



Student's Handbook

(2021-2022)

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The Dadabhoy Institute of Higher Education

A Profile

Degree Awarding Institutes (DAIs) play a fundamental part in making meticulous future leaders who have a sense of responsibility towards their country, can ruminate beyond their personal ambitions, comprehend their moral and ethical onuses and apprehend that sustainable development in a country is essential to deal with bigger prevailing problems such as social challenges, economical cataclysms and the fast approaching financial cliff.

Dadabhoy Institute of Higher Education (DIHE) was set up in the year 2003, received its charter from the Government of Sindh and was duly granted "W" A, degree awarding status by the Higher Education Commission (HEC) due to its well-designed academic programs, appropriate educational facilities & conducive learning environment. DIHE is supervised by Dadabhoy Foundation which among other projects, pays special focus on the quality of educational services.

The innovative teaching & research programs offered by the DIHE make it a trend setting facility of higher learning. Students are encouraged to consider, nurture, and evaluate the practicality of their ideas right from the start of their academic programs. DIHE is also committed to create academic excellence through knowledge advancement and to create opportunities in line with the spiritual, social, cultural, and physical merits in order to make these students enlightened citizen of the country.

Students at DIHE are encouraged to exploit their creativity to the best of their potential. Students are also invigorated to develop analytical and critical thinking, which play a fundamental role in decision making. DIHE offers undergraduate, graduate and post graduate programs in the following five faculties:

- **Faculties at DIHE: DIHE is offering following dynamic faculties,**
 - Faculty of Business Administration
 - Faculty of Computer Science
 - Faculty of Sciences
 - Faculty of Law
 - Faculty of Social Science

- **Special Features of Programs at DIHE**
 - Highly qualified faculty, Ph.D. faculty members
 - Interactive & Practical methodology
 - Teaching through case studies & simulations
 - Strong partnerships with major leading industries
 - Multi-disciplinary events
 - Logistics and publicity support for on-and-off campus events
 - Facilitated internships
 - State of the art labs
 - Digital Library
 - Video Conference facility
 - International student exchange programme
 - International Collaborations
 - Bar council approved law programme
 - Merit based scholarships for enterprising students.
 - Sibling discount availability.
 - Employment assistance through job placement cell.
 - Vibrant internship programs in reputed corporate sector.
 - Professional development & General grooming programs through co-curricular activities.
- **DIHE Graduates:**
 - More than 10,000 students have graduated from DIHE till date
 - DIHE graduates have 100% National & International job placement track records.
- **Office of Research, Innovation & Commercialization (ORIC)**
 - ORIC serves as a bridge between the industry and the institute in many reasons.
 - Innovative research techniques are regularly shared with the professionals working in the industry in order to keep ourselves abreast with the current trends as well as to keep our graduating students with the current trends.
- **Students Counseling Centre at DIHE:**
 - DIHE has the privilege of forming First ever counseling center in a private institution of higher learning, where students are facilitated in choosing the right career according to their aptitude and learning capabilities
- **Career Planning:**
 - DIHE prepares and recommends the profiles of the candidates to the employers.
The learning gaps are bridged through:
 - Revision in course outlines.
 - Enrichments of course materials.

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- Inclusion of contextually relevant case studies to enhance the level of subject understanding.
- **DIHE has signed Memorandums of Understanding (MOU) with leading National & International universities and organizations. Focus has been on the following areas:**
 - Scientific & educational Cooperation.
 - Academic cooperation
 - Research, development & Innovation.
 - Internationally recognized professional certifications like SAP through its learning hub.
 - Collaboration in joint M.Phil. / Ph.D. programs
 - Establishment of IT, thinking tanks and business incubators to promote research & development
- **Conferences & Seminars**
 - DIHE conducts series of National & International seminars on various ongoing issues. Guest speakers from well-known international universities are invited to share their knowledge and experiences.
- **Life at DIHE**

Life at DIHE is filled with scholarly pursuits, fun, extra and co-curricular activities and opportunities for personal and professional growth.

DIHE is an institute where not a single student is denied admission on the basis of financial constraints. It really fulfills its vision of becoming center of excellence of international standard and repute and to produce leaders with outstanding qualities of creativity and innovation. Knowing that the proof of pudding is in its eating, we invite all prospective students, faculty and corporate giants to join us in our efforts in providing quality education at affordable cost.

1. OFFICERS OF THE DIHE

S.No	<u>Designation</u>	<u>Name(s)</u>	<u>Email & Postal Address</u>
1.	Chairman	Mr. Abdullah Dadabhoy	-
2.	Rector	Prof. Dr. Altaf Hussain	rector@dadabhoy.edu.pk
3.	Vice Chairperson	Rabia Dadabhoy	-
4.	Dean – Faculty of Science	Assoc. Prof. Dr. Saad A Khan	dean.sciences@dadabhoy.edu.p k
5.	Dean – Faculty of Law	Justice (R) Sarmad Jalal Osmany	dean.law@dadabhoy.edu.pk
6.	Dean-Faculty of Social Sciences	Assoc. Prof. Dr. Muhammad Iqbal	dean.fms@dadabhoy.edu.pk
7.	Dean – Faculty of Business Administration	Prof. Dr. Gobind Herani	drgobindherani@dadabhoy.edu. pk
8.	Dean-Faculty of Computer Science		dean.eng@dadabhoy.edu.pk
9.	HOD-Department of Rehabilitation Sciences	Assoc. Prof. Dr. Fahad Farooq Lasi	dr.baqai@dadabhoy.edu.pk
10.	HOD-Law Department	Dr. Raana	hod.law@dadabhoy.edu.pk
11.	HOD-Business Administration		hod.ba@dadabhoy.edu.pk
12.	HOD-Education	Mr. Abdul Rehman	hod.edu@dadabhoy.edu.pk
13.	HOD-Computer Science		hod.science@dadabhoy.edu.pk
14.	Director ORIC	Dr. Saad Ahmed Khan	director.oric@dadabhoy.edu.pk
15.	Registrar	Dr. Gobind Herani	registrar@dadabhoy.edu.pk

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16.	Chief Finance Officer	Mr. Kamran	cfo@dadabhoy.edu.pk
17.	Director, QEC	Dr. Fahad Farooq Lasi	director.qec@dadabhoy.edu.pk
18.	Controller of Examination	Mr. Muhammad Zeeshan Khan	controller.exam@dadabhoy.edu.pk examination@dadabhoy.edu.pk

2. LIST OF FULL TIME FACULTY MEMBERS

COMMENCEMENT OF SPRING SEMESTER APRIL 2021

<u>S.NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>QUALIFICATION</u>
1	Prof. Dr. Altaf Hussain	Rector	Ph.D.

