

## **Welcome to Students**

I would like to congratulate you on your admission to the Ghulam Ishaq Khan Institute of Engineering Sciences and Technology and to heartily welcome you to a community of those who hate ignorance and strive for truth.

Most of you might be leaving the security of your homes for the first time where parental guidance and advice were readily available to you. Here you must judiciously make your own decisions and manage your time to ensure that you make optimum use of the many competing curricular and co-curricular activities. Don't hesitate to seek the advice of your seniors, your teachers and especially your faculty advisor whenever you need it.

Try to adjust to the rigor of the semester system as soon as possible so that you keep pace with its demanding work load and are not left behind. Make sure to attend all classes except in cases of an emergency or sickness as 80% attendance is a must for sitting in the final examination.

**Jahangir Bashar**

Rector

Ghulam Ishaq Khan Institute of Engineering Sciences and Technology.

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## **1. INTRODUCTION**

- (i) This Handbook is a very important document. Students are advised to read it very carefully and keep it with them for the entire duration of their study in this Institute. The rules and regulations are subject to change any time and in that case, students will be notified accordingly.
- (ii) Congratulations on your well-deserved entry to the GIK Institute, where the aim is to pursue highest standards in education and research. The educational philosophy of the Institute lays emphasis on training of mind rather than stuffing it with inert body of facts and on expanding the scientific imagination rather than making them tread the well-worn and outmoded grooves of thought. Guided by such convictions, students are educated by confronting them with real life problems and inculcating in them a problem solving approach. You are encouraged to explore, to solve problems, to break new grounds and to develop leadership qualities.
- (iii) It is understood that your sole purpose of coming here is to acquire knowledge. You will find that faculty and staff of the Institute are fully committed to help you achieve your cherished goal. Excellence in academics and upholding of the valued traditions of its heritage and culture are the hallmarks of the policy followed by the Institute. Some important information, which is of direct concern to the **students**, has been collected in this Handbook.
- (iv) This Handbook addresses expectations concerning student conduct and performance, and provides information on the various student support systems available at the campus. A careful study of this will help you in settling down and will provide you the essential guidelines needed to successfully pursue your studies at this Institute.
- (v) **Accommodation:** Most of the students are allotted a single room in one of the 8 hostels located within the campus. You are expected to meet the hostel warden who will help you in solving all your hostel-related problems. You are not permitted to change or swap the allotted room on your own. Please check the room thoroughly and record deficiency/discrepancy or breakage, if any. You will find the rules pertaining to the hostel and the mess later in this handbook.
- (vi) **Tuition Fee:** Tuition fee is payable in lump sum before the commencement of academic session failing which students are **NOT** allowed to register for the courses. The requests for relaxation in time or payment in installments are usually not entertained. As per Institute policy, Financial Assistance would not be provided to the students of previous batches other than fresh intake on compassionate ground.
- (vii) **Discipline:** The co-education system practiced at the Institute places a heavy responsibility on the Institute management and on the students alike. The students are, therefore, expected to follow a code of conduct that is in line with our culture, tradition and values, particularly with regard to ethics and moral behavior.

(viii) **Very serious view is taken of misconduct and immoral behavior both inside and outside the class rooms.**

The Institute is fully residential and the students are expected to realize that the interaction amongst students and various faculty members and staff is much more than usual. It demands extra care on part of the students while going about the daily routine.

Each faculty member, hostel wardens, library staff and management staff have certain authority to impose the discipline. For serious matters, there is a STUDENT DISCIPLINARY COMMITTEE consisting of senior faculty members which deals with all cases of indiscipline brought to its notice.

(ix) **Counseling:** The Dean Student Affairs is readily available for sorting out your problems whether personal, social or academic. In times of need, which may be rather frequent, you must seek his advice. As a matter of fact, the entire Department of Student Affairs acts as a friend and guide to you.

## **2. STUDENT LIFE**

2.1. **Performance Evaluation:** Institute follows the semester system in which continuous evaluation and assessment of a student's performance is carried out. It is earnestly desired that you do well in your studies and remain well above the GPA of 2.00, as a GPA less than this will put you on probation. If a probationer is unable to improve his GPA, he/she may not be allowed to continue his/her studies in the Institute. To help a student avoid this unpleasant situation the following measures are taken during the first year of studies:

2.1.1 Results of quizzes and mid-terms will be closely monitored, and if found unsatisfactory, a warning letter will be issued.

2.1.2 Tutorials will be arranged for students who receive such warnings and need extra coaching.

2.1.3 If in spite of these measures the performance of a student remains unsatisfactory and he/she does not show satisfactory results in the final exam, he/she will be issued another warning letter.

2.1.4 The above procedure will be followed during the second semester as well.

### **2.2. Co-Curricular Activities**

2.2.1 Although the main emphasis is on academics, the Institute considers the participation of students in games and other co-curricular activities equally important. Besides professional clubs, which each faculty supports, there are many other different clubs and societies which you can join depending upon your interests and time you can spare. The students, therefore, have opportunities and communications/managerial skills to pursue their hobbies and groom their personalities, while pursuing their academic programs.

2.2.2 The Institute, besides having a separate Gymnasium for boys and girls, offers variety of indoor and outdoor sports. There is a qualified Sports Officer who plans and co-ordinate all such activities and maintain these facilities. For each game, there are certain laid down instructions, which must be followed. For details, please consult the Sports Officer.

2.2.3 For efficient organization of various clubs/ societies, there is a co-coordinator, usually a senior student and academic advisor. The activities of all the clubs/ societies are co-coordinated by Dean Student Affairs. Each club/ society plans different activities, which are usually well publicized. You can find out more from the Department of Student Affairs.

### **2.3. Medical Facilities**

2.3.1 A 10-bed hospital equipped with modern facilities is available on the campus. Qualified doctors supported by paramedical staff along with reasonable facilities for diagnosis and treatment for normal ailments are available round the clock in medical care.

2.3.2. In case of need, the students are encouraged to seek professional help. For emergencies, you may also avail the services of ambulance by calling 'Duty Nurse' and asking for the same.

2.3.3. It is students' prerogative to get treatment from where ever they like but they are strongly advised, in their own interest, not to resort to self-medication. Similarly, it will be wise on their part to consult our doctors even if they get the prescription from outside the Institute.

**2.4. Banking Facilities**

There is a branch of Habib Bank at the campus, which offers the usual banking facilities including foreign currency accounts. You are advised to open a bank account and deposit your money in it. It is advisable not to keep large amounts of cash with you or in the hostel rooms.

**2.5. Transport Facilities**

Transport arrangements for the students and the staff to Rawalpindi, Islamabad and Peshawar on weekends and holidays have been made. It leaves the Institute on Fridays in the evening after the classes and returns on Sundays. The timings are notified by the Transport Committee through a notice. This facility is available on payment of normal fare and to ensure a seat, the tickets may be purchased from Transport Office in advance.

**2.6. Telephone Facilities**

Each hostel has been provided with two telephones by the exchange for the incoming calls. The telephone number of exchange are (0938) 271858 (20 lines). An attendant is also available in the evening to call students from their rooms or to record the messages. Students are not permitted to make long distance calls from these extensions rather they should use their personal mobile phones or pay phone facilities available on the campus. Some important telephone numbers (Ext.) that you may need are given on the last page of this handbook.

**2.7. Other Facilities**

For the convenience of the students, facilities like service center, pay telephones, fax / photocopying center, general stores, barbershop, laundry shop, cafeteria, bar-b-que centers, coffee/tea/juice corners and a stationary store are available on the campus. You may be able to get some of the books from the library. All inquiries in this regard may be referred to the Assistant Director Library.

### 3. REGISTRATIONS, EXAMINATIONS AND GRADING POLICY

3.1. **Introduction:** This section provides a quick reference to the guidelines and procedures with regard to the recurring academic activities such as advisory system, teaching system, registration of courses, class rosters, examinations, grades, graduation etc for the students pursuing a Bachelor's degree program of the Institute. Any exception to the normal guidelines needs recommendation from the Academic Council.

#### 3.2. Academic Calendar

An academic year at the Institute is divided into two semesters (Fall & Spring) of sixteen weeks each and an eight-week summer school. The last week of a semester is allocated to the final examinations. Normally, there is one-week break in the middle of a regular semester. At the start of each calendar year, a calendar of all the academic activities is issued by Director Admissions & Examinations. Students must arrange their travels and other activities according to the calendar to avoid any inconvenience. The semester timings are as follows:

<b>Fall:</b>	August to December
<b>Spring:</b>	January to May
<b>Summer:</b>	June to July

#### 3.3 Duration of Studies

Students have to complete their entire Bachelor's degree program within the following time limits:

Normal Duration:	04 years
Maximum Duration:	06 years

#### 3.4. Interruption of Studies

In case a student interrupts his/her study program at the Institute for a period longer than one semester, his/her courses are evaluated by the concerned Dean to determine their relevance to the changes made in the curriculum, if any, upon his/her return. In such a case, the student may be required to modify the degree plan in order to ensure conformity to the recent curriculum.

#### 3.5. Academic Advisors

Each student is assigned an academic advisor who holds regular meetings, both formal and informal, with the advisee. Before the start of a semester, each Faculty sends a list of advisors with the advisee to Examination Section. This list does not include the first semester students. Usually the advisor for the first semester is the Dean of the concerned Faculty. The advisor prepares the degree plan for his/her advisee and

has periodic audit of the student's progress. The Advisor maintains record files of his/her advisees containing his/her semester-wise progress reports, courses completed, a list of courses to be completed, record of co-curricular activities and any other information that he/she deems relevant. Students are advised to consult their Academic Advisor before registering courses in each semester. Each advisor is provided with the following materials:

- A list of advisees
- Final result report of his/her advisees
- A recent copy of the Institute's Prospectus

While signing the course registration form of a student, the advisor certifies that the courses recommended by him/her are in accordance with the advisee degree plan, the prerequisite(s) are fulfilled, the course numbers, titles and the credit hours assigned are correct and according to allowed limit. In case of registration at the beginning of the semester, or in case of signing an add/drop form, the advisor ensures that the add course(s) can be taken by his advisee without any alteration in the timetable.

