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# **Student's Handbook**

**(2022-2023)**

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## **The Dadabhoy Institute of Higher Education**

### **1. DIHE 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,

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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.

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- 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.
    - 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.

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## 2. OFFICERS OF THE DIHE

S.No	<u>Designation</u>	<u>Name(s)</u>	<u>Email &amp; Postal Address</u>
1.	Chairman	Mr. Abdullah Dadabhoy	-
2.	Vice Chairperson	Rabia Dadabhoy	
3.	Rector	Prof. Dr. Syed Altaf Hussain	<a href="mailto:rector@dadabhoy.edu.pk">rector@dadabhoy.edu.pk</a>
4.	Dean Faculty of Science	Prof. Dr. Saad A Khan	<a href="mailto:dean.sciences@dadabhoy.edu.pk">dean.sciences@dadabhoy.edu.pk</a>
5.	Dean Faculty of Law	Justice (R) Sarmad Jalal Osmany	<a href="mailto:dean.law@dadabhoy.edu.pk">dean.law@dadabhoy.edu.pk</a>
6.	Dean Faculty of Social Sciences	Assoc. Prof. Dr. Muhammad Iqbal	<a href="mailto:dean.fms@dadabhoy.edu.pk">dean.fms@dadabhoy.edu.pk</a>
7.	Dean Faculty of Business Administration	Prof. Dr. Gobind Herani	<a href="mailto:dr.gobindherani@dadabhoy.edu.pk">dr.gobindherani@dadabhoy.edu.pk</a>
8.	Dean Faculty of Computer Science	Dr. Arsalan	<a href="mailto:dean.eng@dadabhoy.edu.pk">dean.eng@dadabhoy.edu.pk</a>
9.	HOD-Department of Rehabilitation Sciences	Dr. Fahad Farooq Lasi	<a href="mailto:dr.baqai@dadabhoy.edu.pk">dr.baqai@dadabhoy.edu.pk</a>
10.	Program Manager Law	Ms. Zainab Effandi Haqi	<a href="mailto:Zainab.affendi@dadabhoy.edu.pk">Zainab.affendi@dadabhoy.edu.pk</a>
11.	HOD-Education	Mr. Abdul Rehman	<a href="mailto:hod.edu@dadabhoy.edu.pk">hod.edu@dadabhoy.edu.pk</a>
12.	Registrar	Dr. Gobind Herani	<a href="mailto:registrar@dadabhoy.edu.pk">registrar@dadabhoy.edu.pk</a>
13.	Chief Finance Officer	Ms. Gule Zahra	<a href="mailto:cfo@dadabhoy.edu.pk">cfo@dadabhoy.edu.pk</a>
14.	Director, QEC	Dr. Fahad Farooq Lasi	<a href="mailto:director.qec@dadabhoy.edu.pk">director.qec@dadabhoy.edu.pk</a>
15.	Assistant Director QEC	Ms. Umme Hani	<a href="mailto:assistantdirectorqec@dadabhoy.edu.pk">assistantdirectorqec@dadabhoy.edu.pk</a>
16.	Data Analyst	Mr. Waheed Ahmed	<a href="mailto:Waheed.ahmed@dadabhoy.edu.pk">Waheed.ahmed@dadabhoy.edu.pk</a>
17.	Controller of Examination	Mr. Muhammad Zeeshan	<a href="mailto:controller.exam@dadabhoy.edu.pk">controller.exam@dadabhoy.edu.pk</a>



# Dadabhoy Institute of Higher Education

## 3. 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 SCIENCE

<u>Department of Rehabilitation Sciences</u>			
<u>S.NO</u>	<u>NAME</u>	<u>DESIGNATION</u>	<u>QUALIFICATION</u>
1.	Dr. Saad A. Khan	Professor (Dean)	Ph.D.
2.	Dr. Fahad Farooq Lasi	Associate Professor (HoD)	Ph.D.
3.	Dr. Nisha Lohana	Assistant Professor	MS-PT
4.	Dr. Faiqa Yawer	Senior Lecturer	MPhil
5.	Dr. Tanveer Sikandar	Senior Lecturer	Ms.PT
6.	Dr. Anozia	Lecturer	DPT
7.	Dr. Bakhtawar Samejo	Lecturer	DPT
8.	Dr. Saman	Lecturer	DPT
9.	Ms. Neha	Lecturer	MPhil
10.	Mr. Kafeel Azam	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. Muhammad Tahir	Asst Professor	Ph.D.
3.	Dr. Adeel Abid	Asst Professor	Ph.D.
4.	Ms. Zainab Effandi Haqi	Asst Professor	LLM
5.	Ms. AbedaAshaq	Asst Professor	LLM
6.	Mr. Waqar	Senior Lecturer	LLM
7.	Mr. Kamran	Senior Lecturer	LLM
8.	Mr. Osama Surmawala	Senior Lecturer	LLM
9.	Ms. Zainab Lashari	Lecturer	BA.LLB
10.	Mr. Sabir	Lecturer	BA.LLB

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## **FACULTY OF SOCIAL SCIENCE**

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

## **4. STUDENTS' CODE OF CONDUCT**

### **4.1 STUDENT'S CONDUCT AND DISCIPLINE REGULATIONS**

- I. These Regulations may be called “Dadabhoy Institute of Higher Education, Students Conduct and Discipline Regulations”
- II. These rules shall apply to all students on the roll of the teaching departments and institutes of Dadabhoy Institute of Higher Education.
- III. Discipline Committees: In pursuance of the formation of Institutional Discipline Committee (IDC) is required to deal with cases of indiscipline.

