Approved in 54th Academic Council Meeting

Karachi Institute of Economics and Technology
KIET
CENTRE OF EXCELLENCE

STUDENT HANDBOOK

2025

Karachi Institute of Economics and Technology (KIET)

Ahsanabad Campus
AS-II Sector-2, Ahsanabad, Scheme 33, Super Highway, Karachi.

North Campus
F-103, Block B, North Nazimabad, F 99 Allama Rasheed Turabi Rd, Block F Block B North Nazimabad Town, Karachi.

Shahra-e- Faisal Campus
28 D Block 6 PECHS, Karachi.

Prof. Dr. Tariq Jalees
Registrar
Karachi Institute of Economics & Technology

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Governing Body

Paton: Governor of Sindh, Islamic Republic of Pakistan

- **Mr. Muhammad Nasir Butt** – Chairman, Pakistan Educational Foundation (PEF); Chancellor KIET & Chairman of the Board of Governors
- **Dr. Muhammad Khalid Khan** – Acting President, KIET
- **Chairman, HEC** – Member of the BoG
- **Mr. Shaheer Hassan** – General Secretary, PEF; Member of the BoG
- **Dr. Yousuf Zaidi** – Joint Secretary, PEF; Member of the BoG
- **Lt Col. (R) Munzim A. Vahidy** – Member, Pakistan Educational Foundation
- **Chairman, Sindh HEC (or Nominee)** – Member of the BoG
- **Chief Justice, Sindh High Court** – Member of the BoG
- **Secretary, Education, Government of Sindh** – Member of the BoG
- **Mr. Sameer Hasan** – Member, Pakistan Educational Foundation
- **Dr. Pervaiz Siddiqui** – Ex-Member Syndicate, Karachi University; Member of the BoG
- **Mr. Safi Qudsi** – Member, Pakistan Educational Foundation
- **Mr. Iqbal Anjum Butt** – Member, Pakistan Educational Foundation
- **Mr. Nasir Ali Shah** – Member, Pakistan Educational Foundation
- **Dr. Muzzaffar Mahmood** – Dean Academics, KIET; Member of the BoG
- **President, Karachi Chamber of Commerce & Industry (KCCI)** – Member of the BoG
- **Dr. Afzal Kazmi** – Ex-Member Syndicate, Karachi University; Member of the BoG
- **Prof. Dr. Sajida Parveen** – Director, Quality Enhancement Cell (QEC); Non-voting Member
- **Mr. Nasir Hussain** – Assistant Registrar, KIET; Secretary to the Board

About KIET

The Karachi Institute of Economics and Technology (KIET) was established in 1997 to provide quality education at an affordable cost. It was formally chartered in 2000 and recognized by the HEC. KIET entered into a collaborative arrangement with PAF, and its Main Campus was shifted to the PAF Air Academy in 2002. In 2025, this arrangement was concluded with mutual consent, and now it has three campuses: the Ahsanabad Campus, located near Gulshan-e-Maymar, which now serves as the Main Campus; the North Campus, located in North Nazimabad, where all computer science-related courses are offered; and the City Campus, located on Shahrah-e-Faisal, which caters to the needs of the College of Management Sciences. Formally branded as PAF-KIET, it's now branded as KIET (Karachi Institute of Economics & Technology).

KIET's Vision

To emerge as a premier institution for higher education in Pakistan, fostering a culture of innovative teaching and research that bridges theory and practice to equip students with cutting edge skills, critical thinking, an entrepreneurial mindset, and social development through their endeavors.

KIET's Mission

Empowering students to achieve excellence in their chosen fields, we are committed to delivering innovative and industry-relevant education. Fostering a culture of critical thinking, creativity, and entrepreneurship. Providing opportunities for experiential learning and practical application. Building strong partnerships with industry, community, and alumni Developing graduates who are adaptable, innovative, and socially responsible, and nurturing a lifelong connection with our alumni to foster a community of leaders and change makers.

KIET Core Values

Excellence: Commitment to the highest standards in teaching, research, and professional practice.
Integrity: Promoting honesty, fairness, and ethical conduct in all academic and administrative activities.
Innovation: Encouraging creativity, research, and the pursuit of new ideas and technologies.
Collaboration: Fostering teamwork, partnerships, and mutual respect within the institute and with external stakeholders.
Service to Society: Contributing to the social, cultural, and economic development of the community and the nation.
Lifelong Learning: Inspiring continuous personal and professional growth for students, faculty, and staff.