### **3.6. Credit System**

The intensity/frequency of every course offered at the Institute is referred to in terms of credit hours. Credit hour is Institute way of measuring work towards a degree. The credit hours assigned to a theory course or a laboratory course are determined by the class hours allocated to it per week throughout the semester. For a theory course, one credit hour is equivalent to one class hour of lecture per week, and for a laboratory course, one credit hour is equal to three class hours of practical work. A student is normally expected to put in 3 hours of work outside class room for each credit hour of theory course and one hour of work outside laboratory course. Similarly a student is likely to spend 4 hours per week on independently conducted final year project. No credits are assigned to the tutorial classes meant to help students understand the subject covered during the class.

### **3.7. Degree Requirements**

To earn a bachelors degree in engineering from the Institute, a student must successfully complete 135/136 credit hours of course work including six credit hours of senior design project and a summer internship (non-credit). These courses are grouped into General Education, Core Courses, Specialization/Technical Electives, Management Electives, Inter-Faculty Electives and Senior Year Design Project. The distribution varies from Faculty to Faculty but remains in line with the Pakistan Engineering Council requirements. In order to obtain the exact degree plan, for a particular Faculty, undergraduate Prospectus should be consulted.

### **3.7.1 Foundational Courses**

Courses in chemistry, mathematics, physics and introductory engineering are common for all students. The aim of these courses is to provide a thorough ground in the basic principles and analytical skills needed for studies in specialized areas of engineering. Relevant faculties offer these courses during the first year of the undergraduate program.

### **3.7.2. Management & Humanities Courses**

Common courses in English language, Islamic and Pakistan studies, social sciences and management are required for all students. They are meant to inculcate in the students an awareness of our history & culture, to help them cultivate aesthetic and moral dimensions of their personalities, and to equip them with communicational and managerial skills.

### **3.7.3 Faculty Courses**

Students are required to take a number of core and elective courses of their own faculty. A list of these courses is available from the Dean's office and from the Prospectus of the Institute.

### **3.7.4 Inter-Faculty Electives**

Students are required to select some basic courses offered by other faculties with the recommendations of their academic advisors. Such courses aim at providing a wider spectrum in their studies.

### **3.7.5. Technical Electives**

Students are also required to take a number of advanced technical courses. To fulfill this requirement, they may choose additional courses in their own area of specialization, select a second area of specialization, or select advanced courses from some different fields in consultation with their academic advisor. Each faculty offers a number of advanced technical electives.

### **3.7.6. Senior Year Design Project**

In the final year, students are required to do a project, which is assigned six credit hours, 3 credits in one semester and 3 in the next semester. In the first 3 credits, a grade of I (Incomplete) is awarded till the completion of the second part. Both the parts get the same grade at the completion.

A list of available projects is notified in each faculty at the start of the academic year. Students may consult their academic advisors/faculty members for the selection of a project. They are encouraged to undertake projects that are of interest to industry or

to research organizations outside GIKI. Students are required to complete their projects and present their reports (& submit in a bounded form) before the end of the final examination of their last semester. Projects are evaluated by a committee nominated by the Dean and approved by the Pro-Rector (Academic).

### **3.7.7. Summer Internship**

Every student registered for a Bachelor degree program at the Institute is required to participate in an eight weeks practical training program during the summer of junior year and submit a formal report to the concerned Dean. Though not-for-credit, the Summer Internship appears on the transcript. Without a satisfactory report, degree is not awarded.

### **3.7.8. Double Degree**

Graduates of the Institute desirous of obtaining a degree in a discipline other than the previously earned degree may spend additional two to four semesters in the Institute to complete the courses required for the double degree. In such cases, students have to do a separate project (six credit hours) for the second degree. Details of the courses required are worked out by the Dean's office and communicated to the Examination Section. On the successful completion of these courses, the student qualifies for a double degree.

## **3.8. Registration**

All the students who intend to continue their studies at the Institute are required to complete the registration formalities well in time. The students are required to pay full tuition fees at the start of the academic year. The fees are paid for the full academic year at the Accounts Department of the Institute. For the registration of courses, the students have to consult their academic advisor and register online. The Registration Office registers the student provided Finance Department clearance is obtained upon verification of payment of tuition fee etc. In case a student has not paid his/her dues, only a provisional registration is accepted and he/she is advised to clear all the dues outstanding against his/her name by a stipulated time. If the dues are not paid in full by the stipulated time, he/she may not be allowed to attend the classes and to sit in the examinations. It is the responsibility of the students concerned to clear all dues outstanding against his/her name and submit a report to the Registration Office for the confirmation of the registration.

### **3.8.1 Semester Registration**

Normally the first week of each semester is partly devoted to course registration as minimal laboratory works start during the first week. Students are required to complete the registration formalities by 5.00 p.m. of the last working day of the first week of the semester (inclusive of holidays, if any). Registration by mail or proxy is not accepted. The registration office before the start of the semester may notify any change(s) in registration deadline due to particular circumstances.

Since the courses offered during the first semester are “core courses”, it is normal for a student to register for the following courses:

CS 101	2 Credit Hours
CS 101L	1 Credit Hour
HM 101	3 Credit Hours
ME 101	1 Credit Hour
MM 101	3 Credit Hours
MT 101	3 Credit Hours
PH 101	3 Credit Hours
PH101L	1 Credit Hour
<b>Total:</b>	<b>17 Credit Hours</b>

This is the maximum load for the first semester.

### 3.8.2 **Late Registration**

In case a student could not submit the course registration form within the registration period of the semester due to unavoidable and acceptable reasons, Pro-Rector (Academic) may grant approval of the late registration on the following terms and conditions.

- The registration shall not be late by more than two weeks of the normal registration deadline, inclusive of holidays, if any.
- The Dean of the Faculty must approve and recommend the registration form and forward it to the Pro-Rector Office.

If granted approval, the student deposits a sum of Rs.800/- per working day per semester, exclusive of weekend and holidays, if any, as late registration fee in the account office and submits a copy of the receipt along with the approved late registration forms to the Registration Office. Registration later than the expiry of late registration deadline is not accepted under any circumstances.

### 3.8.3. **Course Load**

Students can normally register for 15-18 credit hours in a semester. No exception to this upper limit is allowed to freshmen. However, in later years, this limit may be relaxed with the approval of the Dean. A student having a cumulative GPA of at least 3.00/4.00 can request the advisor to allow registration up to 21 credit hours, in case the extra course is relevant to his degree program or his research project.

In case of a probation\* where the previous regular semester GPA of a student falls below 2.00, the student is allowed to register for 10-13 credit hours. Only an exception to this rule can be made for the senior year students after the approval of the Pro-Rector (Academics). The students under probation are also allowed to register for one repeating course above the restricted limit of 10-13 credit hours in which they have previously obtained an F, D or a D+ grade provided their CGPA is above 2.00.

The maximum load for a Summer School is 8 credit hours. A pre-registration for summer courses is advised at the end of the spring semester in order to help decide whether a particular course is to be offered or not.

Students are not allowed to register for two Humanities or Management courses in a semester. In addition, 6 credit hours of project cannot be registered in a single semester.

#### **3.8.4. Add/Drop of Courses**

Students who wish to add or drop a course (s), must do so before the end of the first three weeks of the semester by submitting the course add and drop form. For adding a course, the Academic Advisor checks the schedule of classes and determines if the requested course is being offered and if it does not require any alteration in the timetable. A dropped course does not appear in final transcript.

#### **3.8.5. Withdrawal from Courses**

Students can withdraw from course(s) during the period starting from the fourth week of the semester till the end of the 10<sup>th</sup> week inclusive of holidays, if any. In such a case, the student has to submit a course withdrawal form. The advisor determines if the withdrawal is crucial for the advisee's academic performance and if the course is not a pre-requisite for the next semester courses for the advisee. A "W" grade appears on the transcript in this case. A student who gets a "W" grade does not require repeating this course at a later stage if this course is not in his degree requirement. A "W" grade does not count in the GPA calculations. A course in which a student gets an "F" grade has to be repeated in any case.

#### **3.8.6. Auditing Course(s)**

A student can audit course(s) subject to the following terms and conditions:

- The course is not needed by him/her to graduate.

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\* Explained in the subsection 3.9.3

- The audit status of a course cannot be changed to credit.
- Course once audited cannot be repeated as a credit course.

A student who wants to audit a course has to submit a Course Audit Form in the third week of the semester through his Faculty to the Registration Office. An audited course does not appear on the transcript.

### **3.8.7. Class Rosters**

The Registration Office provides the class rosters for all courses to the course instructors through their respective Faculty Dean's Office according to the following schedule:

- At the beginning of the fifth week
- At the beginning of the twelfth week
- During the week before the Final Examinations

## **3.9. Examinations**

Students are evaluated by mid-semester tests, home assignments, quiz tests, case studies, oral tests, class presentations & participation, and the end of semester final examination. The weight allocated to each, except the final semester examination, remains on the discretion of the instructor. Each instructor announces his/her evaluation policy during the first lecture of the course. The final examination usually carries 50% weight of a course. The final semester exam has duration of three hours. Students failing to meet mandatory 80% attendance requirement in any course, are not allowed to appear in final examination for the said course. Any formula sheet or other helping documents, if deemed necessary, would be provided by the instructor at the time of examination.