FACULTY OF BUSINESS ADMINISTRATION

<u>S.NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>QUALIFICATION</u>
2	Dr. Gobind Herani	Professor (Dean)	Ph.D.
3	Dr. Noor Ahmed Memon	Professor (HoD)	Ph.D.
5	Ms. Yasmin Ahmed	Lecturer	MS
6	Mr. Naveed Waheed Khan	Lecturer	MBA, MS (In Process)
7	Ms. Madiha Zeeshan	Lecturer	MBA, MS (In Process)
8	Mr. Yousuf Aboya	Lecturer	MA, MS (In Process)
9	Ms. Faiza	Lecturer	MBA
11	Arsalan khanzada	Lecturer	M.PHIL
12	Zaib-un-nisa Siddiqui	Lecturer	MS
13	Asif Iqbal	Lecturer	MBA
14	Bushra Javed	Lecturer	M.PHIL
16	Nadia Riaz	Lecturer	M.PHIL
17	Adnan Shahbaz Khatri	Lecturer	M.PHIL

FACULTY OF COMPUTER SCIENCE

<u>Department of Computer Science</u>			
<u>S.NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>QUALIFICATION</u>
1	Dr.M. Arsalan Khan	Assoc. Professor (Dean)	Ph.D.
2	Dr. Murtaza Ali	Ass. Professor	Ph.D.
5	Mr. Talha Hassan	Lecturer	MS
6	Mr. Waheed Ahmed	Lecturer	MS
8	Amina Muhammad Amin	Lecturer	MS
9	Muhammad Faizan Khan	Lecturer	MS
11	Sidra Akber	Lecturer	MS
12	Asher Baig	Senior Lecturer	MS

Dadabhoy Institute of Higher Education

Department of Technology

<u>S.NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>QUALIFICATION</u>
1	Dr Abbas Raza	Asst Professor (HOD)	Ph.D.
2	Waqar Hyder	Lecturer	ME
4	SaniaUrooj	Lecturer	ME
6	Waqas	Lecturer	MS
8	Arham Shafiq	Lecturer	MS

FACULTY OF SCIENCE

Department of Rehabilitation Sciences

<u>S.NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>QUALIFICATION</u>
1	Dr. Saad A. Khan	Assoc. Professor (Dean)	Ph.D.
2	Dr. Fahad Farooq Lasi	Associate Professor (HoD)	M.Phil
3	Ms. Amaila Fazal	Senior Lecturer	M.Phil
4	Ms. Nisha Lohana	Senior Lecturer	MS-PT
5	Ms. Mareeha Sheikh	Lecturer	M.Sc.

FACULTY OF LAW

<u>S.NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>QUALIFICATION</u>
1	Justice (R)Sarmad Jalal Osmany	Dean	LLM
2	Dr. Rana Khan	Professor (HOD)	Ph.D.
3	Dr. Muhammad Tahir	Asst Professor	Ph.D.
4	Dr. Liaquat Ali Abro	Asst Professor	Ph.D.
5	Dr. Adeel Abid	Asst Professor	Ph.D.
6	Ms. AbedaAshaq	Asst Professor	LLM
7	Shahida Sajjad	Professor	Ph.D.
8	Nighat Naseer	Lecturer	LLB

FACULTY OF SOCIAL SCIENCE

<u>S.NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>QUALIFICATION</u>
1	Dr. Muhammad Iqbal Ahmed	Dean (acting), Assistant Professor	Ph.D.
2	Mr. Abdul Rehman	Head of the Department	MS
3	Ms. Nusrat Ali	Assistant Professor	Ph.D.

3. Students' Code of Conduct

- Smoking, eating of pan or gutka is prohibited within the premises of DIHE Campus
- Playing card/chess is not allowed within the premises of DIHE Campus
- Students are not allowed to wear jeans, T-shirts/Printed Shirts and Cap during teaching hours. Girls should also be modestly dressed
- No student should remain outside the class when lecture is in progress
- All students must keep their mobiles off in the classroom
- Students will not talk loudly or create any type of disturbance in the library of DIHE
- All students must maintain regularity and punctuality in attending their classes. Students will be marked absent after 05 minutes of the commencement of class
- All students must wear identity cards issued by DIHE. No student will be allowed inside the campus, who does not have DIHE ID card
- Male students who maintain beards/moustaches should keep them properly trimmed
- All those who are not keeping beards should be clean shaven. Their appearance should convey a clear impression
- Students must maintain the decorum and sanctity of the institute at all times
- Students should not wear bathroom slippers. They should wear dress shoes, sandals or Peshawari Chappals

3.1 Student Anti-Harassment and immorality Policy

3.1.1 PREFACE

3.1.1.1 The Dadabhoy Institute of Higher Education recognizes that a safe and respectful environment is important to address concerns related to Harassment and immorality. For a healthy learning and work environment to exist, a culture of mutual respect must exist. Lack of mutual respect is apparent when the victim of Harassment and immorality, sexual or otherwise, has no formal grievance mechanism to address the wrongs experienced.

3.1.1.2 The Dadabhoy Institute of Higher Education is committed to providing its students with an environment that is free from all forms of Harassment and immorality, intimidation, bullying, ragging / hazing, discrimination or exploitation. Each student enrolled at the University is responsible for fostering mutual respect and dignity for being familiar with this policy and for refraining from conduct that violates this policy.

3.1.2 PURPOSE

3.1.2.1 To educate students in the recognition and prevention of Harassment and immorality and to provide effective means of getting rid of Harassment and immorality to the extent possible from the learning environment.

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3.1.2.2. To eliminate any effect on the good name of the institute including immoral behaviors towards students, teachers or unethical or immoral act

3.1.2.3. To foster zero tolerance for sexual or any other kind of Harassment and immorality and to ensure that all complaints of sexual Harassment and immorality are taken seriously duly investigated with transparency and appropriately addressed.

3.1.2.4 To promote a culture of openness, with no fear of retaliation either as a victim or a "whistle-blower".

3.1.3 SCOPE

3.1.3.1 This policy is applicable to all students enrolled in DIHE's academic programmes, including undergraduate or graduate certificate, diploma or degree programmes, including interns, residents and fellows of the Postgraduate Medical Education (PGME) programme, visiting students and anyone participating in DIHE's academic activity.

3.1.3.2 A parallel document of the Dadabhoy Institute of Higher Education Human Resources "Harassment and immorality Policy", covers faculty and staff.

3.1.4 DEFINITIONS

3.1.4.1 No policy document can give an exhaustive description and/or definition of behaviors that fall within the ambit of Harassment and immorality. This set of definitions is meant to serve as a guide for acts that will be considered as contravening the spirit and intent of the University's Guiding Principles.