President's Message

Professor Dr. Muhammad Khalid Khan

What sets KIET apart is its clear vision of providing quality education with enduring value. Since its inception, KIET has remained dedicated to fostering academic excellence while instilling in students the values of integrity, responsibility, and leadership. We believe that education is not merely about obtaining a degree; it is about developing the ability to think critically, solve problems creatively, and make a positive contribution to society.

At KIET, we emphasize a holistic learning experience that blends rigorous academic programs with research opportunities, professional training, and extracurricular engagement. Our strong collaboration with industry and strategic partners ensures that students gain practical exposure and remain aligned with the evolving demands of the global marketplace.

Above all, our commitment is to empower students with the knowledge, skills, and ethical foundation necessary to succeed in their careers and make meaningful contributions to their communities and the nation. With dedicated faculty, state-of-the-art facilities, and a student-centered approach, KIET continues to advance with a mission to deliver education that creates real value for individuals and society at large.

1. Academic Colleges and Departments

1.1 College of Management Sciences (CoMS)

The College of Management Sciences (CoMS) at KIET develops future business leaders through academic rigor, practical immersion, and research-driven learning. Its teaching approach emphasizes case-based pedagogy, industry engagement, and skills development so that graduates gain both strong theoretical foundations and job-ready competencies. Faculty combine scholarly expertise with industry experience, and students participate in research projects, seminars, and professional growth activities that cultivate critical thinking, leadership, and ethical decision-making. With a commitment to quality and continuous improvement, CoMS contributes significantly to KIET's mission of producing competent, innovative, and responsible professionals.

CoMS offers programs from undergraduate to doctoral levels with a wide range of specializations. The PhD (Management) allows specialization in Finance, Management, and Marketing. The MBA offers tracks in Finance, Marketing, Human Resources, Supply Chain Management, Aviation Management, Educational Leadership, Production and Operations Management, and Engineering Management. The MS in Management Sciences provides specializations in Finance, Marketing, Human Resources, and Supply Chain Management. At the undergraduate level, the BBA includes specializations in Finance, Marketing, Human Resources, Supply Chain Management, Aviation Management, and Project Management. The BS portfolio comprises Aviation Management; Accounting & Finance; Digital Marketing; Business Analytics; and Project Management.

1.1.1 Vision of College of Management Sciences

To be a leading college of management sciences in Pakistan, fostering innovative and entrepreneurial leaders who excel in the local business landscape and contribute to sustainable economic and social development.

1.2.2 Mission of the College of Management Sciences

Empowering students to achieve excellence in management sciences, we are committed to delivering innovative and industry-relevant education in this field. Fostering a culture of critical thinking, creativity, and entrepreneurship. Providing opportunities for experiential learning, practical application, and industry engagement. Building strong partnerships with industry and the community to enhance education and research. Developing graduates who are adaptable, innovative, and socially responsible.

1.2 College of Computing and Information Sciences (CoCIS)

The College of Computing and Information Sciences (CoCIS) at KIET is dedicated to providing high-quality education and research opportunities in the rapidly evolving field of computing. Established with a vision to produce graduates who are academically sound, technically proficient, and professionally competent, CoCIS plays a vital role in preparing students to meet the challenges of the digital era. The college offers a range of undergraduate, graduate, and postgraduate programs in Computer Science, Software Engineering, Artificial Intelligence, Data Science, and related disciplines. All programs are accredited by the National Computing Education Accreditation Council (NCEAC) of the Higher Education Commission (HEC), ensuring academic excellence and compliance with national and international standards.

CoCIS emphasizes practical learning and industry engagement through state-of-the-art laboratories, research initiatives, and collaboration with leading organizations in the IT sector. The curriculum is regularly updated to incorporate emerging technologies such as machine learning, cybersecurity, cloud computing, and big data analytics, equipping students with relevant and future-ready skills.

In addition to academics, CoCIS encourages students to participate in competitions, hackathons, and innovation-driven projects, fostering creativity and problem-solving abilities. With a strong commitment to research, innovation, and entrepreneurship, the college serves as a hub for developing competent IT professionals who contribute effectively to both local and global markets.

1.2.1 Vision of College of Computing and Information Sciences

To emerge as a distinguished institution of higher learning recognized for academic excellence, technological innovation, and state-of-the-art technologies, which empowers the future leaders through transformative education, interdisciplinary research, and a deep commitment to community growth.

