



# **TEXTILE INSTITUTE OF PAKISTAN**

**STUDENTS' HANDBOOK**

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## **FOREWORD**

It gives me great pleasure to share with you the first handbook for students. This handbook will give you important information about student life in campus; facilities at TIP and also the rules & regulations aimed at promoting respect, discipline and tolerance amongst the ever growing student body. Since this is an evolving document, further updates and adjustments will be made as we move towards its implementation. I also look forward at receiving your suggestions & comments aimed at improving and refining it further.

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### *Disclaimer*

*Textile Institute of Pakistan (TIP) reserves the right to change/revise any information given in this handbook at any time.*

## **GENERAL RULES & REGULATIONS**

### **1.1 STUDENTS' CODE OF CONDUCT**

#### **1.1.1 ROLE OF TISF MEMBERS**

In setting the tone of discipline and good behaviour the role of TISF (Textile Institute Students Forum) office-bearers cannot be over emphasized. TISF office-bearers have to be reminded of their duties and taken into confidence to implement TIP policy on students' conduct and discipline. But this is possible only if their own conduct is above reproach.

#### **1.1.2 USE OF MOBILE PHONES**

The use of mobile phones (including text messaging & playing games) inside the classrooms, library, design studios, lecture theatre and laboratories is forbidden. For breaching this law, the mobile phone of a student may be confiscated by the faculty or staff for a period of one month along with the phone SIM and the case is referred to the disciplinary committee. In addition, offenders will also be fined minimum Rs. 500/-. The institute will not be held responsible for any damage to the mobile phone during the storage.

#### **1.1.3 SMOKING**

Smoking is banned in all covered areas including classrooms, offices, library, labs, hostel rooms and student centre. Smokers have been allocated two smoking areas i.e. outside the Students Centre and at the back of the laboratories (near parking area). These locations are clearly marked and are the only locations at TIP where smoking is allowed. Offenders are fined minimum Rs. 500/- and letters are sent to their parents.

#### **1.1.4 ABUSIVE LANGUAGE**

Abusive language is unacceptable at the TIP campus, in the buses, and in TIP functions. A minimum fine of Rs.500/- is levied and offences are reported to the Disciplinary Committee for appropriate action, which may include meeting with the parents, suspension, dismissal, etc.

#### **1.1.5 FIGHTING**

All such cases are reported immediately to the Disciplinary Committee for appropriate action which may include fine, suspension, meeting with the parents, and dismissal (depending on the gravity of the offence). This applies to the entire campus including hostels and all TIP transport.

### **1.1.6 STUDENT ACTIVITIES**

During events like Sports activities, film shows lectures by visitors, seminars, and workshops; it is the responsibility of the TISF office bearers to maintain decorum. Not only that they themselves must be present at all such occasions, especially in the auditorium, they may also get assistance from ushers (to be appointed/selected by them from among the boys & girls of each class) to maintain discipline.

In the case of overnight events or those requiring over-night stay, students should obtain permission prior to the event, through a written application with their parents' consent, failing which they will not be allowed to stay.

### **1.1.7 BUS MONITORS**

All TIP's Buses are appointed with bus monitors. It is the responsibility of the bus monitors to report cases of misbehaviour and indiscipline to the Disciplinary Committee immediately for necessary action. If a faculty/staff member is travelling in the TIP bus, he/she will be held responsible to handle such cases and report the matter to the Disciplinary Committee.

### **1.1.8 PLAYING & HANGING AROUND**

Playing and hanging around the academic area during lectures is forbidden. If and when free, students are supposed to go to the library/student centre. Students found making noises and disturbing other classes will be referred to the disciplinary committee for necessary action and a fine of Rs.500/- will also be imposed.

### **1.1.9 INDECENT BEHAVIOUR**

Indecent behaviour of students especially towards the female students is dealt with severity by the disciplinary committee.

### **1.1.10 RUDENESS, INSOLENT BEHAVIOUR & INSUBORDINATION**

Such behaviour towards faculty member and staff is not acceptable and will be dealt with appropriately by the disciplinary committee.

If a student is not satisfied with his/her score in a test, quiz or exam, he has the right to submit his complaint in writing to the academic coordinator or the dean for re-evaluation of his/her script. The student has no right to be rude with the faculty and challenge his/her authority on marking and other issues related to the course work. Cases of rudeness will be referred to the Disciplinary Committee for suitable action.

## **1.2 DISCIPLINE**

Students are required to abide by the rules and regulations of the Textile Institute of Pakistan. The Institute expects, and will demand honesty from its students. Dishonest behaviour during examinations as well as in other settings will result in irrevocable dismissal from the Institute. A disciplinary committee is formed at the institute to deal with cases of indiscipline and dishonesty. All disciplinary letters are filed to student's personal file.

## **1.3 DISMISSAL FROM THE INSTITUTE**

Causes for dismissal other than academic reasons might include: submitting false evidence; stealing; wilful destruction of equipment, furnishings or property; physical violence against other students, faculty or staff, possession and use of drugs and arms; violation of civil rights of others; organisation of civil disturbances; and non payment of tuition and other dues.

Students who are expelled on disciplinary or any other grounds will not be entitled to any refund except the Security Deposit.