#### **I. Institutional Discipline Committee (IDC)**

- a. The Institutional Discipline Committee shall consist of two senior teachers to be nominated by the Rector, including the officer incharge of students' affairs, by whatever name called, who shall also be its Secretary.
- b. The Chairman of the Committee shall be nominated by the Rector from amongst the members of the Committee.
- c. The term of the office of members of the Committee, other than ex-officio members, shall be two years.

- d. The quorum for a meeting of the Institute Discipline Committee shall be three members.
- e. The functions of the Committee shall be:
  1. To deal with all inter-Institute cases of indiscipline in the Institute.
  2. To propose regulations relating to the conduct of Institute students, maintenance of discipline and action for breach of discipline.
  3. To suspend, rusticate or expel students, on the basis of the inquiry conducted under the Rules and Regulations.
  4. To perform such other functions as may be prescribed.

## **II. Students Code of Conduct**

Every student will be expected to observe the following code of conduct:

- a. Faithfulness in his religious duties and respect for the convictions of others in matters of religion, conscience, customs and conventions.
- b. Loyalty to Pakistan and refraining from doing anything, which might lower its honor and prestige in any way.
- c. Truthfulness and honesty in dealing with people.
- d. Respect for elders, teachers, administrative and support staff.
- e. Politeness to all, especially women, children, old people and assistance to those with special needs.
- f. Cleanliness of dress, mind, speech and habits.
- g. Devotion to studies and sports.
- h. Observance of thrift and protection of public property.

### **III. Responsibilities**

- a. Every member of teaching staff shall have the power to check any disorderly or improper conduct, or any breach of the Regulations by students in any part of the Campus.
- b. In charge, Chairman or Director shall be responsible for maintenance of discipline in their respective units.
- c. Each Dean shall be responsible for overall control and maintenance of order and discipline in the faculty.
- d. The Librarian shall be responsible for the maintenance of order in the library.
- e. The Provost and Wardens shall be responsible for the maintenance of order in the hostels.
- f. The Director Sports/Teacher In charge of Sports shall be responsible for the maintenance of order among the students on or near playgrounds or while otherwise under his charge.
- g. The Chief Proctor, Staff Proctors and Student Proctors shall be responsible for the maintenance of order among the students, on the campus and for checking behavior detrimental to the good name of the Institute. This setup should make every effort to detect and pre-empt undesirable activities on the campus.

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- h. Administrative Officer with the support of Provost and Chief Proctor shall be responsible for maintenance of law and order, and other security related issues, problems and conflicts on the campus. They shall also deal with law enforcing agencies in general and Campus Police in particular.
- i. The entire setup of the Institute in general and that of the Administrative Officer, Provost and Chief Proctor in particular, shall work in close coordination by providing timely information, help and assistance to each other in case of any mishap and emergency.
- j. Transport Officer shall be responsible for ensuring proper use of Institute vehicles and strictly check misuse of vehicles and misconduct with the students using the facility.
- k. The Controller of Examination shall be responsible to make adequate arrangements to maintain peaceful environment during examinations. Any case of misconduct in the premises of examination center shall be pursued by the Controller of Examination through proper forum to its logical conclusion.

## **4.2 PROHIBITED ACTS**

The following acts are prohibited for students

- i Smoking in the classroom, laboratory, examination hall, workshop, library, auditorium or convocation hall and at all other places where academic activities are conducted.

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- ii The possession and consumption of alcoholic drinks or other intoxicating drugs within the Campus and hostels are prohibited. Even during instructions, sports, study tours, internship camps or entering such places or attending any such tour or camp is also strictly forbidden. The possession of any kind of weapons/deadly weapons within the campus and hostels are prohibited. If anyone found with the possession of any kind of weapons/deadly weapons will be handed over to the local police station and will be charged under section (13 A.O). The said person will liable for departmental action.
- iii Collecting money, receiving funds or pecuniary assistance for or on behalf of the Institute except with the written permission of the Rector.
- iv Staging, inciting or participating in, or abetting any walkout, strike, or other form of agitation including procession, demonstration and hooliganism against the Institute or its teachers or officers.
- v Inciting anyone to violence, disruption of the peaceful atmosphere of the Institute by making agitation speeches or gestures which may cause resentment and harassment and/or offending other individuals.
- vi Printing, production and distribution of pamphlets, posters, cartoons of blasphemous nature.
- vii Doing anything likely to promote rift and hatred among various groups/ classes of students.
- viii Issuing statements in the press, making false accusations, and lowering the prestige of the Institute.

- ix Unauthorized and misuse of Institute's movable and immovable property.
- x Harassment in any form either physical or mental on the basis of gender, religion, sect, caste and creed, region and ethnicity.