1.2.2 Mission of College of Computing and Information Sciences

Our mission is to cultivate a dynamic, inclusive learning environment that nurtures intellectual curiosity, professional competence, and ethical leadership. We are committed to academic excellence, delivering a rigorous and future-focused curriculum driven by global standards and continuous improvement. Innovation & Research: Encouraging creativity, problem-solving for critical thinking, and cutting-edge research with real-world impact. Industry pertinence: Bridging the gap between academia and industry through strategic partnerships, hands-on experience, and career-oriented learning. Student Empowerment: to foster a transformative educational environment that empowers students to become confident, innovative, and socially responsible human. By nurturing a strong, lifelong connection with

our alumni, we aim to create a dynamic network of support, mentorship, and collaboration that continues to inspire future generations.

2. Academic Information

2.1 GPA & CGPA Calculation

The Grade Point Average (GPA) is the weighted average of grade points for all letter-graded courses taken in a given semester, while the Cumulative Grade Point Average (CGPA) is the weighted average across the student's entire KIET record for all courses that carry letter grades. Grades of R (Repeat) and W (Withdrawn) are excluded from both calculations. If a course with an F grade is repeated and later passed, the original F does not enter the CGPA calculation; however, all attempts including the original F remain visible on the final transcript, with only the most recent passing grade counting toward the CGPA.

2.2 Grading Structure

KIET follows the following Grading System with maximum GPA 4.00: grading scheme:

Grades/Grade point	Grade Points	Marks
A (4.00)	4.00	87-100
B+ (3.5)	3.5	78-100
C+ (2.5)	2.5	66-100
C (2)	2	60-65
F (0)	0	Less than 60,

2.3 Marks Breakup

Weight assigned to these exams and other class activities are as follows. However, this is the broad structure. There may be variation on the allocated marks based on subject requirement.

	Percentage
Final Exam	40%
Mid Term	30%
Quizzes/ Assessment	15%
Class Participation/ Project	15%

3. Academic Support & Systems

- The first point of contact for all the programs is the respective program managers and academic staff. The students are advised to stay in contact with them at all times. For adding and dropping courses, students should contact them.

- Students are advised to follow the master syllabus of the respective program when adding a course. They should ensure the course they intend to add in a semester aligns with their respective master syllabus. If students take a course that is not listed in the master syllabus, it will not be counted toward the degree program and may delay completion time.

3.1 Learning Management System (LMS)

Students should regularly visit the LMS. It displays all the notices and also helps students generate their fee bills, which they should pay without delay. The faculty does not accept hard copies of quizzes, assignments, and projects. The student must upload them on the LMS within the prescribed period.

3.2 Registration

Registration of students in programs and classes is the first step in the management of academic record of students from the time of their admission to graduation or separation from the institute. Registration process must ensure that the record in the database of the institute reflects the actual status of enrollment in the classroom. The process covers the tasks involved, the forms to be used and the responsibility for accomplishment of each task.

3.3 Registration of Continuing Students

Self-Registration System – SRS

Students shall be expected to register in classes for the next semester strictly in accordance with their syllabus. The procedure for registration of continuing students is outlined hereunder:

- Registration Department will announce the schedule of registration for continuing students before the third hourly examination. along with the applicable instructions.
- The class schedule for the next semester shall be prepared by the respective colleges/ departments, and posted on the notice boards well before the final examination of the term to enable students to plan their course work and be prepared for registration in classes scheduled in the next semester.
- Registration department shall, in collaboration with Directors of Colleges/ Departmental Heads. Manager MIS and Finance manager. make necessary arrangements for Self Registration System, and the students shall be issued their fee bill at least four weeks before the due date for payment.

- The student will fill the online registration form through SRS in consultation with the Academic Officer of the college concerned, and collect their fee bill from Registration office window.

3.4 Orientation of New Students and Registration

On the first day, KIET organizes orientation sessions for all newly admitted students. During these sessions, the President and the Dean formally welcome the students. Subsequently, the Program Managers introduce the students to the various facilities available on campus.

With regard to course registration, new students are not required to complete the process themselves. The Admissions Department, in coordination with the Program Managers of the respective colleges, carries out the registration exercise on their behalf.

4 KIET Faculty

All faculty of Karachi Institute of Economics and Technology (KIET) comprises highly qualified academics and industry professionals with strong educational and research backgrounds, including a large number of PhD holders and HEC-approved supervisors. Spread across its colleges of Management Sciences, Engineering, Computing, and Humanities & Sciences, the faculty brings a blend of teaching, research, and practical expertise in fields such as business, computing, engineering, avionics, and applied sciences. This diverse mix ensures that students receive quality education supported by research driven knowledge and industry relevant insights.