3.1.4.2 Harassment and immorality

Any unwelcome conduct, verbal and/or physical, towards a student because of his / her age, level, marital status, national / ethnic origin, sex, creed, caste, color, religion, disability, gender identity, sexual orientation or any other reason when such conduct creates an intimidating, hostile or offensive learning environment. Targeting student(s) because of being physically or mentally challenged shall also constitute an act of Harassment and immorality, examples of which may include but are not in any way limited to:

- Ridicule, derogatory comments, inappropriate jokes and insults
- Unwarranted behavior that is shown towards a student that has the impact of making that student feel that her / his respect and dignity has been violated
- Display or circulation of materials and / or pictures, physically or electronically (e.g., via email, SMS, social media, etc.) which are degrading, sexually promiscuous and intimidating
- Shouting at a student, using insulting and abusive language, humiliating or publicly condemning / criticizing her / his competence
- Quid pro quo - "something for something" (demanding a favor, act or service, that the recipient states they will repay in some way)

- Immoral acts between students such as physical contact and unethically acceptable acts

3.1.4.3 Sexual Harassment and immorality

- Elaborately, sexual Harassment and immorality includes any unwelcome sexual advance, request for sexual favors by verbal, written or other means of communication, physical conduct of a sexual nature or a sexually demeaning attitude that interferes with the victim's work/ academic performance; or creates an intimidating, hostile, offensive work/study/learning environment in which continuation of a course of study is conditional to compliance and refusal results in punitive action 1.
- Sexual Harassment and immorality includes but is not limited to inappropriate gazing at a person's body, unsolicited physical contact including but not limited to touching, patting or pinching
- Verbal conduct of a sexual nature may include but not limited to:
 1. Unwelcome verbal advances, sexually oriented comments about physical appearance, requests for sexual favors and continued suggestions for private social activity after it has been made clear that such requests and suggestions are unwelcome.
 2. Offensive verbal conduct could also include jokes of a sexual nature, offensive flirtation or lewd remarks of a sexual nature, such as expressions of sexual interest that are addressed directly to the student.
 3. Invasion of personal space (standing too close)
- Non-verbal conduct of a sexual nature may include the display of or forced to see sexually suggestive pictures, objects or written material, or sexually suggestive gestures. Verbal or non-verbal conduct that creates a sexually offensive learning environment also constitutes sexual Harassment and immorality.
- Demanding sexual favors or sexually directed remarks / behavior constitutes sexual Harassment and immorality when submission to or rejection of such conduct is made, explicitly or implicitly, a basis for an academic decision.

3.1.4.4 Bullying / Ragging / Hazing

- Bullying means offensive, abusive, intimidating or insulting behavior, abuse of power and/or unfair punitive sanctions which makes the student feel upset, threatened, humiliated and /or vulnerable, which undermines the student's self-confidence and/or reduces the student's feelings of self-esteem and self-worth, and which may cause the student to suffer stress.
- Ragging and /or hazing means the practice of using rituals and any other acts, conduct or practices by which the dominant power of senior students, former students or alumni, is brought to bear on students who are in any way considered junior by other students. Ragging and /or hazing includes individual or collective acts or practices which include, but are not limited to:

1. Involvement in physical or psychological assault or threat or use of force or wrongful confinement or restraint
 2. Violating the status, dignity and honor of such students
 3. Exposing students to ridicule and contempt and affect their self-esteem
 4. Verbal abuse and aggression, indecent gestures and obscene behavior
- Breaching the confidentiality of any information related to the student (e.g. grades, health issues, fee etc.)

3.1.4.5 Cyber-bullying

- Cyber-stalking is the use of the internet and mobile technology such as email, SMS text, social media or other electronic communications, to stalk and generally refers to a pattern of threatening or malicious behaviours, including communicating a credible threat of harm.
- Cyber-Harassment and immorality usually pertains to unconsented conduct such as threatening or harassing email messages, instant messages, or to social media and blog entries or websites dedicated solely to torment an individual. Cyber- Harassment and immorality differs from cyber-stalking in that it is generally defined as not involving a credible threat.

3.1.5 REPORTING

3.1.5.1 DIHE encourages the reporting of all incidents of Harassment and immorality, regardless of who the alleged offender may be. The University assures that all complaints that are reported will be taken seriously, will be investigated thoroughly and expeditiously and that all parties will be treated with respect.

3.1.5.2 As Harassment and immorality usually occurs when individuals are alone, it is often difficult to produce evidence. It is strongly recommended that members of the University community report any offensive behavior immediately to, or someone they trust, or seek guidance / help.

3.1.5.3 Students, who either believe that they have become the victim of Harassment and immorality or have witnessed Harassment and immorality, should immediately report their concerns through any of the following routes:

- Report to the Dean of their academic entity
- Report to the director /coordinator /academic head of their programme
- Associate Dean, PGME, or the Dean of Students / University Registrar & Vice Provost, as applicable
- Use the Safe Disclosure route (see details in section 9 below)

3.1.6. RESOLUTION PROCEDURES

3.1.6.1 Informal Resolution

Informal resolution is aimed at bringing together the parties to discuss and resolve the complaint. A student who believes that s/he has been harassed may choose to discuss the matter with the person who has engaged in the behavior and / or request that a member of his / her academic entity act as a liaison for an informal discussion with the involved student or member of faculty so as to resolve the matter.

3.1.6.2 Formal Resolution

Where a student does not wish to pursue the informal resolution procedure or where the informal resolution procedure is unsuccessful, the formal resolution procedures should be undertaken. Students could lodge a formal complaint with any of the following offices: Dean of Students or the Vice Provost & University Registrar, as applicable, for assistance in pursuing the matter or use the Safe Disclosure process to lodge a complaint.

- If a member of faculty or staff receives repeated allegations of offenses against the same individual, but each student making the allegation is unwilling to file a written complaint or appear as a complainant, that member of the University community shall inform the Safe disclosure office or the Dean of Students / Vice Provost & University Registrar, as applicable, about the same.
- The Student Anti-Harassment and immorality Policy Review and Investigation procedures shall be used in cases where a student charges another student with Harassment and immorality or where a student charges a member of faculty with Harassment and immorality.
- The Human Resources "Harassment and immorality Policy" shall be used in cases where a student charges a member of staff with Harassment and immorality.
- The Dean of the student's academic entity, in coordination with director / coordinator / academic head of the student's programme, the Associate Dean, PGME, or, in the case where a staff member is involved, a Human Resources senior manager, shall attempt to make temporary arrangements so that the accused and the complainant do not have to interact during the investigation period.

Retaliation from either party shall be strictly monitored. During the process of the investigation, class and clinic schedules shall be strictly monitored. Any occurrence of retaliation by the accused shall result in suspension from the University.

