Control Room	051-9055-24095
6.	DSG	051-9055-24439
7.	Director Security	051-9055-21066
8.	IC Security	051-9055-21005
9.	POFs Security Unit	051-9055-22065
10.	Fire Brigade	051-16