



# COMSATS

**Institute of Information Technology**

A public sector HEI of Ministry of Science and Technology



**NO.1**

UNIVERSITY OF  
COMPUTER SCIENCE  
& IT BY HEC

**NO.1**

IN RESEARCH BY  
NATURE INDEX

**NO.2**

AMONG ALL UNIVERSITIES  
OF THE COUNTRY IN  
RESEARCH  
PRODUCTIVITY

**NO.3**

IN GENERAL  
UNIVERSITY  
CATEGORY



## Undergraduate Student Handbook 2016-2017



## **Disclaimer**

*Every Effort has been made to ensure that the information in this Undergraduate Handbook 2016-17 is correct at the time of printing. The COMSATS Institute of Information Technology, Attock Campus however, reserves the right to make changes wherever and whenever necessary. In the event of inconsistency between the information contained in this Handbook and the Campus/Institute's regulations or programs, or where an interpretation of the handbook is required, the decision of the Campus/Institute shall be final. The Handbook does not form any part of a contract between any person and the Campus/Institute*

## **We value your existence...**

### **Welcome being part of CIIT, Attock Student-Family!**

*CIIT, Attock gives immense worth to each student. As per the need of security in country like Pakistan, several security efforts have been made by CIIT Attock for safeguarding its Student-Family, such as building higher boundary walls, arranging wires on them, establishing cameras at different locations, conducting practice drill as mock exercises regularly, regularly conducting seminars with RESCUE 1122 team and many more. All this is just because .... We truly value your existence.*

### **What is expected from you in case of any misfortune?**

- ✚— Remain silent*
- ✚— Avoid hustle*
- ✚— Help your colleagues*
- ✚— Keep yourself at safe place*
- ✚— Be mentally prepared for any misfortune- Do not panic*
- ✚— Avoid roaming about in the campus lanes without any reason*
- ✚— Call Rescue 1122 immediately*

## TABLE OF CONTENTS

1	Greetings	6
2	The Institute	7
<b>Section 01</b>		
<b>Service and Facilities for the Students</b>		
1.1	SFAO (Students Financial Aid Office)	8
1.2	Transport	10
1.3	Library	10
1.4	Hostels	11
1.5	Sports	11
1.6	Student Information System	11
1.7	Fee and Finance	12
1.8	Examinations	12
1.9	Food Court / Cafeteria	12
1.10	Photocopying Center	12
1.11	Student Societies	12
<b>Section 02</b>		
<b>Academic Rules, Regulations and Policies</b>		
2.1	Admission Confirmation	13
2.2	Cancellation of Admission	13
2.3	Policy of Transfer of Admission	13
2.4	Regulation Relating to Undergraduate Degree Program	13
2.4.1	Degree Requirement	14
2.4.2	Registration of Courses	14
2.4.3	Examinations	14
2.4.4	Regular Grading Scale and Grade points	14
2.4.5	Scholastic Status	15
2.4.6	Make Up Examinations	15
2.4.7	Failure in Pre-Requisite Courses	16
2.4.8	Improvement of Grades	16
2.4.9	Transcript/Degree	16
2.4.10	Rechecking of Answer Books	16
2.4.11	Freezing of Studies	16
2.4.12	Withdrawal	17
2.4.13	Migration	17
2.4.14	Award of Medals/Merit Certificate	18
2.4.15	Dues/Refund of Dues	18
2.16	DI Students Policy	18
2.5	Acts of Indiscipline Cognizable under Regulation Governing students Discipline	19
2.6	Use of Unfair Means and Academic Dishonesty in the Examination	19
<b>Section 03</b>		
<b>Essential Guidelines for Students</b>		
	Responsibilities of Students	
	Attendance	15
	Conduct	16
3.0	Fee Payment Procedure	16
	Non Political Outlook and Activities	17
	Important Offices and Important Emergency Numbers	18

## **Greetings from the Director CIIT Attock**

*It gives me enormous pleasure to welcome the new students, Faculty and staff, on behalf of the entire community of the COMSATS Institute of Technology (CIIT), Attock Campus. CIIT is categorized amongst the top five universities of the country. It is No.1 in IT and No.3 in Research output. It is said that; "Technology is more than hardware; it is also software and "human ware." Education is part of the process of transferring technology from humans and organizations to humans and organizations". At CIIT Attock, you will be more than just users of technology, you will learn how to develop and shape technology and hence your world. You will become leaders in your field. This system is known world over for providing quality technological and scientific education and an environment conducive to new and path breaking research and development in frontier areas of Engineering, Information Technology and Science. The pursuit of technological excellence in a highly competitive environment is the benchmark of the CIIT system.*