### **3.9.1. Grading System**

Students are awarded grades A, A-, B+, B, B-, C+, C, C-, D+, D, F, I, and W for each course. These grades indicate the following level of performance:

**A**      Excellent

- B** Good
- C** Adequate
- D** Minimum acceptable
- F** Failure, the student must repeat the entire course to receive any credit
- W** Withdrawn from the course
- I** Incomplete, the student must complete within a specified time.

The student's performance over a semester is judged by Grade Points Average (GPA)\*. Each grade is assigned Grade Points per Credit Hour according to the following table. Total grade points of a course are obtained by multiplying the GPC by the number of credit hours assigned to the course.

<b>Grade</b>	<b>GPC (Grade Points/Credit Hour)</b>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00
W	No Credit, not counted in the calculation of GPA
I	No Credit, not counted in the calculation of GPA

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\* Explained in the next section

### 3.9.2. **Grade Point Average**

The academic standing of a student is referred to in terms of a Grade Point Average (GPA). To calculate the GPA of a semester, also referred as SGPA, the total number of grade points earned is divided by the total number of credit hours registered in a semester. The maximum possible GPA is 4.00. To judge the performance of a student over the total period of study, Cumulative Grade Point Average (CGPA) is calculated by dividing the total number of grade points with the total number of credit hours for the entire number of courses undertaken. In the case of repeating courses, only the most recent grades are taken into consideration for the calculation of GPA but all courses undertaken appear on the final transcript.

### 3.9.3. **Academic Standing**

At the end of each semester, students are awarded with different academic standings based on the academic performance. Each Faculty selects a number of students, according to prescribed criteria, to be placed on the Dean's honors list. Following is the list of the standings awarded to students.

- a) **Highest Distinction:** Highest distinction is granted to a student with a normal course load or above in the semester, whose semester GPA is between 3.90 and 4.00, inclusive.
- b). **High Distinction:** High distinction is granted to a student with a normal course load or above in the semester, whose semester GPA is between 3.75 and 3.89, inclusive.
- c) **Distinction:** Distinction is granted to a student with a normal course load or above in the semester, whose semester GPA is between 3.50 and 3.74, inclusive.
- d) **Good:** The academic performance of a student is considered good if his/her semester GPA is between 3.00 and 3.49, inclusive.
- e) **Satisfactory:** The academic performance of a student is considered satisfactory if his/her semester GPA is between 2.00 and 2.99, inclusive.
- f) **Caution:** A cautionary letter is issued to a student whose semester GPA is 2.00 or more but cumulative GPA is below 2.00.

- g) Probation:** The minimum semester GPA to remain in good academic standing is 2.00. Students are placed on academic probation for the next semester if their semester GPA falls below 2.00 at the end of a semester. A student on probation is required to register for lesser number of courses than the normal load during the probation (between 10 to 13 credit hours).
- h) Warning:** A student who obtains a SGPA of less than 2.00 for two consecutive semesters receives a warning letter from the Examination Section. A copy of this warning letter is also sent to the parents/guardians of the student.
- i) Expulsion:** A student, who obtains the SGPA of less than 2.00 in two consecutive regular semesters, is removed from the roll of the Institute.
- j) Passed:** A student is declared passed if he/she successfully completes all the requirements set for a degree from the Institute and attains a minimum CGPA of 2.00. The course requirements for each Faculty are described in the Institute prospectus. The following degree requirements are to be completed by the student:
  - a. The student has completed the total number of credit hours for a degree requirement, as required by his/her Faculty.
  - b. The student has a CGPA of not less than 2.00 at the completion of the course requirement.
  - c. The student has fulfilled the degree requirement between a period of 4 to 6 years. The student is allowed a maximum of 6 years to fulfill his/her degree requirement.

#### 3.9.4. **Incomplete (I) Grade**

An I grade is awarded to students in a course under the following circumstances:

- If a student does not complete all the requirements of a course within the semester (some minor component is outstanding), and the concerned Dean and the Instructor are satisfied that it was because of circumstances beyond the control of the student, an “I” grade is awarded. In this case, the Instructor concerned communicates an “I” grade in the award list submitted to the Examination Section, with the approval of the Pro-Rector (Academic).
- If a student is prescribed bed rest by a certified medical doctor (countersigned by the MS of the Institute's Medical Center) on the day of the exam, then the Dean of faculty forwards the case to the Pro-Rector (Academic) for approval along with the medical certificate duly attested by the Medical Superintendent (MS) of GIK Institute. After approval from the Pro-Rector (Academic), the case is sent to the Examination Section. An “I” grade is awarded accordingly.

In both these cases, it is the responsibility of the student to complete the outstanding requirements within one week of the beginning of the next semester. Failing this an “T” grade is automatically converted to an F grade.

- **Makeup Examinations:** Makeup examinations and quizzes can only be undertaken if you miss these while being sick or on Institute duty. For makeup examinations on medical grounds, the recommendations of Medical Superintendent of GIKI Medical Center are mandatory. However, if fallen sick while being away from the campus, then verification of disease by the Medical Superintendent of GIKI Medical Center shall be required.

#### **3.9.5. Re-checking of Papers**

If a student is not satisfied with his/her grade in a course, he/she can apply for the rechecking of the final paper. In such cases, the student has to deposit a paper rechecking fee (Rs. 4000/- per paper) in the Account Office of the Institute and has to write an application to the Pro-Rector (Academic). The receipt of money paid has to be submitted along with the application. After approval from the office of the Pro-Rector, the case is forwarded to the Director Admissions & Examinations for further processing. A panel of faculty members is constituted to recheck the paper and the final decision is communicated to the Examination Section. If there is change in the grade, the new grade is communicated to the student, and the amount paid is refunded. If there is no change in the grade, the decision is communicated to the student, however no refund is made.

#### **3.9.6. Re-totalling of Marks**

If a student is not satisfied with his/her grade in a course and he/she wants his/her marks in the final examination and the semester performance to be re-totaled, the student has to deposit a fee of Rs. 1000/- per course in the Account Office of the Institute and write an application to the Director Admissions & Examinations for re-totalling. The receipt of money paid has to be submitted in original along with the application. The Examination Section processes the case and the concerned Dean communicates the grade (changed or unchanged) to the Examination Section office for correction of record, if any. The result is communicated to the student. In case of an error in the total, the money paid as processing fee is, however, refunded.

#### **3.9.7. Repeating Course(s)**

Courses in which a student receives an F or a W grade and which are a requirement for the degree have to be repeated. They may opt for a substitute course only if there is a provision of an alternative in the curriculum. Students may also repeat courses in which they receive D+ or D grade provided they do so in the next three semesters after the result of the course is announced. A student cannot

repeat a course in which he/she previously earned a grade of C- (C minus) or better. If such an incident is discovered at any time, the student will be dropped from the course or the latest grade earned in the course will be cancelled.

In case of repeated courses, all grades earned by students appear on the transcripts; however, only the latest grade is counted in calculating the CGPA, even if it is lower than the earlier one.

### **3.9.8. Dropping of Semester**

Prior permission of the competent authority must be obtained if a student has to drop the semester(s) because of any reason. To obtain formal approval, please approach the Department of Student Affairs, who will advise you how to proceed. Please note that tuition fee is NOT carried forward and you may be asked to vacate the room also.

### **3.9.9. Conduction of Exams**

The evaluation of a course is done through a number of exams. These exams can be in the form of quizzes, mid-semester exams, or final semester exams. Assignments and course projects/case studies also form part of the session evaluation of a student during a course. The instructor can design an evaluation procedure within the course. A broader guideline in this regard is as following:

- Final Semester Exam: 50%
- Mid Semester Exam: 30%
- Quizzes, assignments, class projects, case studies etc: 20%

### **Final Semester Exams**

The final semester exams are conducted in the 16<sup>th</sup> week of the semester. These exams are of 3 hours duration and count for 50% of the total marks assigned to the course.

Open book exams are not allowed at the undergraduate level. If the instructor feels that a data sheet or a formula sheet is necessary for solving certain problems, this data sheet or formula sheet should be provided by the instructor. The students are not allowed to bring their own data sheet or formula sheet to the examination hall. Use of unfair means in exams may lead to failure in the course or even expulsion from the Institute. Recommendations about the case will be made by the Disciplinary Committee and the decision will be endorsed by the Rector. The students are not allowed to bring any helping material or mobile phones to the examination hall.

The final exams are not retaken or rescheduled. In case of valid medical reasons the students should present the medical certificate duly endorsed by the Medical Officer of the GIK Institute to the relevant Dean who will recommend his case to the Pro-Rector (Academic). If approved, the student will be given an I grade and will be allowed to undertake the exam before the first week of the next semester. The result should be provided to the COE office within this week.

#### **3.9.10. Transcripts**

Students can obtain their transcripts from the Examination Section at any stage of their study, upon payment of Rs. 1500/- per transcript.

The students who apply to foreign universities for higher education are charged Rs.1500/- per university if the requirement is for a maximum of 3 transcripts per university. The Examination Section will seal the transcripts in an envelope and send them to the desired university through registered mail.

## 4. STANDARDS OF CONDUCT FOR GIKI STUDENTS

Ghulam Ishaq Khan Institute of Engineering Sciences & Technology, as a community dedicated to the advancement of knowledge, expects all students to behave in a manner consistent with the high standards of conduct. Acceptance of admission to the Institute carries with it the obligation of responsibility for the welfare of the community. Freedom to learn can be preserved only through respect for the rights of others, for the free expression of ideas, and for the law.

Under the terms of admission to GIKI, students accept its regulations and acknowledge the right of the Institute to take disciplinary action, including expulsion, for conduct judged unsatisfactory or disruptive to the educational process. When students violate the standards of conduct established by the Institute, they are subject to the Institute's disciplinary process. The purpose of this process is to educate and to protect the welfare of the community.