## 4.3 ACTS OF INDISCIPLINE

A student who:

- I. Commits a breach of code of conduct specified in Regulation 4 and commits any of the prohibited acts specified in clause 6 of regulation 4; or disobey the lawful instructions/ directives of a teacher or any other person in the position of authority in the Institute.
- II. Violate the undertaking/agreement submitted by the student at the time of admission, as laid by the Supreme Court of Pakistan in its interim order dated 01/07/1992 (specimen provided in this document).
- III. Habitually neglects his/her work or habitually absents him/her self from his/her class without valid reason;
- IV. Willfully damages public/Institute property or the property of a fellow student or any teacher or any employee of the Institute.
- V. does not pay the fees, fines or other dues payable under the Institute Regulations and Rules.
- VI. Does not comply with the rules relating to residence in hostels;

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- VII. Uses indecent language, wears immodest dress, makes indecent remarks or gestures, or behaves in a disorderly manner.
- VIII. Commits any criminal, immoral or dishonorable act (whether committed within the Institute Campus or outside)
- IX. Commits any act which is prejudicial to the interest of the Institute gets involved in disturbance in the campus and hostels such as fighting with fellow students, staff and teachers, use of fire-crackers and firing (these will be considered as major violation of discipline and the students responsible for such act of indiscipline may be liable for major penalty including rustication and expulsion from the Institute and hostel).

### 4.4 PENALTIES

- a. The penalties which may be imposed and the authorities competent to impose each kind of penalty are specified below:

	<b>Minor Penalty</b>	<b>Competent Authority</b>
i	Removal from classroom, laboratory, workshop, internship or fieldwork for the period concerned, for not more than four such consecutive periods/days and/or impose a fine not exceeding Rs. 1000/	Teacher Incharge
ii	Withdrawal from games or the field for not more than one week and/or impose a fine not exceeding Rs. 1000/	Incharge of the game
iii	Withdrawal from educational tour, sports or internship.	Head of Department/Institute/ Director Teaching
iv	Suspension from the Department for a period not exceeding two weeks.	Head of Department/ Institute
v	Suspension from the Department/ Institute for a period not exceeding four weeks and/or fine not exceeding Rs. 5000/-	Institutional Discipline Committee (IDC)



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vi	Removal from all classes or any class in any Department or college for a period not exceeding two weeks and/or fine not exceeding Rs. 5000/-	Dean of the Faculty or Chairman of the Department/Institute/Director to which the student belongs
vii	Withdrawal from Library for not more than two weeks and/or impose a fine not exceeding Rs.5000/-	Librarian
viii	Removal from hostel for a period not exceeding four weeks	Resident Warden
ix	Removal from the hostel for a period not exceeding One academic year and/or fine not exceeding Rs. 5000/-	Provost
x	Fine not exceeding Rs.1000/	Teacher, Resident Warden, Staff Proctor, Superintendent Workshop Staff Advisor of a Club or Society, or Director Sports, Transport Officer & Administrative Officer.
xi	Fine not exceeding Rs.5,000/	Chairman/Director (on the recommendation of the institutional Discipline Committee), Provost, Registrar, Chief Proctor, Director
		Teaching, Controller of Examinations, Librarian and Sectional Heads.
xii	Fine not exceeding Rs. 10,000/	Dean of Faculty in case of Inter-departmental cases of indiscipline
xiii	Fine not exceeding Rs.100,000/- and or rustication or any other penalty the IDC deems appropriate.	Institute Discipline Committee (IDC)
xiv	Cancellation of Institute Scholarship	Dean of Faculty/Chairman/Director Teaching/Director Institute/Director Financial Assistance and Development (M&E).
xv	Removal from a position of authority in a hostel.	Provost, Warden or Assistant Warden

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xvi	Removal from a position of authority in Institute Sports.	Director Sports
<b>Major Penalty</b>		
xvii	Rustication from a Department/Institute/ Faculty	Chairman, Director, Dean with the approval of the Rector
xviii	Expulsion from a Teaching Department/Faculty/Institute .	Institute Discipline Committee (IDC) with the approval of the Rector.
<b>Other Penalties in Examination Cases</b>		
xix	Oral Warning.	Invigilator
xx	Written warning/censuring.	Controller of Examination
xxi	Cancellation of answer sheet.	Controller of Examination
xxii	Cancellation of a course.	Controller of Examination
xxiv	Cancellation of Mid-term Exam for all courses, during the Mid-term Exams.	Controller of Examination
xxv	Cancellation of one complete semester.	Institute Disciplinary Committee
xxvi	Rustication for a specific period of time. Expulsion from the university	Institute Disciplinary Committee

- b. Dean of Faculty should deal with the inter-departmental cases of indiscipline in general and those in particular which involve decision/disputes amongst Institutional Discipline Committees (IDCs) of his faculty. In case of involvement of two Faculties, the case should be referred to Institute Discipline Committee (IDC).

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- c. Institute Discipline Committee shall have the power to impose any of the penalties listed under regulation 8 (i to xvi) except expulsion i.e., 8 (xvii) for which approval of the Rector shall be required.
- d. The Rector shall have the powers to impose any of the penalties listed in Regulation 6 himself, or to refer any case to the IDC as constituted.
- e. When a case against a student is referred to the IDC, the Committee may, if it deems fit, suspend the student from the Institute Rolls, direct him to vacate the hostel or take any other action as the situation demands till such time the case is decided.
- f. A teacher or any other officer Incharge in whose presence or in relation to whom an act of indiscipline has been committed or who obtains knowledge of such an act through report or otherwise, may deal with the case himself. If in his view, the nature of the case is such that it can be more appropriately dealt with by another authority; or a penalty severe that s/he is competent to impose will call in the case; s/he shall follow the procedure outlined below:
  - 1. If s/he is not the Dean of Faculty, Chairman of the Department, Director of Institute, S/he shall refer the case to the Dean/Chairman who may deal with it himself or refer it to the IDC.
  - 2. If s/he is the Dean of Faculty or Chairman of the Department, Director of Institute, s/he shall deal with it himself or refer it to

IDC, the Rector who may refer it to IDC depending upon the nature of the case.