## **1.4 NOTIFICATION OF EMERGENCY CLOSURE**

The Textile Institute of Pakistan remains open from Monday to Friday throughout the entire semester, except for the gazetted holidays mentioned on the semester calendar given at the start of the semester. However, in case of an emergency situation or a strike call in the city, keeping in mind the safety of students, faculty and staff, a decision may be taken to close the institute on a particular day.

In such circumstances, if any confusion arises regarding whether TIP is open or closed on a specific day; all students, faculty and staff are advised to check for notification on our website [www.tip.edu.pk](http://www.tip.edu.pk) or call the City Office at 4549734 / 4549870. The information provided through these sources only will be authentic and nobody should rely on personal messages, phone calls, SMS or rumours.

In such an eventuality, the institute may remain open on a Saturday and if need be also on a Sunday to make up for the unexpected loss of time. The schedule of the affected day(s) will be followed on Saturday and Sunday.

## **1.5 FINANCIAL ISSUES**

### **1.5.1 PAYMENT OF TUITION FEES**

Students are required to pay the tuition fee within the time stipulated at the beginning of each semester. Students who fail to pay dues before the deadline will incur a fine of Rs. 1500/-. Students, who fail to pay all their semester dues before the first class test (hourly), will be barred from sitting in the test.

The Textile Institute of Pakistan reserves the right to review its tuition and other fees annually to cover inflation and other costs. All payments can be made through any branch of Bank Al-Habib anywhere in Pakistan.

### **1.5.2 INSTALMENT PLAN**

Students who wish to opt for payment of tuition fee in instalments must complete the Tuition Fee Instalment Application Form (available both at Student Records Office and [www.tip.edu.pk](http://www.tip.edu.pk)). A fee of Rs. 2,000/- will be charged as processing fee for the instalment facility. To qualify for an instalment plan, student must have solid and convincing reasons. Once the instalment plan is approved by the Academic Coordinator and GM (Finance), payments must be made as per dates agreed. Failing to do so will incur a fine of Rs. 1,500/-.

In case students are late in meeting their instalments deadline by over two weeks, they will not be allowed to attend classes or sit for tests/quizzes etc. Persistent defaulters will not be offered the option of paying in instalments in future.

### **1.5.3 FINANCIAL ASSISTANCE**

The financial assistance programme assists students on a need-cum-merit basis. An Endowment Fund has been set up by the National Textile Foundation (NTF), which awards scholarships and loans each academic year (August to May). The institute attempts to ensure that deserving applicants are admitted to our financial assistance programme.

Financial Assistance will be provided through loans or scholarships to supplement family and personal resources. The institute determines the quantum of such assistance on the basis of data provided by the applicant as to the financial standing of his family.

Students should request for financial assistance forms from the Registrar's Office. However, applicants must show that they have the resources to

finance their education at TIP in case they are not found eligible for scholarships/loans. Applications for loans and scholarships are considered on an annual basis only at the time of admissions in fall semester and are based on results of the first two semesters.

Students applying for Financial Assistance from TIP are required to pay 50% of the tuition fee plus full payment of other dues while waiting for approval of financial assistance.

#### **1.5.4 SPONSORED STUDENTS**

Students who have applied for sponsorship must submit a letter signed by the sponsoring authority confirming that their sponsorship is being processed. In case no sponsorship is made available within the first two weeks from start of the semester, it will be the student's responsibility to pay the tuition fee, failing which the student will not be allowed to attend classes.

## 2. ACADEMIC RULES & REGULATIONS

### 2.1 SEMESTER SYSTEM

TIP follows a biannual semester system with two semesters offered in a year i.e. Fall Semester (September to January) and Spring Semester (February to June). However sometimes a summer semester (June to August) may also be offered which will be notified before hand.

### 2.2 CREDIT SYSTEM

The credit hour is the basis of all credits earned by the student. One lecture hour or three laboratory hours per week for a full semester constitute one credit hour. A minimum of 132 passed credit hours are necessary for a student to graduate.

### 2.3 GRADING SYSTEM

The following grades are used to report the quality of a student's work:

<i>Grade</i>	<i>Grade Points</i>	<i>Percentage Marks</i>
A	4.0	90-100
B	3.0	80-89
C	2.0	70-79
D	1.0	60-69
F	0.0	below 60

Table 2.1 – Grades and their corresponding grade points

Not calculated in the Grade Point Average:

I	Incomplete
W	Withdrawn (during first 3 weeks of classes)
IP	In progress (for a course, for which a grade is not due at the end of the semester)

### 2.4 TESTING & EVALUATION

The performance of students is evaluated through a continuous testing procedure spread over the entire period of studies. Besides the final examination at the end of each semester, a number of tests and assignments are given at regular intervals during each course. Moreover, the performance of students in class discussions, written assignments, research reports, etc. is evaluated and forms a part of their overall grades.

For majority of the courses, 60% of the assessment is done during the semester (sessional marks) while the final examination is given a weightage of 40%. However this ratio may slightly be different for different types of courses e.g. design courses where the majority part of the course work is studio based.