### 4.1. Conduct Regulations

4.1.1 **Introduction:** The registered students of GIKI have an obligation to conduct themselves in a manner, which is compatible with the Institute's function as an educational institution. It is clear that in a community of learning, willful disruption of the educational process, dishonesty, violation of the laws of the state, and interference with the rights of the others cannot be tolerated. GIKI retains the right and the power to maintain order within the Institute and to exclude those who are disruptive to the educational process. To that end, the Dean Student Affairs office has established the following rules, regulations and policies, which apply to all students and student organizations.

### 4.1.2. Terms of Enrollment

Ghulam Ishaq Khan Institute aims to create an environment that cultivates individual virtues and institutional integrity in the Institute community. The mission of the Institute is supported when students take responsibility for their conduct both in and out of the classroom. Under the terms of enrollment, students acknowledge the Institute's authority to take disciplinary action for conduct on or off Institute property. Off-campus conduct may be addressed when it is detrimental to the Institute's mission.

i) **Ghulam Ishaq Khan Institute (GIKI)**

The term “Institute” means all Ghulam Ishaq Khan Institute campus locations.

ii) **Definition of a Student (GIKI-SC-05)**

A student is any person who is enrolled at Ghulam Ishaq Khan Institute for the current academic period. A student is also defined as one who has an ongoing relationship with the Institute between academic periods at the time the misconduct occurred.

iii) **Good Standing (GIKI-SC-10)**

The award of a degree is conditioned upon the student’s good standing in the Institute and satisfaction of all Institute graduation requirements. “Good standing” means the student has resolved any unpaid fees or acts of academic or behavioral misconduct, and complied with all sanctions imposed as a result of the misconduct. The Institute shall deny award of a degree, transcript or both if the student is dismissed from the Institute based on his or her misconduct.

iv) **Responsibility for Student’s Guests (GIKI-SC-15)**

A student or student organization is responsible for the conduct of their guests on or in Institute property and at functions sponsored by the Institute or sponsored by any registered institute or organization.

v) **Academic Dishonesty (GIKI-SC-20)**

Academic dishonesty, such as cheating, plagiarism, fabrication, and fraud, is prohibited. See Part III for specific definitions of academic dishonesty.

vi) **Discrimination (GIKI-SC-25)**

Discrimination on the basis of race, national or ethnic origin, creed, age, sex, marital status, or disability is prohibited.

vii) **Physical Abuse or Threatened Physical Abuse (GIKI-SC-30)**

Attempting or causing injury to an individual is prohibited. Causing or provoking physical contact with another is prohibited when the person knows or should reasonably believe that the other person will consider the contact offensive.

viii) **Harassment (GIKI-SC-35)**

Conduct by physical, verbal, graphic, written, or electronic means that is sufficiently severe, pervasive or persistent so as to threaten an individual or limit the individual's ability to work, study or participate in the activities of the Institute is prohibited.

**ix) Abuse of Self or Others (GIKI-SC-40)**

Prohibited behavior includes but is not limited to:

1. Inflicting mental or bodily harm upon any person (including one's self).
2. Engaging in any intentional or reckless action that may result in mental or bodily harm (including to one's self).
3. Causing a person to believe that the offender may cause mental **or** bodily harm.

**x) Malicious Harassment (GIKI-SC-45)**

Maliciously and intentionally committing one of the following acts because of a perception of the victim's race, color, religion, ancestry, national origin, gender, or mental, physical, or sensory handicap is prohibited:

1. Causing physical injury to the victim or another person.
2. Causing physical damage to or destruction of the property of the victim or another person.
3. Threatening a specific person or group of persons and placing that person, or members of the specific group of persons, in reasonable fear of harm to person or to property.

**xi) Reckless Endangerment (GIKI-SC-50)**

Engaging in conduct that creates a substantial risk of physical harm to another person or property is prohibited.

**xii) Alcohol (GIKI-SC-55)**

Use, possession, or sale of intoxicating beverages, is strictly prohibited within the Institute campus, sports, cultural or study tours of any official tour conducted by student or students organizations out side the premises of the Institute.

**xiii) Effect of alcohol or drugs (GIKI-SC-60)**

Any conduct that may have been influenced by alcohol or drugs will not limit or excuse the student's responsibility for his or her action.

- xiv) **Drugs (GIKI-SC-65)**  
The use, sale, possession, and/or distribution of illegal drugs and drug paraphernalia are prohibited.
- xv) **Smoking at Public Places (GIKI-SC-70)**  
Smoking in class-rooms, laboratories, workshop, faculty buildings, library, examination hall, convocation hall/Agha Hassan Abidi Auditorium, TV lounges, dinning halls, and other public places is prohibited.
- xvi) **Firearms and Dangerous Weapons (GIKI-SC-75)**  
No student is allowed to carry, possess, or use any firearms, explosives, dangerous chemicals, or dangerous weapons (including, but not limited to, shotguns, rifles, pistols, air guns, pellet guns, longbows, hunting bows, throwing weapons, etc.) inside Institute premises.
- xvii) **Illegal Entry and Trespassing (GIKI-SC-80)**  
Illegal or attempted illegal entry or trespassing on Institute property is prohibited.
- xviii) **Theft or Damage of Property or Services (GIKI-SC-85)**  
Actual or attempted theft of, or damage to, property or services belonging to the Institute, any member of its community, or a campus visitor is prohibited. Knowing possession of stolen property is also prohibited.
- xix) **Safety Equipments (GIKI-SC-90)**  
Improper use/damage or disablement of safety or fire safety equipments, such as fire extinguishers, fire alarms, or exit signs is prohibited.
- xx) **Misrepresentation, Fraud, and Falsification of Institute Records (GIKI-SC-95)**  
Providing false, misrepresented, or fraudulent information to Institute officials or on Institute records is prohibited. Such information includes but is not limited to:
1. Providing false identification.
  2. Falsifying, misrepresenting, forging, altering, or fraudulently obtaining a Institute transcript or degree.
  3. Withholding or misrepresenting relevant information on any Institute form or financial aid form.
  4. Offering any false information in any Institute disciplinary proceeding, academic exercise or hearing, employment situation, or in any other Institute situation.
  5. Maliciously altering or misusing Institute documents, records, permits, or identification.

**xxi) Computer Abuses (GIKI-SC-100)**

Conduct that violates the Institute's electronic use policy is prohibited and includes:

1. Copying Institute-owned or licensed software or data for personal or external use without prior approval.
2. Modifying or damaging, attempting to modify or damage computer equipments, software, databases, or communication lines without permission.
3. Disrupting or attempting to disrupt computer operations. Invading the privacy of an individual by using electronic means to ascertain confidential information, even if an individual or department inadvertently allows access to such information.
4. Abusing or harassing another computer user through electronic means or on the I.R.C.
5. Using the Institute's computing facilities in the commission of a crime.
6. Using computer services without authorization.
7. Allowing another individual to use one's computer identity/account or using another individual's computer identity/account. This includes, but is not limited to, logging on to the account, accessing programs, and reading or altering computer records.

**xxii) Disruption (GIKI-SC-105)**

Students have the right to freedom of speech, including the right to dissent or protest, but this expression cannot interfere with the rights of others or disrupt the Institute's activities. The following conduct will not be permitted:

1. Disruption of classes, laboratories, offices, services, meetings, or ceremonies.
2. Conduct which threatens harm, incites violence, or endangers the health and safety of any person.
3. Threats of disruption.
4. Damaging, defacing, or abusing Institute facilities, equipment, or property, or the property of Institute's community members.
5. Inciting others to engage in prohibited conduct.

**xxiii) Disturbing the Peace (GIKI-SC-110)**

Creating noise in such a way as to interfere with the Institute's mission or creating law and order situation is prohibited.

- xxiv) **Interference with Institute or Student Programs or Activities (GIKI-SC-115)**  
Intentionally or recklessly interfering with any Institute or student program or activity, including teaching, research, administration, meetings, or fire, security, or emergency services, is prohibited.
- xxv) **Violation of Institute Policies (GIKI-SC-120)**  
Violation of any Institute policy or rule is prohibited.
- xxvi) **Failure to Comply with a Proper Order (GIKI-SC-125)**  
Willful refusal or failure to comply with a proper order or request of a Institute official acting in performance of their duties is prohibited.
- xxvii) **Assisting Illegal or Prohibited Conduct (GIKI-SC-130)**  
Aiding, assisting in, or serving as an accomplice in the commission of any illegal act or any act prohibited by the Institute's standards of conduct is prohibited.
- xxviii) **Violation of a Disciplinary Sanction (GIKI-SC-135)**  
Violation of any term or condition of any disciplinary sanction constitutes a new violation and may subject the student to additional sanctions.
- xxix) **Failure to Cooperate with an Institute Investigation (GIKI-SC-140)**  
Failure to cooperate with a Institute investigation or interfering with an investigation by withholding evidence, or encouraging or threatening another to interfere with an investigation or to lie is prohibited. Any student who fears for his or her safety may request that testimony be given by telephone or other means.
- xxx) **Misuse of Keys (GIKI-SC-145)**  
Unauthorized possession, including but not limited to lending, selling, processing, duplicating, or using Institute-issued key is prohibited.
- xxxi) **Misuse of Identification (GIKI-SC-150)**  
Unauthorized possession or use of Institute or state-issued identification is prohibited which includes but is not limited to: lending, selling, processing, or duplicating the identification.
- xxxii) **Identity Theft (GIKI-SC-155)**  
Knowingly using or transferring another person's identification for any unlawful purpose is prohibited.

**xxxiii) Unauthorized Student Organizations and Functions (GIKI-SC-160)**

To organize any club or society of students or to take part in any function within the campus except those approved by the Institute is prohibited.

**xxxiv) Unauthorized Collection of Funds (GIKI-SC-165)**

To collect any money or receive donations or monetary assistance **or sponsorships** for or on the behalf of the Institute except with the written permission of Dean Student Affairs is prohibited.