3. A student may report a case of indiscipline against his fellow student(s) to a Proctor, the Chief Proctor, Provost, Administrative Officer, Transport Officer as related to, who will refer the case to the IDC/IDC or it may be reported directly to the IDC. The IDC/IDC will investigate the case and decide accordingly. A student may appeal to the Dean or to the Rector against the action taken or penalty imposed by the IDC and IDC, respectively.
4. In case of dispute or any other mis-happening between or amongst student(s), teacher(s) and any other employee, the relevant IDC, Chairman, Director, Dean or IDC have the authority to deal with the case by giving equal opportunity of hearing to the parties involved. To meet the requirement of natural justice the relevant body/authority can summon the teacher or employee for hearing.
5. it is binding on the relevant body or an authority including teachers and all others mentioned in this prospectus to deal with all case(s) falling in their respective jurisdiction and purview. The IDC being the highest disciplinary forum has the power to refer back a case to the relevant competent forum.

## 4.5 RUSTICATION

- I. The IDC, Chairman of a Teaching Department, Director Teaching, Director of an Institute/Campus or Dean of a faculty of Dadabhoy Institute of Higher Education may rusticate a student for misconduct or gross breach of discipline. Rustication whenever imposed on an Institute student shall always mean the loss of up to three academic years (six semesters) in so far as his/her appearance in an Institute examination is concerned and ban on the entry of the concerned students on the whole Institute Campus. The student concerned punished by IDC or by Court proceeding will not be eligible to any kind of appointment in the Institute.
- II. The name of the rusticated student shall immediately be removed from the Institute /Department/Institute/ Campus rolls, and shall not be entitled for any refunds of dues.
- III. A rusticated student if readmitted may appear in the examinations if S/he is otherwise eligible, and provided s/he is permitted to do so by the Director Teaching/Chairman/Dean/Director/Institute/Campus. The student will himself/ herself be responsible for loss of time, the shortage of attendances, if any, and will make full payment for that particular semester.
- IV. Expulsion
  - a. The Rector may expel a student for misconduct or gross breach of discipline either himself or on the report and

recommendations of the IDC, IDC or Dean, Chairman, Director Teaching/Director Institute/Campus, and Provost/Chief Proctor and impose ban on entry of expelled student to the larger Institute Campus. The student concerned punished by IDC or by Court proceeding will not be eligible to any kind of appointment in the Institute.

- b. The expulsion shall be effective from the date of issue of such an order/notification or from the date of occurrence as specified by the Competent Authority.
- c. Cases of expulsion will be registered in the Institute and notified to all Institutions, Departments and Universities in Pakistan. The implementation and enforcement of these decisions shall be the joint responsibility of the Institute administration, campus police corps and all other law enforcing agencies whenever and wherever needed.
- d. The Rector may, in case of an emergency, take any action against a student or students, pending reference to the Discipline Committees (IDCs and IDC) in case of rustication or expulsion, and order the removal of a student from the Institute roll and ban his/her entry to the whole of the Institute campus.

- e. The action taken as an emergency under the section (iv), the Rector shall refer such case to the IDC for further hearing and formulate the recommendation.
- f. No student shall be rusticated or expelled from the Institute unless s/he has been allowed a reasonable chance to reply to the charges/accusations leveled against him/her.

### **4.6 APPEAL**

- I. An appeal, against rustication or expulsion, shall be referred to a Committee, comprising the Rector, senior most Dean, Dean of the Faculty, Chairman of the Department, the Provost, Director Teaching and Chief Proctor.
- II. Appeal against the decision of an authority who imposes a penalty, shall be filed within fifteen days from the date on which the decision is communicated to appellant provided that the Rector may for valid reasons extend this period.
- III. The Rector may revise the penalties imposed by the IDC/IDC/Dean/Chairman/ Director as the case may be.
- IV. The authority, having the power of imposing a penalty with in his/her own jurisdiction can refer the appeal for review to the higher authority.

- V. When in the opinion of the IDC, the penalty of rustication or expulsion is not called for in a case referred to it, it may impose any other penalty or penalties mentioned in Regulation.

## **4.7 PAYMENT FOR DAMAGES AND LOSSES**

The Rector or any forum to whom the Rector may delegate his powers may direct a student, after formal investigation, to pay for any loss or damage to property of the Institute, public property or to a fellow student or to an employee of the Institute, caused by a willful act or gross negligence, and if the student does not pay for such damages within definite period, the Rector may rusticate/expel student from the Institute.

## **4.8 STUDENT ANTI-HARASSMENT AND IMMORALITY POLICY**

### **4.8.1 PREFACE**

- a. 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.
- b. The Dadabhoy Institute of Higher Education is committed to providing its students with an environment that is free from all forms of Harassment



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and immorality, intimidation, bullying, ragging / hazing, discrimination or exploitation.

- c. Each student enrolled at the Institute is responsible for fostering mutual respect and dignity for being familiar with this policy and for refraining from conduct that violates this policy.