Following are the various forms of testing and evaluation techniques that may be applied for different courses by different course instructors as mentioned in their course outlines:

- Pop Quizzes
- Class Tests or Hourlies (Majority of the courses include two class tests each having a weightage of 15% each)
- Assignments
- Laboratory Work
- Class Participation
- Field Survey
- Case Studies
- Final Examination (Generally 40% weightage of the entire course)

## **2.5 COURSE OUTLINE**

For every course offered at the TIP, a detailed course outline is provided to the students within the first week from commencement of the classes. The course outline provides detailed information about the course content as well as how the course is to be conducted. It is actually an agreement between the course instructor and the students.

Course outlines at TIP have been standardized and must include:

- Course Introduction
- Learning outcomes of the course
- Personal and Professional Development (PPD) outcomes of the course
- Specific requirements of the course
- Recommended text and reference books
- Testing and evaluation criteria
- Teaching and learning methods
- Indicative course content
- Week wise class schedule

If the course outline provided does not comply with the above standards or instructor has not provided the course outline within the first week of the classes, students are expected to report this to the academic coordinator and the dean. It is the student's right to have a detailed and standardized course outline for every course being offered.

## 2.6 GRADE POINT AVERAGE (GPA)

The Grade Point Average (GPA) for a particular semester shows the performance of a student for that semester and is computed by:

$$\text{Grade Point Average (GPA)} = \frac{\text{Total Grade Points Earned in a Semester}}{\text{Total Credit Hours Taken in a Semester}}$$

Total Grade Points earned by a student is calculated by multiplying the grade points obtained in each course according to the grade A, B, C, D or F (as given in Table 2.1) by the number of credit hours of the respective course.

Cumulative Grade Point Average (CGPA) is the collective performance of a student of all the semesters undertaken and is computed by dividing the total number of grade points earned by the total number of credit hours taken.

$$\text{CGPA} = \frac{\text{Sum of (Credit Hours } \times \text{ Grade Points)}}{\text{Sum of Credit Hours}}$$

Both the GPA and CGPA will range from 0.00 to 4.00. In other words a student who scores 'A' grade in each and every course attended would obtain a maximum CGPA of 4.00. A minimum CGPA of 2.00 is mandatory to graduate.

## 2.7 CREDIT LOAD

A normal course load of 15 to 19 credit hours are offered each semester over a period of 8 semesters (4 years) to complete the required 132 credit hours mandatory to graduate.

Students are only allowed to take a maximum of 21 credit hours in any given semester. However for a course load greater than 21 credit hours, approval from the student advisor and the academic coordinator or the dean is required. The approval may be given keeping in mind the best interest of the student based on factors such as course requirements, Cumulative Grade Point Average (CGPA), participation in other activities, and expected date of graduation.

With the approval of the academic coordinator and or the dean, a student may also go on a slow pace and may get registered for a course load of less than 15 credit hours. In that case the student will take additional semester(s) to graduate.

## **2.8 CREDIT TRANSFER**

TIP does not accept transfer of credit hours of courses which are similar to TIP's curriculum taken at different institutions. However there is a possibility of transferring credit hours of such courses by undertaking an Advanced Placement Test (see text below).

## **2.9 ADVANCED PLACEMENT TEST**

In order to take credit for course(s) those are similar to TIP's curriculum taken in other institution(s), a student may apply to sit in an Advanced Placement Test. To qualify for an Advanced Placement Test, following requirements must be met:

1. The applicant must present evidence that he/she has received training or taken work that is approximately equivalent to the course offered at TIP.
2. The applicant must provide a valid transcript of the relevant course taken from a reputable institution (recognized by HEC).
3. The course instructor undertaking the course at TIP for which the advanced placement test is requested must approve that the content of the course already taken by the applicant is similar.
4. The applicant must not have previously failed the course at TIP.
5. The applicant must apply for the advanced placement test in writing and the request must be approved by the instructor of the course, Academic Coordinator (or the dean) and the Student Records Office.

Upon fulfilling the above requirements, the Advanced Placement Test will be taken on a preferred date agreed between the student and the instructor. The grade obtained in the test would be final and unchallengeable. However the student reserves the right either to accept the grade obtained in the advanced placement test and get an exemption from that course or may undertake the course as usual. If the student accepts the grade and exemption is given, course fee for that course is also not charged.

## **2.10 PRE-REQUISITE COURSES**

Many of the courses offered in each programme have a pre-requisite course(s) which are necessary to pass in order to take those courses. Prerequisites for each course are also enumerated in their course outlines. In addition to these requirements, the departments may also establish other standards as conditions for enrolment. A student can not enrol in a course if he/she does not meet the prerequisites.

Students can not take the prerequisite course and the course for which the prerequisite is taken together in the same semester. The list of all pre-requisite courses is available from their respective departments or the academic coordinator.

## **2.11 IN-PROGRESS GRADE (IP)**

In progress grade (IP) is given for a course for which a grade is not due at the end of the semester. For example, final year research projects and design thesis are completed over a period of two semesters. Once the coursework for such courses is completed the (IP) grade is converted to a letter grade (A, B, C, D or F) received by the student.