3.1.7 INQUIRY PROCEDURES

3.1.7.1 The procedures noted in this section of the policy deal with formal inquiries where the Harassment and immorality has taken place between students or where the Harassment and immorality has taken place between a student and a member of faculty or staff.

3.1.7.2 All matters related to the review and investigation of any charge of Harassment and immorality will be undertaken in strict confidence. Also refer to the Safe Disclosure Policy for a description of procedures to ensure confidentiality.

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3.1.7.3 Reports /complaints of Harassment and immorality from students must be made in writing and signed by the person preparing the complaint within 10 working days of the incident. It should include a factual description of the incident, including quotations of any offending language used. The complaint should then be submitted to any of the following offices: Dean of Students or the Vice Provost & University Registrar (or her/his representative), as applicable, or the Safe Disclosure office

3.1.7.4 The office receiving the complaint, in coordination with the respective academic entity head, will review the information provided by the student.

3.1.7.5 Once it has been determined that all of the relevant information has been provided, the Safe Disclosure office, the Dean of Students, Vice Provost & University Registrar, as applicable, will convene an Investigating Committee to consider the case.

3.1.7.6 In cases where the student is charging another student with Harassment and immorality, the student members of the Committee must be selected from another academic entity. In cases where the student is charging a member of faculty, the faculty members of the Committee must be selected from another academic entity.

3.1.7.7 Wherever possible, within five working days, from the day the charge is communicated, the respondent shall be requested to appear before the Investigating Committee for an interview, or submit a written defense. On her / his failure to appear before the Committee or to submit a written defense, without a reasonable cause, the Committee shall proceed ex-parte.

3.1.7.8 The Investigating Committee may request the attendance of appropriate individuals to appear before the Committee in order to provide information pertinent to the case.

3.1.7.9 Both parties, the complainant and the individual who has been charged with Harassment and immorality, shall have the right to be accompanied by a colleague/friend from within the institution.

3.1.7.10 The Investigating Committee shall give its findings and recommendations in writing with appropriate reasons within 10 working days of the initiation of inquiry.

3.1.7.11 In cases where a student has been found guilty of Harassment and immorality, the regulations noted in the University's Student Code of Conduct and Disciplinary Procedures shall provide the penalty (penalties) that may be assessed and the manner by which appeals are heard.

3.1.7.12 In cases where a member of faculty has been found guilty of Harassment and immorality, the Investigating Committee shall inform and provide its recommendation to the faculty member's Dean and the regional Vice Provost and the Vice President, Human Resources. The Dean in consultation with the regional consultation with the regional vice provost and Vice-President, Human Resources or her /his representative regarding sanctions that may be imposed.

3.1.8 COMMUNICATION AND COMPLIANCE WITH THE POLICY

3.1.8.1 The Dean of Students or the Vice Provost & University Registrar, as applicable, in cooperation and coordination with the University's academic entity heads, shall be responsible for wide dissemination of this policy.

3.1.8.2 The Student Anti-Harassment and immorality Policy will be available on the Office of the Registrar website, www.DIHE.edu/registrar.

3.1.9 Support and First Line of Contact

3.1.9.1 In the unlikely situation(s) in which students who are victims of an attack (sexual or otherwise) should be able to seek help from the Emergency Department in DIHE Hospitals (in the case of Karachi, Nairobi and Tanzania). Designated emergency helpline numbers should be provided to the students and also displayed in public spaces.

3.1.9.2 In the unlikely situation(s) in which students who are victims of an attack (sexual or otherwise) should be able to seek help from the Safety and Security Department in DIHE. Designated helpline numbers should be provided to the students and also displayed in public spaces.

3.1.9.3 Hostel Manager/coordinator/supervisors: For students in DIHE residence the hostel office should be open 24/7 for students to make a first contact in case of need.

3.1.10 COUNSELLING

3.1.10.1 Student counseling service must be available to students/victims of Harassment and immorality.

3.1.11. CONSTITUTES OF THE COMMITTEE

- Registrar
- Director QEC
- Student Affairs
- Faculty members of the Institute

3.3.12. PUNISHMENT

As per the evidence and nature of incident, following punishments can be implemented:

- Suspension for at least one semester
- Suspension for 1 semester with fine
- Rustication for one to three years

END NOTE

“Protection Against Harassment and immorality at Workplace Act, 2010” and “Code of Conduct” available at Federal Ombudsman Secretariat For Protection Against Harassment and immorality of Women at Work Place - <http://www.fospah.gov.pk/code-conduct.php>. See also: The Punjab Commission on the Status of Women - <https://pcsw.punjab.gov.pk>

4. Admission Rules & Regulations

(A) General Rules & Regulations

4.1. Admission

- 4.1.1 Any person is eligible to register for a degree/diploma/certificate program provided that s/he:
- b) Satisfies the requirements of entrance as specified in the eligibility criteria for each degree program.
 - c) Transfers from another university/degree awarding institute recognized by Higher Education Commission (HEC)
 - d) Satisfies the requirements of qualifications specified for the program.
- 4.1.2 All applications for admission should be submitted on the prescribed Application Form obtainable from the Admission Office.
- 4.1.3 Applications for admission are received in Fall and Spring Semesters in response to announcements made by the Institute mainly through the print media and / or other modes of mass communication, including social media.
- 4.1.4 All applicants with eligible credentials are required to appear in DIHE admission test. Merit is determined on the basis of marks scored in the admission test (50%), Interview (10%) and previous academic record (40%).
- 4.1.5 Any person who is enrolled for an academic program must sign the following statement:
- "I solemnly promise that I will faithfully comply with all applicable statutes, rules and regulations announced by DIHE from time to time".*

4.2 Fee Structure and Payment

- 4.2.1 All students are required to pay the following fees at the time of registration:
- a) Admission fee
 - b) Registration fee
 - c) Examination fee
 - d) Tuition / Course fee
 - e) Transcript & Degree Fee

4.3. Financial Assistance

- 4.3.1 Students may be granted Merit and/or Need based Scholarship up to a maximum of 30% of tuition fee of semester based programs
- 4.3.2 The percentage in each case is decided by the Means Testing Committee formed by the Rector.

4.4. Convocation, Degree and Transcript Fees

Convocation, degree & transcript fees is payable before the Comprehensive/ Viva Voce examination.