5 KIET Alumni

The alumni of the Karachi Institute of Economics and Technology (KIET) form a dynamic and influential community that reflects the institute's commitment to academic excellence, professionalism, and ethical values. Since its inception, KIET has produced graduates who have excelled in diverse fields, including business, engineering, computer science, aviation, and social sciences. They are serving with distinction in leading organizations, entrepreneurial ventures, and public sector institutions in Pakistan and abroad.

The alumni community not only represents the success of KIET's academic mission but also serves as a bridge between the institute and the professional world. By mentoring students, establishing industry linkages, and supporting institutional initiatives, alumni play a vital role in enhancing KIET's reputation and impact.

As lifelong members of the KIET family, our alumni embody the institute's values of integrity, service, and excellence. Their achievements continue to inspire current students and reinforce KIET's position as a center of learning that shapes tomorrow's leaders.

6 Facilities at KIET

6.1 Library

KIET's libraries are well-equipped, air-conditioned learning spaces boasting over 13,000 volumes across a wide range of subjects, complemented by robust digital access via IEEE, ACM, and HEC networks. The libraries feature quiet reading rooms with carrel seating, an online resource search through a Library Information System, and a wide range of multimedia formats, including journals, newspapers, CDs, and DVDs. Students may borrow up to three books for 15 days (with one re-issue allowed), but reference materials remain in-library only, and standard fines apply for overdue or lost books ensuring a resource-rich, orderly environment that promotes academic success.

6.2 Internet Facilities

KIET provides comprehensive internet facilities across all its campuses, offering high-speed connectivity and campus-wide Wi-Fi to support academic, research, and administrative activities. Through its link with the Pakistan Education and Research Network (PERN), students and faculty gain access to digital libraries, Turnitin, Microsoft services, and video conferencing tools. All computer and multimedia labs are fully networked with reliable internet. This robust infrastructure ensures that learners and researchers have uninterrupted access to online resources and digital tools essential for modern education.

6.3 Classrooms

Classrooms are designed to provide a modern and conducive learning environment. All classrooms are spacious, clean, and air-conditioned to ensure student comfort. Classrooms are equipped with multimedia projectors, audio-visual aids, and whiteboards to support interactive and technology-enabled teaching. Several lecture halls are purpose-built to accommodate larger groups, while seminar rooms and smaller classrooms facilitate discussions, group activities, and presentations. The overall setup ensures that teaching at KIET takes place in a professional, student-friendly environment that enhances learning outcomes.

6.4 Photocopy Facilities

KIET provides convenient photocopying and printing facilities for students across its campuses. Dedicated photocopy shops and printing points are available where students can get their study notes, assignments, and project materials photocopied or printed at affordable rates. These facilities also offer related services, such as binding and lamination, ensuring that students have easy access to all document-related support on campus.

6.5 Girls Common Rooms

KIET provides dedicated girls' common rooms on its campuses to ensure comfort, privacy, and convenience for female students. These common rooms are spacious, well-furnished, and air-conditioned, offering a relaxed environment for rest and informal interaction between classes. Facilities typically include comfortable seating, study corners, and basic amenities, making them suitable for both relaxation and quiet study. The provision of these common rooms reflects KIET's commitment to maintaining a student-friendly environment that caters to the needs of female students.

6.6 Sports and Recreational Facilities

KIET provides recreational facilities to keep students engaged during their free time. These include table football (foosball), badminton, volleyball, table tennis, and carrom, offering students opportunities for relaxation, physical activity, and friendly competition on campus.

For large-format sports and events such as cricket, football, and major student society activities student societies may, arrange off-campus, paid premises to accommodate these activities. All such arrangements require prior approval and must follow the Institute's event, safety, and budgetary guidelines.

6.7 Praying Faculties

Adequate prayer facilities are available on campus. The prayer area is equipped with pedestal fans, and designated spaces for prayer, ensuring a comfortable environment for students, faculty, and staff.

6.8 Notices Board

Various notice boards are placed at different locations across the campus for the convenience of students. Students are advised to regularly check these boards to stay updated on important announcements and notices issued by different departments.