**xxxv) Protests and Walkouts (GIKI-SC-170)**

To stage, incite or participate in, or assist in any walkout, strike or other form of agitation against the Institute or its teachers or officers or staff is prohibited.

**xxxvi) Inflammatory Speeches (GIKI-SC-175)**

To make inflammatory speeches or gestures which may cause resentment among the community of the Institute is prohibited.

**xxxvii) Publications and Statements (GIKI-SC-180)**

To issue, publish or circulate statements in press, pamphlets or cartoons casting aspersions on the Institute or its community is prohibited.

**xxxviii) Use of Unauthorized Appliances (GIKI-SC-185)**

To use any electrical appliance such as heater, refrigerator, air-conditioner, oven, washing machine and cooking appliances or chemicals likely to cause hazards is prohibited.

**xxxix) Littering (GIKI-SC-190)**

Littering on the campus is prohibited.

**xxxx) Immodest Dress (GIKI-SC-195)**

Immodest dressing (guided by religion and culture) on the campus is prohibited.

**xxxxi) Unlawful Intimidation (GIKI-SC-200)**

To influence, intimidate or pursue any employee or student of the Institute for wrongful gains and favors is prohibited.

**xxxxii) Other Conduct (GIKI-SC-205)**

Any other conduct that is detrimental to the Institute's mission or threatens the health or safety of the community is prohibited.

## **4.2. Disciplinary Process and Procedures**

### **4.2.1 Disciplinary Action**

The Institute's disciplinary process is educational, but students can be suspended or dismissed for serious violations of the standards of conduct. Institute disciplinary action is independent of any civil or criminal proceeding and is not influenced by the outcome of those proceedings. The Institute shall address allegations of student misconduct in a timely manner in its sole discretion.

### **4.2.2 Institute Officer, Disciplinary Committee, and Appeal Board (GIKI-SC-210)**

- i) The Institute officer is a Student Affairs staff member.
- ii) The Rector or Pro-Rector Academics appoints the Disciplinary Committee members. This committee is generally composed of two faculty members, one administrative staff, Dean Student Affairs and a Dean of a faculty as Convener.
- iii) The appeal board is composed of Deans Committee headed by the Pro-Rector Academics.
- iv) All Institute officers and hearing board members shall be impartial. Impartial means that the person is not personally involved in the alleged act or does not have a personal interest in the outcome of the disciplinary proceeding.

### **4.2.3. Complaint (GIKI-SC-215)**

- i) Any person may file a complaint in writing with the Office of Student Affairs against a student or student organization.
- ii) The complainant must have direct knowledge of the alleged misconduct and be willing to appear at a hearing if necessary.
- iii) The Institute officer determines if the alleged misconduct constitutes a violation of the standards of conduct.
- iv) If the Institute officer determines that there may be a violation, the student or student organization is requested to attend a preliminary conference with Dean Students Affairs.
- v) The student or student organization in general is notified in writing of the allegation against them.
- vi) If a student withdraws after a complaint has been filed, the hearing may be conducted in the student's absence. If the student is found responsible for a violation of the standards of conduct, the Institute may impose disciplinary sanctions.

- vii) Failure to comply with a Institute sanction or failure to resolve a conduct complaint shall affect a student's good standing in the Institute.

#### **4.2.4. Preliminary Conference (GIKI-SC-220)**

The preliminary conference is an opportunity to evaluate the student's or student organization's alleged involvement in the matter. The Dean Student Affairs shall:

- i) Inform the student of the nature of the complaint.
- ii) Educate the student about the Institute's disciplinary process.
- iii) Notify the student of his or her rights and responsibilities.
- iv) Encourage the student to submit a written explanation of the alleged incident.

The student or student organization may waive their notice requirement and resolve the matter with a Dean Student Affairs. In such cases Dean Student Affairs can impose a fine up to Rs. 10,000/-.

#### **4.2.5. Notice (GIKI-SC-225)**

In general, any student or student organization charged with violating the standards of conduct shall be notified in writing at least seven calendar days prior to the hearing. The notice shall include:

- i) The specific charges, including the Institute policy or regulation allegedly violated.
- ii) The approximate time and place of the alleged act.
- iii) The time and place of the hearing.

However, depending on the nature of case on suitable cause of action may be followed in consultation with Rector or Pro-Rector (Academic).

#### **4.2.6. Service of Notice (GIKI-SC-230)**

- i) Notice of a hearing with Dean Student Affairs or the conduct board is sent by regular mail and/or electronic mail to the student's or student organization's last known local address. If the student is no longer enrolled at the time notice is sent, the notice is sent to the student's permanent address.
- ii) The student or student organization is responsible for keeping an updated address on file.

#### **4.2.7. Disciplinary Committee Hearing (GIKI-SC-235)**

Once notice is served, Disciplinary Committee will start hearing within seven days.

- i) If the student or student organization fails to appear at a hearing after proper notice, the Disciplinary Committee has the discretion to proceed in the student or organization's absence and determine responsibility and appropriate sanctions.
- ii) This administrative hearing is not a legal proceeding.
- iii) The Disciplinary Committee is not bound by the rules of evidence and may admit any relevant information or source of information, but shall exclude immaterial or unduly repetitious information.
- iv) The Institute must prove the allegation by a preponderance of the evidence.
- v) Preponderance of the evidence means evidence that would lead a reasonable person to conclude that it is more likely than not that a violation occurred.
- vi) A hearing may be continued to another time if any person disrupts the proceedings.
- vii) At the conclusion of the hearing the student is informed in writing of the Disciplinary Committee's decision, the reasons for the decision, the sanction, and the right to appeal the decision.
- viii) The written decision is the initial order.
- ix) If the student does not appeal the Disciplinary Committee's decision within fourteen calendar days from the date of the decision letter, it becomes the Institute's final order.
- x) Disciplinary Committee's decisions involving individual students are confidential. However, the Institute may disclose the outcome of a disciplinary decision in compliance with
  - a) Disclosure to other Institute officials with a legitimate educational interest.
  - b) Disclosure to an alleged victim of any crime of violence.
  - c) Disclosure in connection with a health or safety emergency.

- d) Future exemptions that may apply as amended by federal law. Students will be notified annually of any new exemptions that may apply.

The Dean Student Affairs shall keep a written record of the hearing. This record shall include all documents relevant to the Disciplinary Committee's decision.

#### **4.2.8 Appeal (GIKI-SC-240)**

- i) The appeal is a review of the record and the appeal letter; it is not a new hearing.
- ii) The Disciplinary Committee's written decision is the Institute's initial order.
- iii) The Disciplinary Committee's decision may be appealed to the Rector.
- iv) If the student does not appeal the Disciplinary Committee's decision within fourteen calendar days from the date of the decision letter, it becomes the Institute's final order.
- v) An appeal letter shall be in writing and filed with the Office of Rector.
- vi) The appeal letter shall clearly state the basis for appeal. The following shall be the basis for an appeal:
  - a) The Institute's disciplinary process was not properly followed and that a procedural error substantially affected the decision.
  - b) New information not available at the time of the hearing would have substantially affected the decision.
  - c) There was not enough evidence to justify the decision.
  - d) The sanction was too severe or inappropriate for the violation.
- vii) The student bears the burden of proof on appeal.
- viii) Burden of proof means the student or student organization must prove he, she, or it is not responsible for the violation of the standards of conduct.
- ix) The Appeal Board shall review the record and make one of the following determinations within fourteen calendar days from the date of the appeal letter:
  - a) Affirm the Disciplinary Committee's decision.
  - b) Reverse the Disciplinary Committee's decision.
  - c) Affirm, reverse or modify the sanctions imposed by the Disciplinary Committee.

- x) The decision letter is the Institute's final order and shall advise the student or student organization that judicial review may be available student bears the burden of proof on appeal.

#### 4.2.9. **Sanctions (GIKI-SC-245)**

Any of the following sanctions or any combinations of sanctions may be imposed on a student or student organization for a violation of the standards of conduct.

- i) **Warning.** A letter notifying the student that the allegation is not a violation under the standards of conduct, but repeated behavior may result in a violation.
- ii) **Assessment.** The student is required to have an psychiatric assessment by a certified professional and to comply with the professional's recommendations.
- iii) **Disciplinary probation.** Disciplinary probation means formal conditions are imposed on a student's continued attendance at the Institute for a specific period of time. Disciplinary probation serves as a warning that future misconduct may result in more severe sanctions.
- iv) **Restitution.** Restitution may include reimbursement for damaged or stolen property and any medical expenses incurred by a person injured as a result of the student's or student organization's misconduct.
- v) **Loss of privileges.** Loss of the right to reside in a specific hostel or loss of the right to participate in extracurricular activities for a specific period of time.
- vi) **Loss of recognition or charter.** A student organization's recognition or charter may be withheld permanently or for a specific period of time.
- vii) **Hold on transcript and/or registration.** This is a temporary measure restricting release of a student's transcript or access to registration. Upon satisfactory completion of the conditions of the sanction, the hold shall be released.
- viii) **Award of lower grades.** In cases of academic dishonesty, grade of the student can be lowered.
- ix) **Award of F grades.** In cases of severe academic dishonesty, student can be awarded F grades in any or all the courses enrolled in that semester.
- x) **Revocation of degree.** A student's degree may be revoked if it was falsely or fraudulently obtained, or if the student was dismissed from the roll of the Institute based on his or her misconduct.
- xi) **Suspension.** The student is suspended for a specific period of time. Upon satisfactory completion of stated conditions, the Institute may grant reinstatement at its discretion.