## **2.12 INCOMPLETE GRADE (I)**

An incomplete grade (I) is given to a student whose relatively small part of the semester's work remains undone (usually because of an emergency or severe illness) but has otherwise fulfilled the major requirements of the course. Students under such circumstances may be allowed time duration agreed and approved by the course instructor and academic coordinator or the dean to complete his/her work to remove the incomplete grade. However if the student fails to complete his/her work in the allowed stipulated time, the (I) grade is converted to (F).

## **2.13 DROPPING/WITHDRAWING FROM A COURSE**

Students are only allowed to drop or withdraw from the course(s) within the first three weeks from the beginning of the semester. On withdrawing from the course, letter grade (W) will still be given on the transcript for that course but the course will not be included for GPA calculations.

When a student withdraws from a course(s), it becomes the student's responsibility to complete the mandatory 132 credit hours required for graduation. This may require an extra semester(s) to do so. Furthermore, if a student withdraws from a course which is a pre-requisite for other courses being offered in the next semester, the student will not be able to take those courses as well which may further delay the graduation.

## **2.14 RESULT ANNOUNCEMENT POLICY**

It is TIP's policy that all graded tests, assignments, quizzes or any other form of assessment done during the semester must be shown to the students. It is the student's right to know the sessional marks (all marks except the final exam) before the start of the final examination. Students have a right to talk to their instructors or the academic coordinator about any discrepancies in their grades. However as a policy the final examination papers are not shown to the students.

At the end of each semester, students will receive a transcript showing the result of all the courses under taken along with the semester GPA and CGPA.

## **2.15 ACADEMIC PROBATION**

A minimum CGPA of 2.00 is required throughout the academic stay of the student at TIP. If the CGPA of a student falls below 2.00, the student is placed on an Academic Probation. This implies that if the student is unable to obtain a minimum CGPA of 2.00 in the semester following the one in which he was placed on academic probation, the student faces dismissal from the Institute. Furthermore, a student once placed on an Academic Probation must maintain a minimum CGPA of 2.00 throughout the rest of his/her stay at TIP and if the CGPA falls below 2.00 for the second time at any stage of studies, the student will be dismissed on academic grounds.

When a student is dismissed for academic reasons, he/she is not allowed to reappear in TIP's admission test.

## **2.16 GRADE PROTESTS/PAPER RECHECKING**

A student has a right to apply for a rechecking of paper(s) if he/she is not satisfied with the grade received in a course(s). The student must file an application by filling in the Rechecking Form available from the Student Records Office (SRO) and can also be downloaded at [www.tip.edu.pk](http://www.tip.edu.pk). A nominal fee of Rs.500 is charged per course. However this fee is refunded if the grade is revised to a better grade.

All such grievances can only be filed within 15 days from the announcement of the final examination. As a matter of rule, the rechecking process does not only include recounting of marks but the final examination paper is also thoroughly rechecked by a faculty member other than the one who took the course. The result of rechecking is notified within 15 days from the date of application. In case the grade is changed (either lowered or raised), a new transcript is issued to the student.

## **2.17 GRADUATION REQUIREMENTS**

In order to qualify for the award of a degree, following requirements must be fulfilled:

- Minimum passed credit hours of 132
- Minimum CGPA of 2.00
- Minimum 'C' grade in Design Thesis (for design students only)
- Minimum 'C' grade in Final Year Project (for students of all other disciplines)

To be eligible for the award of a degree, all unsettled matters, both financial and others, must also be cleared in advance.

## **2.18 REPEATING FAILED COURSES**

A student who fails a course (F grade) does not receive a credit for that course but the credit hours of that course are counted towards the GPA calculations until it has been repeated and a passed grade is obtained. Therefore it is necessary to repeat and pass all failed courses to fulfil the basic requirement of 132 passed credit hours required for graduation. Upon successfully repeating a course, previously failed grade (F) is replaced by the letter grade received (A, B, C or D). Both the failed grade (F) as well as the repeated course grade are shown on the student's record. However, only the passed grade will be counted towards the GPA calculations.

Majority of the courses offered at TIP are compulsory courses, therefore, it is necessary to repeat all such failed courses to qualify for graduation. However if the student fails an elective course, he/she may either repeat that course or take any other course of the same credit rating to complete 132 passed credit hours.

An additional course fee (as per fee schedule) will be applicable for all repeat courses.

## **2.19 REPEATING PASSED COURSES**

A student may repeat a course passed with a grade lower than B. Upon repeating a course both grades are shown on the transcript but only the higher grade is counted towards the GPA calculations. For all repeated courses additional course fee must be paid as per fee schedule. Any repetition of the course to improve the grades is only allowed once.

## **2.20 TIME LIMIT FOR GRADUATION**

Under normal circumstances the time required by a student to graduate is 4 years provided that the student takes a regular course load every semester and passes all the courses. However a student will take a longer time to graduate if he/she has failed a course(s) or has opted to go on a slow pace. A student may have a maximum of 6 years to graduate from TIP. If by the end of the 6<sup>th</sup> year he/she has not completed the credit hour requirements, the student status will be evaluated by an academic committee who will take the decision whether to allow the student to take extra time or not.