### **4.8.2 PURPOSE**

- a. 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.
- b. To eliminate any effect on the good name of the institute including immoral behaviors towards students, teachers or unethical or immoral act
- c. 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.
- d. To promote a culture of openness, with no fear of retaliation either as a victim or a “whistle-blower”.\

### **4.8.3 SCOPE**

- a. This policy is applicable to all students enrolled in DIHE’s academic programmes, including undergraduate or graduate certificate, diploma or

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degree programmes, including interns, residents and fellows of the Postgraduate Medical Education (PGME) programme, visiting students and anyone participating in DIHE's academic activity.

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

### **4.8.4 DEFINITIONS**

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.

### **4.8.5 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:

- a. Ridicule, derogatory comments, inappropriate jokes and insults

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- b. 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
- c. 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
- d. Shouting at a student, using insulting and abusive language, humiliating or publicly condemning / criticizing her / his competence
- e. Quid pro quo - "something for something" (demanding a favor, act or service, that the recipient states they will repay in some way)
- f. Immoral acts between students such as physical contact and unethically acceptable acts

### **4.8.6 SEXUAL HARASSMENT AND IMMORALITY**

- a. 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.

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- b. 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
- c. 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)
- d. 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.
- e. 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.

### **4.8.7 BULLYING / RAGGING / HAZING**

- a. 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.
  
- b. 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
- c. Breaching the confidentiality of any information related to the student (e.g. grades, health issues, fee etc.)

### **4.8.9 CYBER-BULLYING**

- a. 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.
- b. 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.

### **4.8.10 REPORTING**

- a. DIHE encourages the reporting of all incidents of Harassment and immorality, regardless of who the alleged offender may be. The Institute 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.

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- b. 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 Institute community report any offensive behavior immediately to, or someone they trust, or seek guidance / help.
  
- c. 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:
  - 1. Report to the Dean of their academic entity
  
  - 2. Report to the director /coordinator /academic head of their programme
  
  - 3. Associate Dean, PGME, or the Dean of Students / Institute Registrar & Vice Provost, as applicable
  
  - 4. Use the Safe Disclosure route (see details in section 9 below)

### 4.8.11 RESOLUTION PROCEDURES

#### a. **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

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informal discussion with the involved student or member of faculty so as to resolve the matter.

### b. **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 & Institute Registrar, as applicable, for assistance in pursuing the matter or use the Safe Disclosure process to lodge a complaint.

- I. 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 Institute community shall inform the Safe disclosure office or the Dean of Students / Vice Provost & Institute Registrar, as applicable, about the same.
- II. 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.



- III. The Human Resources “Harassment and immorality Policy” shall be used in cases where a student charges a member of staff with Harassment and immorality.
- IV. 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.
- V. 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.

### **4.8.11 INQUIRY PROCEDURES**

- a. 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.
- b. All matters related to the review and investigation of any charge of Harassment and immorality will be undertaken in strict confidence. Also

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refer to the Safe Disclosure Policy for a description of procedures to ensure confidentiality.

- c. 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 & Institute Registrar (or her/his representative), as applicable, or the Safe Disclosure office
- d. The office receiving the complaint, in coordination with the respective academic entity head, will review the information provided by the student.
- e. Once it has been determined that all of the relevant information has been provided, the Safe Disclosure office, the Dean of Students, Vice Provost & Institute Registrar, as applicable, will convene an Investigating Committee to consider the case.
- f. 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.

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- g. 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.
- h. The Investigating Committee may request the attendance of appropriate individuals to appear before the Committee in order to provide information pertinent to the case.
- i. 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.
- j. The Investigating Committee shall give its findings and recommendations in writing with appropriate reasons within 10 working days of the initiation of inquiry.
- k. 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.
- l. In cases where a member of faculty has been found guilty of Harassment and immorality, the Investigating Committee shall inform and provide its

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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.

### **4.8.12 COMMUNICATION AND COMPLIANCE WITH THE POLICY**

- a. The Dean of Students or the Vice Provost & Institutes Registrar, as applicable, in cooperation and coordination with the Institute's academic entity heads, shall be responsible for wide dissemination of this policy.
- b. The Student Anti-Harassment and immorality Policy will be available on the Office of the Registrar website, [www.DIHE.edu/registrar](http://www.DIHE.edu/registrar).

### **4.8.13 SUPPORT AND FIRST LINE OF CONTACT**

- a. 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 nearest 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.
- b. 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.

- c. 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.

#### **4.8.14 COUNSELLING**

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

#### **4.8.15 CONSTITUTES OF THE COMMITTEE**

- a. Registrar
- b. Director QEC
- c. Student Affairs
- d. Faculty members of the Institute

#### **4.8.17 PUNISHMENT**

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

- a. Suspension for at least one semester
- b. Suspension for 1 semester with fine
- c. Rustication for one to three years

#### **4.8.17 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 -

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<http://www.fospah.gov.pk/code-conduct.php>. See also: The Punjab Commission on the Status of Women - <https://pcsw.punjab.gov.pk>