- a) The suspension is effective immediately if the Disciplinary Committee determines that the student poses a safety risk to himself/herself or to the Institute community.
  - b) Students shall be automatically suspended for a minimum of one semester for violations of the Institute's alcohol/drug policy.
- xii) **Fines.** The Disciplinary Committee can levy appropriate fines.
- xiii) **Dismissal.** The student's enrollment is immediately terminated. Dismissal means that a student's academic relationship with the Institute is permanently ended.
- xiv) **Special sanctions.** A student shall forfeit any entitlement of financial assistance for a specific period of time.
- xv) Any organization, association, or student group that knowingly permits hazing to be conducted by its members or by others, subject to its direction or control shall be deprived of any official recognition or approval granted by Ghulam Ishaq Khan Institute.

#### **4.2.10. Records**

Office of the Dean Student Affairs maintains all the student record.

### **4.3. Academic Integrity Standards and Procedures**

#### **4.3.1. Academic Dishonesty**

A student organization's assistance in, or encouragement of, academic dishonesty as defined in subsection (2) of this section is prohibited. Part III of this chapter provides procedures for dealing with academic dishonesty by individual students. Part II of this chapter provides procedures for dealing with assisting in or encouragement of academic dishonesty by student organizations.

Academic dishonesty includes cheating, plagiarism, and fabrication in the process of completing academic work. The Institute expects that student organizations will accept these standards and that their members will conduct themselves as responsible members of the academic community. These standards should be interpreted by students as general notice of prohibited conduct. They should be read broadly, and are not designed to define misconduct in exhaustive forms.

As an institution of higher education, Ghulam Ishaq Khan Institute is committed to principles of truth and academic honesty. All members of the Institute community share the responsibility for maintaining and supporting these principles. When a student enrolls in Ghulam Ishaq Khan Institute, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity adopted by the Institute. To maintain the academic integrity of the community, the Institute cannot tolerate acts of academic dishonesty including any forms of cheating, plagiarism, or fabrication. Ghulam Ishaq Khan Institute reserves the right and the power to discipline or to exclude students who engage in academic dishonesty. To that end, the Institute has established the following rules defining prohibited academic dishonesty and the process followed when such behavior is alleged. These rules incorporate Ghulam Ishaq Khan Institute's *Academic Integrity Policy*, the Institute-wide document establishing policies and procedures to foster academic integrity. This policy is applicable to undergraduate and graduate students alike, as it pertains to dishonesty in course work and related academic pursuits.

#### **4.3.2. Overview of Academic Integrity Procedures (GIKI-SC-250)**

The Institute prohibits acts of academic dishonesty in order to foster the principles of truth and academic honesty. The academic integrity procedures used by the Institute are considered a part of creating an educational environment that does not award undeserved credit.

- i) Settlement procedures, hearings, or appeals conducted as part of the academic integrity procedures are not subject to many of the constraints of criminal or civil hearings.

- ii) The purposes of the academic integrity procedures are as follows:
  - a) to determine the facts about the allegation(s).
  - b) to determine the responsibility of the accused student(s).
  - c) to determine the appropriate penalty if the accused student(s) or student organization is/are found responsible for a violation.
  - d) to help any students, found responsible for any violation of the academic integrity standards, understand the negative impact of their actions.
  - e) to educate the students, although sanctions can include temporary or permanent removal from the Institute.
- iii) Students involved in these procedures should expect to be treated fairly and go through the process in a timely manner.
- iv) A student's mental state or use of drugs or alcohol, which may have influenced a student's behavior, will generally not limit the responsibility of the student for his or her action.

#### **4.3.3. Definitions (GIKI-SC-255)**

- i) **Academic Dishonesty:** Academic dishonesty includes cheating, falsification, fabrication, multiple submission, plagiarism, abuse of academic materials, complicity, or misconduct in research, all of which are defined below.
- ii) **Cheating:** Cheating is the intentional use of, or attempt to use, unauthorized material, information, or study aids in any academic activity to gain advantage. Cheating includes, but is not limited to, communicating improperly with others, especially other students, during tests or the preparation of assignments for classes; copying from books, notes, or other sources during a test when this is not permitted; copying from another student's work (reports, laboratory work, computer programs, files, etc.); making improper use of calculators or other devices during a test; illegitimately procuring or using copies of current examinations; allowing a substitute to take an examination or write a paper for oneself.
- iii) **Falsification:** Falsification is the intentional and unauthorized alteration of information in the course of an academic activity. Falsification includes, but is not limited to, altering the record of data, experimental procedures, or results; falsely describing the source of information (e.g., reproducing a quotation from a book review as if it had been obtained from the book itself); altering academic records; altering a returned examination paper and then seeking a higher grade based on the result.
- iv) **Fabrication:** Fabrication is the intentional invention or counterfeiting of information in the course of an academic activity without proper authorization. Fabrication includes, but is not limited to, counterfeiting data, research results, information, or procedures with inadequate foundation in fact; counterfeiting a record of internship or practicum experiences; submitting a false excuse for absence or tardiness.

- v) **Multiple Submissions:** Multiple submission includes, but is not limited to, submitting the same paper or oral report for credit in two courses without the responsible instructor's permission; making minor revisions in a paper or report for which credit has already been received and submitting it again as a new piece of work.
- vi) **Plagiarism:** Plagiarism is knowingly representing the work of another as one's own, without proper acknowledgment of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one's own work the work of a "ghost writer" or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.
- vii) **Abuse of Academic Materials:** Abuse of academic materials occurs when a student intentionally or knowingly destroys, steals, mutilates, or otherwise makes inaccessible library or other academic resource material that does not belong to him or her. Abuse of academic materials includes, but is not limited to, stealing, destroying, or mutilating library materials; stealing or intentionally destroying another student's notes or laboratory data; hiding resource materials so others may not use them; destroying computer programs or files needed in others' academic work; copying computer software in ways that violate the terms of the licensing agreement that comes with the software.
- viii) **Complicity in Academic Dishonesty:** A student is guilty of complicity in academic dishonesty if he or she intentionally or knowingly helps or attempts to help another or others to commit an act of academic dishonesty of any of the types defined herein. Complicity in academic dishonesty includes, but is not limited to, knowingly allowing another to copy from one's paper during an examination or test; distributing test questions before the time scheduled for the test; collaborating on academic projects when students are expected to work independently; taking a test for another student; or signing a false name on a piece of academic work.
- ix) **Misconduct in Research:** Graduate and undergraduate students on research appointments for the Institute are responsible for compliance with the Institute's *Policy and Procedural Guidelines for Misconduct in Research and Scholarship* found in the *Faculty Manual*. Misconduct in research is treated as academic dishonesty.

#### 4.3.4. **Disciplinary Committee and Appeal Board (GIKI-SC-260).**

- i) The instructor in the academic integrity process is the person who assigns the grades, supervises students' work, or is responsible for teaching operations in the course of study in which the alleged violation occurred. The term "Instructor" can include, but is not limited to, instructors, graduate assistants, another instructor, and research supervisors. If the conduct does not relate to a particular course, the academic advisor or Dean of the concerned faculty will act as instructor for these procedures. If matter pertains to Humanities Program then In charge Humanities Program will act as instructor.

- ii) Academic Dean is the Dean of the faculty where alleged violation is occurred. If matter pertains to Humanities Program then In charge Humanities Program will act as Academic Dean.
- iii) The Pro-Rector Academic appoints the Disciplinary Committee members. This committee is generally composed of two faculty members, one administrative staff, Dean Student Affairs, Director (A&E) and a Dean of a faculty as Convener.
- iv) Same as described in subsection 4.2.2.

#### **4.3.5. Academic Integrity Processes (GIKI-SC-265)**

- i) Every act of academic dishonesty affects academic evaluation of the student and also is a violation of the Institute's standards of conduct. Responsible instructors retain the authority and responsibility to assign grades to students, considering from an academic standpoint the nature of the student's action. This is the case even when the case is referred to the Institute's Disciplinary Committee. Students have recourse to appealing the responsible instructor's assignment of grades according to usual academic policy.
- ii) All clear instances of academic dishonesty shall be reported to the Office of Dean Student Affairs. The first reported instance at GIKI of academic dishonesty by a student will be treated as purely an academic matter unless, in the judgment of the responsible instructor, more serious action should be taken through the disciplinary process. Any allegation of subsequent academic dishonesty will be treated as a matter to be referred to the Office of Dean Student Affairs.

#### **4.3.6. Reports of Academic Dishonesty (GIKI-SC-270)**

Any member of the Institute community who witnesses an apparent act of academic dishonesty shall report the act either to the instructor responsible for the course or activity or to the Dean of the concerned faculty.

#### **4.3.7. Academic Integrity Procedures (GIKI-SC-275)**

- i) **Initial Evaluation of Evidence.**
  - a) A responsible instructor assembles the available evidence when he or she acquires evidence of a student violation of the academic integrity standards. The instructor determines whether the case warrants further investigation or action.
  - b) In cases of misconduct in research by students, the initial evaluation will be conducted in accordance with the Institute's policy on misconduct in research. If it is determined that misconduct has occurred, the matter will be referred to the Disciplinary Committee.

- ii) **Grading by Instructor.** If an instructor finds that a violation of academic integrity has occurred, the instructor should proceed to assign a grade, or take other appropriate action, considering the academic nature of the violation.
- iii) The instructor shall notify the Examination Section of any finding that a violation has occurred. The Examination Section shall inform the instructor of whether or not the alleged violation is a first offense.
- iv) If the violation is a first offense, the Examination Section will take no additional action, unless the instructor deems the violation serious enough as to warrant further action. In such serious first offense cases, the concerned Dean Office shall review the case and handle it according to the procedures set forth in this chapter.
- v) If the offense is not a first violation, the concerned Dean Office shall review the case and handle it according to the procedures set forth in this chapter.
- vi) If the instructor's grade is appealed and a department Head or Dean subsequently finds that a violation did not occur, or that the academic sanction was too severe, a report shall be filed with the Examination Section indicating the finding or the modified grade and a copy of the same will be forwarded to the office of Dean Student Affairs.