4.5. Non-Payment of Dues

- 4.5.1 A student will be declared as defaulter, if he/she fails to clear the dues by the prescribed date, each semester.
- 4.5.2 Defaulters' list will be posted on the notice board and circulated to the concerned departments.
- 4.5.3 If a defaulter fails to clear the dues within 3 days of notification, he/she will not be allowed to attend classes or appear in any examination.
- 4.5.4 A fine of Rs.100/- per day will be charged from the defaulter after the deadline.
- 4.5.5 Failure to clear the dues by the end of second week after the notification will result in de-registration of the defaulter.
- 4.5.6 A student once de-registered can re-register during the same semester or in any subsequent semester on payment of re-registration fee of Rs. 5,000/- and clearance of the pending dues.
- 4.5.7 In case of withdrawal from a semester or freezing the semester, within 10 days of the beginning of academic session, the student can claim refund of 75% of the tuition fee.
- 4.5.8 Registration fee is not refundable.
- 4.5.9 If a student fails to claim reimbursement of the tuition fee, the student can have the same amount adjusted against his tuition fee in any subsequent semester. No other adjustment of fee is otherwise allowed.
- 4.5.10 A student receiving scholarship can claim reimbursement of 75% of his share of fee paid to DIHE.

4.6 Transfer

Any person who has been enrolled at another university in Pakistan or abroad, in an HEC recognized institution, may transfer for a degree or qualification with such credit or status as may be determined by the Academic Committee constituted for this purpose, provided that:

- 4.6.1 He/she passes the departmental qualifying examination
- 4.6.2 All previous certificates/degrees are duly attested /verified by HEC
- 4.6.3 The Head of the Academic Committee signs the list of exempted courses

4.7. Registration

- 4.7.1 Office of the Registrar will issue admission letter to every applicant found eligible for admission to DIHE. On receipt of the letter, the applicant is required to pay all dues before the deadline. Failure to do so will automatically result in cancellation of admission. However, in circumstances beyond the control of the applicant, a grace period of up to one week may be allowed with a surcharge of Rs.100/- per day, after the deadline. This rule will be applicable in all subsequent semesters, across all campuses of DIHE.

4.7.2 Registration is carried out by the Admissions Office only after the admitted student has cleared all dues, certified by the Accounts Office.

4.7.3 A registered student will be issued a registration card carrying student's registration number. The same registration number will be valid for all subsequent semesters.

4.8. Enrolment

4.8.1 Only those students, who are registered and have received the admission letter, will be eligible for enrolment in the courses offered during the semester.

4.8.2 All students are required to fill enrolment forms in triplicate, available from the Admission Office. Students may seek advice of the HOD or program officer of the relevant department at the time of enrolment.

4.8.3 A list of courses exempted (only if applicable) against the list of corresponding courses, signed by the student and the Head of the respective department, along with transcript issued by the previous institution, will be placed in student's personal file. The Institute reserves the right to get the transcript verified from the respective institution.

4.8.4 The list of registered and enrolled students will be notified by the Admission Office under intimation to the Enrolment Department.

4.9 Merit Scholarships

Merit scholarships are announced each semester by Dadabhoy Foundation. Merit Scholarships are awarded only on merit determined by Scholastic Aptitude Test (SAT). A separate application is to be submitted for availing the scholarship. Only those students who have good academic record are considered for scholarship.

4.10 Need Based Scholarships

Dadabhoy Institute of Higher Education follows a fee concession mandated by Dadabhoy Foundation for meritorious students with limited financial means. Fee Concession Form has to be submitted along with application form. The Means Testing Committee of the Institute determines the level of the fee concession which ranges from **15% to 30% of the tuition fee**.

4.11 Adding/Dropping Courses and Semester Freeze

4.11.1 A student enrolled in a semester may be allowed by the head of the department to add or drop a course. This shall be permissible only up to one week after the start of a regular semester.

4.11.2 There will be no charge on the replacement of a course with another course. However, if a new course is added, the tuition fee accruing on account of the additional course shall be paid by the student.

4.11.3 If a student suspends his studies during a semester without seeking proper permission for freezing the semester, his registration will be cancelled and he/she will have to seek re-registration on payment of Rs. 5,000/- and any other amount which is already payable.

4.12. Semester Freeze Policy

Following are the guidelines for uniform semester system freezing of semester policy for all faculties of DIHE with effect from Spring 2021:

1. If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.
2. If a student is not enrolled in any course in a semester, s/he will not be considered a regular student of university in that period. The student may then enroll in these courses in a subsequent semester; however, s/he will have to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.
3. In special hardship cases, the University may develop any criteria for freezing a semester with the prior permission of the Vice Chancellor. Medical certificate must be duly signed by the University Medical Officer.
4. The duration of Freezing is one year maximum once in total duration of degree program i.e. BS program total duration is four years in which student is allowed to avail semester freeze once for one year maximum only; a candidate who gets a semester freeze can get readmission next year with upcoming session but hardship cases can be considered by the competent authority only.
5. Freezing of first two semesters for BS and first semester for MS is not allowed.
6. Under special *hardship circumstances freezing of first semester can be considered by the approval of competent authority.
 - Iddat
 - Maternity/Delivery
 - Death in the immediate family
 - Any other subject to acceptance on justified rationale

Note: Freezing of Semester will only be allowed after successful completion of 1st Semester as prerequisite as the case may be for other semester's predecessor to the freezing Semester.

Procedure for freezing semester:

1. Student willing to freeze semester must fill semester freeze Performa (physical/ online) with reason and evidence and submit to respective Dean's office well before starting of semester (i.e. 15 days before).
2. Dean Faculty will forward the dully filled Performa with comments to Registrar DIHE.
3. Registrar DIHE will submit summary to Rector DIHE for Approval.

MEDICAL CERTIFICATE: Medical certificate from a registered medical practitioner duly endorsed by the University Medical Officer is acceptable for the Examination purposes in the University.

4. 13. DIHE Policy against Plagiarism

DIHE has a policy of zero tolerance for any level of plagiarism involved in writing research papers, theses and dissertations. Plagiarism is considered as a very serious offence, resulting in loss of credibility and integrity. Any student, faculty member or staff found involved in plagiarism will have to face disciplinary action suggested by DIHE anti plagiarism committee.

(B) (B) Admission Rules & Regulations for M.Phil. & PhD Students

4.14. Admission

- 4.14.1 A candidate holding Masters or equivalent degree in the relevant discipline or 4 years' education after FA., F.Sc., I.Com., etc. or equivalent, shall be eligible for admission to MS./ M.Phil. Program. The candidates with non-relevant discipline have to complete deficiency courses as per departmental guidelines/requirements. The CGPA/percentage of marks obtained in the last examination must be $\geq 2.5/60\%$ or above.
- 4.14.2 Admission shall be granted only after the applicant has passed the test equivalent to GRE (Graduate Record Examination) conducted by DIHE Departmental Research Committee or GAT General conducted by NTS with a minimum 50% cumulative score.
- 4.14.3 DIHE entrance test will consist of two sections:
Section 1 will be based on relevant subject (weightage 80%)
Section 2 will be based on English language, communication and quantitative analysis (weightage 20%)
- 4.14.4 Applications for admission will be entertained both in Fall and Spring semesters
- 4.14.5 There is no age limit for the admission to any program as long as there is no physical or mental handicap.