## 5. ADMISSION RULES & REGULATIONS

### 5.1 General Rules & Regulations

### 5.2 Admission Policy /Rules & Regulations

#### 5.1 GENERAL RULES & REGULATIONS

1. Admission
2. Any person is eligible to register for a degree/diploma/certificate program provided that he/she
  - a. Satisfies the requirements of entrance as specified in the eligibility criteria for each degree program.
  - b. Transfers from another Institute/degree awarding institute recognized by Higher Education Commission (HEC)
  - c. Satisfies the requirements of qualifications specified for the program.
3. All applications for admission should be submitted **through** online, form available at DIHE website.
4. Applications for admission are received in Fall and Spring Semesters in response to announcements made by the Institute mainly through the print media or other modes of mass communication, including social media.
5. All applicants with eligible credentials are required to appear in DIHE admission test. Merit is determined on the basis of marks scored in the (i) Admission test (50%), (ii) previous academic record (40%) and (iii)

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Interview (10%). To qualify in all 3 heads is mandatory. When one is called for interview means one has qualified. in session i and ii but in case does not qualify in interview he/she will not be eligible for admission

6. Any person who has qualified for admission for an academic program must sign a statement on legal bond ensuring that he/ she will comply with all applicable statutes, rules and regulation ensuring by DIHE from time to time and will refrain from all kind of political activities.

## 7. Fee Structure and Payment

All students are required to pay the following fees at the time of Admission:

- i. Admission fee (One Time Payment)
- ii. Admission Processing fee (One Time Payment)
- iii. Examination fee
- iv. Resource fee
- v. Tuition / Course fee
- vi. Transcript & Degree Fee

All above may be increased with rate of 10% annually without any intimation. Students who are dropped out between the semester or in between the academic period of degree program will be charged a penalty of amount not exceeding 100,000 in lieu of wasting a seat.

## 8. Financial Assistance

- a. Students may be granted Merit and/or Need based Scholarship up to a maximum of 30% of tuition fee of semester based programs

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- b. The percentage in each case is decided by the Means Testing Committee formed by the Rector.

### 9. Convocation, Degree and Transcript Fees

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

### 10. Non-Payment of Dues

- a. A student will be declared as defaulter, if he/she fails to clear the dues by the prescribed date, each semester. Application submitted for installments or scholarship is not guaranty of approval, so do pay to avoid being a defaulter.
- b. Defaulters' list will be posted on the notice board and circulated to the concerned departments.
- c. 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.
- d. A fine or Rs.1000/- per day will be charged from the defaulter after the deadline.
- e. Failure to clear the dues by the end of second week after the notification will result in de-registration of the defaulter.
- f. 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/- or decided as per notification and clearance of the pending dues.



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- g. In case of withdrawal from admission 100% fee will be refunded (Up to 7<sup>th</sup> day), 50% from (8<sup>th</sup> to 15<sup>th</sup> day) and no fee will be refunded after 16<sup>th</sup> day of commencement of classes.

11. Registration fee is not refundable.

12. Transfer

Any person who has been enrolled at another Institute 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:

- a. He/she passes the departmental qualifying examination
- b. All previous certificates/degrees are duly verified by concern Boards / Universities / HEC
- c. The Head of the Academic Committee signs the list of exempted courses
- d. Registration

### **5.1.2 ADMISSION POLICY /RULES & REGULATIONS**

- I. Office of the Admission will issue advice for fee voucher (or pay order) for admission to every applicant found eligible for admission to DIHE. On receipt of the Admission Offer Letter, the applicant is required to pay all dues before the deadline and will be eligible for letter of provisional admission. Failure to do so will automatically result in cancellation of seat.

- II.** 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.1000/- per day, after the deadline, in case seat is vacant yet. This rule will be applicable in all subsequent semesters, across all programs of DIHE.
- III.** Provisional admission letter is carried out by the Admissions Office only after the admitted student has cleared all dues, certified by the Accounts Office.
- IV.** A registered/admitted student will be issued a registration card carrying student's registration number. The same registration number will be valid for all subsequent semesters.
- V. Enrolment**
- a. Only those students, who are registered and have received the admission letter, will be eligible for enrolment in the courses offered during the semester.
  - b. All students are required to fill enrolment forms online, available at DIHE web portal. Students may seek advice of the HoD or program officer of the relevant department at the time of enrolment.
  - c. 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

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Institute reserves the right to get the transcript verified from the respective institution/HEC.

- d. The list of registered students will be notified by the Admission Office under intimation to the Enrolment Department.

## **VI. Merit Scholarships**

- a. 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.
- b. 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.

## **VII. Adding/Dropping Courses and Semester Freeze**

- a. 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.

- b. 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.
- c. 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/or whatever is applicable at that time and any other amount which is already payable.

### **VIII. 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:

- a. If a student freezes a semester(s), s/he will resume his/her studies from the same stage where he/she left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.
- b. If a student is not enrolled in any course in a semester, s/he will not be considered a regular student of Institute in that period. The student may then enroll in these courses in a subsequent semester; however, he/she will have to meet pre-requisites of any course taken. In addition, it is understood that the
- c. In special hardship cases, the Institute may develop any criteria for freezing a semester with the prior permission of the Rector. Medical certificate must be duly signed by the Institute Medical Officer.

- d. 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 reregistration next year with upcoming session but hardship cases can be considered by the competent authority only.
- e. Freezing of first two semesters for BS and first semester for MS is not allowed.
- f. Under special \*hardship circumstances freezing of first semester can be considered by the approval of competent authority.
  1. Iddat
  2. Maternity/Delivery
  3. Death in the immediate family
  4. 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.

### **IX. Procedure for freezing semester**

- a. 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).