*CIIT Attock offers under-graduate and graduate programs in the field of Computer Sciences, Management Sciences, Engineering and Mathematics. The faculty of the Institute is encouraged to undertake sponsored research and industrial consultancy and always looks forward to a healthy and productive interaction with the industry. It gives me pride to apprise you about humble beginnings in 2004; Attock campus has shown great determination and resolution to become the leading institute of higher education in the region. The periodic growth of the campus was generously supported by the Principal Seat; particularly it could have not been estimated without the guidance and support of our Worthy Rector Dr. S. M. Junaid Zaidi. Above all we thank Allah Almighty for giving us the strength and vigor to achieve what seemed impossible.*

*With 12 years of history in producing quality IT Professionals and Managers, COMSATS Attock has a rich Alumni base that has appreciably contributed in the nation building process. The Alumni of the Institute have done remarkably well in all spheres of life at both national and international levels and brought name and fame for themselves as well to the institute.*

*The Institute takes pride in their achievements. Apart from academic activities, the co-curricular activities like sports, adventure, cultural and social-service, form important parts of life of the students. This importance is well indicated in the spread of facilities at the CIIT Attock Campus. There is a full-fledged Health Club, an Art and Literary Society, a very active Sports Club and one of its kinds, in addition to the regular facilities. Our very first priority is to enhance research and development and impart globally focused education and produce competent professional graduates. CIIT Attock has taken extraordinary measures to provide scholarships for its students. I welcome the newly admitted students to the access of this great educational institution and wish them a tremendous, momentous and rewarding tenure and emerge as IT Engineers or managers. I would urge upon them to prove as good human beings and worthy citizens of this great country, Pakistan. The senior students are welcome back to the new academic session with renewed vigor and dedication. I also welcome parents of our students, both fresher and senior, and every one visiting this institution to go around the beautiful and extensive campus at ATTOCK.*

*With best wishes,  
**Director**  
COMSATS, ATTOCK*

## 2. The Institute

The COMSATS Institute of Information Technology (CIIT), received, its Charter from the Federal Government in August 2000 as a Public Sector Degree Awarding Institute (DAI). Being a federally established institute, CIIT currently has seven campuses in Islamabad, Lahore, Abbottabad, Wah, Attock, Sahiwal, and Vehari. According to HEC ranking 2012 of Pakistani universities, COMSATS Institute of Information Technology has been ranked at number nine among all the institutions of higher education, whereas it is ranked at number one in Computer Science & IT institutes/universities in Pakistan. The CIIT is now slated for up gradation as a university by the name of "COMSATS University" through an Act of Parliament. CIIT Attock has recently purchased a new building for expansion of its existing campus.

### Quick Facts About Institute

<b>Campuses</b>	08 (7 Campuses are ISO 9001:2008 Certified)
<b>Faculties</b>	06
<b>Academic Departments</b>	18
<b>Research Centers</b>	10
<b>Total Library Books</b>	150,263
<b>Faculty</b>	3,118 including Research Associates
<b>Distinction</b>	1,055 PhD Faculty and Academic Managers
<b>Students</b>	35,971 as of Spring 2016 (including Virtual campus)

## **Rankings & Reputation of Institute**

### **International**

- CIIT is ranked among top 250 Asian Universities as per QS University Rankings 2014 and 2015.

### **National**

(By Higher Education Commission)

- CIIT has been ranked number 03 in General Category in 2015.
- CIIT has also been ranked number 06 in overall universities within Pakistan in 2015.
- Ranked Number 2 in Research Productivity among all universities of Pakistan in 2015.
- Ranked Number 1 in Computer Science and IT Category in 2012.

## SECTION 1

### SERVICES AND FACILITIES FOR THE STUDENTS

#### 1.1 Students Financial Aid Office (SFAO)

SFAO at CIIT, Attock is one of the dynamic Offices where the student(s) facilitation is practiced. It is an integral arm of CIIT which coordinates all matters relating to Scholarship. CIIT Attock offers following scholarships

##### 1) HEC Need base Scholarship

- (Higher Education Commission Need Based Scholarship)
- A Project of Higher Education Commission, HEC
- Fully funded with 6000 per month stipend

##### 2) ICT R&DF Scholarship

- (Prime Minister's National ICT Scholarship Program)
- A project of Ministry of Information Technology
- For undergraduate program
- Fully funded scholarship
- For rural areas of Pakistan
- 

##### 3) Worker Welfare Fund Scholarship (WWF)

- (A project of Worker Welfare Board)
- Fully funded scholarship
- Worker must fulfill the definition of "Worker" and currently in service
- Registration with EOBI or Employee Social Security Institutions
- Minimum 3 years service in any Industrial Unit registered with Directorate of Labor and Welfare

##### 4) PEEF Scholarship

- (Punjab Educational Endowment Fund Scholarship)
- For needy and talented students, 60% Marks in FA and FSC , Graduated with 2.5 GPA / CGPA
- Intermediate from BISE Punjab, Having Punjab domicile
- Family Income Less than 30,000/-

##### 5) Qrza-e-Hasna Scholarship

- Applicant parents must be jobless / income less than 35,000/-
- Fee concession as per the need of the student