## **2.21 ATTENDANCE POLICY**

Course work during a semester proceeds at such a pace that regular attendance is necessary for each student to obtain maximum benefits from instruction. Regular and punctual attendance at all class and laboratory

sessions is a student obligation, and each student is responsible for all the work, including tests and written work, in all class and laboratory sessions. No right or privilege exists that permits a student to be absent from any given number of class or laboratory sessions except as stated in the course outline for each course. The following Attendance Policy is observed at TIP:

- 90% attendance is mandatory, which means only 3 absences are allowed in 75 minutes sessions
- If the student exceeds this limit, 1 mark will be deducted for every extra absence up to 8 absences.
- However with more than 8 absences, the student will get “F” in the course and will not be allowed to sit in the final examination.
- There is no concept of leave at TIP. However, legitimate and emergency student cases are given due consideration upon providing necessary documentation and approval from the academic coordinator or the dean.
- If the student misses classes because of participation in co-curricular activities representing TIP in various events, it is the student’s responsibility to notify the class instructor, academic coordinator and the dean and have such absences authorized so that they may not be penalized.
- If a student is absent from a lecture, it is his/her responsibility to find out and cover whatever was missed. The course instructor reserves the right to refuse help to students who miss lectures regularly.
- Some course instructors may mark the student arriving late to the class. Such a policy is entirely up to the discretion of the course instructor but must be given in the course outline. It is the student’s responsibility to clarify such attendance policies given in the course outline with the instructor.

## **2.22 STUDENT STATUS**

New students enrolled at TIP are considered “Freshmen” until they complete, with a passing grade in all subjects, a total of 32-34 credit hours. Upon completion, the students would then be considered “Sophomores”.

After the completion of 65-67 credit hours, with a passing grade in all subjects, the students are considered as “Juniors”. A “Senior” is a student who has successfully completed approximately 100 credit hours.

## **2.23 ACADEMIC HONOURS**

### **2.23.1 HONOUR GRADUATES**

A student must have the following minimum cumulative Grade Point Average in order to graduate with honours:

- Cum Laude                      3.4 GPA
- Magna Cum Laude            3.7 GPA
- Summa Cum Laude            3.9 GPA

### **2.23.2 HONOUR LISTS**

At the end of both Fall and Spring Semesters, the following lists are compiled of students who have achieved grade point average of 3.5 to 4.0 on a regular load:

- Dean's List                      (3.5 to 3.99 GPA)
- President's List                (4.0 GPA)

## **2.24 ACADEMIC RECORDS**

The student's permanent academic record is maintained in the Student Records Office (SRO) and contains personal information, grades, and credits. Where appropriate, statements of a corrective nature, withdrawals, suspension for failure to meet academic standards, suspension for disciplinary reasons, and graduation data are added. It is a historical record of the student's academic progress.

For any changes in the record like the spelling of name, contact address, etc., the Student Records Office must be contacted.

## **2.25 ISSUANCE OF TRANSCRIPTS**

At the end of each semester, students will receive a transcript showing the result of all the courses under taken along with the semester GPA and CGPA. Transcripts are sent through a courier mail and therefore it is the student's responsibility to notify of any changes in their mailing address. If any transcript is returned because of the error or change in student's mailing address, TIP will not be responsible and duplicate transcripts will only be issued on depositing the fee (see text below).

In addition to the regularly sent transcripts, students may require additional copies of transcripts or consolidated transcripts to apply for further studies at various institutions. Such transcripts can be requested by filling a Transcript Request Form available at the Student Records Office and can also be downloaded at [www.tip.edu.pk](http://www.tip.edu.pk)

All transcripts are issued at a charge of Rs.100 per copy for normal service and Rs.500 for urgent service. Transcripts are issued within a week for normal service and same day for the urgent service. However, the urgent service is only possible when all the signatory officials are available during that day. Therefore the students must check with the SRO before applying for the urgent service.

In cases where the transcript does not reach the student's mailing address, SRO must be contacted. If TIP's official courier is responsible for misplacing the transcript then duplicate transcripts will be issued free of cost.

## **2.26 STUDENTS' ADVISORS**

Each class of students is assigned a faculty advisor for academic and general counselling. It is the responsibility of the student to consult with the advisor during the course of his/her stay at TIP so as to sort out any academic or other issues that he/she might face. The advisor is the first point of contact in case of any problem. If the advisor is unable to resolve the problem, the issue may be taken to the academic coordinator, the dean and ultimately to the president only if necessary. Students must follow this hierarchical structure of the institute and should avoid contacting higher authorities unnecessarily. The list of advisors is available with the academic coordinator or the dean.

## **2.27 ACADEMIC INTEGRITY**

The founders of TIP had a vision to build a stepping-stone for young individuals that would provide them with excellent opportunities and brighter futures and overall be a 'high seminary of learning'. Fundamental to this vision is a mutual commitment to truthfulness, honour, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a TIP degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.

### **2.27.1 ACADEMIC INTEGRITY POLICY**

Academic dishonesty may be described as but is not necessarily restricted to:

- Giving, receiving, or using unauthorized aid on any academic work.
- Plagiarism, which includes the copying of language, structure, or ideas of another and attributing the work to one's own efforts.

- Attempts to copy, edit, or delete computer files that belong to another person or use of another person's files, account or data.
- Any attempt to help or get help from others during a test or quiz.
- OCR scanning of text from books and submission of assignments without references are also considered as academic dishonesty.