6.7 Open Door

All KIET colleges follow an open-door policy. Students may visit the Dean of their respective college without a prior appointment during posted office hours. If the Dean is in a meeting or teaching, students may be asked to return at an available time or schedule a visit through the college office.

6.8 Counselling by Permanent Faculty

Permanent Faculty members have designated time slots for students. The timings are displayed on their office doors. Students are welcome to visit them, for selecting electives or any other queries.

7 Students Regulations and Guide Line

7.1 Admissions

This section contains the general points related to complete admission policy. The requirements may change from one program or other. For specific details, students may contact the admission office:

7.2 Required Documents

Bachelor Degree Programs

- Matric or O'Level and Intermediate or A-Levels or equivalent mark sheets/degrees (attested photocopies).
- Equivalency document for all foreign degrees from IBCC/related bodies.
- Attested National ID card or B-Form and Parent's NIC copies.
- Two passport sized photographs.

Master And M. S (M.Phil) Degree Programs

- Matric or O'Level and Intermediate or A'Levels mark sheets/degrees (attested photocopies).
- Bachelor and or Master mark sheets/degrees (attested photocopies).
- Equivalency document for all foreign degrees from IBCC/related bodies.
- Attested National ID card or B-Form and Parent's NIC copies.
- Two passport sized photographs.

7.3 Eligibility Criteria

Undergraduate: Minimum 50% in Intermediate/A-Level or IBCC-recognized equivalent; DAE applicants may apply to relevant programs subject to equivalence and program fit.

MS/MPhil: 16 years of education with CGPA $\geq$ 2.5/4.0 or $\geq$ 60% from an HEC-recognized institution (departmental prerequisites may apply).

PhD: MS/MPhil or equivalent with CGPA $\geq$ 3.0/4.0, subject test and interview; supervisor availability and research fit are required.

7.4 Admission Test & Interview

- All applicants must appear in KIET's admission test, except those exempted based on GRE, GAT, or other approved tests.
- Shortlisted candidates may be called for an interview to assess aptitude and program suitability.

7.5 Program Progression, Duration & Study Load

Admissions are merit-based, determined by academic record, admission test, and, where applicable, interview performance. Applicants awaiting Intermediate or Bachelor's results may receive provisional admission for one semester under HEC guidelines, subject to all other program requirements; the student and parent/guardian must sign an undertaking acknowledging this status. After the merit list is finalized, selected candidates are notified by the Admissions Office and provided registration instructions and a fee bill. Admission and class registration are confirmed only upon submission/verification of required documents and timely fee payment; installment plans for new entrants are generally not available except in approved exceptional cases. KIET may reject applications without assigning reasons, and admissions may be cancelled for false information or forged documents. Equivalence of foreign or alternate qualifications is determined by IBCC (Intermediate) and HEC (Bachelor's/Master's), and transfer of credits from HEC-recognized institutions may be allowed per KIET rules. Provisional admissions must be regularized by submitting final results by the deadline, failing which admission stands cancelled.

Students must complete their programs within prescribed time limits: PhD (3–8 years), MBA/MS (1.5–2 years minimum, up to 4 years maximum), and BBA/BS (4–6 years). Failure to finish within the maximum duration results in disqualification from the program; an interim mark sheet may be obtained from the Registration & Examination Department. Semester freeze is not offered; any approved break or absence still counts toward the overall completion period.

Study load is managed to support timely progress and academic quality. For undergraduates, the normal load is typically 15–18 credit hours, with a maximum of 21–22 credit hours allowed only with Dean/HoD approval and usually requiring a strong CGPA (e.g., ≥3.0). Students on academic probation (e.g., CGPA <2.0) may be restricted to 12–14 credit hours. For MS/MPhil, the normal load is 9–12 credit hours with a maximum of 15 by approval, while PhD coursework usually ranges from 6–9 credit hours per semester. The Summer semester is reserved for repeat/failed courses only, with a maximum of 6 credit hours (typically two courses).

7.6 Student Attendance

- Attendance rules are strictly enforced. Any student coming to class after the roll has been called, is marked absent.
- Students are allowed a specified provision for leaves. The provision varies according to the total number of class sessions per semester.
- Maximum absences allowed in morning programs in semesters are 6. In case a student accumulates more than the stipulated limit of absences his/her name would be struck off from the attendance roll, consequently the student is awarded an R (repeat) in the course.