- Fee must be return after the completion of studies after one year
- Or when student will get job after study then fee to be refunded
- Recovery time 5 – 6 years after completion of graduation

#### **6) FAWNS Scholarship**

- (Financial Assistance for Walk in Needy Students)
- Provide certain amount between 10,000/- to 25,000/- of financial assistance to walk in needy students of CIIT

#### **7) Kinship / Siblings Scholarships**

- In case of two or more siblings are concurrently students in CIIT Attock, elder sibling would be awarded Kinship/sibling scholarships of Rs. 8000/- in tuition fee, younger siblings would have to submit full fee

#### **8) Gilgit – Baltistan CIIT Scholarships**

- It is a tuition fee scholarship offered to students of BS Computer Science having/belonging the domicile of Gilgit-Baltistan region
- Every year, 5 Students are offered this scholarship

#### **9) PAC Employees Sons - Fee Concession Scheme**

- 25% concession in tuition fee is offered to wards of PAC employees

#### **10) Pakistan Engineering Council Scholarships (PEC)**

- Merit scholarships for sons/daughters of Engineers registered with PEC Scholarship for undergraduate and graduate
- Two Master scholarships each from the province of Punjab, Sindh, Khyber Pakhtunkhwa and Balochistan for male/female (Total Eight Scholarships)
- One each for Azad Jammu & Kashmir, Gilgit Baltistan, Northern Areas and FATA (Three Scholarships for Post Graduate "Master level students")
- One scholarship for a female engineering student from the province of Balochistan for BSc/BS(EE)

#### **11) Chief Minister Educational Endowment Fund (CMEEF) KPK**

- (A project from Govt of KPK)
- Student having valid domicile of KPK

- Talented and deserving students can apply
- Scholarship covers all fee and accommodation charges Monthly stipend

#### **12) Pak - Usaid Merit Based Scholarship**

- (A Project of Higher Education Commission, HEC)
- For needy and deserving students
- Scholarship covered Tuition Fee, Boarding, Transportation, and Monthly stipend
- Only for Department of Electrical and Computer Science

#### **13) Benevolent Fund**

- (By Federal Government)
- Provides financial support for wards of employees of federal government
- Whose father serving or died during the Federal Govt. Service
- At least 3 year service in Federal Govt.
- For Bachelor and Master level students

#### **14) French & German Need Based Scholarship**

- (Higher Education Commission Need Based Scholarship)
- For needy and deserving students
- Rs. 25000/- per semester
- For Graduate and Undergraduate program

#### **15) Merit Scholarships**

##### **Merit Scholarship for BS (BA) and BBS**

- 50% tuition fee scholarship would be awarded to the students enrolled in BS (BA) and BBS programs. However awardees have to maintain a CGPA 2.50 to avail this scholarship in subsequent semesters.

### **Merit Scholarship for MPA and M.Sc. (Math)**

- 100% tuition fee scholarship to the students enrolled in MPA and M.Sc. (Math) programs. However awardees have to maintain 2.50 CGPA to avail this scholarship in subsequent semesters.

### **For Newly Admitted Students**

- 25% concession in tuition fee for all students except BS(EE),BS(CE)
- 50% concession in tuition fee for students securing 60-64% marks in last exam and for BS (EE) & BS (CE) securing 75% to less than 80%.
- 75% concession in tuition fee for students securing 65-74% marks in last exam and for BS (EE) & BS (CE) securing 80% to less than 90%.
- 100% concession in tuition fee for students securing 75% and above marks in last exam and for BS (EE) & BS (CE) securing 90% and above.

### **Subsequent Semesters**

- 100% concession in tuition fee for obtaining 4.00 CGPA.
- 75% concession in tuition fee for obtaining 3.75 to less than 4.00 CGPA.
- 50% concession in tuition fee for obtaining 3.50 to less than 3.75 CGPA.
- 25% concession in tuition fee for obtaining 2.50 to 3.49 CGPA

#### **Contact person:**

Khawaja Muhammad Ali Butt  
Deputy Registrar (Academics) / Manager SFAO  
Admin Block Old Building

## **1.2 Transport**

The campus is providing transport facility from Taxila, Wah. Hassanabadal, Burhan, Lawrancepur, Hattiyani Hazro, Kamra, Jahangira, Nowshera and also Fateh Jhang.. Details regarding the information about routes of vehicle may be confirmed from our contact person.

#### **Contact Person:**

Mr. Ismail  
Consultant Transport  
Admin Block (Old Campus)

### **1.3 Library**

The CIIT, Attock Library is equipped with more than 9000 books.

#### **Library Etiquettes**

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

#### **Contact person:**

Laeeq Mushtaq  
Deputy Librarian  
Library (Old Campus)

### **1.4 Hostels**

Although CIIT Attock does not have on Campus dormitories but it has arranged rental hostel accommodation (100 rooms) for its students. It has 7 boys' hostels and 1 girls' hostel recently accommodating 25 SG staff, 40 Faculty/OG staff and 400 students. Arrangements to house around 400 students have been made in Boys Hostels while 60 female students can be accommodated. Prospective students can apply for hostel accommodation by ticking the relevant box in CIIT Admission Form and by submitting separate form/ affidavit from student affairs or Hostel Administration. Available seats are allocated on need-cum-merit basis.