- b. Dean Faculty will forward the dully filled Performa with comments to Registrar DIHE.
- c. Registrar DIHE will submit summary to Rector DIHE for Approval.
- d. Medical Certificate: Medical certificate from a registered medical practitioner duly endorsed by the Institute Medical Officer is acceptable for the Examination purposes in the Institute.

### **X. 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.

## 6. Examination Rules & Regulations

Note: Students are required to read these regulations carefully

### 6.1 ASSESSMENT

- i. The Institute follows a system of continuous assessment. This enables students to be in touch with their studies throughout the semester / year.
- ii. Any undergraduate student who fails to maintain a CGPA of 2.0 and a graduate student who fails to maintain a CGPA of 2.2 will be placed on probation.
- iii. Any undergraduate student scoring a CGPA of less than 2.0 and a graduate student scoring a CGPA of less than 2.2 will be required to repeat the courses except the courses in which the student has obtained passing grades. However, if he/she fails to achieve the required CGPA after probation, within two subsequent semesters, he/she will be removed from the Institute rolls.
- iv. A student will not be awarded the degree if he/she fails to maintain a CGPA of 2.5.
- v. Withdrawal from a course will be allowed latest up to four weeks before the final Term examination under approval by the course in charge, Departmental Head and Dean of the Department. This will be shown in (W) letter in the transcript.

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- vi. 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 in the subsequent semester.
- vii. The transfer of student who got exemption and has been transferred from any Institute/university recognized by HEC will be shown in (TR) letter in the transcript, Asterisk (\*) will be placed in front of all courses transferred with a note at the bottom on the transcript.
- viii. The results of courses will be submitted by the respective faculty member within 10 days of the final semester examination.
- ix. The final result of the semester will be declared by the Examination Department within three days after the approval of the concern Dean.
- x. 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 respective faculty members.
- xi. Numerical grades will not be mentioned in the transcripts of the student.
- xii. The following Committee may, if necessary, review the final semester result:
  - Rector (Chairperson)
  - Dean of the concerned Faculty
  - Head of the concerned Department
  - Controller of Examinations



- xiii. The final result, as approved by the Committee will be announced by the Controller of Examinations
- xiv. Semester transcripts will be issued by the Assistant Controller of Examinations to each student after the completion of each semester. Official/Interim transcript will be issued by the Controller of Examinations on the completion of degree program.

### **6.2 GENERAL**

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

### **6.3 BREACH OF EXAMINATION RULES & REGULATIONS**

- i. If a student 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 will be reported to the Controller of Examinations for such further action as may be deemed necessary. The examination result of such a student will be liable to cancellation and further he will be liable to be debarred from appearing at any examination of the Institute and from admission to any class in the Institute or in any of its campuses for a period not exceeding two years.

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- ii. Any student, 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, will be expelled by the Head Invigilator from the examination of that day and subsequent days, if any, and his case will be reported to the Controller of Examinations for such further action as may be deemed necessary.
- iii. The examination result of such student will be liable to cancellation and further he will be liable to be debarred from appearing in any examination of the Institute and from admission to any class in the Institute or in any of its campuses for a period not exceeding three years.
- iv. Any student, 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, will be liable to cancellation of his examination result and further he will be liable to be debarred from appearing at any examination of the Institute and from admission to any class in the Institute or in any of its campuses for a period not exceeding three years.
- v. Any student, forging another person's signature on his application, attendance sheet or his admission form, will be liable to cancellation of his examination result and further he will be liable to be debarred from appearing at any examination of the Institute and from admission to

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any class in the Institute or in any of its campuses for a period not exceeding three years.

- vi. Any student, found guilty of disclosing his identity or making peculiar marks in his/her answer book, will be liable to cancellation of his/her examination result and further he will be liable to be debarred from appearing in any examination of the Institute and from admission to any class in the Institute or in any of its campuses for a period not exceeding three years.
- vii. A student, guilty of communicating or attempting to communicate with an examiner with the object of influencing him in the award of marks, will be deemed to have used or attempted to use unfair means and will 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, will be treated as falling in the above category and liable to the same punishment.
- viii. An approach made by a relative, guardian or a friend of a student will be deemed to have been made by the student himself or herself as such the student will be liable to be punished as laid down in Regulations (2.2). If a student makes an appeal to an examiner through his answer, his answer-book will be cancelled and he will be liable to punishment as laid down in Regulation (2.2).
- ix. In any case not covered by the foregoing Regulations, the Board of Governors, on the report of the person or body concerned will take

such action against the candidate(s) concerned as the circumstances of the case may warrant.

- x. All punishments under Regulations will 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 will be withheld till such time as their cases are decided by the Rector.
- xi. The Unfair Means Committee will be the competent authority to determine whether the charge of a breach of Rules of Examination has been proved or not.
- xii. 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.

### **6.4 UNSATISFACTORY PROGRESS**

- i. 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.
- ii. 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 2.2.

- iii. If a student is unable to maintain CGPA of 2.0 or 2.2 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 2.2 as the case may be.
- iv. 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 respective Department.
- v. 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.
- vi. The parents / wards will be kept informed about the unsatisfactory progress of the student.
- vii. A student who is deregistered because of unsatisfactory performance from the institute will not be accepted for re-registration

### **6.5 COMPREHENSIVE EXAMINATION**

After completing all required subjects/courses of the academic program with CGPA 2.5 within the stipulated time as given by Higher Education Commission (HEC), students have to appear and pass the Comprehensive Examination/Viva Voce which is deemed necessary for getting the final Transcript/Mark Sheets and Degree for their academic program. Students who fail to pass the Comprehensive

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Examination/Viva Voce will not be eligible for their final Transcript/ Marks Sheet and Degree.