- Given this provision for absences, there is no need for students to apply for leaves. The Institute expects the students to be mature and responsible and use the provision for leaves prudently. The provision is for emergencies such as sickness, strikes or other mishaps only. The provision is substantial and allows the student to be off for about three weeks, which is typically enough time to deal with most emergencies.
- It is also expected that the student does not waste the provision for frivolous reasons. The student is responsible for exhausting the provision during the early part of the semester and is then left without the provision when an emergency is encountered.
- It is the responsibility and obligation of the students to monitor their attendances.
- President KIET may condone one or more absence from class in unique hardship cases.

7.7 Exam Eligibility, Probation & Restrictions

An admit card is mandatory to sit for examinations. Students must clear at least 75% of outstanding dues to appear in midterm exams and 100% of dues before finals. To avoid academic probation, a minimum GPA/CGPA of 2.00 is required; sustained poor performance may result in dismissal. Students on academic probation may not take more than 9 credit hours without prior approval from the Dean and the Director, College of Management Sciences, and they are not eligible to register through the Self-Registration System (SRS). Additionally, students on probation may not hold office in any student society or organization, nor represent KIET at official or social events, without prior permission.

7.8 Course Add and Drop

- Students must register their courses within the date which is intimate through the notice from accounts department and program office. Similarly, the students must pay the course fees within the prescribed dates. If the students do not pay the courses fees within the prescribed time late fee charges may incur. For details, please coordinate with respective program managers.
- Students may drop a course within nine days from the date the classes begin without financial penalty.
- If a course is dropped after this period, the fees paid will not be refunded, and a financial penalty will apply.
- Dropping a course after the prescribed deadline will result in a "W" **(Withdrawn)** grade being recorded on the transcript.
- Students who fail to drop a course officially will receive an "F" **(Fail)** grade on the transcript.
- Please note, once the student takes the failed course and pass it the latest grade will be used for calculating the CGPA. However, as per HEC policy all the failed courses would depicts in the transcripts.

8. Summary of Important Policies

Below is a summary of key KIET policies. All KIET policies are aligned with HEC and developed in accordance with HEC guidelines. Complete policy documents for these and other academic and student affairs policies are available on KIET's website.

8.1 Student Grievance Policy

KIET has a dedicated online portal for student grievances. This mechanism is designed to address students' concerns efficiently and effectively, ensuring timely resolution and support.

8.1.1 Issuance of Transcript

- Student must have completed the required course work, internship(s) and the final year project(s) for his/ her degree program, in accordance with the assigned syllabus.
- The normal period to complete the due process involves in the issue of the transcript is two months.
- Student must have cleared all dues of the institute, if any.
- The degree is normally conferred at convocation and shall be issued after due process, which may take up to one month to complete.
- In case of urgent requirement, the transcript will be provided within 07 days but of Rs. 2000 will be charge for urgent service.

8.1.2 Use of Unfair Means

- Use of unfair means is considered a very serious offense. Students can be rusticated, suspended or demoted.
- Cases of cheating or plagiarism shall be referred to the Examination Disciplinary Committee shall investigate the matter and recommend necessary action(s). President KIET shall approve the recommendations made.
- Carrying of mobile phones and any other communication device is strictly prohibited in the examination rooms and shall be confiscated.
- No student shall be allowed to sit in the examination, 10- minutes after start of examination.
- No student shall be allowed to leave the examination room, earlier than 20 minutes and 60 minutes after commencement of the Hourly and end-term examinations, respectively.
- Rules against cheating and plagiarism shall be strictly enforced.

8.2 Policy on Cheating and Related Punishment

KIET has a dedicated online portal for student grievances. This mechanism is designed to address students' concerns efficiently and effectively, ensuring timely resolution and support.

LEVELS	OFFENCES	PUNISHMENTS	AUTHORITY
LEVEL – 1	1- Whispering / Talking 2- Glancing / Looking / Staring 3- Responding to others whispers and assisting others in seeing own answer sheet. 4- Other offences of similar nature and intensity	Oral Warning, Change of Seats	Invigilator
LEVEL – 2	1- Getting / Giving assistance by exchange of personal items like calculators, etc. 2- Carrying mobile phone or any other electronic device 3- Repeating offences of LEVEL 1 4- Other offences of similar nature and intensity	Removal from the examination Hall and mobile phone / device shall be Confiscated	Invigilator with Controller of Exams
		Fail grade in subject of exam	Examination Disciplinary Committee
LEVEL – 3	1- Writing on the desk before the start of the exam. 2- Sitting contrary to seating plan, intentionally. 3- Being caught talking while outside the examination hall during the examination when allowed to go out e.g. visit to washroom, visit to Administration for issue of temporary ID Card, etc. 4- Repeat Offences of Level 2 5- Other offences of similar nature and intensity	Cancellation of course ("F" grade shall be given with financial penalty)	Examination Disciplinary Committee