#### **Contact person:**

Laeeq Mushtaq  
Warden Hostels  
Library (Old Campus)

### **1.5 Sports**

Healthy minds live in healthy bodies. Sports are significant and most thrilling activity at the CIIT, Attock. These sports activities are a way to soften tough and grilling academic rigor. Incharge Extra Curricular Activities.(Mr.Faisal Shahzad) arranges competitions to channel boundless energies of students. It provides opportunities for sports enthusiasts to share their interests and participate in events arranged during sports week

## **Sports Facilities**

The following facilities are available:

- Volley Ball Court,
- Table Tennis,
- Badminton Court,
- Cricket Ground of International Slandered
- o Foot ball
- o Gym

### **Contact Person:**

Mr. Shoukat Ali (Sports Officer)

Mr.Amir Bashir

## **1.6 COMSATS Student Information System (CUonline)**

In order to provide a one stop solution to address the needs of departmental heads, faculty members and students, CIIT Attock campus has a university information management system named CUONLINE. CUONLINE is a platform used to provide consolidated academic services to faculty and students.

### **Contact Person:**

Syed Bilal Haider,Assistant Professor

Manager Information System

Ground Floor New Academic Block

## **1.7 Fee and Finance**

For fee payment and availing installment facility student may contact Accounts Office

### **Contact Person:**

Faisal Mehmood,

Deputy Treasurer

Admin Block,Old Building

## **1.8 Examinations**

For exam related matters like, issuance of result cards and provisional certificates student may contact examination branch.

### **Contact Person:**

M.Ilyas Janjua

Assistant Controller of Examinations

Admin Block,Old Building

### **1.9 Food Court / Cafeteria**

Food Court / Cafeteria are located within both campuses (Old & New), where you can have a variety of food items. They offer snacks, full meals, juices, ice creams, cold drinks at subsidized prices.

### **1.10 Photocopying Center**

On-Campus Photocopy center, is present in both Old and New Campus that serves faculty, staff and students by providing quality document reproduction services at subsidized rates. Besides copying, these centers also offer stapling, binding and other related services.

### **1.11 STUDENT SOCIETIES**

Following student societies are working under the supervision and guidance of Incharge Student Affairs:

- ✓ Debate Society ,
- ✓ Art & Painting Society,
- ✓ Naat & Qraat Society
- ✓ Drama Society,
- ✓ Blood Donation Society

**SECTION 2**  
**ACADEMICS RULES, REGULATIONS AND POLICIES**

**2.1 Admission Confirmation**

Initially students are provisionally admitted at CIIT Attock Campus and their admission confirmation is subject to the fulfillment of the following:

- a. Submission of all mandatory documents required for confirmation of admission including FSc/A level result certificate
- b. Verification of original educational documents.
- c. Payment of full applicable fee of the semester.
- d. Submission of equivalency certificate (if applicable) from IBCC/HEC etc.
- e. Statement of Entrance for O-Level / A-Level candidates along with other documents
- f. Fulfillment of all other mandatory requirements for the confirmation of admission

**2.2 Cancellation of Admission**

The provisional admission of the student will automatically be cancelled due to the following:

- a. A student, who fails to submit pending mandatory documents within a stipulated time period as indicated above, his/her admission shall be cancelled and he/she shall be disqualified from the rolls of CIIT.
- b. Any candidate providing false information in any case shall be placed as and considered as black listed candidate and his/her details shall be uploaded in Campus Management System i.e. CU-Online for future reference.
- c. The admission of any student, violating Code of Conduct for Students, shall stand cancel.

**2.3 Policy for Transfer of Admission**

The policy of "Transfer of Admission" shall facilitate the students to transfer their admission from one campus to another with mutual consent of both campuses subject to merit and availability of seat. This policy is different from the policy of Inter-Campus Migration and has following terms

and conditions:

- a. "Transfer of Admission" shall not be allowed after start of classes of first semester
- b. The student will apply at the campus of origin (where he deposited the dues) in order to request transfer of admission. The campus of origin will forward the request to the destination campus with confirmation that the fee shall be transferred if he/she is accepted.
- c. The cases of "Transfer of Admission" shall be dealt with by taking merit of the destination campus in consideration.