## **6.6 ENROLLMENT**

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

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

## **6.7 AMENDMENTS**

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

### **6.8 CONDITIONS AND IMPLEMENTATION OF INCOMPLETE GRADE (I GRADE):**

The student will be awarded Incomplete Grade (I Grade) if the student was unable to appeared 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 a course in the subsequent semester.
3. Student with course awarded I Grade can take advance course of same in next semester. He/she will be promoted but has to take exam which he/she has been awarded I grade.
4. Student can apply for I Grade extension if unable to appear in the subsequent semester examination 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.

7. A student who is unable to sit in any examination for what so ever reason would be allowed to sit in next semester.
8. In case, the particular course is not being offered in the subsequent semester then only examination fee will be charged student from the and his/her exam will be conducted separately.
9. All such students 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.
10. Student will have a single attempt for I Grade Course. If student fails in I grade course he/she will repeat a course and will pay full course fee for that semester



## **7. DIHE SOCIAL MEDIA POLICY**

### **7.1 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/Institute staff and students can access the latest version of the policy on the Institute / Institute website.

### **7.2 AIMS & OBJECTIVES**

The purpose of this Social Media Policy and guidelines is:

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

## **7.3 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/Institute where they may be using the Institute /Institute infrastructure or facilities in the capacity of a student.

## **7.4 DEFINITIONS**

The term 'social media' is used here to describe dynamic and socially-interactive, network 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.

## **7.5 THE POLICY PRINCIPLES**

- I. 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.
- II. 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.

- III. The Institute / Institute will ensure this policy and guidelines are accessible to staff and students and incorporate in induction information. The Institute /Institute 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.
- IV. The Institute/Institute will monitor references to the Institute/Institute on Social Media and the Internet.

### **7.6 RESPONSIBILITIES OF STUDENTS ON PERSONAL INTERNET PRESENCE**

- I. 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.
- II. 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.
- III. Students must abide by the Rules & Regulations of DIHE Institute, as mentioned in the DIHE Students Hands Book.

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- IV. 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.
- V. 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.
- VI. Students are prohibited to reveal confidential information about the Institute /Instituteor its staff & faculty members. This might include aspects of Institute/Institutepolicy or details of either internal or private discussions.
- VII. 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.
- VIII. Any of the student's ca not use the logo of Institute/Institutewithout prior written permission from Registrar office.
- IX. 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 avoid bringing the Institute/Instituteinto disrepute in any way, as this may constitute a breach of the Student Code of Conduct

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- X. 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.
- XI. Students should take effective precautions when utilizing social networking sites to ensure their own personal safety and to protect against identity theft.
- XII. Students need to consider intellectual property rights, copyright and ownership of data when using social media.
- XIII. Individuals should exercise caution when interacting with, and responding to, potentially contentious posts on social media sites.
- XIV. Students are not allowed to share any of the comments pertaining to any of the decisions taken by the Institute's/Institute's Management team.
- XV. 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.
- XVI. Students are not allowed to share any official information of the Institute/ Instituteon social media such as addresses, phone numbers or other personal information of Employees or students.

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- XVII. Students are not allowed to use social media being DIHE representative (s) for fund raising (requesting/collecting funds) within/outside the Institute/ Institutefor any Natural Calamity until and unless they are permitted by the Office of the Registrar.
- XVIII. Safeguarding passwords and IDs are students' personal responsibility and will not be considered as an excuse in case of violation of social media policy.
- XIX. Any other act/deed/discussion on social media which may bring defamation to DIHE.
- XX. The Institute/Institutewill continually review the use of social media and may take any of the necessary action deemed necessary, accordingly.

### **7.7 OTHER POTENTIAL USES**

- I. The Institute/Institutewill not refer to social networking sites when assessing student applications and job applications unless such sites are specifically highlighted in the application. The Institutewill assess all applications only on the information provided.
- II. The Institute/Institutemay refer to social networking sites when investigating breaches of discipline, e.g. cheating, Harassment and immorality, anti-social behavior.
- III. The Institute/Institutemay monitor forums and blogs to gain indirect feedback on Institute/Instituteservices and facilities. The

Institute/ Institutemay 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.

- IV. The Institute/Institutereserves 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.
- V. If a complaint is received that a student or staff member is being bullied or harassed then actions may be taken via appropriate procedures.

## **7.8 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 / Institute's guidelines and procedures.

## **7.9 RISK MANAGEMENT STATEMENT**

Failure to comply with this policy could lead to:

- a. The Institute/Institute being brought into disrepute
- b. Students contravening the Student Code of Conduct
- c. Inappropriate posts online leading to students compromising their programme, professional accreditation and employment outcomes and in worse case scenarios students facing legal action
- d. Cyber bullying (students or staff)
- e. Apology to be posted on Face Book.
- f. Apology in front of Victim and entire class

- g. 10 days community work within University
- h. Semester suspension / expulsion from Institute/University.
- i. Financial Penalty up to Rs.10,000

### **7.10 ROLES AND RESPONSIBILITIES**

It is the responsibility of:

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