Any proof of academic dishonesty is severely dealt with. For the first offence, the student is awarded 'F' grade in that quiz or test, second time 'F' is marked in the whole course and in the third case of dishonesty the student is expelled from the institution. All cheating cases are also filed to student's record.

## **2.28 CHANGE OF DISCIPLINE**

In order for a student to apply for a change of discipline from one programme to the other following requirements must be met:

- Students wishing to change the major course must do so latest by the end of 2<sup>nd</sup> semester. No change should be allowed once the student has started the 3<sup>rd</sup> semester.
- In order to qualify for the new discipline the student must meet the requirements necessary for that particular discipline as laid in the admission policy and should also clear the relevant admission test and interview.
- The student will have to start fresh from the first semester in the new discipline. However credit of common courses already cleared may be transferred.

## **2.29 EXAMINATION RULES & REGULATIONS**

- All class tests (hourlies) and final examinations are conducted as per given schedule.
- During scheduled days of class tests (hourlies) regular classes are not held.
- The duration of hourlies is 1 hour and that of final examination is 2 hours. However some of the textile design courses may require a longer exam which will be notified by the faculty.
- The final examination paper starts sharply at 10:00 A.M. therefore all the students are required to sit in their respective rooms latest by 9:45 A.M. The main entrance door to the academic block will be closed after this time.
- Students must have their own necessary stationery; students will not be allowed to exchange anything during the examination.
- Mobile phones are not allowed during the examination (not even as calculators). Students should not carry their mobile

phones in the exam room or should handover them to the exam invigilator. However, the invigilator will not be responsible for any damage or loss.

- Students will only be allowed to carry a standard non-programmable scientific calculator.
- Students are not allowed to write anything on their hands. Anything found written on the hands will be considered as cheating.
- If something is already written on the chair where the student is sitting, he/she should report it to the invigilator before the exam starts.
- Students must write their names both on the question paper and all the answer sheets.
- Unless directed, the students are not allowed to write anything on the question paper except their names.
- Students should carefully read all questions before answering the paper. No clarification whatsoever regarding the question paper will be given and the course faculty will not be available during the examination.
- Students are not allowed to talk, leave their position or turn around during the examination. If any assistance is required from the invigilator, students must raise their hands and wait for invigilator's attention without speaking out.
- Students are not allowed to go to the toilet during the hourlies or final examination.
- Students are not allowed to leave the exam room in the last 15 minutes of the paper.
- After finishing the paper, the students should immediately leave the academic block.

### **2.29.1 SPECIAL NOTE**

If any of the above rules are broken and/or the invigilator thinks that a student is trying to use unfair means, he/she has the authority to ask that student to leave the exam room. Furthermore, the invigilator may also write comments on the answer sheet of that student which will be referred to the disciplinary committee for necessary action.

### **2.30 FACULTY EVALUATION**

At the end of each semester and before the final examination, students are required to complete faculty evaluation form for all the subjects undertaken during the semester. This helps the institute to continuously assess and improve both the course content as well as quality of teaching.

### **3. RULES FOR TEXTILE, APPAREL & SCIENCE LABS**

- (1) Students are not allowed to enter the lab without permission. Please refer to time table.
- (2) Assignments/practicals could be carried out only under the supervision of a teacher and prior arrangement with lab in charge.
- (3) Do not attempt to operate any equipment or carry out experiments without the presence of relevant supervision as you may harm yourself.
- (4) In case of an accident, immediately switch off equipment power and call for help. Do not panic.
- (5) Eating and drinking is not allowed inside the lab.
- (6) No material is allowed in or out of the lab without prior permission.
- (7) Students are required to wear lab coats for all practicals involving chemicals (Chemistry & Wet Processing labs).

## 4. LIBRARY RULES & REGULATIONS

### 4.1 GENERAL RULES

- Library is to be used for private study only (No discussion or talking is allowed except in the joint study section).
- No bags are allowed inside the library. Students must keep their bags in the racks placed outside the library entrance.
- Use of mobile phones in the library is prohibited.
- Smoking, drinking or eating is not allowed in the library.
- Books will not be issued without a valid library card.
- Books designated as text reference (including journals) will not be loaned.
- Only up to three students may approach the library counter at one time for issuing/return or any request/inquiry.
- Books may be borrowed/returned from 09:30 am to 3:45 pm. Library may be used for reference/reading uptill 8:00 pm.
- A maximum of three books may remain on loan with a student at any given time.
- If the book is damaged or lost, the replacement value assessed by the librarian must be paid or will be deducted from security deposit which will have to be replenished.
- Students must check books/journals at the time of issue and must bring to the attention of the library staff of any damage. Otherwise at the point of return the student will be held responsible for the damage.
- Until a pending fine is paid, further books will not be issued to the concerned student.
- Students are required to conduct themselves in the library in a decorous manner without causing any disturbance to others. The library staff and the librarian reserve the right to remove individuals from the library for creating disturbance and noise. All such cases are also reported to the disciplinary committee for necessary action which may include fine and suspension from the library

### 4.2 FINE POLICY

- All issued books must be returned on due date/time. Textbooks are issued for two days and other books for one week. After due date/time a fine will be charged @ Rs.20 per day per book.
- Further books will not be issued until the previous fine is paid.
- All fines must be paid in lump sum and instalments will not be permitted.