## **2.4 REGULATION RELATING TO UNDERGRADUATE DEGREE/PROGRAM**

### **2.4.1 Degree Requirement**

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

### **2.4.2 Registration of Courses**

- i. At the beginning of each semester, students shall be required to register for a group of courses prescribed for a particular degree program and for a particular semester.
- ii. Students may register for additional non-credit courses. On successful completion of which shall be mention in the transcript, but shall not be used for computation of CGPA
- iii. The Chairperson / Head of Departments shall forward all the registration forms to the Registrar / Examination section of the campus.
- iv. A student may change/drop or withdraw course(s) as per deadline given in the semester calendar on the recommendations of the teacher(s) concerned and Head of Departments.
- v. In order to remain a full-time student of the Institute, a student must be registered in at least 12 credit hours of course work during a semester.
- vi. The maximum credit hours of course work, for which a student is good standing can register during a semester, shall not exceed 21. However, in special circumstances a student can take course work exceeding 21 credit hours after seeking approval from concerned Dean.



### 2.4.3 Examinations

Students are evaluated on each course on the basis of sessional, classroom assignments, quizzes, practical work in the laboratories and terminal examinations. The student has to pass separately in theory and practical/lab work. Failure in one, theory or practical/lab work shall result in failure in the course.

Students are eligible to appear in terminal examinations provided:

- i. They have paid all prescribed fee/charges and have been on the rolls of the campus during that semester.
- ii. They have registered for the course of study and have attended not less than 80% of the lectures/seminars delivered in each course and 80% of the practical/laboratory work prescribed for the respective courses.

### 2.4.4 Regular Grading Scale and Grade Points

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

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

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

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

#### 2.4.5 Scholastic Status

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

##### **Good Standing (GS)**

Students are assigned this status at the beginning of their studies. It is retained as long as the CGPA does not fall below 2.00/4.00.

##### **Probation (PB)**

A student is placed under probation if his/her CGPA falls below 2.00/4.00 at the end of a semester.

**Dismissal (DI)** A student already on probation is automatically dismissed if he/she attains a second successive probation at the end of a semester. (Read DI Policy in detail on in section 2.1.17)

##### **Non-Credit (NC)**

A student may register for non-credit courses during a semester. Such courses shall appear on the transcript as NC.

##### **Withdrawal (WD)**

If a student withdraws from a course/courses or a semester, it shall appear on the transcript as WD.

### **Fail to Complete (FC)**

If a student exhausts his maximum permissible period for completion of his academic program he will be declared "FC" Failed to Complete.

### **In Process (IP)**

This grade will be awarded only in case of thesis/dissertation/project, during the time of process of thesis/dissertation/project till Final Approval.

### **2.4.6 Make-up Examinations**

At the discretion of Chairperson/Head of the Concerned Departments, the make-up of sessional may be permissible under special circumstances. However, make-up of terminal examination shall only be allowed in extraordinary cases.

### **2.4.7 Failure in Pre-Requisite Courses**

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

### **2.4.8 Improvement of Grades**

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

#### **NOTE:**

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

### **2.4.9 Transcript / Degree**

On successful completion of all the requirements for a particular degree program, students shall become entitled to receive the degree, in

addition to the transcript showing the credits, letter grades, and credit points obtained in each course, with aggregate weighted percentage marks, and the CGPA, at the end. The Degree/transcripts shall be issued by the Institute.

#### **2.4.10 Rechecking of Answer Books**

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

#### **2.4.11 Freezing of Studies**

- i. A student may be allowed to freeze studies before the commencement of a semester, with the permission of the Director of a campus or Incharge of Academic Affairs. Freezing of studies for a bachelor degree program shall not be allowed for more than **four** semesters in total. For a Master's degree program the maximum limit shall be **two** semesters in total. *However, not more than two semesters in succession shall be allowed to be frozen at a time.*
- ii. The student may re-enroll in the same semester which he/she had frozen.
- iii. The semester fees of the frozen semester, if already paid, shall be allowed to roll over.
- iv. Freezing shall only become effective when appropriately notified, failing which the name of the absentee student shall be struck off the campus rolls. In that case, resumption of studies shall only be allowed after payment of Admission Fee.

#### **2.4.12 Withdrawal**

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

- i. Withdrawal from a course or the whole semester, as the case may be, shall not result in academic penalty. However, the course/semester fees shall not be allowed to roll over, and the withdrawn courses/semester shall be mentioned in the transcript.
- ii. Withdrawn semester shall count towards the maximum permissible number of semester i.e. **12** for BS and **06** for Master degree program.

**NOTE:**

- i. Student can freeze/withdraw a semester as per semester schedule.
- ii. **Additional Semester:** When failed/left over courses are studied beyond the normal study duration, fee charges will be charged per credit hour. In case 12 credit hours or more are studied in a semester beyond the normal duration, full semester fee will be charged.
- iii. Name and date of birth on S.S.C. certificate will be registered and appeared on Final Degree.
- iv. CIIT can send student's documents for verification any time or at any stage before issuing degree.
- v. In case of fake documents the student admission will be cancelled immediately.
- vi. Students admitted on "**Hope Certificate**" will submit their last attended degree result card positively **within 3 weeks** of announcement of result; failure to which student will not be allowed to sit in Sessional / Terminal exams and may also leads to the cancellation of provisional admission at CIIT Attock.
- vii. If the student fails to fulfill the required eligibility criteria for admission, the Provisional Admission offer will stand cancelled; application for such "Fee Refund" will NOT be entertained after 3 weeks of announcement of result.