4.15. Medium of Instruction

The medium of instruction for all degree programs offered by DIHE including M.Phil./PhD is English.

4.16. Course Duration

- 4.16.1 The duration for the completion of MS/ M.Phil. degree shall not be less than four and not more than six semesters in full residence.
- 4.16.2 Duration can be extended up to five years only by Board of Advanced Studies and Research (BASR) approval on the recommendation of Supervisor and Head of the Department. Each case will be treated separately and approval for the extension will only be given under special circumstances.

4.17. Duration of Semester

- 4.17.1 The academic year shall comprise of two semesters (Fall and Spring) of 18 weeks each.
- 4.17.2 Commencement of semesters shall be regulated by the Academic Council.

4.18. Academic Program

- 4.18.1 Total academic program of MS. /M.Phil. is spread over four semesters of 18 weeks each.

- 4.18.2 The first two semesters will be used for completion of taught courses.
- 4.18.3 Third and fourth semesters shall be used for research.
- 4.18.4 MS/M.Phil. students are required to complete and pass 8 courses of (3 credit hours each) the first year and six credit hours of Research thesis.
- 4.18.5 On successful completion of the course work, students are required to submit research proposal duly endorsed by the research supervisor, HoD and Dean of the Faculty for approval by BASR.
- 4.18.6 It is the responsibility of the Supervisor to present quarterly updates on the performance of the Researcher (MS / M Phil student) to BASR.
- 4.18.7 When a candidate is ready to submit the thesis, the Supervisor should ensure that the contents of the thesis have been checked for plagiarism by standard screening software and text similarity index should not be more than 19% as per HEC requirement.
- 4.18.8 On submission of thesis, BASR will appoint two Principal Examiners and one Internal Examiner with relevant research experience for evaluation of thesis. BASR will also appoint two local examiners for Viva Voce examination.
- 4.18.9 Viva Voce report duly endorsed by the external examiner, internal supervisor and the Head of the department will be submitted to BASR.
- 4.18.10 On receipt of positive reports from the external examiners, Viva Voce examination will be held by mutual understanding of both the external examiner and internal research supervisor.
- 4.18.11 No oral defense will be held if the thesis is rejected by both the External examiners. If only some shortcomings are identified then it will be sent back to Research supervisor for incorporation of suggested changes.

4.19. Conversion to Ph.D.

After one year of research, a student may apply for conversion from M.Phil. / Ph.D. to Ph.D. in consultation with the Supervisor. The application should be duly forwarded by the Chairperson and recommended by the concerned Dean. The thesis can be submitted after one year from the date of application of conversion submitted to BASR

4.20. Minimum Academic Requirements for Ph.D.

- 4.20.1 M.S., B.Pharm, M.Phil. LLM or equivalent qualification in the relevant field from a recognized University.
- 4.20.2 Admission will be granted on the basis of NTS Test / Interview by Departmental Research Committee of the concerned Department/ Center / Institute.

4.21. Evaluation and Award of Ph.D. Degree

- 4.21.1 During research, the student has to publish at least one paper in one of the reputed journals and submit a copy of the paper or a letter of acceptance along with the thesis to BASR. However, a copy of the published research paper is to be submitted before the award of Ph.D. degree.
- 4.21.2 The thesis will be evaluated by two foreign examiners from developed countries (subject to availability) and the supervisor appointed by BASR.

4.21.3 The Ph.D. degree will be awarded after the receipt of positive reports from the examiners, supervisor and successful oral defense of the thesis and approval by BASR.

4.22. Routing of Academic Matters

All academic matters shall be routed through proper channel i.e. through the Head of the Department/Director, and Dean of the faculty concerned.

4.23. Authority for Granting Admission

BASR will confirm admissions on the basis of merit list prepared and checked by the Departmental Research Committee.

5. Examination Rules & Regulations

Note: Students are required to read these regulations carefully

5.1 Assessment

- 5.1.1 The Institute follows a system of continuous assessment. This enables students to be in touch with their studies throughout the semester / year.
- 5.1.2 Any student who fails to maintain a GPA of 2.0 shall be placed on probation.
- 5.1.3 Any student scoring a GPA of less than 2.0 will be required to repeat the full semester except the courses in which the candidate has obtained passing grades. However, if he/she fails to achieve the required GPA after probation, within two subsequent semesters, he/she will be removed from the university rolls.
- 5.1.4 A student will not be awarded the degree if he/she fails to maintain a CGPA of 2.5, without any failures.
- 5.1.5 Withdrawal from a course will be allowed latest up to one week before the 2nd Term / Mid Term examination under approval by the course in charge, Departmental Head and Director of the institution. This will be shown in (W) letter in the transcript.
- 5.1.6 A student who fails to complete a course for reasons beyond his control he/she may be granted a letter grade Incomplete (I). This course can be completed subsequently, for which fresh course fee is to be deposited.
- 5.1.7 The transfer of student who got exemption and has been transferred from any Institute/university recognized by HEC will be shown in (T) letter in the transcript, Asterisk (*) will be placed in front of all courses exempted with a note at the bottom on the transcript.
- 5.1.8 The results of all courses shall be displayed by the respective Head of on the notice boards within 10 days of the final semester examination.
- 5.1.9 The final result will be declared by the Examination Department within two weeks of the last semester examination.
- 5.1.10 Transcripts of all semester results will be issued by the office of the Controller of Examinations on the basis of the semester final results submitted by the Head of the Department. No provisional transcripts will be issued by the department.
- 5.1.11 Numerical grades will not be mentioned in the transcripts of the student.
- 5.1.12 The following Committee may, if necessary, review the final semester result:
- o Rector (Chairperson)
 - o Dean of the concerned Faculty
 - o Head of the concerned Department
 - o Controller of Examinations
- 5.1.13 The final result, as approved by the Committee will be announced by the Controller of Examinations

- 5.1.1.4 Transcript will be issued only by the Controller of Examinations to each student after the completion of each semester & on the completion of full degree program.

5.2 General

No student shall be allowed for examinations (Subject/Course) unless he/she has attended 75% of the lecturers, demonstration, tutorials and practicals.