- Students found sitting/sleeping on the floor, talking loudly and using library for purposes other than study will be charged a minimum fine of Rs.500/- on the spot. In case of non-payment they will be suspended from the library until the fine is settled.
- Books/Magazines lost or damaged by the students must be replaced or fully paid as per the price assessed by the librarian. Recovery may also be made through security deposit which must be replenished to keep the balance to Rs.5000/- at all times.
- A student who loses his library card will be required to pay Rs.50/- for a new card.
- A minimum fine of Rs.500/- will be imposed on students using mobile phones inside the library and their mobile phones along with the SIM will be confiscated for a period of one month.

## **5. RULES FOR COMPUTER LAB**

### **5.1 GENERAL RULES**

The Computer Lab facility is provided for the students for academic purposes only. The computer labs are divided into three sections i.e. the end user lab, teaching lab and CAD lab. All these labs are also provided with the internet facility. It is the responsibility of the students to use these facilities in a proper and appropriate manner. By using TIP's Computer Labs and the network accounts, each student agrees to abide by the following rules:

- Computer labs will remain open from 9:00 am till 8:00 pm (during semesters).
- Computer labs can only be used for computers skills development, completion of assignments, educational software and research activities. Activities like chatting, computer gaming, internet gaming and songs downloading are strictly prohibited.
- Smoking, soft drinks, water, food and chewing is not allowed in the Computer Labs.
- Any computer found unattended for more than 15 minutes may be logged off and allocated to another student. The lab staff will not be responsible for the loss of unsaved data.
- No loud group conversations and disruptive behaviour is allowed.
- Hardware and furniture is not allowed to be removed from its original place.
- All students must abide by the user account and printing policy.
- Students must logout before leaving the computer lab and should not let any other student to use their TIP's network account.
- Modification of hardware and software configurations in all the computer labs is prohibited. This includes settings and configuration of printers and system software.
- Study groups may utilize computer facilities as long as the conversation and noise level does not disrupt the work environment of computer lab.
- The computer lab staff is authorized to remove individuals from the computer labs for violating any of the above rules. All such cases are also reported to the disciplinary committee for necessary action that may include fines, suspension from the computer lab, etc.

### **5.2 PRINTING POLICY**

In order to reduce paper waste and control printing costs, following printing policy is applied:

- Test printing is discouraged. Students should use ‘print preview’ before finalizing a print job.
- Only the computer lab staff is allowed to add or replace paper.
- No user supplied paper is allowed.
- Students are only allowed to take their own print outs.
- Any pending print jobs in the queue may be moved the end so other students’ print jobs are not delayed.
- The printer will be turned off 15 minutes before computer lab closes.
- The computer lab staff is authorized to cancel any large or time consuming print jobs
- Single sided black print outs are charged @ Rs.2.
- Colour print outs are charged @ Rs.80 for full page, Rs.50 for half page and Rs.40 for quarter page.
- Duplex printing (printing on front and back of a single paper) will be counted as two printouts and charged double.

### **5.3 GETTING HELP & REPORTING PROBLEMS**

The computer labs are staffed with qualified personnel to assist students regarding account set up, software and hardware problems and to troubleshoot problems. However, they will not provide any assistance to the students to complete homework or assignments.

All problems related to computer labs must be reported to computer lab staff or the Manager (IT). Students are also welcomed to give useful suggestions and feedback which could help us to improve our services.

### **5.4 USB, CD & HARD DISK INFORMATION**

All students have been given access to TIP’s network (Z: drive), which allows storing 100MB data on a central file server. Z: drive is much more reliable than floppy disk and can be accessed from any computer throughout the TIP. Student may also use a removable USB flash drive to store information or have their data backup on CD.

External hard disk is also allowed to copy software as long as it does not violate the computer lab policy and does not alter the computer configuration. However no hardware or software support will be offered to all such equipments.

All computers are restored to a default configuration automatically on each log on. Extra files left on the computer hard drive are erased every day or whenever the machine is restored manually. In order to prevent loss of data, students must save their data on Z: drive and backup to removable storage.

## 5.5 DISCLAIMER

- The computer lab is not responsible for any loss of data that may happen due to a computer crash or network failure. It is the responsibility of the student to regularly back up their data.
- Computer lab staff bears no responsibility for any loss of data during an attempt to remove a virus from the files or repairing damaged machines.
- Computer lab is not responsible for the damage of external equipment, diskettes or CDs used by the students on computer lab PCs.
- Computer lab is not responsible if student's valuable possessions gets stolen or misplaced in the computer lab.