### **2.4.13 Migration**

Migration of students from other educational institution to the Institute is *not* allowed. However, within the Institute students may be allowed to migrate from one campus to another on case-to-case basis, only under special circumstances, approval of the relevant authority. Migration shall only be allowed before the commencement of a semester.

## 2.4.14 Award of Medals/ Merit Certificate

### AWARD OF INSTITUTIONAL MEDALS

Graduating Students obtaining the given below CGPAs in their respective degree program are eligible to earn the institutional medals:

- i. CGPA of 4.0 Patron's Gold Medal
- ii. CGPA of 3.75 and above Institute's Gold, Silver, Bronze Medal

respectively

**Note:** Students admitted into particular degree program in particular year/session, irrespective of the section or morning / evening distinction competes as one group.

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

- i. One person shall be entitled to only one medal at a time.
- ii. The recipients for the institute's medals shall be entitled to Gold, Silver, and Bronze, in that order, only if the threshold of 3.75/4.00 is reached or crossed.
- iii. The recipients have not failed in or repeated any course and have completed the degree requirements in the minimum prescribed time period.

In case of the same CGPA (up to two decimal places) each

- iv. person shall be entitled to the medal.

### AWARD OF CAMPUS MEDALS

Each campus may also award campus medals to their outstanding graduates, who meet the following criteria:

- i. The recipients of the campus medals shall be entitled to Gold, Silver and Bronze, in that order, only if the threshold of 3.50/4.00 is reached or crossed.
- ii. The recipients have not failed in or repeated any courses and have completed the degree requirements in the minimum prescribed time period.
- iii. In case of same CGPA (up to two decimal places) each person shall be entitled to the medal.

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

### **AWARD OF MERIT CERTIFICATES**

All recipients of medal shall also be issued merit certificates to indicate the position obtained in a given degree program as well as the award of particular medal.

#### **2.4.15 Dues/ Refund of Dues**

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

#### **REFUND OF DUES**

Refund of fee shall be made as per prevailing refund policy of HEC/CIIT to those students only who have deposited full fee (Admission, Registration, Tuition and other fixed charges)

#### **2.4.16 Policy — Dismissal (DI) Students**

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

- i. The Student will be allocated new registration number.
- ii. Semester fee according to new session will be charged.
- iii. Admission fee will not be charged while caution money will be rolled over after submission of campus clearance.
- iv. The student will follow new scheme of studies according to new registration number.

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

- i. The result of semester in which he/she declared DI, will be quashed completely.
- ii. The student will register those courses again even if he/she has passed any course in quashed semester.

- iii. The student, however, can add any new courses after rejoining for the improvement or regular study.
- iv. The quashed semester will be counted towards the maximum number of semesters.

## **2.5 ACTS OF INDICIPLINE RECOGNIZABLE UNDER REGULATION GOVERNING STUDENTS DISCIPLINE:**

Following, among others, constitute as acts of indiscipline recognizable under Regulations governing student's discipline:

- i. Violation of public morals, such as use of indecent and abusive language; undesirable verbal remarks and vulgar gestures; acts of moral turpitude; quarreling, fighting, use of force, breaking laws, etc.
- ii. Indulgence in acts that may cause insult or physical injury to fellow students, teachers, officers, staff & employees.
- iii. Defiance of lawful authority.
- iv. Spreading by word of mouth or written material religious, sectarian, ethnic, regional or linguistic conflict or hatred.
- v. Impersonation, giving false information, willful suppression of information, cheating, deceiving, plagiarizing.
- vi. Possession, carrying or use of any type of weapons/fire arms or explosive material in the premises of the campus.
- vii. Damaging campus property, including its building, equipment, vehicles, etc.
- viii. Using campus property, including its building, equipment, vehicles, etc. without lawful authority.
- ix. Encouraging, assisting or aiding another person to commit misconduct.
- x. Possession, sale, distribution or consumption of intoxicants / drugs on campus.
- xi. Using of student organizations for furthering the cause of a political party.
- xii. Circulation by word of mouth or in written form material derogatory to Pakistan, Islam or any other religion.
- xiii. Allowing or abetting entry of expelled / rusticated students or anti social elements to the campus.
- xiv. Obstructing the smooth functioning of the campus or causing



disruption of curricular/ co-curricular/ extracurricular activities.