#### **4.3.8 Institute Conduct Process (GIKI-SC-280).**

- i) The Academic Dean of the concerned Faculty will prepare cases for a hearing when an alleged violation of academic integrity standards is referred to the Disciplinary Committee.
- ii) The Academic Dean of the concerned Faculty will contact and interview the accused student.
- iii) During the interview, the student is informed of the charge(s) and asked to make a written statement about the incident.
- iv) The student is informed of the rights and responsibilities in the academic integrity process.
- v) Academic Dean may interview other people involved.
- vi) Evaluation of the allegation:
  - a) The Academic Dean may discontinue any investigation when the allegation is deemed to be without basis. Before discontinuing the investigation, the conduct officer shall contact the instructor.
  - b) In the event the Academic Dean finds there is any basis to the allegation, the student may be officially charged with violation of the standards of conduct.

#### **4.3.9. Assignment of the type of hearing.**

- a) The Academic Dean will evaluate the seriousness of the charge and may send the case to Disciplinary Committee.

- b) Any alleged violation which could result in suspension, expulsion or award of F grades in all the courses shall be referred to the Disciplinary Committee.
- c) Every other violation will be handled by the Academic Dean.

Note. When any student is charged by the Academic Dean with a violation of the academic integrity standards, the accused party must be notified at least seven calendar days in advance of the hearing. The notice must be in writing and include the following:

- a) The specific charges, citing the appropriate Institute policy or regulation allegedly violated;
- b) The time and place of the alleged act(s) insofar as may be reasonably known;
- c) The time and place of the hearing.

#### **4.3.10. Hearing Guidelines (GIKI-SC-285)**

The guidelines established for administrative hearings and hearings before the Disciplinary Committee for violations of standards of conduct shall apply for hearings of alleged violations of the academic integrity standards.

#### **4.3.11. Sanctions (GIKI-SC-290)**

The Academic Dean or Disciplinary Committee may impose any or any combination of the sanctions as described in article GIKI-SC-245 for violations of the academic integrity standards.

#### **4.3.12. Appeals (GIKI-SC-295)**

- i) Who may appeal?

- a) Any student charged with any violation(s) of the academic integrity standards and found responsible for any violation(s) by a Disciplinary Committee or Academic Dean is entitled to one administrative appeal.
  - b) The Academic Dean, after consulting with the responsible instructor, is entitled to one administrative appeal when a student is found not responsible or the Academic Dean deems the sanction inappropriate.
- ii) Procedure for filing an appeal.
- a) An appeal must be filed within seven calendar days of the date the student received the decision.
  - b) All requests to review decisions must be in writing and delivered to the Office of Dean Student Affairs.
  - c) The request must state the grounds for appeal.
  - d) Students may request an appeal based on the following:
    - i) There was a procedural error which substantively affected the decision.
    - ii) New evidence has been found which was not previously available and which would have substantively affected the decision.
    - iii) The decision was not supported by substantial evidence.
    - iv) The sanction is too severe or not appropriate.
  - e. The Academic Dean may only request an appeal based on the following:
    - i) The decision was not supported by substantial evidence.
    - ii) The sanction is too severe, not severe enough, or not appropriate.

#### **4.3.13. Appeal process.**

- i) During the appeal process, the burden of proof shifts to the appealing party.
- ii) The appeal is a review of the record of the hearing plus the letter of appeal, including any written argument(s) submitted by the appealing party and non-appealing party and a statement of the new evidence if that is the ground for the appeal.
- iii) An appeal is not a new hearing.

#### **4.3.14. Finding of No Responsibility (GIKI-SC-300)**

If the student is finally found not to have been responsible for a violation of the academic integrity guidelines, the finding will be communicated to the responsible instructor, and the instructor shall evaluate the finding and issue a grade or other appropriate action, taking into consideration the finding.

**4.3.15. Records (GIKI-SC-305)**

Records of academic integrity procedures are confidential. Such records shall be maintained by Examination Section.

## **5. HOSTEL RULES**

### **5.1. General:**

- i) Hostel rooms are allotted according to the policies and merit set by the Institute. Students may not claim allotment of a specific room of their choice and convenience.
- ii) All students have to sign a room inventory after taking over and keep one copy of the same with them for their record. Any damage/discrepancy will be pointed out in the room inventory form.
- iii) The student shall not occupy a room in the hostels without due allotment and taking over from administrative staff of the hostel.
- iv) He/she shall not transfer the allotted room to any other person, nor exchange it with another student without written permission from the office of Student Affairs.
- v) Students are not allowed to exchange keys of their rooms with other students or any other unauthorized person. They shall not make, in any circumstance, duplicate keys at their own. Locks compromised in any way due to negligence of a student shall be replaced at the cost of concerned student.
- vi) The residents are advised to keep their valuable articles under lock and keys at all times. They may not, in their own interest, keep in their rooms heavy cash, valuable articles like VCR, television etc. Administrative staff will not be responsible for any theft/loss/damage.
- vii) Student concerned will be held responsible for any loss/damage caused by the negligence/careless of the student (e.g. leaving his/her room unlocked).
- viii) The residents shall not use any electrical appliance such as heater, refrigerator, air conditioner, microwave ovens, washing machine and cooking/heating appliances or chemicals likely to cause hazard in their rooms.
- ix) The residents shall be responsible for keeping their rooms tidy and clean. They shall not dispose of litter in the corridors or other parts of the hostel. Waste paper basket provided in the hostel should be used.
- x) The Institute authorities can visit the student's rooms at any time if they so desired for inspection purposes and implementing Institute/Hostel policies.
- xi) There is no special dress code however; students are expected to wear modest dress in the common areas in the hostel.
- xii) GIK Institute hostel premises shall not be used as an office, reading room, library or for any other purpose by a political, religious or sectarian body/organization of the students.
- xiii) Students shall not keep any fire-arm or other weapons, even if licensed. Violation of this rule shall render a resident liable to expulsion from the Institute.

- xiv) A resident shall not indulge in any amusement, which is likely to cause nuisance to others. Residents must not make any kind of noise during the silence time zone (11.00 p.m. to 6.00 a.m.).
- xv) Religious ceremonies are not permitted in the hostels. No political or religious gathering is allowed at all in the GIK Institute premises.
- xvi) The residents are not allowed to gamble or to use any intoxicant and narcotic. Violation of this rule shall render a resident liable to expulsion from the Institute in addition to any criminal proceeding that may be instituted against him under the Penal Law of Pakistan.
- xvii) The residents shall not tamper with the room fittings, nor shall they get the doors fitted with internal locks/hatches.
- xviii) The residents shall not leave lights/fans or TVs in common rooms "ON" when the rooms are not in use or vacant.
- xix) The female residents shall not meet their male guests within the premises of their hostel except parents. Female students are not permitted to entertain guests in their hostels other than those authorized by their parents in writing. Female students can entertain their parents at Parents Lodge.
- xx) Students shall not entertain guests in their rooms.
- xxi) Guests are not allowed to stay overnight unless permitted by the hostel authorities and accommodation is available in the guest room. Student must apply for guest accommodation at least 48 hours in advance. Accommodation, if available, will be provided on first come first serve basis and Rs. 500/- per room per night will be charged as rent. The allotment will be for one day at one time and Hostel Warden can authorize up to a maximum of 3 days stay under special circumstances.
- xxii) Male students shall not go beyond the GIKI Medical Center, to the faculty residential area or Girls Hostel. Female students shall not go beyond their respective hostels. For specific reasons the students shall get written permission from the Dean of the Faculty or Dean Student Affairs.
- xxiii) The gates of the female hostel shall remain closed during the following hours:
  - Summer: 2300 hours to 0500 hours (April - October)
  - Winter: 2200 hours to 0700 hours (November - March)
- xxiv) A female student shall not leave the campus without the written permission of the Hostel Warden (Girls). Male student shall not leave the campus without informing Warden and making entry in the register (book out/in) kept at the main gate. For going out and coming in, only main gate shall be used. They must not hesitate to disclose their identity and show their ID cards on demand to the security staff on duty.
- xxv) Smoking inside academic buildings and common areas of the campus is strictly prohibited.

- xxvi) Students must deposit the keys of their living rooms with the hostels authorities when proceeding for semester breaks. They are not allowed to handover their room key to any other student..
- xxvii) The hostel premises must be kept clean. Littering and spitting is very much disliked. Spoiling lawns and writing on the walls or furniture is not allowed.
- xxviii) Displaying notice on the glasses of the doors is not permitted.
- xxix) Students will be responsible for the sports equipment issued to them. They will be responsible for the loss or damage to the issued equipment and will have to pay the actual cost.
- xxx) All students have to sign a room inventory after taking over and keep one copy of the same with them for their record.
- xxxi) Students shall not keep any vehicle like car and motorcycle on the premises without written permission/approval of Dean Student Affairs. Students shall not take their cycles, if any, inside the hostels. No student is allowed to ply/drive the car on campus during the week except proceeding/returning on/from weekends/holidays. Parking permits of vehicles can be obtained from Director Admin by depositing a fee of Rs. 1000/- per semester.
- xxxii) A student desirous to change his room would be required to bear the cost of renovation
- xxxiii) Any student who does not complete the degree program with in four years would be required to vacate the single accommodation.