LEVEL – 4	1. Using pre-meditated chits containing helpful material. 2. Using Mobile Phone / Organizer to cheat. 3. Other offences of similar nature and intensity 4- Carrying helpful material written on hands / arms 5. Exchanging question papers	Cancellation of semester ("F" grade shall be given in all subjects with financial penalty)	Examination Disciplinary Committee
LEVEL – 5	1- Exchanging Answer Sheets during the examination 2- Writing each others Roll No. on own answer sheet. 3- Replacing answer sheets with other answer sheets not distributed for this exam (e.g. prepared at home, prepared in class). 4- Proxy Sitting 5- Cheating and being argumentative, rude, aggressive etc with the invigilator 6- when checked. Whenever decided by the Disciplinary Committee	Rustication / Expulsion from the Institute and ("F" grade shall be given in all subjects with financial penalty)	Examination Disciplinary Committee

8.2.1 Termination of Students on Misconduct

Students enrolled at KIET are expected to maintain the highest standards of discipline, respect, and ethical behavior. Any act of serious misconduct may result in disciplinary action, including termination of admission. Misconduct may include, but is not limited to:

- Academic dishonesty such as cheating, plagiarism, or tampering with examination records.
- Disrespectful, abusive, or threatening behavior towards faculty, staff, or fellow students.
- Willful damage to university property or misuse of campus facilities.
- Participation in activities that disrupt academic processes or tarnish the institute's reputation.
- Possession or use of prohibited items such as drugs, weapons, or other unlawful materials on campus.
- Repeated violations of university rules despite prior warnings.

The disciplinary process involves an inquiry by the Disciplinary Committee, which reviews the case, provides the student with an opportunity to present their defense, and recommends

appropriate action. Based on the committee's findings, the university reserves the right to impose penalties ranging from warnings and suspension to final termination of enrollment.

8.3 Harassment Policy

Overview & Purpose. KIET is committed to a harassment-free academic and professional environment grounded in dignity, mutual respect, and equal opportunity. The policy prevents, reports, investigates, and addresses harassment—including sexual, verbal, physical, psychological, and cyber harassment—in line with the Protection Against Harassment of Women at the Workplace Act, 2010 and relevant HEC policies.

Scope & Definitions. The policy applies to all students, faculty (full/part-time, adjunct, visiting), staff, and affiliated persons (vendors, consultants, interns, researchers) across all KIET campuses and activities. Harassment includes any unwelcome conduct creating an intimidating, hostile, or offensive environment (e.g., sexual advances, derogatory remarks, unwanted touching, hostile behavior, or online intimidation).

Governance & Committees. A Harassment Inquiry Committee (HIC) oversees cases, empowered to receive complaints, conduct impartial and confidential inquiries, recommend disciplinary action, and ensure non-retaliation. The HIC is chaired by the President and includes female faculty from both campuses, the Director Administration, and program managers from CoMS, CoCIS, and CoE. Campus subcommittees (Ahsanabad, North and City) handle initial fact-finding and submit reports to the HIC.

Reporting & Timelines. Complaints may be verbal or written (official forms available on both campuses and online) to any HIC or subcommittee member. Acknowledgment is issued within 3 working days; a preliminary inquiry begins within 7 days. Anonymous complaints may be considered if specific and verifiable. All inquiries should conclude within 30 calendar days, with written notification of the outcome to both parties.

Investigation & Outcomes. The process includes preliminary review, formal hearing (testimony/evidence), deliberation and recommendations, and written outcome. Proven cases may result in a warning, written apology, counseling/training, demotion or suspension, expulsion (students), termination (staff), and/or legal action under Pakistani law.

Safeguards & Confidentiality. Retaliation against complainants, witnesses, or committee members is prohibited and treated as a separate offense. All proceedings are strictly confidential; committee members must not disclose information to unauthorized parties.

Review & Amendments. The policy is reviewed annually by the HIC and the Board of Governors to ensure alignment with national legislation and institutional needs; any amendments are submitted to the Board for approval.

8.4 KIET's Anti-Plagiarism Policy

This policy applies to all KIET students (UG/PG/PhD), faculty (permanent/adjunct/visiting), staff, and collaborators (including external research partners). It covers all academic work: written assignments, research projects (theses/dissertations), publications, and presentations.