5.3 Breach of Examination Rules & Regulations

- 5.3.1 If a candidate is found having in his possession, during examination any papers, books, notes or any other material which might possibly be of assistance to him/her in the examination, he/she can be expelled from the examination of that day and subsequent days, if any, by the Head Invigilator, and his/her case shall be reported to the Controller of Examinations for such further action as may be deemed necessary. The examination result of such a candidate shall be liable to cancellation and further he shall be liable to be debarred from appearing at any examination of the University and from admission to any class in the Institute or in any of its affiliated institutions for a period not exceeding two years.
- 5.3.2 Any candidate, detected in giving or receiving assistance or found guilty of copying from any paper, book or note, or using or attempting to use these or any other unfair means, shall be expelled by the Head Invigilator from the examination of that day and subsequent days, if any, and his case shall be reported to the Controller of Examinations for such further action as may be deemed necessary.
- 5.3.3 The examination result of such candidate shall be liable to cancellation and further he shall be liable to be debarred from appearing in any examination of the University and from admission to any class in the Institute or in any of its affiliated institutions for a period not exceeding three years.
- 5.3.4 Any candidate, obtaining admission to the examination on false representation made in his application form by false personalization, or using abusive or obscene language in the answer book, shall be liable to cancellation of his examination result and further he shall be liable to be debarred from appearing at any examination of the University and from admission to any class in the Institute or in any of its affiliated institutions for a period not exceeding four years.
- 5.3.5 Any candidate, forging another person's signature on his application or his admission form, shall be liable to cancellation of his examination result and further he shall be liable to be debarred from appearing at any examination of the University and from admission to any class in the Institute or in any of its affiliated institutions for a period not exceeding four years.
- 5.3.6 Any candidate, found guilty of disclosing his identity or making peculiar marks in his/her answer book, shall be liable to cancellation of his/her examination result and further he shall be liable to be debarred from appearing in any examination of the University and from

admission to any class in the Institute or in any of its affiliated institutions for a period not exceeding two years.

- 5.3.7 A candidate, guilty of communicating or attempting to communicate with an examiner with the object of influencing him in the award of marks, shall be deemed to have used or attempted to use unfair means and shall be liable to the same punishment as provided for in Regulation (2.2). Communications of the same nature addressed to the Registrar or the Controller of Examinations, shall be treated as falling in the above category and liable to the same punishment.
- 5.3.8 An approach made by a relative, guardian or a friend of a candidate will be deemed to have been made by the candidate himself or herself as such the candidate will be liable to be punished as laid down in Regulations (2.2). If a candidate makes and appeal to an examiner through his answer, his answer-book shall be cancelled and he shall be liable to punishment as laid down in Regulation (2.2).
- 5.3.9 In any case not covered by the foregoing Regulations, the Board of Governors, on the report of the person or body concerned shall take such action against the candidate(s) concerned as the circumstances of the case may warrant.
- 5.3.10 All punishments under Regulations 14 shall be awarded by the Rector on the recommendation of the "Unfair Means Committee" appointed by the Rector for the purpose, and the latter itself may hold enquiry or authorize any one or more of its members to do so. The examination result of such candidates shall be withheld till such time as their cases are decided by the Rector.
- 5.3.11 The Unfair Means Committee shall be the competent authority to determine whether the charge of a breach of Rules of Examination has been proved or not.
- 5.3.12 If the Rector is satisfied that a situation has arisen which calls for a re-examination of a paper or papers in a particular subject or subjects, he may issue necessary instructions to that effect.

5.4 Unsatisfactory Progress

- 5.4.1 The Institute may exclude any student from further enrolment or from enrolment in a particular subject and may cancel his registration on the grounds of unsatisfactory academic progress, as recommended by the Board of Studies headed by HoD of the respective department.
- 5.4.2 As a part of the academic policy, an undergraduate student is required to maintain a CGPA of 2.0 in each semester, and a graduate student is required to maintain a CGPA of 2.5.
- 5.4.3 If a student is unable to maintain CGPA of 2.0 or 2.5 as applicable in any semester, he/she will be placed on probation. The probation will continue for a maximum of 2 subsequent semesters during which period he is required to attain a CGPA of 2.0 or 2.5 as the case may be.

- 5.4.4 In case a student is unable to maintain the required CGPA for three consecutive semesters, he is liable to be deregistered unless he shows compelling circumstances which have affected his academic progress. For this he/she will submit application to the Rector through the Head of the Department concerned.
- 5.4.5 On the request of a student showing unsatisfactory academic progress, the department may arrange special tuition for a student in areas of his/her weakness.
- 5.4.6 The parents / wards will be kept informed about the unsatisfactory progress of the student.
- 5.4.7 A student who is deregistered because of unsatisfactory performance from the institute will not be accepted for re-registration

5.5 Comprehensive Examination

After clearing all academic subjects/courses within the stipulated time as given by Higher Education Commission (HEC), students have to pass Comprehensive Examination/Viva Voce which is deemed necessary for getting final Transcript / Mark Sheets/Degree for their academic program. Students who fail to pass the Comprehensive Examination /Viva Voce will not be eligible for their final Transcript/ Marks Sheet/Degree.

5.6 Enrollment

Enrolment in the Institute in any particular subject may be denied or cancelled if:

- 5.6.1 The applicant is enrolled in any other institution.
- 5.6.2 The applicant fails to satisfy any requirement or condition specified in a course
- 5.6.3 The applicant fails to deposit his dues as set out in fee regulations of the Institute.
- 5.6.4 The application for admission(s) or enrolment contains untrue or misleading information or is supported by untrue or misleading evidence.
- 5.6.5 The applicant commits misconduct or any breach of discipline subject to the recommendations of the Discipline Committee.

5.7. Amendments

DIHE reserves the right to make amendments in these rules and regulations, as and when required.

5.8. Conditions and Implementation of Incomplete Grade (I Grade):

The student will be awarded Incomplete Grade (I Grade) if the student was unable to appear in final examination for any emergency /non-emergency reasons provided that:

1. Student attendance and midterm results are above passing marks.
2. In case student do not qualify passing Marks in midterm examination he/she will not be awarded I Grade and will repeat course in the particular semester.
3. Student with Course awarded I Grade can take Advance course of same in next semester. He will be promoted but has to take exam which he/she has been awarded I grade.
4. Student can apply for extension to reappear for I Grade if unable to appear in semester examination again for any reason.
5. This extension in I Grade can only be availed once for each course and for only one semester.
6. All the recommendations are in accordance with the document titled "HEC Uniform semester system guidelines for Institutes of higher Education" under Quality Assurance Agency HEC Islamabad Pakistan.

A student who is unable to sit in any examination for what so ever reason would be allowed to sit in next semester.

1. In case if the particular course is not being offered, only examination fee will be charged from the candidate and his exam will be conducted separately on time of semester.
2. All such candidates will not be charged of semester Fee for the same semester only examination fee will be charged which will be Four thousand (4000) or the fee as per policy in the current semester.

Student will have single attempt of I Grade Course. If students fails in I grade he/she will repeat the course and will pay semester full fee for that semester.

6. DIHE Social Media Policy

6.1 Introduction

Social Media is a fast growing phenomenon and popular sites include: Facebook, Twitter, LinkedIn, and Google+. This communication medium has created increased opportunity for media communications that have an impact upon the Institute/ University.