## 6. HOSTEL RULES & REGULATIONS

- (1) Formation of associations, societies, and clubs and holding meetings other than those specifically permitted and carried out as official social activities, is strictly prohibited.
- (2) Once allocated, interchanging of rooms amongst students under any circumstances is prohibited. All transfers and room allocations will be handled only by the hostel wardens.
- (3) In the interest of safety and security, students are required to sign in the In/Out register available at the hostel reception. In case of leaving the hostel for any reason, the administration should be informed in writing about the reason, time of leaving, time of coming back, and places to visit or stay. Failure to do this by the student will exonerate the TIP administration of any problem arising out of the situation.
- (4) Students are required to return all room and cupboard keys to the hostel administration at the end of each semester. In case of failure to do so disciplinary action may be taken against the erring student. Loss of any key should be immediately communicated to the administration and if a duplicate is issued, Rs. 200/- will be charged per key. No student is allowed to make duplicate keys.
- (5) As the hostels are to remain closed during vacations, students cannot stay during these days.
- (6) Hostel facilities are only for the students of TIP and no other person including the staff, faculty, or any relative or guest can be accommodated.
- (7) Students should ensure that at the end of each semester the rooms are to be handed over back to the administration. No personal property is to be left in the rooms during the semester breaks and TIP is not responsible for any such property left intentionally or unintentionally in the rooms.
- (8) Students residing in the hostels are provided a free of cost transport facility to the city every two weeks. In case of emergency the hostel warden may use the transport facility for the students. For any other reason TIP transport may be used only after a signed approval from the hostel coordinator after payment of the prescribed charges.

- (9) Members of the opposite gender are strictly forbidden to visit each other's areas for any length of time. Any such incidence may lead to dismissal of the student from the hostel.
- (10) Those students who want to stay on a temporary basis will have to fill the prescribed form, get it signed by the required people, and pay the prescribed daily charges. Any student found using the hostel facilities without following the procedure is liable to face disciplinary action.
- (11) All visitors should first get a written approval from the administration about the purpose and timing of visit. The administration may disallow any visitor to meet any residing student. Action may be taken against the student whose visitor did not follow this rule.
- (12) Students should take the administration in confidence about any adverse medical development so that prompt remedial actions can be initiated. Failure to do so may absolve the administration from any complications that may arise. The administration will keep in touch with the legal guardians of the students in any such case.
- (13) Janitorial assistance will be provided for the general cleaning of the hostel rooms and for mopping the floors. Any extra work assigned to the janitors should be done only after permission of the warden concerned.
- (14) Involvement in the sale, storage, usage, or any other contact with any type of intoxicants and /or arms and ammunition will result in immediate dismissal of the student from the TIP hostel and further initiation of disciplinary action.
- (15) Smoking is strictly prohibited in any areas other than those designated officially by the TIP administration. Any student found breaking this rule will be fined for the first offence and may be dismissed permanently from the hostel on repeated offence.
- (16) Students are advised not to keep any valuable items anywhere in their rooms as the TIP administration is not responsible for the theft or damage to the same.
- (17) The students should not use any electrical appliance such as iron, refrigerator, air conditioner, etc. without the written approval of the warden. If found the appliance will be confiscated by the management and a disciplinary action may be initiated against the offending student.

- (18) Management has the right to check the belongings of any student without prior notice.
- (19) Any intentional or unintentional damage to the TIP property or any other resident's property may lead to dismissal of the student from the hostels even after recovery of the damage.
- (20) Students are advised to refrain from moving any TIP property in or out of the room.
- (21) A non-resident student may be allowed to visit the hostel, during class times only, after permission has been taken. Any student found in a hostel room without such permission and the invitee both may face disciplinary action.
- (22) Both the occupants of any room are equally responsible for the TIP property inside the room allocated to them.
- (23) All the hostel residents are equally responsible for the TIP hostel property outside the rooms and are advised to take due care of the facilities provided to them.
- (24) Students may use the TIP telephone facility against approved charges during the approved timings. The warden may discontinue this service to all or any one of the students at any time without assigning any reason.
- (25) Hostel Wardens have the authority to evict any student from the hostel at any time without assigning any reason. All complaints against the wardens or any other staff should be submitted in writing to the hostel coordinator.
- (26) Telephone extension is provided on the ground floor: this can be used to call anywhere on the campus. Students may use the telephone facility to make their personal calls from 6:30 p.m. to 11:00 p.m. against charges approved by the TIP administration.
- (27) Any student indulging in activities prejudicial to the discipline of the Institute, or causing wilful damage to Hostel property will face disciplinary action.

## **7. RULES FOR STUDENT CENTRE (CAFETERIA)**

- (1) Food and drinks should be consumed within the boundary walls of the cafeteria.
- (2) The crockery, glasses, cutlery, etc. should be left inside the cafeteria while leaving.
- (3) Only on special written permission of the cafeteria coordinator or the hostel warden, food can be served to any student in the hostels. This permission may be granted only for medical reasons.
- (4) Smoking or consumption of any other intoxicant inside the cafeteria is strictly prohibited.
- (5) To ensure availability of food, and to avoid embarrassment, users of the cafeteria should inform the cafeteria staff about their requirements for any visitor. This will help the staff to prepare enough food in time.
- (6) Users of the cafeteria are themselves responsible for their belongings.
- (7) In case of advance booking of any food item, the payment will have to be made even if the order is not collected.
- (8) The cafeteria premises should not be used for sports activities, or any other non-culinary activity.
- (9) Cafeteria staff has the authority to ask any student to leave the premises without assigning any reason.
- (10) Only authorized persons are allowed to enter the food preparation area.