Purpose & Definition. The policy promotes academic integrity, prevents plagiarism, and educates on proper citation. In line with HEC's Anti-Plagiarism Policy, plagiarism includes intentional or unintentional use of others' ideas/words/IP without acknowledgment, including self-plagiarism.

Proactive Measures.

- Mandatory Turnitin® checks for assignments, projects, reports, theses: Certificate of Authenticity required with term reports/FYPs/theses.
- Similarity thresholds: overall ≤ 19%; ≤ 5% from any single source; and results/findings section should be < 9% (heightened scrutiny above these levels).
- AI-assisted writing: permitted up to 20% of a submission; work must remain original and properly cited.
- Faculty/TAs must follow KIET Turnitin® guidelines; Turnitin® reports and manuscripts are required for external submissions (journals/conferences) to affirm no plagiarism

Determination & Jurisdiction. For coursework, the course instructor determines plagiarism (with documented reasoning for exceptions). FYPs/theses are decided by Project Evaluators/Head of Research. For faculty-authored manuscripts, decisions rest with the Anti-Plagiarism Committee (APC) and are final. The Committee meets at least once per semester and may act proactively or on complaints.

Complaints & Process. Allegations are emailed (with identity) to fypcoms@gmail.com; confidentiality is maintained. Complaints must specify the suspected content; original authors should attach manuscripts. The Committee conducts an initial review at its next meeting; if warranted, a full investigation follows with categorization as Minor/Moderate/Major/Most Serious. The accused receives preliminary findings and has one month to respond. Final recommendations go to the Dean's Office; both parties are notified in writing.

Penalties

- Minor (SI 20–25%): Official warning (faculty/student).
- Moderate (SI 26–35%): Faculty—warning + PKR 15,000 fine (or equivalent salary deduction); Student—warning + mandatory resubmission with acceptable similarity.
- Major (SI > 35%): Faculty—warning + PKR 45,000 fine; possible demotion for repeat offenses. Student—warning + grade F for the course/project.
- Most Serious cases (substantial reproduction) may trigger stronger sanctions per HEC and institutional rules, up to expulsion/termination and legal action.

Governance. The governing body includes: Dean CoCIS, Associate Dean CoMS, Dean CoE, Head of Research (CoMS), and one faculty member from each college (CoMS, CoCIS, CoE). Individuals (current or former) who claim credit for plagiarized/IP-infringing work (CVs, publications, talks, etc.) are subject to this policy's penalties.

8.5 Social Media Use Guidelines

This paragraph provides the summary, conclusion, and crux of KIET's policy on social media use by students. It is intended to highlight the core expectations of professionalism, responsibility, lawful conduct, confidentiality, and respect that must guide all online activity where a student's association with KIET is identified or reasonably apparent.

- Students are expected to use social media responsibly and respectfully, whether on official or personal accounts where their association with KIET is identified or reasonably apparent. Personal views must not be presented as official institute positions.
- Confidential institutional, academic, examination, student, or personnel information must not be disclosed.
- Content that is defamatory, discriminatory, harassing, unlawful, or damaging to the reputation of KIET must not be posted or shared.
- Use of KIET's name, logo, photographs, recordings, classrooms, or facilities in online content must comply with institute approval requirements and applicable law.
- Students should maintain respectful communication, protect privacy and academic integrity, and ensure that all online conduct remains consistent with KIET policies, HEC guidance, PECA 2016, and other applicable laws of Pakistan.

8.6 Student Dress Code

This paragraph provides the summary, conclusion, and crux of KIET's student dress code expectations. It is intended to highlight the core standards of neatness, modesty, appropriateness, and respect for the academic environment that students are expected to maintain while on campus and during all official KIET activities.

- Students are expected to maintain a neat, modest, and presentable appearance at all times on campus and during official KIET activities.
- Dress should reflect the academic environment of the institute and remain consistent with the social, cultural, and professional norms generally observed in reputable educational institutions in Pakistan. Smart casual, modest western attire, or national dress is acceptable, provided it is clean, decent, and suitable for classes, laboratories, meetings, presentations, and formal events.
- Clothing that is excessively casual, revealing, untidy, or contains offensive slogans, graphics, or imagery is not appropriate.
- In laboratories, workshops, sports areas, or other specialized settings, students must also comply with any additional safety, discipline, or departmental dress requirements.