## **2.6 USE OF UNFAIR MEANS AND ACADEMIC DISHONESTY IN THE EXAMINATION**

AT CIIT Attock campus, integrity of examination system is maintained at all levels, students are strictly penalized for using unfair means in examinations; the following constitutes acts of unfair- means during examinations:

- i. Using hand signals during examinations
- ii. Procuring or divulging information to a student pertaining to the examination question paper
- iii. Concealing notes on clothing, hands, caps, shoe or in pockets
- iv. Supplying to a student during his/her examination, answer to a question that may or may not be contained in a question paper.
- v. Copying from any paper, book or note, or any electronic device or allowing any other student to copy the answer, or using or attempting to use these or any other unfair means.
- vi. Possessing papers, book or note or any electronic device or allowing any other student to copy the answer or using or attempting to use these or any other unfair means
- vii. Giving or receiving unlawful assistance during an examination
- viii. Impersonating or falsely representing a student in the examinations
- ix. Replacing an answer book or any portion thereof.
- x. Mutilating an answer book by way of tearing off pages.
- xi. Impending the progress of an examination by any means whatsoever
- xii. Assaulting or threatening to assault any person in charge of an examination.
- xiii. Possessing fire-arms or anything capable of being used as a weapon of offence during an examination.
- xiv. Falsifying an examination result by any means including the substitution of answer books, mutilation, or alteration of the examination records, etc.
- xv. Approaching or influencing an employee of the institute to act

- xvi. corruptly or dishonestly in the conduct of an examination, declaration of examination result, or marking of paper or obtaining secret information relating to an examination.
- xvii. Intentionally or knowingly representing in words or ideas of another as one's own in any academic exercise, and failure attribute direct quotation, paraphrase, or borrowed facts, information or prose.
- xviii. Mutilating, altering, interpolating or erasing a certificate or other document or any record maintained by the Institute, or in any manner using or causing to be used, a certificate, document or record, knowing that it is mutilated, interpolated or erased.
- xix. Any such offence which is deemed to constitute the use of unfair means.

## **SECTION 3**

### **A-Z ESSENTIAL GUIDELINES**

#### **Responsibilities of Students**

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

- i. Keeping up-to-date with institution and departmental curricular requirements through materials available from the departmental coordinators and also visit CIIT website by clicking this link <http://www.comsats.edu.pk/coursecataloguei>
- ii. Keeping informed of academic deadlines and changes in academic policies consulting with the faculty advisor or departmental coordinator during each registration period, following notification of academic status or probationary status, and at other times as needed and required by academic policy.
- iii. Being diligent in attending class, meeting class objectives, completing assignments, etc.

#### **or new students**

- ✓ Make sure your attendance on the Orientation Session.
- ✓ Get your time table.
- ✓ Get your CIIT ID card and display it all the time when on campus.
- ✓ Get your library card.
- ✓ Get your class counselor's name and location.
- ✓ Make sure all your courses are registered.
- ✓ Make sure your name is present in the attendance sheet of Student Information System (SIS).
- ✓ Get the course outlines from the concerned course teachers.
- ✓ Check for the deadline of Drop / Withdrawal courses in case required.
- ✓ If your sibling is studying in COMSATS as well then make sure you give an application for the kinship.
- ✓ Meet deadlines when submitting your application for the scholarships.
- ✓ If you want to avail the transport facility of CIIT then submit an application and deposit the fee.

- ✓ If you want to avail the hostel facility then make sure you submit your application and dues in time.
- ✓ Abide by CIIT rules.
- ✓ In case of any ambiguity consult your class counselor or student affairs department.
- ✓ Keep your prospectus and this student handbook throughout the degree with you because it has all the policies that are applicable to you along with your course codes.

### or Existing Students

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

### Attendance

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

## Conduct

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

- i. Always display your ID cards.
- ii. You are required to be decently attired when on campus.
- iii. Use of Mobile Phones/Camera Phones is prohibited in the Academic Area
- iv. The CIIT will take disciplinary action against any student who is guilty of  
Physical abuse, participation in a disturbance of the peace or pose a threat to the safety and security of any member(s) of CIIT community.
- v. The CIIT will not interfere with any action that the police may deem necessary to  
take, against some serious lapses on the part of students.

### **Fee Payment Procedure:**

**Procedure to pay fee in person,** three options are provided either pay at Habib Bank Limited Attock City or Bank of Khyber and Bank Alfalah Attock City Branch.

- ✓ Once the candidate gets the admission; Accounts Office will release the appropriate "Fee Voucher" to be paid HBL Attock City.
- ✓ Issued fee voucher contain 4 similar copies. Bank, after payment, will return 1 copies (Paid fee voucher) to the candidate.
- ✓ One copy is to keep by the candidate where as the one copy (white copy) is to submit back to Accounts office.
- ✓ Candidate's Admission will be considered acceptable and confirm, once the Accounts office receive the paid fee voucher copy.