## **5.2. Shared Premises (TV Lounge, Corridor, Dining Hall and Telephone Room):**

- i) Appeal The decision letter is the Institute's final order and shall advise the student or student organization that judicial review may be available Smoking is strictly prohibited in these areas.
- ii) Taking meals/eatables in the shared premises, other than the dining room is not permitted.
- iii) The common room will be closed and locked at 1.00 a.m. by the hostel staff on duty.
- iv) The parking areas in front of the hostels are for the general use of all the residents. No specific area shall be allotted to any individual.
- v) All students can avail the facility of ironing clothes provided on first floor of each hostel or from laundry shop.
- vi) Common rooms have been provided with TV connected with dish antenna. TV must be switched OFF when not being watched. Student shall not fiddle with it unnecessarily.
- vii) Students shall co-operate with hostel staff to keep the common room clean and tidy. Shifting of sofa sets and removing of newspapers etc. are not permitted.

- viii) Indoor games such as table tennis, carom board, playing cards etc. have been provided in the hostel. Students can draw these from storekeeper and must return when no longer required. No one is allowed to keep these in personal custody or in the room. No student is allowed to play table tennis after 11:00 p.m.
- ix) Hostels are provided with telephone extensions (Exchange 0938/ 271858-61). These telephones are placed in the telephone rooms, which can be used for receiving calls only. Telephone rooms will remain open from 4:00 p.m. to 12:00 p.m. daily. All incoming calls will be received by the telephone attendant who will inform the concerned student.

## **6. MESS RULES**

- 1) Each year a students committee will be constituted by the students themselves. The committee will chalk out meals menu, fix meal timings and suggest any improvement required in preparation/service of food. The committee can also inspect mess accounts under intimation to Officer In charge Hostel Messes who has been authorized to operate and maintain catering accounts jointly with a nominated student on behalf of students.
- 2) No student, except member of mess committee, is permitted to go inside the kitchen.
- 3) Students will not be served meals in living rooms. Mess staff will not be compelled or asked to serve in rooms unless advised by doctor. Meals and other eatables, tea etc. will be served in dining hall only. Male guests can also be entertained in dining hall only.
- 4) All students residing in a hostel automatically become member of mess of that hostel. They are not allowed to have their meals in some other mess or from other unauthorized source because of the possible food poisoning i.e. Topi bazaar or hotels.
- 5) Students are expected to be properly dressed while having food or sitting in common room.
- 6) Students have to sign demand slip for extra drinks, eatables or meals prior to service/demand.
- 7) It is student's own responsibility to record check out and check in while proceeding on leave/weekend etc. Failing which he/she will be charged for the meals cooked for him/her. Students must not make false entry in the record book.
- 8) A student shall not indulge in discussion with mess staff. It is expected that the students behave in a dignified manner and be courteous to mess staff. Complaints if any may be referred to Mess Supervisor or Officer In charge Mess. No tips shall be offered/paid to the mess/hostel staff.
- 9) There is no provision of partial dining system or preparation of food other than that being served according to menu except on doctor's advice.
- 10) For non-Muslim students during the month of Ramadan meals or eatables will be served at the timing prescribed. All students are expected to observe the sanctity of Ramadan.

- 11) Students are not permitted to take to their rooms or to common rooms any crockery or cutlery from the mess. Breakage/loss will be recovered from students through monthly catering/mess bill.
- 12) Mess bills for the preceding months are issued by 5<sup>th</sup> of each month. Students are required to pay the mess bill at Habib Bank Ltd, GIK Institute Branch within ten (10) days, otherwise 10% surcharge per month is levied on all outstanding amount. If a student fails to pay the mess bill for two consecutive months, he/she will not be permitted to avail the mess facility unless all outstanding bills are cleared. Graduation formalities of students are subject to clearance from all concerned departments.
- 13) Rs.15000.00, paid as mess security at the time of admission, shall be refunded when student leaves the institute or adjusted against his/her dues (if any).
- 14) Students are not allowed to change hostels/rooms without the prior approval of the Convener Hostel Management Committee/Dean Student Affairs.

## **7. POLICIES AND REGULATIONS APPLYING TO ALL STUDENT SOCIETIES**

### **7.1. Student Societies (GIKI-SS-005)**

#### **7.1.1 Recognition process.**

- i) Recognition: The Institute recognizes a wide variety of student groups to facilitate diverse interests of the student body. Subject to recognition, groups are granted certain privileges and assume certain responsibilities as set forth in these rules. Recognition in no way implies that the Institute plans, organizes, or sanctions any particular activity or policy of a student group.
- ii) Office of Dean Student Affairs: The office recommends and reviews policies pertaining to all student societies. Based on these policies the Dean Student Affairs, determines whether or not it is appropriate that the Institute recognize a particular society.

#### **7.1.2. Membership in Societies.**

- i) Full membership in student societies will be restricted to enrolled graduate and undergraduate students at Ghulam Ishaq Khan Institute.
- ii) Faculty and others may participate as honorary or associate members (at the option of the group) as specified in the group's constitution.
- iii) Only full members may be eligible to vote on matters of business or hold elective office in the society.

#### **7.1.3. Obtaining Recognition for Societies.**

- i) To become an approved student society, recognition must be granted by the Rector.
- ii) Before requesting recognition, the group should hold a meeting of interested persons to draft a constitution, elect officers, and select an advisor. Constitutions normally include:
  - a) Name of the society.
  - b) Purpose and objectives.
  - c) Qualifications for membership.
  - d) Sources of financial support (e.g., dues, initiation fees, local and national sponsorship, and financial projects).
  - e) Description of offices including qualifications, duties and method of election.

- f) National-local affiliations and any financial obligation (to an affiliate) resulting there from.
  - g) Adoption and amendment procedures.
  - h) A description of the society's safety program.
  - i) Responsibilities of the advisor.
- iii) Ghulam Ishaq Khan Institute will not recognize any student society which denies membership to any student because of race, religion, sex, color, national or ethnic origin, age, and marital status. Recognized student societies must insure that additional policies and procedures do not create de facto differentiation.
  - iv) Students who feel they have been denied membership in violation of (c) of this subsection may appeal to the Dean Student Affairs.
  - v) The Institute shall not recognize a student group if recognition would violate local, provincial, or federal laws.

#### **7.1.4 Requirements and Responsibilities of Recognized Societies.**

- i) Office bearers of societies are responsible for seeing that the society abides by Institute rules and regulations, concerning scheduling, financial projects, advertising, and other policies of the Dean Student Affairs Office.
- ii) Recognized societies must have an advisor (see GIKI-SS-010).
- iii) All funds must be deposited in the official account of the GIK Institute c/o of the concerned society/club.
- iv) The following records must be kept current in the Dean Student Affairs office:
  - a) Constitution and bylaws.
  - b) Officer roster card.
  - c) Student society report (forms are available in the Dean Student Affairs office) including activities, accomplishments, and financial status.
  - d) Special event forms.

#### **7.1.5 Privileges of Recognized Societies.**

- i) Recognized societies have the right to sponsor on-campus activities.
- ii) Recognized student societies may use Institute facilities and services through appropriate scheduling offices.

## **7.2 Societies/Clubs Functional in the Institute.**

- i) ACM Association of Computing Machinery
- ii) Adventure Club (Includes Sailing, Hiking and Aero Tech)
- iii) ASME/AIAA American Society for Mechanical Engineering/ American Institute of Aeronautic & Astronomic
- iv) Club De - Franco Phonic
- v) CDES Cultural, Dramatic and Entertainment Society
- vi) GEAS GIKI Environmental and Awareness Society
- vii) Horizon GIKI Students Publication Society
- viii) IEE Institute of Electrical Engineering
- ix) IEEE Institute of Electrical and Electronic Engineering
- x) LDS Literary and Debating Society
- xi) Media Club Includes GIKI Vision, photography and desktop publishing
- xii) Naqsh Arts Society
- xiii) Netronix
- xiv) Science Society
- xv) SEM/TMS Society for Engineering and Material, The Mineral, Metal and Material Society.
- xvi) SOPHEP Society for the Promotion of Higher Education in Pakistan.
- xvii) Sports Society
- xviii) WES Women Engineers Society
- xix) SPIE Society for Photo-Optical Instrumentation Engineer.

## **7.3. Advisors to Recognized Student Societies (GIKI-SS-010).**

- i) Advisors are members of the faculty whom the student members choose and whose interest in the group indicates that they would judiciously advise the society concerning its goals, purposes and procedures. Advisors guide the group in accordance with the purposes and ideals of the Institute and the society. They do not directly control the group's programs and activities.
- ii) Advisors assist the Dean Student Affairs Office to implement the policies for student societies.
- iii) Responsibilities may include the following:
- iv) Attending the society's meetings.
- v) Assisting in planning the program.
- vi) Supervising the handling of funds and approving all expenditures.
- vii) Assisting in arranging for Institute facilities and equipment.

#### **7.4. Scheduling of Events (GIKI-SS-015)**

7.4.1. **Facilities.** Recognized student groups schedule facilities by contacting the appropriate campus departments. The Dean Student Affairs office will approve the event and will provide liaison required for such facilities.

#### **7.5. Financial Projects (GIKI-SS-020)**

7.5.1. **Definition.** A financial project is any approved activity of a student society, which is undertaken to raise funds and/or to defray expense. Projects may be for the benefit of societies themselves or for charity groups.

7.5.2. **Approval.** The Dean Student Affairs has been given the responsibility of approving all financial projects so that the following services can be provided:

- i) Planning advice.
- ii) Advertising and publicity assistance.
- iii) Facility and equipment arrangements.

7.6. **Sponsored Projects** must be administered in accordance with Institute policy governing such funds. Sponsoring societies may reserve the right to select recipients and to establish the amount of grants in accordance with policies of the Dean Student Affairs office.

While every effort has been made to ensure the accuracy of the information in this Students Hand Book 2010-11, the Institute or Office of Student Affairs can accept no responsibility for any errors or omissions.

The Institute reserves the right to amend, add, delete or discontinue the rules, regulations or other such information provided in this Hand Book whenever it deems fit. The students are responsible to keep themselves up-to-date about changes in this book.