The Dadabhoy Institute of Higher Education has clear guidelines and policies regarding other aspects of its operations. However, these do not explicitly cover the usage of social media.

It should be noted that this policy will be reviewed periodically and may change at any time without notice, in line with technological updates. Institute/University staff and students can access the latest version of the policy on the Institute / University website.

6.2 Aims & Objectives

The purpose of this Social Media Policy and guidelines is:

- o To encourage good practice
- o To protect the Institute/University, its faculty, staff & students
- o To promote effective and innovative use of social media as part of the Institute/University's activities

6.3. Scope

This policy has been developed in conjunction with the Campus Directors and applies to all students of DIHE Institute. It also applies to visitors and guests of the Institute/University where they may be using the Institute /University infrastructure or facilities in the capacity of a student.

6.4. Definitions

The term 'social media' is used here to describe dynamic and socially-interactive, networked information and communication technologies by which personal information or opinions can be presented for public consumption on the Internet. Examples include: blogs, micro-blogging, websites, and SMS text messaging and social networking sites.

6.5. The Policy Principles

- 6.5.1 It is the responsibility of students to read and act in accordance with the principles of this policy and guidelines and should regularly check the website for any minor updates to documents.
- 6.5.2 It is the responsibility of students to read and act in accordance with the rules and guidelines set out by individual Social Media, Social Networking and Website Hosting companies and providers.
- 6.5.3 The Institute / University will ensure this policy and guidelines are accessible to staff and students and incorporate in induction information. The Institute /University will periodically review and update the policy and guidelines and any other associated policy and guidelines. Staff and students will be notified of any significant changes.
- 6.5.4 The Institute/University will monitor references to the Institute/University on Social Media and the Internet.

6.6. Responsibilities of students on personal internet presence

- 6.6.1 Breaches of the Social Media Policies can directly affect student's future career. Breaches of these Codes of Conduct can also affect student's ability to progress to the next level of study and student's suitability to gain professional accreditation.
- 6.6.2 Student must not use his site / personal ID to attack or abuse staff, students or clients. Student should respect the privacy and the feelings of others. Student must not include contact details or pictures etc. of other students, members of staff or clients without their prior permission. Remember that if student break the law on official site (for example by posting something defamatory), student will be personally responsible.
- 6.6.3. Students must abide by the Rules & Regulations of DIHE Institute, as mentioned in the DIHE Students Hands Book.
- 6.6.4 Any content that student post about himself or others could be brought to the attention of the Institute/University, future employers or professional bodies and may be detrimental to his studies and/or future career.
- 6.6.5 Student must abide by all anonymity and confidentially guidelines and rules; as set out by the requirements of their courses and the professional standards set out for the professional studies.
- 6.6.6 Students are prohibited to reveal confidential information about the Institute /University or its staff & faculty members. This might include aspects of Institute/University policy or details of either internal or private discussions.
- 6.6.7 Where Social Media is utilized as part of a research study or project; all ethical considerations and requirements of the Institute/University, Faculty and course of study should be adhered to.
- 6.6.8 Any of the student's ca not use the logo of Institute/University without prior written permission from Registrar office.
- 6.6.9 If someone from the media or press contacts student about any posts which relate to the institute/University. He should discuss it the Registrar office before responding. Student must

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avoid bringing the Institute/University into disrepute in any way, as this may constitute a breach of the Student Code of Conduct

- 6.6.10 If student already have a personal social networking site or intend to initiate; he should not declare, imply or indicate that his content or views are representative of the Institute/University. Even he can also not create any ID resemble with any of the ID of Institute/University.
- 6.6.11 Students should take effective precautions when utilizing social networking sites to ensure their own personal safety and to protect against identity theft.
- 6.6.12 Students need to consider intellectual property rights, copyright and ownership of data when using social media.
- 6.6.13 Individuals should exercise caution when interacting with, and responding to, potentially contentious posts on social media sites.
- 6.6.13 Students are not allowed to share any of the comments pertaining to any of the decisions taken by the Institute's/University's Management team.
- 6.6.14 Students are not allowed to comments about any of his academic queries related to any of the Academic/Administrative departments of the Institute/ University. Said queries must be processed through proper channel.
- 6.6.15 Students are not allowed to share any official information of the Institute/ University on social media such as addresses, phone numbers or other personal information of Employees or students.
- 6.6.17 Students are not allowed to use social media being DIHE representative (s) for fund raising (requesting/collecting funds) within/outside the Institute/ University for any Natural Calamity until and unless they are permitted by the Office of the Registrar.
- 6.6.18 Safeguarding passwords and IDs are students' personal responsibility and will not be considered as an excuse in case of violation of social media policy.
- 6.6.19 any other act/deed/discussion on social media which may bring defamation to DIHE.
- 6.6.20 The Institute/University will continually review the use of social media and may take any of the necessary action deemed necessary, accordingly.

6.7 Other potential uses

- 6.7.1 The Institute/University will not refer to social networking sites when assessing student applications and job applications unless such sites are specifically highlighted in the application. The University will assess all applications only on the information provided.
- 6.7.2 The Institute/University may refer to social networking sites when investigating breaches of discipline, e.g. cheating, Harassment and immorality, anti-social behavior.
- 6.7.3 The Institute/University may monitor forums and blogs to gain indirect feedback on Institute/University services and facilities. The Institute/ University may post replies on forums or blogs to answer queries or address factual corrections, but would generally take a cautious approach before getting involved in contentious issues.

6.7.4 The Institute/University reserves the right to take any necessary steps to protect its facilities, staff and students from malware (malicious software) including blocking sites where this is an issue.

6.7.5 If a complaint is received that a student or staff member is being bullied or harassed then actions may be taken via appropriate procedures.

6.8 Records Management Statement

The records associated with this policy are controlled by The Registrar's Office and will be created, stored and disposed of in line with the Institute's / University's guidelines and procedures.

6.9 Risk Management Statement

Failure to comply with this policy could lead to:

- o The Institute/University being brought into disrepute
- o Students contravening the Student Code of Conduct
- o Inappropriate posts online leading to students compromising their programme, professional accreditation and employment outcomes and in worse case scenarios students facing legal action
- o Cyber bullying (students or staff)
- o Apology to be posted on Face Book.
- o Apology in front of Victim and entire class
- o 10 days community work within University
- o Semester suspension / expulsion from Institute/University.
- o Financial Penalty up to Rs.10,000

6.10 Roles and Responsibilities

It is the responsibility of:

- o The Institute/University Management to oversee the Policy via Institute's Rules & Regulations
- o Senior Management Team (especially Campus Directors) to endorse and support the Policy's implementation
- o Staff members to be aware of Student Social Media Policy
- o Students to adhere to the Policy and seek necessary permissions and guidance as found in the Policy.