**Procedure to pay fee online, i.e. via online fee transfer facility from their native/suitable city/town HBL Attock City**

- ✓ Must know the amount of Fee for Online Fee Transfer
- ✓ Approach the suitable/desired bank having "On-Line Money Transfer Facility". Provide the following information to the Bank:
- ✓ The amount of fee to send via online banking

- ✓ The Information where the money is to transfer i.e.,

<b>Bank Name</b>	<b>Head of Account</b>	<b>Account</b>	<b>Branch</b>
HBL	CIIT Attock Campus	066200272869 01	0662

- Write down the following information on the voucher slip, provided by your bank, for on line fee transaction (even on the back of the original bank receipt slip)
  - \* **Candidate Name**
  - \* **Father's Name**
  - \* **Degree program for which the fee is paid**
- The paid fee (online) ORIGINAL **receipt to be send** to Admission Office on the same day it was paid. A copy of paid fee voucher/receipt is to be kept by the candidate for record and reference. Confirm from Admission Office CIIT Attock, if the ORIGINAL Receipt is received, after appropriate time.
- **REMEMBER** The Candidate's Admission will not be confirmed if Admission Office does not receive the ORIGINAL FEE TRANSACTION SLIP and does not deal with cash.

### **Non-Political Outlook and Activities**

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

## IMPORTANT OFFICES & CONTACT DETAILS

<b>Official</b>	<b>Location Block</b>	<b>E-Mail</b>
Director Attock Campus	Academic Block Old Campus	dir-attock@comsats.edu.pk
HOD (EE)	Academic Block-I New Campus	hodee@ciit-attock.edu.pk
HOD (Maths)	Academic Block-II New Campus	hodmt@ciit-attock.edu.pk
HOD (CS)	New Academic Block New Campus	hodcs@ciit-attock.edu.pk
HOD (MS)	Academic Block Old Campus	hodms@ciit-attock.edu.pk
Deputy Registrar (Academics)	Admin Block Old Campus	dracd@ciit-attock.edu.pk
Deputy Registrar(Adm)	Admin Block Old Campus	dradm@ciit-attock.edu.pk
Deputy Treasurer (Accounts)	Admin Block Old Campus	dt@ciit-attock.edu.pk
Asstt. Controller of Examinations	Admin Block Old Campus	ace@ciit-attock.edu.pk
Incharge Admissions	Admin Block Old Campus	ica@ciit-attock.edu.pk
Transport	Admin Block Old Campus	transport@ciit-attock.edu.pk
Deputy Librarian	Academic Block Old Campuss	dl@ciit-attock.edu.pk

## LIST OF EMERGENCY CONTACTS

<b>Contact body</b>	<b>Contact number</b>
Rescue emergency	1122
Police emergency	15
Anti-terrorist Army	1717, 1135
Quick response helpline	057-2603030
Fire Brigade	057-9316226
Police Station City Attock	057-9316039
Police Station Saddar Attock	057-9316038
Security Branch	057-9316042
Security Supervisor CIIT Attock	0345-9654326






**NOTIFICATION**

Consequent upon approval of the Competent Authority, the schedule of the academic activities of CIIT Attock Campus for Semester Fall 2016 is hereby notified as under for the information, reference and compliance of all the concerned.

Events	Dates
Registration Week	August 29 to September 02, 2016
Orientation, Commencement of Classes	September 05, 2016
Eid Ul Azha	*September 12-13, 2016
CIIT Attock Convocation	October 01, 2016
Last Date for Drop of Courses	October 06, 2016
1 <sup>st</sup> Sessional Examination	October 10, 2016
Muharam Ul Haram (Youm E Ashura)	*October 11-12, 2016
Last Date of submission of 1 <sup>st</sup> Sessional Result	October 24, 2016
Students' Week	October 22-30, 2016
Midterm for Graduate Programs	November 07, 2016
Iqbal Day	November 09, 2016
Last Date of Withdrawal of courses/semester	November 17, 2016
2 <sup>nd</sup> Sessional Exams	November 21, 2016
Last Date of submission of 2 <sup>nd</sup> Sessional/Midterm Result	December 02, 2016
50% Result Notification/Modification Deadline	December 16, 2016
Submission of Final Year Project/Internship Report	December 22, 2016
Quaid-e-Azam Day	December 25, 2016
Last day of Classes/Last Date for Attendance Lock	December 30, 2016
Display of Final Attendance Sheet & Issuance of Admission Slip for Terminal Exams	December 31, 2016
Terminal Examination	January 03, 2017
Last date for Submission of Terminal Exams Result	January 19, 2017
Declaration of Results	January 23, 2017
Final Result Notification	February 20, 2017

\*Subject to the appearance of moon

  
(Kh. Muhammad Ali Butt)  
Deputy Registrar (Academics)

**Distribution:**

1. All HoD's
2. Management Representative
3. Deputy Treasurer
4. Deputy Registrar
5. Deputy Librarian/Warden Hostels
6. Convener Co Curricular Activities
7. Syed Bilal Bukhari.AP/Manager MIS
8. System Administrator
9. Asstt. Controller of Examinations
10. Campus Coordination Officer
11. In charge Admission/PRO
12. Notice Board

**Cc:**

- i. PS to Director

Compiled and Prepared by  
**Kh. Muhammad Ali Butt**  
Deputy Registrar  
(Academics)



## Contact Us

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## Follow Us

